



DPG DEGREE COLLEGE

(Affiliated to MDU Rohtak)

Sector-34, Near Marble Market, Gurugram 122001

Ref/iqac/D.P.G./IQAC/2021-22/008

Date 10/12/2021


Circular


All the Head of the Department here by informed that Departmental Internal Audit for the respective department is scheduled in the 3rd week of December at 12.10 pm onward.

The objective of the audit to check Departmental Documentation, for this the Team of Internal Quality Assurance Cell members will verify the provided information and post remarks will be given.

Schedule for the audit will be:

S. No.	Date	Timings	Department
1	15-12-2021	12:10-12:55	Botany
		1:00-1:45	Chemistry
		1:50-2:35	Zoology
2	16-12-2021	12:10-12:55	Arts & Humanities
		1:00-1:45	Biochemistry
		1:50-2:35	Computer Sciences
3	17-12-2021	10:00-10:45	Commerce
		10.50-11.35	Management
		12:30-1:10	Mathematics
		1:15-2:00	Physics
		2:05-2:50	BSC(UG)


Dr. Devkanya Gupta
(Coordinator, IQAC)


Dr. Surbhi Chaudhry
(Dean, Academics)



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Minutes of the meeting of IQAC 2021-22

The IQAC meeting for Academic audit 2021-22 was held in offline mode from 15/12/2021 to 17/12/2021 at 12:10 p.m. under the Supervision of. Dr Surbhi Chaudhry, Dean Academics, DPG College, Gurugram.

DAY 1

Department of Botany

The Departmental audit Day 1 was started with Botany Department at 12.10 pm on 15 December 2021. The members present were Dr Devkanya Gupta (Coordinator, IQAC), Dr Surbhi (Dean, Academics), Dr Priya Shukla (Auditor), Dr Pooja Soni (Associate Auditor) Dr Amita Singh (Head of Botany Department), Ms Nidhi (Assistant Professor, Botany Department) and Ms Geetanjali (Assistant Professor, Commerce Department)

File No. 01: Student Database file: Following points needs be corrected in the file. Student address should be there in the database. Index or front pages includes the growth of department year wise in the form of table and graph. The department can also include number of admissions per year as a growth parameter.

File No. 02 Internal assessment of student: There is no correction required in this file except the formatting. Also the data should be presentable and according to MDU format as the split up data of internal should be provided along with the supporting documents such as sessional sheet, ERP record for attendance, sessional papers and assignment copy.

File No. 03 & 04: Staff Meeting Note and circular/ Notice file: No correction required except the circular should be on college letter head. Also write the designation of the staff members of the department and date should be as per MDU academic calander.

File No. 05: Scholarship or Alumni File: Scholarship file can be prepared in 2 format either prepared the list of departmental student along with summary or highlight the student of your department in the college scholarship database issued by the principal. Make a summary of each student along with sanction letter as a supporting document. Printing issues were also there in the file. All the documents should be approved by principal and HOD.

File No 06 & 7 Equipment purchase and Equipment Log file: Challan copy, Requirement for the equipment, purchase slip and bills need to be attached along with file and log register. Make a list of equipment purchase year wise of each year.

File No 08 Parents Teacher Meeting: Invitation letter for the parents and list of students needs to be attached. Summary needs to be prepared which contain the query raised by the parents along with the action taken report. We can also add the sessional marks signed by the parents as the supporting documents for PTM meeting.

File No 09 Alumni File: This file again have some printing and formatting issues. Summary also need to attached year wise for scholarship students.

File No 10 Curriculum File: All the updated curriculum needs to be attached along with this file. Notice for syllabus up gradation should also include in the file.

File No 11, 12 & 13 Research & Extension File: Notice/circular, student attendance was missing along with the supporting documents (Photograph) and it is need to be arranged in year wise manner along with the index or summary report.

File No 14 Library File: Departmental Register needs to be prepared. E-books/ Resources record needs to be prepared along with teachers notes, previous year question paper. Book Issuing and return record should also maintained departmental wise. Newspaper copies as per the subject information can also add in the library record.

File No 15 Departmental Time Table: Time table should be arranged year wise.

File No 16 Departmental Profile and vision & Mission of Department: There is no need of improvement in this file.

File No 17 Teaching and Non-Teaching staff file: Summary of the staff achievements (publication, workshop, seminar attended) needs to prepared year wise.

File No 18 Mentor Mentee Meeting: Invitation letter and student list also needs to attach with the file. Summary also needs to be prepared as per the issue raised by parents. Department of arts already have this record in their file. Unique point was each mentor summary was attached year wise along with the file

File No 19 & 20 Department placement file & Social initiative taken by the Department:
Incomplete or missing

File No 21 Question Bank: Question bank should be printed on college letter head and authorized by respective HOD and Principal.

File No 22 Disaster management by the department: incomplete or absent.

File No 23 & 24 Feedback of the student and Remedial measures for slow learner & advanced

learner: Feedback form needs to be attached along with the data.

File No 25 Academic calendar Departmental activity should be included in academic calendar

File No 26 & 27: File was absent or incomplete.

File No 28 Departmental Result: Result were not properly presented and there is formatting and printing issues. Summary or index was also absent.

Department of Chemistry

The Departmental audit Day 1 was continued with Chemistry Department at 1pm on 15 December 2021. The members present were Dr Devkanya Gupta (Coordinator, IQAC), Dr Surbhi (Dean, Academics), Dr Priya Shukla (Auditor), Dr Pooja Soni (Associate Auditor) Dr Reena (Head of Chemistry Department), Dr Ginni (Assistant Professor, Chemistry Department) and Ms Geetanjali (Assistant Professor, Commerce Department)

File No. 01: Student Database file: Following points should be corrected in the file.

There was a printing issues in the file. Session wise record was also not there. The record was not signed by the department HOD and principal. Address of the student needs to be added in the data

File No. 02 Internal assessment of student: Data was not as per the MDU format. Supporting documents were also absent like question paper of the assignment, sessional and copies of the assignment.

File No. 03 & 04 Staff Meeting Note & Circular/ Notice file: No correction required except the circular should be on college letter head. Also write the designation of the staff members of the department and date should be as per MDU academic calendar.

File No. 05: Scholarship File: Scholarship file can be prepared in 2 format either prepared the list of departmental student along with summary or highlight the student of your department in the college scholarship database issued by the principal. Make a summary of each student along with sanction letter as a supporting document. Printing issues were also there in the file. All the documents should be approved by principal and HOD..

File No 06 & 7 Equipment purchase and Equipment Log file: Challan copy, Requirement for the equipment, purchase slip and bills need to be attached along with file and log register. Make a list of equipment purchase year wise of each year.

File No 08 Parents Teacher Meeting: Invitation letter for the parents and list of students needs to be attached. Summary needs to be prepared which contain the query raised by the parents along with the action taken report. We can also add the sessional marks signed by the parents as the supporting

documents for PTM meeting.

File No 09 Alumni File: This file again have some printing and formatting issues. Summary also need to attached year wise for scholarship students.

File No 10 Curriculum File: Only printing issue was there in the documents. It should covers all semester syllabus along with the scheme and upgradation notice issued by MDU also need to attached

File No 11 Research File, Extension File & MOU File Notice/circular, student attendance was missing along with the supporting documents (Photograph) and it is need to be arranged in year wise manner along with the index or summary report.

File No 14 Departmental Library File: Departmental Register needs to be prepared. E-books/ Resources record needs to be prepared along with teachers notes, previous year question paper. Book Issuing and return record should also maintained departmental wise. Newspaper copies as per the subject information can also add in the library record.

File No 15 Time Table: Departmental time table should be as per MDU calendar and should be arrange year wise.

File No 16 Departmental Profile and vision & Mission of Department: There is no need of improvement in this file.

File No 17 Teaching and Non-Teaching staff file: There is no need of improvement in this file.

File No 18 Mentor Mentee Meeting: No notice/circular, MOM and student attendance was there in the file along with printing issues. Semester needs to be mentioned along with the signature of authorized person.

File No 19 & 20 Department placement file & Social initiative taken by the Department: Incomplete or missing

File No 21 Question Bank: Question bank should be printed on college letter head and authorized by respective HOD and Principal.

File No 22 Disaster management by the department: incomplete or absent.

File No 23 & 24 Feedback of the student and Remedial measures for slow learner:

Feedback form needs to be attached along with the data.

File No 24 Advanced learner: Following points needs to be added in the file

Doubt and extra classes along with the proof like quiz, expert lecture was used as a supporting documents. Department can add competitive exam notice, question paper as supporting documents.

File No 25 Academic calendar: Highlight the academic calendar according to departmental activity.

File No 26 & 27: Not available

File No 28 Departmental Result: Gazette was missing as a proof of supporting document.

Department of Zoology

The Departmental audit Day 1 was continued with Zoology Department at 01.50 pm on 15 December 2021. The members present were Dr Devkanya Gupta (Coordinator, IQAC), Dr Surbhi (Dean, Academics), Dr Amita Singh (Auditor), Ms Nidhi (Associate Auditor) Dr Rekha (Head of Zoology Department), Mr Dinesh (Assistant Professor, Zoology Department) and Ms Geetanjali (Assistant Professor, Commerce Department)

File No. 01: Student Database file: Following points should be corrected in the file. There was a printing issues in the file. Session wise record was also not there. The record was not signed by the department HOD and principal. Address of the student needs to be added in the data

File No. 02 Internal assessment of student: Data was not as per the MDU format (split up data). Supporting documents were also absent like question paper of the assignment, sessional and copies of the assignment.

File No. 03: Staff Meeting Note: Name of all the staff members was missing. Signature of the staff was also not there.

File No 04: Circular/ Notice file: Notice/ Circular should be on letter head along with the authorized person signature (HOD & Principal). Rechecked the dates of notice/circular as per the academic calendar of the department.

File No. 05: Scholarship File: Scholarship file can be prepared in 2 format either prepared the list of departmental student along with summary or highlight the student of your department in the college scholarship database issued by the principal. Make a summary of each student along with sanction letter as a supporting document.

File No 06 & 7 Equipment purchase and Equipment Log file: Challan copy, Requirement for the equipment, purchase slip and bills need to be attached along with file and log register. Make a list of equipment purchase year wise of each year.

File No 08 Parents Teacher Meeting: No notice of meeting was there. Attendance/signature of authorized person was not there. Complete list of student was not there along with the summary of the PTM. Circular/notice was not on letter head of the college.

File No 09 Alumni File: This file have some printing and formatting issues. Summary also need to attached year wise for scholarship students.

File No 10 Curriculum File: Completed. It should covers all semester syllabus along with the scheme. Old & updated scheme needs to be attached along with the syllabus upgradation notice by the MDU.

File No 11 Research File: There is a needs to attach the year wise list of research paper of each faculty of the department.

File No 12 Extension File: Notice/circular, student attendance was missing. Only current year extension activity was there. No caption was there in the photograph.

File No 13 MOU: Supporting documents were missing along with the photograph.

File No 14 Departmental Library File: Departmental Register needs to be prepared. E-books/ Resources record needs to be prepared along with teachers notes, previous year question paper. Book Issuing and return record should also maintained departmental wise. Newspaper copies as per the subject information can also add in the library record.

File No 15 Time Table: Committee In charge/ HOD/Principal signature was missing and it should be prepared year wise.

File No 16 Departmental Profile and vision & Mission of Department: Complete but supporting documents needed.

File No 17 Teaching and Non-Teaching staff file: Completed. No improvement required but need to add year wise research articles of each faculty as supporting documents.

File No 18 Mentor Mentee Meeting: No notice/circular, MOM and student attendance was there in the file along with printing issues & signature of authorized person. Need to arrange data in semester wise manner.

File No 19 & 20 Department placement file & Social initiative taken by the Department: Incomplete or missing

File No 21 Question Bank: Question bank should be printed on college letter head and authorized by respective HOD and Principal.

File No 22 Disaster management by the department: incomplete or absent.

File No 23 & 24 Feedback of the student and Remedial measures for slow learner:

Feedback form needs to be attached along with the data and supporting documents also needs to be attached.

File No 24 Advanced learner: Following points needs to be added in the file

Doubt and extra classes along with the proof like quiz, expert lecture was used as a supporting documents. Department can add competitive exam notice, question paper as supporting documents.

File No 25 Academic calendar: Highlight the academic calendar according to departmental activity.

File No 26 & 27: Not available

File No 28 Departmental Result: Gazette was missing as a proof of supporting document.

DAY 2

Arts and Humanities Department

The Departmental audit Day 2 was started with Arts and Humanities Department at 12.10 pm on 16 December 2021. The members present were Dr Devkanya Gupta (Coordinator, IQAC), Dr Surbhi (Dean, Academics), Dr Reena (Auditor), Dr Ginni (Associate Auditor), Dr Priya Shukla (Head, Department of Arts and Humanities), Dr Manisha (Assistant Professor, Arts & Humanities Department) and Dr Uzma Sayyed (Assistant Professor, Department of Zoology)

File No. 01: Student Database file: Following points needs be corrected in the file. Student address should be there in the database. Index or front pages includes the growth of department year wise in the form of table and graph. The department can also include number of admissions per year as a growth parameter.

File No. 02 Internal assessment of student: There is no correction required in this file except the formatting. Also the data should be presentable and according to MDU format as the split up data of internal should be provided along with the supporting documents such as sessional sheet, ERP record for attendance, sessional papers and assignment copy.

File No. 03 & 04: Staff Meeting Note and circular/ Notice file: No correction required except the circular should be on college letter head

File No. 05: Scholarship or Alumni File: Scholarship file can be prepared in 2 format either prepared the list of departmental student along with summary or highlight the student of your department in the college scholarship database issued by the principal. Make a summary of each student along with sanction letter as a supporting document. Printing issues were also there in the file. All the documents should be approved by principal and HOD.

File No 06 & 7 Equipment purchase and Equipment Log file: Challan copy, Requirement for the equipment, purchase slip and bills need to be attached along with file and log register. Make a list of equipment purchase year wise of each year.

File No 08 Parents Teacher Meeting: Invitation letter for the parents and list of students needs to be attached. Summary needs to be prepared which contain the query raised by the parents along with the action taken report. We can also add the sessional marks signed by the parents as the supporting documents for PTM meeting. Arts department already have this feature.

File No 09 Alumni File: This file again have some printing and formatting issues. Summary also need to attached year wise for scholarship students.

File No 10 Curriculum File: No correction required in arts department. All the updated curriculum needs to be attached along with this file. Notice for syllabus up gradation should also include in the file.

File No 11, 12 & 13 Research & Extension File: Those file were absent or incomplete.

File No 14 Library File: Departmental Register needs to be prepared. E-books/ Resources record needs to be prepared along with teachers notes, previous year question paper. Book Issuing and return record should also maintained departmental wise. Newspaper copies as per the subject information can also add in the library record.

File No 15 Time Table: No improvement required in this file.

File No 16 Departmental Profile and vision & Mission of Department: There is no need of improvement in this file. Unique point is subject allocation along with faculty specialization along Annual report of the department

File No 17 Teaching and Non-Teaching staff file: Summary of the staff achievements (publication, workshop, seminar attended) needs to prepared year wise.

File No 18 Mentor Mentee Meeting: Invitation letter and student list also needs to attach with the file. Summary also needs to be prepared as per the issue raised by parents. Department of arts already have this record in their file. Unique point was each mentor summary was attached year wise along with the file

File No 19 & 20 Department placement file & Social initiative taken by the Department: Incomplete or missing

File No 21 Question Bank: Question bank should be printed on college letter head and authorized by respective HOD and Principal.

File No 22 Disaster management by the department: incomplete or absent.

File No 23 & 24 Feedback of the student and Remedial measures for slow learner & Advanced learner: Feedback form needs to be attached along with the data.

File No 25 Academic calendar

File No 26 & 27: File was absent or incomplete.

File No 28 Departmental Result: Result were not properly presented.

Department of Biochemistry

The Departmental audit Day 2 was continued with Biochemistry Department at 01.00 pm on 16 December 2021. The members present were Dr Devkanya Gupta (Coordinator, IQAC), Dr Dr Surbhi (Dean, Academics), Dr Shalini (Auditor), Dr Aarti (Associate Auditor), Dr Neha (Head, Department of Biochemistry), and Dr Uzma Sayyed (Assistant Professor, Department of Zoology)

File No. 01: Student Database file: Following points should be corrected in the file.

There was a printing issues in the file. Session wise record was also not there. The record was not signed by the department HOD and principal. Address of the student needs to be added in the data

File No. 02 Internal assessment of student: Data was missing (2nd sem) and not as per the MDU format. Supporting documents were also absent like question paper of the assignment, sessional and copies of the assignment.

File No. 03: Staff Meeting Note: Numbering problem in the MOM. Name of all the staff members was also missing. Signature of the staff was also not there.

File No 04: Circular/ Notice file: Notice/ Circular should be on letter head along with the authorized person signature. Rechecked the dates of notice/circular as per the academic calendar of the department.

File No. 05: Scholarship File: Absent, need to prepare.

File No 06 & 7 Equipment purchase and Equipment Log file: Incomplete. No requisition or requirement copy was there in the file as supporting document.

File No 08 Parents Teacher Meeting: No notice of meeting was there. Attendance/signature of authorized person was not there. Complete list of student was not there along with the summary of the PTM. Session, class, semester was missing in the documents. Circular/notice was not on letter head of the college.

File No 09 Alumni File: NA

File No 10 Curriculum File: Completed. Only printing issue was there in the documents. It should covers all semester syllabus along with the scheme.

File No 11 Research File: Absent or incomplete.

File No 12 Extension File: Notice/circular, student attendance was missing along with the supporting documents (Photograph)

File No 13 MOU: Incomplete. Need to attached summary along with supporting documents (photograph)

File No 14 Library File: Not available.

File No 15 Time Table: Hard copy was absent.

File No 16 Departmental Profile and vision & Mission of Department: Vision needs to be corrected.

File No 17 Teaching and Non-Teaching staff file: Supporting documents was missing (staff acheivements, workshop, and research paper details)

File No 18 Mentor Mentee Meeting: No notice/circular, MOM and student attendance was there in the file along with printing issues. Semester needs to be mentioned along with the signature of

authorized person.

File No 19 & 20 Department placement file & Social initiative taken by the Department:
Incomplete or missing

File No 21 Question Bank: Question bank should be printed on college letter head and authorized by respective HOD and Principal.

File No 22 Disaster management by the department: incomplete or absent.

File No 23 & 24 Feedback of the student and Remedial measures for slow learner:
Not available.

File No 24 Advanced learner: Following points needs to be added in the file

Doubt and extra classes along with the proof like quiz, expert lecture was used as a supporting documents. Department can add competitive exam notice, question paper as supporting documents.

File No 25 Academic calendar: Highlight the academic calendar according to departmental activity. No activity was there in the file.

File No 26 & 27: Not available

File No 28 Departmental Result: Gazette was missing as a proof of supporting document.

Computer Science Department

The Departmental audit Day 2 was continued with Computer Science Department at 01.50 pm on 16 December 2021. The members present were Dr Devkanya Gupta (Coordinator, IQAC), Dr Dr Surbhi (Dean, Academics), Dr Geeta (Auditor), Ms Meenu (Associate Auditor), Dr Yashpal (Head, Department of Computer Science) and Dr Uzma Sayyed (Assistant Professor, Department of Zoology)

File No. 01: Student Database file: Following points should be corrected in the file. There was a printing issues in the file. Session wise record was also not there. The record was not signed by the department HOD and principal. Address of the student needs to be added in the data

File No. 02 Internal assessment of student: Data was not as per the MDU format (split up data). Supporting documents were also absent like question paper of the assignment, sessional and copies of the assignment.

File No. 03: Staff Meeting Note: Name of all the staff members was missing. Signature of the staff was also not there. Only soft copy was there.

File No 04: Circular/ Notice file: Notice/ Circular should be on letter head along with the authorized person signature (HOD & Principal). Rechecked the dates of notice/circular as per the academic calendar of the department.

File No. 05: Scholarship File: Incomplete. No data available.

File No 06 & 7 Equipment purchase and Equipment Log file: Incomplete. No requisition or requirement copy was there in the file as supporting document.

File No 08 Parents Teacher Meeting: No notice of meeting was there. Attendance/signature of authorized person was not there. Complete list of student was not there along with the summary of the PTM. Circular/notice was not on letter head of the college.

File No 09 Alumni File: NA

File No 10 Curriculum File: Completed. It should covers all semester syllabus along with the scheme. Old & updated scheme needs to be attached along with the syllabus upgradation notice by the MDU.

File No 11 Research File: Incomplete. Needs to attach the year wise list of research paper of each faculty of the department.

File No 12 Extension File: Notice/circular, student attendance was missing. Only current year extension activity was there. No caption was there in the photograph.

File No 13 MOU: Not available

File No 14 Library File: Not available.

File No 15 Time Table: Hard copy was absent. Committee In charge/ HOD/Principal signature was missing.

File No 16 Departmental Profile and vision & Mission of Department: Complete but in soft copy.

File No 17 Teaching and Non-Teaching staff file: Completed. No improvement required.

File No 18 Mentor Mentee Meeting: No notice/circular, MOM and student attendance was there in the file along with printing issues & signature of authorized person. College logo was also not there.

File No 19 & 20 Department placement file & Social initiative taken by the Department: Incomplete or missing

File No 21 Question Bank: Question bank should be printed on college letter head and authorized by respective HOD and Principal.

File No 22 Disaster management by the department: incomplete or absent.

File No 23 & 24 Feedback of the student and Remedial measures for slow learner: Feedback form of students needs to attach with file.

File No 24 Advanced learner: Following points needs to be added in the file

Doubt and extra classes along with the proof like quiz, expert lecture was used as a supporting documents. Department can add competitive exam notice, question paper as supporting documents.

File No 25 Academic calendar: Highlight the academic calendar according to departmental activity. No activity was there in the file.

File No 26 & 27: Not available

File No 28 Departmental Result: Gazette was missing as a proof of supporting document.

DAY 3

Commerce Department

The Departmental audit Day 3 was started with Department of Commerce at 10.00 am on 17 December 2021. The members present were Dr Devkanya Gupta (Coordinator, IQAC), Dr Dr Surbhi (Dean, Academics), Dr Priya (Auditor), Ms Nidhi (Associate Auditor), Dr Priyanka Kumari (Head, Department of Commerce), Dr Shalini (Assistant Professor, Department of commerce) and Dr Uzma Sayyed (Assistant Professor, Department of Zoology)

File No. 01: Student Database file: Student address should be there in every year's data. Index or front pages includes the growth of department year wise in the form of table and graph. The department can also include no of admissions per year as a growth parameter.

File No. 02 Internal assessment of student: Data should be presentable and according to MDU format (split up data of internal) along with the supporting documents such as sessional sheet, ERP record for attendance, sessional papers and assignment copy.

File No. 03 & 04: Staff Meeting Note and circular/ Notice file: Designation needs to be added in front of staff name. No correction required except the circular should be on college letter head and duly signed by the authorized person.

File No. 05: Scholarship or Alumni File: Scholarship policy should be on first page (index) Scholarship file can be prepared in 2 format either prepared the list of departmental student along with summary or highlight the student of your department in the college scholarship database issued by the principal. Make a summary of each student along with sanction letter as a supporting document. Printing issues were also there in the file. All the documents should be approved by principal and HOD.

File No 06 & 7 Equipment purchase and Equipment Log file: Not applicable

File No 08 Parents Teacher Meeting: Invitation letter for the parents and list of students needs to be attached. Summary needs to be prepared which contain the query raised by the parents along with the action taken report. We can also add the sessional marks signed by the parents as the supporting documents for PTM meeting. Indexing should also be there.

File No 09 Alumni File: Summary also need to attached year wise for scholarship students.

File No 10 Curriculum File: No improvement required except all the updated curriculum needs to be attached along with the syllabus of open and foundation elective subject of concern department.

File No 11 & 12 Research & Extension File: Sequence should be latest to old. Research paper, seminar, workshop, FDP certificate required as supporting documents.

File No 13 MOU: Not available.

File No 14 Library File: Incomplete. E library was available.

File No 15 Time Table: No improvement required except indexing. Unique point was data of remedial classes and advanced learner.

File No 16 Departmental Profile and vision & Mission of Department: There is no need of improvement in this file. No CV/resume required for this file

File No 17 Teaching and Non-Teaching staff file: Summary of the staff achievements (publication, workshop, seminar attended) needs to prepared year wise.

File No 18 Mentor Mentee Meeting: Invitation letter and student list also needs to attach with the file. Summary also needs to prepare as per the issue raised by parents. Department of arts already have this record in their file.

File No 19 & 20 Department placement file: More details need to be added along with offer letter issued by the concern authority

File No 20 Social initiative taken by the Department: Not available

File No 21 Question Bank: Question bank should be printed on college letter head and authorized by respective HOD and Principal. Subject wise tagging was also required.

File No 22 Disaster management by the department: Not available

File No 23 Feedback of the student and Remedial measures for slow learner & learner:

Feedback form needs to be attached along with the data. Only soft copy was available.

File No 24 Advanced Learner: Supporting documents of those learner required who is going outside the college for participation as advanced learner.

File No 25, 26 & 27: Not available

File No 28 Departmental Result: Only teachers name needs to be added in the file.

Department of Management

The Departmental audit Day 3 was continued with Department of Management at 10.50 am on 17 December 2021. The members present were Dr Devkanya Gupta (Coordinator, IQAC), Dr Dr Surbhi (Dean, Academics), Dr Lalit (Auditor), Ms Preeti Rathi (Associate Auditor), MS Meenu (Head, Department of Management), Ms Taruna (Assistant Professor, Management Department),

Ms Sarika (Assistant Professor, Management Department) and Dr Uzma Sayyed (Assistant Professor, Department of Zoology)

File No. 01: Student Database file: Session wise record was also not there. The record was not signed by the department HOD and principal. Address of the student needs to be added in the data

File No. 02 Internal assessment of student: Split up data needs to be attached as per the MDU format along with supporting documents like question paper of the assignment, sessional and copies of the assignment.

File No. 03: Staff Meeting Note: Name of all the staff members along with the designation required. Signature of the staff was also not there. Circular/Notice and action taken report needs to be attached.

File No 04: Circular/ Notice file: Notice/ Circular should be on letter head of DPG degree college along with the authorized person signature (Principal instead of director). Rechecked the dates of notice/circular as per the academic calendar of the department.

File No. 05: Scholarship File: Summary needs to be attached along with the guidelines. Supporting documents required if available

File No 06 & 7 Equipment purchase and Equipment Log file: Incomplete. No requisition or requirement copy, purchasing, bills copy, receiving was there in the file as supporting document. Complete list of purchase needs to be added year wise.

File No 08 Parents Teacher Meeting: Attendance/signature of authorized person was also absent. Complete list of student was not there along with the summary of the PTM. Circular/notice was not on letter head of the DPG degree college. Sessional exam marks for parents can add as supporting documents. Invitation letter needs to be prepared for parents.

File No 09 Alumni File: NA

File No 10 Curriculum File: Completed. Subject/yearwise tagging required. It should covers all semester syllabus along with the scheme. Old and updated syllabus needs to be attached in the file.

File No 11 Research File: Summary of faculties needs to be prepared along with the supporting documents such as research paper, workshop seminar attended by the faculty

File No 12 Extension File: Not presentable. Photograph needs to be captioned. Notice/circular, student attendance, event report, summary was missing

File No 13 MOU: Not available

File No 14 Library File: Not available.

File No 15 Time Table: Use DPG Degree College instead of DPG STM. HOD/principal needs to be added along with the stamp.

File No 16 Departmental Profile and vision & Mission of Department: Align the mission of the

department with DPG degree college mission. Index or front page needs to be attached.

File No 17 Teaching and Non-Teaching staff file: List of teachers needs to be attached year wise. Documents, CV needs to be self-attested by the faculty along with the passport size photograph.

File No 18 Mentor Mentee Meeting: Teacher replaced with word mentor along with name and signature. Notice/circular needs to be prepared along with counselling session. Student attendance was also missing.

File No 19 Department placement file: Not applicable

File No 20 Social initiative taken by the Department: Not available

File No 21 Question Bank: Available in soft copy. Question bank should be printed on college letter head and authorized by respective HOD and Principal.

File No 22 Disaster management by the department: not available

File No 23 & 24 Feedback of the student and Remedial measures for slow learner: Feedback form needs to be attached. Feedback analysis was absent except subject wise analysis. Slow learner data was also incomplete. Only list of student was there.

File No 24 Advanced learner: Doubt and extra classes along with the proof like quiz, expert lecture was used as a supporting documents. Department can add competitive exam notice, question paper as supporting documents. If student participate in any activity outside the college then must attached the photograph of event as supporting documents.

File No 25 Academic calendar: Absent or incomplete. Departmental activity calendar needs to be prepared and conduct an activity as per the calendar date.

File No 26 Innovative teaching method. Data should not be plagiarized and photograph of each activity/method needs to be attached as supporting documents.

File No 27: Not available

File No 28 Departmental Result: Make a summary of result year wise or semester wise. Gazette needs to be attached as supporting document.

Department of Mathematics

The Departmental audit Day 3 was continued with Department of Mathematics at 12.30 pm on 17 December 2021. The members present were Dr Devkanya Gupta (Coordinator, IQAC), Dr Dr Surbhi (Dean, Academics), Dr Neha Shakhawat (Auditor), Ms Jatinder (Associate Auditor), Dr Geeta (Head, Department of Mathematics), MS Pooja (Assistant Professor, Department of Mathematics) and Ms Geetanjali (Assistant Professor, Commerce Department)

File No. 01: Student Database file: Student address should be there in every year's data. Index or front pages includes the growth of department year wise in the form of table and graph. The department can also include no of admissions per year as a growth parameter.

File No. 02 Internal assessment of student: Data should be presentable and according to MDU format (split up data of internal) along with the supporting documents such as sessional sheet, ERP record for attendance, sessional papers and assignment copy.

File No. 03 & 04: Staff Meeting Note and circular/ Notice file: Designation needs to be added in front of staff name. No correction required except the circular should be on college letter head and duly signed by the authorized person.

File No. 05: Scholarship or Alumni File: Scholarship policy should be on first page (index) Scholarship file can be prepared in 2 format either prepared the list of departmental student along with summary or highlight the student of your department in the college scholarship database issued by the principal. Make a summary of each student along with sanction letter as a supporting document. Printing issues were also there in the file. All the documents should be approved by principal and HOD.

File No 06 & 7 Equipment purchase and Equipment Log file: Challan copy, Requirement for the equipment, purchase slip and bills need to be attached along with file and log register. Make a list of equipment purchase year wise of each year.

File No 08 Parents Teacher Meeting: Invitation letter for the parents and list of students needs to be attached. Summary needs to be prepared which contain the query raised by the parents along with the action taken report. We can also add the sessional marks signed by the parents as the supporting documents for PTM meeting. Indexing should also be there.

File No 09 Alumni File: Summary also need to attached year wise for scholarship students.

File No 10 Curriculum File: No improvement required except all the updated curriculum needs to be attached along with the syllabus of open and foundation elective subject of concern department.

File No 11 & 12 Research & Extension File: Sequence should be latest to old. Research paper, seminar, workshop, FDP certificate required as supporting documents.

File No 13 MOU: Not available.

File No 14 Library File: Departmental Register needs to be prepared. E-books/ Resources record needs to be prepared along with teachers notes, previous year question paper. Book Issuing and return record should also maintained departmental wise. Newspaper copies as per the subject information can also add in the library record.

File No 15 Time Table: No improvement required except indexing. Time table should be arrange year wise

File No 16 Departmental Profile and vision & Mission of Department: There is no need of Improvement in this file. No CV/resume required for this file

File No 17 Teaching and Non-Teaching staff file: Summary of the staff achievements (publication, workshop, seminar attended) needs to prepared year wise.

File No 18 Mentor Mentee Meeting: Invitation letter and student list also needs to attach with the file. Summary also needs to prepare as per the issue raised by parents. Department of arts already have this record in their file.

File No 19 & 20 Department placement file: incomplete or missing

File No 20 Social initiative taken by the Department: Not available

File No 21 Question Bank: Question bank should be printed on college letter head and authorized by respective HOD and Principal. Subject wise tagging was also required.

File No 22 Disaster management by the department: Not available

File No 23 Feedback of the student and Remedial measures for slow learner & learner:

Feedback form needs to be attached along with the data.

File No 24 Advanced Learner: Supporting documents of those learner required who is going outside the college for participation as advanced learner.

File No 25, 26 & 27: Not available

File No 28 Departmental Result: Only teachers name needs to be added in the file. Gazette needs to be added as supporting documents.

Department of Physics

The Departmental audit Day 3 was continued with Department of Physics at 1.15 pm on 17 December 2021. The members present were Dr Devkanya Gupta (Coordinator, IQAC), Dr Dr Surbhi (Dean, Academics), Dr Neha (Auditor), Dr Shefali (Associate Auditor), Dr Nalinee (Head, Department of Physics), Dr Shama (Assistant Professor, Department of Physics), and Ms Geetanjali (Assistant Professor, Commerce Department)

File No. 01: Student Database file: Session wise record was also not there. The record was not signed by the department HOD and principal. Address of the student needs to be added in the data

File No. 02 Internal assessment of student: Split up data needs to be attached as per the MDU

format along with supporting documents like question paper of the assignment, sessional and copies of the assignment.

File No. 03: Staff Meeting Note: Name of all the staff members along with the designation required. Signature of the staff was also not there. Circular/Notice and action taken report needs to be attached.

File No 04: Circular/ Notice file: Notice/ Circular should be on letter head of DPG degree college along with the authorized person signature (Principal instead of director). Rechecked the dates of notice/circular as per the academic calendar of the department.

File No. 05: Scholarship File: Summary needs to be attached along with the guidelines. Supporting documents required if available

File No 06 & 7 Equipment purchase and Equipment Log file: Incomplete. No requisition or requirement copy, purchasing, bills copy, receiving was there in the file as supporting document. Complete list of purchase needs to be added year wise.

File No 08 Parents Teacher Meeting: Attendance/signature of authorized person was also absent. Complete list of student was not there along with the summary of the PTM. Circular/notice was not on letter head of the DPG degree college. Sessional exam marks for parents can add as supporting documents. Invitation letter needs to be prepared for parents.

File No 09 Alumni File: NA

File No 10 Curriculum File: Completed. Subject/yearwise taaging required. It should covers all semester syllabus along with the scheme. Old and updated syllabus needs to be attached in the file.

File No 11 Research File: Summary of faculties needs to be prepared along with the supporting documents such as research paper, workshop seminar attended by the faculty

File No 12 Extension File: Not presentable. Photograph needs to be captioned. Notice/circular, student attendance, event report, summary was missing

File No 13 MOU: Not available

File No 14 Library File: Not available.

File No 15 Time Table: Use DPG Degree College instead of DPG STM. HOD/principal needs to be added along with the stamp.

File No 16 Departmental Profile and vision & Mission of Department: Align the mission of the department with DPG degree college mission. Index or front page needs to be attached.

File No 17 Teaching and Non-Teaching staff file: List of teachers needs to be attached year wise. Documents, CV needs to be self-attested by the faculty along with the passport size photograph.

File No 18 Mentor Mentee Meeting: Teacher replaced with word mentor along with name and signature. Notice/circular needs to be prepared along with counselling session. Student attendance

was also missing.

File No 19 Department placement file: Not applicable

File No 20 Social initiative taken by the Department: Not available

File No 21 Question Bank: Available in soft copy. Question bank should be printed on college letter head and authorized by respective HOD and Principal.

File No 22 Disaster management by the department: not available

File No 23 & 24 Feedback of the student and Remedial measures for slow learner:

Feedback form needs to be attached. Feedback analysis was absent except subject wise analysis.

Slow learner data was also incomplete. Only list of student was there.

File No 24 Advanced learner: Doubt and extra classes along with the proof like quiz, expert lecture was used as a supporting documents. Department can add competitive exam notice, question paper as supporting documents. If student participate in any activity outside the college then must attached the photograph of event as supporting documents.

File No 25 Academic calendar: Absent or incomplete. Departmental activity calendar needs to be prepared and conduct an activity as per the calendar date.

File No 26 Innovative teaching method. Data should not be plagiarized and photograph of each activity/method needs to be attached as supporting documents.

File No 27: Not available

File No 28 Departmental Result: Make a summary of result year wise or semester wise. Gazette needs to be attached as supporting document.

Undergraduate Department (BSC)

The Departmental audit Day 3 was continued with Undergraduate Department (BSC) at 2.05 pm on 17 December 2021. The members present were Dr Devkanya Gupta (Coordinator, IQAC), Dr Dr Surbhi (Dean, Academics), Dr Priyanka (Auditor), Dr Madhvi (Associate Auditor), Dr Lalit (Coordinator, UG-BSC), Ms Preeti (Assistant Professor, Department of Chemistry), Ms Priya (Assistant Professor, Department of Geology), and Ms Geetanjali (Assistant Professor, Commerce Department)

File No. 01: Student Database file: Session wise record was also not there. The record was not signed by the department HOD and principal. Address of the student needs to be added in the data.

All file available in soft copy so should be maintained in hard copy

File No. 02 Internal assessment of student: Split up data needs to be attached as per the MDU format along with supporting documents like question paper of the assignment, sessional and copies

of the assignment.

File No. 03: Staff Meeting Note: Name of all the staff members along with the designation required. Signature of the staff was also not there. Circular/Notice and action taken report needs to be attached.

File No 04: Circular/ Notice file: Notice/ Circular should be on letter head of DPG degree college along with the authorized person signature (Principal instead of director). Rechecked the dates of notice/circular as per the academic calendar of the department.

File No. 05: Scholarship File: Summary needs to be attached along with the guidelines. Supporting documents required if available in the form of policy documents.

File No 06 & 7 Equipment purchase and Equipment Log file: Incomplete. No requisition or requirement copy, purchasing, bills copy, receiving was there in the file as supporting document. Complete list of purchase needs to be added year wise.

File No 08 Parents Teacher Meeting: Attendance/signature of authorized person was also absent. Complete list of student was not there along with the summary of the PTM. Circular/notice was not on letter head of the DPG degree college. Sessional exam marks for parents can add as supporting documents. Invitation letter needs to be prepared for parents.

File No 09 Alumni File: Need to update the alimni record year wise.

File No 10 Curriculum File: Completed. Subject/year wise tagging required. It should covers all semester syllabus along with the scheme. Old and updated syllabus needs to be attached in the file.

File No 11 Research File: Summary of faculties needs to be prepared along with the supporting documents such as research paper, workshop seminar attended by the faculty

File No 12 Extension File: Not presentable. Photograph needs to be captioned. Notice/circular, student attendance, event report, summary was missing

File No 13 MOU: Not available

File No 14 Library File: Need to maintain the record of departmental library along with the register.

File No 15 Time Table: Need to print on college letter head along with the counter sign by committee members.

File No 16 Departmental Profile and vision & Mission of Department: Align the mission of the department with DPG degree college mission. Index or front page needs to be attached.

File No 17 Teaching and Non-Teaching staff file: List of teachers needs to be attached year wise. Documents, CV needs to be self-attested by the faculty along with the passport size photograph.

File No 18 Mentor Mentee Meeting: Teacher replaced with word mentor along with name and signature. Notice/circular needs to be prepared along with counselling session. Student attendance was also missing.

File No 19 Department placement file: Not applicable

File No 20 Social initiative taken by the Department: Not available

File No 21 Question Bank: Available in soft copy. Question bank should be printed on college letter head and authorized by respective HOD and Principal.

File No 22 Disaster management by the department: not available

File No 23 & 24 Feedback of the student and Remedial measures for slow learner:

Feedback form needs to be attached. Feedback analysis was absent except subject wise analysis.

Slow learner data was also incomplete.

File No 24 Advanced learner: Doubt and extra classes along with the proof like quiz, expert lecture was used as a supporting documents. Department can add competitive exam notice, question paper as supporting documents. If

student participate in any activity outside the college then must attached the photograph of event as supporting documents.

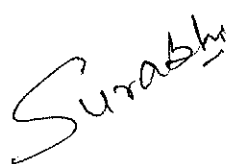
File No 25 Academic calendar: Departmental activity calendar needs to be prepared and conduct an activity as per the calendar date.

File No 26 Innovative teaching method. Data should not be plagiarized and photograph of each activity/method needs to be attached as supporting documents.

File No 27: Not available

File No 28 Departmental Result: Make a summary of result year wise or semester wise. Gazette needs to be attached as supporting document.


Dr Devkanya Gupta
(Coordinator, IQAC)


Dr Surbhi Chaudhry
(Dean, Academics)