



+91 - 181- 270 8844 naac@davuniversity.org

www.davuniversity.org

Telephone E-mail

Website

Academic Administrative Audit (AAA) and follow up action taken 2021-2022

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

Date: 12 08 2022

Notice

The Department coordinators are assigned duty as auditors for academic and administrative audit (Term 2021-22) and advised to submit the report by August 5, 2022 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.	Physics
2	Education	English & Human Values
3	Physical Education	Biotechnology
4	Mechanical Engineering	Botany & Microbiology
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	ЈМС
12	Chemistry	Law & Legal Studies
13	Biotechnology	Physical Education
14	Botany & Microbiology	Education
15	Civil Engineering	CSA
16	Agriculture	CBM&E
17	Law & Legal Studies	Agriculture
18	Electrical Engineering & ECE	Mathematics

Registrar (Officiating)

Copy to

All Concerned Auditors

DAV University, Jalandhar Academic and Adminstrative Audit Department- B.Tech (CIVIL)

Year- 2021-22

Sno.	Criteria	Yes/No	Good	Satisfactory	Unsatisfactory
1	Student attendance maintained by faculty	Y	e		
2	Pass Percentage		~		
3	Lab Record	У			
4	Lab Manual	У			
5	BOS meeting conducted/ Syllabus updated	N			
6	Percentage of Syllabus Covered	100%	V		
7	Assignments and quiz conducted	Y	~		
8	Expert Lectures	N			
9	Industrial and field visits	V	V		
10	New Program introduced in the departments	N			
11	Any extra classes conducted for students	N			
12	Any system to address student issues	У	1		
13	Conferences/Seminars/Workshops organized	Yes	1/		
14	Research articles Published reputed journals	У	V		
15	Patents Published	×	V		
16	Student Events conducted	Y	~		
17	Students Placements	Y	V		
18	Use of ICT	Y	V		
19	Recommneded NPTEL/MOOCs/Swayam Courses/Videos	N			
20	Gaps in Curriculum	N			
21	Books Referred	Y			
2.2	Faculty Participation in Conferences/Workshops	Y	V		
	Signature of Auditors	1.7	Dw.	Jash .	



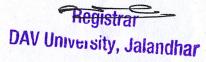
DAV University, Jalandhar Academic and Adminstrative Audit Department-Law & legal Studies

Year- 2021-22

Sno.	Criteria	Yes/No	Good	Satisfactory	Unsatisfactory
1	Student attendance maintained by faculty	yes	\checkmark		
2	Pass Percentage	yes	V		
3	Lab Record	NIA			
4	Lab Manual	NA			
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	2		
9	Industrial and field visits	Yes	V		
1.0	New Program introduced in the departments	No			
11	Any extra classes conducted for students	yes	V		
12	Any system to address student issues	yes	V		
13	Conferences/Seminars/Workshops organized	yes	V		
14	Research articles Published reputed journals	NO	-		
15	Patents Published	NO	-		
16	Student Events conducted	yes	V		
17	Students Placements	NO	-		
18	Use of ICT	yes	V		
19	Recommneded NPTEL/MOOCs/Swayam Courses/Videos	NO	-		
20	Gaps in Curriculum	NO			
21	Books Referred	yes	V		
22	Faculty Participation in Conferences/Workshops	yes	V		
1.	Signature of Auditors				

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DAV University, Jalandhar Academic and Adminstrative Audit Department-English & Humen Values

Year- 2021-22

Sno.	Criteria	Yes/No	Good	Satisfactory	Unsatisfactory
1	Student attendance maintained by faculty	Yes			
2	Pass Percentage	100%	~		
3	Lab Record	Yes	V		
4	Lab Manual	No			
5	BOS meeting conducted/ Syllabus updated	Yes	~		
6	Percentage of Syllabus Covered	100%	•		
7	Assignments and quiz conducted	Yes		V	
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	No			
18	Use of ICT	Yes	~		
19	Recommneded NPTEL/MOOCs/Swayam Courses/Videos	Yes		~	
20	Gaps in Curriculum	No.			
21	Books Referred	Yes	V		
22	Faculty Participation in Conferences/Workshops	Yes .	1		
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Department-Botany

Year- 2021-22

Criteria Yes/No Good Satisfactory Unsatisfactory Sno. yes Student attendance maintained by faculty 1 Yos 2 Pass Percentage Lab Record 3 Yes 4 Lab Manual Yes Yes 5 BOS meeting conducted/ Syllabus updated Yes 6 Percentage of Syllabus Covered ~ Assignments and quiz conducted 7 Yes Expert Lectures 8 Yes Industrial and field visits 9 0 483 10 New Program introduced in the departments NO Any extra classes conducted for students 11 Yes 12 Any system to address student issues Yes Conferences/Seminars/Workshops organized Yes 13 Research articles Published reputed journals Mes 14 15 Patents Published NO 16 Student Events conducted yes 0 **Students Placements** 17 400 Use of ICT 18 5 Recommneded NPTEL/MOOCs/Swayam Nil 19 Courses/Videos Gaps in Curriculum 20 Nil Yes **Books Referred** 21 402 Faculty Participation in Conferences/Workshops 22 **Signature of Auditors**



Department-Mathematics

Year- 2021-22

Sno.	Criteria	Yes/No	Good	Satisfactory	Unsatisfactory
1	Student attendance maintained by faculty	Yes	~		
2	Pass Percentage		V		
3	Lab Record	No			
Ą	Lab Manual	No			
5	BOS meeting conducted/ Syllabus updated	Yes	~		
6	Percentage of Syllabus Covered	100%			
7	Assignments and quiz conducted	Yes	V		
8	Expert Lectures	Yes.	C		
9	Industrial and field visits	No			
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			
14	Research articles Published reputed journals	Yes			
1.5	Patents Published	NO			
16	Student Events conducted	Yes			
1.7	Students Placements	Yes			
18	Use of ICT	Yes			
19	Recommneded NPTEL/MOOCs/Swayam Courses/Videos	yes			
20	Gaps in Curriculum	No			
21	Books Referred	yes	>		
22	Faculty Participation in Conferences/Workshops	yes	V		
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DAV University, Jalandhar Academic and Adminstrative Audit Department-*Phycical Education*

Year- 2021-22

Sno.	Criteria	Yes/No	Good	Satisfactory	Unsatisfactor
1	Student attendance maintained by faculty	yes			
2	Pass Percentage	Ye8	м.		
3	Lab Record	Yes	~		······································
4	Lab Manual	NO			
5	BOS meeting conducted/ Syllabus updated	Yes	5		
6	Percentage of Syllabus Covered	Yes	V		
7	Assignments and quiz conducted	Yes			
8	Expert Lectures	Y 98.	V		
9	Industrial and field visits	Yes	/		
10	New Program introduced in the departments	No			
11	Any extra classes conducted for students	Ye8			
12	Any system to address student issues	Yes			
1.3	Conferences/Seminars/Workshops organized	Yes	/		
14	Research articles Published reputed journals	No-			
1.5	Patents Published	No-			
1.6	Student Events conducted	Yes			
17	Students Placements	yes		4	
1.8	Use of ICT	Jeg8		~	
19	Recommneded NPTEL/MOOCs/Swayam Courses/Videos	Y=8	-		
20	Gaps in Curriculum	Yes.			
21	Books Referred	yes.			
22	Faculty Participation in Conferences/Workshops	Yes.			•
	Signature of Auditors		•		



Department-Zoology Year- 2021-22

Sno.	Criteria	Yes/No	Good	Satisfactory	Unsatisfactory
1	Student attendance maintained by faculty	her	~		
2	Pass Percentage	yes	1		
3	Lab Record	4.0	V		
4	Lab Manual	Yes	V		
5	BOS meeting conducted/ Syllabus updated	yy	~		
6	Percentage of Syllabus Covered	Yes	1		
7	Assignments and quiz conducted	Yes	~		
8	Expert Lectures	yen	la interior	~	
9	Industrial and field visits	Yes		~	
10	New Program introduced in the departments	NX & CO			
11	Any extra classes conducted for students	Yus	-		
12	Any system to address student issues	Yun		~	
13	Conferences/Seminars/Workshops organized	Yes			· · · · · · · · · · · · · · · · · · ·
14	Research articles Published reputed journals	Yes			
15	Patents Published	NO	Ø		
16	Student Events conducted	Yus	V		
17	Students Placements	Yus		~~~	
18	Use of ICT	res			
19	Recommneded NPTEL/MOOCs/Swayam Courses/Videos	Ym			
20	Gaps in Curriculum	NO			
`21	Books Referred	Yun	~		
22	Faculty Participation in Conferences/Workshops	Ym			
	Signature of Auditors		687	969.	



DAV University, Jalandhar Academic and Adminstrative Audit Department-Mechanical Engg.

Year- 2021-22

Sno.	Criteria	Yes/No	Good	Satisfactory	Unsatisfactory
1	Student attendance maintained by faculty	Yes			
2	Pass Percentage		~		
3	Lab Record	Jes			
4	Lab Manual	Yes	-	· · ·	
5	BOS meeting conducted/ Syllabus updated	yes			
6	Percentage of Syllabus Covered		L		
7	Assignments and quiz conducted	yes			
8	Expert Lectures	No	· · ·		
9	Industrial and field visits	yes			
1.0	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			
1.4	Research articles Published reputed journals	Yes			
15	Patents Published	No			
16	Student Events conducted	yes			
17	Students Placements	Yes			
18	Use of ICT	- No	• 2		
19	Recommneded 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	(0)	ro, re	2	



Department-C.SA

Year- 2021-22

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		~ ~		
7	Assignments and quiz conducted	Yey	-		
8	Expert Lectures	44			
9	Industrial and field visits	Yey			
10	New Program introduced in the departments	44			5 N
11	Any extra classes conducted for students	Yes -			
12	Any system to address student issues	yes			
1.3	Conferences/Seminars/Workshops organized	Yes			
14	Research articles Published reputed journals	Yes			
15	Patents Published	Yes			
1.6	Student Events conducted	Yes			
17	Students Placements	Yes			
1.8	Use of ICT	Yes			i i di
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)	Potro .	



Department- CBMbE

Year- 2021-22

Sno.	Criteria	Yes/No	Good	Satisfactory	Unsatisfactory
1	Student attendance maintained by faculty	Yes			
2	Pass Percentage	Yes			
3	Lab Record	NO	tal Marina		
4	Lab Manual	ND	e e s		
5	BOS meeting conducted/ Syllabus updated	Yus			
6	Percentage of Syllabus Covered	Yes			
7	Assignments and quiz conducted	Yes			
8	Expert Lectures	Yes			
9	Industrial and field visits	40			
10	New Program introduced in the departments	YIS			
1.1	Any extra classes conducted for students	Yes			
1.2	Any system to address student issues	Yes			
1.3	Conferences/Seminars/Workshops organized	- <u>1</u> 21-27-2			
14	Research articles Published reputed journals	yes			
15	Patents Published	NO			
16	Student Events conducted	yes		~	
17	Students Placements	YIS	~	L	
1.8	Use of ICT				
19	Recommneded NPTEL/MOOCs/Swayam Courses/Videos				
20	Gaps in Curriculum				
21	Books Referred				
22	Faculty Participation in Conferences/Workshops				
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Department- Education

Year- 2021-22

Sno.	Criteria	Yes/No	Good	Satisfactory	Unsatisfactory
1	Student attendance maintained by faculty	Yes		<u>.</u>	
2	Pass Percentage	Yy	V		
3	Lab Record	Yes	V		
4	Lab Manual	Mis	~		
5	BOS meeting conducted/ Syllabus updated	Yes	1		
6	Percentage of Syllabus Covered	yes.	~		
7	Assignments and quiz conducted	Mer	~		
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	1		
12	Any system to address student issues	Yes	~		1
13	Conferences/Seminars/Workshops organized	My	~		
14	Research articles Published reputed journals	Yes	V		
15	Patents Published	NO		1	
16	Student Events conducted	Yy	~		
17	Students Placements	Yes			~
1.8	Use of ICT	Yes	~		
19	Recommneded NPTEL/MOOCs/Swayam Courses/Videos	Yes	~		
20	Gaps in Curriculum	Yes	V		
21	Books Referred	Yes	~	•	
22	Faculty Participation in Conferences/Workshops	Yes	~		
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Department- Computer Sci. & Tech.

Year- 2021-22

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Sno.	Criteria	Yes/No	Good	Satisfactory	Unsatisfactory
1	Student attendance maintained by faculty	500	~		
2	Pass Percentage	yes	. ✓		
3	Lab Record	90	V		
4	Lab Manual	yus	~		
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	NO			
10	New Program introduced in the departments	NO			
11	Any extra classes conducted for students	yes			
12	Any system to address student issues	yus			
13	Conferences/Seminars/Workshops organized	NO			
14	Research articles Published reputed journals	39	~		
15	Patents Published	NO			
16	Student Events conducted	59	~		
17	Students Placements	903	V		
18	Use of ICT	મુંછ			
19	Recommneded NPTEL/MOOCs/Swayam Courses/Videos	903		/	
20	Gaps in Curriculum	<u> </u>			
21	Books Referred	yes			
22	Faculty Participation in Conferences/Workshops	yes		/	1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.

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DAV University, Jalandhar Academic and Adminstrative Audit Department- Microbiology

Year- 2021-22

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

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Department- Bio-Technology

Year- 2021-22

Sno.	Criteria	Yes/No	Good	Satisfactory	Unsatisfactory
1	Student attendance maintained by faculty	Yes	~		
2	Pass Percentage	Yes	_		
3	Lab Record	yes	V		
4	Lab Manual	Yes			
5	BOS meeting conducted/ Syllabus updated	Yes	5		
6	Percentage of Syllabus Covered	Yes			
7	Assignments and quiz conducted	Yes	5		
8	Expert Lectures	yes			
9	Industrial and field visits	yes	5		
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	4		
17	Students Placements	Yes	_		
18	Use of ICT	400			
19	Recommneded NPTEL/MOOCs/Swayam Courses/Videos	Yus			
20	Gaps in Curriculum	Yes	5		
21	Books Referred	Yes	~~		
22	Faculty Participation in Conferences/Workshops	Yes			
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Department- Electrical Engs.

Year- 2021-22

Sno.	Criteria	Yes/No	Good	Satisfactory	Unsatisfactory
1	Student attendance maintained by faculty	Yes	~		
2	Pass Percentage	Yes			
3	Lab Record	Yes	\sim		
4	Lab Manual	Yes		~	
5	BOS meeting conducted/ Syllabus updated	Yes			
6	Percentage of Syllabus Covered	. Yes			
?	Assignments and quiz conducted	Yes		V	
8	Expert Lectures	Yes No			
9	Industrial and field visits	Yas	~		
1.0	New Program introduced in the departments	No			
11	Any extra classes conducted for students	Yes	~		
12	Any system to address student issues	Yes	~		
1.3	Conferences/Seminars/Workshops organized	YNO		$\overline{}$	
1.4	Research articles Published reputed journals	Yes	V		
15	Patents Published	No		4.	
16	Student Events conducted	Yes			
17	Students Placements	Yes		~	
18	Use of ICT	Yes			
19	Recommneded NPTEL/MOOCs/Swayam Courses/Videos	Yes	\checkmark		
20	Gaps in Curriculum	Yes			
21	Books Referred	Yes			
22	Faculty Participation in Conferences/Workshops	Yes			di la constante da la constante
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Department-Chemistry

Year- 2021-22

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		
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	Ves	V		
1.0	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		
13	Conferences/Seminars/Workshops organized	Yes	V		
14	Research articles Published reputed journals	Yes	V		
15	Patents Published				V
16	Student Events conducted	Yes	V		
17	Students Placements	Yes		V	
1.8	Use of ICT	NO			
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	Yes	1/		

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Department- TMC Year- 2021-22

Sno.	Criteria	Yes/No	Good	Satisfactory	Unsatisfactory
1	Student attendance maintained by faculty	Yes	V		
2	Pass Percentage	Yes	~		
3	Lab Record	NO	V		
4	Lab Manual	NO			
5	BOS meeting conducted/ Syllabus updated	Yes	V		
6	Percentage of Syllabus Covered	Yes	V	2"	
7	Assignments and quiz conducted	yes	C		
8	Expert Lectures	Yes			. ×
9	Industrial and field visits	Yes	V		
1.0	New Program introduced in the departments	NO			
11	Any extra classes conducted for students	Yes	~		
12	Any system to address student issues	Yer			
13	Conferences/Seminars/Workshops organized	y.es	2		
14	Research articles Published reputed journals	NO	8		
15	Patents Published	NO			
16	Student Events conducted	Yes		5	
17	Students Placements				
1.8	Use of ICT	Yes	V		
19	Recommneded NPTEL/MOOCs/Swayam Courses/Videos	AS A	V		
20	Gaps in Curriculum	NO			
21	Books Referred	NO			
22	Faculty Participation in Conferences/Workshops	Yes	~	en al Conservation Servation (
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Internal Quality Assurance Cell DAV University, Jalandhar Academic and Administrative Audit (2021-22)

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 BOS meetings were conducted and syllabi were updated accordingly.
- 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 observed that most of the departments organized expert lectures.
- 6. It was found that there is a need to guide the students regarding online MOOC courses.

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.
- The coordinators were requested to organize more number of expert lectures online/offline mode.
- 4. As per the observations from the audit, coordinators were requested to guide the students regarding online NPTEL/MOOCs/Swayam courses.



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