



Ref. No.: PTU / DCD / 2309

Dated: 17/3/16

**Directors / Principals**  
**All Constituents & Affiliated College**

**Subject:- Regarding Preparedness of the Institute for Academic Audit of Pharmacy, management and UGC courses.**

Respected All,

I.K. Gujral Punjab Technical University has initiated the conduct of academic audit of its affiliated colleges offering the Pharmacy, Management and UGC courses. The colleges are requested to keep the following records ready to be presented to the Audit Team:

1. Course wise faculty list with qualifications, designation and date of joining.
2. Personal files of Faculty & Director, appointment and joining letters, salary statements.
3. Annual work report of teachers.
4. Feedback taken from the students and action taken by principal/director based on the feed back.
5. Record of faculty development programmes conducted, attended by faculty.
6. Achievements of the faculty and students in respect of research and professional activities.
7. Placement records of students of last two years.
8. Any other initiatives like Entrepreneurship development programs, Industrial Training and visits, Expert lectures and major events.
9. Salary statements of faculty
10. Attendance records of the students pertaining to this and previous semester.
11. Attendance of the faculty.
12. Course file containing course plan, date of delivery of course plan, sample answer books of all MST semester containing at least one exceptional/ average and below average answer books of all evaluations.
13. Library records, Number of books, Volume/title in each program, Journals indicating date of subscription, Book volumes.
14. List of computers, date of purchase, Availability of licensed software
15. Laboratory details and Lab manual pertaining to each laboratory & student lab manual.
16. University result and its analysis.

All the academic and administrative records will also be checked and verified. Colleges are requested to keep the files ready for all aspects.

With regards

**Assistant Registrar (College Development)**

CC

**Director (College Development)**