



## Administrative Audit of the Departments - Block A

Session 2019-20

27.02.2020

The administrative audit for the session 2019- 20 was done by the committee as per the guidelines of UGC in order to ensure the efficacy of the departmental records.

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

- Music (sitar, tabla, vocal.)
- Political science.
- History.
- Sociology.

Department under Administrative audit for its performance offering UG course only is the Department of Physical Education.

We have a well-qualified teaching faculty, which keeps itself abreast of the new teaching techniques and methods by actively participating in quality improvement programs, such as orientation and refresher courses under UGC guidelines.

**Academic performance-** Students both at UG and PG level performed fairly well in the exams in this session. This reflects the well prepared and delivered lectures by the faculty and the better understanding of the students.

**Research publication -** Faculty members are actively involved in research work, which is evident through their various publications in different reputed journals.

**Student support service-** Besides guiding students academically, departments are actively involved in mentoring programs and remedial classes are also taken for students who are academically weak.

Almost all the departments offering PG courses have faculty that is approved supervisors of the university and are engaged in quality research work. Faculty members also attended several seminars and workshops during the session.

**Pre- Ph.D. course -** Department of Music had the privilege and honour of conducting Pre- PhD course during this session.

### General observation and recommendations

**Attendance management-** Almost in all departments, students' attendance registers are properly maintained.

**Faculty leave records -** Teachers leave records are impeccably maintained. This regular practice shows that teachers avail and get their entitled leaves without any inconsistency and disparity.

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**Inventory management**-The stock registers across departments have been meticulously maintained, which shows their efficiency in the proper usage of resources. This also indicates towards the timely supply of necessary materials to promote research and other activities.

## **Areas of improvement**

**Student centric activities and assessments** - Help ensure that the students are actively engaged in their learning trajectories by encouraging them to critique their own work and identify areas of progress and areas need improvement.

It is suggested that the student should be motivated for more quality presentations and discussions in the classroom.

**Departmental Libraries** -Suggestions given to update departmental libraries by keeping good subject related and specific journals and giving students an easy access to these journals thus enhancing the learning skills and opportunity.

Work environment of certain departments need to be augmented.

## **Provision of a smart boards and infrastructure upgradation -**

Need is felt for the upgradation of lecture rooms by installing smart boards thus enhancing the practical learning experience for the students.

**Interdisciplinary initiatives** - For the overall and holistic growth and development of the students, all the departments should encourage interdisciplinary project works, seminars and workshops.

**Students research opportunities**- To make the students more analytical and research oriented, students should be given small research projects and thus encouraging them and preparing them for more research activities in future.

Tutorial system has to be strengthened especially at the undergraduate level to enhance the learning process.

Physical education department is suggested organize more Workshops for students' holistic growth and development.

  
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## Administrative Audit of the Departments - Block B

Session 2019-20

27.02.2020

The Administrative Audit Report for this academic year consolidates data from Botany, Zoology, English, Chemistry, and Drawing and Painting department, Library and Cafeteria of the College, facilitating improvements across various aspects of the college.

- Repairing of glass panels of windows in the Department of English.
- Sink tap change in English Department
- Replacing the fan regulators and door knobs in the Drawing and Painting department.
- Maintain the electrical wiring and tube lights in the Zoology department.
- Maintains food quality and hygiene in College canteen.

### Library Component:

The college has a well-established, automated, air-conditioned library with a vast collection of books and journals. The library, located near the administrative office, is under CCTV surveillance. Books were purchased by different departments in this academic year also.

### Laboratory:

Chemicals and glassware were procured by various departments such as Botany, Chemistry, and Zoology on a regular basis as per the requirements of different practicals.

### General Administrative Sections:

#### a) Students' Records:

- The register for the items issued in respect of students' activities was reviewed and found to be well-maintained.
- Student result files are effectively organized.
- Department submitted internal assessment records for students, were found to be in order.
- Yearly consolidated data for student admissions is well-managed, and the admission summary report was reviewed.

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

## Admission File:

- Admission files were checked and found to be in order.
- A performance evaluation system is under process.

## Leave record:

- Staff attendance registers and leave records are well-maintained, with recommendations to update incomplete records, if any.
- While records of both teaching and non-teaching personnel are diligently kept in their individual service records, it is recommended that the administration compiles a unified register for easy access. Suggestions also include establishing a distinct Leave record file.

## Infrastructure Component:

- Infrastructural developments are undertaken at regular intervals by departments of the college as per their requirements.
- Security cameras have been installed.
- Replacement of regulator of fans and door knobs in Drawing and painting.
- Maintenance of electric wires and tube lights in Zoology Department was undertaken.

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# DAYANAND GIRLS P. G. COLLEGE

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## Administrative Audit of the Departments- Block C

Session 2019-20

27-02-2020

The administrative audit for session 2019-20 was conducted by committee in compliance of UGC guidelines to ensure 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. 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.

To maintain the best standards the teaching staff actively participated in quality improvement programs such as refresher and orientation courses under UGC guidelines. Almost all departments offering PG courses have faculty that are approved supervisors of the University and are engaged in active research programs. Additionally regular seminars and workshops were organized department wise during the session.

The college was privileged to host the Pre-Ph.D. course work of the CSJM University, Kanpur during this session for subjects:

- Music,
- Drawing and Painting,
- Home Science and
- Psychology.

### General Observations and Recommendations:

**Attendance Management:** The meticulous maintenance of students' attendance registers within each department underscores our commitment to academic accountability and ensures that students are actively and consistently engaged in their studies.

**Laboratory Maintenance:** Our laboratories are equipped with required facilities and are diligently maintained to provide students with optimal learning environments. Although occasional servicing of certain equipment may be required, overall upkeep is prioritized to support practical learning experiences.

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**Faculty Leave Records:** Timely updating and comprehensive maintenance of faculty leave records exemplify our dedication to administrative efficiency and transparency. This practice ensures that staff needs are appropriately managed and that faculty members receive their entitled leaves without discrepancies.

**Academic Performance:** The satisfactory performance of students in both undergraduate and postgraduate courses, with a remarkable 89% pass percentage, underscores the effectiveness of our academic programs and the dedication of both students and faculty to achieving educational excellence.

**Student Support Services:** Apart from academic guidance, departments offer comprehensive support services such as mentoring programs, peer tutoring, and remedial classes for students facing academic challenges. Establishing a dedicated student support centre can centralize resources and facilitate holistic development among students.

**Community Engagement:** Departments initiate outreach programs and community service activities to promote social responsibility among students through participation in NSS and NCC. This provides opportunities for students to apply their knowledge and skills to address real-world challenges and contribute to social welfare.

## Areas of Improvement:

**Student-Centric Activities and Assessments:** Emphasizing student-centric activities is crucial for fostering holistic development. Departments should prioritize conducting internal assessments promptly to provide timely feedback to students. Additionally, organizing career counselling sessions, extending support for competitive exams, and facilitating personality development workshops are highly recommended to enhance students' overall growth and prepare them for future endeavours.

**Infrastructure Upgradation:** There is a need to prioritize infrastructure upgradation, particularly in laboratories and lecture rooms, to create a conducive learning environment. Investing in modern equipment and facilities will enhance the practical learning experience for students and facilitate innovative teaching methodologies.

**ICT Integration:** Embracing Information and Communication Technology (ICT) tools and resources can enhance teaching effectiveness and student engagement. Departments need to integrate ICT platforms for online learning, virtual labs, and interactive teaching methods to supplement traditional classroom instruction.

**Industry-Academia Collaboration:** Strengthening ties with industry stakeholders through collaborative research projects, consultancy services, and industry-sponsored projects will enhance the practical relevance of academic programs. Establishing industry advisory boards can provide guidance on curriculum design and industry-academic partnerships.

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