

Internal Academic and Administrative Audit (AAA) Report for the session 2020-2021 Government P.G. College for Women Sector-14 Panchkula

I. OBJECTIVES

First and foremost, objective of Academic Audit is to encourage the departments to evaluate and analyse the teaching-learning process for improving quality education, modify their methodology as and when required to strive for academic excellence. Secondly, the audit is to review, assess, and evaluate the performance in domains of teaching-learning process, research, extra-curricular and administrative aspects pertaining to departments of the institution. And to promote adoption of best practices.

For the first time, an initiative is taken as a part of IQAC by forming the Internal Academic Audit Committee to prepare and submit an Audit Report for the session 2020-2021 vide office order dated 15.12.2020.

II. METHODOLOGY

As per resolution of the Audit Committee meeting held on 2021, a common format for collecting baseline information (Annexure-I) was prepared by Audit Team and departments were instructed to furnish the required information as per that format during the physical inspection by the Audit Committee.

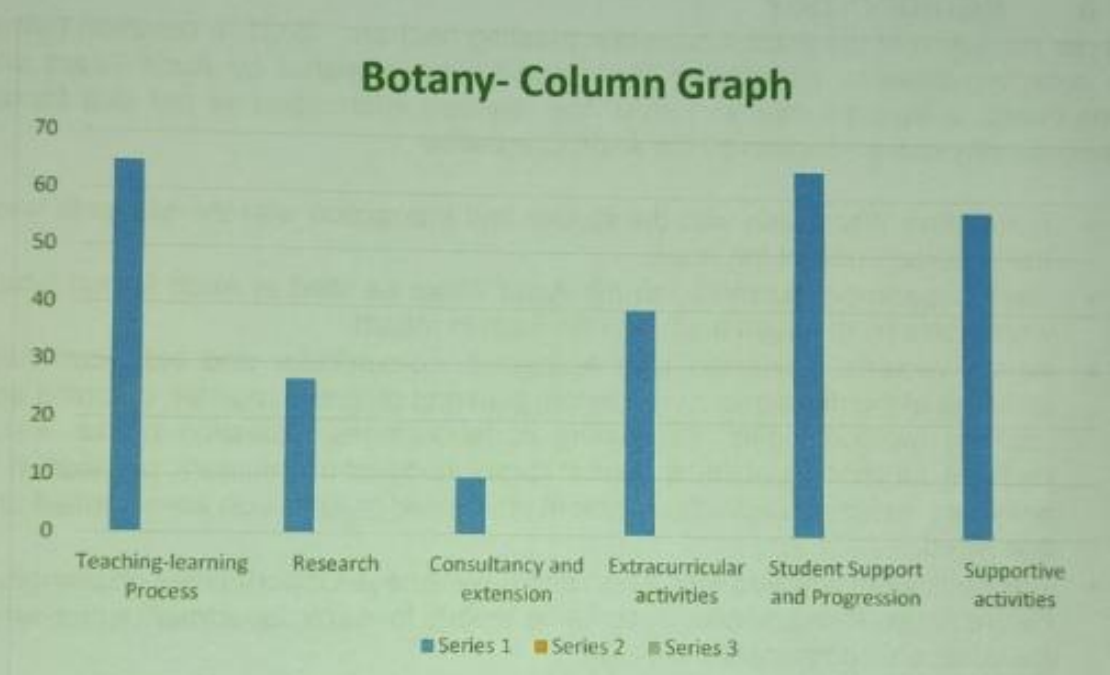
- Elaborative discussion with the faculty and interaction with the students were the important part of the Audit.
- Each department submitted to the Audit Team as filled in Audit format which were notes by the audit team and are kept in record.
- All the records connected with Academic, co-curricular and extra-curricular activities of the department viz. Lesson plan and progress register, teaching and learning methodologies, functioning of laboratories, Question banks, study material, functioning of departmental library, conduct of seminars, publication of seminars, extension activities, student profile and progression were verified and analysed.
- The Audit team solicited SWOC (strength-weakness-Opportunities-challenges), Future Action Plan and brief description reports for each department which were the essential components of Audit.
- These were done to suggest improvement in the quality of existing practices and achieving Academic Excellence in future.

III. OBSERVATIONS

The information data provided by the 21 departments in (Annexure-1) were fed into an excel sheet and were intensively analysed. The responses of the 21 departments have been recorded under different alternative options such as yes, no or numeric or some details. As per the decision made in the IQAC meeting, the academic audit was done over a period of three days and team visited the various departments for brief interactions with the faculty of each department, and the support staff. The students of the department streams were interacted online. The findings are presented in the different categories below

SELF ASSESSMENT EVALUATION SHEET DEPARTMENT- BOTANY

Sr. No.	Evaluation	Marks obtained	Total Marks
Criterion I	Teaching-learning Process	65	150
Criterion II	Research	27	100
Criterion III	Consultancy and extension	10	50
Criterion IV	Extracurricular activities	40	100
Criterion V	Student Support and Progression	65	160 UG
Criterion VI	Supportive activities	58	100



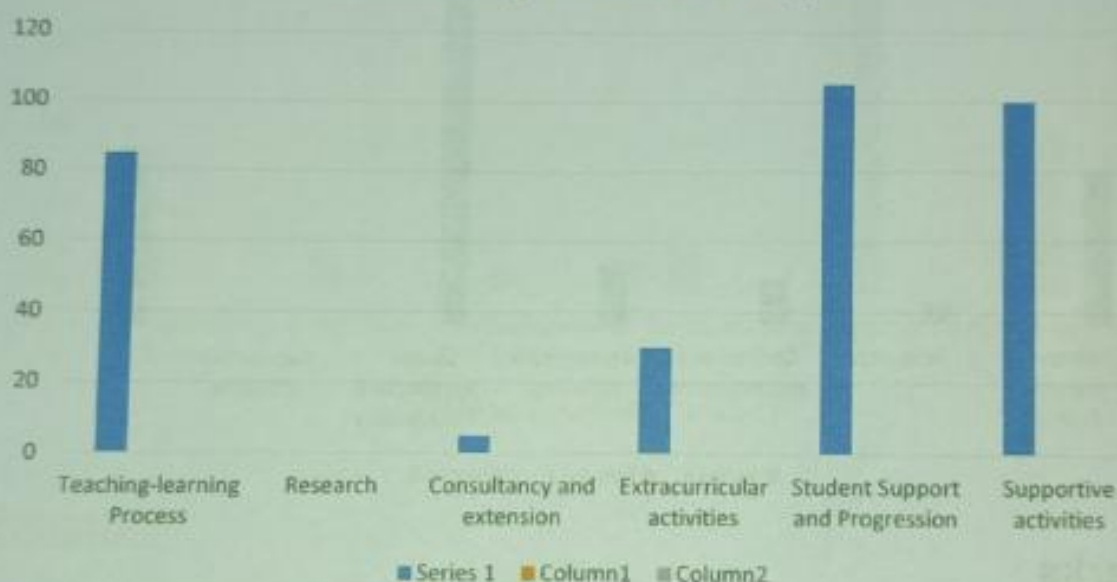
Remarks

1. Labs are equipped and maintained.
2. Botanical garden is established.
3. Department is suggested to work on possibilities of consultancy activities.
4. More Co-curricular activities should be organized in the department for overall personality development of the students.

SELF ASSESSMENT EVALUATION SHEET
DEPARTMENT- CHEMISTRY

Sr. No.	Evaluation	Marks obtained	Total Marks
Criterion I	Teaching-learning Process	85	150
Criterion II	Research	0	100
Criterion III	Consultancy and extension	5	50
Criterion IV	Extracurricular activities	30	100
Criterion V	Student Support and Progression	105	160 UG
Criterion VI	Supportive activities	100	100

Chemistry- Column Graph

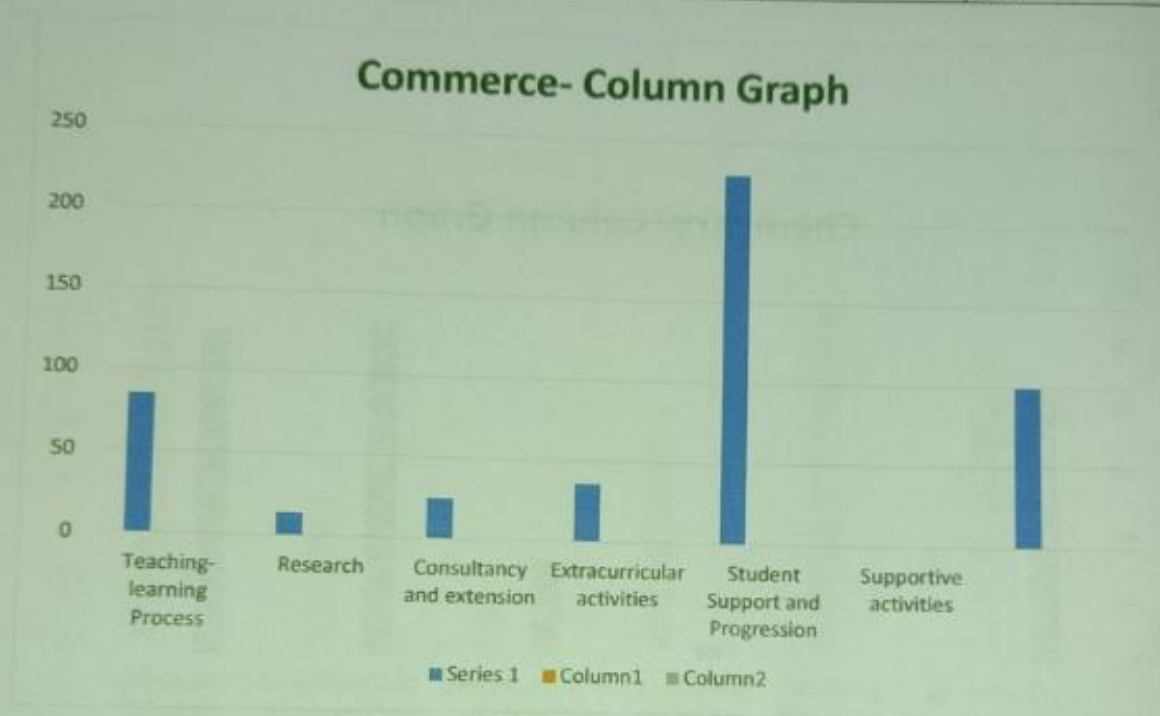


Remarks

1. Faculty members are using latest teaching technologies.
2. One more lab is needed to avoid merging of groups for smooth working during practical.
3. Department is suggested to use one small lab which is established but not in use can be used for physical Chemistry Practical.
4. The faculty is advised to attend the seminars/workshops and FDPs as no one in the faculty attended such growth program.
5. Research and publication need to be emphasized.

SELF ASSESSMENT EVALUATION SHEET DEPARTMENT- COMMERCE

Sr. No.	Evaluation	Marks obtained	Total Marks
Criterion I	Teaching-learning Process	85	150
Criterion II	Research	14	100
Criterion III	Consultancy and extension	25	50
Criterion IV	Extracurricular activities	36	100
Criterion V	Student Support and Progression	230	160 UG 240 PG
Criterion VI	Supportive activities	100	100



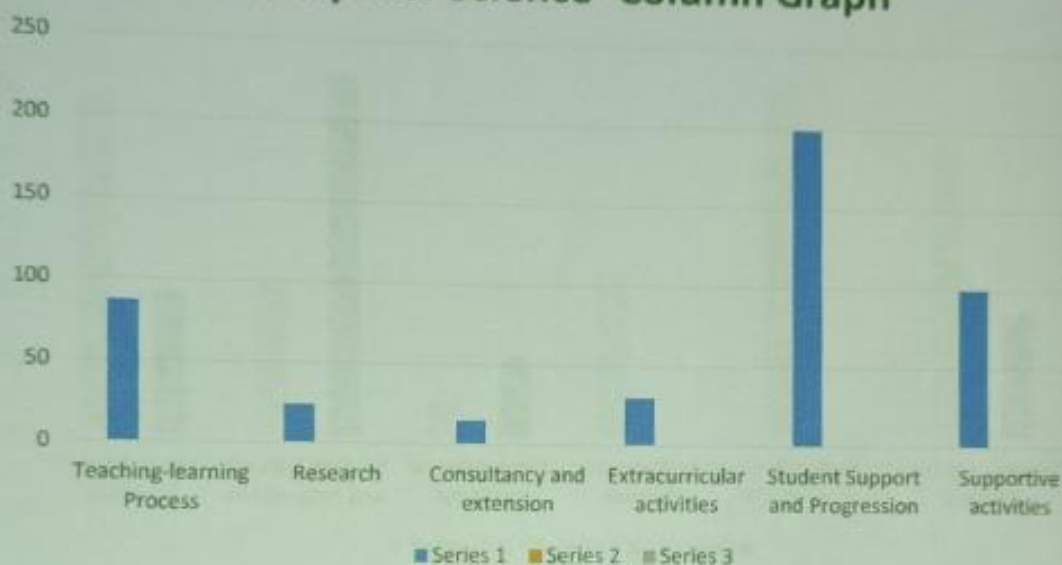
Remarks

1. Department is well organized.
2. More ICT resources should be used for teaching- learning process
3. Faculty is advised to attend the seminars/workshops and emphasize on publication work as there is a big faculty in this department.
4. The department is suggested to explore the options for consultancy and advised to sign MoU with other agencies.
5. For effective and practical teaching, professionals and leading entrepreneurs should be involved more in seminars and workshops. These benefits are not available to the students in general class teachings/private coaching classes.
6. Old students having professional qualifications can be involved. For this, such students will be very glad to spend some time in their old college with youngsters. The cost of inviting professionals will be nil. Rather they shall be happy to donate something for the department.
7. Team suggested the department to work in collaboration with placement cell for effective placement.

SELF ASSESSMENT EVALUATION SHEET
DEPARTMENT- COMPUTER SCIENCE

Sr. No.	Evaluation	Marks obtained	Total Marks
Criterion I	Teaching-learning Process	87	150
Criterion II	Research	24	100
Criterion III	Consultancy and extension	15	50
Criterion IV	Extracurricular activities	30	100
Criterion V	Student Support and Progression		160 UG
Criterion VI	Supportive activities	200	240 PG
		100	100

Computer Science- Column Graph



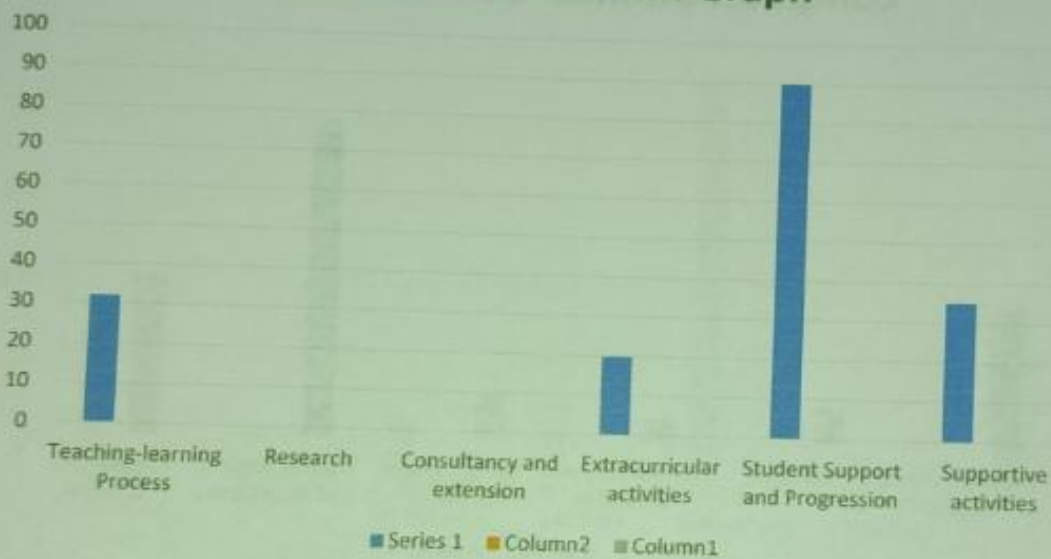
Remarks

1. Infrastructure and labs are decent.
2. But labs are equipped with old hardware although necessary software for practical purpose is available and working.
3. Latest versions of software is not supported by most of the old computers so there is a great need to purchase / demand for the new computers and latest versions of software for quality education.
4. The old type computers even do not have inbuilt speakers and cameras so two-way communication on google meet is impossible.
5. Faculty is advised to attend the seminars/workshops and FDP.
6. Workshop/ training program should be organized by the department.
7. Department is suggested to explore the options for consultancy activities and advised to sign MoU with other agencies.
8. Proper right off and disposal of e-waste is suggested.

SELF ASSESSMENT EVALUATION SHEET
DEPARTMENT- ECONOMICS

Sr. No.	Evaluation	Marks obtained	Total Marks
Criterion I	Teaching-learning Process	32	150
Criterion II	Research	0	100
Criterion III	Consultancy and extension	0	50
Criterion IV	Extracurricular activities	20	100
Criterion V	Student Support and Progression	90	160 UG
Criterion VI	Supportive activities	35	100

Economics- Column Graph



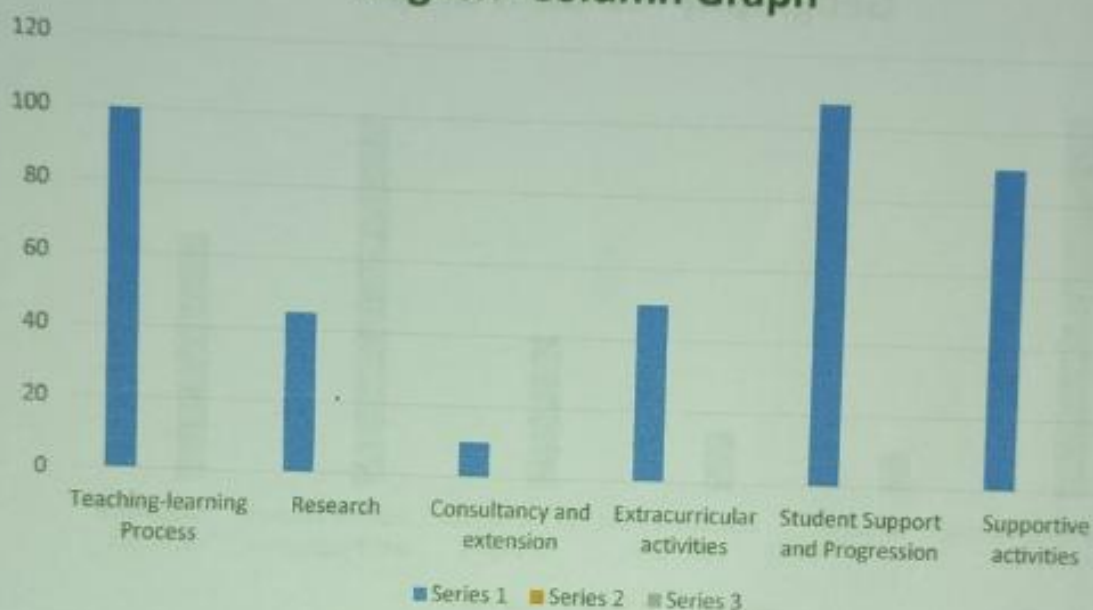
Remarks

1. Student support and progression is average.
2. More use of latest technology for teaching is required
3. Faculty is advised to attend the seminars/workshops and FDP as none of the faculty member attended such programs.
4. Consultancy and extension activities must be improved.
5. Team suggested to organise more extra curricular activities in the department for personality development.
6. Avenue for collaboration activities with Social Science Departments must be explored.

SELF ASSESSMENT EVALUATION SHEET DEPARTMENT- ENGLISH

Sr. No.	Evaluation	Marks obtained	Total Marks
Criterion I	Teaching-learning Process	100	150
Criterion II	Research	45	100
Criterion III	Consultancy and extension	10	50
Criterion IV	Extracurricular activities	50	100
Criterion V	Student Support and Progression	107	160 UG
Criterion VI	Supportive activities	90	100

English- Column Graph



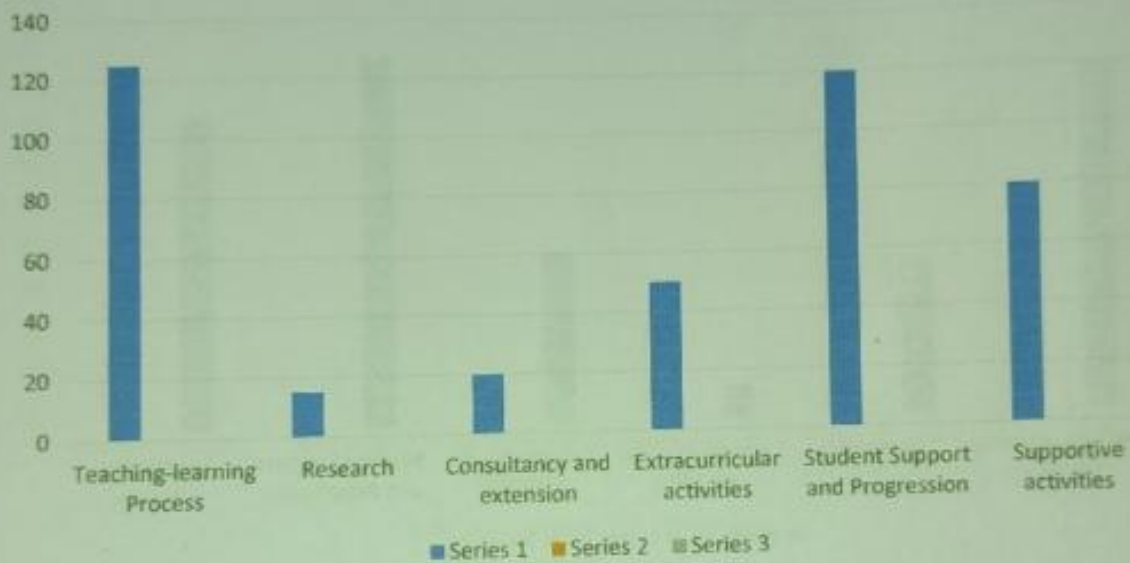
Remarks

1. Teaching process is good.
2. Language lab is established.
3. Maximum use of language lab is not observed so team suggested to organized more soft skill programs for the students of all streams.
4. Team suggested for different innovative practices in the department.
5. It is advised to use latest technology in teaching-learning process
6. Faculty should focus more on spoken English practice and encourage the students not to hesitate while speaking in English.
7. Feed back for the teacher evaluation is suggested at departmental level.
8. The possibility of consultancy activities by the department are to be explored and also sign MoU with other institute/agencies.

SELF ASSESSMENT EVALUATION SHEET DEPARTMENT- GEOGRAPHY

Sr. No.	Evaluation	Marks obtained	Total Marks
Criterion I	Teaching-learning Process	125	150
Criterion II	Research	15	100
Criterion III	Consultancy and extension	20	50
Criterion IV	Extracurricular activities	50	100
Criterion V	Student Support and Progression	120	240 UG
Criterion VI	Supportive activities	80	100

Geography- Column Graph



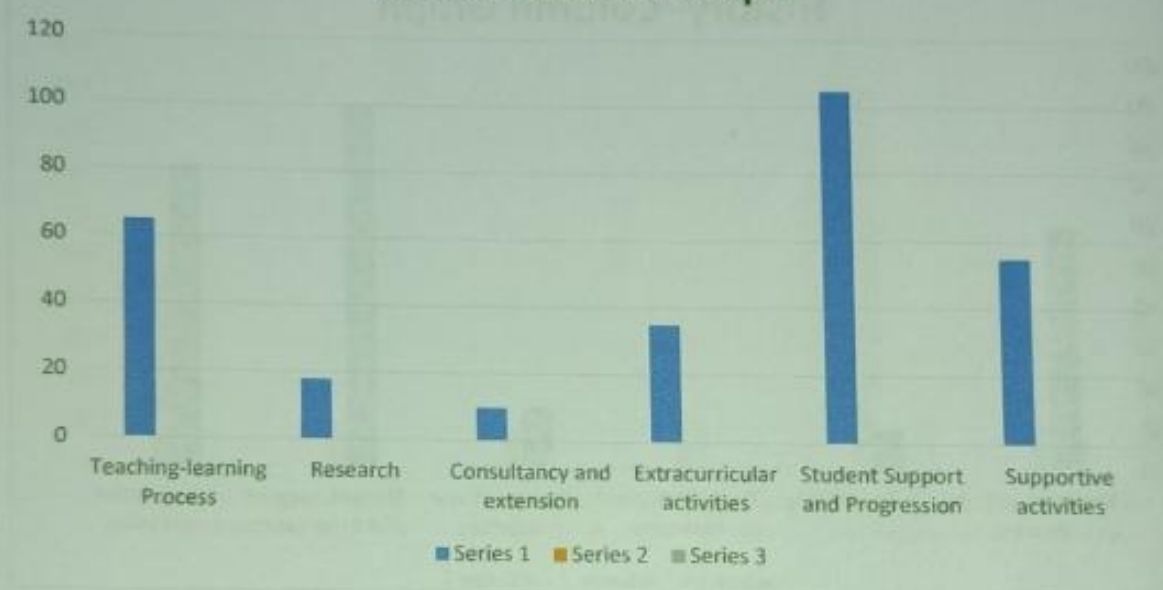
Remarks

1. Labs are equipped and maintained.
2. EVS room is established
3. Team suggested to organize workshops and training programs.
4. Department is advised to explore the possibilities of signing MoU with other agencies/institutions.
5. Engagement with community needs to be worked out and innovative practice be enhanced
6. Faculty is advised to work on consultancy extension work.

SELF ASSESSMENT EVALUATION SHEET
DEPARTMENT- HINDI

Sr. No.	Evaluation	Marks obtained	Total Marks
Criterion I	Teaching-learning Process	65	150
Criterion II	Research	18	100
Criterion III	Consultancy and extension	10	50
Criterion IV	Extracurricular activities	35	100
Criterion V	Student Support and Progression	105	160 UG
Criterion VI	Supportive activities	55	100

Hindi- Column Graph



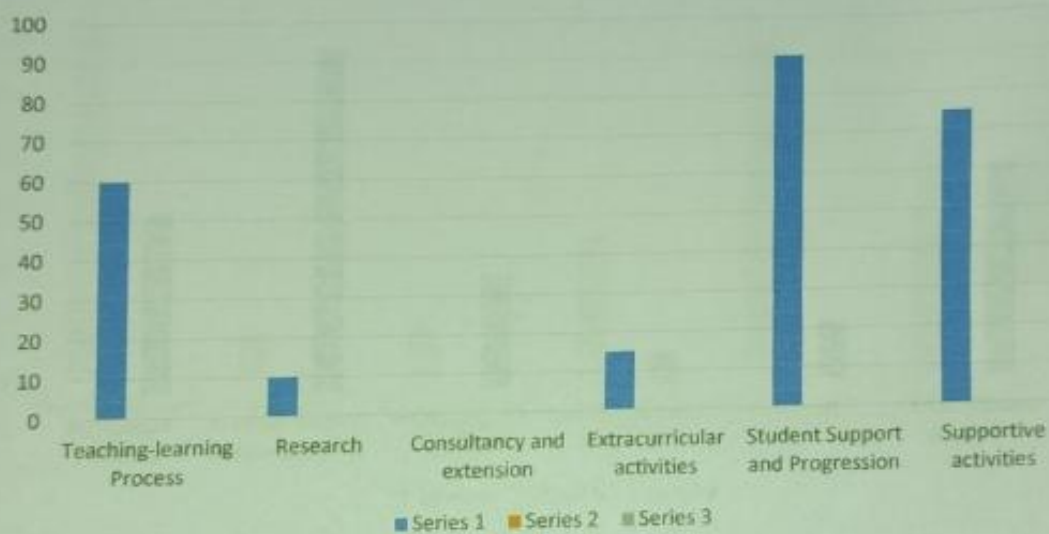
Remarks

1. The team suggested a modification of Vision and Mission statement to reflect the importance of Hindi as an effective vehicle for propagation of Hindi Literature and Comparative Studies.
2. More cocurricular activities should be organized in the department especially on 'Hindi Diwas'.
3. More ICT resources should be used in the teaching learning process.
4. Avenue for interdepartmental collaboration with Sanskrit and English department should be explored.
5. It is advised by the team to emphasize on consultancy and extension activities.

SELF ASSESSMENT EVALUATION SHEET DEPARTMENT- HISTORY

Sr. No.	Evaluation	Marks obtained	Total Marks
Criterion I	Teaching-learning Process	60	150
Criterion II	Research	10	100
Criterion III	Consultancy and extension	0	50
Criterion IV	Extracurricular activities	15	100
Criterion V	Student Support and Progression	90	160 UG
Criterion VI	Supportive activities	75	100

History- Column Graph



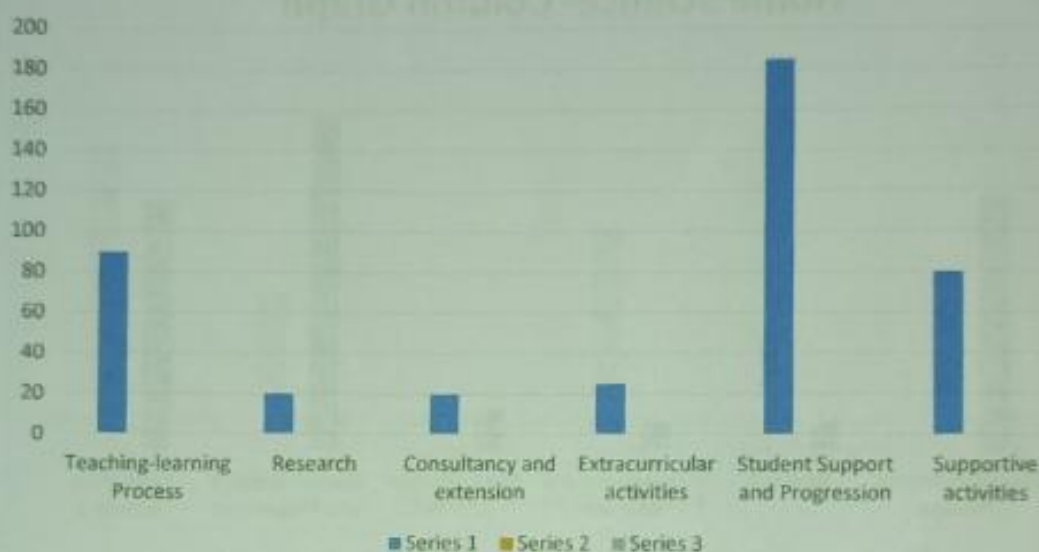
Remarks

1. Supportive activities are not specified in the IAA proforma.
2. Overall performance of the department is average.
3. Faculty is suggested to attend seminars/ workshop/FDP.
4. Use of latest technology and contribution in e-content development is required.
5. Team suggested to arrange co-curricular activities in the department.
6. Collaborative activities for the students with other Social Science department is advised.

SELF ASSESSMENT EVALUATION SHEET
DEPARTMENT- HOME SCIENCE

Sr. No.	Evaluation	Marks obtained	Total Marks
Criterion I	Teaching-learning Process	90	150
Criterion II	Research	20	100
Criterion III	Consultancy and extension	20	50
Criterion IV	Extracurricular activities	25	100
Criterion V	Student Support and Progression	185	240 PG
Criterion VI	Supportive activities	80	100

Home science- Column Graph



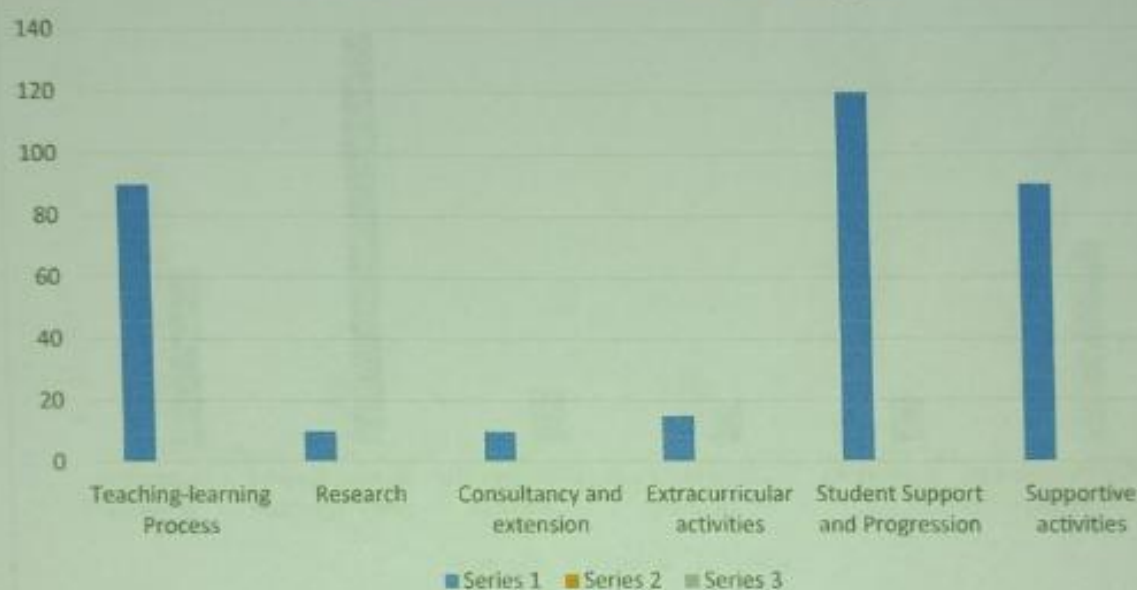
Remarks

1. Teaching process is good.
2. More extracurricular activities should be organized in the department.
3. Department is suggested to organize workshop/ Training for students as well as for faculty members.
4. Team suggested to work in collaboration with placement cell and incubation centre for grooming the young entrepreneurs for start-up and self-employment.

SELF ASSESSMENT EVALUATION SHEET DEPARTMENT- MATHAMATICS

Sr. No.	Evaluation	Marks obtained	Total Marks
Criterion I	Teaching-learning Process	90	150
Criterion II	Research	10	100
Criterion III	Consultancy and extension	10	50
Criterion IV	Extracurricular activities	15	100
Criterion V	Student Support and Progression	120	160 UG
Criterion VI	Supportive activities	90	100

Home Science- Column Graph

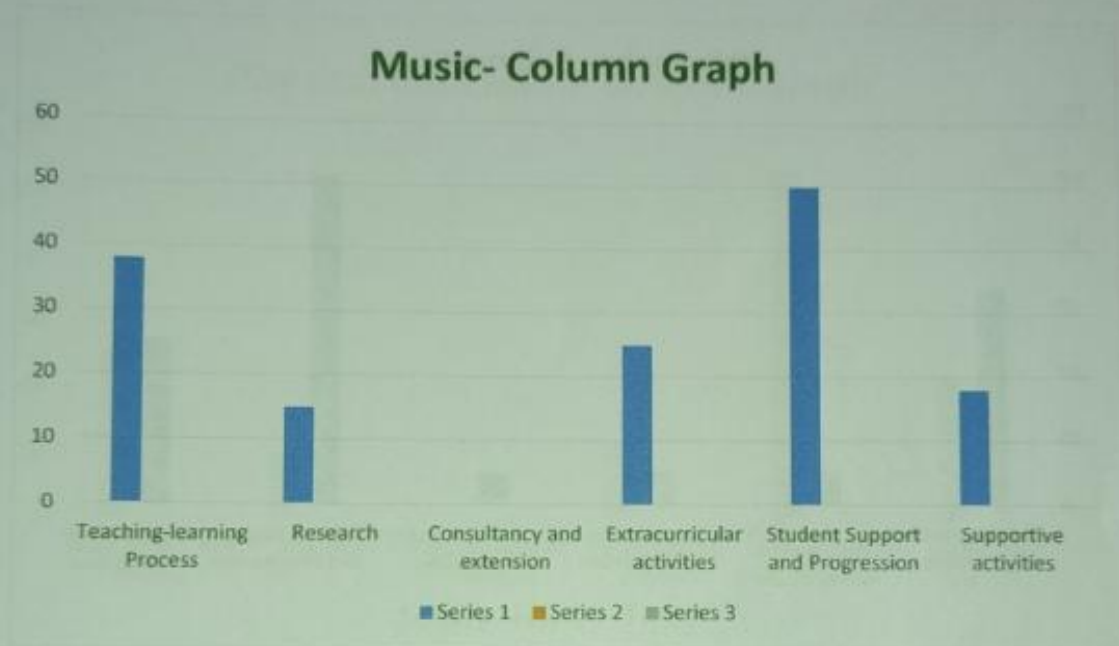


Remarks

1. Teaching process is good.
2. The department is advised to propose aa plan to enhance the skills of the students for competitive examination for the students
3. More extracurricular activities should be organized in the department.
4. A full-fledged mathematical laboratory should be developed for imparting lessons in a more meaningful way.

SELF ASSESSMENT EVALUATION SHEET
DEPARTMENT- MUSIC

Sr. No.	Evaluation	Marks obtained	Total Marks
Criterion I	Teaching-learning Process	38	150
Criterion II	Research	15	100
Criterion III	Consultancy and extension	0	50
Criterion IV	Extracurricular activities	25	100
Criterion V	Student Support and Progression	50	160 UG
Criterion VI	Supportive activities	18	100

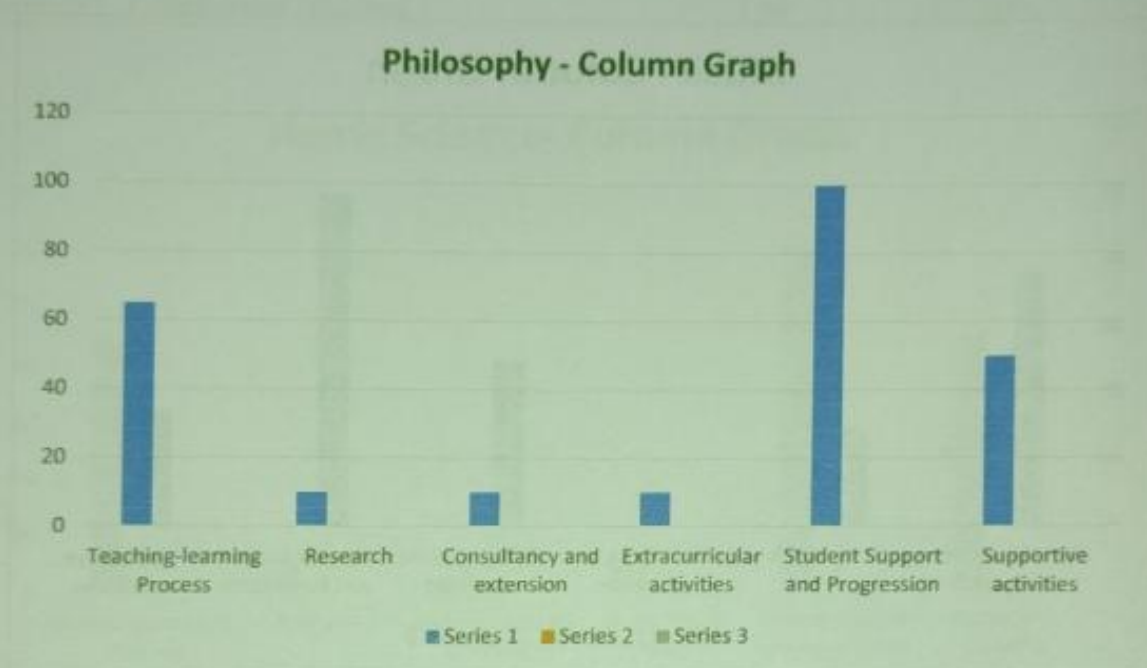


Remarks

1. Overall performance of the department is average.
2. Team advised to organise more activities at department level.
3. Involvement of the students in practical is must.
4. Collaboration activities need to be organized.
5. Latest technology for teaching must be explored.

SELF ASSESSMENT EVALUATION SHEET
DEPARTMENT- PHILOSOPHY

Sr. No.	Evaluation	Marks obtained	Total Marks
Criterion I	Teaching-learning Process	65	150
Criterion II	Research	10	100
Criterion III	Consultancy and extension	10	50
Criterion IV	Extracurricular activities	10	100
Criterion V	Student Support and Progression	100	160 UG
Criterion VI	Supportive activities	50	100



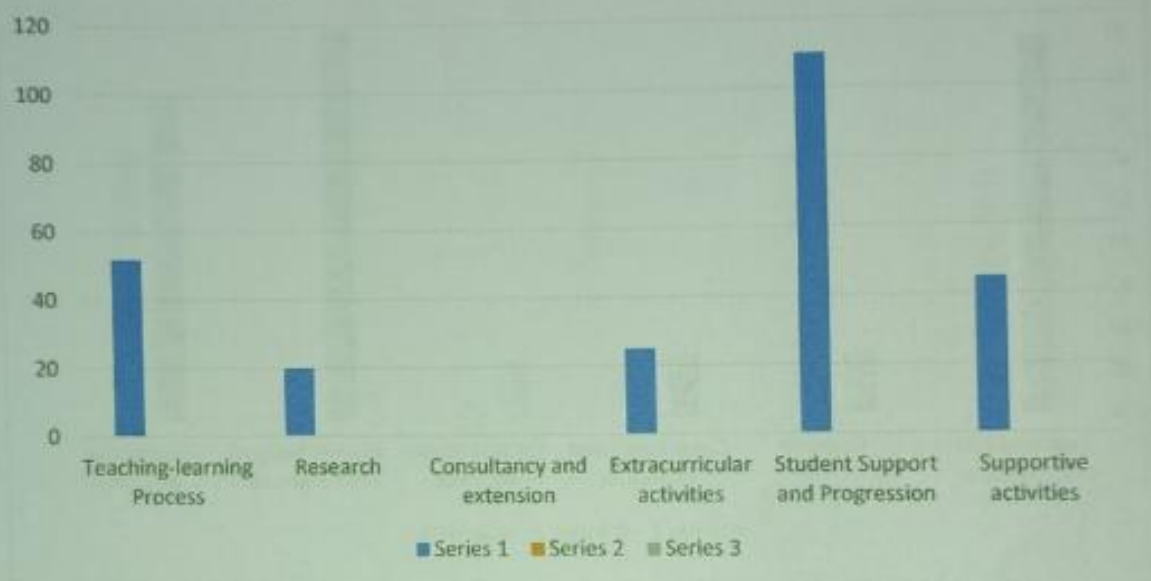
Remarks

1. Supportive activities not specified in the proforma.
2. Overall performance of the department is average.
3. Department is advised to use ICT for teaching
4. Proper documentation of the record is advised by the team.
5. More co-curricular activities should be organised in the department.

SELF ASSESSMENT EVALUATION SHEET DEPARTMENT- PHYSICAL EDUCATION

Sr. No.	Evaluation	Marks obtained	Total Marks
Criterion I	Teaching-learning Process	52	150
Criterion II	Research	20	100
Criterion III	Consultancy and extension	0	50
Criterion IV	Extracurricular activities	25	100
Criterion V	Student Support and Progression	110	160 UG
Criterion VI	Supportive activities	45	100

Physical education- Column Graph



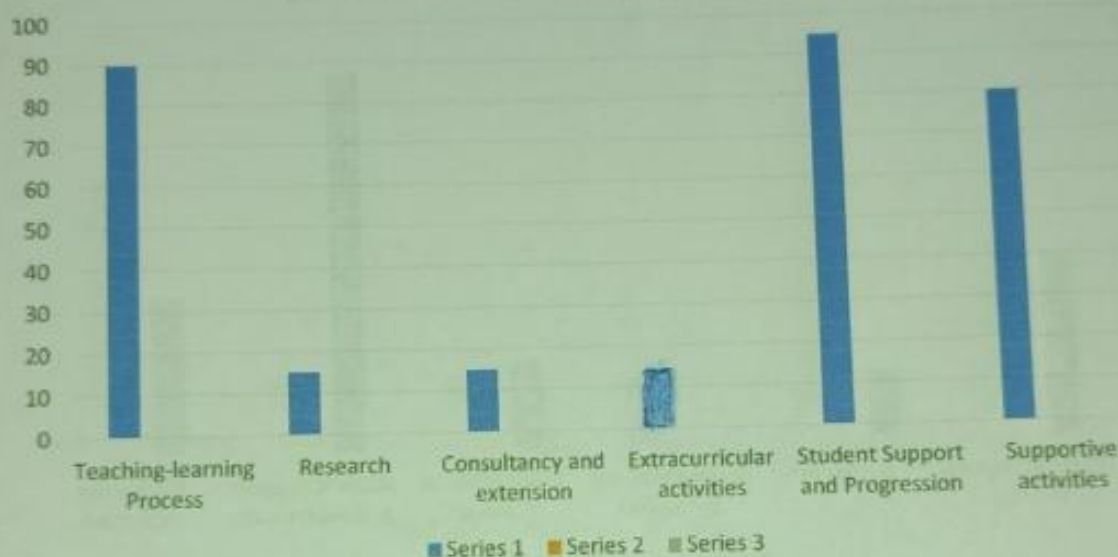
Remarks

1. Sports and Gym facilities are good.
2. Department has been advised to engage more students in sports activities especially in Yoga.
3. Extension lectures should be arranged for the college students.
4. More use of latest technology for teaching is needed.

SELF ASSESSMENT EVALUATION SHEET DEPARTMENT- PHYSICS

Sr. No.	Evaluation	Marks obtained	Total Marks
Criterion I	Teaching-learning Process	90	150
Criterion II	Research	15	100
Criterion III	Consultancy and extension	15	50
Criterion IV	Extracurricular activities	15	100
Criterion V	Student Support and Progression	95	160 UG
Criterion VI	Supportive activities	80	100

Physics- Column Graph



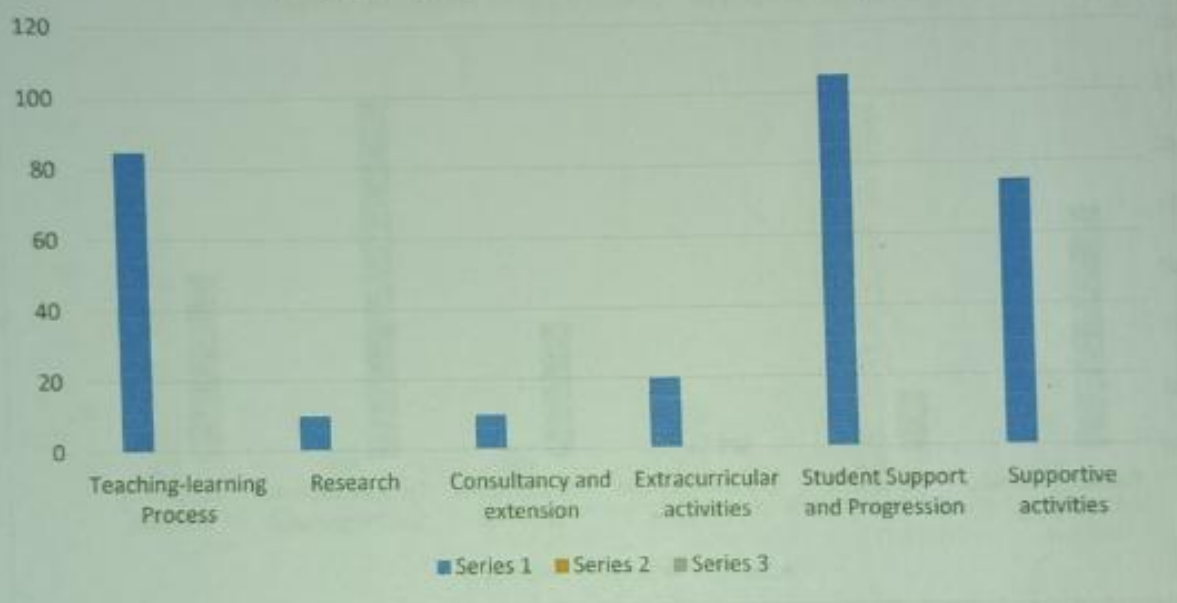
Remarks

1. Labs are neat and well equipped.
2. Teaching method is good.
3. None of the faculty attended seminar/workshop/ FDP.
4. Team suggested faculty to attend such programs.
5. Mini computer Lab for B.Sc. II and III 'Fortran Practical' is urgently required to be set up.

SELF ASSESSMENT EVALUATION SHEET
DEPARTMENT- POLITICAL SCIENCE

Sr. No.	Evaluation	Marks obtained	Total Marks
Criterion I	Teaching-learning Process	85	150
Criterion II	Research	10	100
Criterion III	Consultancy and extension	10	50
Criterion IV	Extracurricular activities	20	100
Criterion V	Student Support and Progression	105	160 UG
Criterion VI	Supportive activities	75	100

Political Science- Column Graph

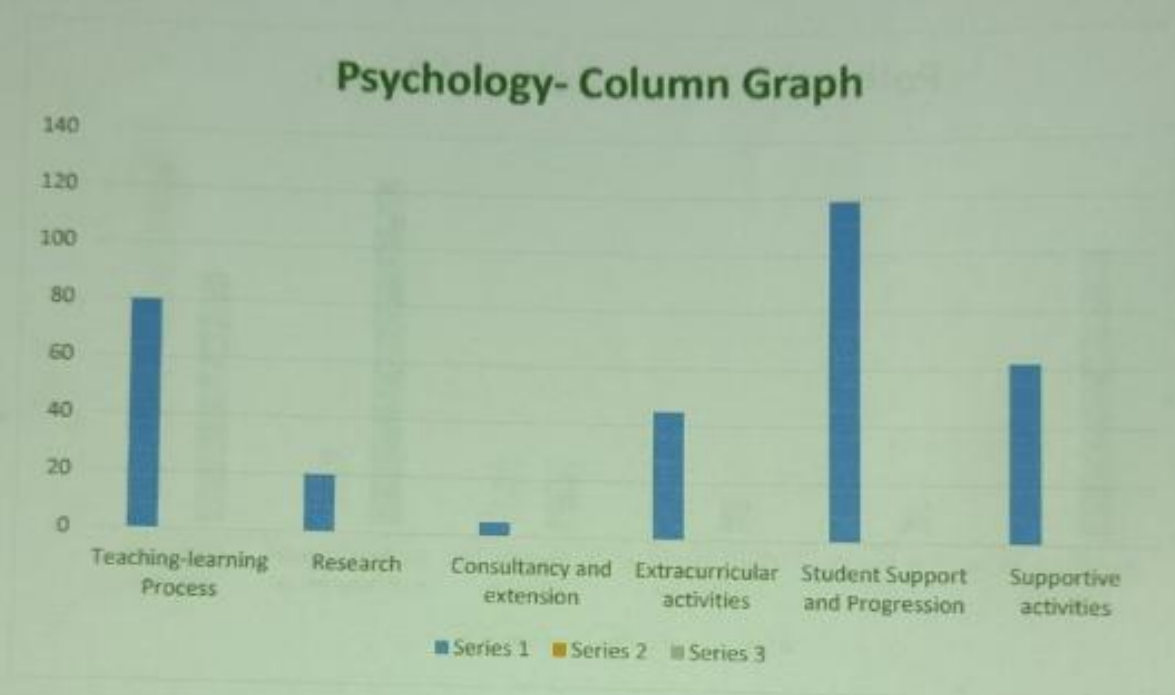


Remarks

1. Teaching process is good.
2. Faculty is suggested to use ICT for better understanding.
3. More co-curricular activities should be organized in the department for overall development of the students.
4. Team suggested 'Collaboration Activities' with other Social Science departments.

SELF ASSESSMENT EVALUATION SHEET
DEPARTMENT- PSYCHOLOGY

Sr. No.	Evaluation	Marks obtained	Total Marks
Criterion I	Teaching-learning Process	80	150
Criterion II	Research	20	100
Criterion III	Consultancy and extension	05	50
Criterion IV	Extracurricular activities	45	100
Criterion V	Student Support and Progression	119	160 UG
Criterion VI	Supportive activities	62	100



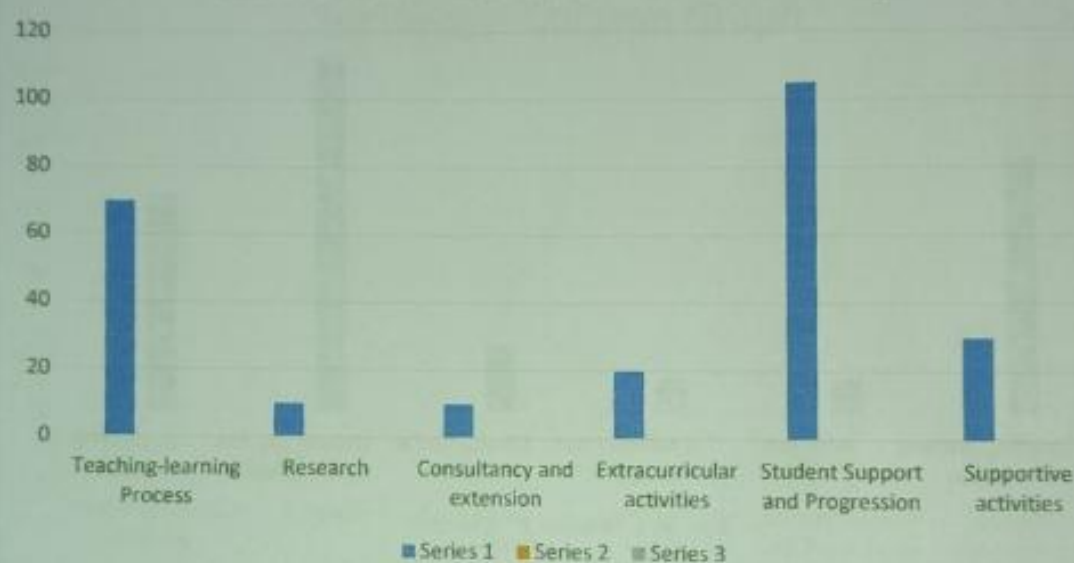
Remarks

1. Labs are neat and equipped.
2. More co-curricular activities should be arranged in the department.
3. Faculty is advised to attend seminars/ workshop/ FDP
4. The department has been suggested to work on possibilities of consultancy activities and signing MoU with other agencies.
5. Team suggested to open a **Counselling Centre** in the department for the college students.

SELF ASSESSMENT EVALUATION SHEET
DEPARTMENT- PUBLIC ADMINISTRATION

Sr. No.	Evaluation	Marks obtained	Total Marks
Criterion I	Teaching-learning Process	70	150
Criterion II	Research	10	100
Criterion III	Consultancy and extension	10	50
Criterion IV	Extracurricular activities	20	100
Criterion V	Student Support and Progression	105	160 UG
Criterion VI	Supportive activities	30	100

Public Administration- Column Graph



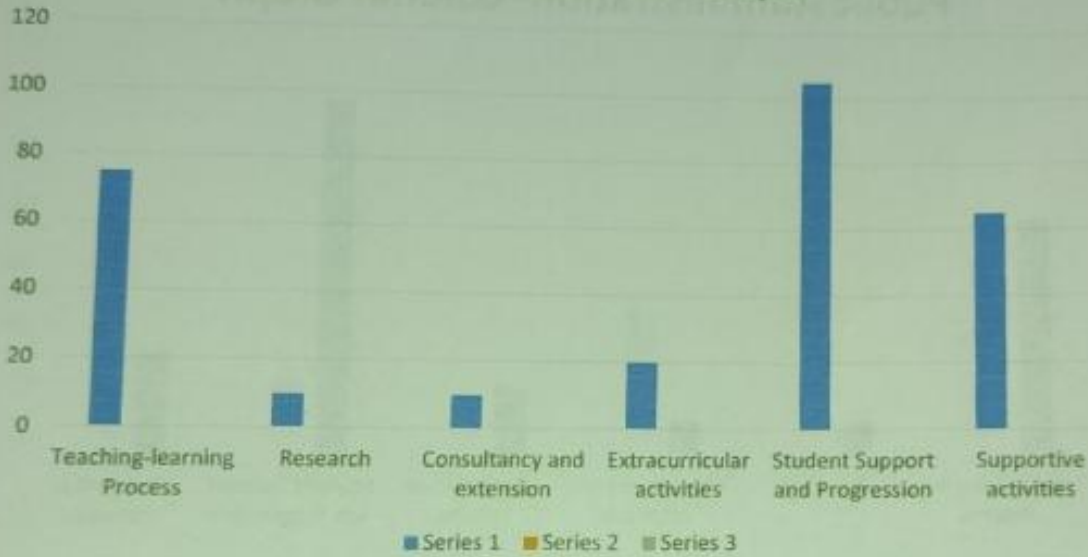
Remarks

1. Contribution in e- content development is must.
2. Team suggested proper documentation of record.
3. Faculty is advised to organize more co-curricular activities in the department.
4. Department is advised to explore consultancy and extension activities.
5. Collaboration activities with other social science department and placement cell is must.

SELF ASSESSMENT EVALUATION SHEET
DEPARTMENT- SANSKRIT

Sr. No.	Evaluation	Marks obtained	Total Marks
Criterion I	Teaching-learning Process	75	150
Criterion II	Research	10	100
Criterion III	Consultancy and extension	10	50
Criterion IV	Extracurricular activities	20	100
Criterion V	Student Support and Progression	105	160 UG
Criterion VI	Supportive activities	65	100

Sanskrit- Column Graph

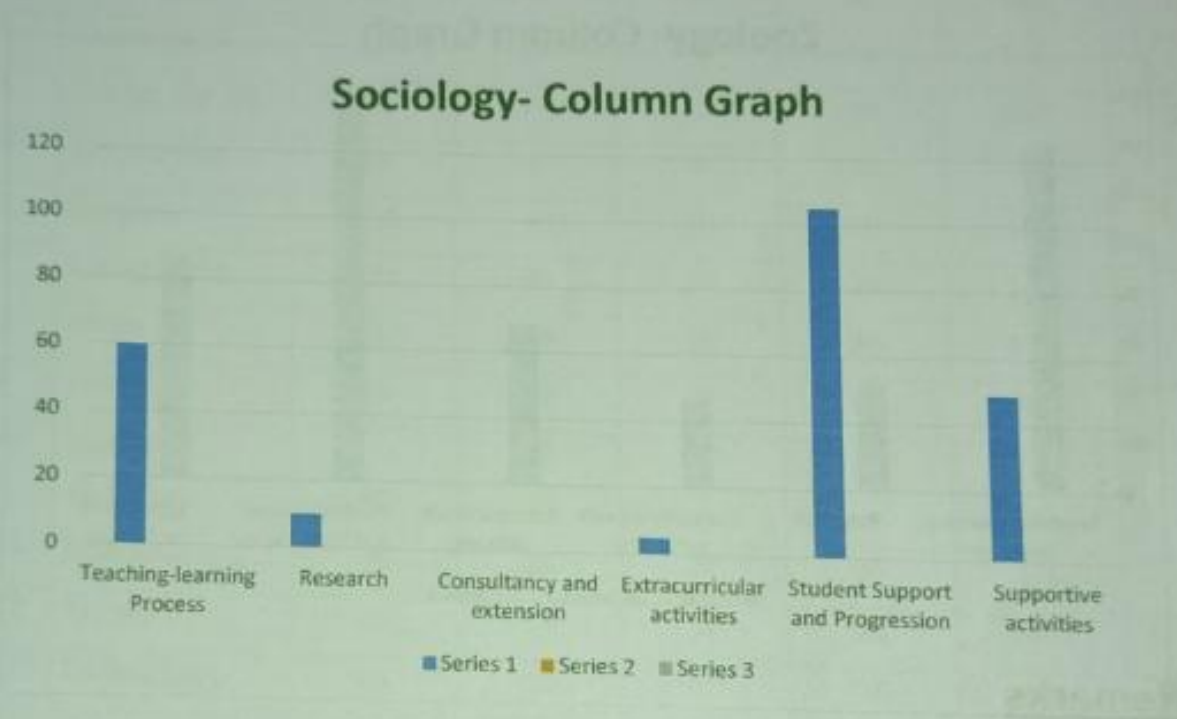


Remarks

1. More departmental activities should be arranged.
2. More ICT resources should be used in the teaching learning process.
3. The team suggested a positive formulation of the Vision and Mission statement, keeping in view the importance of Sanskrit in exposing youth to the rich resources of Ancient India. The Department should also work towards making Sanskrit a living language in the present time.
4. Faculty is advised to attend workshops/ seminar /FDP
5. Avenues for interdepartmental collaboration with Hindi and English Department should be explored.

SELF ASSESSMENT EVALUATION SHEET
DEPARTMENT- SOCIOLOGY

Sr. No.	Evaluation	Marks obtained	Total Marks
Criterion I	Teaching-learning Process	60	150
Criterion II	Research	10	100
Criterion III	Consultancy and extension	0	50
Criterion IV	Extracurricular activities	05	100
Criterion V	Student Support and Progression	105	160 UG
Criterion VI	Supportive activities	49	100



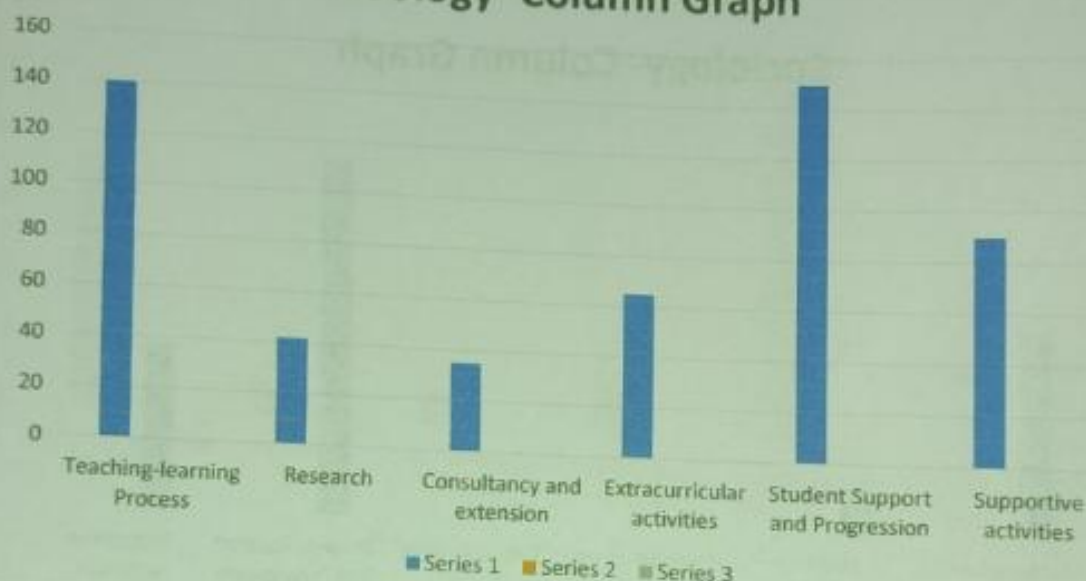
Remarks

1. Supportive activities not specified in the proforma.
2. Overall performance of the department is average.
3. Department is advised to use ICT for teaching
4. Proper documentation of the record is advised by the team.
5. More co-curricular activities should be organised in the department.

SELF ASSESSMENT EVALUATION SHEET DEPARTMENT- ZOOLOGY

Sr. No.	Evaluation	Marks obtained	Total Marks
Criterion I	Teaching-learning Process	140	150
Criterion II	Research	42	100
Criterion III	Consultancy and extension	35	50
Criterion IV	Extracurricular activities	65	100
Criterion V	Student Support and Progression	150	160 UG
Criterion VI	Supportive activities	90	100

Zoology- Column Graph



Remarks

1. Labs are neat and well equipped.
2. 100% syllabus is uploaded on LMS.
3. Only department conducted teacher evaluation feed back by students at departmental level.
4. The department has a very good interdisciplinary collaborative work with placement cell for personality development and with 'Science Awareness and Development Society' to encourage girl students for studying sciences.
5. 100% faculty of the department attended seminars, and involved in various activities as 'Nodal Incharge' and 'Resource person' for **e-content development program by DGHE for EDUSAT**. All of them prepare videos for EDUSAT which were telecasted by UTKARSH on channel.
6. Team suggested that department should organise workshop and training program utilizing expertise of the faculty.
7. Faculty is advised to publish research work.
8. Also sign MoU with other agencies.
9. Team advised to apply for M.Sc. Zoology and other professional diploma courses

Comparative analysis

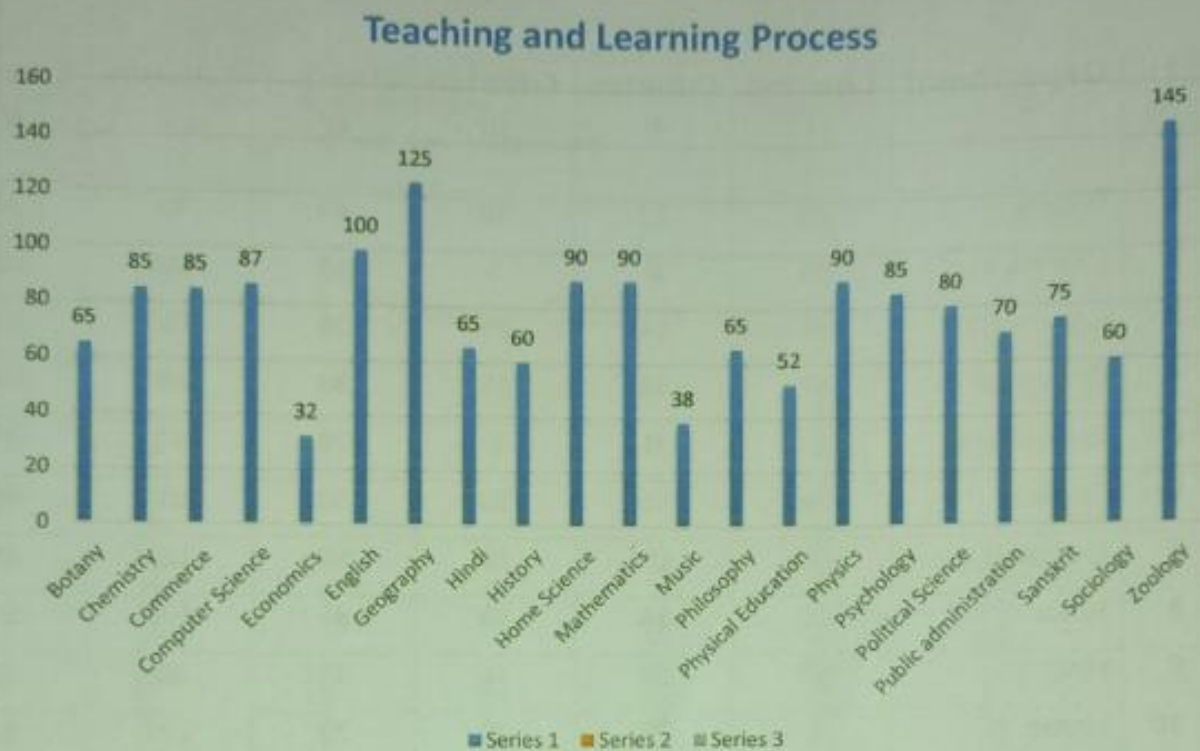
Data of 21 departments was fed criterion wise for comparative analysis. This table shows the marks obtained by different department on the basis of self-assessment proforma. Further data is analysed graphically also.

Sr. No.	Department	Criterion I	Criterion II	Criterion III	Criterion IV	Criterion V	Criterion VI
1	Botany	65	27	10	40	65	58
2	Chemistry	85	0	5	30	105	100
3	Commerce	85	14	25	36	230	100
4	Computer Sc.	87	34	15	30	200	100
5	Economics	32	0	0	20	90	35
6	English	100	40	10	50	107	90
7	Geography	125	05	20	50	120	80
8	Hindi	65	18	10	35	105	55
9	History	60	10	0	15	90	75
10	Home Science	90	20	20	25	185	80
11	Mathematics	90	10	10	15	120	90
12	Music	38	15	0	25	50	18
13	Philosophy	65	10	10	10	100	50
14	Physical Education	52	20	0	25	110	45
15	Physics	90	15	15	20	105	80
16	Political Sc.	85	10	10	20	105	75
17	Psychology	80	20	5	45	119	62
18	Public administration	70	10	10	20	105	30
19	Sanskrit	75	10	10	20	105	65
20	Sociology	60	10	0	05	105	49
21	Zoology	145	42	35	65	150	90

Comparative analysis

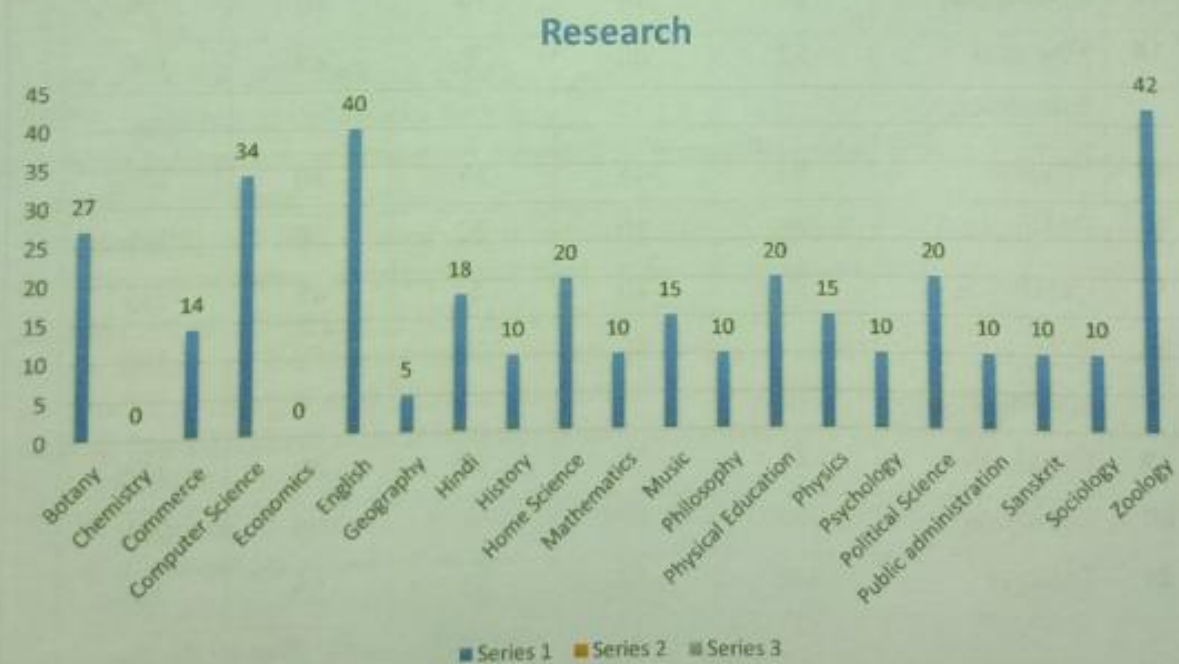
Criteria 1. Teaching and Learning Process

Maximum marks=150



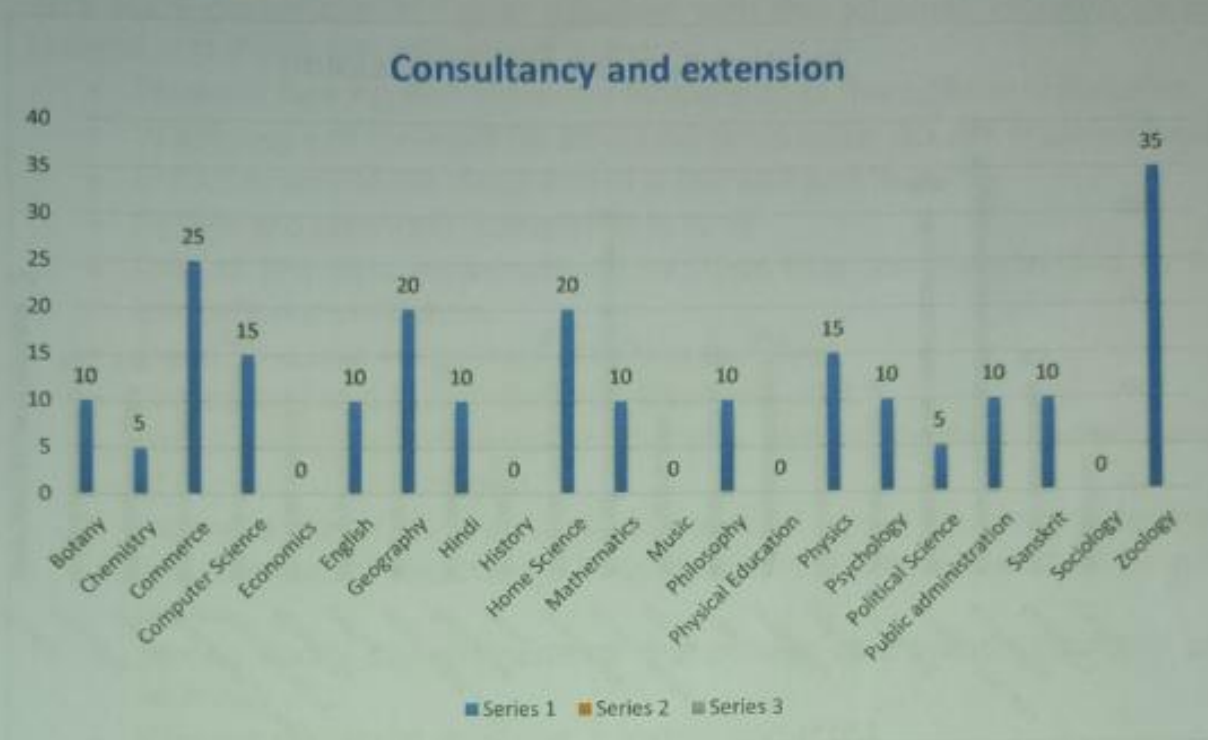
Criteria 2. Research

Maximum marks=100



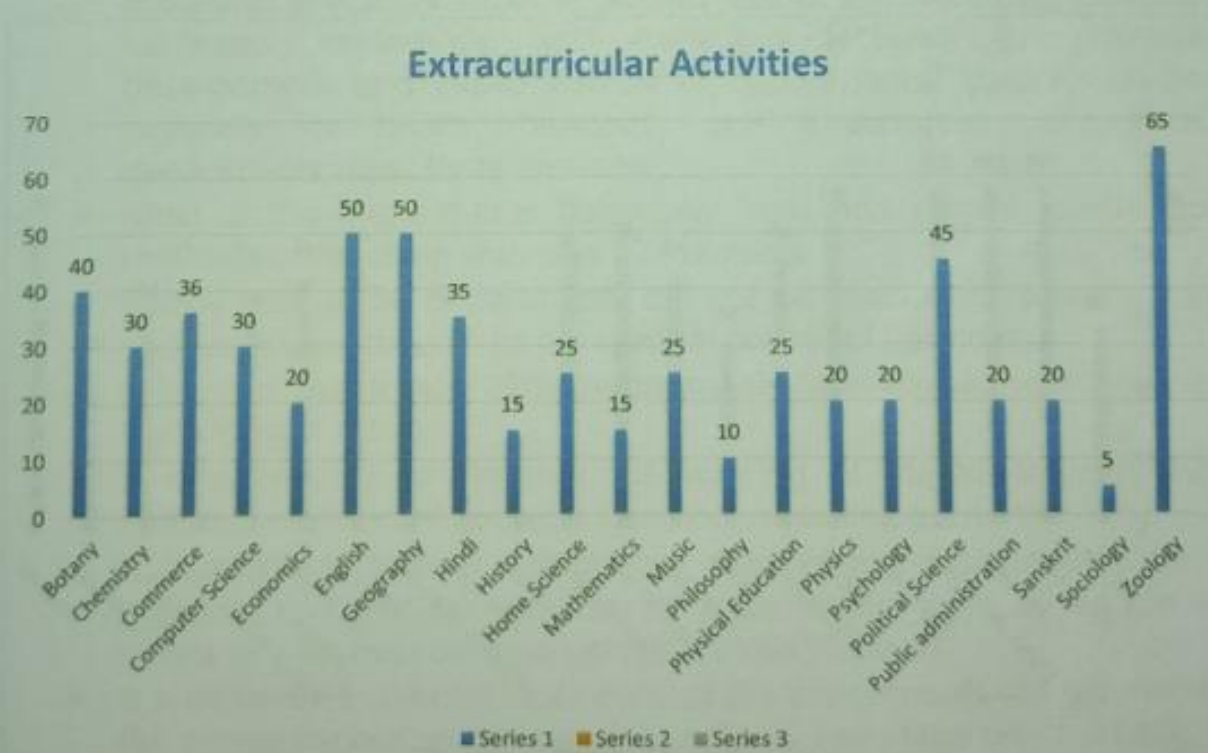
Criteria 3- Consultancy and extension

Maximum marks=50



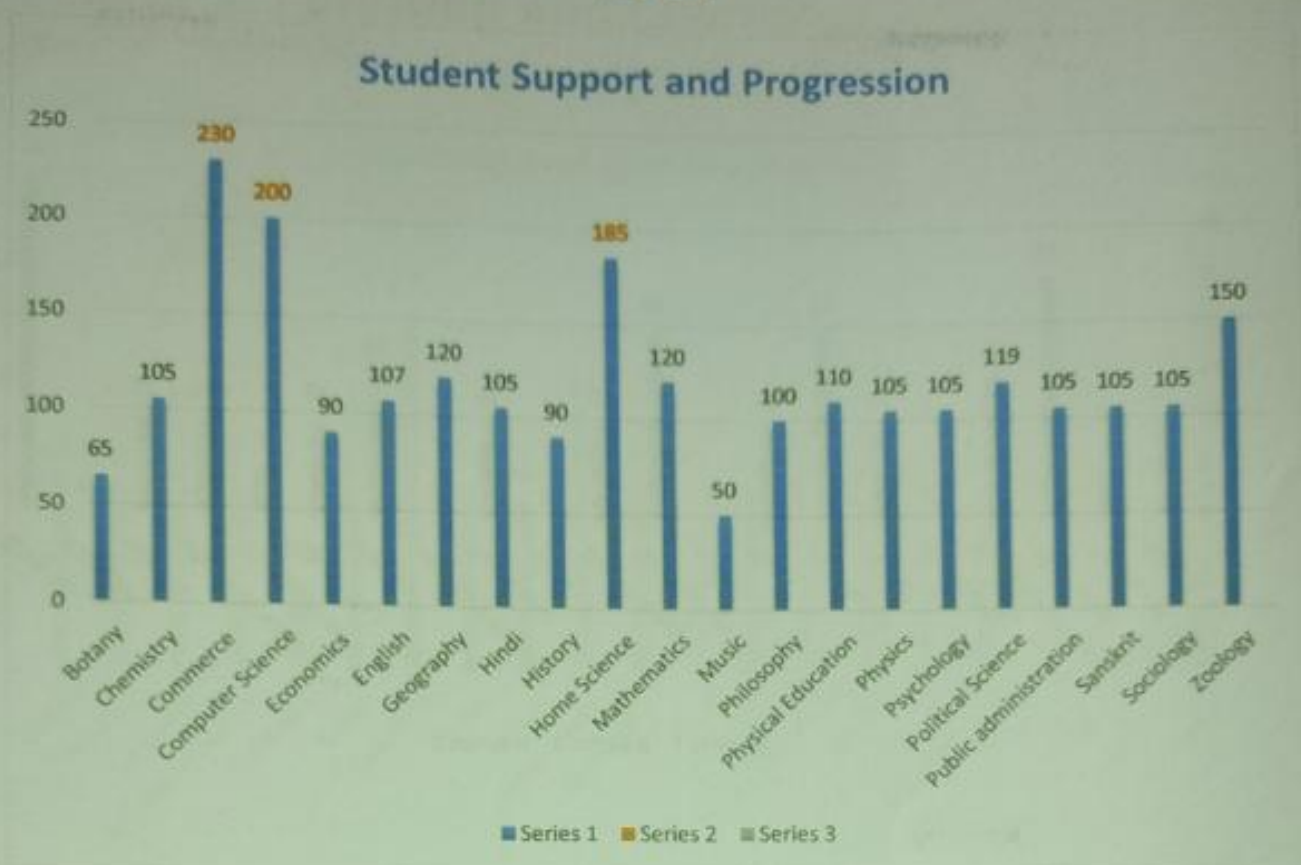
Criteria 4- Extracurricular Activities

Maximum marks= 100



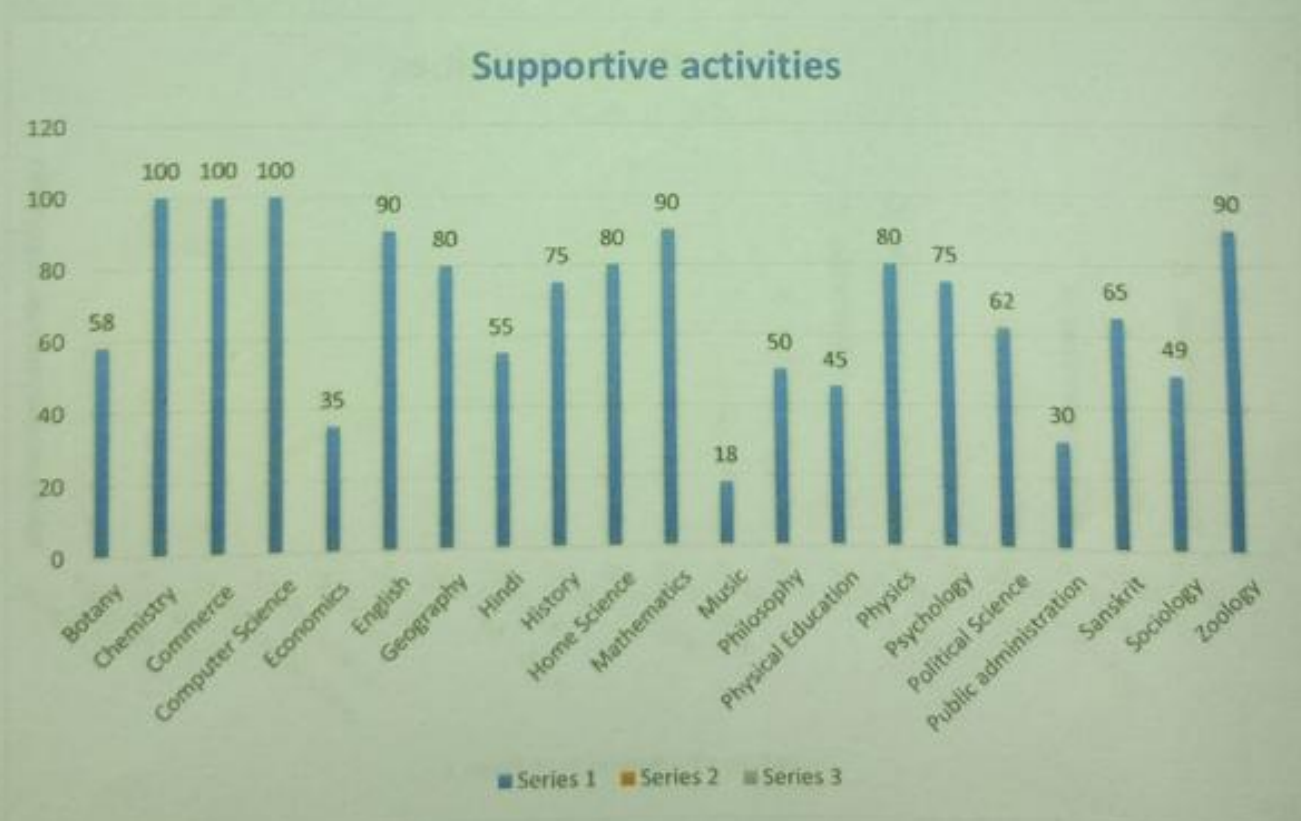
Criteria 5- Student Support and Progression

Maximum marks= UG-160 and PG-240



Criteria 6- Supportive activities

Maximum marks= 100



iv. SIGNIFICANT FINDINGS

Strengths

The audit committee is highly satisfied with the inherent strength of the college and these are mentioned below.

- Forward looking and visionary leadership of the college authorities.
- Willingness of the staff for all-round continuous quality improvement.
- Enforcement of the discipline in a fair and just manner.
- Syllabi are generally completed in time.
- One of the best infrastructural facilities that can be provided by the educational institution.
- Dedicated and competent teaching faculty.
- Committed and supportive non-teaching staff.
- Academically above average students abiding by the rules and code of conduct of the college.
- Inclusive approach to education by extending the educational facilities and services of the college to comparatively less served nearby rural areas.
- Strong social commitments of the college authorities, students and Alumni.
- Regular proctorial activities, tutorials and PTM.
- Science association, NSS, NCC, EVS club are working well.

General observations

- It was observed by the Audit team that some of the departments especially Commerce, Zoology and English adopted a number of good academic practices such as greater use of ICT methods, conduct of seminars, workshops and extension lectures for personality development and establishment of departmental library with issue registers for books, handouts and e-resources, which other departments must try to emulate.
 - Most of the departments especially from Arts employ conventional methods of teaching with less ICT content.
 - Nearly half of the departments did not maintain departmental library and most department did not contain copies of handouts.
 - In terms of result most of the departments have registered 100% result. Fail strength is low.
 - It is necessary to improve the working of Mentor-Mentee. Often students of different subjects have been allotted to mentor.
 - It is analysed from the data that most of the departments did not organize co-curricular activities at departmental level, which are very necessary for over all development of the students.
 - It is pertinent to mention that most of the departments did not maintain the proper record and some of them have have kept only partially.
-

V. RECOMMENDATIONS

The following suggestions by the Academic Audit Team may be given for promoting academic excellence.

- A **Daily Progression Register** must be diligently maintained by each department to keep the record of daily activity, teaching learning outcomes, lesson plan, student progression and teacher evaluation feedback of students.
- Departmental **teacher meeting** should be held at least once in a month to review the progress of classes and to discuss other important activities and its record must be maintained.
- In case of single faculty departments (Arts), a **Social-Sciences Club** can be formed and all the teachers should meet at least once in a month to review the progress of classes and to discuss other important activities and its record must be maintained.
- This club can organise more Co and extra-curricular activities in collaboration in the form of extension lecture, other competitions and personality development classes.
- All the departments must prepare a strategy to achieve **Zero fail result**.
- Arrangement of the **remedial classes**, doubt clearing sessions for students must be under taken at least once in a week.
- Special attention may be given to preparation of **Question Bank** for different papers and also for PG and other entrance examinations to enable the students to progress in to higher studies.
- Departmental **library** must be maintained by each department, in addition to improving the functioning a repository of e-resources can be built for the benefit of the students
- A **data base of the students** should be prepared by the department to maintain details as well as to capture their progression into higher classes or employment.
- A special **Counselling Centre** should be established for greater access and understanding of problem of girl students in tune.

- Greater facilities for sports and **Yoga-Instructions periodically** round the year.
- Complete digitization of library and online access to books and study materials in the library. The central library to provide e-connectivity to departments. Library should initiate steps towards expanding e-books and journals. **Additional system** can be provided with a **printing and photocopy facilities**.
- Strengthening of the Mentor-Mentees system is must.
- Opening of '**Career Counselling Cell**' in each department under the guidance of teacher to facilitate student awareness on career prospects in addition to general counselling for the students. Department s can work in collaboration with placement cells for better outcomes.
- Placement cell may organise **fair and placement camps**.
- More emphasis should be given to **increase the placement** by self-employment, entrepreneurship and employment
- Greater responses by teachers in pursuit of research activities and publication in different journals of National and International repute.
- **UGC committee** must work properly by circulating notices and encouraging the faculty for opportunities to attend seminars, workshops, refresher courses, FDP and conferences.
- Quantum of funded research especially by young faculty members must improve. Theme based interaction meetings for generation of minor research proposals to be conducted by IQAC and UGC committee. Adequate governance measures may be taken towards achieving this.
- More seminars/workshops/training etc must be organised in the college.
- Science departments must apply for PGs.
- Audit team strongly recommend the **exchange program of faculty** with other institutions/agencies. Department can sign MoU for such programs.
- Audit committee suggested to establish a language association club, so that Hindi, Sanskrit and English departments can work in collaboration.
- Preparation for CBCS system is recommended.

For PG Departments

- Special guidance and attention may be given to students in the preparation for JRF/NET and other competitive examinations.
- Students should be encouraged to make Seminar presentations for greater academic development.
- The department should organize extra-mural lectures by distinguished academicians.

Signatures of the Internal Audit Committee members

Dr. Adarsh deep Kaur(C)

Mrs. Vandana Goyat

Dr. Satyanarayan

Ms. Kanchan Bala

Ms. Geeta Bhatia

Dr. Kapoor singh

Principal 4/10/21