



DAV UNIVERSITY

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

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DAV UNIVERSITY

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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. 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	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


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Copy to

All Concerned Auditors

DAV University, Jalandhar
Academic and Administrative Audit

Department- *Biotechnology* Year- *2019-20*

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 programmes introduced in the department	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	<i>Hansraj Singh</i>			

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DAV University, Jalandhar

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Academic and Administrative Audit

 Department- *Chemistry*

Year- 2019-20

Sno.	Criteria	Yes/No	Good	Satisfactory	Unsatisfactory
1	Student attendance maintained by faculty	<i>yes</i>	✓		
2	Pass Percentage	<i>above 90%</i>		✓	
3	Lab Record	<i>available</i>	✓		
4	Lab Manual	<i>available</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>✓No</i>			✓
11	Any extra classes conducted for students	<i>yes</i>	✓		
12	Any system to address student issues	<i>Mentoring</i>	✓		
13	Conferences/Seminars/Workshops organized	<i>No</i>			✓
14	Research articles Published reputed journals	<i>yes</i>	✓		
15	Patents Published	<i>No</i>			✓
16	Student Events conducted	<i>yes</i>	✓		
17	Students Placements	<i>yes</i>	.	✓	
	Signature of Auditors <i>[Signature]</i>				

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Academic and Administrative Audit Year- 2019-20

Department- *Mathematics*

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		✓	
	Signature of Auditors	<i>Harpreet</i>			

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Academic and Administrative Audit Year- 2019-20

Department- *Botany*

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				
Signature of Auditors		<i>[Signature]</i>			

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Academic and Administrative Audit Year- 2019-20

Department- *Mechanical Engrg.*

Sno.	Criteria	Yes/No	Good	Satisfactory	Unsatisfactory
1	Student attendance maintained by faculty	Yes	✓		
2	Pass Percentage		✓		
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	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		✓	
	Signature of Auditors	<i>[Signature]</i>			

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Academic and Administrative Audit Year- 2019-20

Department- *Chemistry*

Sno.	Criteria	Yes/No	Good	Satisfactory	Unsatisfactory
1	Student attendance maintained by faculty	<i>yes</i>	✓		
2	Pass Percentage	<i>yes</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>yes</i>	✓		
7	Assignments and quiz conducted	<i>yes</i>	✓		
8	Expert Lectures	<i>yes</i>		✓	
9	Industrial and field visits	<i>yes</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>yes</i>			✓
16	Student Events conducted	<i>yes</i>	✓		
17	Students Placements	<i>yes</i>		✓	
	Signature of Auditors	<i>[Signature]</i>			

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Academic and Administrative Audit Year- 2019-20

Department- *CSE*

Sno.	Criteria	Yes/No	Good	Satisfactory	Unsatisfactory
1	Student attendance maintained by faculty	<i>Yes</i>	<i>/</i>		
2	Pass Percentage		<i>/</i>		
3	Lab Record	<i>Yes</i>	<i>/</i>		
4	Lab Manual	<i>Yes</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>No</i>			
10	New Program introduced in the departments	<i>No</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>No</i>			
14	Research articles Published reputed journals	<i>Yes</i>	<i>/</i>		
15	Patents Published	<i>No</i>			
16	Student Events conducted	<i>Yes</i>	<i>/</i>		
17	Students Placements	<i>Yes</i>	<i>/</i>		
Signature of Auditors		<i>Deepam Sethi (10062)</i>			

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Academic and Administrative Audit Year- 2019-20

Department- *Education*

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	Yes	✓		
14	Research articles Published reputed journals	Yes	✓		
15	Patents Published	NO			
16	Student Events conducted	Yes		✓	
17	Students Placements	Yes		✓	
	Signature of Auditors				

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Academic and Administrative Audit Year- 2019-20

Department- *CIVIL Engrg.*

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	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	✓		
	Signature of Auditors	<i>[Signature]</i>			

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Academic and Administrative Audit Year- 2019-20

Department- *Zoology*

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	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	✓		
14	Research articles Published reputed journals	Yes	✓		
15	Patents Published	No			
16	Student Events conducted	Yes	✓		
17	Students Placements	Yes		✓	
	Signature of Auditors	<i>[Signature]</i> 10469			

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Academic and Administrative Audit Year- 2019-20

Department- *English & Human Values*

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	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	✓		
14	Research articles Published reputed journals	Yes	✓		
15	Patents Published	No			
16	Student Events conducted	Yes	✓		
17	Students Placements	No			
	Signature of Auditors	<i>Abhadr</i>			

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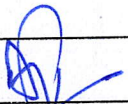
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Academic and Administrative Audit Year- 2019-20

Department- *Microbiology*

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	✓		
	Signature of Auditors				

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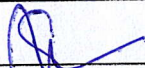

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DAV University, Jalandhar

DAV University, Jalandhar

Academic and Administrative Audit Year- 2019-20

Department- *Electrical Engg.*

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	No			
14	Research articles Published reputed journals	Yes		✓	
15	Patents Published	Yes	✓		
16	Student Events conducted	Yes	✓		
17	Students Placements	Yes	✓		
	Signature of Auditors				

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DAV University, Jalandhar

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Academic and Administrative Audit Year- 2019-20

Department- *ECE*

Sno.	Criteria	Yes/No	Good	Satisfactory	Unsatisfactory
1	Student attendance maintained by faculty	<i>Yes</i>			
2	Pass Percentage	<i>100</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>Yes</i>			
9	Industrial and field visits	<i>Yes</i>			
10	New Program introduced in the departments	<i>-</i>			
11	Any extra classes conducted for students	<i>-</i>			
12	Any system to address student issues				
13	Conferences/Seminars/Workshops organized	<i>-</i>			
14	Research articles Published reputed journals	<i>-</i>			
15	Patents Published	<i>-</i>			
16	Student Events conducted	<i>-</i>			
17	Students Placements				
	Signature of Auditors	<i>[Signature]</i>			

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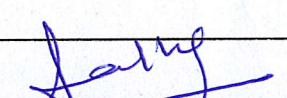
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DAV University, Jalandhar

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Academic and Administrative Audit Year- 2019-20

Department- *Physical Education*

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	(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	✓		
14	Research articles Published reputed journals	NO			
15	Patents Published	NO			
16	Student Events conducted	Yes	✓		
17	Students Placements	Yes		✓	
	Signature of Auditors				

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DAV University, Jalandhar
Academic and Administrative Audit

Department- **CBME**Year- **2019-20**

Sno.	Criteria	Yes/No	Good	Satisfactory	Unsatisfactory
1	Attendance Register Maintained by faculty	Yes	✓		
2	Pass Percentage	Yes		✓	
3	Lab Record	NO			
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 programmes introduced in the department	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	Yes		✓	
17	Students Placements	Yes	✓		
	Signature of Auditors	Ganga guide 1/34			

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DAV University, Jalandhar

Academic and Administrative Audit Year- 2019-20

Department- *CSA*

Sno.	Criteria	Yes/No	Good	Satisfactory	Unsatisfactory
1	Student attendance maintained by faculty	Yes	✓		
2	Pass Percentage		✓		
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	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	Yes		✓	
16	Student Events conducted	Yes	✓		
17	Students Placements	Yes	✓		
Signature of Auditors		<i>Jagpreet Sethi (10062)</i>			

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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.



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