



Delhi Technological University

Established under Govt. of Delhi Act 6 of 2009
(Formerly Delhi College of Engineering)
Shahbad Daultapur, Bawana Road, Delhi-110042

OBSERVATION SHEET

Form No.: DTU/ACAD/001

Version: 1.0

Audit Plan Ref. :

Deptt./Area Audited :

Auditee :

SL. No.	ISO 9001:2015 Clause Ref.	Audit samples examined: Documents/Records/Processes/Persons	Ref. for NC report
1		List of academic staff	
2		List of office staff	
3	7.1.3	Process of formation of Vision & Mission	
4	7.1.3	Vision & Mission displayed in Department	
5	3.3	Quality objectives	
6	7.2.3	M.Tech/MBA Program admission Coordinator order	
7	7.3.3	Ph.D admission Coordinator order	
8	7.2.3	M.Tech/MBA Cut-off List & merit list	
9	7.4	Student registration order	
10	7.1,7.2	Student list year-wise	
11	7.5.5	List of Ph.D Guide allocated	
12	7.5.3/4	B.Tech and M.Tech/MBA Project Co-ordinator order	
13	7.5.4	List of M.Tech/MBA Guide allocated	
14	7.5.3	List of B.Tech Guide allocation	
15	7.6.3	List of Elective choices taken by students	
16	7.6.3	Minutes of meeting for decision of elective choices	
17	7.7.3	Course allotment minutes & BoS minutes	
18	7.10.3	Course coordinator list	
19	7.8.3	Order of time table incharge	
20	7.8.5	Timetable lab, class, faculty, room	
21	7.8.5	Timetable display	
22	7.9.3	Guest faculty approval order, sanction order, CV, timetable	

23	7.11.3	List of laboratories with incharge and staff/technician	
24	7.27.1	List of laboratory equipments	
25	7.12.1	Order of BOS	
26	7.12.1	Minutes of BOS	
27	7.13.3	Order of DRC formation & minutes	
28	7.14.3	Order of Ph.D SRC	
29	7.15.3	DPC Order & Meeting order	
30	7.18.3/4	Departmental stock register, indent book, furniture, consumable & Non consumable	
31	7.18.3/4	Laboratory stock register, indent book, consumable & Non consumable	
32	7.26.3	Books purchase	
33	7.19.3	M.Tech/MBA & Ph.D scholarship form	
34	7.19.3	M.Tech/MBA & Ph.D attendance record	
35	7.20.3	M.Tech/MBA & Ph.D leave format	
36	7.20.3	Faculty & staff, contractual faculty casual leave, RH & special leave record register	
37	7.21.3	Lab Manual & Course File	
38	7.22.3	Technical societies event list	
39	7.23.4	Training diaries	
40	7.2.1	Major project report	
41	7.24.3	Industrial visit approval and consent of authority records	
42	7.25.3	List of FDP/seminar/workshop in department	
43	10	Feedback form filled	
44	9	Admission brochure	
45	9	Student's Roll list	

Date:

Signature of Auditor