GOVERNMENT POLYTECHNIC COLLEGE KALAMASSERY

INTERNAL AUDIT CELL

SCHEDULE OF FINAL ODD SEMESTER INTERNAL ACADEMIC AUDIT MAY 2022

AUDIT SCHEDULE

Date	Time	Department	Auditors
30-05-2022	10.00 am	Mechanical Engineering	Ms. Sheena S. S., Lecturer in Automobile Engineering Ms. Rizvana N. A. Lecturer in Electronics Engineering
	1.30 pm	Automobile Engineering	Ms. Syama I. J., Lecturer in Civil Engineering Mr. Hareesh Y. S., Lecturer in Mechanical Engineering
31-05-2022	10.00 am	Electronics Engineering	Ms. Chitra N., Lecturer in Civil Engineering Mr. Arun Chand, Lecturer in Automobile Engineering
	1.30 pm	Civil Engineering	Mr. Binoy Babu B., Lecturer in Electronics Engineering Mr. Chindu V. G., Lecturer in Mechanical Engineering

Files to be audited:

All odd semester theory and lab courses files during the Academic Year 2021-22.

GOVERNMENT POLYTECHNIC COLLEGE KALAMASSERY

INTERNAL AUDIT CELL

SCHEDULE OF ACADEMIC AUDIT for CAY, CAYm1, CAYm2

AUDIT SCHEDULE

Date	Time	Department	Auditors
8-6-2022	10.00 am	Chemical Engineering	Mr. Muraleedaran, Lecturer in Electrical Engineering Ms. Selbi M. U., Lecturer in Computer Engineering
9-6-2022	10.00 am	Computer Engineering	Ms. Layana, Lecturer in Electrical Engineering Ms. Surya Sathyan, Lecturer in Chemical Engineering
10-6-2022	10.00 am	Electrical Engineering	Ms. Sheela K. K., Lecturer in Chemical Engineering Mr. Sau K. J., Lecturer in Computer Engineering

Files to be audited:

All theory and lab courses files of

- Odd & Even Semesters during the Academic Year 2019-20.
- Odd & Even Semesters during the Academic Year 2020-21.
- Odd Semester during the Academic Year 2021-22.

THEORY AND LABORATORY COURSE FILE COMMON FORMAT

THEORY COURSES

- Institute V/M; Department V/M/PEO & PO Statements
- Course Syllabus
- Student Learning Outcomes Sheet with Enhanced Learning Activities (ELAs)
- Course Information Sheet with Course Objectives, Course Outcomes Mapping onto POs.
- Course Plan, Individual Time Table
- Teacher Log Book/ Attendance Register
- Daily Delivery Recording
- Model Course Plan with date and hour mentioned
- Lecture notes (Handwritten/Printed)
- Student name list
- Previous End Semester question papers
- Current End Semester Question Paper with solution
- Internal Test Question Papers with solution
- Assignment Topics
- Unit wise-Question Bank
- Gaps & Plans for Add-on programs
- Topics beyond Syllabus-References
- Result Analysis, Remedial/Corrective Action
- Course Outcomes Assessment** (Sample sheet)
- Sample answer sheets – Best, average and worst answer sheets
- Sample Assignment Sheets
- Rubrix followed for evaluation
- Course end survey
- Continuous Evaluation-Marks (Tests, Assignments etc)
- Internal mark calculation split up
- Analysis on CO attainment
- Record of Remedial Classes
- Makeup Classes/Tests
- Guest Lecturers Conducted
- Details of Add-on Programs

LABORATORY COURSES

- Institute V/M; Department V/M/PEO & PO Statements.
- Lab Course Syllabus
- Course Information Sheet with Course objectives, Course Outcomes and Mapping to POs
- Course Plan, Individual Time Table
- Teacher Log Book/ Attendance Register
- Daily Delivery Recording
- Model Course Plan with date and hour mentioned
- Student name list
- Internal Test Question Papers with solution
- Index page with
  - Prescribed lab experiments
  - 2 or more Advanced experiments (prescribed by the faculty)
  - 2 or more Design Experiments (prescribed by the faculty).
  - 5 or 10 or more Open-ended Experiments (Problem alone to be defined).
- Students Lab Manual and Teachers Lab Manual Preferable!
- 1 Lab Manual with Master Readings has to be maintained.
- Properly corrected students' 2 lab records along with students' observation notes are to be maintained.
- Result Analysis, Remedial/Corrective Action
- Course Outcomes Assessment** (Sample sheet)
- Rubrix followed for evaluation
- Other assessment questions and answers
- Course end survey
- Continuous Evaluation-Marks(Tests, Rough record, Fair record, Attendance etc)
- Internal mark calculation split up
- Analysis on CO attainment