

DAV UNIVERSITY

Jalandhar-Pathankot Highway (NH-44), SARMASTPUR-144 012, Jalandhar, Punjab, INDIA Tel: +91-181-2708845, Email: registrar@davuniversity.org www.davuniversity.org

Date: 01/08/2019

Notice

The Department coordinators are assigned duty as auditors for academic and administrative audit (Term 2018-19) and advised to submit the report by August 9, 2019 positively. The assigned Departments are advised to perform the audit of the department mentioned as per the attached proformas and submit the reports in the office of IQAC.

Sr. No.	Department	Audit By (Department Coordinator)
1	Computer Science & Engg.	Agriculture
2	Education	Botany & Microbiology
3	Physical Education	Biotechnology
4	Mechanical Engineering	Physics
5	CBM&E	Zoology
6	CSA	Chemistry
7	JMC	Civil Engineering
8	English & Human Values	Electrical Engineering & ECE
9.	Mathematics	Mechanical Engineering
10	Physics	Computer Science & Engg.
11	Zoology	Physical Education
12	Chemistry	English & Human Values
13	Biotechnology	JMC
14	Botany & Microbiology	Mathematics
15	Civil Engineering	CBM&E
16	Agriculture	CSA
17	Electrical Engineering & ECE	Education

Registrar

Copy to

All Concerned Auditors

Academic and Adminstrative Audit

Department- Zoology

Year- 2018-19

Sno.	Criteria	Yes/No	Good	Satisfactory	Unsatisfactory
1	Student attendance maintained by faculty	Yes	~		
2	Pass Percentage	703	V		
3	Lab Record	y es	V		
4	Lab Manual	Yes	9. *		
5	BOS meeting conducted/ Syllabus updated	Mes	V		Company of the Compan
6	Percentage of Syllabus Covered	Mes	1		
7	Assignments and quiz conducted	Nes	V		
8	Expert Lectures	Nes		~	
9	Industrial and field visits	Nes	V		
10	Any extra classes conducted for students	Mes	V		
11	Any system to address student issues	Yes			
12	Conferences/Seminars/Workshops organized	Nus	V		
13	Research articles Published reputed journals	Mes			
14	Student Events conducted	Nes		V	
15	Students Placements	Nes	~		
THE PERSON OF STREET	Signature of Auditors	TA	oils'		

DAY University, Jalandhar

Tyade Com.

Academic and Adminstrative Audit

Department- Phylics

Year- 2018-19

Sno.	Criteria	Yes/No	Good	Satisfactory	Unsatisfactory
1	Student attendance maintained by faculty	79	V		
2	Pass Percentage	44	~		
3	Lab Record	401	~		
4	Lab Manual	701	Y		
5	BOS meeting conducted/ Syllabus updated	74	V		
6	Percentage of Syllabus Covered	75	V		
7	Assignments and quiz conducted	Yes	V		
8	Expert Lectures	10	V	V	
9	Industrial and field visits	Ya			
10	Any extra classes conducted for students	40	V		
11	Any system to address student issues	74		W	
12	Conferences/Seminars/Workshops organized	Yen	W		
13	Research articles Published reputed journals	yes		~	
14	Student Events conducted	YUS	1		
15	Students Placements				
	Signature of Auditors		M		

Korron

ATTESTED

Academic and Adminstrative Audit

Department-Physical Education

Year- 2018-19

Sno.	Criteria	Yes/No	Good	Satisfactory	Unsatisfactory
1	Student attendance maintained by faculty	Yes			
2	Pass Percentage	Yes			
3	Lab Record	Yus			
4	Lab Manual	NO			
5	BOS meeting conducted/ Syllabus updated	YW			
6	Percentage of Syllabus Covered	YUS	/	X.	
7	Assignments and quiz conducted	YES	/		
8	Expert Lectures	4-5			
9	Industrial and field visits	Yes	/		
10	Any extra classes conducted for students	420	_		
11	Any system to address student issues	Yes	/		
12	Conferences/Seminars/Workshops organized	Yus		~	
13	Research articles Published reputed journals	No			
14	Student Events conducted	Yus			
15	Students Placements	Yes		V	
	Signature of Auditors				

ATTESTED

Department- Microbi ology Year-2018-19

Sno.	Criteria	Yes/No	Good	Satisfactory	Unsatisfactory
-9	Student attendance maintained by faculty	Yes	1		
2	Pass Percentage	Ves	~		The state of the s
3	Lab Record	Yes	レ		
4	Lab Manual	Yes	V		
5	BOS meeting conducted/ Syllabus updated	Yes	V		
6	Percentage of Syllabus Covered	Yes	V		
7	Assignments and quiz conducted	Yel	V		THE RESIDENCE SECTION ASSESSMENT OF THE RESIDENCE OF THE
8	Expert Lectures	Yes	V		and the second s
9	Industrial and field visits	Yes	V		A PERSONAL MARKING COMMON OR A ABOVE TO PROPERTY OF THE PERSON OF THE PE
-10	Any extra classes conducted for students	Yes	V		armounted of finest live and the second second section general section 1 second
11	Any system to address student issues	Yes	レ		The second section of the second section of the second section of the second section of the second section sec
12	Conferences/Seminars/Workshops organized	NO	-		
13	Research articles Published reputed journals	Yes	~		PROPERTY OF STREET, ST
14	Student Events conducted	Ves	1		and the manufacture prints of the sale and company to an active a second
15	Students Placements	Yes	<u></u>		
	Signature of Auditors	P			



Department- Botomy Year-2018-19

Sno.	Criteria	Yes/No	Good	Satisfactory	Unsatisfactory
1	Student attendance maintained by faculty	yes	-		
2	Pass Percentage	yes	>		
3	Lab Record	yes	1		
4	Lab Manual	Yes	~		
5	BOS meeting conducted/ Syllabus updated	yes	~		
6	Percentage of Syllabus Covered	745	V		
7	Assignments and quiz conducted	Yes	~		
8	Expert Lectures	Yes	~		
9	Industrial and field visits	YUS	-		
10	Any extra classes conducted for students	Yes	~		
11	Any system to address student issues	Yes	レ		
12	Conferences/Seminars/Workshops organized	yes	V		
13	Research articles Published reputed journals	yes		V	
14	Student Events conducted	yes	V		
15	Students Placements	100			
	Signature of Auditors	10	100		

ATTESTED

Academic and Adminstrative Audit

Department-	Chemistry		Year- 2018-19

Sno.	Criteria	Yes/No	Good	Satisfactory	Unsatisfactory
1	Student attendance maintained by faculty	Yes	/		
2	Pass Percentage	yes	V		
3	Lab Record	yes	V		
4	Lab Manual	Yes	V		
5	BOS meeting conducted/ Syllabus updated	res	V		
6	Percentage of Syllabus Covered	Yes	V		
7	Assignments and quiz conducted	yes	V		
8	Expert Lectures	yes			
9	Industrial and field visits	yes			
10	Any extra classes conducted for students	yes		/	
11	Any system to address student issues	yes	V		
12	Conferences/Seminars/Workshops organized	yes		V	
13	Research articles Published reputed journals	yes	V		
14	Student Events conducted	yes	/		
15	Students Placements	yes			
	Signature of Auditors	na	gul		

ATTESTED

Department- CBM& E

Year- 2018-19

Sno.	Criteria	Yes/No	Good	Satisfactory	Unsatisfactory
1	Student attendance maintained by faculty	Yes			
2	Pass Percentage	yus			
3	Lab Record	No			
4	Lab Manual	NO			
5	BOS meeting conducted/ Syllabus updated	Yes	V		
6	Percentage of Syllabus Covered	yus			
7	Assignments and quiz conducted	Yes			
8	Expert Lectures	yes	V		
, 9	Industrial and field visits	Yes			
10	Any extra classes conducted for students	Yes			
11	Any system to address student issues	yes		~	
. 12	Conferences/Seminars/Workshops organized	NO			
13	Research articles Published reputed journals	Yes			
14	Student Events conducted	40		1	
15	Students Placements	7-45	V		
	Signature of Auditors	Tyin	he Kenn		

ATTESTED

TAY University Jasianihar

Department- Education

Year- 2018-19

Sno.	Criteria	Yes/No	Good	Satisfactory	Unsatisfactory
1	Student attendance maintained by faculty	Yes			
2	Pass Percentage	Yes			
3	Lab Record	yus	/		
4.	Lab Manual	Yes			
5	BOS meeting conducted/ Syllabus updated	YU	_		
6	Percentage of Syllabus Covered	901/0			
7	Assignments and quiz conducted	Yes	V	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
8	Expert Lectures	40	V		
9	Industrial and field visits	yes		A .,	
10	Any extra classes conducted for students	yes			
11	Any system to address student issues	yes	L		
12	Conferences/Seminars/Workshops organized	yus			
13	Research articles Published reputed journals	Yes			
14	Student Events conducted	Yes		1	
15	Students Placements	yes			
	Signature of Auditors		Tops		

ATTESTED

Department-CNIL Engg. Year-2018-19

Sno.	Criteria	Yes/No	Good	Satisfactory	Unsatisfactory
1	Student attendance maintained by faculty	Yes	1		,
2	Pass Percentage	Yes	/		
3	Lab Record	Yel	1		
4	Lab Manual	Yes	1		
5	BOS meeting conducted/ Syllabus updated	Yes			
6	Percentage of Syllabus Covered	Yes	· /		
7	Assignments and quiz conducted	Yes	1		
8	Expert Lectures	Yes			
9	Industrial and field visits	Yes			
10	Any extra classes conducted for students	No			
11	Any system to address student issues	Yes			
12	Conferences/Seminars/Workshops organized	Yes			
13	Research articles Published reputed journals	No			
14	Student Events conducted	Yes			
15	Students Placements	Yes			
	Signature of Auditors	Gangi			

ATTESTED

Department-English & Human Values

Year- 2018-19

Sno.	Criteria	Yes/No	Good	Satisfactory	Unsatisfactory
1	Student attendance maintained by faculty	Yes			
2	Pass Percentage	Yes	1		
3	Lab Record	Yes	1		
4	Lab Manual	No			
5	BOS meeting conducted/ Syllabus updated	Yes	سا		
6	Percentage of Syllabus Covered	yes /	1		
7	Assignments and quiz conducted	Yes	1		7.
8	Expert Lectures	Yes	1		
9	Industrial and field visits	Yes			
10	Any extra classes conducted for students	Yes	1-		
11	Any system to address student issues	Yes	-		
12	Conferences/Seminars/Workshops organized	Yes			
13	Research articles Published reputed journals	Yes			
14	Student Events conducted	Yes	~		
15	Students Placements	No			
	Signature of Auditors	A	Indas		

ATTESTED

Academic and Adminstrative Audit

Department- Mechanical Engineering Year- 2018-19

Sno.	Criteria	Yes/No	Good	Satisfactory	Unsatisfactory
1	Student attendance maintained by faculty	Yes			
2	Pass Percentage		V		
3	Lab Record	yes			
4	Lab Manual	Yes			
5	BOS meeting conducted/ Syllabus updated	yes			
6	Percentage of Syllabus Covered		V		
7	Assignments and quiz conducted	Yes			
8	Expert Lectures	No		. 98	
9	Industrial and field visits	Yes		Α	
10	Any extra classes conducted for students	yes			
11	Any system to address student issues	No			
12	Conferences/Seminars/Workshops organized	yes			
13	Research articles Published reputed journals	yes			
14	Student Events conducted	yes			
15	Students Placements	yes			
	Signature of Auditors	Cothan	570		

ATTESTED

Registrar

DAV University, Jalandhar

Department- Electrical Engl.

Year- 2018-19

Sno.	Criteria	Yes/No	Good	Satisfactory	Unsatisfactory
1	Student attendance maintained by faculty	YES	~		
2	Pass Percentage	Tes	1		
3	Lab Record	Yes			
4	Lab Manual	Yes			
5	BOS meeting conducted/ Syllabus updated	Yes	~		
6	Percentage of Syllabus Covered	Yes			
7	Assignments and quiz conducted	Yes			
8	Expert Lectures	No			TO THE RESIDENCE ASSESSMENT OF THE PARTY OF
9	Industrial and field visits	Yes			
10	Any extra classes conducted for students	Yes	V 1		Annual de la
11	Any system to address student issues	Yes			This first the second s
12	Conferences/Seminars/Workshops organized	No			
13	Research articles Published reputed journals	Yes		V	
14	Student Events conducted	Yes		V	
15	Students Placements	Yes			
THE STREET STREET, STR	Signature of Auditors	0			-

ATTESTED

Registrar

DAV University, Jalandhar

Department- ECE

Year- 2018-19

Sno.	Criteria	Yes/No	Good	Satisfactory	Unsatisfactory
4	Student attendance maintained by faculty	Yes.			
2	Pass Percentage	100			
3	Lab Record	Yes			
4	Lab Manual	Yes			
5	BOS meeting conducted/ Syllabus updated	Yes			
6	Percentage of Syllabus Covered	100			
27	Assignments and quiz conducted	Yes			
8	Expert Lectures	Yes		N.	
9	Industrial and field visits	Yes			
10	Any extra classes conducted for students	-			
11	Any system to address student issues	-			
12	Conferences/Seminars/Workshops organized	_			
13	Research articles Published reputed journals				
14	Student Events conducted				
15	Students Placements	/			
AND STREET	Signature of Auditors	P			

ATTESTED

Registrar

DAV University, Jalandhar

Department-Mathematics

Year- 2018-19

Sno.	Criteria	Yes/No	Good	Satisfactory	Unsatisfactory
1	Student attendance maintained by faculty	Yes	W		
2	Pass Percentage	Yes	~		
3	Lab Record	No			
4	Lab Manual	No			
5	BOS meeting conducted/ Syllabus updated	y-s	V		494.00
6	Percentage of Syllabus Covered	100%.	V		
7	Assignments and quiz conducted	Yes	2		8
8	Expert Lectures	yes	2		2
9	Industrial and field visits	No			
10	Any extra classes conducted for students	yus	U		
11	Any system to address student issues	Yes			
12	Conferences/Seminars/Workshops organized	yes			
13	Research articles Published reputed journals	yes			
14	Student Events conducted	Yes			
15	Students Placements	Yes		V	
3	Signature of Auditors	>	House the same		

ATTESTED

Registrar

Academic and Adminstrative Audit

Department- CSE

Year- 2018-19

Sno.	Criteria	Yes/No	Good	Satisfactory	Unsatisfactory
1	Student attendance maintained by faculty	yes			
2	Pass Percentage	yes	/		-
3	Lab Record	418			
4	Lab Manual	Yes	V		
5	BOS meeting conducted/ Syllabus updated	Yes			
6	Percentage of Syllabus Covered	Yes			The second secon
7	Assignments and quiz conducted	yes			
8	Expert Lectures			/	
9	Industrial and field visits				
10	Any extra classes conducted for students	yes			
11	Any system to address student issues	Yes			
12	Conferences/Seminars/Workshops organized				
13	Research articles Published reputed journals	Yes	V		
14	Student Events conducted	yes			
15	Students Placements	yes			
	Signature of Auditors	PM	3//	CAnju par	nania)

ATTESTED

Academic and Adminstrative Audit

Department- CSA

Year- 2018-19

Sno.	Criteria	Yes/No	Good	Satisfactory	Unsatisfactory
1	Student attendance maintained by faculty	Yes.			
2	Pass Percentage		av		e :
3	Lab Record	Yes	× 2		
4	Lab Manual	Yes			
5	BOS meeting conducted/ Syllabus updated	Yes			
6	Percentage of Syllabus Covered		/		THE RESERVE OF THE PERSON OF T
7	Assignments and quiz conducted	yes			A STATE OF THE STA
8	Expert Lectures	Yes			
9	Industrial and field visits	Yes			and the second s
10	Any extra classes conducted for students	Yes			
11	Any system to address student issues	Yes			CONTROL OF STREET, STR
12	Conferences/Seminars/Workshops organized	Yes			THE PARTY OF THE P
13	Research articles Published reputed journals	Yes			
14	Student Events conducted	40			
15	Students Placements	44			
	Signature of Auditors	4)	760	

ATTESTED

DAV University, Jalandhar Internal Quality Assurance Cell Academic and Administrative Audit

Observations and Action Taken
2018-19

Observations:

- 1. The academic and administrative audit was conducted on the basis of fifteen parameters.
- 2. It was observed that most of the faculty have maintained attendance registers.
- 3. Most of the departments have conducted BOS meetings.
- 4. Relatively few departments organized expert lectures, conferences, seminars and workshops.
- 5. Most of the faculty members conducted quizzes and assignments on time.
- 6. Most of the faculty members published research articles.

Action taken:

- 1. The coordinators of the departments were requested to improve the frequency of national and international conferences.
- 2. The coordinators were also requested to conduct more expert lectures, seminars and workshops for faculty and students.
- 3. The coordinators were informed to arrange remedial classes for underperforming students.
- 4. The coordinators were requested to improve the number of publications in their respective departments.



ATTESTED