

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)

IQAC Deen Dayal Upadhyaya College, Univ of Delhi <iqacdducollege@gmail.com> Fri, May 17, 2019 at 9:03 PM

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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-Humanities

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

With regards

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(Coordinator-IQAC)
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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**

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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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