S S N College of Engineering
&
S S N School of Management
Kalavakkam – 603 110

Internal Quality Audit Schedule for Departments for the Month of April, 2022

SSN/ISO/IAS/2022/01 CIRCULAR July 13, 2022

ISO Internal Audit (9001:2015)

Scope: Academic, Process and System audit Clauses: 4,7,8, &9
Audit date: 25.07.2022 to 29.07.2022

S.No	Audit tees	Audit Areas	Auditors
01	EEE	Scrutinizes of dept Records and Documents	Dr.Julie Charles Dr.G.Anandababu
02	ECE	Scrutinizes of dept Records and Documents	Dr.K. Sampathkumar Ms. B. Divya
03	CSE	Scrutinizes of dept Records and Documents	Dr. M. Shyamala Bharathy Dr. D. Praveen Sam
04	IT	Scrutinizes of dept Records and Documents	Dr. C. Vinothkumar Dr. V. Vaithianathan
05	Chemical	Scrutinizes of dept Records and Documents	Dr. D. Thenmozhi Dr. K. Madheswari
06	Bio Medical	Scrutinizes of dept Records and Documents	Ms. R. Sumetha
07	Civil	Scrutinizes of dept Records and Documents	Dr. J. Vijay
08	English	Scrutinizes of dept Records and Documents	Dr. N. Padmapriya Dr. M. Shanmughapriya
09	Mathematics	Scrutinizes of dept Records and Documents	Dr. A. Murugesan Dr. N. Priyadarshini
10	Physics	Scrutinizes of dept Records and Documents	Dr. K. Harsha Vardhan Dr. M. Subramanian
11	Chemistry	Scrutinizes of dept Records and Documents	Dr. U. Shajith Ali Dr. M. Pandikumar
12	Mechanical	Scrutinizes of dept Records and Documents	Dr. A. S. Ramana Dr. M. Nallamohamed
13	MBA	Scrutinizes of dept Records and Documents	Dr. V. Thanikachalam

fr Management Representative

Date of audit:

ACADEMIC AUDIT

Department	:		**Academic Year**	:	**2021 – 2022 (Odd/Even)**
Name of the Programme	:				

Part-A

1. Whether COs / Course plan / lecture notes / Handouts / PPTs / Unit Summary etc., for the entire content is made timely available in LMS?

   Yes ☐ No ☐ Partially ☐

2. Whether the Blooms taxonomy level of the CO appropriately matches the level of the question paper?

   Yes ☐ No ☐ Partially ☐

3. Does the system ensure fairness in the evaluation of answer scrips? (Answer Key & scheme of Evaluation should be made available)

   Yes ☐ No ☐ Partially ☐

4. Whether all the faculty members have prepared the course file as per the directions of HoD / Principal?

   Yes ☐ No ☐ Partially ☐

Part-B (to be done for the entire Department/Programme)

5. Is there a system to ensure motivation of slow learners by the mentors?

   Yes ☐ No ☐ Partially ☐

6. Are the assessment tools used for computation of the CO & PO attainment adequate?

   Yes ☐ No ☐

7. Are there measures taken to compensate for the gaps identified from the PO attainment?

   Yes ☐ No ☐

8. Whether, any Innovative Teaching – Learning / Active Learning Methods adopted ? (If Yes, Please specify)

   Yes ☐ No ☐

9. Whether the reports and followups are implemented and communicated with IQAC?

   Yes ☐ No ☐

10. Any curricular gap identified is addressed adequately? (If Yes, Please specify)

Yes		No	

11. Whether the Rubrics framed for practical courses / Project work are based on the stakeholders inputs?

Yes		No	

12. Whether COs for lab courses/project work are updated/refined (Skill/affective domain) regularly?

Yes		No	

Audited by:

Signature with Name (Auditor 1)

Signature with Name (Auditor 2)

Date of audit:					
Department	**:**		**Academic Year**	**:**	**2021 – 2022 (Odd/Even)**
Programme	**:**				

ACADEMIC AUDIT REPORT

Observations: (Best Practices & Description of Gaps)

1.
2.

Recommendations: (to bring improvement)

1.
2.

Signature (Auditor 1) | **Signature (Auditor 2)** | **For IQAC**

Name: ____________________ ____________________