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Academic Administrative Audit (AAA) and follow up action taken 2020-2021

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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

<u>Notice</u>

Date: 2/8/2021

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The Department coordinators are assigned duty as auditors for academic and administrative audit (Term 2020-21) and advised to submit the report by 10th August, 2021 positively. The assigned Departments are advised to perform the audit of the department mentioned as per the attached Performa's and submit the reports in the office of IQAC.

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

Registrar (Officiating)

- Department-Mechanical

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Sno.	Criteria	Yes/No	Good	Satisfactory	Unsatisfactory
1	Student attendance maintained by faculty	Yes	-		
2	Pass Percentage	95%	<u> </u>		
3	Lab Record	Yen	~		*
4	Lab Manual	Tes	-		
5	BOS meeting conducted/ Syllabus updated	Yes	~		
6	Percentage of Syllabus Covered	100%	-	•	
7	Assignments and quiz conducted	Yes			
8	Expert Lectures	NO			
9	Industrial and field visits	NO			
10	New Program introduced in the departments	Yes			
11	Any extra classes conducted for students	YES			
12	Any system to address student issues	YPS		<u> </u>	
13	Conferences/Seminars/Workshops organized	Yes	<u> </u>		
1.4	Research articles Published reputed journals	Yes	-		
15	Patents Published	No			
1.6	Student Events conducted	NO			
17	Students Placements	Yes			
18	Use of ICT	Yes			
19	Recommneded NPTEL/MOOCs/Swayam Courses/Videos	Yes			
20	Gaps in Curriculum	NO			a
21	Books Referred	Yes	~		
22	Faculty Participation in Conferences/Workshops	Yes	~	· · ·	
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ATTESTED Registrat DAV University, Jalandhar

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DAV University, Jalandhar Academic and Adminstrative Audit Department-Computer Sei & Engs.

			2 2	Year-	2020-21
Sno.	Criteria	Yes/No	Good	Satisfactory	Unsatisfactory
1	Student attendance maintained by faculty	Yes	~		
2.	Pass Percentage	90%	5		
3	Lab Record	Yes		~	
4	Lab Manual	Yes		V	2
5	BOS meeting conducted/ Syllabus updated	Yes	V		
6	Percentage of Syllabus Covered	100%	V		
77	Assignments and quiz conducted	Yes	4		
8	Expert Lectures	NO			
9	Industrial and field visits	NO	· · ·		
10	New Program introduced in the departments	Yes	V		
11	Any extra classes conducted for students	yes		V	
12	Any system to address student issues	Yes	V		2.
13	Conferences/Seminars/Workshops organized	yes		1	
14	Research articles Published reputed journals	yes	V		
15	Patents Published	NO			
16	Student Events conducted	NO			
17	Students Placements	Yes		~	
18	Use of ICT	Yes	~		
. 1.9	Recommneded NPTEL/MOOCs/Swayam Courses/Videos	Yes			
20	Gaps in Curriculum	NO			
21	Books Referred	yes	V		
22	Faculty Participation in Conferences/Workshops	Yes		~	
	Signature of Auditors		01	my-	



Department- CSA

				Year-	2020-21
Sno.	Criteria	Yes/No	Good	Satisfactory	Unsatisfactory
1	Student attendance maintained by faculty	Yes	~		
2	Pass Percentage	96%	~		·
3	Lab Record	Yes		~	
4	Lab Manual	Yes	1.	V	
5	BOS meeting conducted/ Syllabus updated	Yes			
6	Percentage of Syllabus Covered	1001) 0	•	V	
7	Assignments and quiz conducted	Yes	1		
8	Expert Lectures	Yes	v	-	
9	Industrial and field visits	NO			
10	New Program introduced in the departments	Yes	~		
11	Any extra classes conducted for students	yes	-	~	
1.2	Any system to address student issues	Yes	~		
13	Conferences/Seminars/Workshops organized	NO			
14	Research articles Published reputed journals	Yas	V		
15	Patents Published	NO			
16	Student Events conducted	NO			
17	Students Placements	Yes		r	
18	Use of ICT	Yes	~		
19	Recommneded NPTEL/MOOCs/Swayam Courses/Videos	Yes	2		
20	Gaps in Curriculum	Yes			
21	Books Referred	Yes	V		
22	Faculty Participation in Conferences/Workshops	Yes	V		
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Department- Civil Engg.

Sno.	Criteria	Yes/No	Good	Satisfactory	Unsatisfactory
1	Student attendance maintained by faculty	Yes			
2	Pass Percentage	Yes	~		х
3	Lab Record	yes	V	2	
4	Lab Manual	yes			80 - 1 2 - 1
5	BOS meeting conducted/ Syllabus updated	00	8		
6	Percentage of Syllabus Covered	100%	-		
7	Assignments and quiz conducted	142	~		
8	Expert Lectures	985 10			
9	Industrial and field visits		•		
10	New Program introduced in the departments	yes no			
. 11	Any extra classes conducted for students	00	-		
12	Any system to address student issues		~		
13	Conferences/Seminars/Workshops organized	GPS (1PA			
14	Research articles Published reputed journals	yes URA	~		
15	Patents Published	yes	~		
1.6	Student Events conducted	yes	V		1
17	Students Placements	yes		V	
1.8	Use of ICT	yes	~		
19	Recommneded NPTEL/MOOCs/Swayam Courses/Videos	no No			-
20,	Gaps in Curriculum	00			
21	Books Referred		~		
22	Faculty Participation in Conferences/Workshops	yes	~		
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Year- 2020-21

Department- Mathematics

5		5. 5.	ана н. На се	Year-	2020-21
Sno.	Criteria	Yes/No	Good	Satisfactory	Unsatisfactory
1	Student attendance maintained by faculty	Yes	~		
2	Pass Percentage		-		
3	Lab Record	NO			
4	Lab Manual	ND			
5	BOS meeting conducted/ Syllabus updated	Ves	L		
6	Percentage of Syllabus Covered	100%			
7	Assignments and quiz conducted	yes	~		
8	Expert Lectures	Yes			
9	Industrial and field visits	No			
10	New Program introduced in the departments	NO			
11	Any extra classes conducted for students	Yes		~	
· 12	Any system to address student issues	yes	~		
13	Conferences/Seminars/Workshops organized	y-es			2
14	Research articles Published reputed journals	Yes	~	1	
15	Patents Published	NO			ana mana ang ang ang ang ang ang ang ang ang
16	Student Events conducted	Yes			
17	Students Placements	Yes			
18	Use of ICT	Yes	1		
19	Recommneded NPTEL/MOOCs/Swayam Courses/Videos	Yes	~	1	
20	Gaps in Curriculum	NO			
21	Books Referred	7-05	<u> </u>		
22	Faculty Participation in Conferences/Workshops	Yes			
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Department- CBM&E

			T	Year-	2020-21
Sno.	Criteria	Yes/No	Good	Satisfactory	Unsatisfactory
1	Student attendance maintained by faculty	Yes	~		
2	Pass Percentage	96%	2		
3	Lab Record	No			
4	Lab Manual	ND			
5	BOS meeting conducted/ Syllabus updated	Yes	~		
6	Percentage of Syllabus Covered	100%			
7	Assignments and quiz conducted	Yes	1		
8	Expert Lectures	Ves			
9	Industrial and field visits	NO		1	
10	New Program introduced in the departments	Yes	V		
11	Any extra classes conducted for students	Yes			
12	Any system to address student issues	Yes		2	
13	Conferences/Seminars/Workshops organized	y.es		V	
14	Research articles Published reputed journals	Yes	V	•	
15	Patents Published	NO	-		
16	Student Events conducted	Yes	V	1	
17	Students Placements	Yes	V		
1.8	Use of ICT	Yes	2	,	×
19	Recommneded NPTEL/MOOCs/Swayam Courses/Videos	Yes	r		
20	Gaps in Curriculum	Yes		r	
21	Books Referred	Yes	V	3	
22	Faculty Participation in Conferences/Workshops	yes		V	
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Department- Electrical Engl & ECE

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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		L	
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	V		
10	New Program introduced in the departments	NO			
11	Any extra classes conducted for students	YES	-		
12	Any system to address student issues	YES	C		
13	Conferences/Seminars/Workshops organized	NO			
14	Research articles Published reputed journals	YES			
15	Patents Published	NO	2		-
1.6	Student Events conducted	YES			
17	Students Placements	YES	5 - 5 - 5 - 5 - 5 - 5 - 5 - 5 - 5 - 5 -	U	
18	Use of ICT	XES		<u> </u>	
19	Recommneded NPTEL/MOOCs/Swayam Courses/Videos	XES	L		
20	Gaps in Curriculum	YES			
21	Books Referred	YES		L	
22	Faculty Participation in Conferences/Workshops	XESN			
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DAV University, Jalandhar Department-Laub Legar Circles

Year-	2020-2	1
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Sno.	Criteria	Yes/No	Good	Satisfactory	Unsatisfactory
1.	Student attendance maintained by faculty	URS	<u> </u>		
2	Pass Percentage	UPS)		
3	Lab Record	NIA			
4	Lab Manual	NA			
5	BOS meeting conducted/ Syllabus updated	YRS	\smile		
6	Percentage of Syllabus Covered	yes	\smile		
7	Assignments and quiz conducted	yrs	~		
8	Expert Lectures	yes	-		
9	Industrial and field visits	yrs	-		2
1.0	New Program introduced in the departments	NO			
11	Any extra classes conducted for students	400	<u> </u>		
1.2	Any system to address student issues	yes	-		
13	Conferences/Seminars/Workshops organized	yrs	-		
14	Research articles Published reputed journals	NO			`
15	Patents Published	No			
16	Student Events conducted	yes	-		
17	Students Placements	NO			
18	Use of ICT		-		
19	Recommneded NPTEL/MOOCs/Swayam Courses/Videos	yes No			
20	Gaps in Curriculum	NO	_		
21	Books Referred	VICS	\sim		
2.2	Faculty Participation in Conferences/Workshops	Ges	-		
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ATTESTED Registrat DAV University, Jalandhar

DAV University, Jalandhar Academic and Adminstrative Audit Department- Loology

Year-	2020-21

Sno.	Criteria	Yes/No	Good	Satisfactory	Unsatisfactory
1	Student attendance maintained by faculty	Yy	1		
2	Pass Percentage	'yy	Y		
3	Lab Record	'yej			
4	Lab Manual	yes	V		,
5	BOS meeting conducted/ Syllabus updated	yes	V	÷.	
6	Percentage of Syllabus Covered	yes			
7	Assignments and quiz conducted	yes		1	
8	Expert Lectures	yy	1		
9	Industrial and field visits	yes			
10	New Program introduced in the departments	NO			
11 -	Any extra classes conducted for students	yes	V		•]
12	Any system to address student issues	yes			
13	Conferences/Seminars/Workshops organized	yes	1	a a: >	
14	Research articles Published reputed journals	yes			
15	Patents Published	NO			
16	Student Events conducted	yes	~		
17	Students Placements	yus		U	
18	Use of ICT	yes	· · · ·		
19	Recommneded NPTEL/MOOCs/Swayam Courses/Videos	yes			
20	Gaps in Curriculum	NO			
21	Books Referred	yy	N		
2.2	Faculty Participation in Conferences/Workshops	ys			
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Department- Agescubure

Year- 2020-21

Sno.	Criteria	Yes/No	Good	Satisfactory	Unsatisfactory
1	Student attendance maintained by faculty	YES	5		
2	Pass Percentage	YES	5		
3	Lab Record	YES	~		9
4	Lab Manual	YES	~		
5	BOS meeting conducted/ Syllabus updated	YES	V		
6	Percentage of Syllabus Covered	YES		V	×
77	Assignments and quiz conducted	YES		~	
8	Expert Lectures	YES	Vi		
9	Industrial and field visits	YES		V	
3,0	New Program introduced in the departments	YES		~	
J. 1.	Any extra classes conducted for students	YES	5		
12	Any system to address student issues	YES	V	•	
1.3	Conferences/Seminars/Workshops organized	YES	~		
14	Research articles Published reputed journals	YES	レ		
· 15	Patents Published	NO	V		
16	Student Events conducted	YES		V	1
17	Students Placements	YES		~	
1.8	Use of ICT	NO			
19	Recommneded NPTEL/MOOCs/Swayam Courses/Videos	YES	V		
20	Gaps in Curriculum	YES	اسبا		
21	Books Referred	YES	-	$\langle \rangle$	
2.2	Faculty Participation in Conferences/Workshops	YES		~	
	Signature of Auditors		100	~5	



Department- Biotechnology

		1		Year-	2020-21
Sno.	Criteria	Yes/No	Good	Satisfactory	Unsatisfactory
1.	Student attendance maintained by faculty	Yes			
2	Pass Percentage	Yes	V		
3	Lab Record	Yes	~		
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	\checkmark	1	
10	New Program introduced in the departments	NO			
11	Any extra classes conducted for students	Yes	~		
1.2	Any system to address student issues	Yes	V		***
13	Conferences/Seminars/Workshops organized	Yes	V		
14	Research articles Published reputed journals	Yes	~		
15	Patents Published	NO			
1.6	Student Events conducted	Yes	1		angang terding terdingkan perjembah dan teru teru terding diserteran
17	Students Placements	Yes	~		
18	Use of ICT	Yes			
19	Recommneded NPTEL/MOOCs/Swayam Courses/Videos	Yes		V	
20	Gaps in Curriculum	Yes	V		
21	Books Referred	Yes	V		
22	Faculty Participation in Conferences/Workshops	Yu	V		an an ann an ann ann ann ann ann ann an
	Signature of Auditors	,	for	in	*********



Department- Chemisty

and the second se				Year- 2020-21		
Sno.	Criteria	Yes/No	Good	Satisfactory	Unsatisfactory	
1	Student attendance maintained by faculty	Yes	V			
2	Pass Percentage	Yes	V			
3	Lab Record	Yes	V			
4	Lab Manual	Yes	V	F		
5	BOS meeting conducted/ Syllabus updated	Yes	\checkmark			
6	Percentage of Syllabus Covered	Yes	V			
7	Assignments and quiz conducted	Yes	\checkmark			
8	Expert Lectures	Yes	\sim		an a	
9	Industrial and field visits	Yes				
1.0	New Program introduced in the departments	yes		V		
11	Any extra classes conducted for students	Yes	\sim		7	
12	Any system to address student issues	Yes	\checkmark			
13	Conferences/Seminars/Workshops organized	Yes	\checkmark			
14	Research articles Published reputed journals	Yes	V			
15	Patents Published				V	
1.6	Student Events conducted	Yes				
17	Students Placements	Yes		V		
1.8	Use of ICT	No		. C		
19	Recommneded NPTEL/MOOCs/Swayam Courses/Videos	Yes			\checkmark	
20	Gaps in Curriculum	Yes				
21	Books Referred	Yes	V			
22	Faculty Participation in Conferences/Workshops	Yes	V			
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Department- Botany & Minsbiology

0			9	Year- 2020-21		
Sno.	Criteria	Yes/No	Good	Satisfactory	Unsatisfactory	
1	Student attendance maintained by faculty	Yes	V			
2.	Pass Percentage	Yes				
3	Lab Record	Yes	5			
4	Lab Manual	Yes				
5	BOS meeting conducted/ Syllabus updated	Y-4	2			
6	Percentage of Syllabus Covered	yes	~			
7 7	Assignments and quiz conducted	Yes	V			
8	Expert Lectures	NO	-			
9	Industrial and field visits	Yes	2	La		
1.0	New Program introduced in the departments	Yes		5		
11	Any extra classes conducted for students	943	-			
1.2	Any system to address student issues	Y10		11		
13	Conferences/Seminars/Workshops organized	Yes				
14	Research articles Published reputed journals	Yes			1 (s	
15	Patents Published	NO				
16	Student Events conducted	Yes	1			
1.7	Students Placements	Yes	\checkmark			
1.8	Use of ICT	yes	V			
19	Recommneded NPTEL/MOOCs/Swayam Courses/Videos	Yes			,	
20	Gaps in Curriculum	NO				
21	Books Referred	Yes			-	
22	Faculty Participation in Conferences/Workshops	Yes				
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ATTESTED DAV University, Jalandhar

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Department- Education

Year- 2020-21 Sno. Criteria Yes/No Good Satisfactory Unsatisfactory 1 Student attendance maintained by faculty Yes V 2 Pass Percentage Yes V 3 Lab Record Yes. ~ Lab Manual 4 Yes ~ BOS meeting conducted/ Syllabus updated 5 Yes V Percentage of Syllabus Covered 6 \checkmark Yes 7 Assignments and quiz conducted Yes 8 **Expert Lectures** No Industrial and field visits 9 No 10 New Program introduced in the departments No 11 Any extra classes conducted for students Yes ~ Yes 12 Any system to address student issues \checkmark . 13 Conferences/Seminars/Workshops organized Yes 1 Research articles Published reputed journals 14 Yes Patents Published 15 No Student Events conducted 16 Yes 1 17 **Students Placements** Yes Use of ICT 18 Yes Recommneded NPTEL/MOOCs/Swayam 19 Yes Courses/Videos Gaps in Curriculum 20 Yes V 21 **Books Referred** Yes V 22 Faculty Participation in Conferences/Workshops Yes \checkmark 10014 (v Signature of Auditors 3

ATTESTED DAV University, Jalandhar Registrat

DAV University, Jalandhar Academic and Adminstrative Audit Department- Physical Education

Year-2	2020-21
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Sno.	Criteria			I car	
5110.		Yes/No	Good	Satisfactory	Unsatisfactory
1	Student attendance maintained by faculty	YES	~		
2	Pass Percentage	485	~		
3	Lab Record	YES	~		ς.
4	Lab Manual	NO		2	
5	BOS meeting conducted/ Syllabus updated	YES	-		
6	Percentage of Syllabus Covered	YES	~	<u>_</u>	
7	Assignments and quiz conducted	YES	~		. *
8	Expert Lectures	YES	~		
9	Industrial and field visits	YES		-	
10	New Program introduced in the departments	No		1	
11	Any extra classes conducted for students	YES	1		
1.2	Any system to address student issues	YES	4		
13	Conferences/Seminars/Workshops organized	YES	~		
14	Research articles Published reputed journals	No			
15	Patents Published	NO			
1.6	Student Events conducted	YES	1 m - 1	~	2 2
17	Students Placements	YES		V	
18	Use of ICT	YES		1	
19	Recommneded NPTEL/MOOCs/Swayam Courses/Videos	YES	~		
20	Gaps in Curriculum	YES		~	
21	Books Referred	YES		4	
22	Faculty Participation in Conferences/Workshops	YES	0	V	
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ATTESTED DAV University, Jalandhar

Internal Quality Assurance Cell DAV University, Jalandhar Academic and Administrative Audit (2020-21)

Key Observations:

- 1. The academic and administrative audit was conducted on the basis of twenty-two parameters.
- 2. It was observed that most of the faculty members have maintained attendance registers and conducted quizzes on time.
- 3. It was observed that most of the departments organized expert lectures.
- 4. It was observed that most of the faculty members were using ICT tools for online classes as well as offline classes.
- 5. It was found that there is a need to guide the students regarding online MOOC courses.
- 6. It was observed that BOS meetings were conducted and syllabi were updated accordingly.

Action taken:

- 1. The coordinators of the departments were requested to encourage the faculty members to participate in conferences more frequently (Online/Offline mode).
- 2. The coordinators were requested to guide the faculty members to identify gaps in the curricula.
- 3. As per the observations from the audit, coordinators were requested to guide the students regarding online NPTEL/MOOCs/Swayam courses.
- 4 The coordinators were requested to organize more number of expert lectures online/offline mode.

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