



**DAV UNIVERSITY**

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

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# DAV UNIVERSITY

1

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

Date: 2/8/2021

The Department coordinators are assigned duty as auditors for academic and administrative audit (Term 2020-21) and advised to submit the report by 10<sup>th</sup> 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)

Copy to  
All Concerned Auditors


# DAV University, Jalandhar

## Academic and Administrative Audit

Department- *Mechanical*

Year- 2020-21

Sno.	Criteria	Yes/No	Good	Satisfactory	Unsatisfactory
1	Student attendance maintained by faculty	<i>Yes</i>	✓		
2	Pass Percentage	<i>95%</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>NO</i>			
9	Industrial and field visits	<i>NO</i>			
10	New Program introduced in the departments	<i>Yes</i>		✓	
11	Any extra classes conducted for students	<i>Yes</i>	✓		
12	Any system to address student issues	<i>Yes</i>		✓	
13	Conferences/Seminars/Workshops organized	<i>Yes</i>	✓		
14	Research articles Published reputed journals	<i>Yes</i>	✓		
15	Patents Published	<i>NO</i>			
16	Student Events conducted	<i>NO</i>			
17	Students Placements	<i>Yes</i>		✓	
18	Use of ICT	<i>Yes</i>	✓		
19	Recommended NPTEL/MOOCs/Swayam Courses/Videos	<i>Yes</i>		✓	
20	Gaps in Curriculum	<i>NO</i>			
21	Books Referred	<i>Yes</i>	✓		
22	Faculty Participation in Conferences/Workshops	<i>Yes</i>	✓		
	Signature of Auditors	<i>R 10/19</i>			

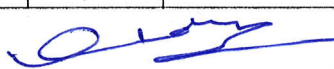
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 DAV University, Jalandhar

# DAV University, Jalandhar

## Academic and Administrative Audit

Department- *Computer Sci. & Engg.*

Year- 2020-21

Sno.	Criteria	Yes/No	Good	Satisfactory	Unsatisfactory
1	Student attendance maintained by faculty	Yes	✓		
2	Pass Percentage	90%	✓		
3	Lab Record	Yes		✓	
4	Lab Manual	Yes		✓	
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	Yes	✓		
13	Conferences/Seminars/Workshops organized	Yes		✓	
14	Research articles Published reputed journals	Yes	✓		
15	Patents Published	NO			
16	Student Events conducted	NO			
17	Students Placements	Yes		✓	
18	Use of ICT	Yes	✓		
19	Recommended NPTEL/MOOCs/Swayam Courses/Videos	Yes	✓		
20	Gaps in Curriculum	NO			
21	Books Referred	Yes	✓		
22	Faculty Participation in Conferences/Workshops	Yes		✓	
Signature of Auditors					

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## Academic and Administrative Audit

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		✓	
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	New Program introduced in the departments	Yes	✓		
11	Any extra classes conducted for students	Yes		✓	
12	Any system to address student issues	Yes	✓		
13	Conferences/Seminars/Workshops organized	NO			
14	Research articles Published reputed journals	Yes	✓		
15	Patents Published	NO			
16	Student Events conducted	NO			
17	Students Placements	Yes		✓	
18	Use of ICT	Yes	✓		
19	Recommended NPTEL/MOOCs/Swayam Courses/Videos	Yes	✓		
20	Gaps in Curriculum	Yes		✓	
21	Books Referred	Yes	✓		
22	Faculty Participation in Conferences/Workshops	Yes	✓		
Signature of Auditors		<i>(Signature)</i> (10062)			

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## Academic and Administrative Audit

Department- *Civil Engg.*

Year- 2020-21

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	no			
6	Percentage of Syllabus Covered	100%	✓		
7	Assignments and quiz conducted	yes	✓		
8	Expert Lectures	no			
9	Industrial and field visits	yes		✓	
10	New Program introduced in the departments	no			
11	Any extra classes conducted for students	no			
12	Any system to address student issues	yes	✓		
13	Conferences/Seminars/Workshops organized	yes		✓	
14	Research articles Published reputed journals	yes	✓		
15	Patents Published	yes	✓		
16	Student Events conducted	yes	✓		
17	Students Placements	yes		✓	
18	Use of ICT	yes	✓		
19	Recommended NPTEL/MOOCs/Swayam Courses/Videos	no			
20	Gaps in Curriculum	no			
21	Books Referred	yes	✓		
22	Faculty Participation in Conferences/Workshops	yes	✓		
	Signature of Auditors	<i>T. G.inder</i> <i>10/3/21</i>			

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## Academic and Administrative Audit

Department- *Mathematics*

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	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	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	Yes	✓		
14	Research articles Published reputed journals	Yes	✓		
15	Patents Published	NO			
16	Student Events conducted	Yes	✓		
17	Students Placements	Yes		✓	
18	Use of ICT	Yes		✓	
19	Recommended NPTEL/MOOCs/Swayam Courses/Videos	Yes	✓		
20	Gaps in Curriculum	NO			
21	Books Referred	Yes	✓		
22	Faculty Participation in Conferences/Workshops	Yes	✓		
Signature of Auditors		<i>[Signature]</i>			

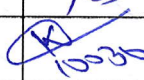
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## Academic and Administrative Audit

Department- **CBM & E**

Year- 2020-21

Sno.	Criteria	Yes/No	Good	Satisfactory	Unsatisfactory
1	Student attendance maintained by faculty	Yes	✓		
2	Pass Percentage	96%	✓		
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	New Program introduced in the departments	Yes	✓		
11	Any extra classes conducted for students	Yes			
12	Any system to address student issues	Yes		✓	
13	Conferences/Seminars/Workshops organized	Yes		✓	
14	Research articles Published reputed journals	Yes	✓		
15	Patents Published	NO			
16	Student Events conducted	Yes	✓		
17	Students Placements	Yes	✓		
18	Use of ICT	Yes	✓		
19	Recommended NPTEL/MOOCs/Swayam Courses/Videos	Yes	✓		
20	Gaps in Curriculum	Yes		✓	
21	Books Referred	Yes	✓		
22	Faculty Participation in Conferences/Workshops	Yes		✓	
	Signature of Auditors				

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## Academic and Administrative Audit

Department- *Electrical Engg & ECE*

Year- 2020-21

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	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	NO			
14	Research articles Published reputed journals	YES	✓		
15	Patents Published	NO			
16	Student Events conducted	YES		✓	
17	Students Placements	YES		✓	
18	Use of ICT	YES		✓	
19	Recommended NPTEL/MOOCs/Swayam Courses/Videos	YES	✓		
20	Gaps in Curriculum	YES		✓	
21	Books Referred	YES		✓	
22	Faculty Participation in Conferences/Workshops	YES		✓	
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## Academic and Administrative Audit

Department- *Law & Legal Studies*

Year- 2020-21

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>N/A</i>	<i>—</i>		
4	Lab Manual	<i>N/A</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	New Program introduced in the departments	<i>NO</i>	<i>—</i>		
11	Any extra classes conducted for students	<i>yes</i>	<i>✓</i>		
12	Any system to address student issues	<i>yes</i>	<i>✓</i>		
13	Conferences/Seminars/Workshops organized	<i>yes</i>	<i>✓</i>		
14	Research articles Published reputed journals	<i>NO</i>	<i>—</i>		
15	Patents Published	<i>NO</i>	<i>—</i>		
16	Student Events conducted	<i>yes</i>	<i>✓</i>		
17	Students Placements	<i>NO</i>	<i>—</i>		
18	Use of ICT	<i>yes</i>	<i>✓</i>		
19	Recommended NPTEL/MOOCs/Swayam Courses/Videos	<i>NO</i>	<i>—</i>		
20	Gaps in Curriculum	<i>NO</i>	<i>—</i>		
21	Books Referred	<i>yes</i>	<i>✓</i>		
22	Faculty Participation in Conferences/Workshops	<i>yes</i>	<i>✓</i>		
	<b>Signature of Auditors</b>	<i>[Signature]</i>			

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## Academic and Administrative Audit

Department- *Zoology*

Year- 2020-21

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

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## Academic and Administrative Audit

Department- *Agriculture*

Year- 2020-21

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	New Program introduced in the departments	YES		✓	
11	Any extra classes conducted for students	YES	✓		
12	Any system to address student issues	YES	✓		
13	Conferences/Seminars/Workshops organized	YES	✓		
14	Research articles Published reputed journals	YES	✓		
15	Patents Published	NO	✓		
16	Student Events conducted	YES		✓	
17	Students Placements	YES		✓	
18	Use of ICT	NO			
19	Recommended NPTEL/MOOCs/Swayam Courses/Videos	YES	✓		
20	Gaps in Curriculum	YES	✓		
21	Books Referred	YES	✓		
22	Faculty Participation in Conferences/Workshops	YES		✓	
Signature of Auditors		<i>[Signature]</i>			

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## Academic and Administrative Audit

Department- *Biotechnology*

Year- 2020-21

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	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	Yes	✓		
14	Research articles Published reputed journals	Yes	✓		
15	Patents Published	NO			
16	Student Events conducted	Yes	✓		
17	Students Placements	Yes	✓		
18	Use of ICT	Yes			
19	Recommneded NPTEL/MOOCs/Swayam Courses/Videos	Yes		✓	
20	Gaps in Curriculum	Yes	✓		
21	Books Referred	Yes	✓		
22	Faculty Participation in Conferences/Workshops	Yes	✓		
Signature of Auditors		<i>H. Parine</i>			

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## Academic and Administrative Audit

Department- *Chemistry*

Year- 2020-21

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	New Program introduced in the departments	Yes		✓	
11	Any extra classes conducted for students	Yes	✓		
12	Any system to address student issues	Yes	✓		
13	Conferences/Seminars/Workshops organized	Yes	✓		
14	Research articles Published reputed journals	Yes	✓		
15	Patents Published				✓
16	Student Events conducted	Yes	✓		
17	Students Placements	Yes		✓	
18	Use of ICT	No			
19	Recommended NPTEL/MOOCs/Swayam Courses/Videos	Yes			✓
20	Gaps in Curriculum	Yes		✓	
21	Books Referred	Yes	✓		
22	Faculty Participation in Conferences/Workshops	Yes	✓		
Signature of Auditors		<i>SK</i> <i>Law 2021</i>			

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### Academic and Administrative Audit

Department- *Botany & Microbiology*

Year- 2020-21

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	New Program introduced in the departments	Yes		✓	
11	Any extra classes conducted for students	Yes	✓		
12	Any system to address student issues	Yes	✓		
13	Conferences/Seminars/Workshops organized	Yes	✓		
14	Research articles Published reputed journals	Yes	✓		
15	Patents Published	NO			
16	Student Events conducted	Yes	✓		
17	Students Placements	Yes	✓		
18	Use of ICT	Yes	✓		
19	Recommended NPTEL/MOOCs/Swayam Courses/Videos	Yes	✓		
20	Gaps in Curriculum	NO			
21	Books Referred	Yes	✓		
22	Faculty Participation in Conferences/Workshops	Yes	✓		
Signature of Auditors		<i>Mahant</i>			

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## Academic and Administrative Audit

Department- *Education*

Year- 2020-21

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	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	Yes	✓		
14	Research articles Published reputed journals	Yes	✓		
15	Patents Published	No			
16	Student Events conducted	Yes	✓		
17	Students Placements	Yes			✓
18	Use of ICT	Yes	✓		
19	Recommneded NPTEL/MOOCs/Swayam Courses/Videos	Yes	✓		
20	Gaps in Curriculum	Yes	✓		
21	Books Referred	Yes	✓		
22	Faculty Participation in Conferences/Workshops	Yes	✓		
Signature of Auditors		<i>[Signature]</i> 1/2019			

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# DAV University, Jalandhar

## Academic and Administrative Audit

Department- *Physical Education*

Year- 2020-21

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	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	YES	✓		
14	Research articles Published reputed journals	NO			
15	Patents Published	NO			
16	Student Events conducted	YES		✓	
17	Students Placements	YES		✓	
18	Use of ICT	YES		✓	
19	Recommneded NPTEL/MOOCs/Swayam Courses/Videos	YES	✓		
20	Gaps in Curriculum	YES		✓	
21	Books Referred	YES		✓	
22	Faculty Participation in Conferences/Workshops	YES		✓	
	Signature of Auditors	<i>Shelly Singh</i> 10/11/21			

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**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.

**ATTESTED**  
  
Registrar  
DAV University, Jalandhar

