

**MADANAPALLE INSTITUTE OF TECHNOLOGY AND SCIENCE
INTERNAL/EXTERNAL AUDIT CHECK LIST**

NAME OF THE DEPARTMENT _____

Date _____

NAME OF THE AUDITOR _____

Criterion	Items	Verification	Observation	Suggestion for Improvement
Curriculum	Steps followed in the design of syllabus & curriculum			
	Contents of the curriculum			
	Validation done			
	Credits allocated			
Curriculum delivery	Teaching method & Aids			
	E learning modules			
	Project work UG/PG			
	Internal Assessment components			
	Student Support – Remedial classes			
	Parents meeting: students' progress			
	Feedback from Students			
	Steps taken on the feedback			
Faculty Profile	Projects completed ongoing			
	Seminars/conferences attended			

Signature of the Auditor

Signature of HOD

Signature of Principal

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	Papers/articles/books published			
	FDP/training program/workshop attended			
	Preparation of E-learning material/content			
	Acted as resource person			
	PhD awarded			
Profile of Students	Involvement in extracurricular and co-curricular activities			
	Industrial visit/internship			
	Achievements			
Infrastructure	No of class rooms			
	No of labs			
	No of computers			
Activities of the department	MOUs Signed			
	Consultancy			
	collaborations			
	Guest lectures			
	Conference/seminar/workshop conducted			
	Extension Activity			
	Interaction with industry/research centers and educational institutions			

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	Newsletter/magazine			
	Placement			

Please write additional comments in the space below:

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Academic Audit	
Date of Audit ___/___/___	
Name of the Auditor	
Name of the Department being audited ---	
Name of the document inspected	Auditors comment
Attendance Registers duly filled in all regards and signed by the concerned Head of the Department (Blue Books)	
Random verification of Answer scripts (Internal --- Department Office and External – Controller of Examinations’ Office)	
CO-PO Attainment Calculations	
Minutes of PAC Meetings	
Documentation of Academic Schedule, Calendars, Department Events, Feedback on Curriculum etc.	
Documentation of Faculty course files, personal files, Research Contributions and Achievements	

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Name of the document inspected	Auditors comment
Documentation of Student Pass Percentage, Analysis of Student Backlogs and the measures undertaken, No. of students cleared the programme within the stipulated time, Student Achievements etc.	
Equipment/Software procured in the last year, Calibration Details, Master Manuals. usage register, Stock Registers etc.	
Minutes of Department Meetings	
Timetables	
SFR Calculations for 2019-20 & 2020-21	

Signature of the Auditor

Signature of HOD

Signature of Principal