

Annual Internal Audit Plan Year: 2017-18

Audit No.									01				02
Sl. No	Activity / Person	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	Admin officer												
2	Principal/ vice principal (Pharmacy)												
3	Principal/ vice principal (Physiotherapy)												
4	Principal/ vice principal (Nursing)												
5	Principal/ vice principal (Degree)												
6	Program director (MBA)												
7	Library												
8	Physical director												
9	Hostel warden (Girls)												
10	Hostel warden (Boys)												
11	Placement												
12	Academic Coordinator												
13	Exam coordinator												
14	Alumni coordinator												
15													
16													
17													
18													

Basis: Planned (Calendar led), Need Based (Organizational, System Changes, Spate of Customer Complaints & NCs)

Reporting: Audit Check Lists and Internal Audit Reports

√ - Planned

× - Completed

Δ - Need based

○ - Completed

Prepared by: Quality Head

CC: All Processes owners, filed at Quality Head office.