



6- Governance, Leadership and Management

6.5.1. Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Quality initiatives of the college are suggested by the IQAC. These initiatives attachments are:

The Internal Quality Assurance Cell (IQAC) is established in the institution to maintain and enhance quality of education. The prime task of IQAC is to develop a system for conscious, consistent and catalytic improvement in the performance of institution. The quality assurance processes, with regard to academics, administrative, are the integral part of the institutional policy. IQAC fosters a number of activities to make everyone aware of the quality assurance strategies and processes.

The IQAC initiatives which have contributed significantly in quality improvements are the following.

- 1. The Members of the IQAC**
- 2. Teaching Learning Process – Internal Audit check list**
- 3. Non Academic Action Plan Check list**
- 4. RRM Format**
- 5. SOP Internal Assessment Test and Model Examination**
- 6. IQAC Planner**



6- Governance, Leadership and Management

6.5.1. Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

INTERNAL QUALITY ASSURANCE COMMITTEE

S.No	Name of the Members	Designation	Position
1.	Dr.Ramesh PLN	Head of the Institution	Chairperson
2.	Mr.M.Vasu	Advisor	Member
3.	Dr.M.Gopikrishnan	Professor, CSE	Member, Coordinator
4.	Ms. Kavitha	HOD, CSE	Member
5.	Dr. Jayaraman	HOD, MECH	Member
6.	Dr. P.Dhasarathan	HOD, BT	Member
7.	Mrs. M. Preetha	HOD, EEE	Member
8.	Ms. G.Premalatha	HOD, ECE	Member
9.	Dr. P. Chitra	HOD, IT	Member
10.	Ms Vallabhy	HOD, CIVIL	Member
11.	Mr. W.Thamba Meshach	Associate Professor, CSE	Member
12.	Mr. Ramasamy	Associate Professor, MECH	Member
13.	Mr. Cholapandian	Associate Professor, BT	Member
14.	Ms. Shobana	Professor, EEE	Member
15.	Mr. Rubesh kumar	Asst. Professor, ECE	Member
16.	Ms. J. Omana	Asst. Professor, IT	Member
17.	Ms. Sarala	Asst. Professor, CIVIL	Member
18.	Ms. Ezhilarasi	Asst. Professor, S&H	Member
19.	Mrs.Bharathi	Librarian	Member
20.	Mrs. Karkuzhali	Tahsildhar, Tiruvallur	Member
21.	Ms. Divyasree	RDO, Tiruvallur	Member

IQAC@PEC

VISION

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

FUNCTIONS

- Student's performance is evaluated through Internal Assessment Test [IAT] and End semester Examinations and students Grievance if any is fully addressed by means of well established mechanism.
- The college adopts mentor/ tutor system to look after the learning capabilities of students individually.
- Feedback system is adopted to evaluate the teacher's performance by students / alumni.
- Apart from traditional lecture method of teaching, the IQAC advocates student centric learning - a process in which group discussions, interactive session, seminars , articles / book review, conducting various academic related activities , extension activities, each students, participation in skill development programmes, learning value/ ethics based courses etc., are involved.
- Each department is allotted with 14 different co-ordinators to lookj into academic, teaching, research, placement, student support etc.
- The monitoring system in respect of teaching, learning and evaluation is manifold such as, IQAC, feedback from stakeholders, Management Review, Internal Audit by IQAC and ISO surveillance Audit by external agency.
- Documentation of the various programmes/activities leading to quality improvement;
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- Development of Quality Culture in the institution;
- Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.
- IQAC assists the college in preparing Academic Plan every year
- It publishes “ Academic Calendar” each year and issues to all the faculty and students incorporating the Academic Plan in it
- Faculty Development Programmes and orientation programmes are arranged for enhancing professional competency and teaching skills of the faculty.
- It ensures that the Departments provide course outline and course schedule to the students prior to the commencement of the academic session.
- The use of ICT, e-learning, e-books on-line journals, software meant for teaching are the latest technologies in operation at the initiatives of IQAC.



ESTD. 2001

PRATHYUSHA ENGINEERING COLLEGE
ACADEMIC YEAR 2017-18 EVEN SEMESTER
AUDIT CHECKLIST OF HANDWRITTEN LECTURE NOTES & LAB EXPERIMENTS

DEPARTMENT OF _____

SEM & YEAR _____

PARTICULARS	Date of Deadline	Course-1	Course-2	Course-3	Course-4	Course-5	Course-6
Syllabus	23-10-2017						
<u>Handwritten Notes:</u>							
UNIT – 1	23-10-2017						
UNIT – 2	30-10-2017						
UNIT – 3	23-10-2017						
UNIT – 4	06-11-2017						
UNIT – 5	13-11-2017						
Title of the Text Book & Author used	23-10-2017						
List of Titles available in the Library:							
Total no of Titles Available	23-10-2017						
Total no of Volumes Available	23-10-2017						
<u>Lab Experiments :</u>							
EXPERIMENT NO'S 1 TO 5	20-11-2017						
EXPERIMENT NO'S 6 TO 10	27-11-2017						
ADDITIONAL EXPERIMENTS NO'S 2							

AUDITED BY _____

Signature of Dept. IQAC Coordinator

Signature of HOD



PRATHYUSHA ENGINEERING COLLEGE

IQAC - ACADEMIC AUDIT REPORT – IAT – 1 DEPT : SEM : SEC:

PARTICULARS	COURSE - 1	COURSE – 2	COURSE – 3	COURSE – 4	COURSE – 5	COURSE - 6
AUDIT DATE						
NAME OF THE AUDITOR						
SUBJECT CODE						
NAME OF THE SUBJECT						
SUBJECT HANDLING FACULTY						
NAME OF THE SUBJECT EXPERT						
SEMESTER						
QUESTION PAPER - RELEVANCE WITH BLOOMS TAXONOMY						
TOTAL NO OF STUDENTS						
PASS %						
AVERAGE MARKS						
MAXIMUM MARKS						
MINIMUM MARKS						
NO OF STUDENTS WITH	S					
	A					
	B					
	C					
	D					
	E					
	U					
COMMENTS WRITTEN INSIDE THE PAPER FOR REDUCTION IN MARKS (Y / N)						
MARKS WRITTEN IN THE FRONT PAGE (Y / N)						
ANSWER KEY AVAILABILITY(Y / N)						
NATURE OF VALUATION						
AUDITOR'S SIGNATURE						
AUDITOR'S REMARKS						
IQAC REMARKS						

Signature of Auditor



PRATHYUSHA ENGINEERING COLLEGE

ACADEMIC YEAR 2018-19 ODD SEMESTER – DEPARTMENT OF _____
 AUDIT OF COURSE FILE DATED _____ AUDITED BY _____

ESTD. 2001

PARTICULARS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
UPDATION OF LOG BOOK:															
Unit Completion: Plan Date Vs Actual Date															
Updation of CO target and attained															
Entry of Delivery Methodologies															
Unit-1 LP Updation entry															
Entry of Assignment Questions															
Attendance Entry	CURRENTLY NOT REQUIRED														
Updation of IAT Test Marks															
Entry of Categorywise students															
Updation of performance of Univ.Rank															
Entry of Course Challenge students															
Entry of Students attendance Log	CURRENTLY NOT REQUIRED														
Entry of IAT & Assignment Marks															
COURSE OUTCOME ASSESSMENT&ATTAINMENT															
Mark Entry based on the Course Outcome															
CO – PO Mapping for IAT-1															
Level of Attainment of Course Outcome															
Hardcopy of CO assessment & attainment															
Available Resources :															
IAT - 1 – Question Paper															
IAT – 1 Key															
Question Bank [As per Blooms Taxonomy] – PART A & B - Upto 3 Unit															
ICT Material															
List of Assignment – Content beyond Syllabus															
Sample Answer Scripts – IAT-1															
Signature of Faculty															
Signature of HOD															

Signature of Auditor



ESTD. 2001

PRATHYUSHA ENGINEERING COLLEGE

ACADEMIC YEAR 2018-19 ODD SEMESTER – DEPARTMENT OF _____

MENTOR BOOK AUDIT CHECKLIST

DATED _____

AUDITED BY _____

PARTICULARS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	
FRONT PAGE – Without Blank																						
Semester Wise – Front Page																						
Time Management:																						
A. One Week entry																						
B. In a Day Entry																						
C. Class routine Entry																						
Class routine :																						
A. Class room activity entry																						
B. Laboratory																						
Examinations :																						
A. Internal Assessment test entry																						
B. Grade Point entry																						
C. University Exams entry																						
Other Activity :																						
A. Mini Projects entry																						
B. Presentations entry																						
C. Participations entry																						
Academic Performance entry																						
Student rating by mentor entry																						
Student Signature of “ Student Rating By Mentor “																						
ONLY AFTER MODEL EXAM:																						
Analysis sheet entry																						
Signature of Mentor																						
Signature of class coordinator																						
Signature of HOD																						
Signature of Principal																						

Signature of Auditor



PRATHYUSHA ENGINEERING COLLEGE

IQAC - ACADEMIC AUDIT REPORT – IAT – 2 DEPT : SEM : SEC:

PARTICULARS	COURSE - 1	COURSE – 2	COURSE – 3	COURSE – 4	COURSE – 5	COURSE - 6
AUDIT DATE						
NAME OF THE AUDITOR						
SUBJECT CODE						
NAME OF THE SUBJECT						
SUBJECT HANDLING FACULTY						
NAME OF THE SUBJECT EXPERT						
SEMESTER						
QUESTION PAPER - RELEVANCE WITH BLOOMS TAXONOMY						
TOTAL NO OF STUDENTS						
PASS %						
AVERAGE MARKS						
MAXIMUM MARKS						
MINIMUM MARKS						
NO OF STUDENTS WITH	S					
	A					
	B					
	C					
	D					
	E					
U						
COMMENTS WRITTEN INSIDE THE PAPER FOR REDUCTION IN MARKS (Y / N)						
MARKS WRITTEN IN THE FRONT PAGE (Y / N)						
NATURE OF VALUATION						
AUDITOR'S SIGNATURE						
AUDITOR'S REMARKS						
IQAC REMARKS						

Signature of Auditor



PRATHYUSHA ENGINEERING COLLEGE

ACADEMIC YEAR 2018-19 ODD SEMESTER – DEPARTMENT OF _____

AUDIT OF COURSE – IAT-2 FILE DATED _____ AUDITED BY _____

ESTD. 2001

PARTICULARS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
UPDATION OF LOG BOOK:															
Unit Completion: Plan Date Vs Actual Date															
Updation of CO target and attained															
Entry of Delivery Methodologies															
Unit- 1-3 LP Updation entry															
Entry of Assignment Questions															
Attendance Entry															
Updation of IAT-2 Test Marks															
Entry of Categorywise students															
Updation of performance of Univ.Rank															
Entry of Course Challenge students															
Entry of Students attendance Log															
Entry of IAT-2 & Assignment Marks															
COURSE OUTCOME ASSESSMENT&ATTAINMENT															
Mark Entry based on the Course Outcome															
CO – PO Mapping for IAT-2															
Level of Attainment of Course Outcome															
Hardcopy of CO assessment & attainment															
Available Resources :															
IAT - 2 – Question Paper															
IAT – 2 Key															
Question Bank [As per Blooms Taxonomy] – PART A & B - Upto 5 Unit															
ICT Material															
List of Assignment – Content beyond Syllabus															
Sample Answer Scripts – IAT-2															
Signature of Faculty															
Signature of HOD															

Signature of Auditor



ESTD. 2001

PRATHYUSHA ENGINEERING COLLEGE

ACADEMIC YEAR 2018-19 ODD SEMESTER – DEPARTMENT OF _____

MENTOR BOOK AUDIT CHECKLIST

DATED _____

AUDITED BY _____

PARTICULARS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	
FRONT PAGE – Without Blank																						
Semester Wise – Front Page																						
Time Management:																						
A. One Week entry																						
B. In a Day Entry																						
C. Class routine Entry																						
Class routine :																						
A. Class room activity entry																						
B. Laboratory																						
Examinations :																						
A. Internal Assessment test entry																						
B. Grade Point entry																						
C. University Exams entry																						
Other Activity :																						
A. Mini Projects entry																						
B. Presentations entry																						
C. Participations entry																						
Academic Performance entry																						
Student rating by mentor entry																						
Student Signature of “ Student Rating By Mentor “																						
ONLY AFTER MODEL EXAM:																						
Analysis sheet entry																						
Signature of Mentor																						
Signature of class coordinator																						
Signature of HOD																						
Signature of Principal																						

Signature of Auditor



PRATHYUSHA ENGINEERING COLLEGE

IQAC - ACADEMIC AUDIT REPORT – MODEL DEPT : SEM : SEC:

PARTICULARS	COURSE - 1	COURSE - 2	COURSE - 3	COURSE - 4	COURSE - 5	COURSE - 6
AUDIT DATE						
NAME OF THE AUDITOR						
SUBJECT CODE						
NAME OF THE SUBJECT						
SUBJECT HANDLING FACULTY						
NAME OF THE SUBJECT EXPERT						
SEMESTER						
QUESTION PAPER - RELEVANCE WITH PREV. UNIV QUESTION PAPER						
TOTAL NO OF STUDENTS						
PASS %						
AVERAGE MARKS						
MAXIMUM MARKS						
MINIMUM MARKS						
NO OF STUDENTS WITH	S					
	A					
	B					
	C					
	D					
	E					
U						
COMMENTS WRITTEN INSIDE THE PAPER FOR REDUCTION IN MARKS (Y / N)						
MARKS WRITTEN IN THE FRONT PAGE (Y / N)						
NATURE OF VALUATION						
AUDITOR'S SIGNATURE						
AUDITOR'S REMARKS						
IQAC REMARKS						

Signature of Auditor



PRATHYUSHA ENGINEERING COLLEGE

ACADEMIC YEAR 2018-19 ODD SEMESTER – DEPARTMENT OF _____

AUDIT OF MODEL COURSE FILE DATED _____ AUDITED BY _____

ESTD. 2001

PARTICULARS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
UPDATION OF LOG BOOK:															
Unit Completion: Plan Date Vs Actual Date															
Updation of CO target and attained															
Entry of Delivery Methodologies															
LP Updation entry															
Entry of Assignment Questions															
Attendance Entry															
Updation of MODEL Exam Marks															
Entry of Category wise students															
Updation of performance of Univ. Rank															
Entry of Course Challenge students															
Entry of Students attendance Log															
Entry of MODEL & Assignment Marks															
COURSE OUTCOME ASSESSMENT&ATTAINMENT															
Mark Entry based on the Course Outcome															
CO – PO Mapping for MODEL															
Level of Attainment of Course Outcome															
Hardcopy of CO assessment & attainment															
Available Resources :															
MODEL – Question Paper															
MODEL Key															
Question Bank [As per Prev. Univ. QP] – PART A & B - Upto 5 Unit															
ICT Material															
List of Assignment – Content beyond Syllabus															
Sample Answer Scripts – MODEL															
Signature of Faculty															
Signature of HOD															

Signature of Auditor



ESTD. 2001

PRATHYUSHA ENGINEERING COLLEGE

ACADEMIC YEAR 2018-19 ODD SEMESTER – DEPARTMENT OF _____

MENTOR BOOK AUDIT CHECKLIST

DATED _____

AUDITED BY _____

PARTICULARS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	
FRONT PAGE – Without Blank																						
Semester Wise – Front Page																						
Time Management:																						
A. One Week entry																						
B. In a Day Entry																						
Class routine :																						
A. Class room activity entry																						
B. Laboratory																						
Examinations :																						
A. Monthly test entry																						
B. University Exams entry																						
C.																						
Other Activity :																						
A. Mini Projects entry																						
B. Presentations entry																						
C. Participations entry																						
Academic Performance entry																						
A. Internal Assessment test entry																						
B. Grade Point entry																						
Student rating by mentor entry																						
Student Signature of “ Student Rating By Mentor “																						
ONLY AFTER MODEL EXAM:																						
Analysis sheet entry																						
Signature of Mentor																						
Signature of class coordinator																						
Signature of HOD																						
Signature of Principal																						

Signature of Auditor



PRATHYUSHA ENGINEERING COLLEGE

ACADEMIC YEAR 2019-20 EVEN SEMESTER

ESTD. 2001

BRANCH: _____ COURSE CODE & NAME: _____

NAME OF THE STAFF _____ DATE _____

IAT – 1 AUDIT DOCUMENTS CHECKLIST

A. Target Pass % _____ Actual Pass % _____ Deviation % _____

B. In case deviation percentage is more than 10% ? Yes No

C. Please Fill the following :

1. Identified category of students: [Beginning of Sem.] S: ___ A: ___ B: ___ C ___

2. Expected student Pass: S: ___ A: ___ B: ___ C ___

3. Actual student Pass: S: ___ A: ___ B: ___ C ___

4. No. of students special class attended S: ___ A: ___ B: ___ C ___

5. No. of students assignment given S: ___ A: ___ B: ___ C ___

6. No. of failed students having less 50% of attendance _____.

7. No of theory class taken using ICT : Planned _____ Actual _____

8. No of theory class taken using tutorial: Planned _____ Actual _____

9. No of theory class taken using seminar Role play _____

10. Any other ways to improve results :

11. Action Plan for improving results in IAT-2.

D. If Yes, the following documents placed in front of audit committee.

Note : Staff is instructed to keep ready the following documents to audit committee.

1. Class Teacher Meeting.
2. Subject expert meeting minutes.
3. Class committee meeting minutes.
4. Special class attendance
5. LOG BOOK

Faculty incharge

Subject Expert

HOD



PRATHYUSHA ENGINEERING COLLEGE
ACADEMIC YEAR 2019-20 ODD SEMESTER

ESTD. 2001

BRANCH: _____ COURSE CODE & NAME: _____

NAME OF THE STAFF _____ DATE _____

IAT – 2 AUDIT DOCUMENTS CHECKLIST

A. Target Pass % _____ Actual Pass % _____ Deviation % _____

B. In case deviation percentage is more than 10% ? Yes No

C. Please Fill the following :

1. Identified category of students: [Beginning of Sem.] S: ___ A:___ B:___ C___
2. Expected student Pass: S: ___ A:___ B:___ C___
3. Actual student Pass: S: ___ A:___ B:___ C___
4. No of student Fail / Absent in both IAT-1&2: S: ___ A:___ B:___ C___
5. No of student Pass in IAT-1 & Fail / Absent in IAT-2: S: ___ A:___ B:___ C___
6. No. of students special class attended S: ___ A:___ B:___ C___
7. No. of students assignment given S: ___ A:___ B:___ C___
8. No. of failed students having less 50% of attendance _____.
9. No of theory class taken using ICT : Planned _____ Actual _____
- 10.No of theory class taken using tutorial: Planned _____ Actual _____
- 11.No of theory class taken using seminar Role play _____
- 12.Remarks as previous action plan suggested:
- 13.Any other ways to improve results :
- 14.Action Plan for improving results in IAT-3.

D. If Yes, the following documents placed in front of audit committee.

Note : Staff is instructed to keep ready the following documents to audit committee.

1. Class Teacher Meeting.
2. Subject expert meeting minutes.
3. Class committee meeting minutes.
4. Special class attendance
5. LOG BOOK

Faculty incharge

Subject Expert

HOD



PRATHYUSHA ENGINEERING COLLEGE

ACADEMIC YEAR 2019-20 EVEN SEMESTER

ESTD. 2001

BRANCH: _____

COURSE CODE & NAME: _____

NAME OF THE STAFF _____

DATE _____

IAT – 3 AUDIT DOCUMENTS CHECKLIST

A. Target Pass % _____ Actual Pass % _____ Deviation % _____

B. In case deviation percentage is more than 10% ? Yes No

C. Please Fill the following :

1. Identified category of students: [Beginning of Sem.] S: ___ A:___ B:___ C___

2. Expected student Pass: S: ___ A:___ B:___ C___

3. Actual student Pass: S: ___ A:___ B:___ C___

4. No of student Fail / Absent in both IAT-1,2&3: S: ___ A:___ B:___ C___

5. No of student Pass in IAT-1&2 & Fail / Abs in IAT-3: S: ___ A:___ B:___ C___

6. No. of students special class attended S: ___ A:___ B:___ C___

7. No. of students assignment given S: ___ A:___ B:___ C___

8. No. of failed students having less 50% of attendance _____.

9. No of theory class taken using ICT : Planned ___ Actual ___

10.No of theory class taken using tutorial: Planned ___ Actual ___

11.No of theory class taken using seminar Role play _____

12.Remarks as previous action plan suggested:

13.Any other ways to improve results :

14.Action Plan for improving results in Model.

D. If Yes, the following documents placed in front of audit committee.

Note : Staff is instructed to keep ready the following documents to audit committee.

1. Class Teacher Meeting.
2. Subject expert meeting minutes.
3. Class committee meeting minutes.
4. Special class attendance
5. LOG BOOK

Faculty incharge

Subject Expert

HOD



PRATHYUSHA ENGINEERING COLLEGE
ACADEMIC YEAR 2019-20 ODD SEMESTER

ESTD. 2001
BRANCH: _____

COURSE CODE & NAME: _____

NAME OF THE STAFF _____

DATE _____

MODEL AUDIT DOCUMENTS CHECKLIST

A. Target Pass % _____ Actual Pass % _____ Deviation % _____

B. In case deviation percentage is more than 7% ? Yes No

C. Please Fill the following :

1. Identified category of students: [Beginning of Sem.] S: ___ A:___ B:___ C___
2. Expected student Pass: S: ___ A:___ B:___ C___
3. Actual student Pass: S: ___ A:___ B:___ C___
4. No of student Fail / Absent in all Test & Model: S: ___ A:___ B:___ C___
5. No of student Pass in all Test & Fail/Abs in Model: S: ___ A:___ B:___ C___
6. No. of students special class attended S: ___ A:___ B:___ C___
7. No. of students assignment given S: ___ A:___ B:___ C___
8. No. of failed students having less 50% of attendance _____.
9. No of theory class taken using ICT : Planned ___ Actual ___
- 10.No of theory class taken using tutorial: Planned ___ Actual ___
- 11.No of theory class taken using seminar Role play _____
- 12.Remarks as previous action plan suggested:
- 13.Any other ways to improve results :
- 14.Action Plan for improving results in University Examination.

D. If Yes, the following documents placed in front of audit committee.

Note : Staff is instructed to keep ready the following documents to audit committee.

1. Class Teacher Meeting.
2. Subject expert meeting minutes.
3. Class committee meeting minutes.
4. Special class attendance
5. LOG BOOK

Faculty incharge

Subject Expert

HOD



PRATHYUSHA ENGINEERING COLLEGE
ACADEMIC YEAR 2020-21 ODD SEMESTER

DEPARTMENT OF _____

CONSOLIDATED IQAC AUDIT MARKS

S.NO	PARTICULARS OF AUDIT	AUDIT MAX MARKS	AUDIT MARKS AWARDED	REMARKS
1.	Audit Checklist Of Handwritten Lecture Notes & Lab Experiments	10		
2.	Semester Academic Audit for BCS	05		
3.	Audit for Mentor Book for BCS	05		
4.	Semester Academic Audit for IAT - 1	05		
5.	Audit for Mentor Book for	05		
6.	Semester Academic Audit for IAT – 2	05		
7.	Audit for Mentor Book for	05		
8.	Semester Academic Audit for IAT - 3	05		
9.	Audit for Mentor Book for	05		
10.	Semester Academic Audit for MODEL	05		
11.	Audit for Mentor Book for	05		
12.	Semester Academic Audit for UNIV RES.	05		
13.	Audit for Mentor Book for	05		
14.	Audit for Department	25		
	TOTAL	100		

PRATHYUSHA ENGINEERING COLLEGE



INTERNAL QUALITY ASSURANCE CELL

DATE:

DEPARTMENT OF _____

DECLARATION AFTER IQAC AUDIT

DURING THE ODD SEMESTER OF THE ACADEMIC YEAR 2020-21

We hereby, declare that the necessary files listed by IQAC Cell for various audits during the **ODD semester of the Academic Year 2020-21** have been thoroughly verified by me and audited by the IQAC cell . The soft copy and the hard copy of the course files and department NBA files listed in the document reference no - **Document ref No : PEC/IQAC/NBA-NAAC-10** are available in the department under my custody and will be produced if necessary in future for any audit / reference purposes.

Department IQAC Coordinator

(Signature with name)

Head of the Department

(Signature with name)

Note:

1. Original Undertaking to be maintained at the IQAC Cell
2. Copy of the same to be retained at the department



ESTD. 2001

PRATHYUSHA ENGINEERING COLLEGE

CHECKLIST FOR ENTIRE COURSE FILE

Particulars	Name of the faculty	Semester	Submitted Y/N
1. Course syllabus			
2. Individual time table			
3. Lesson plan			
4. Students list [section wise]			
5. Log book [section wise]			
6. Iat-1 question paper [set - a & set – b]			
7. Iat-1 sample answer script [any three]			
8. Iat-1 hard copy of course outcome calculation sheet.			
9. Iat-1 report of course outcome including bar chart			
10. Iat-1 result analysis sheet			
11. Iat-2 question paper [set - a & set – b]			
12. Iat-2 sample answer script [any three]			
13. Iat-2 hard copy of course outcome calculation sheet.			
14. Iat-2 report of course outcome including bar chart			
15. Iat-2 result analysis sheet			
16. Upc – question paper set [category wise]			
17. Upc – notes			
18. Model question paper [set - a & set – b]			
19. Model sample answer script [any three]			
20. Model hard copy of course outcome calculation sheet.			

21. Model report of course outcome including bar chart			
22. Model result analysis sheet			
23. Overall report of course outcome including bar chart			
24. Assignment question - 1			
25. Sample script of assignment [any three]			
26. Assignment question - 2			
27. Sample script of assignment [any three]			
28. Book of end –course survey individual filled form			
29. Report of end-course survey			



ESTD. 2001

PRATHYUSHA ENGINEERING COLLEGE

AUDIT PLAN OF ACTION FOR NON ACADEMIC

All Auditors are requested to collect the respective SOP with document format and Name List Of Documents Maintained from the below in charges of respective Area of the Audit, and submit the same to IQAC CELL for before Date of deadline.

S.NO	AREA OF THE AUDIT	FREQUENCY OF AUDIT	NAME OF THE AUDITOR	NAME OF THE INCHARGE	SUBMISSION DEADLINE TO IQAC
1.	LIBRARY [BOOKS, JOURNALS & DIGITAL LIBRARY] a. Stock verification b. Files Audit c. Journal Audit d. Bills Audit e. Accession Register. etc	ONCE IN A SEMESTER (INTERNAL & EXTERNAL AUDIT)			
2.	EXAMINATION CELL	ONCE IN A SEMESTER			
3.	NSS	ONCE IN A SEMESTER			
4.	PHYSICAL EDUCATION	ONCE IN A SEMESTER			
5.	COMPUTER CENTRE [MEGA LAB]	ONCE IN A SEMESTER			
6.	MESS	ONCE IN A SEMESTER			
7.	SCHOLARSHIP [COLLEGE LEVEL]	ONCE IN A SEMESTER			
8.	STATIONARY	ONCE IN A SEMESTER			
9.	TRANSPORT	ONCE IN THREE			



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PRATHYUSHA ENGINEERING COLLEGE

S.NO	AREA OF THE AUDIT	FREQUENCY OF AUDIT	NAME OF THE AUDITOR	NAME OF THE INCHARGE	SUBMISSION DEADLINE TO IQAC
		MONTHS			
10.	HOSTEL	ONCE IN A SEMESTER			
11.	MEDICAL & AMBULANCE RECORDS	ONCE IN A SEMESTER			
12.	ESTATE OFFICE	ONCE IN A SEMESTER			
13.	COLLEGE LEVEL MAINTENANCE REGISTER	ONCE IN A SEMESTER			
14.	FURNITURE STOCK VERIFICATION [COLLEGE LEVEL]	ONCE IN A SEMESTER			
15.	CENTRAL STORES	ONCE IN A SEMESTER			
16.	SECURITY	ONCE IN THREE MONTHS			
17.	ELECTRICAL AUDIT	ONCE IN A SEMESTER			
18.	R-O PLANT AUDIT	ONCE IN THREE MONTHS			

**PRATHYUSHA ENGINEERING COLLEGE
SUBJECT RESULTS**

NAME OF THE STAFF & DEPT:

COURSE CODE/ NAME:

SEM/SEC:

S.No	Name of the Student	Medium	10th mark	Cutoff	DS/H	No.of Arrears			Internal Assessment marks									UNIV					
						Current	Previous	Total	IAT 1			IAT 2			IAT 3			MODEL					
									Att*	T	A	Att*	T	A	Att*	T	A	Att*	T	A			
1																							
2																							
3																							
4																							
5																							
6																							
7																							
8																							
9																							
10																							
11																							
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15																							
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17																							
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21																							
22																							
23																							
24																							
25																							
26																							
27																							
28																							
29																							
30																							

T- Target, A- Achieved

Att*-Attendance % is only for respective internal exam.

COURSE EXPERT

COURSE STAFF

HOD

PRATHYUSHA ENGINEERING COLLEGE
INTERNAL QUALITY ASSURANCE CELL
STANDARD OPERATING PROCEDURE FOR THE CONDUCT OF INTERNAL
ASSESSMENT TESTS

1. Syllabus Completion status for Theory before 4 days of IAT tests and Practical Courses on the 15th, 30th, 45th working day.
2. Two sets of Question paper collection based on Bloom's Taxonomy, one week in advance
3. Submission to the IQAC Chairperson after verification by respective Subject Experts and IQAC Coordinators within two days.
4. Finalisation of Question papers two days before.
5. Seating Arrangements, Test Schedule and Invigilation Schedule to be prepared by Examination Cell and circulated to all HODs, PDs, IQAC.
6. Faculty in charge of the test scheduled for the next day should train the slow learners – dayscholars from 3.00 pm to 5.00 pm and hostellers from 4.30 pm to 7.00 pm.
7. The slow learners list should be submitted as per the order of the Tests and the count of student and staff staying back on the previous day should be intimated for Transportation of faculty and students at 5 pm and 7 pm.
8. **Valuation of the Answer Scripts:**
 - The results of the slow learners trained the previous day should be published at 12.00 noon on the day of the test.
 - The complete results should be entered in the IAT sheet on the next day evening.
 - For staff handling more than two sections, the results should be entered in the IAT sheet on the third day from the test before 10.00 am.
9. There should be continuous mentoring of slow learners by the Mentors and HODs before and after the Test.
10. Auditing of the answer scripts would be scheduled by the IQAC.
11. The evaluation sheet for auditing the answer scripts would be provided by the IQAC. Day to day audit will be reviewed and summary should be submitted to the IQAC Chairperson on the 8th day from the commencement of the test.
12. After auditing this sheet should be submitted to the IQAC, which will be submitted to the IQAC Chairperson with consolidated analysis. The follow up action would be monitored by the IQAC.



ESTD. 2001

**PRATHYUSHA ENGINEERING COLLEGE
CHENNAI – 602025**

ACADEMIC YEAR 2017-18

**STANDARD OPERATING PROCEDURE
FOR
SETTING OF INTERNAL ASSESSMENT & MODEL
EXAMINATION QUESTION PAPERS**

**Prepared by
INTERNAL QUALITY ASSURANCE CELL
[I Q A C]**

GENERAL GUIDELINES ON SETTING INTERNAL ASSESSMENT & MODEL EXAMINATION QUESTION PAPERS

1. INTRODUCTION

This document consists of two parts, Part 1 and Part 2. Part 1 is a general guideline to the setting and moderation of internal assessment tasks and examination question papers and Part 2 provides guidelines for the setting of the internal examination in each course. The purpose of this document is to support faculty in the setting and moderation of assessment tasks / examination question papers that are reflective of the various cognitive levels, and which are of high quality and standard.

This document consists of:

Generic steps to setting a good quality assessment task / question paper

Guidelines for setting a memorandum

Moderation of assessment tasks / question papers

Learning Area specific examination framework

Appendix A: Example of a Rubric

Appendix B: Example of a Cover Page

SETTING OF INTERNAL ASSESSMENT & MODEL QUESTION PAPERS

GENERIC STEPS TO SETTING A GOOD QUALITY INTERNAL ASSESSMENT & MODEL QUESTION PAPER

Step 1	Determine the weighting of the Learning Outcomes applicable to the paper <i>Refer to 'Content Coverage' in the Moderation Checklist</i>
Step 2	Determine the Assessment Standards you wish to cover in the paper and how these can be linked or integrated within your subject in each question. <i>Refer to 'Content Coverage' in the Moderation Checklist</i>
Step 3	Select appropriate marks allocated to each question. <i>Refer to 'Technical Criterion' and 'Marking Guideline' in Moderation Checklist</i>
Step 4	Brainstorm the nature or type of each question and sub-question e.g. factual, data-response, critical evaluation, problem-solving, verbal, numerical, visual, closed or open-ended. <i>Refer to 'Content Coverage' in the Moderation Checklist</i>
Step 5	Decide on the cognitive levels to be addressed in each question linked to Bloom's ¹ taxonomy below. <i>Refer to 'Content Coverage' in the Moderation Checklist</i>
Step 6	Decide on how each question should be structured. <i>Refer to 'Cognitive Skills' in the Moderation Checklist</i>
Step 7	Set the question paper and the marking memorandum simultaneously.

	<i>Refer to 'Marking Memorandum' and 'Technical Criteria' in the Moderation Checklist</i>
Step 8	Apply the suggested time allocations for each question. <i>Refer to 'Content Coverage' in the Moderation Checklist</i>
Step 9	Develop the cover page, including suggested time allocations. <i>Refer to 'Content Coverage' in the Moderation Checklist</i>
Step 10	Ensure that the paper is moderated and all quality control checks have been completed. <i>Refer to 'Content Coverage' in the Moderation Checklist.</i>

BLOOM'S REVISED TAXONOMY

Taxonomy is a method of classifying questions based on the various cognitive levels. Because of its six levels of thinking, Bloom's revised taxonomy can provide a framework that incorporates low to high-level thinking activities.

CREATING, EVALUATING, ANALYSING AND APPLYING would be considered as the higher levels of cognition, whereas **UNDERSTANDING AND REMEMBERING** would be considered as the lower levels of cognition. See detail explanation below.

CREATING (Putting together ideas or elements to develop an original idea or engage in creative thinking)	assemble, construct, create, design, develop, formulate, write, generate, plan, produce
EVALUATING (Judging the value of ideas, materials and methods by developing and applying standards and criteria)	appraise, argue, defend, judge, select, support, value, evaluate critique, judge, justify, recommend
ANALYSING (Breaking information down into its component elements)	appraise, compare, contrast, criticize, differentiate, discriminate, distinguish, examine, experiment, question, test, differentiate, organise, attribute
APPLYING (Using strategies, concepts, principles and theories in new situations)	Choose, demonstrate, dramatize, employ, illustrate, interpret, operate, schedule, sketch, solve, use, write, execute, implement
UNDERSTANDING (Understanding of given information)	Classify, describe, discuss, explain, identify, locate, recognize, report, select, translate, paraphrase, interpret, exemplify, classify, summarise, infer, compare, explain
REMEMBERING (Recall or recognition of specific information)	define, duplicate, list, memorize, recall, repeat, reproduce, state, recognise, recall

An example of how the different levels of cognition can be incorporated in an assessment task or examination paper.

	LOW Accessible to all learners who are functioning at the relevant grade.		MEDIUM Accessible to the above average learners		HIGH Accessible to most capable learners	
Question	Remembering	Understanding	Applying	Analysing	Evaluating	Creating
PART -A						
Q1						
Q2						
Q3						
Q4						
Q5						
PART - B						
Q1						
Q2						
Q3						
Total marks						
Target	20% of paper		40% of paper		40% of paper	

4. GUIDELINES FOR SETTING A MEMORANDUM

The memorandum must:

- 4.1 be drawn up at the same time as the question paper is being set
- 4.2 correspond with questions set in the question paper
- 4.3 provide for alternative responses
- 4.4 include the mark allocation
- 4.5 be laid out clearly
- 4.6 reflect positive or process marking.

5. MODERATION OF INTERNAL ASSESSMENT QUESTION PAPERS

Moderation of internal assessment question papers ensures the validity, reliability and fairness of the paper. College may use the moderation checklist provided below to assist in the moderation of assessment tasks and internal assessment examination question papers. Moderation of assessment tasks must take place at college level by the subject head. Subject Expert advisers may also provide support to college in this regard.

MODERATION CHECKLIST

DATE: _____

EXAMINER: _____

MODERATOR: _____

CRITERION: 1 TECHNICAL CRITERIA

	Y	N
• The question paper is complete with grid, memorandum, relevant answer sheets and formula sheets/addenda.		
• The cover page has all relevant details such as time allocation, name of the subject, and instructions to candidates.		
• The instructions to candidates are clearly specified and unambiguous.		
• The layout of the paper is easily understood by the learner.		
• The paper has the correct numbering.		
• Appropriate fonts are used throughout the paper.		
• Mark allocations are clearly indicated and are the same as that on the memorandum.		
• The total marks in the question paper and memorandum is correct.		
• The paper can be completed in the time allocated.		
• The quality of illustrations, graphs, tables etc. is appropriate and print ready.		
• The paper adheres to the format requirements in the Learning Area Guidelines.		

CRITERION: 2 CONTENT COVERAGE

• The paper adequately covers the Learning Outcomes and the Assessment Standards as prescribed in the policy and the Course Assessment Guidelines.		
• The questions are within the broad scope of the University Curriculum Syllabus.		
• The content is clearly related to what was taught during the semester.		
• The paper covers questions of various types e.g. data response, essay, real-life scenarios and real-life problem solving, etc.		
• The paper allows for creative responses from students.		
• The questions are representative of the latest developments in the Learning		

Area.		
• The weighting and spread of content of Learning Outcomes and Assessment Standards are appropriate.		
• The examples and illustrations are suitable, appropriate, relevant and correct.		
• There is a correlation between mark allocation, level of difficulty and time allocation.		
• The questions are properly scaffolded, that is, sub-parts / questions are sequenced from simple to more challenging.		
• Subject terminology / data are used correctly.		
• There is no ambiguity in the grammar that might create confusion.		

CRITERION: 3 COGNITIVE SKILLS

• There is an appropriate coverage in terms of the different cognitive levels (Bloom's taxonomy have been used).		
• Where there is a choice, questions are of an equal level of difficulty and value.		
• There is an appropriate distribution of marks according to the duration of paper and the nature of subject.		
• There is an appropriate variety in the construction of questions, e.g factual, data-response, critical evaluation, problem solving, verbal, numerical and visual.		

CRITERION: 4 MARKING GUIDELINE

• The marking memorandum is accurate.		
• It corresponds to questions in the question paper.		
• The memorandum makes allowance for alternative responses.		
• The marking memorandum is presented clearly.		
• The marking memorandum is complete with mark allocation and mark distribution within the questions.		
• The mark allocation is accurate for subsections and the paper as a whole.		
• The criteria and descriptors in the rubrics used are appropriate.		
• The marking memorandum accommodates positive marking.		

MODERATOR'S NAME : _____

SIGNATURE : _____

DATE : _____

PART 2: INTERNAL AND MODEL EXAMINATION FRAMEWORK

This framework must be used in conjunction with the relevant course policies. The purpose of this framework is to encourage teachers to ensure that the internal examination question papers are aligned to the course assessment guidelines, the learning outcomes and the assessment standards.

TECHNOLOGY

TOTAL: IAT – 50 MARKS & MODEL EXAM 100 MARKS

Exam format:			
1. A One and half hour and three-hour written examination of 50 & 100 marks for IAT and Model Exam.			
2. Use Case Studies and develop questions that <u>integrate</u> Learning Outcomes 1, 2 and 3.			
3. Case Studies must relate to the context of the respective course.			
4. Questions must be based on the content and skills within the assessment standards.			
5. Use sections within the question paper to group questions on a common theme or category: e.g. Type of questions, questions related to a Case Study, Communication or a Learning Outcomes focus.			
Core knowledge content	Process Skills and Communication	Structures, Processing, and Systems & Control	Technology, Society and the Environment
Guide for weighting per Learning Outcome	LO 1 50%	LO 2 35%	LO 3 15%
Guide for weighting per cognitive level	Remember 20%	Understand / Apply 50%	Analyse / Evaluate/ Create 30%

Suggested mark allocation for the question paper:

SECTIONS	SECTION A	SECTION B	SECTION C	TOTAL
Suggested mark allocation for the question paper for whole Examination	Variety of question types (2 marks each), terminology, matching items, diagrams etc.	Questions with sub-sections which assess a variety of skills and content, questions based on data in various forms e.g. paragraphs, diagrams, drawings, graphs, tables etc.	Case studies, data analysis and interpretation, mini – essay etc.	
QUESTION	5 for IAT & 10 for Model	5	4	4
MARKS	10 & 20	5 X 14 = 70	10	100



PRATHYUSHA ENGINEERING COLLEGE

INTERNAL ASSESSMENT TEST - 1

DEPARTMENT OF _____

ESTD. 2001

ABSTRACT SHEET FOR QUESTION PAPER

Name of the Course	Prepared by Course Incharge		Verified by Course Expert		Quality Assured by IQAC Coordinator	
	Name	Sign	Name	Sign	Name	Sign
SEMESTER - III						
S1						
S2						
S3						
S4						
SEMESTER - V						
S1						
S2						
S3						
S4						
SEMESTER - VII						
S1						
S2						
S3						
S4						



PRATHYUSHA ENGINEERING COLLEGE

Reg.No.																				
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ESTD. 2001

PROGRAMME	B.E. / B.TECH. _____	IAT – 1 : SET – A / B	
SEMESTER	III / V / VII	DATE	__ JULY 2017
MAX MARKS	50	DURATION	100 min
COURSE CODE & NAME	_____ -- _____		

PART A (5*2 marks= 10 marks)
(Answer all the questions)

1. _____ [CO1 – L]
2. _____ [CO1 – M]
3. _____ [CO1 – M]
4. _____ [CO1 – H]
5. _____ [CO1 – H]

PART B (1* 8 marks + 2*16 marks= 40 marks)

No choice (8 marks)

- 6) _____ [CO1 – H] (8)

(16 marks)

- 7) a) i) _____ [CO1 – M] (8)
ii) _____

Or

- b) i) _____ [CO1 – H] (8)
ii) _____ [CO1 – H] (8)

- 8) a) i) _____ [CO1 – H] (4)
ii) _____ [CO1 – L] (4)
iii) _____

Or

- b) i) _____ [CO1 – M] (4)
ii) _____ [CO1 – H] (8)
iii) _____ [CO1 – L] (4)

NOTE :

BLOOM'S TAXONOMY LEVEL	PERMISSIBLE %
L - LOW [REMEMBERING & UNDERSTAND]	20% OF PART-A & 20% PART-B
M - [APPLY & ANALYZE]	40% OF PART-A & 40% PART-B
H - [EVALUATE & CREATE]	40% OF PART-A & 40% PART-B
FONT SIZE: ALL HEADING 14 SIZE, ALL OTHER CONTENTS 12 POINTS ALONG WITH TIMES NEW ROMAN	



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PRATHYUSHA ENGINEERING COLLEGE

IQAC PLANNER - SCHEDULE OF AUDITS AND EVENTS - 2016-17

Audit category	Particulars	IV Semester	VI Semester	VIII Semester	II Semester
Pre Semester Audit	1. Even Semester Audit – 1 – Before commence of Semester. 2. IAT-1 Question paper verification and collection from 2 nd and 3 rd year as per Bloom's Taxonomy	<u>15-12-2016 to</u> <u>22-12-2016</u>	<u>15-12-2016 to</u> <u>22-12-2016</u>	<u>15-12-2016 to</u> <u>22-12-2016</u>	<u>25-01-2017 to</u> <u>12-02-2017</u>
IAT - 1	1. Audit – 2 IAT -1 Answer script audit 2. Intensive IAT -1 Answer script audit 3. Audit – 3 IAT – 1 Phase – 1 Course file audit along with Course outcome analysis. 4. Audit – 2- IAT -1 Answer script audit report submission to chairperson. 5. Audit for Mentor book updation.	<u>03-01-2017 to</u> <u>10-01-2017</u>	<u>03-01-2017 to</u> <u>10-01-2017</u>	<u>03-01-2017 to</u> <u>10-01-2017</u>	<u>13-02-2017 to</u> <u>24-02-2017</u>
IAT - 2	1. IAT-2 Question paper verification and collection as per Bloom's Taxonomy 2. Audit – 3 IAT – 1 Phase – 1 Course file audit report submission to chairperson.	<u>23-01-2017 to</u> <u>27-01-2017</u>	<u>23-01-2017 to</u> <u>27-01-2017</u>	<u>13-02-2017 to</u> <u>27-02-2017</u>	<u>06-03-2017 to</u> <u>14-03-2017</u>
	1. Audit – 4 IAT - 2 Answer script audit 2. Intensive IAT – 2 Answer script audit 3. Audit – 5 IAT – 2 Phase – 2 Course file audit along with Course outcome analysis. 4. Audit – 4 IAT -2 Answer script audit report submission to chairperson. 5. Audit for Mentor book updation.	<u>20-02-2017 to</u> <u>25-02-2017</u>	<u>20-02-2017 to</u> <u>25-02-2017</u>	<u>13-03-2017 –</u> <u>18-03-2017</u>	<u>27-03-2017 –</u> <u>31-03-2017</u>
IAT-3	1. IAT-3 Question paper verification and collection as per Bloom's Taxonomy 2. Audit - 6 for UPC questions collections – category wise.	<u>06-03-2017 to</u> <u>11-03-2017</u>	<u>06-03-2017 to</u> <u>11-03-2017</u>	<u>03-03-2017 –</u> <u>07-03-2017</u>	<u>16-04-2017 –</u> <u>23-04-2017</u>

	3. Audit – 5 IAT – 2 Phase – 2 Course file audit report submission to chairperson.				
	1. Audit – 6 IAT - 3 Answer script audit 2. Intensive IAT – 3 Answer script audit 3. Audit – 7 IAT – 3 Phase – 2 Course file audit along with Course outcome analysis. 4. Audit – 6 IAT -3 Answer script audit report submission to chairperson. 5. Audit – 7 IAT – 3 Phase – 2 Course file audit report submission to chairperson. 6. Audit for Mentor book updation.	<u>15-03-2017 to 24-03-2017</u>	<u>15-03-2017 to 24-03-2017</u>	<u>24-03-2017 – 06-04-2017</u>	<u>05-04-2017 – 20-04-2017</u>
	Model Question paper verification and collection as per previous year Question paper.	<u>05-04-2017 to 15-04-2017</u>	<u>05-04-2017 to 15-04-2017</u>	<u>24-03-2017 to 06-04-2017</u>	<u>24-03-2017 to 06-04-2017</u>
MODEL	1. Audit – 7 Model Answer script audit 2. Intensive Model Answer script audit 3. Audit – 8 Model Phase – 3 Course file audit along with Course outcome analysis. 4. Audit – 7 Model Answer Script audit report submission to chairperson.	<u>24-04-2017 to 30-04-2017</u>	<u>24-04-2017 to 30-04-2017</u>	<u>05-04-2017 to 14-04-2017</u>	<u>23-04-2017 to 02-05-2017</u>
END SEM	1. Audit – 8 Model Course file audit report submission to chairperson. 2. Individual faculty complete course file audit for Odd semester. 3. File verification Audit for all Departments except S&H required by as per NBA, AICTE & NAAC.	<u>08-05-2017 to 18-05-2017</u>	<u>08-05-2017 to 18-05-2017</u>	<u>16-04-2017 to 30-04-2017</u>	<u>09-05-2017 to 18-05-2017</u>

IQAC CO-ORDINATOR



ESTD. 2001

PRATHYUSHA ENGINEERING COLLEGE

IQAC PLANNER - SCHEDULE OF AUDITS AND EVENTS - 2016-17

Audit category	Particulars	IV Semester	VI Semester	VIII Semester	II Semester
Pre Semester Audit	1. Even Semester Audit – 1 – Before commence of Semester. 2. IAT-1 Question paper verification and collection from 2 nd and 3 rd year as per Bloom's Taxonomy	<u>23-05-2016</u> to <u>27-06-2016</u>	<u>23-05-2016</u> to <u>27-06-2016</u>	<u>23-05-2016</u> to <u>27-06-2016</u>	<u>01-08-2016 to</u> <u>17-08-2016</u>
IAT - 1	1. Audit – 2 IAT -1 Answer script audit 2. Intensive IAT -1 Answer script audit 3. Audit – 3 IAT – 1 Phase – 1 Course file audit along with Course outcome analysis. 4. Audit – 2- IAT -1 Answer script audit report submission to chairperson. 5. Audit for Mentor book updation.	<u>01-07-2016</u> to <u>07-07-2016</u>	<u>01-07-2016</u> to <u>07-07-2016</u>	<u>01-07-2016</u> to <u>07-07-2016</u>	<u>Yet to be fill</u>
IAT - 2	1. IAT-2 Question paper verification and collection as per Bloom's Taxonomy 2. Audit – 3 IAT – 1 Phase – 1 Course file audit report submission to chairperson.	<u>19-07-2016</u> to <u>25-07-2016</u>	<u>19-07-2016</u> to <u>25-07-2016</u>	<u>19-07-2016</u> to <u>25-07-2016</u>	<u>Yet to be fill</u>
	1. Audit – 4 IAT - 2 Answer script audit 2. Intensive IAT – 2 Answer script audit 3. Audit – 5 IAT – 2 Phase – 2 Course file audit along with Course outcome analysis. 4. Audit – 4 IAT -2 Answer script audit report submission to chairperson. 5. Audit for Mentor book updation.	<u>05-08-2016</u> to <u>10-08-2016</u>	<u>05-08-2016</u> to <u>10-08-2016</u>	<u>05-08-2016</u> to <u>10-08-2016</u>	<u>Yet to be fill</u>
IAT-3	1. IAT-3 Question paper verification and collection as per Bloom's Taxonomy 2. Audit - 6 for UPC questions collections – category wise.	<u>09-09-2016</u> to <u>16-09-2016</u>	<u>09-09-2016</u> to <u>16-09-2016</u>	<u>09-09-2016</u> to <u>16-09-2016</u>	<u>Yet to be fill</u>

	3. Audit – 5 IAT – 2 Phase – 2 Course file audit report submission to chairperson.				
	1. Audit – 6 IAT - 3 Answer script audit 2. Intensive IAT – 3 Answer script audit 3. Audit – 7 IAT – 3 Phase – 2 Course file audit along with Course outcome analysis. 4. Audit – 6 IAT -3 Answer script audit report submission to chairperson. 5. Audit – 7 IAT – 3 Phase – 2 Course file audit report submission to chairperson. 6. Audit for Mentor book updation.	<u>22-09-2016</u> to <u>25-09-2016</u>	<u>22-09-2016</u> to <u>25-09-2016</u>	<u>22-09-2016</u> to <u>25-09-2016</u>	<u>Yet to be fill</u>
	Model Question paper verification and collection as per previous year Question paper.	<u>07-10-2016</u> to <u>12-10-2016</u>	<u>07-10-2016</u> to <u>12-10-2016</u>	<u>07-10-2016</u> to <u>12-10-2016</u>	<u>Yet to be fill</u>
MODEL	1. Audit – 7 Model Answer script audit 2. Intensive Model Answer script audit 3. Audit – 8 Model Phase – 3 Course file audit along with Course outcome analysis. 4. Audit – 7 Model Answer Script audit report submission to chairperson.	<u>30-10-2016</u> to <u>17-11-2016</u>	<u>30-10-2016</u> to <u>17-11-2016</u>	<u>30-10-2016</u> to <u>17-11-2016</u>	<u>Yet to be fill</u>
END SEM	1. Audit – 8 Model Course file audit report submission to chairperson. 2. Individual faculty complete course file audit for Odd semester. 3. File verification Audit for all Departments except S&H required by as per NBA, AICTE & NAAC.	<u>25-11-2016</u> to <u>30-11-2016</u>	<u>25-11-2016</u> to <u>30-11-2016</u>	<u>25-11-2016</u> to <u>30-11-2016</u>	<u>Yet to be fill</u>

IQAC CO-ORDINATOR



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PRATHYUSHA ENGINEERING COLLEGE

IQAC PLANNER - SCHEDULE OF AUDITS AND EVENTS - 2017-18

Audit category	Particulars	IV Semester	VI Semester	VIII Semester
Pre Semester Audit	1. Even Semester Audit – 1 – Before commence of Semester. 2. IAT-1 Question paper verification and collection from 2 nd and 3 rd year as per Bloom's Taxonomy	<u>22-05-2017</u> to <u>30-06-2017</u>	<u>22-05-2017</u> to <u>30-06-2017</u>	<u>22-05-2017</u> to <u>30-06-2017</u>
IAT - 1	1. Audit – 2 IAT -1 Answer script audit 2. Intensive IAT -1 Answer script audit 3. Audit – 3 IAT – 1 Phase – 1 Course file audit along with Course outcome analysis. 4. Audit – 2- IAT -1 Answer script audit report submission to chairperson. 5. Audit for Mentor book updation.	<u>03-07-2017</u> to <u>08-07-2017</u>	<u>03-07-2017</u> to <u>08-07-2017</u>	<u>03-07-2017</u> to <u>08-07-2017</u>
IAT - 2	1. IAT-2 Question paper verification and collection as per Bloom's Taxonomy 2. Audit – 3 IAT – 1 Phase – 1 Course file audit report submission to chairperson.	<u>24-07-2017</u> to <u>29-07-2017</u>	<u>24-07-2017</u> to <u>29-07-2017</u>	<u>24-07-2017</u> to <u>29-07-2017</u>
	1. Audit – 4 IAT - 2 Answer script audit 2. Intensive IAT – 2 Answer script audit 3. Audit – 5 IAT – 2 Phase – 2 Course file audit along with Course outcome analysis. 4. Audit – 4 IAT -2 Answer script audit report submission to chairperson. 5. Audit for Mentor book updation.	<u>07-08-2017</u> to <u>12-08-2017</u>	<u>07-08-2017</u> to <u>12-08-2017</u>	<u>07-08-2017</u> to <u>12-08-2017</u>
IAT-3	1. IAT-3 Question paper verification and collection as per Bloom's Taxonomy 2. Audit - 6 for UPC questions collections – category wise. 3. Audit – 5 IAT – 2 Phase – 2 Course file audit report submission to	<u>28-08-2017</u> to <u>09-09-2017</u>	<u>28-08-2017</u> to <u>09-09-2017</u>	<u>28-08-2017</u> to <u>09-09-2017</u>

	chairperson.			
	<ol style="list-style-type: none"> 1. Audit – 6 IAT - 3 Answer script audit 2. Intensive IAT – 3 Answer script audit 3. Audit – 7 IAT – 3 Phase – 2 Course file audit along with Course outcome analysis. 4. Audit – 6 IAT -3 Answer script audit report submission to chairperson. 5. Audit – 7 IAT – 3 Phase – 2 Course file audit report submission to chairperson. 6. Audit for Mentor book updation. 	<u>18-09-2017</u> to <u>23-09-2017</u>	<u>18-09-2017</u> to <u>23-09-2017</u>	<u>18-09-2017</u> to <u>23-09-2017</u>
MODEL	Model Question paper verification and collection as per previous year Question paper.	<u>07-10-2017</u> to <u>12-10-2017</u>	<u>07-10-2017</u> to <u>12-10-2017</u>	<u>07-10-2017</u> to <u>12-10-2017</u>
	<ol style="list-style-type: none"> 1. Audit – 7 Model Answer script audit 2. Intensive Model Answer script audit 3. Audit – 8 Model Phase – 3 Course file audit along with Course outcome analysis. 4. Audit – 7 Model Answer Script audit report submission to chairperson. 	<u>16-10-2017</u> to <u>27-10-2017</u>	<u>16-10-2017</u> to <u>27-10-2017</u>	<u>16-10-2017</u> to <u>27-10-2017</u>
END SEM	<ol style="list-style-type: none"> 1. Audit – 8 Model Course file audit report submission to chairperson. 2. Individual faculty complete course file audit for Odd semester. 3. File verification Audit for all Departments except S&H required by as per NBA, AICTE & NAAC. 	<u>06-11-2017</u> to <u>11-11-2017</u>	<u>06-11-2017</u> to <u>11-11-2017</u>	<u>06-11-2017</u> to <u>11-11-2017</u>

IQAC CO-ORDINATOR



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PRATHYUSHA ENGINEERING COLLEGE

IQAC PLANNER - SCHEDULE OF AUDITS AND EVENTS - 2017-18

Audit category	Particulars	IV Semester	VI Semester	VIII Semester	II Semester
Pre Semester Audit	1. Even Semester Audit – 1 – Before commence of Semester. 2. IAT-1 Question paper verification and collection from 2 nd and 3 rd year as per Bloom's Taxonomy	<u>11-12-2017 to</u> <u>23-12-2017</u>	<u>11-12-2017 to</u> <u>23-12-2017</u>	<u>01-02-2018 to</u> <u>12-02-2018</u>	<u>25-01-2018 to</u> <u>12-02-2018</u>
IAT - 1	1. Audit – 2 IAT -1 Answer script audit 2. Intensive IAT -1 Answer script audit 3. Audit – 3 IAT – 1 Phase – 1 Course file audit along with Course outcome analysis. 4. Audit – 2- IAT -1 Answer script audit report submission to chairperson. 5. Audit for Mentor book updation.	<u>30-12-2017 to</u> <u>20-01-2018</u>	<u>30-12-2017 to</u> <u>20-01-2018</u>	<u>20-02-2018 to</u> <u>03-03-2018</u>	<u>16-02-2018 to</u> <u>03-03-2018</u>
IAT - 2	1. IAT-2 Question paper verification and collection as per Bloom's Taxonomy 2. Audit – 3 IAT – 1 Phase – 1 Course file audit report submission to chairperson.	<u>22-01-2018 to</u> <u>27-01-2018</u>	<u>22-01-2018 to</u> <u>27-01-2018</u>	<u>26-02-2018 to</u> <u>03-03-2018</u>	<u>01-03-2018 to</u> <u>10-03-2018</u>
	1. Audit – 4 IAT - 2 Answer script audit 2. Intensive IAT – 2 Answer script audit 3. Audit – 5 IAT – 2 Phase – 2 Course file audit along with Course outcome analysis. 4. Audit – 4 IAT -2 Answer script audit report submission to chairperson. 5. Audit for Mentor book updation.	<u>06-02-2018 to</u> <u>24-02-2018</u>	<u>06-02-2018 to</u> <u>24-02-2018</u>	<u>09-03-2018 –</u> <u>23-03-2018</u>	<u>21-03-2018 –</u> <u>31-03-2018</u>
IAT-3	1. IAT-3 Question paper verification and collection as per Bloom's Taxonomy 2. Audit - 6 for UPC questions collections – category wise.	<u>S.No 1 - NA</u> <u>S.No 2 & 3</u> <u>26-02-2018 to</u>	<u>S.No 1 - NA</u> <u>S.No 2 & 3</u> <u>26-02-2018 to</u>	<u>15-03-2018 –</u> <u>23-03-2018</u>	<u>16-04-2018 –</u> <u>23-04-2018</u>

	3. Audit – 5 IAT – 2 Phase – 2 Course file audit report submission to chairperson.	<u>08-03-2018</u>	<u>08-03-2018</u>		
	1. Audit – 6 IAT - 3 Answer script audit 2. Intensive IAT – 3 Answer script audit 3. Audit – 7 IAT – 3 Phase – 2 Course file audit along with Course outcome analysis. 4. Audit – 6 IAT -3 Answer script audit report submission to chairperson. 5. Audit – 7 IAT – 3 Phase – 2 Course file audit report submission to chairperson. 6. Audit for Mentor book updation.	<u>---NA---</u>	<u>---NA---</u>	<u>24-03-2018 –</u> <u>06-04-2018</u>	<u>05-04-2018 –</u> <u>20-04-2018</u>
	Model Question paper verification and collection as per previous year Question paper.	<u>15-03-2018 to</u> <u>24-03-2018</u>	<u>15-03-2018 to</u> <u>24-03-2018</u>	<u>24-03-2018 to</u> <u>06-04-2018</u>	<u>24-03-2018 to</u> <u>06-04-2018</u>
MODEL	1. Audit – 7 Model Answer script audit 2. Intensive Model Answer script audit 3. Audit – 8 Model Phase – 3 Course file audit along with Course outcome analysis. 4. Audit – 7 Model Answer Script audit report submission to chairperson.	<u>05-04-2018 to</u> <u>25-04-2018</u>	<u>05-04-2018 to</u> <u>25-04-2018</u>	<u>05-04-2018 to</u> <u>14-04-2018</u>	<u>23-04-2018 to</u> <u>02-05-2018</u>
END SEM	1. Audit – 8 Model Course file audit report submission to chairperson. 2. Individual faculty complete course file audit for Odd semester. 3. File verification Audit for all Departments except S&H required by as per NBA, AICTE & NAAC.	<u>30-04-2018 to</u> <u>18-05-2018</u>	<u>30-04-2018 to</u> <u>18-05-2018</u>	<u>16-04-2018 to</u> <u>30-04-2018</u>	<u>09-05-2018 to</u> <u>18-05-2018</u>

IQAC CO-ORDINATOR



PRATHYUSHA ENGINEERING COLLEGE
IQAC PLANNER - SCHEDULE OF AUDITS AND EVENTS - ODD SEM - 2018-19

Audit category	Particulars	III Semester	V Semester	VII Semester	I Semester
Pre Semester Audit	1. Even Semester Audit – 1 – Before commence of Semester.	<u>21-05-2018 to</u> <u>14-06-2018</u>	<u>21-05-2018 to</u> <u>14-06-2018</u>	<u>21-05-2018 to</u> <u>14-06-2018</u>	<u>01-08-2018 to</u> <u>17-08-2018</u>
IAT - 1	2. IAT-1 Question paper verification and collection from Higher semester as per Bloom's Taxonomy	<u>28-06-2018 to</u> <u>03-07-2018</u>	<u>28-06-2018 to</u> <u>03-07-2018</u>	<u>28-06-2018 to</u> <u>03-07-2018</u>	<u>Yet to be fill</u>
	1. Audit IAT -1 Answer script audit 2. Intensive IAT -1 Answer script audit 3. Audit IAT – 1 Phase – 1 Course file audit along with Course outcome analysis. 4. Audit IAT -1 Answer script audit report submission to chairperson. 5. Audit for Mentor book updation.	<u>16-07-2018 to</u> <u>18-07-2018</u> <u>TEACHING</u> <u>AUDIT</u> <u>19-07-2018 to</u> <u>21-07-2018</u> <u>STUDENT</u> <u>FEEDBACK</u> <u>AUDIT</u>	<u>16-07-2018 to</u> <u>18-07-2018</u> <u>TEACHING</u> <u>AUDIT</u> <u>19-07-2018 to</u> <u>21-07-2018</u> <u>STUDENT</u> <u>FEEDBACK</u> <u>AUDIT</u>	<u>16-07-2018 to</u> <u>18-07-2018</u> <u>TEACHING</u> <u>AUDIT</u> <u>19-07-2018 to</u> <u>21-07-2018</u> <u>STUDENT</u> <u>FEEDBACK</u> <u>AUDIT</u>	<u>Yet to be fill</u>
IAT - 2	1. IAT-2 Question paper verification and collection as per Bloom's Taxonomy	<u>01-08-2018 to</u> <u>05-08-2018</u>	<u>01-08-2018 to</u> <u>05-08-2018</u>	<u>01-08-2018 to</u> <u>05-08-2018</u>	<u>Yet to be fill</u>

	<ol style="list-style-type: none"> IAT – 1 Phase – 1 Course file audit report submission to chairperson. IAT - 2 Answer script audit Intensive IAT – 2 Answer script audit IAT – 2 Phase – 2 Course file audit along with Course outcome analysis. IAT -2 Answer script audit report submission to chairperson. Audit for Mentor book updation. 	<u>15-08-2018 to</u> <u>18-08-2018</u> <u>TEACHING</u> <u>AUDIT</u> <u>20-08-2018 to</u> <u>22-08-2018</u> <u>STUDENT</u> <u>FEEDBACK</u> <u>AUDIT</u>	<u>15-08-2018 to</u> <u>18-08-2018</u> <u>TEACHING</u> <u>AUDIT</u> <u>20-08-2018 to</u> <u>22-08-2018</u> <u>STUDENT</u> <u>FEEDBACK</u> <u>AUDIT</u>	<u>15-08-2018 to</u> <u>18-08-2018</u> <u>TEACHING</u> <u>AUDIT</u> <u>20-08-2018 to</u> <u>22-08-2018</u> <u>STUDENT</u> <u>FEEDBACK</u> <u>AUDIT</u>	<u>Yet to be fill</u>
IAT-3	<ol style="list-style-type: none"> IAT-3 Question paper verification and collection as per Bloom’s Taxonomy 	<u>05-09-2018 to</u> <u>07-09-2018</u>	<u>05-09-2018 to</u> <u>07-09-2018</u>	<u>05-09-2018 to</u> <u>07-09-2018</u>	<u>Yet to be fill</u>
	<ol style="list-style-type: none"> Audit for UPC questions collections – category wise. Audit IAT – 2 Phase – 2 Course file audit report submission to chairperson. IAT - 3 Answer script audit Intensive IAT – 3 Answer script audit IAT – 3 Phase – 2 Course file audit along with Course outcome analysis. IAT -3 Answer script audit report submission to chairperson. IAT – 3 Phase – 2 Course file audit report submission to chairperson. Audit for Mentor book updation. 	<u>24-09-2018 to</u> <u>26-09-2018</u> <u>TEACHING</u> <u>AUDIT</u> <u>27-09-2018 to</u> <u>01-10-2018</u> <u>STUDENT</u> <u>FEEDBACK</u> <u>AUDIT</u>	<u>24-09-2018 to</u> <u>26-09-2018</u> <u>TEACHING</u> <u>AUDIT</u> <u>27-09-2018 to</u> <u>01-10-2018</u> <u>STUDENT</u> <u>FEEDBACK</u> <u>AUDIT</u>	<u>24-09-2018 to</u> <u>26-09-2018</u> <u>TEACHING</u> <u>AUDIT</u> <u>27-09-2018 to</u> <u>01-10-2018</u> <u>STUDENT</u> <u>FEEDBACK</u> <u>AUDIT</u>	<u>Yet to be fill</u>
MODEL	<ol style="list-style-type: none"> Model Question paper verification and collection as per previous year Question paper. 	<u>03-10-2018 to</u> <u>06-10-2018</u>	<u>03-10-2018 to</u> <u>06-10-2018</u>	<u>03-10-2018 to</u> <u>06-10-2018</u>	<u>Yet to be fill</u>

	<ol style="list-style-type: none"> 1. Audit – 7 Model Answer script audit 2. Intensive Model Answer script audit 3. Audit – 8 Model Phase – 3 Course file audit along with Course outcome analysis. 4. Audit – 7 Model Answer Script audit report submission to chairperson. 	<u>27-10-2018 to</u> <u>30-10-2018</u> <u>TEACHING</u> <u>AUDIT</u> <u>31-10-2018 to</u> <u>02-11-2018</u> <u>STUDENT</u> <u>FEEDBACK</u> <u>AUDIT</u>	<u>27-10-2018 to</u> <u>30-10-2018</u> <u>TEACHING</u> <u>AUDIT</u> <u>31-10-2018 to</u> <u>02-11-2018</u> <u>STUDENT</u> <u>FEEDBACK</u> <u>AUDIT</u>	<u>27-10-2018 to</u> <u>30-10-2018</u> <u>TEACHING</u> <u>AUDIT</u> <u>31-10-2018 to</u> <u>02-11-2018</u> <u>STUDENT</u> <u>FEEDBACK</u> <u>AUDIT</u>	<u>Yet to be fill</u>
END SEM	<ol style="list-style-type: none"> 1. Model Course file audit report submission to chairperson. 2. Individual faculty complete course file audit for Odd semester. 	<u>07-11-2018 to</u> <u>15-11-2018</u>	<u>01-11-2018 to</u> <u>15-11-2018</u>	<u>01-11-2018 to</u> <u>15-11-2018</u>	<u>Yet to be fill</u>
NBA & NAAC	1. INTERNAL AUDIT FOR NBA FOR THE FOLLOWING DEPARTMENT ECE,CSE,EEE,BT & MECH	NOVEMBER & DECEMBER – 2018 [FILES RELATED TO 2017-18 ACADEMIC YEAR]			
LIBRARY	1. AUDIT OF LIBRARY STOCK VERIFICATION	MAY – 2018 TO JUNE-2018			
DEPT. LAB	1. STOCK VERIFICATION OF DEPARTMENT ALL LABORATORIES	MAY – 2018 TO JUNE-2018			
COMPUTER SYSTEM	1. STOCK VERIFICATION OF COMPUTER SYSTEM IN ALL COMPUTER LAB.	MAY – 2018 TO JUNE-2018			
R & D	1. AUDIT OF RESEARCH AND DEVELOPMENT	JUNE – 2018			
TRAINING	1. AUDIT OF TRAINING AND PROGRAMMES OF ALL DEPT.	JUNE – 2018			
ADMIN, OFFICE	1. AUDIT OF ADMIN OFFICE	JULY & AUGUST – 2018			



PRATHYUSHA ENGINEERING COLLEGE

IQAC PLANNER - SCHEDULE OF AUDITS AND EVENTS - EVEN SEM - 2019-20

Audit category	Particulars	III Semester	V Semester	VII Semester	I Semester
Pre Semester Audit	1. Even Semester Audit – 1 – Before commence of Semester.	<u>16-12-2018 to</u> <u>24-12-2018</u>	<u>16-12-2018 to</u> <u>24-12-2018</u>	<u>16-12-2018 to</u> <u>24-12-2018</u>	<u>24-01-2019 to</u> <u>12-02-2019</u>
IAT - 1	1. IAT-1 Question paper verification and collection from Higher semester as per Bloom's Taxonomy 2. Audit IAT – 1 Course file audit along with Course outcome analysis.	<u>03-01-2018 to</u> <u>20-01-2019</u>	<u>03-01-2018 to</u> <u>20-01-2019</u>	<u>03-01-2018 to</u> <u>20-01-2019</u>	<u>19-02-2019 to</u> <u>27-02-2019</u>
	3. Audit for Mentor book updation. 4. Audit IAT -1 Audit report submission to chairperson.	<u>22-01-2019 to</u> <u>27-01-2019</u>	<u>22-01-2019 to</u> <u>27-01-2019</u>	<u>26-02-2019 to</u> <u>03-03-2019</u>	<u>01-03-2019 to</u> <u>10-03-2019</u>
IAT - 2	1. IAT-2 Question paper verification and collection as per Bloom's Taxonomy 2. Audit IAT – 2 Course file audit along with Course outcome analysis.	<u>06-02-2019 to</u> <u>26-02-2019</u>	<u>06-02-2019 to</u> <u>26-02-2019</u>	<u>08-03-2019 –</u> <u>23-03-2019</u>	<u>21-03-2019 –</u> <u>31-03-2019</u>
	3. Audit for Mentor book updation. 4. Audit IAT -2 Audit report submission to chairperson.	<u>26-02-2019 to</u> <u>08-03-2019</u>	<u>26-02-2019 to</u> <u>08-03-2019</u>	<u>15-03-2019 –</u> <u>23-03-2019</u>	<u>16-04-2019 –</u> <u>23-04-2019</u>
IAT-3	1. IAT-3 Question paper verification and collection as per Bloom's Taxonomy 2. Audit IAT – 3 Course file audit along with Course outcome analysis. 3. Audit for Mentor book updation. 4. Audit IAT -3 Audit report submission to chairperson.	<u>26-03-2019 –</u> <u>06-04-2019</u>	<u>26-03-2019 –</u> <u>06-04-2019</u>	<u>26-03-2019 –</u> <u>06-04-2019</u>	<u>05-04-2019 –</u> <u>20-04-2019</u>

MODEL	<ol style="list-style-type: none"> 1. Model Question paper verification and collection as per previous year Question paper. 2. Audit Model Course file audit along with Course outcome analysis. 3. Audit for Mentor book updation. 4. Audit Model Audit report submission to chairperson. 	<u>05-04-2019 to</u> <u>25-04-2019</u>	<u>05-04-2019 to</u> <u>25-04-2019</u>	<u>05-04-2019 to</u> <u>14-04-2019</u>	<u>23-04-2019 to</u> <u>02-05-2019</u>
END SEM	<ol style="list-style-type: none"> 1. Model Course file audit report submission to chairperson. 2. Individual faculty complete course file audit for Odd semester. 	<u>30-04-2019 to</u> <u>18-05-2019</u>	<u>30-04-2019 to</u> <u>18-05-2019</u>	<u>16-04-2019 to</u> <u>30-04-2019</u>	<u>09-05-2019 to</u> <u>18-05-2019</u>
NBA & NAAC	1. INTERNAL AUDIT FOR NBA FOR THE FOLLOWING DEPARTMENT ECE,CSE,EEE,BT & MECH	APRIL & MAY – 2019			
LIBRARY	1. AUDIT OF LIBRARY STOCK VERIFICATION	MAY – 2019			
DEPT. LAB	1. STOCK VERIFICATION OF DEPARTMENT ALL LABORATORIES	MAY – 2019			
COMPUTER SYSTEM	1. STOCK VERIFICATION OF COMPUTER SYSTEM IN ALL COMPUTER LAB.	MAY – 2019			
R & D	1. AUDIT OF RESEARCH AND DEVELOPMENT	MAY – 2019			
TRAINING	1. AUDIT OF TRAINING AND PROGRAMMES OF ALL DEPT.	MAY – 2019			
ADMIN, OFFICE	1. AUDIT OF ADMIN OFFICE	MAY – 2019			



PRATHYUSHA ENGINEERING COLLEGE
IQAC PLANNER - SCHEDULE OF AUDITS AND EVENTS - ODD SEM - 2019-20

Audit category	Particulars	III Semester	V Semester	VII Semester	I Semester
Pre Semester Audit	1. Even Semester Audit – 1 – Before commencement of Semester.	12-06-2019 TO 15-06-2019	12-06-2019 TO 15-06-2019	12-06-2019 TO 15-06-2019	14-08-2019
IAT - 1	1. IAT-1 Question paper verification and collection from Higher semester as per Bloom's Taxonomy	18/7/2019 TO 19/7/2019	18/7/2019 TO 19/7/2019	18/7/2019 TO 19/7/2019	19-08-2019 TO 21-08-2019
	2. Audit IAT – 1 Course file audit along with Course outcome analysis. 3. Audit for Mentor book updation. 4. Audit IAT -1 Audit report submission to chairperson.	5-08-2019 TO 07-08-2019	5-08-2019 TO 07-08-2019	5-08-2019 TO 07-08-2019	06-09-2019 TO 07-09-2019
IAT - 2	1. IAT-2 Question paper verification and collection as per Bloom's Taxonomy	19-08-2019 TO 21-08-2019	19-08-2019 TO 21-08-2019	19-08-2019 TO 21-08-2019	12-09-2019 to 13-09-2019
	2. Audit IAT – 2 Course file audit along with Course outcome analysis. 3. Audit for Mentor book updation. 4. Audit IAT -2 Audit report submission to chairperson.	06-09-2019 TO 07-09-2019	06-09-2019 TO 07-09-2019	06-09-2019 TO 07-09-2019	26-09-2019 to 27-09-2019
IAT-3	1. IAT-3 Question paper verification and collection as per Bloom's Taxonomy	12-09-2019 to 13-09-2019	12-09-2019 to 13-09-2019	12-09-2019 to 13-09-2019	11-10-2019 to 14-10-2019
	2. Audit IAT – 3 Course file audit along with Course outcome analysis. 3. Audit for Mentor book updation. 4. Audit IAT -3 Audit report submission to chairperson.	26-09-2019 to 27-09-2019	26-09-2019 to 27-09-2019	26-09-2019 to 27-09-2019	28-10-2019 to 30-10-2019

MODEL	1. Model Question paper verification and collection as per previous year Question paper.	11-10-2019 to 14-10-2019	11-10-2019 to 14-10-2019	11-10-2019 to 14-10-2019	Yet to be fill
	2. Audit Model Course file audit along with Course outcome analysis. 3. Audit for Mentor book updation. 4. Audit Model Audit report submission to chairperson.	28-10-2019 to 30-10-2019	28-10-2019 to 30-10-2019	28-10-2019 to 30-10-2019	Yet to be fill
END SEM	1. Model Course file audit report submission to chairperson. 2. Individual faculty complete course file audit for Odd semester.	11-11-2019 to 15-11-2019	11-11-2019 to 15-11-2019	11-11-2019 to 15-11-2019	Yet to be fill
NBA & NAAC	1. INTERNAL AUDIT FOR NBA FOR THE FOLLOWING DEPARTMENT ECE,CSE,EEE,BT & MECH	NOVEMBER & DECEMBER – 2019			
LIBRARY	1. AUDIT OF LIBRARY STOCK VERIFICATION	DECEMBER – 2019			
DEPT. LAB	1. STOCK VERIFICATION OF DEPARTMENT ALL LABORATORIES	DECEMBER – 2019			
COMPUTER SYSTEM	1. STOCK VERIFICATION OF COMPUTER SYSTEM IN ALL COMPUTER LAB.	DECEMBER – 2019			
R & D	1. AUDIT OF RESEARCH AND DEVELOPMENT	DECEMBER – 2019			
TRAININ G	1. AUDIT OF TRAINING AND PROGRAMMES OF ALL DEPT.	DECEMBER – 2019			
ADMIN, OFFICE	1. AUDIT OF ADMIN OFFICE	DECEMBER – 2019			



PRATHYUSHA ENGINEERING COLLEGE

IQAC PLANNER - SCHEDULE OF AUDITS AND EVENTS - EVEN SEM - 2020-20

Audit category	Particulars	III Semester	V Semester	VII Semester	I Semester
Pre Semester Audit	1. Even Semester Audit – 1 – Before commence of Semester.	<u>23-12-2019 to</u> <u>28-12-2019</u>	<u>23-12-2019 to</u> <u>28-12-2019</u>	<u>23-12-2019 to</u> <u>28-12-2019</u>	<u>20-01-2020 to</u> <u>18-01-2020</u>
IAT - 1	1. IAT-1 Question paper verification and collection from Higher semester as per Bloom’s Taxonomy 2. Audit IAT – 1 Course file audit along with Course outcome analysis.	<u>06-01-2020 to</u> <u>20-01-2020</u>	<u>06-01-2020 to</u> <u>20-01-2020</u>	<u>06-01-2020 to</u> <u>20-01-2020</u>	<u>19-02-2020 to</u> <u>27-02-2020</u>
	3. Audit for Mentor book updation. 4. Audit IAT -1 Audit report submission to chairperson.	<u>22-01-2020 to</u> <u>27-01-2020</u>	<u>22-01-2020 to</u> <u>27-01-2020</u>	<u>26-02-2020 to</u> <u>03-03-2020</u>	<u>01-03-2020 to</u> <u>10-03-2020</u>
IAT - 2	1. IAT-2 Question paper verification and collection as per Bloom’s Taxonomy 2. Audit IAT – 2 Course file audit along with Course outcome analysis.	<u>06-02-2020 to</u> <u>26-02-2020</u>	<u>06-02-2020 to</u> <u>26-02-2020</u>	<u>10-03-2020 –</u> <u>23-03-2020</u>	<u>21-03-2020 –</u> <u>31-03-2020</u>
	3. Audit for Mentor book updation. 4. Audit IAT -2 Audit report submission to chairperson.	<u>26-02-2020 to</u> <u>08-03-2020</u>	<u>26-02-2020 to</u> <u>08-03-2020</u>	<u>15-03-2020 –</u> <u>23-03-2020</u>	<u>16-04-2020 –</u> <u>23-04-2020</u>
IAT-3	1. IAT-3 Question paper verification and collection as per Bloom’s Taxonomy 2. Audit IAT – 3 Course file audit along with Course outcome analysis. 3. Audit for Mentor book updation. 4. Audit IAT -3 Audit report submission to chairperson.	<u>26-03-2020 –</u> <u>06-04-2020</u>	<u>26-03-2020 –</u> <u>06-04-2020</u>	<u>26-03-2020 –</u> <u>06-04-2020</u>	<u>05-04-2020 –</u> <u>20-04-2020</u>

MODEL	<ol style="list-style-type: none"> 1. Model Question paper verification and collection as per previous year Question paper. 2. Audit Model Course file audit along with Course outcome analysis. 3. Audit for Mentor book updation. 4. Audit Model Audit report submission to chairperson. 	<u>05-04-2020 to</u> <u>25-04-2020</u>	<u>05-04-2020 to</u> <u>25-04-2020</u>	<u>05-04-2020 to</u> <u>14-04-2020</u>	<u>23-04-2020 to</u> <u>02-05-2020</u>
END SEM	<ol style="list-style-type: none"> 1. Model Course file audit report submission to chairperson. 2. Individual faculty complete course file audit for Odd semester. 	<u>30-04-2020 to</u> <u>18-05-2020</u>	<u>30-04-2020 to</u> <u>18-05-2020</u>	<u>16-04-2020 to</u> <u>30-04-2020</u>	<u>09-05-2020 to</u> <u>18-05-2020</u>
NBA & NAAC	1. INTERNAL AUDIT FOR NBA FOR THE FOLLOWING DEPARTMENT ECE,CSE,EEE,BT & MECH	APRIL & MAY – 2020			
LIBRARY	1. AUDIT OF LIBRARY STOCK VERIFICATION	MAY – 2020			
DEPT. LAB	1. STOCK VERIFICATION OF DEPARTMENT ALL LABORATORIES	MAY – 2020			
COMPUTER SYSTEM	1. STOCK VERIFICATION OF COMPUTER SYSTEM IN ALL COMPUTER LAB.	MAY – 2020			
R & D	1. AUDIT OF RESEARCH AND DEVELOPMENT	MAY – 2020			
TRAINING	1. AUDIT OF TRAINING AND PROGRAMMES OF ALL DEPT.	MAY – 2020			
ADMIN, OFFICE	1. AUDIT OF ADMIN OFFICE	MAY – 2020			