

Outcome of meeting of IQAC team with various Departments and Institutional Resources for interaction with colleagues and staff members for assessment of preparedness of Departments

IQAC Deen Dayal Upadhyaya College, Univ of Delhi <iqacdducollege@gmail.com> Fri, May 31, 2019 at 2:39 PM

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Dear Colleagues

On behalf of IQAC, I would like to thank all colleagues for sparing their valuable time for giving presentation, interacting with IQAC team members during May 20, 2019 to May 31, 2019.

Teacher-in-Charge and departmental committee members are requested to kindly incorporate all suggestions made during the visit and meeting in the presentation as well as in Departmental Self Study Report (SSR) and submit the revised version (Hardcopy and Softcopy) **latest by June 10, 2019.**

With regards

Dr. Manoj Saxena
(Coordinator-IQAC)
Associate Professor
Department of Electronics
Deen Dayal Upadhyaya College
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On Fri, May 17, 2019 at 9:03 PM IQAC Deen Dayal Upadhyaya College, Univ of Delhi <iqacdducollege@gmail.com> wrote:

Dear Colleagues

This is in continuation to email appended below.

Final Schedule of visit by **IQAC team** to various Departments and Institutional Resources for interaction with colleagues and staff members for assessment of preparedness of Department/Institutional Resources as well as Complete Academic and Administrative Audit (AAA) **(Changes made have been highlighted)**

Date	Day	Time	Department/Institutional Resources	Overall Coordination
May 20, 2019	Monday	10:00 am	Hostel	Warden Boys Hostel Warden Girls Hostel
May 20, 2019	Monday	11:30 am	Botany	Teacher-in-Charge
May 21, 2019	Tuesday	10:00 am	Sports	Convener-Sports Committee
May 21, 2019	Tuesday	02:00 pm	ICT and Utilities	Convener-ICT, Caretaker
May 22, 2019	Wednesday	10:00 am	Student Activity Board	Convener-Student Activity Board
May 23, 2019	Thursday	11:00 am	Accounts	S.O. Accounts
May 24, 2019	Friday	10:00 am	Zoology	Teacher-in-Charge
May 24, 2019	Friday	11:30 am	Administration	S.O. Admin
May 27, 2019	Monday	10:00 am	Library	Librarian
May 27, 2019	Monday	11:30 am	Chemistry	Teacher-in-Charge
May 28, 2019	Tuesday	11:30 am	Electronics	Teacher-in-Charge
May 29, 2019	Wednesday	10:00 am	Computer Science	Teacher-in-Charge
May 29, 2019	Wednesday	11:30 am	Management	Teacher-in-Charge
May 30, 2019	Thursday	10:00 am	Physics	Teacher-in-Charge
May 30, 2019	Thursday	11:30 am	Mathematics	Teacher-in-Charge
May 31, 2019	Friday	10:00 am	Commerce	Teacher-in-Charge
May 31, 2019	Friday	11:30 am	English and Humanities	Teacher-in-Charge/Coordinator-

Colleagues and Staff Members of the Department are requested to be present during the visit.

With regards

Dr. Manoj Saxena
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On Sat, Apr 13, 2019 at 11:35 AM IQAC Deen Dayal Upadhyaya College, Univ of Delhi

<iqacdducollege@gmail.com> wrote:

Dear All

Kind Attention : Teacher-in-Charges and Nodal Officers - PFA the Template of PPT to be prepared for presentation. The presentation duration shall be 20 minutes and visit to labs, departmental library etc shall be of 30 - 45 min.

DEPARTMENTAL COMMITTEE MEMBERS (AS PER ATTACHED NOTICE) ARE REQUIRED TO PRODUCE HARDCOPY OF ALL PROOFS, ACADEMIC AND ADMINISTRATIVE REPORTS AT THE TIME OF IQAC VISIT as well as the following

- **ALL EQUIPMENT AND FURNITURE ITEMS SHOULD BE CODED/NUMBERED**
- **DEPARTMENTAL STOCK REGISTER, ISSUE-RETURN REGISTERS OF LAST FIVE YEARS SHOULD BE AVAILABLE**
- **NON-FUNCTIONAL EQUIPMENT SHOULD BE KEPT IN A SEPARATE ALMIRAH/OVERHEAD STORAGE**
- **WRITE-OFF EQUIPMENT SHOULD BE KEPT IN A SEPARATE ALMIRAH/OVERHEAD STORAGE**

Schedule of visit by **IQAC team** to various Departments and Institutional Resources for assessment of preparedness of Department/Institutional Resources as well as Complete Academic and Administrative Audit (AAA)

Date	Day	Time	Department/Institutional Resources	Overall Coordination
May 20, 2019	Monday	10:00 am	Hostel	Warden Boys Hostel Warden Girls Hostel
May 20, 2019	Monday	11:30 am	Library	Librarian
May 21, 2019	Tuesday	10:00 am	Sports	Convener-Sports Committee
May 21, 2019	Tuesday	02:00 pm	ICT and Utilities	Convener-ICT, Caretaker
May 22, 2019	Wednesday	10:00 am	Student Activity Board	Convener-Student Activity Board
May 23, 2019	Thursday	09:00 am	Accounts	S.O. Accounts
May 24, 2019	Friday	09:00 am	Administration	S.O. Admin
May 27, 2019	Monday	10:00 am	Botany	Teacher-in-Charge
May 27, 2019	Monday	11:30 am	Chemistry	Teacher-in-Charge
May 28, 2019	Tuesday	10:00 am	Zoology	Teacher-in-Charge
May 28, 2019	Tuesday	11:30 am	Electronics	Teacher-in-Charge
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May 30, 2019	Thursday	11:30 am	Mathematics	Teacher-in-Charge

May 31, 2019	Friday	10:00 am	Commerce	Teacher-in-Charge
May 31, 2019	Friday	11:30 am	English and Humanities	Teacher-in-Charge/Coordinator-Humanities

Following colleagues are required to prepare 20 min presentation (as per their own choice) covering the achievements of students, programs/events organized, purchase of equipment, books etc, augmentation of resources during 2014-2019. All necessary documentary proofs (year wise) has to be produced at the time of visit.

- Convener-Student Activity Board
- Convener-ICT
- Convener-Sports Committee
- Warden Boys Hostel
- Warden Girls Hostel
- Librarian

With regards

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