

SINCET/ PRIN/ 2024-2025 / 67

Date: 03-02-2025

**INTERNAL QUALITY ASSURANCE CELL**

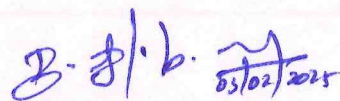
**Circular**

**Subject:** Academic Audit for the Academic Year 2024-2025 (Even Semester)

This is to inform all departments that the Academic Audit for the academic year 2024-2025 (Even Semester) will be conducted from **10th February 2025 to 14th February 2025**. All departments are requested to extend full cooperation to the auditing panel during this period.

The auditing panel (details provided below) will review the required documents/files. It is imperative that all relevant files are organized and readily available for the panel's examination. The audit report must be submitted to the **Internal Quality Assurance Cell (IQAC)** within the stipulated timeframe. Your cooperation is highly appreciated.

S.No.	Department	Auditing Panel
1.	Artificial Intelligence and Data Science	Mr. N.Raguvaran, HoD / IT Mr. A.Muthusamy, AP/ Agri
2.	Agricultural Engineering	Mrs. K.Maheswari, HoD / AI&DS Mr. P.Arivazhagan, AP/ECE
3.	Computer Science and Engineering	Mr. P.Navaneetha Krishnan, HoD / ECE Mrs. S.Thamaraiselvi, AP/S&H
4.	Electronics and Communication Engineering	Dr. B.Silambarasan AP/MECH Mrs. A.Indira Devi, AP/IT
5.	Information Technology	Mr. M.Arutkumar, HoD / Agri Ms. R.Sinduja, AP / AI&DS
6.	Mechanical Engineering	Mr. M.Mohamed Faizal, HoD / CSE Ms. K.Kuralamudhu, AP/ECE
7.	Science and Humanities	Mr. P.Malaiselvaraja, HoD / Mech Mr. M. Ramsundhar, AP/ Agri

  
 03/02/2025  
 Coordinator – IQAC

  
 Principal

Date of Audit:

Name of the Faculty:

Department:

Subject Code and Name:

Branch:

Semester:

Check List for Theory Course

SI No	Description	Theory 1	Theory 2
1.	Workload allocation and adherence to the timetable		
2.	Updated syllabus copy (with recent revisions, if any)		
3.	Lesson plan covering the entire semester		
4.	Course objectives & outcomes aligned with Bloom's Taxonomy		
5.	Prepared lecture notes, PPTs, and study materials		
6.	Anna University previous years question paper (10 nos.)		
7.	Part – A Question paper with Answer (Unit wise)		
8.	Part – B and Part – C Question bank for all five units		
9.	Slow learners Materials		
10.	GATE questions for Advanced Learners		
11.	Assignment Questions		
12.	Identified ICT tools for enhanced learning (smart boards, videos, simulations)		
13.	List of reference books, research papers, and online resources		
14.	Planned innovative teaching methods (case studies, flipped classroom, problem-based learning)		

Date of Audit:

Subject Code and Name:

Branch:

Semester:

*Check List for Laboratory Course*

SI No	Description	Lab 1	Lab 2
1.	Workload allocation and adherence to the timetable		
2.	Updated <b>syllabus copy</b> (with recent revisions, if any)		
3.	<b>Lesson plan</b> covering the entire semester		
4.	Course objectives & outcomes aligned with Bloom's Taxonomy		
5.	Lab Manual		
6.	Content Beyond the Syllabus		

Auditee

Auditor

HoD

Coordinator - IQAC