



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

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# **DAV UNIVERSITY**

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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

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All Concerned Auditors

Department- Zoology

Sno.	Criteria	Yes/No	Good	Satisfactory	Unsatisfactory
1	Student attendance maintained by faculty	Yes	~		
2	Pass Percentage	708	V		
3	Lab Record	yes	V		
4	Lab Manual	Yes		V	
5	BOS meeting conducted/ Syllabus updated	Mes	V		
6	Percentage of Syllabus Covered	Mes	2		
7	Assignments and quiz conducted	Nes	V		
8	Expert Lectures	Nes		L	
9	Industrial and field visits	Nes	V		
10	Any extra classes conducted for students	Nes	V		
11	Any system to address student issues	yes		V	•
12	Conferences/Seminars/Workshops organized	NUS	V		
13	Research articles Published reputed journals	Mu		V	
14	Student Events conducted	Nes		V	
15	Students Placements	Nes	$\checkmark$		
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Department- Phylics

Sno.	Criteria	Yes/No	Good	Satisfactory	Unsatisfactory
1	Student attendance maintained by faculty	Ya	V		
2	Pass Percentage	YU	~		
3	Lab Record	Ya	~		
Ą	Lab Manual	YON	r		
5	BOS meeting conducted/ Syllabus updated	Yey	V		
6	Percentage of Syllabus Covered	Yes.	V		
Ţ	Assignments and quiz conducted	Yes	V	24 12	
8	Expert Lectures	Yes	V	V	
9	Industrial and field visits	Ya			
10	Any extra classes conducted for students	YUS	V		
11	Any system to address student issues	ry		M	
12	Conferences/Seminars/Workshops organized	Yen	K		
13	Research articles Published reputed journals	yes		~	
14	Student Events conducted	YUS	V		
15	Students Placements				
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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	Yes	1		
6	Percentage of Syllabus Covered	Yus	~		
7	Assignments and quiz conducted	425	~		
8	Expert Lectures	Yus	1		
9	Industrial and field visits	Yes	~		
10	Any extra classes conducted for students	410	_		
11	Any system to address student issues	Yes	~		
12	Conferences/Seminars/Workshops organized	Yus		V	
13	Research articles Published reputed journals	NO			
14	Student Events conducted	Yus			
15	Students Placements	Yes		V	
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Department- Microbi ology

Sno.	Criteria	Yes/No	Good	Satisfactory	Unsatisfactory
1	Student attendance maintained by faculty	Yes	1		
2	Pass Percentage	Ves	V		
3	Lab Record	Yes	L		
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	Yes	V		
8	Expert Lectures	Yes	L		
9	Industrial and field visits	Yes	V		
-10	Any extra classes conducted for students	Yes	V		
11	Any system to address student issues	Yes	V		
12	Conferences/Seminars/Workshops organized	NO	-		
13	Research articles Published reputed journals	Yes	~		
14	Student Events conducted	Ves	L		
15	Students Placements	Yes	L .	-	
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Department- Botomy

Year- 2018-19

Sno.	Criteria	Yes/No	Good	Satisfactory	Unsatisfactory
1	Student attendance maintained by faculty	yes	~		
2	Pass Percentage	yes	5		
3	Lab Record	Yes	~		
4	Lab Manual	Yes	~		
5	BOS meeting conducted/ Syllabus updated	yes	~		
6	Percentage of Syllabus Covered	7.45	1		
7	Assignments and quiz conducted	Yes	~		
8	Expert Lectures	Yes	V		
9	Industrial and field visits	YUS	-		
10	Any extra classes conducted for students	Yes	~		
11	Any system to address student issues	Yes	5		
12	Conferences/Seminars/Workshops organized	yes	~		
13	Research articles Published reputed journals	Y15			
14	Student Events conducted	Yes	~		
15	Students Placements				
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# Department- Chemistry

Year- 2018-19

Sno.	Criteria	Yes/No	Good	Satisfactory	Unsatisfactory
1	Student attendance maintained by faculty	Yey	V		
2	Pass Percentage	yes	$\checkmark$		
3	Lab Record	yes	V		
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	yes	V		
8	Expert Lectures	yes		V	
9	Industrial and field visits	yes		V	
10	Any extra classes conducted for students	yes		$\checkmark$	
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	V		
15	Students Placements	yes		V	
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Department- CBM&E

Year- 2018-19

Sno.	Criteria	Yes/No	Good	Satisfactory	Unsatisfactory
1	Student attendance maintained by faculty	Yes	5		
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	Yes	V		
7	Assignments and quiz conducted	Yes		V	
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		1	
12	Conferences/Seminars/Workshops organized	NO			
13	Research articles Published reputed journals	y.es			
14	Student Events conducted	Y-13		1	
15	Students Placements	7.05	V		
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Department- Education

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	Yus	/		2: 
4	Lab Manual	Yes	V		
5	BOS meeting conducted/ Syllabus updated	Yes			
6	Percentage of Syllabus Covered	90'10			
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	yy	L		
12	Conferences/Seminars/Workshops organized	yus		L	
13	Research articles Published reputed journals	Yes			
14	Student Events conducted	Yes			
15	Students Placements	yey			
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# Department-CIVIL Engg.

Year- 2018-19

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

Year- 2018-19

Sno.	Criteria	Yes/No	Good	Satisfactory	Unsatisfactory
1	Student attendance maintained by faculty	Yes	V		
2	Pass Percentage	Yes	1		
3	Lab Record	Yes	-		
4	Lab Manual	No			
5	BOS meeting conducted/ Syllabus updated	Yes	1		
6	Percentage of Syllabus Covered	Mes /	1		
7	Assignments and quiz conducted	Yes	1		
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	0		
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## 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			
9	Industrial and field visits	Yes		· · · · ·	
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			
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Department- Electrical Bryf.

Year- 2018-19

Sno.	Criteria	Yes/No	Good	Satisfactory	Unsatisfactory
1	Student attendance maintained by faculty	Yes	~		
2	Pass Percentage	Tes	/		
3	Lab Record	Tes			
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	Ves	~		
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		V	
14	Student Events conducted	Yes		~	
15	Students Placements	Yes		U	
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Department- ECE

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 an	
9	Industrial and field visits	Yes			
10	Any extra classes conducted for students	-		2	
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	-			
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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	y y	~		
6	Percentage of Syllabus Covered	100%.	~		-
7	Assignments and quiz conducted	Yes	2		
8	Expert Lectures	y es	2		12
9	Industrial and field visits	NO			
10	Any extra classes conducted for students	Yes	~		
11	Any system to address student issues	Yes		5	
12	Conferences/Seminars/Workshops organized	yes		2	
13	Research articles Published reputed journals	Yes			
14	Student Events conducted	Yes			
15	Students Placements	Yes		V	
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P Registrar DAV University, Jalandhar

Department- CSE

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	428			
4	Lab Manual	Yes	V		
5	BOS meeting conducted/ Syllabus updated	Yes	n		
6	Percentage of Syllabus Covered	Yes	V		
7	Assignments and quiz conducted	Yes	V		
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			
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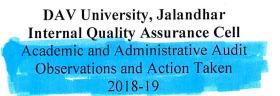
Department- CSA

Year- 2018-19

Sno.	Criteria	Yes/No	Good	Satisfactory	Unsatisfactory
1	Student attendance maintained by faculty	Yes.			
2	Pass Percentage		GV		e
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	44			
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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.





DAV University, Jalandhar