



**DAV UNIVERSITY**

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***Academic Administrative Audit (AAA) and follow up action taken  
2018-2019***

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# 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

  
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Copy to

All Concerned Auditors

**DAV University, Jalandhar**  
Academic and Administrative Audit

Department- *Zoology*

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	✓		
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	Yes		✓	
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	Yes	✓		
13	Research articles Published reputed journals	Yes		✓	
14	Student Events conducted	Yes		✓	
15	Students Placements	Yes	✓		
Signature of Auditors		<i>[Signature]</i>			

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*[Signature]*

## DAV University, Jalandhar

### Academic and Administrative Audit

Department- *Physics*

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	✓		
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	Yes	✓	✓	
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	Yes	✓		
13	Research articles Published reputed journals	Yes		✓	
14	Student Events conducted	Yes	✓		
15	Students Placements				
Signature of Auditors		<i>[Handwritten Signature]</i>			

*Keshav*  
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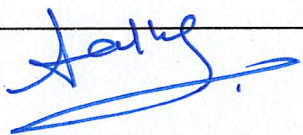
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DAV University Jalandhar

## DAV University, Jalandhar

### Academic and Administrative 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	Yes	✓		
4	Lab Manual	NO			
5	BOS meeting conducted/ Syllabus updated	Yes	✓		
6	Percentage of Syllabus Covered	Yes	✓		
7	Assignments and quiz conducted	Yes	✓		
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	✓		
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 				

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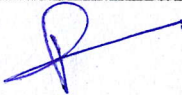
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## DAV University, Jalandhar

### Academic and Administrative Audit

Department- *Microbiology*

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	✓		
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	Yes	✓		
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	Yes	✓		
15	Students Placements	Yes	✓	-	
	Signature of Auditors				

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## DAV University, Jalandhar

### Academic and Administrative Audit

Department- *Botany*

Year- 2018-19

Sno.	Criteria	Yes/No	Good	Satisfactory	Unsatisfactory
1	Student attendance maintained by faculty	<i>yes</i>	<i>✓</i>		
2	Pass Percentage	<i>yes</i>	<i>✓</i>		
3	Lab Record	<i>yes</i>	<i>✓</i>		
4	Lab Manual	<i>yes</i>	<i>✓</i>		
5	BOS meeting conducted/ Syllabus updated	<i>yes</i>	<i>✓</i>		
6	Percentage of Syllabus Covered	<i>yes</i>	<i>✓</i>		
7	Assignments and quiz conducted	<i>yes</i>	<i>✓</i>		
8	Expert Lectures	<i>yes</i>	<i>✓</i>		
9	Industrial and field visits	<i>yes</i>	<i>✓</i>		
10	Any extra classes conducted for students	<i>yes</i>	<i>✓</i>		
11	Any system to address student issues	<i>yes</i>	<i>✓</i>		
12	Conferences/Seminars/Workshops organized	<i>yes</i>	<i>✓</i>		
13	Research articles Published reputed journals	<i>yes</i>		<i>✓</i>	
14	Student Events conducted	<i>yes</i>	<i>✓</i>		
15	Students Placements	<del><i>yes</i></del>			
	Signature of Auditors	<i>[Signature]</i> 10/10/19			

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## DAV University, Jalandhar

### Academic and Administrative Audit

Department- *Chemistry*

Year- 2018-19

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

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### Academic and Administrative Audit

Department- *CBM&E*

Year- 2018-19

Sno.	Criteria	Yes/No	Good	Satisfactory	Unsatisfactory
1	Student attendance maintained by faculty	Yes	✓		
2	Pass Percentage	Yes		✓	
3	Lab Record	No			
4	Lab Manual	NO			
5	BOS meeting conducted/ Syllabus updated	Yes	✓		
6	Percentage of Syllabus Covered	Yes	✓		
7	Assignments and quiz conducted	Yes		✓	
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		✓	
12	Conferences/Seminars/Workshops organized	NO			
13	Research articles Published reputed journals	Yes		✓	
14	Student Events conducted	Yes		✓	
15	Students Placements	Yes	✓		
	Signature of Auditors	<i>Tyinda Kaur</i>			

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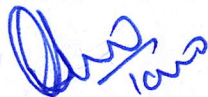
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# DAV University, Jalandhar

## Academic and Administrative Audit

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	Yes	✓		
4	Lab Manual	Yes	✓		
5	BOS meeting conducted/ Syllabus updated	Yes	✓		
6	Percentage of Syllabus Covered	90%	✓		
7	Assignments and quiz conducted	Yes	✓		
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	✓		
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				

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### Academic and Administrative Audit

Department- *CIVIL Engg.*

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	✓		
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	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		<i>Gangji</i>			

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### Academic and Administrative Audit

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	✓		
3	Lab Record	Yes	✓		
4	Lab Manual	No			
5	BOS meeting conducted/ Syllabus updated	Yes	✓		
6	Percentage of Syllabus Covered	Yes <sup>100%</sup>	✓		
7	Assignments and quiz conducted	Yes	✓		
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	✓		
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		<i>[Signature]</i>			

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### Academic and Administrative Audit

Department- *Mechanical Engineering*

Year- 2018-19

Sno.	Criteria	Yes/No	Good	Satisfactory	Unsatisfactory
1	Student attendance maintained by faculty	<i>Yes</i>			
2	Pass Percentage		✓		
3	Lab Record	<i>Yes</i>			
4	Lab Manual	<i>Yes</i>			
5	BOS meeting conducted/ Syllabus updated	<i>Yes</i>			
6	Percentage of Syllabus Covered		✓		
7	Assignments and quiz conducted	<i>Yes</i>			
8	Expert Lectures	<i>No</i>			
9	Industrial and field visits	<i>Yes</i>			
10	Any extra classes conducted for students	<i>Yes</i>			
11	Any system to address student issues	<i>NO</i>			
12	Conferences/Seminars/Workshops organized	<i>Yes</i>			
13	Research articles Published reputed journals	<i>Yes</i>			
14	Student Events conducted	<i>Yes</i>			
15	Students Placements	<i>Yes</i>			
	Signature of Auditors	<i>Kashan</i> <i>10030</i>			

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### Academic and Administrative Audit

 Department- *Electrical Engrg.*

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	✓		
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			
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	Yes		✓	
15	Students Placements	Yes		✓	
	Signature of Auditors				

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### Academic and Administrative Audit

Department- *ECE*

Year- 2018-19

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

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### Academic and Administrative Audit

Department- *Mathematics*

Year- 2018-19

Sno.	Criteria	Yes/No	Good	Satisfactory	Unsatisfactory
1	Student attendance maintained by faculty	Yes	✓		
2	Pass Percentage	Yes	✓		
3	Lab Record	No			
4	Lab Manual	No			
5	BOS meeting conducted/ Syllabus updated	Yes	✓		
6	Percentage of Syllabus Covered	100%	✓		
7	Assignments and quiz conducted	Yes	✓		
8	Expert Lectures	Yes	✓		
9	Industrial and field visits	No			
10	Any extra classes conducted for students	Yes	✓		
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		✓	
	Signature of Auditors	<i>Akshay</i> 10/28			

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**DAV University, Jalandhar**  
Academic and Administrative Audit

Department- *CSE*

Year- 2018-19

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

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## DAV University, Jalandhar

### Academic and Administrative Audit

Department- **CSA**

Year- 2018-19

Sno.	Criteria	Yes/No	Good	Satisfactory	Unsatisfactory
1	Student attendance maintained by faculty	Yes			
2	Pass Percentage		GV ✓		
3	Lab Record	Yes			
4	Lab Manual	Yes			
5	BOS meeting conducted/ Syllabus updated	Yes			
6	Percentage of Syllabus Covered		✓		
7	Assignments and quiz conducted	Yes			
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			
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				

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**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.



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