



DAYANAND GIRLS P. G. COLLEGE

accredited 'B' by NAAC

Administrative Audit of the Departments Block A

Session 2018-19

25.02.2019

Internal administrative audit is done by the committee to monitor and ensure proper teaching and learning for the students. This practice of annual audit promotes the proper functioning of all the plans and strategies laid out for the session, thus realizing the optimal usage of the resources available.

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

- Political Science.
- Music (vocal, sitar, Tabla)
- History
- Sociology

Department under administrative audit for its performance offering UG course is:

- Physical Education.

Almost all the faculty members are well versed in their respective subjects. They have specialization in their subject with the degree of Ph.D., NET. Faculties in the departments offering PG courses are approved supervisors of the university and are engaged in quality research work.

General observations and recommendations:

- The students attendance register are properly maintained.
- Leave records of all the faculty members are well maintained.
- Stock registers of the departments are neatly and accurately maintained and updated.
- Students' performance in UG and PG Courses is satisfactory with almost 98% pass.
- Alumni records are well maintained.
- Publication and participation in FDP, seminars, conferences, and workshops by faculty members are good.

Academic performance:

- The overall academic performance of the students in all departments is remarkably good, which clearly indicates the quality education is being imparted by the teachers with their responsibility and dedication towards the students.
- The curricular and Co- curricular activities are well balanced in the teaching learning environment to provide the holistic education to the students.

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Areas of improvement:

- All departments should accelerate their student centric activities.
- Internal assessment should be done in such a way that students should know their weaknesses and the way to overcome them.
- Departmental libraries need to be updated.
- Suggestions have been given for improvement in infrastructure.

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Administrative Audit of the Departments - Block B

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

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

- Wooden cabinets were framed in zoology labs.
- Maintenance of a portion of Chemistry lab.
- Repairing work of botany and zoology lab.
- Maintenance of computers and tube lights in English department
- Maintains quality and fixed rate of eatables and other food items in canteen.

Library:

The Library is a responsive, learning and continuously evolving organization. It is open to all regular students of the colleges during office timings. There is proper documentation of the books purchased in academic year..

Laboratory:

For proper function and effective teaching in laboratories:

- Department of Botany, Chemistry, and Zoology purchased the required items as per requirement of different courses.
- Repair and maintenance of practical instruments.

1. General Administrative Sections-

- Students' Records

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- The file containing students' results is organized effectively.
- Department submitted internal assessment records for students were examined and found to be in order.
- Yearly consolidated data for student admissions is well-managed, and the admission summary report was also reviewed.
- Records of the time -table were accessible .
- Admission files are checked and are found in order.

2. Teaching and Non-Teaching Staff Records-

The leave records for both teaching and non-teaching staff are well-kept.

- Attendance register for non-teaching staff is properly organized.
- Records of both teaching and non-teaching staff are diligently kept in.
- Additionally, it is proposed to exhibit the Organizational Chart showcasing the roles and responsibilities of each office staff member.

3. Leave Record -

- The attendance register of staff is well-maintained.
- Leave records of staff are maintained.
- It is advised to update the incomplete records.

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Administrative Audit of the Departments - Block C

Session 2018-19

25.02.2019

An internal administrative audit's main objective is to put in place adequate and effective quality assurance mechanisms in terms of strategies, procedures and implementation by various departments. This ensures that there is continuous improvement in terms of quality and optimal utilization of resources for providing quality education.

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. Microbiology (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. (Regular and Self Finance)

Our strength is our well qualified teaching staff with specialization in their respective subjects with PhD and NET. Almost all departments offering PG courses have faculty that are approved supervisors of the University and are engaged in active research programs.

General Observations and Recommendations

- The students' attendance registers are properly maintained in the departments.
- Laboratories are well equipped and maintained except for few equipment requiring servicing.
- Leave records of the teachers are timely updated and complete in all respects.
- Stock registers of the departments are well maintained and up-to date.
- Students' performance in UG and PG courses is satisfactory with almost 90% pass percentage.
- Psychology department runs a counselling and a guidance cell for all students of the college.

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- **Academic Performance:** The overall academic performance of students across departments is commendable, reflecting the dedication and quality of teaching imparted by faculty members.

Areas of Improvement

- All departments should focus on student centric activities and internal assessments should be done timely. Career counselling sessions, support for competitive exams and personality development sessions are recommended.
- It is suggested that the departments should maintain their own subject specific libraries
- Laboratory equipment in the department of micro-biology and physics need servicing and maintenance
- Physics lecture room requires white-board.

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