



SRM MADURAI

COLLEGE FOR ENGINEERING AND TECHNOLOGY

Approved by AICTE, New Delhi | Affiliated to Anna University, Chennai



Department Academic Progress Audit Form

Dept:

Auditee name:

Date & Time:

Status Scale

Code	Meaning
NA	Not Started
IP	In Progress
PA	Partially Available
FA	Fully Available

Section A: Academic Planning

Sl.No	Audit Query	Status	Target Completion	Remarks
1	Program curriculum and syllabus available			
2	Academic calendar prepared and circulated			
3	Class timetables prepared			
4	Faculty workload assigned			
5	Course files prepared			
6	Lesson plans prepared			

Section B: Faculty Development

Sl.No	Audit Query	Status	Current Value	Target for Next Year
1	Required faculty positions filled			
2	Faculty with PG qualification			
3	Faculty with PhD qualification			
4	Faculty attended FDP/Workshop			
5	Faculty pursuing higher studies/research			

Section C: Laboratory & Infrastructure Readiness

Sl.No	Audit Query	Status	Available (%)	Remarks
1	Laboratories established			
2	Equipment procured			
3	Software installed			
4	Stock registers maintained			
5	Safety measures implemented			
6	Smart classrooms available			

Section D: Teaching-Learning Process

Sl.No	Audit Query	Status	Evidence Available	Remarks
1	ICT tools used in teaching			
2	Innovative teaching practices adopted			
3	Continuous assessment conducted			
4	Student feedback collected			
5	Corrective action taken based on feedback			

Section E: Research & Innovation

Sl.No	Audit Query	Status	Current Count	Target
1	Research publications			
2	Conference papers			
3	Patent filing activities initiated			
4	Research proposals submitted			
5	Industry projects identified			

Section F: Industry Connect & Student Development

Sl.No	Audit Query	Status	Current Count	Target
1	MoUs signed			
2	Industry expert lectures conducted			
3	Internship opportunities identified			
4	Training programs conducted			
5	Industrial visits organized			
6	I-Connect Status			

Section G: Governance & Quality Systems

Sl.No	Audit Query	Status	Remarks
1	Department committee meetings conducted regularly		
2	Minutes and Action Taken Reports maintained		
3	Internal academic audit conducted		
4	Previous audit observations addressed		
5	Documentation maintained systematically		

Department Development Roadmap

Area Requiring Improvement	Current Status	Planned Action	Timeline	Responsibility

HoD/ Signature

Auditee Signature