Weekly Network Audit Report

📅 **Reporting Week:** [DD/MM/YYYY – DD/MM/YYYY]
📋 **Prepared by:** [Name, Designation]
📍 **Department:** IT Services / Network Operations
🕐 **Date of Submission:** [DD/MM/YYYY]

1. Network Health Overview

Parameter	Status	Remarks
Uptime Percentage	[e.g., 99.8%]	[e.g., minor downtime during upgrade]
Average Bandwidth Utilization	[Mbps/%]	[e.g., normal/high usage during exams]
Number of Connected Devices	[Total]	[e.g., 1726 active devices]
Firewall & Security Appliance Status	[Active/Inactive]	[e.g., FortiGate working optimally]
Primary Link Status (ISP 1)	[Up/Down]	[e.g., Reliance 200 Mbps — stable]
Backup Link Status (ISP 2)	[Up/Down]	[e.g., BSNL 100 Mbps — no failover used]

2. Issue Log Summary

S.No	Date	Location (Block/Floor)	Issue Description	Action Taken	Status
1	[Date]	CSE Lab (Block A, 3rd Flr)	Internet disconnection	Replaced LAN switch	Resolved
2	[Date]	Library	Wi-Fi signal fluctuation	AP rebooted	Monitoring
…	…	…	…	…	…

3. Preventive Maintenance Activities

Activity	Date	Location	Description / Outcome
Access Point Firmware Upgrade	[Date]	Whole Campus	All APs upgraded to v6.4
LAN Port Testing	[Date]	Mechanical Dept	18/20 ports tested successfully
Firewall Log Audit	[Date]	Server Room	No unauthorized access attempts found

4. Configuration & Update Log

System/Device	Action Type	Description	Responsible Staff
Core Switch	Config Backup	Weekly backup stored	[Name]
DHCP Server	IP Pool Adjusted	New VLAN added for hostel Wi-Fi	[Name]
Firewall	Policy Modified	Social media blocked 9AM–5PM	[Name]

5. Network Usage Insights (Optional Charts Attached)
- Peak usage time: [e.g., 11 AM–2 PM daily]
- Most used resource: [e.g., LMS portal / ITM emails]
- Download/upload spikes: [e.g., software installation drives]
- Attached graph: *Bandwidth Usage Heatmap*

6. Security Compliance Check

Parameter	Status	Remarks
Antivirus Definitions Updated	Yes/No	[If no, mention reason]
Firewall Rule Review	Done/Not Done	[Any changes made?]
Admin Log Review	Done/Not Done	[Suspicious attempts?]
VPN Access Records	Verified/Not Verified	[Details if applicable]

7. Pending Tasks / Recommendations
- Replace outdated switches in CRC-2
- Upgrade hostel Wi-Fi APs
- Propose fiber line extension to new MBA block
- Automate daily config backups via script

8. Attachments (Optional)
- Bandwidth usage graphs
- Top 10 consuming IPs/devices
- Screenshot of firewall logs
- Ping/traceroute diagnostics (if downtime reported)