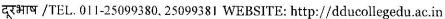


## दीन दयाल उपाध्याय कॉलेज DEEN DAYAL UPADHYAYA COLLEGE

NAAC Accredited Institution-'B' grade (CGPA=2.63)

(दिल्ली विश्वविद्यालय) (UNIVERSITY OF DELHI)

Sector-3, Dwarka, New Delhi-110 078.





## NOTICE

Ref.No. DDUC/PO/Misc./2018/412

Dated: 1st June, 2018

As per clause 6.7 of AQAR document, Internal Academic and Administrative Audit (AAA) of each Department is mandatory. IQAC in its meeting held on April 16, 2018 decided to carryout Department-wise Academic and Administrative Audit ( $\Lambda\Lambda\Lambda$ ) by faculty members of the allied Department. Therefore, Internal Audit Committees for various departments are constituted as follows:

	Internal Audit Committee Members			
to be Audited	(Present Teacher in Charge/ Former Teacher-in-Charge/Principal's Nominee)			
Physics	Dr. Vinod Kumar, Associate Professor in Chemistry (Convener)			
	Dr. Shashi Saxena, Associate Professor in Chemistry			
	Dr. Sachin Mittal, Associate Professor in Chemistry			
Chemistry	Dr. Savita Gehlaut, Associate Professor in Physics (Convener)			
	Dr. Sanjay Tandon, Associate Professor in Physics			
	Dr. Deepak Jain, Associate Professor in Physics			
Botany	Dr. Lathika Nair, Associate Professor in Zoology (Convener)			
	Dr. Anita Gulati, Associate Professor in Zoology			
	Dr. Sudhir Verma, Assistant Professor in Zoology			
Zoology	Dr. Varnika Bhatia, Assistant Professor in Botany (Convener)			
	Dr. Sujata Sinha, Associate Professor in Botany			
	Dr. S. N. Tripathi, Assistant Professor in Botany			
Electronics	Ms. Sunita Nadir, Associate Professor in Mathematics (Convener)			
	Dr. Poonam Garg, Associate Professor in Mathematics			
	Dr. Sudha Arora, Associate Professor in Mathematics			
Computer Science	Dr. Ravinder Kaur, Associate Professor in Electronics (Convener)			
	Dr. Anurag Mishra, Associate Professor in Electronics			
	Dr. Poonam Kasturi, Associate Professor in Electronics			
Mathematics and	Dr. Rajni Bala, Associate Professor in Computer Science (Convener)			
Operational Research	Dr. Arpita Sharma, Associate Professor in Computer Science			
	Dr. Anuja Soni, Assistant Professor in Computer Science			
English	Dr. H. P. Roy, Associate Professor in Political Science (Convener)			
	Dr. Suman Balamanchanda, Associate Professor in Hindi			
	Ms. Sangeeta, Associate Professor in Economics			
Humanities	Dr. Jayini Adhyapak, Associate Professor in English (Convener)			
	Dr. Pramesh Ratnakar, Associate Professor in English			
	Mr. Lalit, Assistant Professor in English			
Commerce	Dr. Deepa Kamra, Assistant Professor in Management Studies (Convener)			
	Dr. Monika Bansal, Assistant Professor in Management Studies			
	Dr. Rakesh Kumar, Assistant Professor in Management Studies			
Management Studies	Dr. Shalini Bhatia, Associate Professor in Commerce (Convener)			
	Dr. Nisha Rana, Associate Professor in Commerce			
	Dr. Vandana Gupta, Associate Professor in Commerce			

The Audit report should be submitted to the office of the Principal latest by 30<sup>th</sup> September and 28<sup>th</sup> February each year. However, for the year 2017-2018, the committee is requested to submit the report by June 15, 2018, so that it may be included in the current AQAR.

PRINCIPAL

Copy to: All concerned by e-mail.

## DEEN DAYAL UPADHYAYA COLLEGE (UNIVERSITY OF DELHI)

## Performa for Department Academic and Administrative Audit (AAA)

Y	ear	************	
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Name of the Department:

Table 1					
S. No.	Questions	Response	Check List		
1.	Has the Department submitted academic calendar before April 30 to the office of the Principal?	Yes/No	Copy of Academic Calendar is available		
2.	Has the office of the Principal being informed about the Departmental Technical and Purchase Committee?	Yes/No	Duly signed notification of the Departmental Technical and Purchase Committee		
3.	Has the course-wise and teacher-wise time table being communicated to all teachers?	Yes/No	Copy of email/Notice		
4.	Have the minutes of the Departmental meeting held during the past academic session duly pasted/recorded in the Departmental Meeting Register.		Departmental Meeting Register should be maintained		
5.	Are the copies of the paper-wise assignment, tutorial sheet and class test being kept in a file?	Yes/No	Copy of paper-wise class test, tutorial sheet and assignment should be kept in a File		
6.	How many faculty members mark Internal Assessment through presentations and Project work		Soft Copy of presentation to be kept in CD/pen-drive etc.		
7.	Is the Report of activities organized by Department duly forwarded to the office of the Principal/Annual Report Compilation Committee?	Yes/No	Copy of Report of activities with at least 2-3 photographs of each activity		
8.	Has the paper wise result analysis being submitted to the Principal Office	Yes/No	Copy of paper wise result analysis available in the Departmental Meeting Register		
9.	Has the Department maintained Laboratory Issue/Return register	Yes/No	Laboratory Issue/Return register should be available.		
10.	Has the Department utilized more than 75% of the Lab. Development Fund for the assessment year?	Yes/No	If No, then reason thereof		
11.	Has the Department utilized more than 75% of the Subject Society Fund for the assessment year?	Yes/No	If No, then reason thereof		
12		Yes/No	If No, then reason thereof		
13	The state of the s	Yes/No	Details of career counselling sessions and copy of Placement offer letters.		
14	No. of Final Year Students who have signed form for becoming Life Member of the DDU College Alumni Association	-	Duly filled and signed forms of the Final Semester.		
	Name and Signature Name and Signature er Techer-in-Charge of the Allied Member Nominated by the Pr Department	rincipal	Name and Signature Present Teacher-in-Charge of the Allied Department		
List of	the Documents to be made available by Teacher-in-Charge/Subjec	t Society Conv	vener to the Nodal Officer		
1.					
2.					
3.	Report of activities with at least 2-3 photographs of each activity				
4.	Duly signed copy of Stock Verification Report		10 A TABLE TO THE		
5.	Paper-wise assignment, tutorial sheet and class test				
I/We l	have maintained all documents mentioned in Table 2.				

y we have maintained an documents mentioned in rable 2:

Date:

Name and Signature of the Nodal Officer(s)