



PUNJAB BOARD OF TECHNICAL EDUCATION

21-A, Kashmir Block Allama Iqbal Town, Lahore

www.pbte.edu.pk- Tel # 37800279, 37800088, 37800089 (Ext. 139)

R&D Cell Tel # 37800025

ACADEMIC AUDIT PERFORMA FOR SELF ASSESSMENT OF THE INSTITUTION

College / Institute / Centre: _____ Name of Principal / HOI / Manager: _____

Address with District: _____ Date: _____

Phone No. _____ Fax No. _____ E-Mail: _____

Program Detail				
Sr. #	Program / Course Name	Capacity		
		No of Sections (Morning + Evening)	No. of Students	Total
			Grand Total	

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ORGANIZATION & MANAGEMENT

Clause	Dimension	Items	Obs. Type	Not Applicable	Yes	No	Remarks
OM-1	ORGANIZATION	Ownership status (Sole Proprietorship/Partnership/Company etc) is properly	NC				
OM-2	ORGANIZATION	Functions of the governing body are clearly defined.	NC				
OM-3	ORGANIZATION	Presence of organogram (org. chart) of the institution with job descriptions.	NC				
OM-4	FINANCIAL MANAGEMENT	Balance sheet is maintained regularly.	NC				
OM-5	FINANCIAL MANAGEMENT	Profit & loss statement is maintained regularly.	NC				
OM-6	FINANCIAL MANAGEMENT	The working capital is adequate.	Obs				
OM-7	FINANCIAL MANAGEMENT	The fund generation capacity is adequate.	Obs				
OM-8	SECURITY	Visitor record is maintained at the entry point & put up to the Principal on regular basis.	NC				
OM-9	SECURITY	Security lights at critical points are installed and switched on during night.	SNC				
OM-10	SECURITY	Computer labs, workshop, offices, classrooms have proper locking arrangements & their keys are kept safely under the responsibility of a designated staff members.	SNC				
OM-11	IMAGE BUILDING	Notice boards placed prominently & photographs of major activity/special occasions displayed.	Obs				
OM-12	IMAGE BUILDING	Honor Rolls displayed at appropriate location.	Obs				
OM-13	IMAGE BUILDING	Institute activities are highlighted and courses are advertised in local press.	Obs				
OM-14	IMAGE BUILDING	Each course being run in the Institute is advertised effectively making use of handbills, posters and the local press.	Obs				
OM-15	IMAGE BUILDING	Institute prospectus is available.	Obs				
OM-16	AUTHORIZATION	NOC for running a new course has been obtained from TEVTA/PBTE.	SNC				

FACULTY & SUPPORT STAFF

Clause	Dimension	Item	Obs. Type	Not Applicable	Yes	No	Remarks
FSS-1	GENERAL	Service rules are properly described.	NC				
FSS-2	GENERAL	Permanent faculty is adequate.	Obs				
FSS-3	GENERAL	Administrative / Support Staff is adequate.	Obs				
FSS-4	JOB ANALYSIS	Job Description (work details) of all positions/posts are well defined.	Obs				
FSS-5	JOB ANALYSIS	Job Specification (worker's qualities) of all positions/posts are well defined.	Obs				

NC = Non Confirmation, SNC = Serious Non Confirmation, Obs = Observation

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FSS-6	HR DATA	Details of instructional staff available.	Obs				
FSS-7	HR DATA	Qualification and in-service training record of Instructors available.	Obs				
FSS-8	HR DATA	Details of administration staff available.	Obs				
FSS-9	ATTENDANCE	Attendance register is maintained for entry time of the arrival of each staff member.	SNC				
FSS-10	ATTENDANCE	Late arrivals record is also maintained.	NC				
FSS-11	ATTENDANCE	Short leave register is maintained.	SNC				
FSS-12	LEAVE POLICY	Proper leave record for all staff members is maintained with HOI/ Principal.	SNC				
FSS-13	LEAVE POLICY	Leave of staff member has been catered for through substitution.	NC				
FSS-14	SECURITY STAFF	Trained & experienced security guards / chowkidars are available at specified posts.	SNC				
FSS-15	SECURITY STAFF	All security guards to wear defined uniform.	NC				
FSS-16	MEETINGS	Staff meetings are conducted to review institute performance and minutes recorded.	SNC				
FSS-17	DRESSING	Teachers are smartly dressed.	Obs				
FSS-18	APPRECIATION	Appreciation letters for teacher showing best results.	Obs				

BUILDINGS AND ALLIED FACILITIES

Clause	Dimension	Item	Obs. Type	Not Applicable	Yes	No	Remarks
BAF-1	BUILDING	Building is adequate in terms of capacity.	NC				
BAF-2	BUILDING	Building is adequate in terms of auxiliaries (Lights, fans etc).	Obs				
BAF-3	BUILDING	Quality of construction is excellent.	Obs				
BAF-4	BUILDING	The building is properly maintained.	Obs				
BAF-5	BUILDING	Proper maintenance/management of the Principal's office.	Obs				
BAF-6	BUILDING	Presence of administrative/support staff office.	NC				
BAF-7	BUILDING	Availability of faculty staff office.	NC				
BAF-8	BUILDING	Availability of a meeting room.	Obs				
BAF-9	BUILDING	A properly located reception office manned by pleasant & helping staff.	Obs				
BAF-10	BUILDING	Clean & well laid out classrooms.	Obs				
BAF-11	BUILDING	Well-maintained auditorium if held.	Obs				
BAF-12	BUILDING	Well-kept lawns/play ground.	Obs				
BAF-13	PARKING	Parking area for cars, motorcycle & bicycles is specified.	Obs				
BAF-14	TRANSPORT	Access to the building location is easy through a public transport.	NC				
BAF-15	LIBRARY	Does the library exist as per the scope of institute?	SNC				
BAF-16	LIBRARY	Are the library cards issued to the students?	NC				
BAF-17	LIBRARY	Record of issuance & receipt of books is maintained?	NC				
BAF-18	DRINKING WATER	Filtered drinking water is available for all.	NC				

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BAF-19	CANTEEN	Proper cafeteria clean & presentable.	Obs				
BAF-20	CANTEEN	Canteen where available is maintained, clean and hygienic.	NC				
BAF-21	SANITATIONS	Clean Toilets/Washrooms.	Obs				
BAF-22	HOSTEL	Appointed Hostel Warden/Superintendent is available in the hostel.	SNC				
BAF-23	HOSTEL	Hostel Management Committee inclusive of senior students is constituted on yearly	SNC				
BAF-24	HOSTEL	Mess Management Committee monitors the expenses of the mess and running of the kitchen on quarterly basis.	SNC				
BAF-25	HOSTEL	Hostel Management has prepared SOP for day to day running of the hostel.	SNC				
BAF-26	HOSTEL	Rules and regulations of the hostel resident are displayed and communicated to each students at the time of allotment.	SNC				
BAF-27	HOSTEL	HOI holds monthly meeting with Hostel Superintendent / Warden to ensure the proper implementation of hostel SOP. Record of these meeting is maintained.	NC				
BAF-28	INSPECTIONS	Daily or weekly round of the classrooms /laboratories & other allied facilities to inspect and monitor their mantainace.	SNC				

LEARNING SUPPORT FACILITIES

Clause	Dimension	Item	Obs. Type	Not Applicable	Yes	No	Remarks
LSF-1	DATA	Students intake record (course wise).	Obs				
LSF-2	DATA	Students intake record (year wise).	Obs				
LSF-3	DATA	Record of dropouts – course wise.	Obs				
LSF-4	DATA	Progressive bar charts for last five years.	Obs				
LSF-5	TIME TABLE	Time Tables are made for each course / technology as per standard specimen.	SNC				
LSF-6	TIME TABLE	Time Tables are displayed on the Main Notice Board or Departmental Notice Board.	NC				
LSF-7	TIME TABLE	Update time table duly approved by Principal/HOI is compiled and maintained in the file.	Obs				
LSF-8	COURSE CURRICULUM	Teachers possess copies of the latest curriculum relevant to their subjects.	SNC				
LSF-9	COURSE CURRICULUM	The teachers provide details of curriculum to the students.	NC				
LSF-10	UNIFORM	Are students wearing specified uniform?	NC>5%				
LSF-11	UNIFORM	One sample uniform is displayed in a glass cabinet.	Obs				
LSF-12	UNIFORM	Blue coverall is worn while working in the workshops.	NC				
LSF-13	UNIFORM	Weekly dress and personal care check of the students.	NC				
LSF-14	ATTENDANCE	Leave policy & procedure for various duration of courses is defined.	NC				
LSF-15	ATTENDANCE	Students are fully aware of the leave policy & procedure.	Obs				
LSF-16	ATTENDANCE	Class attendance is taken on a proper performa and forwarded to HOD.	NC				
LSF-17	ATTENDANCE	Monthly record of attendance for each student is displayed on the Notice Board.	NC				

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LSF-18	ATTENDANCE	Irregularities are brought to notice of the Principal for necessary follow up actions.	Obs				
LSF-19	ATTENDANCE	Student are detained from appearing in exams if the attendance is below the required percentage?	NC				
LSF-20	LESSON PLAN	Lesson Plan has been developed by the teachers.	SNC				
LSF-21	LESSON PLAN	Lesson Plans is available with teachers in class rooms.	Obs				
LSF-22	LESSON PLAN	Monthly verification of the lesson plan by Principal/HOD/CI.	NC				
LSF-23	ASSIGNMENT	Assignment work is given to the students.	NC				
LSF-24	ASSIGNMENT	Teacher has a ready record about class assignments.	NC				
LSF-25	FEEDBACK	Reports of students lacking interest in class activity are comunicated to their parents.	NC				
LSF-26	MID TERM TEST (MTT)	Mid term test is conducted after completion of 50% course as per Academic Calendar.	SNC				
LSF-27	MID TERM TEST (MTT)	Results record are maintained by institute.	NC				
LSF-28	MID TERM TEST (MTT)	Progress report of mid term test are sent to the parents of the students.	NC				
LSF-29	TEST ANALYSIS AND ACTION	Monthly tests/Quizzes/spot testing are conducted by each teacher.	NC				
LSF-30	TEST ANALYSIS AND ACTION	Record of test results are available with teacher/HOD/CI.	NC				
LSF-31	SEND UP TEST (SUT)	Do the send up tests are conducted as per Academic Calendar?	SNC				
LSF-32	SEND UP TEST (SUT)	Send up test record are maintained.	NC				
LSF-33	PRACTICALS	Practicals are conducted by each relevant teacher as required in curriculum.	SNC				
LSF-34	PRACTICALS	Record of practicals is available with respective teacher.	NC				
LSF-35	PRACTICALS	Does the Principal / HOI/CI verify the record of practicals to ensure their timely completion as per Curriculum?	NC				
LSF-36	IMAGE BUILDING	Well laid out labs with clean, painted equipment, and major machinery marked by display cards etc.	Obs				
LSF-37	LABORATORY/WORKSHOP EQUIPMENT/MACHINERY	Daily check (before / after use by a class).	NC				
LSF-38	LABORATORY/WORKSHOP EQUIPMENT/MACHINERY	Monthly check (by maintenance / repair personnel).	NC				
LSF-39	LABORATORY/WORKSHOP EQUIPMENT/MACHINERY	Six monthly check (by charge holder and maintenance personnel).	NC				
LSF-40	LABORATORY/WORKSHOP EQUIPMENT/MACHINERY	Yearly check (complete stock taking / condition as to service ability and replacement / repair).	NC				
LSF-41	LABORATORY/WORKSHOP EQUIPMENT/MACHINERY	Does the calibration of measuring and monitoring equipment carried out at least in 3 years.	NC				
LSF-42	PRE-EXAMS REVISIONS	Teacher designs a comprehensive PERP of his/her subject in consultation with HOI for incorporation before the start of annual exam.	NC				

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LSF-43	PRE-EXAMS REVISIONS	Important questions on the basis of previous question papers are got solved by the students in the class.	NC				
LSF-44	PRE-EXAMS REVISIONS	Record of 4 years questions papers is maintained by HOI/CI/Library.	SNC				
LSF-45	ANALYSIS OF FINAL RESULTS	Statement is prepared by the HOI showing technology / trade wise result on prescribed Performa.	NC				
LSF-46	PLACEMENT	Availability of Placement Officer.	NC				
LSF-47	PLACEMENT	List of industries for placement.	Obs				
LSF-48	PLACEMENT	Availability of record of student data.	Obs				
LSF-49	PLACEMENT	Availability of record of industries related data.	Obs				
LSF-50	PLACEMENT	Availability of record of placement of pass out.	Obs				
LSF-51	PLACEMENT	Industrial / Study tour for students are conducted.	NC				
LSF-52	OTHER ACTIVITIES	Schedule/Plan of extra curricular activities.	Obs				
LSF-53	OTHER ACTIVITIES	Sports activities are carried out in the institute.	NC				
LSF-54	OTHER ACTIVITIES	Debates and speech contests are arranged minimum thrice per year.	NC				
LSF-55	PRIZES & AWARDS	Institute holds annual prize awarding ceremony.	NC				
LSF-56	PRIZES & AWARDS	Name of the position holders are displayed on notice board.	Obs				
LSF-57	PRIZES & AWARDS	1st position in each class.	SNC				
LSF-58	PRIZES & AWARDS	1st position in Qirat / Naat, debates / quiz contest.	NC				
LSF-59	PRIZES & AWARDS	1st position in any sports event.	NC				
LSF-60	PRIZES & AWARDS	Position holder of any activity in district / inter / zonal and provincial competition.	NC				
LSF-61	PRIZES & AWARDS	Best overall performance in a course.	NC				
LSF-62	PRIZES & AWARDS	Best all round student of the year.	NC				
LSF-63	PRIZES & AWARDS	Best teacher of the year.	NC				
LSF-64	PRIZES & AWARDS	Prizes are awarded to students performing well in sports.	NC				

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Summary of Observations & Recommendations

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