

URGENT: Template of PPT for presentation and 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)

IQAC Deen Dayal Upadhyaya College, Univ of Delhi <iqacdducollege@gmail.com> Sun, Apr 28, 2019 at 10:10 AM

To: anil kumar <du.ddu.anil@gmail.com>, Deepa Kamra <deepakamra.dse@gmail.com>, Dr Ravinder Kaur <ravdduc@gmail.com>, Abha Wadhwa <abha67@gmail.com>, "Dr. Anand Saxena" <anand040564@yahoo.com>, "Dr. Anek Goel" <anek@rediffmail.com>, "Dr. Anita Gulati" <a22.gulati@gmail.com>, "Dr. Anita Rani" <anitarani.taluja@gmail.com>, "Dr. Anju Aggarwal" <anju56ind@yahoo.com>, Anubha Mukherji <anubhamukherji@yahoo.com>, "Dr. Anurag Mishra" <anurag_cse2003@yahoo.com>, "Dr. Arpita Sharma" <asharma@ddu.du.ac.in>, Avnindra Singh <avni.physics@gmail.com>, charu kalra <c.kalra@rediffmail.com>, Chayannika Singh <chayannika@gmail.com>, "Dr. Chetna Angrish" <chetna_du@rediffmail.com>, "Dr. Deepak Jain" <djain@ddu.du.ac.in>, "Dr. Deepak Sehgal" <rxfinanzlab@gmail.com>, "Dr. Hem Chand Jain" <hemchandjain@yahoo.co.in>, "Dr. Himanshu Prasad Roy" <himanshuroy1@yahoo.co.in>, "Dr. Jayini Adhayapak" <jayiniadhyapak@yahoo.com>, Jyoti Singh <jyotichemdduc@gmail.com>, KAPIL BOHRA <kapchembohra@gmail.com>, "Dr. K.K. Jha" <kkjha27@yahoo.com>, "Dr. Krishna Bansal" <krishnabansal111@gmail.com>, Kulvinder Singh <kulvinder.physics@gmail.com>, "Dr. Lathika Nair" <lathika110@yahoo.co.in>, "Dr. Mahaveer" <mahaveergenwa@yahoo.com>, Mamta Nigam <nigam.mamta@gmail.com>, Manoj Saxena <saxenamanoj77@gmail.com>, "Dr. Monika Bansal" <monikabansal30@gmail.com>, "Dr. Mukesh Kumar" <vermamukeshk@yahoo.com>, "Dr. Neeraj Tyagi" <drneeraj_tyagi@yahoo.co.in>, "Dr. Nisha Rana" <nisharana99@rediffmail.com>, Nityananda Agasti <nnagasti@gmail.com>, kabir verma <verma_nupur123@rediffmail.com>, P L Meena <plmeena@gmail.com>, "Dr. Paramjeet Kaur Bedi" <pkbedi@yahoo.co.in>, "Dr. Poonam Garg" <poonamgarg_68@yahoo.co.in>, poonam kasturi <kasturipoonam71@gmail.com>, Poonam Suri <poonamverma.suri@gmail.com>, "P.K Jha" <pkjha.physics@gmail.com>, "Dr. Pramesh Ratnakar" <prameshratnakar@gmail.com>, Priya Goel <pwpriya@gmail.com>, Radha Madhav Bharadwaj <rm_bharadwaj@yahoo.co.in>, Rajkumari Sanayaima <sana.rajk@gmail.com>, "Dr. Rajni Bala" <r_dagar@yahoo.com>, "Dr. Rakesh Kumar" <saini_rakeshindia@yahoo.co.in>, Rampal Rana <rprana@gmail.com>, "Dr. Ratna" <ratnadevyani@yahoo.co.in>, Ratnesh Saxena <ratnesh65@gmail.com>, "Dr. Ravinder Kaur" <ravsuk2002@yahoo.com>, reema chhabra <drreemachhabra@gmail.com>, reeta gautam <gautam.rita@gmail.com>, "Dr. Renu Aggarwal" <renu_aggarwal@ymail.com>, "Dr. Renu Solanki" <renu_slk@yahoo.co.in>, Rohith P <p.rohith@gmail.com>, Sachchidanand Tripathi <snt191@gmail.com>, "Dr. Sachin Mittal" <mittal_sachindr@rediffmail.com>, Sangeeta Mohan <doctorsangeetamohan@gmail.com>, doc sangeeta Talwar <docsangeeta.chem@gmail.com>, Sanjay Pant <sanjpant@gmail.com>, Sanjay Tandon <tandonsanjay66@gmail.com>, "Dr. Savita Gahlaut" <savita_gahlaut@yahoo.com>, Savita Gautam <savitagautam15@gmail.com>, shailly anand <shailly.anand@gmail.com>, "Dr. Shalini Bhatia" <shalini_bhatia@yahoo.com>, "Dr. Shashi Saxena" <shashi.chemistry@gmail.com>, "Dr. Sudha Arora" <arorasudha@rediffmail.com>, sudhir verma <sv_du@yahoo.co.in>, sujata khatri <khatri.sujata@gmail.com>, Sujata Sinha <sujatasinha1009@gmail.com>, "Dr. Suman Bala Manchanda" <manchandasuman@yahoo.com>, Sunil Kumar <amritsarsk@gmail.com>, sunny manohar <sunnymanohar85@gmail.com>, Suresh Garg <skgargdr9@gmail.com>, "Dr. Vandana Gupta" <vandana_66dduc@yahoo.co.in>, Varnika Bhatia <varnikabhatia@yahoo.com>, "Dr. Veena Jain" <veenaace@yahoo.com>, "Dr. Vinod Kumar" <binnae_vinod@yahoo.com>, "Dr. Virender Thukral" <virenderthukral@yahoo.co.in>, "Dr. Virendra Kumar Gautam" <vkgautam2001@gmail.com>, yogieta s Mehra <yogieta@gmail.com>, jyotishman kalita <jyotishman.kalita@gmail.com>, lalit kumar <manavlit85@gmail.com>, "Mr. Pawan Kr. Jain" <pknm1@yahoo.co.in>, Vipin Meena <v.meena1987@gmail.com>, Anuja soni <30.anuja@gmail.com>, "Ms. Pratima" <pratima_ajit@yahoo.com>, Nitin Luthra <nitinluthra29@gmail.com>, Amanpreet Singh <aman06singh@gmail.com>, Sandeep Jaggi <sandeepamrit@gmail.com>, Sangita K <sangitamkumar@gmail.com>, Shweta Wadhwa <shweta.du@gmail.com>, vinayak nadir <sunitanadir@yahoo.co.in>, Amlendu Kumar <amlendu.j2@gmail.com>, Amol Nerkar <amoldnerkar@gmail.com>, Ankit Rajpal <ankit30sep@gmail.com>, Anubhuti Yadav <anubhutyadav05@gmail.com>, Deepti Sehgal <deeptisehgal90@gmail.com>, Kamlesh Kumar <biotechnano@gmail.com>, "Dr. Rashmi Gupta" <smsrashmigupta@gmail.com>, Inakshi goel <inakshi.nh@gmail.com>, Meghna Aggarwal <drmeghna.aggarwal@gmail.com>, Ajit Singh <ajitsingh107@gmail.com>, "Mr. Dinesh Kumar" <dinukumar680@gmail.com>, "Mr. Naveen Kumar" <naveennsitdelhi@gmail.com>, "Mr. Pramod Kumar" <pramod_ipu@yahoo.co.in>, Sanjeet Kumar <sanjuonline1@gmail.com>, "Ms. Neha" <malik.neha1988@gmail.com>, Vandana Sharma <vandana.env@gmail.com>, Preeti Patarwal <p06p05@gmail.com>, Rajan Gupta <rgupta.cs.du@gmail.com>, Ranbeer Kumar <kumar.ranbeer@gmail.com>, Reena Yadav <yreena200@yahoo.com>, Tarachand Prajapati <tara4chand@gmail.com>, Vaishali Kapoor <vaishali2489@gmail.com>, Nitumoni Kakati <nitumonik@gmail.com>

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Dear All

This is in continuation to my email appended below regarding 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)

Its once again reiterated:

- The presentation duration should be of 20 minutes and visit to labs, departmental library/reserach lab etc shall be of 30 - 45 min.
- **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 :

Date	Day	Time	Department/Institutional Resources	Overall Coordination
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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
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

With regards

Dr. Manoj Saxena
(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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