



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.



दूरभाष / TEL. 011-25099380, 25099381 WEBSITE: <http://dducollegedu.ac.in>

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 (AAA) by faculty members of the allied Department. Therefore, Internal Audit Committees for various departments are constituted as follows:

Name of the Department to be Audited	Internal Audit Committee Members (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 Operational Research	Dr. Rajni Bala, Associate Professor in Computer Science (Convener) 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 30th September and 28th 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)

Year

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.	Yes/No	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.	Has the Department organized any National/International Level Workshop/Symposia/Seminar/Conference etc. in past academic session?	Yes/No	If No, then reason thereof
13.	Has the Department organized Career Counselling and Placement drive for its students?	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.

Date:

Name and Signature
Former Teacher-in-Charge of the Allied
Department

Name and Signature
Member Nominated by the Principal

Name and Signature
Present Teacher-in-Charge of the
Allied Department

List of the Documents to be made available by Teacher-in-Charge/Subject Society Convener to the Nodal Officer

Table 2.

1.	Academic Calendar for previous Academic Session.
2.	Academic Calendar for next Academic Session.
3.	Report of activities with at least 2-3 photographs of each activity
4.	Duly signed copy of Stock Verification Report
5.	Paper-wise assignment, tutorial sheet and class test

I/We have maintained all documents mentioned in Table 2.

Date:

Name and Signature of the Nodal Officer(s)

Name, Signature and Stamp of the Teacher-in-Charge