



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

www.davuniversity.org

Telephone E-mail

Website

# Academic Administrative Audit (AAA) and follow up action taken 2019-2020

S. No	Content	Page No.
1	Academic and Administrative audit notice	<u>1</u>
2	Academic and Administrative audit Reports	<u>2-18</u>
3	Academic and Administrative audit observations and action taken	<u>19</u>



# **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: 22 7 2020

#### **Notice**

The Department coordinators are assigned duty as auditors for academic and administrative audit (Term 2019-20) and advised to submit the report by July 31, 2020 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.	Department	Audit By (Department Coordinator)
No.		
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	Zoology	Civil Engineering
8	English & Human Values	Electrical Engineering & ECE
9.	Mathematics	Mechanical Engineering
10	Physics	Computer Science & Engg.
11	JMC	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

5-Registrar

Copy to All Concerned Auditors

Academic and Adminstrative Audit

Sno.	Criteria	Yes/No	Good	Satisfactory	Unsatisfactory
	1 Student attendance maintained by faculty	Yes	$\sim$		
•	2 Pass Percentage	Yes	~		
	3 Lab Record	Yes			
-	4 Lab Manual	Yes	~		
а а <sup>14</sup>	5 BOS meeting conducted/ Syllabus updated	Yes	~		
	6 Percentage of Syllabus Covered	Yes	~		
2	7 Assignments and quiz conducted	Yes	~		
	8 Expert Lectures	Yes	~		
	9 Industrial and field visits	Yes	~		
1	0 New programmes introducted in the department	Yo	•		•
1	1 Any extra classes conducted for students	Yes	~		
1	2 Any system to address student issues	Yes	v		
1	3 Conferences/Seminars/Workshops organized	No	-		
1	4 Research articles Published reputed journals	Yes	v		
ľ	5 Patents published	No			
1	6 Student Events conducted	705	~		
1	7 Students Placements	Yes	~		
	Signature of Auditors	1 louis	k Smp	2	



Department- Chemistry

Year- 2019-20

Sno.	Criteria	Yes/No	Good	Satisfactory	Unsatisfactory
1	Student attendance maintained by faculty	yes	V		
2	Pass Percentage	above go:/.		V	
3	Lab Record	available	V		
4	Lab Manual	available	V		
5	BOS meeting conducted/ Syllabus updated	yes	V		
6	Percentage of Syllabus Covered	100%	V		
7	Assignments and quiz conducted	yes	く		
8	Expert Lectures	No			V
9	Industrial and field visits	No			V
10	New Program introduced in the departments	VVO			V
11	Any extra classes conducted for students	yes	V		
12	Any system to address student issues	Menterij	~		
13	Conferences/Seminars/Workshops organized	No			
14	Research articles Published reputed journals	yes	V		
15	Patents Published	No			V
16	Student Events conducted	40	V		
17	Students Placements	yes	•	V	
	Signature of Auditors				

#### ATTESTED

Department-Mathematics

Sno.	Criteria	Yes/No	Good	Satisfactory	Unsatisfactory
No.	Student attendance maintained by faculty	Yus	~		- -
2	Pass Percentage		~		
3	Lab Record	NO			
4	Lab Manual	No			
5	BOS meeting conducted/ Syllabus updated	yes	4		
6	Percentage of Syllabus Covered	100%.	~		
7	Assignments and quiz conducted	yus	4		
8	Expert Lectures	yus	4		
9	Industrial and field visits	No			
10	New Program introduced in the departments	NO			
and a	Any extra classes conducted for students	Yus	1		
12	Any system to address student issues	Yus		5	
13	Conferences/Seminars/Workshops organized	Yus	1		
14 J	Research articles Published reputed journals	Yug			
15	Patents Published	No			
16	Student Events conducted	Y10			
17	Students Placements	Yes			
	Signature of Auditors		Afden	L	

#### ATTESTED

Academic and Adminstrative Audit Year- 2019-20

Sno.	Criteria	Yes/No	Good	Satisfactory	Unsatisfactory
1	Student attendance maintained by faculty	Yes	~		
2	Pass Percentage	Yes	L		
3	Lab Record	Yes	V		
4	Lab Manual	Yes			
5	BOS meeting conducted/ Syllabus updated	yes	V		
6	Percentage of Syllabus Covered	yes	5		
7	Assignments and quiz conducted	Yes			
8	Expert Lectures	Yes			
9	Industrial and field visits	yes	L		
10	New Program introduced in the departments	NO			
11	Any extra classes conducted for students	y to			
12	Any system to address student issues	Y15			
13	Conferences/Seminars/Workshops organized	Y15			
14	Research articles Published reputed journals	TUS	x		
15.	Patents Published	NO			
16	Student Events conducted	Yes	1		
17	Students Placements	0			
	Signature of Auditors	but	Towd		

# Department- Botomy

#### ATTESTED

Begistrar DAV University, Jalandhar

Sno.	Criteria	Yes/No	Good	Satisfactory	Unsatisfactory
y construction of the second	Student attendance maintained by faculty	Yes	1		
2	Pass Percentage		1		
3	Lab Record	4.0			
4	Lab Manual	Yes			
5	BOS meeting conducted/ Syllabus updated	Yes			
6	Percentage of Syllabus Covered		~		
7	Assignments and quiz conducted	Yus-			
8	Expert Lectures	Yes		$\checkmark$	
9	Industrial and field visits	Yes			
10	New Program introduced in the departments	NO			
11	Any extra classes conducted for students	4-13	>		
12	Any system to address student issues	Yes	V		
13	Conferences/Seminars/Workshops organized	Yus		V	
14	Research articles Published reputed journals	Yus	2		
15	Patents Published	No			
16	Student Events conducted	Yug		2	
17	Students Placements	Yuy			
	Signature of Auditors	Fin	8		

ATTESTED

CREgistrar DAV University, Jalandhar

Department- Chemistry

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	Yes	V		
10	New Program introduced in the departments	Yes			
11	Any extra classes conducted for students	Yes	V		
12	Any system to address student issues	yes	V		
13	Conferences/Seminars/Workshops organized	Yes	$\checkmark$		
14	Research articles Published reputed journals	pes	V		
15	Patents Published	yes			V
16	Student Events conducted	Yes	V		- Course
17	Students Placements	Yes			
	Signature of Auditors	m	W	/	



Department- CSE

Sno.	Criteria	Yes/No	Good	Satisfactory	Unsatisfactory
1	Student attendance maintained by faculty	Yes	/		
2	Pass Percentage		/		ý.
3	Lab Record	Yes	/		7
4	Lab Manual	Yes			
5	BOS meeting conducted/ Syllabus updated	yes	1		
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	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	-		
	Signature of Auditors John Seth	(10062	$\int$		a

#### ATTESTED

Registrar DAV University, Jalandhar

Department-Education

Sno.	Criteria	Yes/No	Good	Satisfactory	Unsatisfactory
t same	Student attendance maintained by faculty	yes	1/		
2	Pass Percentage	500	~		
3	Lab Record	300 .	V		
4	Lab Manual	yes	V		F s s
5	BOS meeting conducted/ Syllabus updated	yes			
6	Percentage of Syllabus Covered	<u>yes</u>	V		-
7	Assignments and quiz conducted	505	V	3	
8	Expert Lectures	NO			
9	Industrial and field visits	yes	~		
10	New Program introduced in the departments	NO			
The second se	Any extra classes conducted for students	50	$\checkmark$	- 2.	*
* 2	Any system to address student issues	500	V		
	Conferences/Seminars/Workshops organized	bes	V		1.
14	Research articles Published reputed journals	yes			
15	Patents Published	NO			
16	Student Events conducted	bis	•		
17	Students Placements	44		~	
	Signature of Auditors		Lange and the second se		

ATTESTED

9

Department- CAVIL Conf.

Sno.	Criteria	Yes/No	Good	Satisfactory	Unsatisfactory
Terrer	Student attendance maintained by faculty	Yes	~		
2	Pass Percentage	Yes			
3	Lab Record	Yes	V		
1	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			
Visual	Any extra classes conducted for students	No			
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	$\checkmark$		
	Signature of Auditors	gon	et:		

# ATTESTED

Academic and Adminstrative Audit Year- 2019-20

Department- Loology

Sno.	Criteria	Yes/No	Good	Satisfactory	Unsatisfactory
1	Student attendance maintained by faculty	Yis		1997 - N	
2	Pass Percentage	Yes	_		
3	Lab Record	Yes			
4	Lab Manual	Yes	/		
5	BOS meeting conducted/ Syllabus updated	Y-1)	$\checkmark$		
6	Percentage of Syllabus Covered	Yes	100%		
7	Assignments and quiz conducted	Yus	V	5	
8	Expert Lectures	Yus	V		
9	Industrial and field visits	Yus			
10	New Program introduced in the departments	NO			
A most	Any extra classes conducted for students	Yus			
12	Any system to address student issues	Yes		V	•
13	Conferences/Seminars/Workshops organized	Yus	$\sim$		
14	Research articles Published reputed journals	Yes	V		
15	Patents Published	ND			
16	Student Events conducted	Yes	-		
17	Students Placements	y m			
	Signature of Auditors	P	10469		

<u>S</u>

ATTESTED

Department- Grybish & Hunen Values

Sno.	Criteria	Yes/No	Good	Satisfactory	Unsatisfactory
1	Student attendance maintained by faculty	Yes	~		
2	Pass Percentage	Yes		4	
3	Lab Record	Yes			
4	Lab Manual	No			
5	BOS meeting conducted/ Syllabus updated	Yes	1-		
6	Percentage of Syllabus Covered	100%			
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	V		
	Research articles Published reputed journals	Yes	~		
15	Patents Published	No			
16	Student Events conducted	Yes	~		
17	Students Placements	No	(	2	
	Signature of Auditors		Bhadre	R	

ATTESTED

Academic and Adminstrative Audit Year- 2019-20

Department- Microbology

Sno.	Criteria	Yes/No	Good	Satisfactory	Unsatisfactor
1	Student attendance maintained by faculty	Yes			
2	Pass Percentage	Yes	1		
3	Lab Record	125	1		
4	Lab Manual	Yes	~		
5	BOS meeting conducted/ Syllabus updated	Yes	-		
6	Percentage of Syllabus Covered	Yes	1		
7	Assignments and quiz conducted	Yes			
8	Expert Lectures	Yes	V		
9	Industrial and field visits	Ver	V		
.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	2		
13	Conferences/Seminars/Workshops organized	Yes	V		
14	Research articles Published reputed journals	Yes	L	•	
15	Patents Published	NO	-		
16	Student Events conducted	Yes	1		
w 7	Students Placements	Yes	1		
	Signature of Auditors				



Academic and Adminstrative Audit Year- 2019-20

Department- Electrical Engl.

Sno.	Criteria	Yes/No	Good	Satisfactory	Unsatisfactory
1	Student attendance maintained by faculty	Yes	4		
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	$\checkmark$		
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	Yes	$\sim$		
16	Student Events conducted	Yes	~		
17	Students Placements	Yes	-		
	Signature of Auditors	Q	/		



# Academic and Adminstrative Audit Year- 2019-20

Department- ELE

Sno.	Criteria	Yes/No	Good	Satisfactory	Unsatisfactory
1	Student attendance maintained by faculty	Yes			
2	Pass Percentage	[~~			
3	Lab Record	Yeg			
4	Lab Manual	Yes			
5	BOS meeting conducted/ Syllabus updated	Yelf.			
6	Percentage of Syllabus Covered	100			
7	Assignments and quiz conducted	Yes			
8	Expert Lectures	Yes			
9	Industrial and field visits	Yes			
10	New Program introduced in the departments	-			
Ĩ	Any extra classes conducted for students				
12	Any system to address student issues			1	
13	Conferences/Seminars/Workshops organized	-			
14	Research articles Published reputed journals	-			
15	Patents Published				
16	Student Events conducted	-			
17	Students Placements	· /			
	Signature of Auditors	B			

### ATTESTED

Registrar DAV University, Jalandhar

Academic and Adminstrative Audit Year- 2019-20

Sno.	Criteria	Yes/No	Good	Satisfactory	Unsatisfactory
Y	Student attendance maintained by faculty	Yes	2		
2	Pass Percentage	Yes	2		
3	Lab Record	Yus	V		
4	Lab Manual	NO			
5	BOS meeting conducted/ Syllabus updated	Yes	$\checkmark$		
6	Percentage of Syllabus Covered	Yes	(103%)		
7	Assignments and quiz conducted	Yes		$\sim$	
8	Expert Lectures	Yes	V		
9	Industrial and field visits	Yes	V		
10	New Program introduced in the departments	NO			
11	Any extra classes conducted for students	YUS	V		
12	Any system to address student issues	Yes	~		
13	Conferences/Seminars/Workshops organized	Yes			
14	Research articles Published reputed journals	MO			
15	Patents Published	NO			
16	Student Events conducted	Y-1)			
17	Students Placements	Yes		L	
	Signature of Auditors		I		

ATTESTED

Academic and Adminstrative Audit

	Department- CBME	-	Year	- 2019-	20
Sno.	Criteria	Yes/No	Good	Satisfactory	Unsatisfactory
	Attendance Register Maintained by faculty	Yes	V		
	2 Pass Percentage	Yes		V	
-	3 Lab Record	NO			
2	4 Lab Manual	NO			
5	BOS meeting conducted/ Syllabus updated	Yes	V		
6	Percentage of Syllabus Covered	Yes	V		
	Assignments and quiz conducted	Yes		V	
8	Expert Lectures	Yes	V		•
9	Industrial and field visits	yes		V	
10	New programmes introducted in the department	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	NO			
14	Research articles Published reputed journals	Yes		V	
15	Patents published	NO			
16	Student Events conducted	Yes		V	
17	Students Placements	yes	V		
	Signature of Auditors	Gane	10	1 yvider	1234.

ATTESTED

Begistrar DAV University, Jalandhar

Department-CSA

Sno.	Criteria	Yes/No	Good	Satisfactory	Unsatisfactor	
1	Student attendance maintained by faculty	yes	V			
2	Pass Percentage					
3	Lab Record	Yes	V			
4	Lab Manual	Yes				
5	BOS meeting conducted/ Syllabus updated	Yes	1/			
6	Percentage of Syllabus Covered					
7	Assignments and quiz conducted	Yes	N			
8	Expert Lectures	Yes				
9	Industrial and field visits	Yes		$\checkmark$		
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		•	
13	Conferences/Seminars/Workshops organized	Yes		V		
14	Research articles Published reputed journals	Yes				
15	Patents Published	Yes		V		
16	Student Events conducted	Yus	V			
17	Students Placements	YUS	~			
	Signature of Auditors John Seller (10082)					

# ATTESTED

Registrar DAV University, Jalandhar Internal Quality Assurance Cell DAV University, Jalandhar Academic and Administrative Audit (2019-20) Key observations and Action Taken

Key Observations:

- 1. The academic and administrative audit was conducted on the basis of seventeen parameters.
- 2. It was observed that most of the faculty has maintained attendance registers and have conducted BOS meetings.
- 3. It was found that patent publication count was relatively less by the faculty.
- 4. Most of the faculty members published research articles.
- 5. Placement rate in few departments was satisfactory and others need improvement.

Action taken:

- 1. The coordinators of the departments were requested to ask the faculty members to publish patents.
- 2. The coordinators were informed to arrange online classes (due to COVID-19) for the students on regular basis and address the doubts of the students.
- 3. As per the observations from the audit, coordinators were requested to guide the students regarding the placements preparation.



#### ATTESTED