



**6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms.**

<b>S.No</b>	<b>File Description</b>
1	Sample Department Academic Audit Committee (DAAC) Form
2	Sample External Academic Audit Form



**DEPARTMENT OF INFORMATION TECHNOLOGY  
DEPARTMENT ACADEMIC AUDIT COMMITTEE REPORT**

**QUESTION PAPER**

**Academic Program** :

**Semester Number** : **Class / Section** :

**Course Code & Course Name** :

**Department offering the course:**

**Name/s of the Course Teacher/s:**

**Name of the Course Coordinator, if applicable:**

**REVIEWER'S COMMENT**

**General Format of the Question Paper**

		<b>Assessment</b>	<b>1</b>	<b>2</b>	<b>Semester End</b>
		Units/ Modules covered			Whole syllabus
		<b>Date of Audit</b>			
<b>Sl. No.</b>	<b>Details</b>				
1.	Is the formatting of the question paper as per norms?	<b>Yes / No</b>	<b>Yes / No</b>	<b>Yes / No</b>	
2.	Are the no. of questions as per norms?				
	(i) Part A	<b>Yes / No</b>	<b>Yes / No</b>	<b>Yes / No</b>	
	(ii) Part B	<b>Yes / No</b>	<b>Yes / No</b>	<b>Yes / No</b>	
	(iii) Part C	<b>Yes / No</b>	<b>Yes / No</b>	<b>Yes / No</b>	
3.	Are the details like date of Examination, duration and maximum marks given?	<b>Yes / No</b>	<b>Yes / No</b>	<b>Yes / No</b>	
4.	Is the typing alignment alright?	<b>Yes / No</b>	<b>Yes / No</b>	<b>Yes / No</b>	
5.	Is the distribution of marks reasonable?	<b>Yes / No</b>	<b>Yes / No</b>	<b>Yes / No</b>	

6.	Is the mark distribution given for subdivisions and total alright?	<b>Yes / No</b>	<b>Yes / No</b>	<b>Yes / No</b>				
7.	Is there any repetition of any question, including a subdivision?	<b>Yes / No</b>	<b>Yes / No</b>	<b>Yes / No</b>				
8.	Typographical error, if any (Indicate in the question paper and also indicate the Qn. No.)							
	<b>Assessment</b>	<b>1</b>		<b>2</b>		<b>Semester End</b>		
		<b>Qn. No</b>	<b>No. of corrections</b>	<b>Qn. No</b>	<b>No. of corrections</b>	<b>Q n. No</b>	<b>Qn. No</b>	<b>No. of corrections</b>

<b>Specific Comments</b>		<b>CAT 1</b>	<b>CAT 2</b>	<b>Semester End Exam</b>
1.	Do you think the questions of all the parts can be answered within the time allocation given? (If necessary give comments indicating the question nos. which can be covered in less time or require more time)			
2.	Do you want any of the questions to be modified partially / totally? (If yes, give the question no. with your comment)			

3.	Does the question paper cover the specified syllabus for the Assessment / the entire syllabus for the end exam?	Yes / No	Yes / No	Yes / No
4.	Does the question paper test the analytical capability of the students?	Yes / No/ NA	Yes / No/ NA	Yes / No/ NA
5.	Do you feel some more problems are to be added to improve the testing of analytical ability? If yes, indicate where they can be added, either as a subdivision or total change of the question.			
6.	Do the questions indicate testing the learning objectives of the course modules? (If possible indicate the objectives achieved)			
7.	Does any question reflect application of knowledge acquired? If yes, indicate the question(s).			
8.	Do you think answering of these questions will test the targeted outcome of the course / programme? If yes, indicate the outcomes aimed.			

**Signature with date of the members of DAAC of course teacher's department**

<b>Member 1:</b>			
<b>Member 2:</b>			

<b>Signature of the course teacher(s) with date</b>			
<b>Signature of Course Coordinator if applicable</b>			
<b>Signature of DAAC coordinator with date</b>			
<b>Signature of HoD with date</b>			

**Action Taken**

1	Have all the corrections indicated been incorporated?	<b>Yes / No</b>	<b>Yes / No</b>	<b>Yes / No</b>
2	Suggestions made have also been taken into account and the questions have been modified to reflect the intention.	<b>Yes / No</b>	<b>Yes / No</b>	<b>Yes / No</b>
<b>Signature of the Course Teacher with date</b>				

**Reviewed**

<b>Signature of DAAC coordinator with date</b>			
<b>Signature of HOD with date</b>			
<b>Signature of the Dean of the School with date</b>			

**DEPARTMENT OF INFORMATION TECHNOLOGY  
DEPARTMENT ACADEMIC AUDIT COMMITTEE REPORT  
ANSWER PAPER**

**Academic Program** :  
**Semester Number** : **Class / Section** :  
**Course Code & Course Name** :  
**Department offering the course:**  
**Name of the Course Teacher** :

<b>Assessment</b>		<b>1</b>	<b>2</b>	<b>Semester end</b>
<b>Audit Date</b>				
1	All questions of all parts answered are valued and no answer is left without giving marks, either a mark or zero. (If there is any question not valued or valued and marks not awarded may be indicated.)	<b>Yes / No</b>	<b>Yes / No</b>	<b>Yes / No</b>
2	Marks for all questions and subdivisions are carried out from answer page to the front page table of the answer book. (If not, indicate the question and the marks)	<b>Yes / No</b>	<b>Yes / No</b>	<b>Yes / No</b>
3	Total marks of the front page table and total marks of all the pages of answer script tally (If not, where is the mistake and what modification is needed. Indicate clearly)	<b>Yes / No</b>	<b>Yes / No</b>	<b>Yes / No</b>
4	For problems, marks are given for various steps and for the correct answer (If not where is the difference? Indicate)	<b>Yes / No /NA</b>	<b>Yes / No /NA</b>	<b>Yes / No /NA</b>
5	The evaluation is proper and fair. (If not, give comments)	<b>Yes / No</b>	<b>Yes / No</b>	<b>Yes / No</b>
<b>Signature of : DAAC Member 1</b>				
<b>DAAC Member 2</b>				
<b>Signature of DAAC Coordinator with date</b>				
<b>Signature of HoD with date</b>				

**Signature of Dean of School with Date**



Department of \_\_\_\_\_  
B.S. ABDUR RAHMAN UNIVERSITY, Vandalur, Chennai - 600048  
**External Academic Audit Committee Report**  
**QUESTION PAPER**

Academic Program :  
Semester Number : Class / Section :  
Course Code & Course Name :  
Department offering the course :

**REVIEWER'S COMMENT**

Assessment		1	2	3	Semester End
Date of Audit					
1	Do you think the questions of all the parts can be answered within the time allocation given? (If necessary, give comments indicating the question nos.)	Yes / No	Yes /No	Yes / No	Yes / No
2	Do the questions test analytical capability of the students?	Yes / No	Yes /No	Yes / No	Yes / No
3	Do the questions indicate testing of the learning objectives of the course module's?/ whole course (If possible indicate the objectives addressed)	Yes / No	Yes /No	Yes / No	Yes / No
4	Does any question reflect application of knowledge acquired? If yes, indicate the question.	Yes / No	Yes /No	Yes / No	Yes / No

5	Do you think answering of these questions will indicate achievement of course outcome/ Programme outcomes?	<b>Yes / No</b>	<b>Yes /No</b>	<b>Yes / No</b>	<b>Yes / No</b>
6	In your opinion, what is the standard of the question paper?	<b>Fair/ Good/ Very Good/ Excellent</b>	<b>Fair/ Good/ Very Good/ Excellent</b>	<b>Fair/ Good/ Very Good/ Excellent</b>	<b>Fair/ Good/ Very Good/ Excellent</b>
Any suggestion for improvement of the question paper?					
<b>External Expert</b>	Signature				
	<b>Name</b>				
	Designation				
	Affiliation				
Signature with date of HOD of Teacher					
Signature with date of the Dean of the School					



Department of \_\_\_\_\_  
**B.S. ABDUR RAHMAN UNIVERSITY**  
 Vandalur, Chennai - 600048  
**External Academic Audit Committee Report**  
 ANSWER PAPER



Academic Program :  
 Semester Number : Class / Section :  
 Course Code & Course Name :  
 Department offering the course :  
 Name of the Course Teacher :

**Reviewer's Comment**

Assessment		1	2	3	Semester End
Date of Audit					
1	Is the Valuation as per the schema prepared?	Yes/No	Yes/No	Yes/No	Yes/No
2	Evaluation for all the papers are uniform and fair?	Yes/No	Yes/No	Yes/No	Yes/No
3	Are the marks distributed for various steps, diagrams if any and for different points?	Yes/No	Yes/No	Yes/No	Yes/No
4	For analytical questions, are marks given for various steps and for correct answer?	Yes/No	Yes/No	Yes/No	Yes/No
5	Is the evaluation proper and fair?	Yes/No	Yes/No	Yes/No	Yes/No

6	The overall valuation seems to be	<b>Too liberal / normal / too strict</b>	<b>Too liberal / normal / too strict</b>	<b>Too liberal / normal / too strict</b>	<b>Too liberal / normal / too strict</b>
7	Any Remarks?				
<b>Expert</b>		<b>Signature</b>			
		Name			
		Designation			
		Affiliation			
<b>Signature of HoD with Date</b>					
<b>Signature with Date of the Dean of the School</b>					