



# DAYANAND GIRLS P. G. COLLEGE

accredited 'B' by NAAC

## Administrative Audit of the Departments - Block A

Session 2020-21

28-10-2024

Administrative Audit 2020-2021 was conducted by the Committee in compliance with UGC guidelines assessing the policies, strategies, operations, and functions pertaining to the infrastructural and departmental records.

Departments under administrative audit for their performances offering both UG and PG courses are as follows:

- Music( vocal, Sitar, Tabla)
- Political science.
- History.
- Sociology.

Department under Administrative audit for its performance offering UG course only is the-

- Physical Education.

Since it was a time of pandemic COVID-19 due to lockdown throughout the country, only mode of teaching was online. It was a concept new to both the faculty and the students, yet they adjusted with the situation fairly well.

### General observations and recommendations

1. **Academic performance**- Students' academic performance was quite satisfactory. Keeping in view the new teaching learning method i.e. online classes. Regular discussions and assessments were done so as to make students prepared for offline exams. Faculty is focused to achieve the maximum learning outcome.

2. **Research and professional development** - Technology proved to be a boon during this time. Several webinars and workshops took place during this time and faculty members participated in them with enthusiasm thus keeping themselves update.

3. **Areas of improvement** - Training should be given to improve the IT skills of the faculty. Considering the changing teaching methods, faculty need to be more technology friendly.

It is suggested all department should accelerate their student-centric activities.

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## Administrative Audit of the Departments -Block B

Session 2020-21

28-10-2021

The report is prepared on the basis of data given by the Department of Zoology, Botany, Chemistry, English, Drawing and Painting, Library and also cafeteria of the college.

### Infrastructure:

The infrastructural developments are initiated at regular intervals by all departments of the college as per their requirements.

- Demand of software of antivirus in English department.
- Repairing of fridge in English department.
- Repairing of electric bulbs, tube light etc in all departments.
- Maintenance of window panel and water taps and sink in Zoology and Botany department.
- Change of switch boards in Botany and Zoology department
- Painting and repairing of the walls of Hindi Bhawan ,
- Initiatives such as composting organic waste and to encourage use of reusable plates, cups and to ban single used plastic in canteen.
- Maintain hygiene standards in canteen

### Library:

The college library maintains a diverse collection of books across various streams, purchasing them as required by students based on faculty recommendations. Throughout the academic year required books were also purchased by different departments.

### Laboratory:

Chemicals and glassware required for practical have been procured by various departments such as Botany, Chemistry, and Zoology on a regular basis, in accordance with the requirements of different courses' syllabi. Instruments are purchased and repaired by departments like Chemistry, to ensure proper functionality and effective teaching. Additionally, efforts are made to repair and maintain computers, furniture and replacement tubelight, fans, as and when required.

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## General Administrative Sections:

### a) Students' Records:

- Student result files are effectively organized.
- Internal assessment records submitted by departments for students were examined and found to be in order.
- Yearly consolidated data for student admissions is well-managed,

While records of the timetable were accessible, it is recommended that all relevant individuals be present during such times.

Suggestions include consolidating the duty chart with date sheet of internal assessment and implementing communication methods like Emails and SMS to applicants, highlighting college achievements, facilities, and best practices. Additionally, establishing a system for feedback to parents and students, and compiling a report on students failing in different subjects, are recommended.

### b) Teaching and Non-Teaching Staff:

**Records:** Leave records for both teaching and non-teaching staff are well-maintained.

Attendance registers for non-teaching staff are properly organized.

Staff attendance registers and leave records are well-maintained. Suggestions include updating incomplete records.

#### Maintenance work:


Repairing of lights and fans, maintaining chairs and other civil work

All files and data related to civil work were checked and found to be in order.

  
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# DAYANAND GIRLS P. G. COLLEGE

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## Administrative Audit of the Departments - Block C

Session 2020-21

28-10-2021

The administrative audit for session 2020-21 was conducted by the internal NAAC committee for compliance of UGC guidelines to ensure continuous monitoring and maintenance of infrastructural and departmental records.

Departments under administrative audit for their performances, offering both UG and PG courses are as follows:

1. Psychology
2. Geography
3. Economics
4. Hindi
5. Sanskrit
6. Urdu
7. Home Science
8. Education
9. Micro-Biology (Only for PG courses)

Departments under administrative audit for their performances, offering UG courses are as follows:

1. Philosophy
2. Information Technology
3. Bio-Technology
4. Physics
5. Mathematics
6. B.Ed.

The session began under a national lockdown due to pandemic 'COVID-19' and the faculty and students quickly adapted to the situation and actively participated in the online mode of education to ensure that the session completed timely.

### General Observations and Recommendations:

**Academic Performance:** The overall academic performance of students across departments was commendable, looking at the severity of circumstances as there were no direct class connect. Regular assessments through objective type tests were conducted to test the knowledge of the students and to prepare them for their exams, which were held offline.

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**Research and Publications:** While many faculty members are engaged in active research programs, due to national lock down a large number of webinars and guest lectures / performances were organized online.

**Professional Development:** Continuous professional development programs for faculty members were organized online to update their knowledge and teaching methodologies. Online workshops and webinars relevant to their respective fields were organized to enhance teaching effectiveness and pedagogical techniques.

**Community Engagement:** Students participating in NCC and NSS conducted outreach programs and community service activities to promote awareness about COVID – 19, social distancing and use of personal protection equipment effectively. Students collaborated with local organizations, NGOs, and community groups to promote awareness about air borne spread of virus and importance of isolation when infected.

## Areas of Improvement:

**Interdisciplinary Initiatives:** Encouraging interdisciplinary collaboration among departments can promote cross-disciplinary learning and social service. Departments need to explore opportunities for interdisciplinary projects to effectively prepare students and society to face Pandemic.

**ICT Integration:** Embracing Information and Communication Technology (ICT) tools and resources were very helpful in enhancing teaching effectiveness and student engagement during the lockdown. Departments should integrate ICT platforms for online learning, virtual labs, and interactive teaching methods to supplement traditional classroom instruction.

**Faculty Development Programs:** Departments should invest in faculty development programs focused on effective ICT and pedagogical training, curriculum design, and online assessment methods. Encouraging faculty members to pursue certifications and attend workshops on teaching excellence will enhance the quality of instruction and student learning outcomes.

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