



NATIONAL COLLEGE

(Autonomous)

Tiruchirappalli, Tamil Nadu – 620001, INDIA.



DR V KRISHNAMURTHY
Educational Foundation
TIRUCHIRAPPALLI

DEPARTMENT INTERNAL AUDIT & INSPECTION FORM

Academic Year : Date of Inspection :

Name of the Department :

Programme(s) :

Name of the Head of the Department:

Number of Faculty : Student Strength :

Inspection Team :

Name of the IQAC Coordinator :

A. Department Administration

S. No.	Particulars to be Verified	Yes	No	Remarks
1.	Department profile is updated			
2.	Department academic plan is available			
3.	Department committee meetings are conducted regularly			
4.	Minutes of meetings are properly maintained			
5.	Previous audit observations have been complied with			
6.	Department files and registers are properly maintained			
7.	Department calendar/activities are systematically planned			

B. Academic Activities

8.	Time-table is properly prepared and displayed			
9.	Faculty workload is properly allotted			
10.	Course plans/Lesson plans are maintained			
11.	Syllabus is completed as per schedule			
12.	Teaching diary/academic records are maintained			

13.	ICT/digital teaching methods are used			
14.	Innovative teaching methods are adopted			
15.	COs are defined and documented			
16.	CO-PO/PSO mapping is available			
17.	CO attainment is analysed			

C. Student Academic Monitoring

18.	Student attendance is regularly monitored			
19.	Low-attendance students are identified			
20.	Slow learners are identified			
21.	Remedial measures are provided			
22.	Advanced learners are encouraged			
23.	Student mentoring system is functioning			
24.	Mentor-mentee records are maintained			
25.	Semester results are analysed			
26.	Corrective action is taken based on results			

D. Internal Assessment & Examination

27.	Internal examinations are conducted as scheduled			
28.	Internal assessment records are complete			
29.	Marks are supported by documentary evidence			
30.	Practical records are properly maintained			
31.	Student performance is analysed			
32.	Examination-related instructions are followed			

E. Faculty Development & Research

33.	Faculty members participate in FDPs/ workshops			
34.	Research publications are available			
35.	Research projects are undertaken			
36.	Conferences/seminars are conducted/ attended			
37.	Consultancy/collaborative research is undertaken			
38.	Faculty achievements are properly documented			

F. Student Development

39.	Seminars/workshops are organised			
40.	Students participate in conferences/ competitions			
41.	Internships are facilitated			
42.	Career guidance is provided			
43.	Skill-development activities are conducted			
44.	Placement/higher-education progression is monitored			
45.	Alumni interaction is encouraged			

G. Infrastructure & Departmental Resources

46.	Classrooms are adequate and maintained			
47.	Laboratories are properly maintained			
48.	Equipment is functional			
49.	Stock register is updated			
50.	Physical verification of assets is conducted			
51.	ICT facilities are available			
52.	Department library/resources are adequate			

53.	Safety measures are adequate			
H. IQAC / NAAC Documentation				
54.	NAAC-related departmental documents are maintained			
55.	Evidence files are properly organised			
56.	Activity reports are supported by photographs/records			
57.	Feedback is collected and analysed			
58.	Action Taken Reports are maintained			
59.	Best practices are documented			
60.	Departmental outcomes are measurable			

Overall Department Assessment

Major Strengths Identified:

Major Areas Requiring Improvement:

Specific Recommendations:

Action to be Completed By:

Follow-up Inspection Date:

Inspection Team Recommendation

☐ Satisfactory

☐ Satisfactory with Minor Improvements

☐ Requires Corrective Action

☐ Follow-up Inspection Required

Overall Remarks:

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Signature of HoD:

Signature of Inspection Team:

1)

2)

3)

4)

IQAC Coordinator

Principal