



SELVAM COLLEGE OF TECHNOLOGY

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Accredited by NAAC | UGC Recognized 2(f) Status | An ISO 9001:2015 Certified Institution
Approved by AICTE - New Delhi, Affiliated to Anna University - Chennai

INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACADEMIC AND ADMINISTRATIVE AUDIT REPORT

Auditee Department:

Academic Year:

Auditing Date:

Semester:

Auditor:

S. No	Parameters	Audit findings	Suggestions
1	Whether Department adhere to the academic calendar		
2	Subject allocation system		
3	Class Committee meetings are conducted periodically		
4	Portion completion of the faculty monitoring		
5	Whether the assignment given by the faculty members periodically		
6	Question paper settings for the assessment test		
7	Student Mentoring system		
8	Internal result analysis monitoring		
9	Whether remedial actions taken for the slow learners		
10	Student involvement in external participation		
11	Faculty participations in Conference/ workshop/seminar		
12	Faculty Paper/ Book Publication details		
13	Whether the laboratory equipment's service periodically		
14	Course content development by the faculty's (Google class room/ Course file)		
15	How the student grievances rectified		
16	Professional membership details		
17	Funds applied by the faculty members		

18	Funds applied by the students		
19	ICT enabled class room details		
20	Whether the faculty's aware about the usage and importance of LMS		
21	Certification course/ Value added course/ Workshop conducted by the department		
22	Student record		
23	Alumni Details (% of higher studies, % of placement) record		
24	Faculty Log Books (Both theory & laboratory)		
25	Laboratory Master record, Manual & Student Records		
26	Course outcomes, Course plan (including tutorial class details)		
27	Lecture Notes (All units)		
28	Assignment Questions		
29	Content Beyond the Syllabus		
30	Question Papers (IAT-1, IAT-2, IAT-3 & Model)		
31	Corrected answer scripts (All students)		
32	Assessment Reports		
33	Video Lecturing		

Comments:

General Observation:

Confidential Audit Report (If any):

Name & Signature of Auditing Faculty

IQAC Coordinator

Principal