

### Meetings of Teachers-in-Charge with the IQAC: A Report

In December 2017, Dr. Veena Kapur and Ms. Renu Mehta of the IQAC, along with the officiating Principal, Dr. Nita. N. Kumar, conducted a series of meetings with the Teachers-in-Charge, to review the work done by each department in the period July 2016 - November 2017. Each department was asked to bring the following documents to the meetings:

1. Records of Faculty, Students and Departmental Achievements
2. Teaching Plans
3. Assessment Schedule
4. Co-curricular activities' records
5. Minutes of Departmental Meetings
6. Result analysis data
7. Records of Course Completion
8. Mentorship Records
9. Internal Assessment moderation meeting records

Each of the meetings was attended by the Teacher-in-Charge of the department being reviewed, and a few other department members. Departmental records were thoroughly examined, and detailed observations with respect to the same were shared by the IQAC committee. Some of the key suggestions that emerged were:

1. Departments were encouraged to maintain soft copies of all documents
2. It was recommended that Lesson Plans should be shared with students at the beginning of the semester. Departments were also advised to collate lesson plans paper-wise rather than teacher-wise. Lesson Plans should reflect primary and secondary readings as well as other resources used for teaching.
3. It was suggested that regular alumni interactions and meet ups should be organized at the departmental level. Facebook alumni pages could be created to keep everyone connected, and also to keep them updated about relevant events.
4. Details of Departmental Activities must be duly uploaded on the college website
5. Both co-curricular as well as academic activities must be carefully marked in the departmental calendar
6. It was advised that students' problems that emerged in the course of mentorship interactions, should be shared by the teacher mentors with the concerned authorities as well as the principal.
7. Some of the departments were asked to be more proactive in their placement efforts.
8. The importance of duly documenting assessment schedule and criteria was highlighted.
9. The importance of greater collaboration between departments in organizing co-curricular activities was emphasized. Departments were encouraged to invite students of other departments to participate in their activities.

Some of the departments shared their feedback with respect to some IQAC measures:

1. Some of the departments suggested that mentorship for BA (Prog) students should be reviewed and remodelled to include the students who are taught discipline-centric papers by them.
2. Infrastructural requirements of the departments were also duly made note of.

Detailed department wise Inter-Departmental Audit reports are given below.

## **1. Done by- Department of Mathematics**

### **For - Department of Applied Psychology**

Date- 28-11-2017

#### **1 A. Teaching and Learning Processes**

- (i) The TIC has ensured that all members of the department were made aware of the academic workload.
- (ii) Course and timetable was assigned and communicated to departmental colleagues.
- (iii) Proforma of course completion was filled as required.
- (iv) Academic calendar was prepared.
- (v) Considering the size of the department most of the responsibilities are carried out jointly. Required committees within the department were formed and various academic responsibilities were allocated

B. There is a mixed approach followed in teaching and learning of the course through seminars, video presentations, interactive session/class project activity and the course was covered according to the initial plan submitted to the Teacher in Charge.

C. The department is satisfied with assignment and in-house examination conducted by the faculty members.

D. Minutes of the moderation committee have been maintained along with result analysis.

E. The Internal Assessment marks were uploaded as per the college schedule.

F. The department's academic calendar was followed and departmental activities have been recorded.

G. Result analysis of previous examinations was presented.

H. Mentoring reports as well as evaluation of student performance were shown as evidence of the department's commitment to making continuous quality improvement.

I. The department is involved in research.

## **2. Laboratory Management**

### **Organization and Management**

- 1) The department specifies and documents the responsibilities of the laboratory staff
- 2) Not applicable

- 3) Not applicable

Equipment for which AMC are done:

- 1) Not applicable
- 2) Not applicable
- 3) Not applicable

Records

- 1) The laboratory has work instructions.
- 2) The department maintains a record of purchases, reception and storage of consumable materials used for technical operations of the laboratory
- 3) The department maintains a stock register
- 4) Not applicable
- 5) Not applicable
- 6) All documentation entries are signed by responsible staff
- 7) Not applicable

## SUMMARY

The auditors found that all records have been properly maintained and that the department requires a dedicated laboratory.

## 2. Done by- Department of English

### For- Department of Commerce

Date- 24-11-2017

#### 1 A. Teaching and Learning Processes

- (i) The TIC has ensured that all members of the department were made aware of the academic workload by providing evidence in the form of signatures of the teachers concerned.
- (ii) The minutes of the meetings held confirmed that course and timetable was assigned and communicated to departmental colleagues.
- (iii) Acknowledgement given on respective lesson plans was provided as proof of proforma of course completion was filled as required.
- (iv) Academic calendar was prepared with a week-wise projection of events
- (v) Allocation sheets signed by respective teachers confirmed the formation of required committees within the department to distribute various academic responsibilities.

B. Depending upon the requirement of the course, A/V resources were used. A record of the A/V activities was shown to display that there is a mixed approach followed in teaching and learning of the course and that the course was covered according to initial plans submitted to the Teacher in Charge.

C. Internal Assessment time-line and Internal Assessment sheets were shown to prove that the department is satisfied with assignment and in-house examination conducted by the faculty members.

D. Minutes of the moderation committee were shown in diary along with a record of the result analysis file.

E. The Internal Assessment marks were uploaded as per the college schedule.

F. The department's academic calendar was followed and departmental activities recorded with pictures as well as minutes of meetings were shown.

G. Soft copies of result analysis of previous examinations were shown.

H. Mentoring reports were exhibited and achievers were identified through result analysis as evidence of commitment in making continuous quality improvement in the program.

2. Laboratory Management – Not Applicable

## SUMMARY

The auditors were satisfied with the compliance and documentation shown by the Department of Commerce

### **3. Done by- Department of Economics**

#### **For- Department of Computer Science**

Date- 28-11-2017

#### 1 A. Teaching and Learning Processes

(i) The TIC has ensured that all members of the department were made aware of the academic workload.

(ii) Course and timetable was assigned and communicated to departmental colleagues.

(iii) Proforma of course completion was filled as required.

(iv) Academic calendar was prepared.

(v) Required committees within the department were formed and various academic responsibilities were allocated.

B. There is a mixed approach followed in teaching and learning of the course through seminars, video presentations, interactive session/class project activity and the course was covered according to the initial plan submitted to the Teacher in Charge.

C. The department is satisfied with assignment and in-house examination conducted by the faculty members.

D. Minutes of the moderation committee have been maintained along with result analysis.

E. The Internal Assessment marks were uploaded as per the college schedule.

F. The department's academic calendar was followed and departmental activities have been recorded.

G. Result analysis of previous examinations was presented.

H. Mentoring reports as well as evaluation of student performance were shown as evidence of the department's commitment to making continuous quality improvement.

I. The department completed the University Innovation Project. 3 books were published by Reema. International and journal publications were presented as evidence to the outstanding achievements of the department.

## 2. Laboratory Management

### Organization and Management

- 1) The department specifies and documents the responsibilities of the laboratory staff
- 2) The department delegates duties to an alternate staff specifically Shri Joginder in the absence of the technical staff
- 3) Shri Sarabjeet and Shri Johnny have attended technical training

Equipment for which AMC are done: All Computer Systems

- 1) Cash memos have been documented for maintenance purposes
- 2) Maintenance of equipment is carried out every 3-4 months
- 3) Not applicable

### Records

- 1) The laboratory has work instructions on the notice board
- 2) The department maintains a stock register to document purchases, reception and storage of consumable materials used for technical operations of the laboratory
- 3) The department maintains a stock register
- 4) Not applicable
- 5) Not applicable
- 6) All documentation entries are signed by responsible staff
- 7) Not applicable

## SUMMARY

The auditors were satisfied with the compliance and documentation shown by the Department of Computer Science.

### 4. Done by- Department of Computer Science

#### **For- Department of Economics**

Date- 28-11-2017

#### 1 A. Teaching and Learning Processes

- (i) The TIC has ensured that all members of the department were made aware of the academic workload.
- (ii) Course and timetable was assigned and communicated to departmental colleagues.
- (iii) Proforma of course completion was filled as required.
- (iv) Academic calendar was prepared.
- (v) Required committees within the department were formed and various academic responsibilities were allocated.

B. There is a mixed approach followed in teaching and learning of the course through seminars, video presentations, interactive session/class project activity and the course was covered according to the initial plan submitted to the Teacher in Charge.

C. The department is satisfied with assignment and in-house examination conducted by the faculty members.

D. Minutes of the moderation committee have been maintained along with result analysis.

E. The Internal Assessment marks were uploaded as per the college schedule.

F. The department's academic calendar was followed and departmental activities have been recorded.

G. Result analysis of previous examinations was presented.

H. Mentoring reports as well as evaluation of student performance were shown as evidence of the department's commitment to making continuous quality improvement.

I. Vishakha has published two papers in journals.

#### 2. Laboratory Management – Not Applicable

## SUMMARY

The auditors were satisfied with the compliance and documentation shown by the Department of Economics.

## **5. Done by- Department of Physical Education**

### **For- Department of Education**

Date- 29-11-2017

#### 1 A. Teaching and Learning Processes

- (i) The TIC has ensured that all members of the department were made aware of the academic workload.
- (ii) Course and timetable was assigned and communicated to departmental colleagues.
- (iii) Proforma of course completion was filled as required.
- (iv) Academic calendar was prepared.
- (v) Considering the size of the department most of the responsibilities are carried out jointly. Required committees within the department were formed and various academic responsibilities were allocated

B. There is a mixed approach followed in teaching and learning of the course through seminars, video presentations, interactive session/class project activity and the course was covered according to the initial plan submitted to the Teacher in Charge.

C. The department is satisfied with the structure of the internal assessment programme.

D. Minutes of the moderation committee have been maintained along with result analysis.

E. The Internal Assessment marks were uploaded as per the college schedule.

F. The department's academic calendar was followed and departmental activities have been recorded in the file.

G. Result analysis of previous examinations was presented in the form of PPT's.

H. Mentoring reports as well as evaluation of student performance were shown as evidence of the department's commitment to making continuous quality improvement.

I. The department faculty achievements were provided in the file.

#### 2. Laboratory Management – Not Applicable

### **SUMMARY**

The auditors observed that all documents were maintained in a systematic manner and commend the department for its excellent work.

## **6. Done by- Department of Commerce**

### **For- Department of English**

Date- 27-11-2017

#### 1 A. Teaching and Learning Processes

- (i) The TIC shared the academic workload with all members of the department – verified by the register of minutes of departmental meetings.
  - (ii) The register of minutes of departmental meetings confirmed that courses and timetables were assigned and communicated to all the members of the department.
  - (iii) I.A. sheets summary shown to show course completion.
  - (iv) Semester-wise academic calendar was prepared.
  - (v) Required committees were formed within the department to tackle various academic responsibilities.
- B. Movies were screened, as were theatre performances. Depending upon the requirement of the course, A/V resources were used.
- C. Internal Assessment details (Test questions and question papers, arranged date-wise) were provided by the department.
- D. Minutes of the moderation committee were shown.
- E. The Internal Assessment marks were uploaded as per the college schedule.
- F. Reports of departmental activities, along with pictures, were shown.
- G. Semester-wise and batch-wise result analysis was done, and the same was presented during the audit.
- H. Soft copies of Mentorship proformas were presented. On the basis of evaluation of students' performances in academics and extracurricular activities, outstanding students were suitably awarded.
- I. Yes, the record was maintained and shown.

## SUMMARY

The auditors were satisfied with the compliance and documentation shown by the Department of English.

## **7. Done by- Department of Philosophy**

### **For- Department of Food Technology**

Date- 28-11-2017

#### 1 A. Teaching and Learning Processes

- (i) The TIC has ensured that all members of the department were made aware of the academic workload.
- (ii) Course and timetable was assigned and communicated to departmental colleagues.
- (iii) Proforma of course completion was filled as required.
- (iv) Academic calendar was prepared.



(v) Considering the size of the department most of the responsibilities are carried out jointly. Required committees within the department were formed and various academic responsibilities were allocated

B. There is a mixed approach followed in teaching and learning of the course through seminars, video presentations, interactive session/class project activity and the course was covered according to the initial plan submitted to the Teacher in Charge.

C. The department is satisfied with assignment and in-house examination conducted by the faculty members.

D. Minutes of the moderation committee have been maintained along with result analysis.

E. The Internal Assessment marks were uploaded as per the college schedule.

F. The department's academic calendar was followed and departmental activities have been recorded.

G. Result analysis of previous examinations was presented.

H. Mentoring reports as well as evaluation of student performance were shown as evidence of the department's commitment to making continuous quality improvement.

I. The department is involved in research.

## 2. Laboratory Management

### Organization and Management

- 1) The department specifies and documents the responsibilities of the laboratory staff
- 2) The department delegates duties to an alternate staff.
- 3) The department provides on the job technical training.

Equipment for which AMC are done:

- 1) Cash memos have been documented for maintenance purposes
- 2) Maintenance of equipment is need-based.
- 3) Not applicable

### Records

- 1) The laboratory has work instructions.
- 2) The department maintains a record of purchases, reception and storage of consumable materials used for technical operations of the laboratory
- 3) The department maintains a stock register
- 4) Not applicable
- 5) Not applicable
- 6) All documentation entries are signed by responsible staff

7) Not applicable

## SUMMARY

The auditors found all documents well placed and state that the department has done excellent work so far.

### **8. Done by- Department of History**

#### **For- Department of Geography**

Date- 29-11-2017

#### 1 A. Teaching and Learning Processes

(i) The TIC has ensured that all members of the department were made aware of the academic workload by providing evidence of hard copies with signatures

(ii) The minutes of the meetings held confirmed that course and timetable was assigned and communicated to departmental colleagues. This was verified through hard copies and records maintained in department register.

(iii) Proforma of course completion was filled as required. This was mentioned in the Internal Assessment sheets.

(iv) Academic calendar was prepared and verified by studying hard copies as well as mails sent to the college.

(v) The formation of required committees within the department and distribute various academic responsibilities has been mentioned in the department register.

B. The department has records of project reports, lesson plans, field visits that was show that there is a mixed approach followed in teaching and learning of the course and that the course was covered according to initial plans submitted to the Teacher in Charge.

C. Hard copies and mails sent to the college were shown to prove that the department is satisfied with assignment and in-house examination conducted by the faculty members.

D. Minutes of the moderation committee have been maintained in the department register along with a record of the result analysis file.

E. The Internal Assessment marks were uploaded as per the college schedule.

F. The department's academic calendar was followed and departmental activities recorded were exhibited along with hard copies and mails sent to the college.

G. A sample of the result analysis was shown and we were informed of the rest being in the process of completion.

H. Mentoring reports as well as evaluation of student performance were shown in hard copies as evidence of the department's commitment to making continuous quality improvement.

I. Outstanding faculty achievements have also been verified through the department's register.

## 2. Laboratory Management

Organization and Management – This section does not apply to the department concerned.

### Records

- 1) The laboratory has work instructions in the form of guidelines prepared by the department for the students
- 2) Verification of receipts maintained by the department confirms that documented procedures exist for the purchase, reception and storage of consumable materials used for technical operations of the laboratory.
- 3) The department maintains a stock register.
- 4) Not applicable
- 5) Not applicable
- 6) All documentation entries are signed by the Teacher in Charge
- 7) Not applicable

### SUMMARY

The auditors were satisfied with the compliance and documentation shown by the Department of Geography and state that all records have been maintained in an excellent manner.

## 9. Done by- Department of Sanskrit

### For- Department of HDFE

Date- November 2017

#### 1 A. Teaching and Learning Processes

- (i) The TIC shared the academic workload with all members of the department.
- (ii) Courses and Time Tables shared with all the faculty members.
- (iii) Course completion proforma was filled.
- (iv) Academic calendar was prepared.
- (v) Required committees were formed within the department to tackle various academic responsibilities.

B. Depending upon the requirement of the course, A/V resources were used.

C. Internal Assessment details were provided by the department.

D. Minutes of the moderation committee were shown.

- E. The Internal Assessment marks were uploaded as per the college schedule.
- F. Reports of departmental activities were shown along with the relevant documentation.
- G. Result analysis duly completed.
- H. Mentorship details and students' performance evaluation details shared.
- I. No research related activities were conducted – a Faculty Development Program took place

## 2. Laboratory Management

### Organization and Management

- 1) The department specifies and documents the responsibilities of the laboratory staff
- 2) Not applicable
- 3) Not applicable

### Equipment for which AMC are done:

- 1) Not applicable
- 2) Not applicable
- 3) Not applicable

### Records

- 1. The Laboratory has work instructions
- 2. Documented procedures exist for the purchase, reception and storage of consumable materials used for technical operations of the laboratory.
- 3. Departmental stock register is maintained.
- 4. Not Applicable
- 5. Not Applicable
- 6. All documentation entries are signed by responsible staff.
- 7. Not Applicable

## SUMMARY

The auditors were satisfied with the compliance and documentation shown by the Department of HDFE

**10. Done by- Department of Political Science**

**For- Department of Hindi**

Date- 12-12-2017

1 A. Teaching and Learning Processes

- (i) The TIC shared the academic workload with all members of the department, and provided evidence for the same in the form of signatures of the teachers concerned.
- (ii) The minutes of the meetings held confirmed that courses and timetables were assigned and communicated to all the members of the department.
- (iii) Pro-forma of course completion was duly filled, and the relevant dates for the same were confirmed by the minutes of departmental meetings.
- (iv) Academic calendar was prepared with a week-wise projection of events, and the relevant dates for the same were confirmed by the minutes of departmental meetings.
- (v) Required committees were formed within the department to tackle various academic responsibilities – this was supported by the records of minutes of departmental meetings.

B. Depending upon the requirement of the course, A/V resources were used. For the I (hons) G.E. course, films were screened. As part of the theatre paper for the III (Hons) Hindi course, students were divided into two groups and asked to perform plays. These performances were a part of their internal assessment. Detailed descriptions of these performances are available.

C. Internal Assessment time-line and Internal Assessment sheets were shown to prove that the department is satisfied with assignment and in-house examination conducted by the faculty members.

D. Minutes of the moderation committee were shown.

E. The Internal Assessment marks were uploaded as per the college schedule.

F. Reports of departmental activities were shown, along with pictures.

G. Result analyses of previous examinations were shown.

H. Lists of student mentees, and records of students performance evaluation were shared.

2. Laboratory Management – Not Applicable

**SUMMARY**

The auditors were satisfied with the compliance and documentation shown by the Department of Hindi

**11. Done by- Department of Geography**

**For- Department of History**

Date- 29-11-2017

1 A. Teaching and Learning Processes

- (i) The TIC shared the academic workload with all members of the department – verified by the register maintained by the department.

- (ii) Yes, and the timetables were uploaded on the college website.
- (iii) Course completion was conveyed in departmental meetings.
- (iv) Semester-wise academic calendar was prepared, confirmed by mail.
- (v) Required committees were formed within the department to tackle various academic responsibilities.

B. Depending upon the requirement of the course, A/V resources were used – as mentioned in the activity report which was mailed earlier with all the details.

C. Internal Assessment details were provided by the department. Report for the same maintained in departmental register.

D. Minutes of the moderation committee were shown.

E. The Internal Assessment marks were uploaded as per the college schedule.

F. Reports of departmental activities were shown.

G. Result analysis is underway – first semester result is still pending.

H. Mentorship reports were presented. Student performance evaluated – verified through internal assessment sheets.

I. Yes, many. The record was maintained in the register, and shared with the college through email.

#### SUMMARY

The auditors were satisfied with the compliance and documentation shown by the Department of History.

### **12. Done by- Department of Applied Psychology**

#### **For- Department of Mathematics**

Date- 28/11/2017

#### 1 A. Teaching and Learning Processes

- (i) The TIC shared the academic workload with all members of the department.
- (ii) Courses and Time Tables shared with all the faculty members.
- (iii) Course completion proforma was filled.
- (iv) Academic calendar was prepared.
- (v) Required committees were formed within the department to tackle various academic responsibilities.

B. Depending upon the requirement of the course, A/V resources were used.

- C. Internal Assessment details were provided by the department.
- D. Minutes of the moderation committee were shown.
- E. The Internal Assessment marks were uploaded as per the college schedule.
- F. Reports of departmental activities were shown along with the relevant documentation.
- G. Result analysis duly completed.
- H. Mentorship details and students' performance evaluation details shared.
- I. Faculty Achievements' records shared.

Laboratory Management – Not Applicable.

## SUMMARY

The auditors were satisfied with the compliance and documentation shown by the Department of Mathematics. *It must be noted, however, that the Mathematics department is using the computer lab for practicals (4 papers) in each semester. Since there are so many practical papers, and class sizes are fairly large, it is recommended that an independent lab may be allocated to the department for exclusive use in the interest of the students.*

## 13. Done by- Department of Sociology

### For- Department of Music

Date- 28-11-2017

#### 1 A. Teaching and Learning Processes

- (i) The TIC shared the academic workload with all members of the department.
- (ii) The departmental register, used to duly record all activities and departmental work, confirmed that courses and timetables were assigned and communicated to all the members of the department.
- (iii) Pro-forma of course completion was duly filled, and the relevant dates for the same were confirmed by the departmental register.
- (iv) Academic calendar was prepared with a week-wise projection of events, and the relevant dates for the same were confirmed by the records for the same in the departmental register, and by the pictures.
- (v) Required committees were formed within the department to tackle various academic responsibilities – this was supported by the records in the departmental register.

B. Depending upon the requirement of the course, A/V resources were used. Field trips were also conducted by the department.

C. Internal Assessment details were provided by the department.

- D. Minutes of the moderation committee were shown.
- E. The Internal Assessment marks were uploaded as per the college schedule.
- F. Details of departmental activities in the departmental register were shown, along with pictures.
- G. Result analyses of previous examinations were shown.
- H. Lists of student mentees, and records of students' performance evaluation (in the form of tutorial, practical, viva and project records) were shared.
- I. Mr Avinash was awarded a Ph.D. degree. Dr. Anuja Jha published a book on music. Ms. Ragini submitted her Ph.D. dissertation.

Laboratory Management – While the music department has no laboratory or technical staff member, they do have an accompanist (Mr. Sukhmoy Banerjee.)

Equipment for which AMC are done:

- 1. Maintenance procedures are documented in a register.
- 2. Maintenance is done yearly.
- 3. Not Applicable

Records

- 1) Not Applicable
- 2) Not Applicable
- 3) The department maintains a stock register
- 4) Not applicable
- 5) Not applicable
- 6) Not Applicable
- 7) Not applicable

## SUMMARY

The auditors were satisfied with the compliance and documentation shown by the Department of Music

## 14. Done by- Department of Food Technology

For- Department of Philosophy

Date- 28-11-2017

- 1 A. Teaching and Learning Processes



- (i) The TIC has ensured that all members of the department were made aware of the academic workload.
- (ii) Course and timetable was assigned and communicated to departmental colleagues.
- (iii) Proforma of course completion was filled as required.
- (iv) Academic calendar was prepared.
- (v) Considering the size of the department most of the responsibilities are carried out jointly. Required committees within the department were formed and various academic responsibilities were allocated

B. There is a mixed approach followed in teaching and learning of the course through seminars, video presentations, interactive session/class project activity and the course was covered according to the initial plan submitted to the Teacher in Charge.

C. The department is satisfied with assignment and in-house examination conducted by the faculty members.

D. Minutes of the moderation committee have been maintained along with result analysis.

E. The Internal Assessment marks were uploaded as per the college schedule.

F. The department's academic calendar was followed and departmental activities have been recorded.

G. Result analysis of previous examinations was presented.

H. Mentoring reports as well as evaluation of student performance were shown as evidence of the department's commitment to making continuous quality improvement.

I. The department is involved in research.

2. Laboratory Management- Not Applicable

## SUMMARY

The auditors found all documents appropriately placed, well maintained and state that the department has done excellent work so far.

## 15. Done by- Department of Music

### For- Department of Sociology

Date- 24-11-2017

1 A. Teaching and Learning Processes

- (i) The TIC has ensured that all members of the department were made aware of the academic workload by providing evidence in the form of workload summary.
- (ii) The minutes of the meetings held confirmed that course and timetable was assigned and communicated to departmental colleagues. This data was provided in the time table.
- (iii) Proforma of course completion was filled as required and presented as evidence.
- (iv) Academic calendar was prepared and a register maintained by the department.
- (v) Formation of required committees within the department and distribution of various academic responsibilities has been mentioned in the register.

B. A record of the A/V activities and field trips in the form of pictures was shown to display that there is a mixed approach followed in teaching and learning of the course and that the course was covered according to initial plans submitted to the Teacher in Charge.

C. Tests and presentations are regularly held and the department is satisfied with assignment and in-house examination conducted by the faculty members.

D. The department register Minutes of the moderation committee were shown in diary along with a record of the result analysis file.

E. The Internal Assessment marks were uploaded as per the college schedule.

F. The department's academic calendar was followed and departmental activities recorded in the register.

G. Result analysis of previous examinations was shown.

H. Mentoring reports were exhibited and house evaluation, presentations, projects have been conducted and is evidence of the department's commitment in making continuous quality improvement in the program.

I. Minor innovation projects were completed in collaboration with the Department of Psychology

2. Laboratory Management – Not Applicable

## SUMMARY

The auditors were satisfied with the compliance and documentation shown by the Department of Sociology.

Detailed Inter-Departmental Audit reports are given below.

## **1. Done by- Department of Computer Science**

### **For - Department of Applied Psychology**

Date- 08/05/2018

#### **1 A. Teaching and Learning Processes**

- (i) The TIC has ensured that all members of the department were made aware of the academic workload.
- (ii) Course and timetable was assigned and communicated to departmental colleagues.
- (iii) Proforma of course completion was filled as required.
- (iv) Academic calendar was prepared.
- (v) Required committees within the department were formed and various academic responsibilities were allocated, as per minutes duly recorded in the register.

B. There is a mixed approach followed in teaching and learning of the course through seminars, video presentations, interactive session/class project activity. Individual teachers maintain soft copies of the material that is shared in class.

The course was covered according to the initial plan submitted to the Teacher in Charge – an undertaking to that effect was given by each individual teacher.

C. The department is satisfied with assignment and in-house examination conducted by the faculty members.

D. Minutes of the moderation committee have been maintained along with result analysis. The moderation committee meetings took place on 17<sup>th</sup> April 2018 and 26<sup>th</sup> April 2018.

E. The Internal Assessment marks were uploaded as per the college schedule.

F. The department's academic calendar was followed and departmental activities have been recorded, as per a document containing brief summaries of all activities conducted.

G. Result analysis of previous examinations was presented.

H. Mentoring reports as well as evaluation of student performance were shown as evidence of the department's commitment to making continuous quality improvement.

I. The department is involved in research.

## **2. Laboratory Management**

### **Organization and Management**

- 1) Not Applicable
- 2) Not applicable
- 3) Not applicable

Equipment for which AMC are done:

- 1) Not applicable
- 2) Not applicable
- 3) Not applicable

Records

- 1) The laboratory has work instructions.
- 2) The department maintains a record of purchases, reception and storage of consumable materials used for technical operations of the laboratory
- 3) The department maintains a stock register
- 4) Not applicable
- 5) Not applicable
- 6) All documentation entries are signed by responsible staff
- 7) Not applicable

## SUMMARY

The auditors found that all records have been properly maintained.

## **2. Done by- Department of Education**

### **For- Department of Commerce**

Date- 18/05/2018

#### 1 A. Teaching and Learning Processes

- (i) The TIC has ensured that all members of the department were made aware of the academic workload by providing evidence in the form of signatures of the teachers concerned.
- (ii) Course and timetable was assigned and communicated to departmental colleagues.
- (iii) Acknowledgement given on respective lesson plans was provided as proof of proforma of course completion was filled as required.
- (iv) Academic calendar was prepared with a week-wise projection of events
- (v) Internal Assessment and Feat committees were formed.

B. There is a mixed approach followed in teaching and learning of the course and that the course was covered according to initial plans submitted to the Teacher in Charge.

- C. The department is satisfied with assignment and in-house examination conducted by the faculty members.
- D. Minutes of the moderation committee were shown along with a record of the result analysis file.
- E. The Internal Assessment marks were uploaded as per the college schedule.
- F. The department's academic calendar was followed and departmental activities recorded with pictures.
- G. Result analysis of previous examinations were shown; only subject toppers identified for December exam.
- H. Mentoring proformas were exhibited as evidence of commitment in making continuous quality improvement in the program.
- I. Record of faculty achievements was shared.

## 2. Laboratory Management – Not Applicable

### SUMMARY

The auditors were satisfied with the compliance and documentation shown by the Department of Commerce

## 3. Done by- Department of Applied Psychology

### For- Department of Computer Science

Date- 08/05/2018

#### 1 A. Teaching and Learning Processes

- (i) The TIC ensured that all members of the department were made aware of the academic workload in a meeting held on 29 November 2017.
- (ii) Course and timetable was assigned and communicated to departmental colleagues in a meeting held on 1 January 2018; this was duly minuted.
- (iii) An undertaking was given by each teacher to signify course completion , along with Teaching Plans.
- (iv) Academic calendar was prepared.
- (v) Required committees within the department were formed and various academic responsibilities were allocated, as per minutes.

B. There is a mixed approach followed in teaching and learning of the course through seminars, video presentations, interactive session/class project activity and the course was covered according to the initial plan submitted to the Teacher in Charge. Soft copies of PPTs and videos are available in CD form.

C. The department is satisfied with assignment and in-house examination conducted by the faculty members.

D. Minutes of the moderation committee have been maintained along with result analysis.

E. The Internal Assessment marks were uploaded as per the college schedule – according to minutes.

F. The department's academic calendar was followed and departmental activities have been recorded.

G. Result analysis of previous examinations (July - December 2017) was presented.

H. Mentoring proformas with evaluation of student performance were shown as evidence of the department's commitment to making continuous quality improvement.

I. Yes, the department had significant faculty achievements.

## 2. Laboratory Management

### Organization and Management

- 1) The department specifies and documents the responsibilities of the laboratory staff
- 2) The department delegates duties to an alternate staff specifically Shri Joginder in the absence of the technical staff
- 3) Staff have attended technical training sessions

### Equipment for which AMC are done

- 1) Not Applicable
- 2) Not Applicable
- 3) Not applicable

### Records

- 1) The laboratory has work instructions – a printed copy was shared.
- 2) The department maintains a stock register to document purchases, reception and storage of consumable materials used for technical operations of the laboratory
- 3) The department maintains a stock register
- 4) Not applicable
- 5) Not applicable
- 6) All documentation entries are signed by responsible staff
- 7) All initial calibrations have been verified.

## SUMMARY

The auditors were satisfied with the compliance and documentation shown by the Department of Computer Science.

### 4. Done by- Department of English

#### **For- Department of Economics**

Date- 18/05/18

#### 1 A. Teaching and Learning Processes

- (i) The TIC has ensured that all members of the department were made aware of the academic workload. Copy of workload signed by each member was shown.
- (ii) Course and timetable was assigned and communicated to departmental colleagues – Time Tables were shown.
- (iii) Proforma of course completion was filled as required. Copies of Teaching Plans were shown.
- (iv) Academic calendar was prepared. The Teaching Plans mentioned the evaluation schedule.
- (v) Required committees within the department were formed and various academic responsibilities were allocated. List of committee allocation was shown.

B. The department needs to strengthen the use of interactive methods of teaching.

The course was covered according to the initial plan submitted to the Teacher in Charge.

C. The department is satisfied with assignment and in-house examination conducted by the faculty members.

D. Minutes of the moderation committee have been maintained along with result analysis.

E. The Internal Assessment marks were uploaded as per the college schedule.

F. The department's academic calendar was followed and departmental activities have been recorded.

G. Result analysis of previous examinations was presented in the form of a pie chart.

H. Mentoring reports as well as evaluation of student performance were shown as evidence of the department's commitment to making continuous quality improvement.

I. No significant faculty achievements in this semester.

#### 2. Laboratory Management – Not Applicable

## SUMMARY

The auditors were satisfied with the compliance and documentation shown by the Department of Economics.

## **5. Done by- Department of Commerce**

### **For- Department of Education**

Date- 16/05/2018

#### **1 A. Teaching and Learning Processes**

- (i) The TIC has ensured that all members of the department were made aware of the academic workload. A signed workload document was shared to support that.
- (ii) Course and timetable were assigned and communicated to departmental colleagues.
- (iii) Proforma of course completion was filled as required.
- (iv) Academic calendar was prepared.
- (v) Required committees within the department were formed and various academic responsibilities were allocated

B. There is a mixed approach followed in teaching and learning of the course through seminars, video presentations, interactive session/class project activity and the course was covered according to the initial plan submitted to the Teacher in Charge.

C. The department is satisfied with the structure of the internal assessment programme.

D. Minutes of the moderation committee have been maintained along with result analysis. The meetings were held on 3<sup>rd</sup>-4<sup>th</sup> May 2018.

E. The Internal Assessment marks were uploaded as per the college schedule.

F. The department's academic calendar was followed and departmental activities have been duly recorded.

G. Result analysis of previous examinations was presented for the year 2016-17, and also subject-wise.

H. Mentoring reports as well as evaluation of student performance were shown as evidence of the department's commitment to making continuous quality improvement.

I. The department faculty achievements were shared.

#### **2. Laboratory Management – Not Applicable**

### **SUMMARY**

The auditors observed that all documents were maintained in a systematic manner.

## **6. Done by- Department of Economics**

### **For- Department of English**

Date- 18/05/2018



1 A. Teaching and Learning Processes

- (i) The TIC shared the academic workload with all members of the department – verified by the register of minutes of departmental meetings.
- (ii) The register of minutes of departmental meetings confirmed that courses and timetables were assigned and communicated to all the members of the department.
- (iii) I.A. sheets summary shown to show course completion.
- (iv) Month-wise activity calendar was prepared.
- (v) Required committees were formed within the department to tackle various academic responsibilities. Reports of minutes of meetings of 11 committees were shown.

B. Seminars, Workshops, Interactive sessions were conducted. A/V resources were used.

C. Internal Assessment details were provided by the department.

D. Minutes of the moderation committee were shown.

E. The Internal Assessment marks were uploaded as per the college schedule.

F. Reports of departmental activities were shown, along with the academic calendar.

G. Result analysis of 2015-18, 2016-19, 2017-20 was done, and the same was presented during the audit.

H. Comprehensive report of mentorship programme was shown.

I. Yes, the record was maintained and shown.

1. Remedial classes were held by the department

2. Dr N. Kumar published 2 articles in international journals

## SUMMARY

The auditors were satisfied with the compliance and documentation shown by the Department of English. We recommend that the department create a separate course completion document.

## 7. Done by- Department of Geography

### **For- Department of Food Technology**

Date- 16/05/2018

1 A. Teaching and Learning Processes

- (i) The TIC has ensured that all members of the department were made aware of the academic workload.
- (ii) Course and timetable was assigned and communicated to departmental colleagues.
- (iii) Proforma of course completion was filled as required.

- (iv) Academic calendar was prepared – verified through teaching plan.
- (v) Required committees within the department were formed and various academic responsibilities were allocated
- B. There is a mixed approach followed in teaching and learning of the course as explained in the teaching plans, and the course was covered according to the initial plan submitted to the Teacher in Charge.
- C. The department is satisfied with assignment and in-house examination conducted by the faculty members.
- D. Minutes of the moderation committee have been maintained along with result analysis; a report was shared.
- E. The Internal Assessment marks were uploaded as per the college schedule.
- F. The department's academic calendar was followed and departmental activities have been well-documented.
- G. Result analysis of previous examinations was presented 'nicely' through the mode of a diagram.
- H. Mentoring reports as well as evaluation of student performance were shown as evidence of the department's commitment to making continuous quality improvement.
- I. The department is involved in research, and the details were shared.
- J. Alumni records (Batch 2014-17) were provided.

## 2. Laboratory Management

### Organization and Management

- 1) The department specifies and documents the responsibilities of the laboratory staff
- 2) The department delegates duties to an alternate staff arranged by the office.
- 3) The department provides on the job technical training.

Equipment for which AMC are done:

- 1) Maintenance is done through office and records are maintained when needed.
- 2) Maintenance of equipment is need-based.
- 3) Not applicable

### Records

- 1) The laboratory has work instructions.
- 2) The department maintains a record of purchases, reception and storage of consumable materials used for technical operations of the laboratory
- 3) The department maintains a stock register
- 4) Original reagent containers are labelled with the expiration date.

- 5) Not applicable
- 6) All documentation entries are signed by responsible staff
- 7) Not applicable

## SUMMARY

The auditors found all the records to be neatly maintained. It is suggested that the FT Lab be provided with an air conditioning system.

### **8. Done by- Department of Philosophy**

#### **For- Department of Sanskrit**

Date- 17/05/18

##### 1A. Teaching and Learning Processes

- (vi) The TIC shared the academic workload with all members of the department.
- (vii) Courses and timetables were assigned and communicated to all the members of the department.
- (viii) Proforma of course completion was filled.
- (ix) Academic calendar was prepared.
- (x) Required committees were formed within the department to tackle various academic responsibilities.

B. A mixed approach to teaching and learning was followed, and the course was completed as per submitted plans.

C. Internal Assessment details were provided by the department.

- J. Minutes of the moderation committee were shown, and a copy was added to the results analysis file.
- K. The Internal Assessment marks were uploaded as per the college schedule.
- L. The academic calendar was followed and reports of departmental activities were shown.
- M. Result analysis was done, and the same was presented during the audit.
- N. Lists of Mentorship were presented. There was steady evaluation of students' performances.
- O. Yes, the record was maintained and shown.

## SUMMARY

The auditors were satisfied with the compliance and documentation shown by the Department of Sanskrit, and commended them for their good work.

## **9. Done by- Department of Music**

### **For- Department of HDFE**

Date- 18/05/2018

#### **1 A. Teaching and Learning Processes**

- (i) The TIC shared the academic workload with all members of the department.
- (ii) Courses and Time Tables shared with all the faculty members.
- (iii) Course completion proforma was filled.
- (iv) Academic calendar was prepared.
- (v) Required committees were formed within the department to tackle various academic responsibilities.

B. Depending upon the requirement of the course, A/V resources were used. The course was completed according to plan.

C. Internal Assessment details were provided by the department.

D. Minutes of the moderation committee were shown.

E. The Internal Assessment marks were uploaded as per the college schedule.

F. Reports of departmental activities were shown along with the relevant documentation.

G. Result analysis duly completed.

H. Mentorship details and students' performance evaluation details shared.

I. Yes, the faculty was involved in research.

#### **2. Laboratory Management**

##### **Organization and Management**

1) The department specifies and documents the responsibilities of the laboratory staff. In this semester, there was no lab staff.

2) Not applicable

3) Not applicable

Equipment for which AMC are done:

1) Yes, a register is maintained.

- 2) Not applicable
- 3) Not applicable

#### Records

- 1. The Laboratory has work instructions
- 2. Documented procedures exist for the purchase, reception and storage of consumable materials used for technical operations of the laboratory.
- 3. Departmental stock register is maintained.
- 4. Not Applicable
- 5. Not Applicable
- 6. Not Applicable
- 7. Not Applicable

#### SUMMARY

The auditors were satisfied with the compliance and documentation shown by the Department of HDFE, and recommend that a lab assistant be provided to the department.

**10. Done by- Department of Sociology**

For- Department of Physical Education

Date- 14/05/2018

#### **2 A. Teaching and Learning Processes**

- (xi) The TIC has ensured that all members of the department were made aware of the academic workload.
- (xii) Course and timetable was assigned and communicated to departmental colleagues.
- (xiii) Proforma of course completion was filled as required.
- (xiv) Academic calendar was prepared, and a detailed list of activities was maintained.
- (xv) Required committees within the department were formed and various academic responsibilities were allocated

B. There is a mixed approach followed in teaching and learning of the course and the course was covered according to the initial plan submitted to the Teacher in Charge.

C. The department is satisfied with assignment and in-house examination conducted by the faculty members.

P. Minutes of the moderation committee have been maintained along with result analysis.

- Q. The Internal Assessment marks were uploaded as per the college schedule.
- R. The department's academic calendar was followed and departmental activities have been recorded. Photographs, letters, sanction letters were shown.
- S. Result analysis of previous examinations was presented.
- T. Mentoring reports as well as evaluation of student performance were shown as evidence of the department's commitment to making continuous quality improvement.
- U. The department members participated in conferences and have been working as managers of various teams of DU.

## **2. Laboratory Management- Not Applicable**

### **SUMMARY**

The auditors found that all the documents and proofs were provided and were satisfactory.

### **11. Done by- Department of Hindi**

#### **For- Department of History**

Date- 18/05/2018

#### **1 A. Teaching and Learning Processes**

- (i) The TIC shared the academic workload and copies of the time tables with all members of the department.
- (ii) Yes, and the timetables were uploaded on the college website.
- (iii) Proforma of course completion was filled.
- (iv) Academic calendar was prepared.
- (v) Required committees were formed within the department to tackle various academic responsibilities.

B. Depending upon the requirement of the course, A/V resources were used. Films, PPTs, seminars were organized.

History Department said they did not share a teaching plan.

C. Internal Assessment details were provided by the department.

D. Minutes of the moderation committee were shown.

E. The Internal Assessment marks were uploaded as per the college schedule.

F. Reports of departmental activities were shown, and photos were attached.

G. Result analysis is pending.

H. Comprehensive mentorship report was presented. Mentorship details and papers are pending.

I. The record was given.

## **SUMMARY**

The auditors were satisfied with the compliance and documentation shown by the Department of History.

The documents that are pending are listed below:

1. Teaching Plans
2. Mentoring details
3. Result analysis.

## **12. Done by- Department of Political Science**

### **For- Department of Mathematics**

Date- 15/05/2018

#### **1 A. Teaching and Learning Processes**

- (i) The TIC shared the academic workload with all members of the department.
- (ii) Courses and Time Tables shared with all the faculty members.
- (iii) Course completion proforma was filled.
- (iv) Academic calendar was prepared.
- (v) Required committees were formed within the department to tackle various academic responsibilities.

B. Depending upon the requirement of the course, A/V resources were used.

C. Internal Assessment details were provided by the department.

D. Minutes of the moderation committee were shown.

E. The Internal Assessment marks were uploaded as per the college schedule.

F. Reports of departmental activities were shown along with the relevant documentation, and the academic calendar was followed.

G. Result analysis duly completed.

H. Mentorship details and students' performance evaluation details shared.

I. There were no significant faculty achievements in the current semester.

Laboratory Management – Not Applicable.

## SUMMARY

The auditors were satisfied with the compliance and documentation shown by the Department of Mathematics. It must be noted, however, that the Mathematics department is using the computer lab for practicals (4 papers) in each semester. Since there are so many practical papers, and class sizes are fairly large, it is recommended that an independent lab may be allocated to the department for exclusive use in the interest of the students.

### **13. Done by- Department of HDFE**

#### **For- Department of Music**

Date- 14/05/2018

#### 1 A. Teaching and Learning Processes

- (i) The TIC shared the academic workload with all members of the department.
- (ii) Courses and timetables were assigned and communicated to all the members of the department.
- (iii) Pro-forma of course completion was duly filled.
- (iv) Academic calendar was prepared.
- (v) Required committees were formed within the department to tackle various academic responsibilities.

B. Depending upon the requirement of the course, a mixed approach to teaching was adopted. The course was covered according to Teaching Plans.

C. Internal Assessment details were provided by the department.

D. Minutes of the moderation committee were shown.

E. The Internal Assessment marks were uploaded as per the college schedule.

F. Details of departmental activities were shown.

G. Result analyses of previous examinations were shown.

H. Lists of student mentees, and records of students' performance evaluation were shared.

I. Yes, the faculty was involved in research.

Laboratory Management – Not Applicable

Equipment for which AMC are done:

1. Maintenance procedures are documented.

2. Maintenance is done yearly. Due process – invitation of tender, sanction, followed by repairs – is duly followed.

3. Not Applicable



## Records

- 1) Yes, the lab has work instructions
- 2) Not Applicable
- 3) The department maintains a stock register
- 4) Not applicable
- 5) Not applicable
- 6) Yes, all documentation entries are signed by responsible staff.
- 7) Not applicable

## SUMMARY

The auditors were satisfied with the compliance and documentation shown by the Department of Music, and noted that the department had given several performances.

### **14. Done by- Department of Sanskrit**

#### **For- Department of Philosophy**

Date- 17/05/2018

#### **1 A. Teaching and Learning Processes**

- (i) The TIC has ensured that all members of the department were made aware of the academic workload.
- (ii) Course and timetable was assigned and communicated to departmental colleagues.
- (iii) Proforma of course completion was filled as required.
- (iv) Academic calendar was prepared.
- (v) Required committees within the department were formed and various academic responsibilities were allocated

B. There is a mixed approach followed in teaching and learning of the course and the course was covered according to the initial plan submitted to the Teacher in Charge.

C. The department is satisfied with assignment and in-house examination conducted by the faculty members.

D. Minutes of the moderation committee have been maintained along with result analysis.

E. The Internal Assessment marks were uploaded as per the college schedule.

F. The department's academic calendar was followed and departmental activities have been recorded.

- G. Result analysis of previous examinations was presented.
  - H. Mentoring data as well as evaluation of student performance were shown as evidence of the department's commitment to making continuous quality improvement.
  - I. The department is involved in research.
2. Laboratory Management- Not Applicable

## SUMMARY

The auditors found all documents were provided for verification. A register is maintained with the full records. The performance of the department was excellent.

### **15. Done by- Department of Physical Education**

#### **For- Department of Sociology**

Date- 14/05/2018

- 1 A. Teaching and Learning Processes
  - (i) The TIC has ensured that all members of the department were made aware of the academic workload by providing evidence in the form of workload summary.
  - (ii) Course and timetables were assigned and communicated to departmental colleagues.
  - (iii) Proforma of course completion was filled as required and presented as evidence.
  - (iv) Academic calendar was prepared.
  - (v) Formation of required committees within the department and distribution of various academic responsibilities has been done.
- B. There is a mixed approach followed in teaching and learning of the course and that the course was covered according to initial plans submitted to the Teacher in Charge.
- C. Tests and presentations are regularly held and the department is satisfied with assignment and in-house examination conducted by the faculty members.
- D. The department register Minutes of the moderation committee were shown in diary along with a record of the result analysis file.
- E. The Internal Assessment marks were uploaded as per the college schedule.
- F. The department's academic calendar was followed and departmental activities were duly recorded.
- G. Result analysis of previous examinations was shown.

H. Mentoring lists were shared and student evaluation was duly conducted and is evidence of the department's commitment in making continuous quality improvement in the program.

I. Faculty members participated in seminars, conferences, paper presentations.

2. Laboratory Management – Not Applicable

#### SUMMARY

The auditors were satisfied with the compliance and documentation shown by the Department of Sociology.