

## **6.5.1 Strengthening teaching and learning process through Academic Coordinators**

- (a) Proforma for academic audit and documentation by the Academic Coordinators
- (b) Other Academic responsibilities of the Academic Coordinators

PROFORMA FOR ACADEMIC AUDIT AND  
DOCUMENTATION BY THE ACADEMIC  
COORDINATORS

**2020-2021**

# SHIVAJI COLLEGE

## CHECK LIST FOR ACADEMIC INTERNAL AUDIT

Department: **BIOCHEMISTRY**

Academic Year: 2020 - 2021

Semester: I, III and V

1.	Activity	Minutes of Meeting		Documents of Proofs Link/pdf folder
		Date	Minutes Link/pdf folder	
	(i). Academic Calendar (for the academic session)	4/6/2020	<u>Annexure IA</u>	<u>Annexure IB</u>
	(ii). Formation of Departmental Committees	9/9/2020	<u>Annexure IIA</u>	<u>Annexure IIB</u>
	(iii). Distribution of papers of the subject	4/6/2020	<u>Annexure IIIA</u>	<u>Annexure IIIB</u>
	(iv). Distribution of Time Table Among Departmental Colleagues	10/8/2020	<u>Annexure IVA</u>	<u>Annexure IVB</u> <u>Annexure IVB1</u>
	(v). Proforma of execution of teaching plan of each teacher	9/9/2020	<u>Annexure VA</u>	<u>Annexure VB</u>
	(vi). (a) Formation of Mentor Groups of all Students (b) Formation of Mentor Groups of Paying Guest Students (if any)	5/6/2020 and 26/11/2020	<u>Annexure VIA</u> <u>Annexure VIA1</u>	<u>Annexure VIB</u>
	(vii). Was the syllabus covered according to the Initial plan submitted	11/11/2020 and 10/04/2021	<u>Annexure VIIA</u>	<u>Annexure VIIB</u>
	(viii). Result analysis of previous exam	17/8/2021	<u>Annexure VIIIA</u>	<u>Annexure VIIBB</u>

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Monthly Attendance (uploaded on college website.)  Month..... On.....  Month..... On.....  Month..... On.....	Uploaded every month by all the teachers	Uploaded every month by all the teachers	<u>Uploaded every month          by all the teachers</u>
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Mid-Sem. Progress: Class Test Assignment / Project / Seminar Non-Performing students Steps taken for improvement	4/11/2020	<u>Annexure 1A</u>	<u>Annexure 1B</u> <u>Annexure 1B1</u>
Internal Assessment:- Report of Moderation Committee Hard Copy of Internal Assessment. College Diary No. & Date of Submission	14/12/2020 and 1/3/2021 (P/1082/21 05/03/2021)	<u>Annexure 2A</u>	<u>Annexure 2B</u>

2. Alumni Data and Student Progression Annexure 3

3. Departmental Activities of the year (Supported by Document). Annexure 4

4. Achievement of Faculty Members Names of Teachers with supported documents. Annexure5

5. Total Number of Students: Honors - 75  
 Programme - NA

6. Total Number of Teachers: Permanent Faculty - 6  
 Adhoc Faculty - 1

5. Laboratory Management	Y	N/A	Detail
Organization & Management			

*Wally*

1) Whether Lab. wise Timetable prepared and displayed	Yes		<u>Annexure 6</u>
2) Whether duties to the Lab. Staff. were assigned in writing?	Yes		<u>Annexure 7</u>
3) Does the department delegate duties to substitute in case of absence of the technical staff.	Yes		<u>Annexure 7</u>
4) Number of technical staff attended training programme.		N/A	
5) Laboratory Precaution Displayed	Yes		<u>Annexure 8</u>
6) Physical Verification Report. 6.1) Follow -up action on physical Verification Report.	Yes		<u>Annexure 9</u>

Any suggestion/ Comment from the department.

The documents of the department were examined as per the prescribed programme & found to be in order.

Auditors

1. Ms Anshu Chugh Anshu Chugh
2. Dr. Sparna Sparna Aparna
3. Dr. G. Kerani Devi G. Kerani Devi

Dr. Kerani

# SHIVAJI COLLEGE

## CHECK LIST FOR ACADEMIC INTERNAL AUDIT

Department: **BIOCHEMISTRY**

Academic Year: **2020- 2021**

Semester: **II, IV and VI**

1.	Activity	Minutes of Meeting		Documents of Proofs Link/pdf folder
		Date	Minutes Link/pdf folder	
	(i). Academic Calendar (for the academic session)	4/6/2020	<u>Annexure IA</u>	<u>Annexure IB</u>
	(ii). Formation of Departmental Committees	9/9/2020	<u>Annexure IIA</u>	<u>Annexure IIB</u>
	(iii). Distribution of papers of the subject	14/12/2020	<u>Annexure IIIA</u>	<u>Annexure IIIB</u>
	(iv). Distribution of Time Table Among Departmental Colleagues	28/12/2020 31/3/2021	<u>Annexure IVA</u>	<u>Annexure IVB</u> <u>Annexure IVB1</u>
	(v). Proforma of execution of teaching plan of each teacher	9/9/2020	<u>Annexure VA</u>	<u>Annexure VB</u>
	(vi). (a) Formation of Mentor Groups of all Students (b) Formation of Mentor Groups of Paying Guest Students (if any)	5/6/2020 and 26/11/2020	<u>Annexure VIA</u> <u>Annexure VIA1</u>	<u>Annexure VIB</u>
	(vii). Was the syllabus covered according to the Initial plan submitted	20/4/2021 and 12/8/2021	<u>Annexure VIIA</u>	<u>Annexure VIIB</u>
	(viii). Result analysis of previous exam		NA	NA

*Signature*

Monthly Attendance (uploaded on college website.)  Month..... On.....  Month..... On.....  Month..... On.....	Uploaded every month by all the teachers	Uploaded every month by all the teachers	<u>Uploaded every month          by all the teachers</u>
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Mid-Sem. Progress: Class Test Assignment / Project / Seminar Non-Performing students Steps taken for improvement	12/8/2021	<u>Annexure 1A</u>	<u>Annexure 1B</u> <u>Annexure 1B1</u>
Internal Assessment:- Report of Moderation Committee Hard Copy of Internal Assessment. College Diary No. & Date of Submission	14/05/2021 (P/1725/21 17/08/2021) and 6/08/2021 (P/1724/21 17/08/2021)	<u>Annexure 2A</u>	<u>Annexure 2B</u>

2. Alumni Data and Student Progression Annexure 3

3. Departmental Activities of the year (Supported by Document). Annexure 4

4. Achievement of Faculty Members Names of Teachers with supported documents. Annexure 5

5. Total Number of Students: Honors - 75  
 Programme - NA

6. Total Number of Teachers: Permanent Faculty - 6  
 Adhoc Faculty - 1

5. Laboratory Management	Y	N/A	Detail
Organization & Management			

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1) Whether Lab. wise Timetable prepared and displayed	Yes		<u>Annexure 6</u>
2) Whether duties to the Lab. Staff. were assigned in writing?	Yes		<u>Annexure 7</u>
3) Does the department delegate duties to substitute in case of absence of the technical staff.	Yes		<u>Annexure 7</u>
4) Number of technical staff attended training programme.		N/A	
5) Laboratory Precaution Displayed	Yes		<u>Annexure 8</u>
6) Physical Verification Report. 6.1) Follow-up action on physical Verification Report.			NA

Any suggestion/ Comment from the department.

The documents of the department were examined as per the prescribed proforma & found to be in order

Auditors

1. Ms Anshu Agni

2. Dr. Aruna Jain

3. Dr. Geetika Devi

*[Signature]*

*[Signature]*

*[Signature]*

*[Signature]*



**Audit Report of Department of Bio-Chemistry**

3 messages

Academic Audit Shivaji College &lt;academicaudit@shivaji.du.ac.in&gt;

Thu, Aug 19, 2021 at 8:37 PM

To: Biochemistry Shivaji College &lt;biochemistry@shivaji.du.ac.in&gt;, Shivaji College &lt;shivajicollege.ac@gmail.com&gt;

Dear Prof. Darshan Malik,

Thank you for presenting the documents for the Academic Audit of your department in the meeting held with auditors on 19th august 2021 at 1:30pm. All the department teachers were present during the audit.


The audit was presented by Ms Usha for both odd and even semesters. Please find attached the teaching plan template.

The following suggestions were made by the auditors:

- 1.. Teacher-wise timetable needs to be uploaded.
- 2.. The date of monthly attendance needs to be mentioned
3. Question papers of assignments/tests taken need to be uploaded for each teacher for both the semester.
4. The Teaching plan needs to be made as per the proforma attached for uniformity.
5. Teacher-wise monthly mentor-mentee minutes to be uploaded.
6. The current Teacher In Charge was informed that the audit for 2021-22 would be conducted on SPACE as per the revised proforma.

You are requested to kindly upload these changes latest by 26th August 2021.

Regards,  
Academic Auditors

 **Sample -Syllabus planned and covered.docx**  
19K


Biochemistry Shivaji College &lt;biochemistry@shivaji.du.ac.in&gt;

Thu, Aug 26, 2021 at 12:06 PM

To: Academic Audit Shivaji College &lt;academicaudit@shivaji.du.ac.in&gt;, shivajicollege.ac@gmail.com

Cc: malik darshan &lt;darshanmalik@yahoo.com&gt;, usha@shivaji.du.ac.in

Dear Academic Auditors

-  Please find the attached revised Academic Audit Proforma of the Department of Biochemistry for the session 2020-2021 (July-Dec, 2020 and Jan-June, 2021) with new hyperlinks. All the suggestions have been incorporated and the annexure is mentioned against the respective suggestion.


The following suggestions were made by the auditors:

- 1.. Teacher-wise timetable needs to be uploaded- **Annexure IVB1**
- 2.. The date of monthly attendance needs to be mentioned- **text is hyperlinked**
3. Question papers of assignments/tests taken need to be uploaded for each teacher for both the semester- **Annexure 1B1**
4. The Teaching plan needs to be made as per the proforma attached for uniformity- **Annexure VB and Annexure VIIB (Data has been extracted from SPACE)**
5. Teacher-wise monthly mentor-mentee minutes to be uploaded- **Annexure VIA1**

Thanks and regards  
Prof. Darshan Malik  
TIC (2020-2021)  
Department of Biochemistry  
Shivaji College  
[Quoted text hidden]

2 attachments

 ODD sem\_Academic Internal Audit Proforma 2020-21.pdf  
198K

 EVEN sem\_Academic Internal Audit Proforma 2020-21.pdf  
201K

Academic Audit Shivaji College <academicaudit@shivaji.du.ac.in>  
To: Biochemistry Shivaji College <biochemistry@shivaji.du.ac.in>  
Cc: Shivaji College <shivajicollege.ac@gmail.com>, malik darshan <darshanmalik@yahoo.com>

Sat, Aug 28, 2021 at 1:54 PM

Dear Prof Darshan Malik,

Thank you so much for sending the revised documents as per the suggestions made by the academic coordinators.  
All the documents of your department are in order as per the existing proforma.

Regards,  
Academic Coordinators

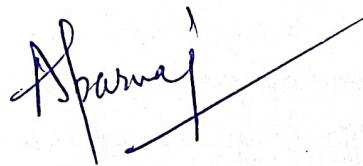
[Quoted text hidden]



Anom Chopra

L. Gutarani Levi





## SHIVAJI COLLEGE

### CHECK LIST FOR ACADEMIC INTERNAL AUDIT

Department: Botany

Academic Year: July 2020 – December 2020

Semester: ODD

Activity	Minutes of Meeting		Documents of Proofs Link/pdf folder
	Date	Minutes Link/pdf folder	
(i). Academic Calendar (for the academic session)	8.6.2020 26.6.2020	<u>View folder</u>	<u>View folder</u>
(ii). Formation of Departmental Committees	26.8.2020	<u>View folder</u>	<u>View folder</u>
(iii). Distribution of papers of the subject	24.7.2020	<u>View folder</u>	<u>View folder</u>
(iv). Distribution of Time Table Among Departmental Colleagues	8.8.2020	<u>View folder</u>	<u>View folder</u>
(v). Proforma of execution of teaching plan of each teacher	26.8.2020	<u>View folder</u>	Uploaded on SPACE
(vi). (a) Formation of Mentor Groups of all Students (b) Formation of Mentor Groups of Paying Guest Students (if any)	26.8.2020 26.8.2020	<u>View folder</u>	<u>View folder</u> Minutes uploaded on SPACE
(vii). Was the syllabus covered according to the Initial plan submitted	23.11.2020	<u>View folder</u>	Uploaded on SPACE
(viii). Result analysis of previous exam	10.9.2020	<u>View folder</u>	<u>View folder</u>
Monthly Attendance			Uploaded as per schedule

(uploaded on college website.)			
Month <u>July,</u>			
<u>August,</u>			
<u>September</u> On			
25.9.2020			
Month <u>October</u>			
On <u>20.11.2020</u>			
Month			
<u>November</u> On			
<u>19.12.2020</u>			

Mid-Sem. Progress:			
Class Test			
Assignment / Project / Seminar	10.9.2020, 15.10.2020, 12.11.2020	<u>View folder</u>	<u>View folder</u>
Non-Performing students			
Steps taken for improvement			
Internal Assessment:-	9.12.2020 9.12.2020	<u>View folder</u>	Hard copy submitted
Report of Moderation Committee	P/3258/2020		
Hard Copy of Internal Assessment.			
College Diary			

No. & Date of Submission

- 2. Alumni Data and Student Progression View folder
- 3. Departmental Activities of the year (**Supported by Document**): View folder
- 4. Achievement of Faculty Members Names of Teachers with supported documents: For list View folder; proofs uploaded on SPACE
- 5. Total Number of Students: Honours  $31+31+26= 88$   
Programme  $84+79+81= 244$
- 6. Total Number of Teachers: Permanent Faculty 8  
Adhoc Faculty 5

5. Laboratory Management	Y	N/A	Detail
<b>Organization &amp; Management</b>			
1) Whether Lab. wise Timetable prepared and displayed	Y		<u>View Folder</u>
2) Whether duties to the Lab. Staff. were assigned in writing?	Y		
3) Does the department delegate duties to substitute in case of absence of the technical staff.	Y		
4) Number of technical staff attended training programme.	-	N/A	
5) Laboratory Precaution Displayed	Y		
5) Physical Verification Report.	Y		
6.1) Follow -up action on physical Verification Report.			

Any suggestion/ Comment from the department.

The documents of the department were examined & found in order as per the prescribed norms

Auditors

1. Anshu Anand Singh
2. Dr. Anamika Jain
3. Dr. Gulerani Devi

## SHIVAJI COLLEGE

### CHECK LIST FOR ACADEMIC INTERNAL AUDIT

Department: Botany

Academic Year: January 2021- July 2021

Semester: **EVEN**

Activity	Minutes of Meeting		Documents of Proofs Link/pdf folder
	Date	Minutes Link/pdf folder	
(i). Academic Calendar (for the academic session)	8.6.2020, 26.6.2020	<u>View folder</u>	<u>View folder</u>
(ii). Formation of Departmental Committees	2.1.2021	<u>View folder</u>	<u>View folder</u>
(iii). Distribution of papers of the subject	2.1.2021	<u>View folder</u>	<u>View folder</u>
(iv). Distribution of Time Table Among Departmental Colleagues	29.12.2020	<u>View folder</u>	<u>View folder</u>
(v). Proforma of execution of teaching plan of each teacher	2.1.2021	<u>View folder</u>	Uploaded on SPACE
(vi). (a) Formation of Mentor Groups of all Students (b) Formation of Mentor Groups of Paying Guest Students (if any)	2.1.2021	<u>View folder</u>	<u>View folder</u> Minutes uploaded on SPACE
(vii). Was the syllabus covered according to the Initial plan submitted	2.1.2021, 18.2.2021	<u>View folder</u>	Uploaded on SPACE
(viii). Result analysis of previous exam	Not received		
Monthly Attendance (uploaded on			Uploaded as per schedule

college website.) Month <u>January</u> On <u>7/2/21</u> Month <u>February</u> On <u>7/3/21</u> Month <u>March</u> On <u>9/4/2021</u> Month <u>April, May</u> June On <u>12/7/21</u>			
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Mid-Sem. Progress: Class Test Assignment / Project / Seminar Non-Performing students Steps taken for improvement	2.1.2021, 19.3.2021, 15.4.2021	<u>View folder</u>	<u>View folder</u>
Internal Assessment:- Report of Moderation Committee Hard Copy of Internal Assessment. College Diary No. & Date of Submission	2.3.2021  2.3.2021 P/1007/21	<u>View folder</u>  for Scan copy of MoM + Sheet of moderated IA Marks	Hard copy submitted

2. Alumni Data and Student Progression: View folder

3. Departmental Activities of the year (Supported by Document): View folder

4. Achievement of Faculty Members Names of Teachers with supported documents. For list View folder; proofs uploaded on SPACE

5. Total Number of Students: Honours  $31+31+26= 88$

Programme  $84+79+81= 244$

6. Total Number of Teachers: Permanent Faculty 8

Adhoc Faculty 5

5. Laboratory Management	Y	N/A	Detail
<b>Organization &amp; Management</b>			
1) Whether Lab. wise Timetable prepared and displayed	Y		<u>View Folder</u>
2) Whether duties to the Lab. Staff. were assigned in writing?	Y		
3) Does the department delegate duties to substitute in case of absence of the technical staff.	Y		
4) Number of technical staff attended training programme.	-	N/A	
5) Laboratory Precaution Displayed	Y		
6) Physical Verification Report. 6.1) Follow -up action on physical Verification Report.	Y		

Any suggestion/ Comment from the department.

The documents of the department were examined & found in order as per the prescribed procedure.

Auditors

1. Ms Anshu Anshu Anshu
2. Dr. Anshu Anshu Anshu
3. Dr. Anshu Anshu Anshu



**Report on Botany Department Audit**

1 message

Academic Audit Shivaji College <academicaudit@shivaji.du.ac.in>  
To: Botany Shivaji College <botany@shivaji.du.ac.in>

Tue, Sep 7, 2021 at 8:58 PM

Dear Colleague:

Thank you for presenting the documents of the Botany Department at the academic audit (2020-2021) held on September 07, 2021, at 11:00 AM on ZOOM platform. The documents of the Department were shared by Dr Misha Yadav and Dr Nupur Mondal. Two faculty members could not attend the meeting.


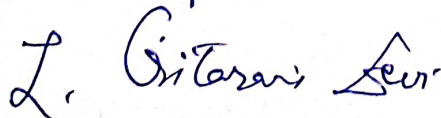
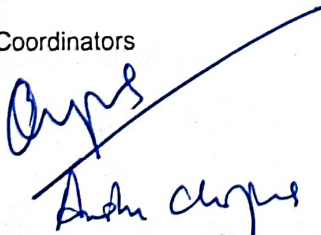
**The following observations were made by the auditors:**

1. Percentage of proposed and execution of teaching plan should reflect 100 percentage cumulatively in each column (on SPACE) for both the semesters for each teacher irrespective of paper sharing.
2. Mentee list of Sem 1 to be added in the Odd semester Proforma in the relevant section.
3. Observations about the results to be included in the result analysis document.
4. Class test/Assignments for all faculty members to be uploaded on SPACE for both the semesters.
5. Complete alumni details of previous years to be provided and uploaded on drive.
6. IA sheets for ODD semester needs to be uploaded on drive.
7. Minutes noting Sem 2 (IA records) should be uploaded in Even Semester proforma.
8. Upload a clear scanned document of the lab staff TT for ODD semester.
9. Teachers' availability to be uploaded on SPACE for both the semesters for all teachers of the department.

You are requested to kindly send the required data latest by September 14, 2021.

Best wishes,

Academic Coordinators



**SHIVAJI COLLEGE****CHECK LIST FOR ACADEMIC INTERNAL AUDIT**Department: **CHEMISTRY**Academic Year: **Aug 2020 - Dec 2020**Semester: **I, III, V**

1.	Activity	Minutes of Meeting		Documents of Proofs (Documents of Proofs_Chemistry_Aug-Dec_2020 folder)
		Date	Minutes (Minutes of meetings_Chemistry_Aug-Dec_2020)	
	(i). Academic Calendar (for the academic session)			
	(ii). Formation of Departmental Committees			
	(iii). Distribution of papers of the subject			
	(iv). Distribution of Time Table Among Departmental Colleagues	03.11.2020	<u>03.11.2020</u>	<u>Distribution of Time Table 1</u>
	(v). Proforma of execution of teaching plan of each teacher	20.10.2020	<u>20.10.2020</u>	SPACE
	(vi). (a) Formation of Mentor Groups of all Students (b) Formation of Mentor Groups of Paying Guest Students (if any)	20.10.2020	<u>20.10.2020</u>	SPACE <a href="https://drive.google.com/drive/folders/17F3laDDSfb-WiGTqpk-6YiLD-HhfkWd9?usp=sharing">https://drive.google.com/drive/folders/17F3laDDSfb-WiGTqpk-6YiLD-HhfkWd9?usp=sharing</a>
	(vii). Was the syllabus covered according to the Initial plan submitted	03.11.2020	<u>03.11.2020</u>	SPACE
	(viii). Result analysis of previous exam	26.07.2021	<u>26.07.2021</u>	SPACE <a href="https://drive.google.com/file/d/1PurTC4R6DT6auFFuoAcU0ytmOPhk64FE/view">https://drive.google.com/file/d/1PurTC4R6DT6auFFuoAcU0ytmOPhk64FE/view</a> Although the result was found to be satisfactory, still there is a scope of improvement. For this, faculty members would

2:56 PM

			put more emphasis on selecting weaker students and provide them with extra notes and classes to upgrade the result further.
Monthly Attendance (uploaded on college website.) Month..... On..... Month..... On..... Month..... On.....		The monthly attendance was uploaded on the SPACE portal as per schedule given by the college on 28.11.2020, when SPACE portal was launched.	SPACE

Mid-Sem. Progress: Class Test Assignment / Project / Seminar Non-Performing students Steps taken for improvement	14.12.2020  03.11.2021 22.01.2021 (For non-performing students)	14.12.2020 <u>03.11.2021</u> <u>22.01.2021</u>	SPACE  <a href="https://drive.google.com/drive/folders/1F5Wg56QQuL6QjmhCDQDvswdE8ZH0va?usp=sharing">https://drive.google.com/drive/folders/1F5Wg56QQuL6QjmhCDQDvswdE8ZH0va?usp=sharing</a>  <u>Non-Performing students 1</u>  Faculties were asked to keep the record of non-performing students manually and mail it to TIC since the consolidated IA was uploaded as decided in the <u>department meeting</u> . TIC then mailed the consolidated list of non-performing students to the college.
Internal Assessment:-	14.12.2020	<u>14.12.2020 1</u>	<u>Internal Assessment 1</u>

Report of Moderation Committee Hard Copy of Internal Assessment. College Diary No. & Date of Submission	P/3393/2020 14.12.2020		
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2. Alumni Data and Student Progression (Annexure Alumni Data, Annexure Student Progression)

3. Departmental Activities of the year (Supported by Document).

(Annexure Department Activities 1)

4. Achievement of Faculty Members Names of Teachers with supported documents.  
(Annexure Faculty Achievements, SPACE)

5. Total Number of Students: Honors: 87

Programme: 322

6. Total Number of Teachers: Permanent Faculty: 10

Adhoc Faculty: 09

Laboratory Management ( <u>Laboratory details 1</u> )	Y	N/A	Detail ( <u>Laboratory details 1</u> )
<b>Organization &amp; Management</b>			
Whether Lab. wise Timetable prepared and displayed			
Whether duties to the Lab. Staff. were assigned in writing?			
Does the department delegate duties to substitute in case of absence of the technical staff.			
Number of technical staff attended training programme.			
Laboratory Precaution Displayed			
Physical Verification Report.			
1) Follow-up action on physical Verification Report.			

Any suggestion/ Comment from the department.

Academic Calendar should be made semester-wise.

At least one or two industrial visit must be funded by the College to enhance the practical understanding of concepts of chemistry.

Mahesh

The documents of the department were examined & few suggestions were made which were incorporated.

Auditors

1. Ms Anshu Chopra Chopra
2. Dr. Aparna Jain Aparna
3. Dr. Gulshan Devi Devi

# SHIVAJI COLLEGE

## CHECK LIST FOR ACADEMIC INTERNAL AUDIT

Department: CHEMISTRY

Academic Year: Jan 2021 - July 2021

Semester: II, IV, VI

1.	Activity	Minutes of Meeting		Documents of Proofs (Documents of Proofs_Chemistry_Jan-July_2021 folder)
		Date	Minutes (Minutes of meetings_Chemistry_Jan-July_2021)	
	(i). Academic Calendar (for the academic session)			
	(ii). Formation of Departmental Committees	22.01.2021	<u>22.01.2021</u>	<u>Departmental Committees 2</u>
	(iii). Distribution of papers of the subject	03.11.2021	<u>03.11.2020</u>	<u>Distribution of papers 2</u>
	(iv). Distribution of Time Table Among Departmental Colleagues	11.01.2021 25.01.2021 29.05.2021	<u>11.01.2021</u> <u>25.01.2021</u> <u>29.05.2021</u>	<u>Distribution of Time Table 2</u>
	(v). Proforma of execution of teaching plan of each teacher	11.01.2021 29.05.2021 26.07.2021	<u>11.01.2021</u> <u>29.05.2021</u> <u>26.07.2021</u>	SPACE
	(vi). (a) Formation of Mentor Groups of all Students (b) Formation of Mentor Groups of Paying Guest Students (if any)	11.01.2021	<u>11.01.2021</u>	SPACE  <a href="https://drive.google.com/drive/folders/164pDtU3N4IVLkEeYPxy5cviWbv7Fks-Z?usp=sharing">https://drive.google.com/drive/folders/164pDtU3N4IVLkEeYPxy5cviWbv7Fks-Z?usp=sharing</a>
	(vii). Was the syllabus covered according to the Initial plan submitted	25.01.2021 26.07.2021	<u>25.01.2021</u> <u>26.07.2021</u>	SPACE
	(viii). Result analysis of previous exam	26.07.2021	<u>26.07.2021</u>	SPACE  <a href="https://drive.google.com/file/d/16A4Y35-9dLiWvlzLdFbWemTAI5PZUE_F/view">https://drive.google.com/file/d/16A4Y35-9dLiWvlzLdFbWemTAI5PZUE_F/view</a>  Although the result was found to be satisfactory, still there is a scope of

			improvement. For this, faculty members would put more emphasis on selecting weaker students and provide them with extra notes and classes to upgrade the result further.
Monthly Attendance (uploaded on college website.)  Month..... On.....  Month..... On.....  Month..... On.....		The monthly attendance was uploaded on the SPACE portal as per schedule given by the college on 07.02.2021, 07.03.2021, 09.04.2021 and 07.07.2021	SPACE

			SPACE
Mid-Sem. Progress: Class Test Assignment / Project / Seminar Non-Performing students Steps taken for improvement	26.07.2021  22.04.2021 17.05.2021 12.07.2021	26.07.2021  <u>22.04.2021</u> <u>17.05.2021</u> 1 <u>12.07.2021</u>	<a href="https://drive.google.com/drive/folders/18ZrBs418_xjVG8aWUg9fPz3emPgYehE6?usp=sharing">https://drive.google.com/drive/folders/18ZrBs418_xjVG8aWUg9fPz3emPgYehE6?usp=sharing</a>  <u>Non-Performing students 2</u>  Faculty members were asked to keep the record of non-performing students manually and mail it to TIC since the consolidated IA was uploaded as decided in the <u>department meeting</u> . TIC then mailed the consolidated list of

			non-performing students to the college.
Internal Assessment:-	03.03.2021		
Report of Moderation Committee	17.05.2021	<u>03.03.2021</u>	<u>Internal Assessment_2</u>
Hard Copy of Internal Assessment.	P/1682/2021	<u>17.05.2021</u>	
College Diary No. & Date of Submission	13.08.2021		

2. Alumni Data and Student Progression (Annexure Alumni Data, Annexure Student Progression)

3. Departmental Activities of the year (**Supported by Document**).

(Annexure Department Activities)

4. Achievement of Faculty Members Names of Teachers with supported documents.  
(Annexure Faculty Achievements, SPACE)

5. Total Number of Students: Honors: 87

Programme: 322

6. Total Number of Teachers: Permanent Faculty: 10

Adhoc Faculty: 09

5. Laboratory Management ( <u>Laboratory details_2</u> )	Y	N/A	Detail ( <u>Laboratory details_2</u> )
<b>Organization &amp; Management</b>			
1) Whether Lab. wise Timetable prepared and displayed			
2) Whether duties to the Lab. Staff. were assigned in writing?			
3) Does the department delegate duties to substitute in case of absence of the technical staff.			
4) Number of technical staff attended training programme.			
5) Laboratory Precaution Displayed			
6) Physical Verification Report.			
6.1) Follow-up action on physical Verification Report.			

Any suggestion/ Comment from the department.



Academic Calendar should be made semester-wise.

At least one or two industrial visit must be funded by the College to enhance the practical understanding of concepts of chemistry.

Mahesh

The documents of the department were examined & few suggestions were made which were incorporated -

Auditors

1. Ms Anshu Agas Agas
2. Dr. Anamika Sen Anamika
3. Dr. Gitanjali Das Das

**Report on Chemistry Department Audit**

3 messages

Academic Audit Shivaji College <academicaudit@shivaji.du.ac.in>  
To: Chemistry@shivaji.du.ac.in

Tue, Sep 7, 2021 at 8:56 PM

Dear Colleague:

Thank you for presenting the documents of Chemistry Department at the academic audit (2020-2021) held on September 07, 2021. at 2:30 PM on ZOOM platform. The documents of the Department were shared by Dr Richa Arora.

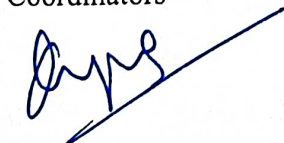
The following observations were made by the auditors:

1. Minutes of Meeting proposing Academic Calendar, Departmental Committees, Paper Distribution, Time Tables for Sem 3 and 5 distributed before the commencement of the ODD Semester are not available. Documentary evidence for the same is also not available. It was notified that the TIC for the academic session 2020-21 from the period May'21-Oct'21 had not handed over the documents.
2. The Auditors request the previous Teacher in Charge of the above mentioned period to hand over all the documents to the current Teacher in Charge so that the documentation work gets completed.
3. Minutes of EVEN and ODD semester to be placed in the respective Audit Proformas.
4. Individual faculty's teaching proforma should reflect a cumulative of 100 percent for all units (in each paper) put together
5. Observations about the performance of the students to be included in the result analysis.
6. Monthly attendance dates need to be mentioned in the proforma for both odd and even semesters.
7. The audit committee appreciated the initiative of Journal Club by the Chemistry Department for nurturing advanced learners.

You are requested to kindly send the required data latest by September 14, 2021.

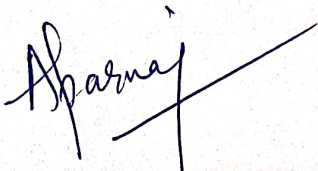
Best wishes,

Academic Coordinators



Anshu Agre

T. Gitanav Devi



Academic Audit Shivaji College <academicaudit@shivaji.du.ac.in>  
To: Shivaji College <shivajicollege.ac@gmail.com>

Fri, Sep 10, 2021 at 1:51 PM

Sent from my iPhone

Begin forwarded message:

**From:** Academic Audit Shivaji College <academicaudit@shivaji.du.ac.in>  
**Date:** 7 September 2021 at 8:56:55 PM IST  
**To:** Chemistry@shivaji.du.ac.in  
**Subject:** Report on Chemistry Department Audit

[Quoted text hidden]

Chemistry Shivaji College <chemistry@shivaji.du.ac.in>  
To: Academic Audit Shivaji College <academicaudit@shivaji.du.ac.in>  
Cc: mksehra@gmail.com

Fri, Sep 17, 2021 at 1:14 PM

Dear Auditors

The suggestions of the Auditors have been incorporated in the Audit Proforma of both semesters of the Chemistry Department.

Please find below filled and modified Audit Proforma of Chemistry Department for Odd Semester (August-December 2020)

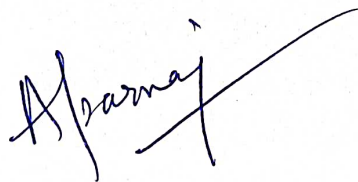
[https://docs.google.com/document/d/1T8id27LZukfi\\_gI8J0tRu49HIRTHVYHi/edit](https://docs.google.com/document/d/1T8id27LZukfi_gI8J0tRu49HIRTHVYHi/edit)

Please find below filled and modified Audit Proforma of Chemistry Department for Even Semester (January-July 2021)

[https://docs.google.com/document/d/1bg08Qla3aU7XjobLtexl8o\\_VsjYWDmd8/edit](https://docs.google.com/document/d/1bg08Qla3aU7XjobLtexl8o_VsjYWDmd8/edit)

Regards  
Mahendra Kumar Meena  
Teacher-in-Charge  
Department of Chemistry

[Quoted text hidden]



# SHIVAJI COLLEGE

## CHECK LIST FOR ACADEMIC INTERNAL AUDIT

Department: .....Commerce.....

Academic Year: 2020- 2021

Semester: ODD July -Dec

1.	Activity	Minutes of Meeting		Documents of Proofs Link/pdf folder
		Date	Minutes Link/pdf folder	
	(i). Academic Calendar (for the academic session)	26/05/2020	<a href="https://drive.google.com/file/d/1lYgtjIQDr7zc9lSf1CH5bQk0WGP7Wz0/view?usp=sharing">https://drive.google.com/file/d/1lYgtjIQDr7zc9lSf1CH5bQk0WGP7Wz0/view?usp=sharing</a>	On Space
	(ii). Formation of Departmental Committees	05/09/2020	On Space	<a href="https://docs.google.com/document/d/1fnsI6CVHL6McrIFYMa7UY0sRZh-ujaaS/edit?usp=sharing&amp;oid=104022421916253217021&amp;rtpof=true&amp;sd=true">https://docs.google.com/document/d/1fnsI6CVHL6McrIFYMa7UY0sRZh-ujaaS/edit?usp=sharing&amp;oid=104022421916253217021&amp;rtpof=true&amp;sd=true</a>
	(iii). Distribution of papers of the subject	01/08/2020	<a href="https://docs.google.com/document/d/1mZJ6QgACNkMPB1KMeM9HjP8dQ7PXv0Vq/edit?usp=sharing&amp;oid=104022421916253217021&amp;rtpof=true&amp;sd=true">https://docs.google.com/document/d/1mZJ6QgACNkMPB1KMeM9HjP8dQ7PXv0Vq/edit?usp=sharing&amp;oid=104022421916253217021&amp;rtpof=true&amp;sd=true</a>	<a href="https://docs.google.com/spreadsheets/d/1Y4wOzG7cYWkvWq9ABnHQj_bqOeb572_M/edit?usp=sharing&amp;oid=104022421916253217021&amp;rtpof=true&amp;sd=true">https://docs.google.com/spreadsheets/d/1Y4wOzG7cYWkvWq9ABnHQj_bqOeb572_M/edit?usp=sharing&amp;oid=104022421916253217021&amp;rtpof=true&amp;sd=true</a>
	(iv). Distribution of Time Table Among Departmental Colleagues	10/08/2020	On Space(time availability and minutes on space)	<a href="https://drive.google.com/file/d/12R_8J9fRLqgYO5VbEbb9L3GBF_S5Foaj/vi ew?usp=sharing">https://drive.google.com/file/d/12R_8J9fRLqgYO5VbEbb9L3GBF_S5Foaj/vi ew?usp=sharing</a>
	(v). Proforma of execution of teaching plan of each teacher	3/10/2020	On Space	<a href="https://drive.google.com/file/d/1zKInzeOK-0Bcug0muY60ytfPW9llyLM/view?usp=sharing">https://drive.google.com/file/d/1zKInzeOK-0Bcug0muY60ytfPW9llyLM/view?usp=sharing</a>
	(vi). (a) Formation of Mentor Groups of all Students (b) Formation of Mentor Groups of Paying Guest Students (if any)	5/9/2020 3/10/2020 3/11/2020  PG Students: 23/09/2020	On Space  PG minutes(3/11/2020): <a href="https://drive.google.com/file/d/1MjHTyEekgvdWx2EPb6VKZATEa_1i_CmE/view?usp=sharing">https://drive.google.com/file/d/1MjHTyEekgvdWx2EPb6VKZATEa_1i_CmE/view?usp=sharing</a>	Mentor groups: <a href="https://drive.google.com/file/d/1GWkf2KhaRAIDLr7FtSV8TVzNVjJc5k2/vi ew?usp=sharing">https://drive.google.com/file/d/1GWkf2KhaRAIDLr7FtSV8TVzNVjJc5k2/vi ew?usp=sharing</a>  PG list: <a href="https://docs.google.com/spreadsheets/d/1PEVvh">https://docs.google.com/spreadsheets/d/1PEVvh</a>

			<a href="https://drive.google.com/file/d/1x8Wl1x/edit?usp=sharing&amp;oid=104022421916253217021&amp;rtpof=true&amp;sd=true">TFboTsqQRbbOv5a3pCX up8WL 1x/edit?usp=sha ring&amp;oid=10402242191 6253217021&amp;rtpof=true &amp;sd=true</a>
(vii). Was the syllabus covered according to the Initial plan submitted			<a href="https://drive.google.com/file/d/1zKJnzeOK-0BcugOrmuY60ytfPW9llyLM/view?usp=sharing">https://drive.google.com /file/d/1zKJnzeOK- 0BcugOrmuY60ytfPW9lly LM/view?usp=sharing</a>
(viii). Result analysis of previous exam			<a href="https://drive.google.com/file/d/1Kg2UQWsbxsESdCpgk6TugKOyngSmRRH/view?usp=sharing">https://drive.google.com /file/d/1Kg2UQWsbxs ES dCpgk6TugKOyngSmRRH /view?usp=sharing</a>
Monthly Attendance (uploaded on college website.)  Month...August  On.....11/9/2020  Month...Septem  ber...  On...8/10/2020...  .....  Month...October  On...10/11/2020  Month  November,  December.....  On-8/1/2021	As per college Schedule		

Mid-Sem. Progress: Class Test			Assignments: <a href="https://drive.google.com/file/d/1YLywLxPmE9nJ1m87SC">https://drive.google.com/file /d/1YLywLxPmE9nJ1m87SC</a>
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Assignment / Project / Seminar			<a href="https://drive.google.com/file/d/1BZFlyDC-cXOF6kk_uQyXyddDSBLvkNS/view?usp=sharing">MMeDvF1rFZ8z4P/view?usp=sharing</a>
Non-Performing students			Non Performing students: On Space
Steps taken for improvement			
Internal Assessment:- Report of Moderation Committee	11/12/2020	<a href="https://drive.google.com/file/d/1BZFlyDC-cXOF6kk_uQyXyddDSBLvkNS/view?usp=sharing">https://drive.google.com/file/d/1BZFlyDC-cXOF6kk_uQyXyddDSBLvkNS/view?usp=sharing</a>	Submitted to college
Hard Copy of Internal Assessment.			
College Diary No. & Date of Submission			P/3284/2020 11/12/2020

2. Alumni Data and Student Progression: [https://docs.google.com/spreadsheets/d/1YDP-rq0ypGoKz9oeacr\\_RWhAqFQe7XKA/edit?usp=sharing&oid=104022421916253217021&rtpof=true&sd=true](https://docs.google.com/spreadsheets/d/1YDP-rq0ypGoKz9oeacr_RWhAqFQe7XKA/edit?usp=sharing&oid=104022421916253217021&rtpof=true&sd=true)

3. Departmental Activities of the year (**Supported by Document**).

[https://docs.google.com/document/d/19wjccuMuaf\\_zagqpgQNwIOB7Mib6ojqu/edit?usp=sharing&oid=104022421916253217021&rtpof=true&sd=true](https://docs.google.com/document/d/19wjccuMuaf_zagqpgQNwIOB7Mib6ojqu/edit?usp=sharing&oid=104022421916253217021&rtpof=true&sd=true)

4. Achievement of Faculty Members Names of Teachers with supported documents. **On Space**

5. Total Number of Students: Honors: First Year- 91, Second year 103, Third year-69

Programme: First Year-116, Second Year-97, Third year- 93

6. Total Number of Teachers: Permanent Faculty: 6

Adhoc Faculty: 12

5. Laboratory Management	Y	N/A	Detail
<b>Organization &amp; Management</b>			
1) Whether Lab. wise Timetable prepared and displayed			
2) Whether duties to the Lab. Staff. were assigned in writing?			
3) Does the department delegate duties to substitute in case of absence of the technical staff.			
4) Number of technical staff attended training programme.			

) Laboratory Precaution Displayed			
) Physical Verification Report.			
6.1) Follow-up action on physical Verification Report.			

Any suggestion/ Comment from the department.

*Jai*

Dr Rajinder Singh

All the documents of the department were examined and were found in order as per the prescribed programs of the department.

Auditors

1. Ms Anam Chopra *Anam*
2. Dr. Aparna Singh *Aparna*
3. Dr. Gulerani Devi *Gul.*

# SHIVAJI COLLEGE

## CHECK LIST FOR ACADEMIC INTERNAL AUDIT

Department: .....Commerce.....

Academic Year: 2020 -21

Semester: ...Even Jan-Aug...

1	Activity	Minutes of Meeting		Documents of Proofs Link/pdf folder
		Date	Minutes Link/pdf folder	
	(i). Academic Calendar (for the academic session)	26/5/2020	<a href="https://drive.google.com/file/d/1l_YgtjIQDr7zc9ISf1CH5bQk0WGP7Wzo/view?usp=sharing">https://drive.google.com/file/d/1l_YgtjIQDr7zc9ISf1CH5bQk0WGP7Wzo/view?usp=sharing</a>	On Space
	(ii). Formation of Departmental Committees	5/9/2020	On Space	<a href="https://docs.google.com/document/d/1fnsl6CVHL6McrIFYM_a7UY0sRZh-ujaaS/edit?usp=sharing&amp;oid=104022421916253217021&amp;rtpof=true&amp;sd=true">https://docs.google.com/document/d/1fnsl6CVHL6McrIFYM_a7UY0sRZh-ujaaS/edit?usp=sharing&amp;oid=104022421916253217021&amp;rtpof=true&amp;sd=true</a>
	(iii). Distribution of papers of the subject	21/12/2020	<a href="https://docs.google.com/document/d/1zc7hnZGu_mTSxX-hJ3XYTRQIkRjS4CTIt/edit?usp=sharing&amp;oid=104022421916253217021&amp;rtpof=true&amp;sd=true">https://docs.google.com/document/d/1zc7hnZGu_mTSxX-hJ3XYTRQIkRjS4CTIt/edit?usp=sharing&amp;oid=104022421916253217021&amp;rtpof=true&amp;sd=true</a>	<a href="https://docs.google.com/spreadsheets/d/1-TDY36wGul6TP0CQhyLhwJD8xHRTciv5/edit?usp=sharing&amp;oid=104022421916253217021&amp;rtpof=true&amp;sd=true">https://docs.google.com/spreadsheets/d/1-TDY36wGul6TP0CQhyLhwJD8xHRTciv5/edit?usp=sharing&amp;oid=104022421916253217021&amp;rtpof=true&amp;sd=true</a>
	(iv). Distribution of Time Table Among Departmental Colleagues	2/1/2021	On Space	<a href="https://drive.google.com/file/d/1LUu-ZvxEMwoGUyaJma8tXLa7kCguhkvx/view?usp=sharing">https://drive.google.com/file/d/1LUu-ZvxEMwoGUyaJma8tXLa7kCguhkvx/view?usp=sharing</a>
	(v). Proforma of execution of teaching plan of each teacher	13/5/2021	<a href="https://drive.google.com/file/d/1i1fV54brE8QEFXa8mKsBawSFZJ7NMIEH/view?usp=sharing">https://drive.google.com/file/d/1i1fV54brE8QEFXa8mKsBawSFZJ7NMIEH/view?usp=sharing</a>	<a href="https://drive.google.com/file/d/146bRYbmUyfQTQ19hfbZ1qxyv99pL9j5G/view?usp=sharing">https://drive.google.com/file/d/146bRYbmUyfQTQ19hfbZ1qxyv99pL9j5G/view?usp=sharing</a>
	(vi). (a) Formation of Mentor Groups of all Students (b) Formation of Mentor Groups of Paying Guest Students (if any)	5/10/2020	On Space	On Space (LIST: <a href="https://drive.google.com/file/d/1GWkf2KhaRAIDLr7FtSV8TVzNVjJc5k2/view?usp=sharing">https://drive.google.com/file/d/1GWkf2KhaRAIDLr7FtSV8TVzNVjJc5k2/view?usp=sharing</a>



(vii). Was the syllabus covered according to the Initial plan submitted			<a href="https://drive.google.com/file/d/146bRYbmUyfQTQ19hfbZ1qxyv99pL9j5G/view?usp=sharing">https://drive.google.com/file/d/146bRYbmUyfQTQ19hfbZ1qxyv99pL9j5G/view?usp=sharing</a>
(viii). Result analysis of previous exam			NA
Monthly Attendance (uploaded on college website.)  Month...January  On 7/2/2021  Month...February.....  On - 7/3/2021  Month:  March.....  On...9/4/2021  Month: April,  May, June  On- 12/7/2021	As per college schedule		

Mid-Sem. Progress:  Class Test  Assignment / Project / Seminar  Non-Performing students  Steps taken for improvement			Assignments: <a href="https://drive.google.com/file/d/1q2hy6fdbO8LPnHAOM1ZZA9wMmC-Lfdvx/view?usp=sharing">https://drive.google.com/file/d/1q2hy6fdbO8LPnHAOM1ZZA9wMmC-Lfdvx/view?usp=sharing</a>  Non Performing students: On Space
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Internal Assessment:-	4/3/2021 (SEM I)	On Space (4/3/2021, 5/8/2021)	Submitted to college
Report of Moderation Committee	13/05/2021 (SEM IV and VI)	<a href="https://docs.google.com/document/d/1hem6fyarMcBN1HdPRG5DQ8Bl6lu0h4Xd/edit?usp=sharing&amp;oid=104022421916253217021&amp;rtpof=true&amp;sd=true">https://docs.google.com/document/d/1hem6fyarMcBN1HdPRG5DQ8Bl6lu0h4Xd/edit?usp=sharing&amp;oid=104022421916253217021&amp;rtpof=true&amp;sd=true</a>	
Hard Copy of Internal Assessment.	5/8/2021 (SEM II)	ue (13/5/2021)	
College Diary No. & Date of Submission	P/1592/21 (05/08/2021)		

2. Alumni Data and Student Progression: <https://docs.google.com/spreadsheets/d/1YDP-rq0ypGoKz9oeacrRWhAqFQe7XKA/edit?usp=sharing&oid=104022421916253217021&rtpof=true&sd=true>

3. Departmental Activities of the year (Supported by Document).

<https://docs.google.com/document/d/1c-50vqG79aft-9E0MXsdJyPZSRJsYwX/edit?usp=sharing&oid=104022421916253217021&rtpof=true&sd=true>

4. Achievement of Faculty Members Names of Teachers with supported documents. On Space

5. Total Number of Students: Honors: First Year- 91, Second year 103, Third year-69

Programme: First Year-116, Second Year-97, Third year- 93

6. Total Number of Teachers: Permanent Faculty: 5, On leave: 1

Adhoc Faculty: 12

5. Laboratory Management	Y	N/A	Detail
<b>Organization &amp; Management</b>			
1) Whether Lab. wise Timetable prepared and displayed			
2) Whether duties to the Lab. Staff. were assigned in writing?			
3) Does the department delegate duties to substitute in case of absence of the technical staff.			
4) Number of technical staff attended training programme.			
5) Laboratory Precaution Displayed			
6) Physical Verification Report.			
6.1) Follow –up action on physical Verification Report.			

Any suggestion/ Comment from the department.

*Dr. Rajinder Singh*

**Audit report**

1 message

Academic Audit Shivaji College <academicaudit@shivaji.du.ac.in>  
To: commerce@shivaji.du.ac.in

Mon, Aug 23, 2021 at 8:19 PM

Dear Dr Rajinder Singh:

Thank you for presenting the documentation of your department at the Commerce Department Audit held on August 23, 2021, at 11 AM on ZOOM Platform. We do note, however, that some files and Minutes were not in order.

As there are still pending documents to be checked by the academic coordinators, we have scheduled another round of the audit meeting on September 10, 2021, at 2:30 PM wherein you need to present the completed Audit Proforma.

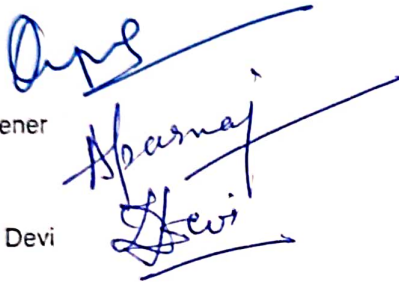
You are also requested that the presentation may be made by either the teacher-in-charge or any other teacher with faster internet connectivity so that the auditors need not intervene in making the presentation. All members of your Deptt need to be present in the meeting.

Best Wishes,

Ms Anshu Chopra, Convener

Dr Aparna Jain

Dr Leisangthem Gitarani Devi



Report of Audit of Department of Commerce

1 message

Academic Audit Shivaji College <academicaudit@shivaji.du.ac.in>

Sat, Sep 4, 2021 at 12:22 PM

To: commerce@shivaji.du.ac.in

Cc: Shivaji College <shivajicollege.ac@gmail.com>

Dear Dr Rajinder Singh:

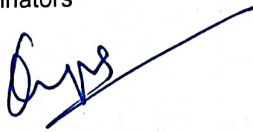
Thank you for presenting the documentation of your department at the Commerce Department Audit held on September 4, 2021, at 10:30 AM on MS Teams. All the members of your department were present in the meeting.

Report of Audit:


All the documents were rechecked both on google drive and SPACE and were found in order as per the suggestions made by the auditors in the previous meeting held on August 23, 2021 at 11am.

Regards,

Academic coordinators



Anshu Gupta

L. Gopalans Secy. 



**SHIVAJI COLLEGE**

**CHECK LIST FOR ACADEMIC INTERNAL AUDIT**

Department: Computer Science

Academic Year: 2020 - 2021

Semester: ...Odd

Activity	Minutes of Meeting		Documents of Proofs
	Date	Minutes Link/pdf folder	Link/pdf folder
(i). Academic Calendar (for the academic session)	31 <sup>st</sup> August, 2020	Minutes on SPACE (Point 8)	Calendar Uploaded on SPACE
(ii). Formation of Departmental Committees	31 <sup>st</sup> August, 2020	Minutes on SPACE	List included in Minutes
(iii). Distribution of papers of the subject	10 <sup>th</sup> August, 2020	Minutes on SPACE(Point 6)	Table in the Minutes
(iv). Distribution of Time Table Among Departmental Colleagues	10 <sup>th</sup> August, 2020	Minutes on SPACE (Point 4)	<a href="https://drive.google.com/drive/folders/1W8_L8FIOyCnuSXdACKuhDOjGXII90MdY?usp=sharing">https://drive.google.com/drive/folders/1W8_L8FIOyCnuSXdACKuhDOjGXII90MdY?usp=sharing</a>
(v). Proforma of execution of teaching plan of each teacher	31 <sup>st</sup> August, 2020	Minutes on SPACE (Point 2)	Uploaded on SPACE
(vi). (a) Formation of Mentor Groups of all Students (b) Formation of Mentor Groups of Paying Guest Students (if any)	31 <sup>st</sup> August/ 1 <sup>st</sup> September, 2020	Minutes on SPACE (Point 4 &5)	Uploaded on SPACE
(vii). Was the syllabus covered according to the Initial plan submitted	31 <sup>st</sup> Aug, 2020 24 <sup>th</sup> Sep, 2020 29 <sup>th</sup> Oct, 2020 28 <sup>th</sup> Nov, 2020	Minutes on SPACE	Available on SPACE
(viii). Result analysis of	16 <sup>th</sup> August, 2021	Minutes on SPACE	Available on SPACE

previous exam			
Monthly Attendance (uploaded on college website.)			
Month.....			
...On.....			
.....	24 <sup>th</sup> Sep, 2020	Minutes on SPACE (Point 3)	As the SPACE Portal was under construction, faculty were asked to maintain attendance manually and mail the list of non-performing students to the TIC
Month.....	28 <sup>th</sup> Nov, 2020	Minutes on SPACE (Point 6)	
...On.....			
.....			
Month.....			
...On.....			
.....			

Mid-Sem. Progress:	24 <sup>th</sup> Sep, 2020 (Point 6)		Test and Assignment on Drive <a href="https://drive.google.com/drive/folders/10PAiKK9T-qSmECv5Uz9ILAQ7Zg0hpb71?usp=sharing">https://drive.google.com/drive/folders/10PAiKK9T-qSmECv5Uz9ILAQ7Zg0hpb71?usp=sharing</a> Non Performing and Action Taken Report Uploaded on SPACE
Class Test	29 <sup>th</sup> Oct, 2020 (Point 9)	Minutes on SPACE	
Assignment / Project / Seminar	22 <sup>nd</sup> Feb, 2021 (for sem 1)		
Non-Performing students	2 <sup>nd</sup> December 2020		
Steps taken for improvement			
Internal Assessment:-	2 <sup>nd</sup> Dec, 2020	Minutes on SPACE	<a href="https://drive.google.com/drive/folders/1-EFZNSjrMusjvwGjdOJFsQwrTANOpdcW?usp=sharin">https://drive.google.com/drive/folders/1-EFZNSjrMusjvwGjdOJFsQwrTANOpdcW?usp=sharin</a> g
Report of Moderation Committee	Mailed to College on 14 <sup>th</sup> December, 2020		
Hard Copy of Internal Assessment.			

College Diary No. & Date of Submission			
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## 2. Alumni Data and Student Progression

[https://drive.google.com/drive/folders/1BBsPyO7iLpbriKx5\\_79VS4bPu16Zi-jJ?usp=sharing](https://drive.google.com/drive/folders/1BBsPyO7iLpbriKx5_79VS4bPu16Zi-jJ?usp=sharing)

### Student Achievements -

<https://drive.google.com/drive/folders/1Wd3axshXWv4esLUZrZmx0ngpyxrvqPxE?usp=sharing>

## 3. Departmental Activities of the year (Supported by Document). Details are uploaded on SPACE and Drive

[https://drive.google.com/drive/folders/1\\_JFXEsgcxb1CsZ-v8ZEoNJm7GIRnHTp-?usp=sharing](https://drive.google.com/drive/folders/1_JFXEsgcxb1CsZ-v8ZEoNJm7GIRnHTp-?usp=sharing)

## 4. Achievement of Faculty Members Names of Teachers with supported documents. Uploaded on SPACE

5. Total Number of Students: Honors : 120 (GE)

Programme : 180

6. Total Number of Teachers: Permanent Faculty :02

Adhoc Faculty : 04

5. Laboratory Management	Y	N/A	Detail
<b>Organization &amp; Management</b>			
1) Whether Lab. wise Timetable prepared and displayed	NA		Due to pandemic the lab classes were conducted online. Students were informed for the same
2) Whether duties to the Lab. Staff. were assigned in writing?	Yes		<a href="https://drive.google.com/file/d/1nso1KKdZFj1ju304Q8PPx2r4S0KJj574/view?usp=sharing">https://drive.google.com/file/d/1nso1KKdZFj1ju304Q8PPx2r4S0KJj574/view?usp=sharing</a>
3) Does the department delegate duties to substitute in case of absence of the technical staff.	Yes		<a href="https://drive.google.com/file/d/1wkE5QDXQMrXkuY33tTnrk_1dLNXVzAfg/view?usp=sharing">https://drive.google.com/file/d/1wkE5QDXQMrXkuY33tTnrk_1dLNXVzAfg/view?usp=sharing</a>
4) Number of technical staff attended training programme.	01		<a href="https://drive.google.com/drive/folders/1FxcIW1z6HMD4Dgs4IoYsiPv6blz-8G-">https://drive.google.com/drive/folders/1FxcIW1z6HMD4Dgs4IoYsiPv6blz-8G-</a>

		<a href="#">w?usp=sharing</a>
5) Laboratory Precaution Displayed	Yes	<a href="https://drive.google.com/drive/folders/1WLi0kxv45RT4j4vQ-xj4i_SVTiWrSBAj?usp=sharing">https://drive.google.com/drive/folders/1WLi0kxv45RT4j4vQ-xj4i_SVTiWrSBAj?usp=sharing</a>
6) Physical Verification Report. 6.1) Follow-up action on physical Verification Report.	Yes	<a href="https://drive.google.com/file/d/1CHu0t0OsjfQ_-8hS0mzshEZHjGlhSSuD/view?usp=sharing">https://drive.google.com/file/d/1CHu0t0OsjfQ_-8hS0mzshEZHjGlhSSuD/view?usp=sharing</a>

Any suggestion/ Comment from the department.

The department felt there were some short comings in the SPACE Portal

1. Mentor meetings cannot be scheduled for more than one semester at a time.
2. Semester wise bifurcation required in APR report.
3. Mentor minutes should be visible teacher wise in place of student wise.
4. At places there is only download option available. There should be option to view the reports
5. Result analysis for programme courses should be subject wise in annual council meetings.

Sharma  
Preeti Sharma  
TIC  
Dept. of Comp. Sc.

All documents were examined & were found in order as per the prescribed performance.

Auditors : He Anam argne Anam  
Dr. Aparna Lani Aparna  
Dr. Gitanjali Dev Gitanjali



# SHIVAJI COLLEGE

## CHECK LIST FOR ACADEMIC INTERNAL AUDIT

Department: Computer Science

Academic Year: 2020 - 2021

Semester: Even

1	Activity	Minutes of Meeting		Documents of Proofs Link/pdf folder
		Date	Minutes Link/pdf folder	
	(i). Academic Calendar (for the academic session)	31 <sup>st</sup> August, 2020	Minutes on SPACE (Point 8)	Calendar Uploaded on SPACE
	(ii). Formation of Departmental Committees	31 <sup>st</sup> August, 2020	Minutes on SPACE	List included in Minutes
	(iii). Distribution of papers of the subject	6 <sup>th</sup> Jan, 2021 1 <sup>st</sup> April 2021	Minutes on SPACE(Point 1)	Table in the Minutes
	(iv). Distribution of Time Table Among Departmental Colleagues	6 <sup>th</sup> Jan, 2021	Minutes on SPACE(Point 2)	<a href="https://drive.google.com/drive/folders/1rff4438GhwgUfTjuM9LnEPbTf9MXGbZA?usp=sharing">https://drive.google.com/drive/folders/1rff4438GhwgUfTjuM9LnEPbTf9MXGbZA?usp=sharing</a>
	(v). Proforma of execution of teaching plan of each teacher	6 <sup>th</sup> Jan, 2021 1 <sup>st</sup> April 2021	Minutes on SPACE(Point 3)	Uploaded on SPACE
	(vi). (a) Formation of Mentor Groups of all Students (b) Formation of Mentor Groups of Paying Guest Students (if any)	31 <sup>st</sup> August/ 1 <sup>st</sup> September, 2020 7 <sup>th</sup> Jan 2021	Minutes on SPACE (Point 4 &5) Minutes(Point 4)	Uploaded on SPACE
	(vii). Was the syllabus covered according to the Initial plan submitted	1 <sup>st</sup> Feb, 2021 1 <sup>st</sup> April, 2021 31 <sup>st</sup> May, 2021 29 <sup>th</sup> June, 2021	Minutes on SPACE(Point 5) (Point 6) Minutes Point 3 Minutes on Space Point 1	Available on SPACE
	(viii). Result			Data Not Available for session

analysis of previous exam			
Monthly Attendance (uploaded on college website.)			
Month.....Jan			
On 7 <sup>th</sup> Feb, 2021	Minutes dated		
Month...Feb	1 <sup>st</sup> April, 2021	Minutes on SPACE	
On			
7 <sup>th</sup> March, 2021			
Month March	29 <sup>th</sup> June, 2021	Minutes on space( Point 4)	
On 9 <sup>th</sup> April 2021			
Apr-Jun- 7 <sup>th</sup> July 2021			

Mid-Sem. Progress: Class Test Assignment / Project / Seminar Non-Performing students Steps taken for improvement	22 <sup>nd</sup> Feb, 2021 (Point 3)  1 <sup>st</sup> April, 2021 (Point 5)  29 <sup>th</sup> June, 2021 (Point 3)	Minutes on SPACE	Test and Assignment on Drive <a href="https://drive.google.com/drive/folders/10PAiKK9T-qSmECv5Uz9ILAQ7Zg0hpb71?usp=sharing">https://drive.google.com/drive/folders/10PAiKK9T-qSmECv5Uz9ILAQ7Zg0hpb71?usp=sharing</a>  Non Performing and Action Taken Report Uploaded on SPACE
Internal Assessment:-  Report of Moderation Committee  Hard Copy of Internal Assessment.  College Diary No. & Date of Submission	2 <sup>nd</sup> March 2021(sem1) Diary no p/1013/21 dated 2 <sup>nd</sup> March 2021  20 <sup>th</sup> May 2021	Minutes on SPACE and Drive	<a href="https://drive.google.com/drive/folders/1ZXMtQTb93cCK8Y63JSq4zhQ0Y_RhFx0P?usp=sharing">https://drive.google.com/drive/folders/1ZXMtQTb93cCK8Y63JSq4zhQ0Y_RhFx0P?usp=sharing</a>

	Mailed to college on 23 <sup>rd</sup> May, 2021		
	9 <sup>th</sup> August 2021 (Sem 2) Diary no P/1639/21 dated 9 <sup>th</sup> August 2021		

2. Alumni Data and Student Progression  
<https://drive.google.com/drive/folders/1BBsPyO7iLpbriKx579VS4bPu16Zi-jJ?usp=sharing>

Student Achievements -  
<https://drive.google.com/drive/folders/1Wd3axshXWv4esLUZrZmx0ngpyxrvqPxE?usp=sharing>

3. Departmental Activities of the year (**Supported by Document**). Details are uploaded on SPACE and Drive

<https://drive.google.com/drive/folders/1JFXEsgcxb1CsZ-v8ZEoNJm7GIRnHTp-?usp=sharing>

Minutes on SPACE dated 22<sup>nd</sup> February 2021

4. Achievement of Faculty Members Names of Teachers with supported documents. **Uploaded on SPACE**

5. Total Number of Students: Honors : 120 (GE)

Programme : 180

6. Total Number of Teachers: Permanent Faculty :02

Adhoc Faculty : 04

5. Laboratory Management	Y	N/A	Detail
<b>Organization &amp; Management</b>			
1) Whether Lab. wise Timetable prepared and displayed	NA		Due to pandemic the lab classes were conducted online. Students were informed for the same
2) Whether duties to the Lab. Staff. were assigned in writing?	Yes		<a href="https://drive.google.com/file/d/1nso1KKdZFj1ju304Q8PPx2r4S0KJj574/view?usp=sharing">https://drive.google.com/file/d/1nso1KKdZFj1ju304Q8PPx2r4S0KJj574/view?usp=sharing</a>

3) Does the department delegate duties to substitute in case of absence of the technical staff.	Yes	<a href="https://drive.google.com/file/d/1wkE5QDXQMrXkuY33tTnrk1dLNxVzAfg/view?usp=sharing">https://drive.google.com/file/d/1wkE5QDXQMrXkuY33tTnrk1dLNxVzAfg/view?usp=sharing</a>
4) Number of technical staff attended training programme.	02	<a href="https://drive.google.com/drive/folders/1bQsQrUT0zcQrJyQOQ2xocLXQIg1FU1VZ?usp=sharing">https://drive.google.com/drive/folders/1bQsQrUT0zcQrJyQOQ2xocLXQIg1FU1VZ?usp=sharing</a>
5) Laboratory Precaution Displayed	Yes	<a href="https://drive.google.com/drive/folders/1WLi0kxv45RT4j4vQ-xj4iSVTiWrSBAj?usp=sharing">https://drive.google.com/drive/folders/1WLi0kxv45RT4j4vQ-xj4iSVTiWrSBAj?usp=sharing</a>
6) Physical Verification Report. 6.1) Follow-up action on physical Verification Report.	Yes	<a href="https://drive.google.com/file/d/1CHu0t0OsjfQ-8hS0mzshEZHjGhSSuD/view?usp=sharing">https://drive.google.com/file/d/1CHu0t0OsjfQ-8hS0mzshEZHjGhSSuD/view?usp=sharing</a>

Any suggestion/ Comment from the department.

The department felt there were some short comings in the SPACE Portal

1. Mentor meetings cannot be scheduled for more than one semester at a time.
2. Semester wise bifurcation required in APR report.
3. Mentor minutes should be visible teacher wise in place of student wise.
4. At places there is only download option available. There should be option to view the reports
5. Result analysis for programme courses should be subject wise in annual council meetings.

All the documents were examined & were found in order as per the prescribed procedure

Sham  
Preeti Sharma, TIC  
Dept. of Comp Sc. Auditor.

1. Ms Anshu Chugh
2. Dr. Aruna Devi
3. Dr. Gitanjali Devi

Report of Academic Audit of the Computer Science Department

1 message

Academic Audit Shivaji College <academicaudit@shivaji.du.ac.in>  
To: Computer Science Shivaji College <computerscience@shivaji.du.ac.in>

Mon, Aug 23, 2021 at 8:12 PM

Dear Ms Preeti Sharma,

Thank you for presenting the documents for the Academic Audit of the Computer Science department in the meeting held with auditors on 23rd August 2021 at 2:30pm.

Report of Audit:

1. All the department teachers were present during the audit.
2. The Audit for both the semesters were presented by Ms Preeti Sharma and Ms Abha Vasal.
3. All the documents were found in order as per the existing Proforma and were mostly uploaded on SPACE. The auditors suggested uploading of Alumni data and Student Progression also on SPACE.
4. The current Teacher In Charge was informed that the audit for 2021-22 would be conducted on SPACE as per the revised proforma.
5. The suggestions of the department regarding improvements required in the SPACE portal were noted.

Regards,  
Auditors

*[Handwritten signature]*

*Anshu Gupta*

*L. G. Tarani Secy. Secy.*

*Aparna*

# SHIVAJI COLLEGE

## CHECK LIST FOR ACADEMIC INTERNAL AUDIT

Department: Economics

Academic Year: 2020 - 2021

Semester: Odd

1.	Activity	Minutes of Meeting		Documents of Proofs Link/pdf folder
		Date	Minutes Link/pdf folder	
	(i). Academic Calendar (for the academic session)	26/06/2020 Point no-01	Uploaded on Space	Uploaded on Space
	(ii). Formation of Departmental Committees	26/06/2020 Point no- 02	Uploaded on Space	Uploaded on Space
	(iii). Distribution of papers of the subject	30/07/2020 Point no- 01	Uploaded on Space	Uploaded on Space
	(iv). Distribution of Time Table Among Departmental Colleagues	30/07/2020 Point no- 02	Uploaded on Space	Uploaded on Space
	(v). Proforma of execution of teaching plan of each teacher	12/09/2020 Point no- 04 26/09/2020 Point no- 02 27/10/2020 Point no- 02 04/11/2020 Point no- 03 24/11/2020 Point no- 02	Uploaded on Space	Uploaded on Space
	(vi). (a) Formation of Mentor Groups of all Students (b) Formation of Mentor Groups of Paying Guest Students (if any)	06/08/2020(Formation of mentor groups for Sem III and V) Point no- 06 12/09/2020 Point no-02 and 04 26/09/2020 Point no- 03 and 04 27/10/2020 Point no- 01 04/11/2020 Point no- 04	Uploaded on Space	Uploaded on Space

	24/11/2020( First Year students were allotted mentors) Point no- 01		
(vii). Was the syllabus covered according to the Initial plan submitted		Yes	Yes
(viii). Result analysis of previous exam	20/05/2021	Uploaded on Space	Uploaded on Space
Monthly Attendance (uploaded on college website.) Month:6 <sup>th</sup> November 2020 Month.....20 <sup>th</sup> November 2020 Month 7 <sup>th</sup> December 2020	Uploaded for every month before the last date	Uploaded as per mail received from the college	Uploaded on Space

Mid-Sem. Progress: Class Test Assignment / Project / Seminar Non-Performing students Steps taken for improvement	12/09/2020 Point no- 06 26/09/2020 Point no- 06 27/10/2020 Point no- 04 04/11/2020 Point no- 05 Action taken- Point 06	Uploaded on Space	Uploaded on Space
Internal Assessment:- Report of Moderation Committee Hard Copy of Internal Assessment. College Diary No. & Date of Submission	09/12/2020 02/03/2021 16/12/2020 24/03/2021	Uploaded on Space	<a href="https://drive.google.com/drive/folders/1ndp2Ualv7Sno5IA0-86dX6A7QBmaVPGu?usp=sharing">https://drive.google.com/drive/folders/1ndp2Ualv7Sno5IA0-86dX6A7QBmaVPGu?usp=sharing</a>

2. Alumni Data and Student Progression : Uploaded on Space

3. Departmental Activities of the year (Supported by Document):26/09/2020

Uploaded on Space

4. Achievement of Faculty Members Names of Teachers with supported documents: Uploaded on Space

5. Total Number of Students: Honors : 1<sup>st</sup> Year: 54  
2<sup>nd</sup> Year: 53  
3<sup>rd</sup> Year: 51

Programme: 1<sup>st</sup> Year: 81  
2<sup>nd</sup> Year: 46  
3<sup>rd</sup> Year: 38

6. Total Number of Teachers: Permanent Faculty : 04

Adhoc Faculty: 06

5. Laboratory Management	Y	N/A	Detail
<b>Organization &amp; Management</b>			
1) Whether Lab. wise Timetable prepared and displayed			
2) Whether duties to the Lab. Staff. were assigned in writing?			
3) Does the department delegate duties to substitute in case of absence of the technical staff.			
4) Number of technical staff attended training programme.			
5) Laboratory Precaution Displayed			
6) Physical Verification Report.			
6.1) Follow-up action on physical Verification Report.			

Any suggestion/ Comment from the department.

All the documents were found in order as per the prescribed programme

Copy  
Anam chopra  
(Teacher-in charge)

Auditor

1. Anshu Chopra Copy
2. Dr. Anamika Devi Copy
3. Dr. Gitanjali Devi Copy



# SHIVAJI COLLEGE

## CHECK LIST FOR ACADEMIC INTERNAL AUDIT

**Department: Economics**

**Academic Year: 2020 - 2021**

**Semester: Even**

1. Activity	Minutes of Meeting		Documents of Proofs Link/pdf folder
	Date	Minutes Link/pdf folder	
(i). Academic Calendar (for the academic session)	23/12/2020 Point no- 01	Uploaded on Space	Uploaded on Space
(ii). Formation of Departmental Committees	23/12/2020 Point no- 02	Uploaded on Space	Uploaded on Space
(iii). Distribution of papers of the subject	23/12/2020 Point no- 03	Uploaded on Space	Uploaded on Space
(iv). Distribution of Time Table Among Departmental Colleagues	06/01/2021 Point no- 01 31/03/2021 Point no- 08	Uploaded on Space	Uploaded on Space
(v). Proforma of execution of teaching plan of each teacher	18/02/2021 Point no- 03 08/04/2021 Point no- 03 19/04/2021 Point no- 08 20/05/2021 Point no- 05	Uploaded on Space	Uploaded on Space
(vi). (a) Formation of Mentor Groups of all Students (b) Formation of Mentor Groups of Paying Guest Students (if any)	18/02/2021 Point no- 02 08/04/2021 Point no- 02 19/04/2021 Point no- 07 08/05/2021 Point no- 04	Uploaded on Space	Uploaded on Space
(vii). Was the syllabus covered according to the Initial plan submitted		Yes	Yes
(viii). Result analysis of previous exam	20/05/2021	Uploaded on Space	Uploaded on Space

Monthly Attendance (uploaded on college website.)			
Month...7 <sup>th</sup> February 2021	Uploaded for every month before the last date	Uploaded as per mail received from the college	Uploaded on Space
Month...7 <sup>th</sup> March 2021			
Month...9 <sup>th</sup> April 2021			

Mid-Sem. Progress:	18/02/2021		
Class Test	Point no- 04		
Assignment / Project / Seminar	08/04/2021 Point no- 04 (Action taken)	Uploaded on Space	Uploaded on Space
Non-Performing students	08/05/2021		
Steps taken for improvement	Point no- 01 and 03 (Action taken)		
Internal Assessment:-			
Report of Moderation Committee	15/05/2021	Uploaded on Space	<a href="https://drive.google.com/drive/folders/1vbEwvhSS21gDIYllsCn95qwuQAutpNlv?usp=sharing">https://drive.google.com/drive/folders/1vbEwvhSS21gDIYllsCn95qwuQAutpNlv?usp=sharing</a>
Hard Copy of Internal Assessment.	29/05/2021 05/08/2021 14/08/2021		
College Diary No. & Date of Submission			

2. Alumni Data and Student Progression: Uploaded on Space

3. Departmental Activities of the year (Supported by Document). 25/02/2021, 17/04/2021, 22/04/2021- 23/04/2021.

Uploaded on Space

4. Achievement of Faculty Members Names of Teachers with supported documents:

Uploaded on Space

5. Total Number of Students: Honors : 1<sup>st</sup> Year: 54  
2<sup>nd</sup> Year: 53  
3<sup>rd</sup> Year: 51

Programme: 1<sup>st</sup> Year: 81

2<sup>nd</sup> Year: 46

3<sup>rd</sup> Year: 38

6. Total Number of Teachers: Permanent Faculty : 05

Adhoc Faculty: 05

5. Laboratory Management	Y	N/A	Detail
<b>Organization &amp; Management</b>			
1) Whether Lab. wise Timetable prepared and displayed			
2) Whether duties to the Lab. Staff. were assigned in writing?			
Does the department delegate duties to substitute in case of absence of the technical staff.			
4) Number of technical staff attended training programme.			
5) Laboratory Precaution Displayed			
6) Physical Verification Report.			
6.1) Follow-up action on physical Verification Report.			

Any suggestion/ Comment from the department.

As per  
the documents were prescribed  
informa & found to be in order.

Auditors

1. Ms Anshu Chopra Dep
2. ~~Dr. Anita Kataria~~
2. Dr. Aparna Jain Aparna
3. Dr. Gitanjali Devi Jain

Dep

Anshu Chopra

(Teacher in charge)

## Report of Academic Audit of Economics Department

1 message

Academic Audit Shivaji College <academicaudit@shivaji.du.ac.in>  
To: Economics@shivaji.du.ac.in

Fri, Aug 27, 2021 at 11:18 PM

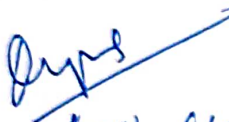
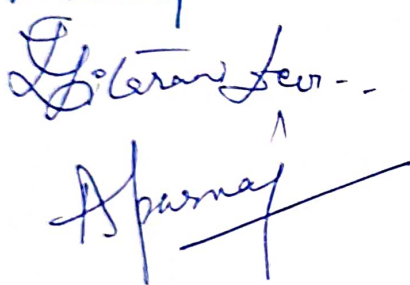
Dear Ms Anshu Chopra,

Thank you for presenting the documents for the Academic Audit of the department in the meeting held with auditors on 27th August 2021 at 10am.

Report of Audit:

1. All the department teachers were present during the audit.
2. The Audit for both the semesters were presented by Ms Anshu Chopra and Md Irfan Alam.
3. All the documents were found in order as per the existing Proforma and were uploaded on SPACE.
4. The current Teacher In Charge was informed that the audit for 2021-22 would be conducted on SPACE as per the revised proforma.
5. The department raised concerns regarding some improvements required in the SPACE portal in the tabs of teaching plan and uploading of the report of non performing students.

Regards,  
Auditors

  
Anshu Chopra  
  
Aparna

## SHIVAJI COLLEGE

### CHECKLIST FOR ACADEMIC INTERNAL AUDIT

**Department: English**

**Academic Year: 2020- 2021**

**Semester:Odd Semester - July-December 2020**

1.	Activity	Minutes of Meeting		Documents of Proofs Link/pdf folder
		Date	Minutes Link/pdf folder	
	(i). Academic Calendar (for the academic session)	4 June 2020	<a href="#">1- academic Calender and Paper options GE SEC 2020</a>	<a href="#">2-EVENTS As per Academic Calendar 2020-21.pdf</a>
	(ii). Formation of Departmental Committees	14 September 2020	<a href="#">3 Minutes of Meeting 14 september 2020</a>	<a href="#">4-Internal committee of English Department 2020-21</a>
	(iii). Distribution of papers of the subject	26 August 2020	<a href="#">5-Minutes of meeting 25/8/20</a>	<a href="#">6-supporting document</a>
	(iv). Distribution of Time Table Among Departmental Colleagues	10 August 2020	<a href="#">7-TIME TABLE DISTRIBUTION MEETING 2020</a>	<a href="#">8 time table teacherwise j2020uly-decembe r</a>
	(v). Proforma of execution of teaching plan of each teacher	18 September 2020	<a href="#">9- minutes of meeting 18/9/20</a>	<a href="#">10 Folder of individual teachers with proforma</a>
	(vi). (a) Formation of Mentor Groups of all Students (b) Formation of Mentor Groups of Paying Guest Students (if any)	27 November 2020	<a href="#">11- MENTOR LIST MINUTES 27 NOVEMBER</a>	<a href="#">12-Mentor list 20-21 .docx</a>  <a href="#">13-Teacherwise Mentor mentee data</a>
	(vii). Was the syllabus covered according to the Initial plan submitted	2 November 2020	<a href="#">14-mid semester progression IA Question paper progress</a>	<a href="#">15 Execution of proposed lesson plan</a>

(viii). Result analysis of previous exam	14 September 2020	<a href="#">16 -14 sept dep meeting 1.png</a>	<a href="#">17 Result Analysis document</a>
Monthly Attendance (uploaded on college website.)  Month.....  On.....  Month.....  On.....  Month.....  On.....	7 December 2020	<a href="#">18 Attendance Reminder 7 December 2020.pdf</a>	<a href="#">19 Attendance Reminder</a>

Mid-Sem. Progress:  Class Test Assignment / Project / Seminar Non-Performing students Steps taken for improvement	2 November 2020	<a href="#">20-mid semester progression IA Question paper progress</a>	<a href="#">21 Weak Student Addressal</a>  <a href="#">22 IA jULY-deCEMBER 2020</a>  <a href="#">23 Mentor Mentee data 2020</a>  <a href="#">24 Low performers data 2020</a>   <a href="#">25 Tutorial data to address Weak Student problems</a>
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Internal Assessment:- Report of Moderation Committee Hard Copy of Internal Assessment. College Diary No. & Date of Submission	7 december & 10 December 2020	<a href="#">26 -July-December 2020 moderation meeting email 2020 .pdf</a>	<a href="#">27 Internal Assessment Records English Department July-December 2020</a>  <a href="#">28 Report of moderation</a>

2. Alumni Data and Student Progression--

[29 Click to view Alumni Student Excellence Progression](#)

3. Departmental Activities of the year (**Supported by Document**). [30- Departmental Activity](#)

4. Achievement of Faculty Names of Teachers with supported documents.

[31 Faculty Achievement 2020](#)

[32 faculty Achievements 2020 supporting doc](#)

5. Total Number of Students: [Click to view list for strength July-December 2020](#)

**English Honors**

A. -Semester 3rd semest -43

B. 5th Semester - 42 students

C. 86 TOTAL

## BA Programme

3rd Semester-40,

5th Semester -51 Students

=91 Total

6. **Total Number of Teachers:** [Click to view 13 teachers Time table 2020 december](#)

Permanent Faculty -9

Adhoc Faculty -4

Total Faculty strength=13

<b>5. Laboratory Management</b>	<b>Y</b>	<b>N/A</b>	<b>Detail</b>
<b>Organization &amp; Management</b>			
1) Whether Lab. wise Timetable prepared and displayed	NA	NA	NA
2) Whether duties to the Lab. Staff. were assigned in writing?	NA	NA	NA
3) Does the department delegate duties to substitute in case of absence of the technical staff.	NA	NA	NA
4) Number of technical staff attended training programmes.	NA	NA	NA
5) Laboratory Precaution Displayed	NA	NA	NA
6) Physical Verification Report. 6.1) Follow –up action on physical Verification Report.	NA	NA	NA

Any **suggestion/ Comment** from the department.

A. All data has been submitted via google drive links and has also been uploaded on space.



- B. All data has been submitted and added/shared after giving repeated reminders for submission to the department members till 16th August 2021
- C. Data is also updated on SPACE PORTAL.
- D. [Supporting documents proof](#)
- E. [Minutes offline Semester July december 2020](#)

# SHIVAJI COLLEGE

## CHECKLIST FOR ACADEMIC INTERNAL AUDIT

Department: English

Academic Year: 2020- 2021

Semester: January- August 2021

Even Semester

1.	Activity	Minutes of Meeting		Documents of Proofs Link/pdf folder
		Date	Minutes Link/pdf folder	
	(i). Academic Calendar (for the academic session)	4 June 2020-(Academic Calendar is made annually)	<a href="#">1- Annual Academic Calendar 2020-21</a> <a href="#">1-a copy of Minutes</a>	<a href="#">2- Academic Calendar supporting Documents</a>
	(ii). Formation of Departmental Committees	2nd February 2021	<a href="#">3- Minutes of formation of Litopia additional Webinar Committee</a> <a href="#">3- Alumni committee minutes</a>	<a href="#">4- LITOPIA Organising committee</a> <a href="#">5- Alumni Organising Committee</a>
	(iii). Distribution of papers of the subject	2nd February 2021	<a href="#">6- MINUTES 2/2/2021</a>	<a href="#">7- Paper Distribution Proforma</a>
	(iv). Distribution of Time Table Among Departmental Colleagues	1 January 2021	<a href="#">8- MINUTES 1/1/2021</a>	<a href="#">9 Teachers Time Tables</a>

(v). Proforma of execution of teaching plan of each teacher	25 February 2021	<a href="#">10- Minutes of meeting 25/2/2021</a>	<a href="#">11 Execution of Lesson Plan teacher wise folder 2021</a> <a href="#">12 Execution of proposed plan 2021</a> <a href="#">13 Execution and completion report before Moderation 2021</a>
(vi). (a) Formation of Mentor Groups of all Students (b) Formation of Mentor Groups of Paying Guest Students (if any)	19 January 2021	<a href="#">14- minutes 19/1/2021</a> <a href="#">15- List of all Mentor Mentee students with details</a> <a href="#">Signed Mentorlist 2020-21 sem 1 .jpg</a>	<a href="#">16 Outstation Mentor meeting full data 2021</a> <a href="#">17 Teacherwise Mentorship data 2021</a> <a href="#">18 full details Mentorship file for sem 1</a> <a href="#">19 Teacherwise mentor mentee data folder wise</a>
(vii). Was the syllabus covered according to the Initial plan submitted	25 February 2021	<a href="#">20 Syllabus progression 25/2/2021</a>	<a href="#">21 syllabus completion January April 2021</a>
(viii). Result analysis of previous exam	16 August 2021	<a href="#">22 Result Analysis 12020-216 AUGUST 2021</a>	<a href="#">22 A Result Analysis 2021</a>

<p>Monthly Attendance (uploaded on college website.)</p> <p>Month.....</p> <p>On.....</p> <p>Month.....</p> <p>On.....</p> <p>Month.....</p> <p>On.....</p>	<p>25 February 2021</p> <p>3rd March 2021</p>	<p><a href="#">23 minutes 25/2/2021 and 3/3/2021</a></p>	<p><a href="#">24 Minutes(Refer to point 5 of minutes ) for attendance upload reminder on space</a></p> <p><a href="#">25 2 feb Attendance Reminder on space</a></p> <p><a href="#">26 Low attendance/zero attendance 2021</a></p>
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<p>Mid-Sem. Progress: Column C</p> <p>Class Test</p> <p>Assignment / Project / Seminar</p> <p>Non-Performing students</p> <p>Steps taken for improvement- Column D</p>	<p>25 February 2021</p>	<p><a href="#">26 Mid semester Progression 25 March 2021</a></p> <p><a href="#">26-a Internal Moderation Meeting</a></p> <p><a href="#">26 b March Departmental Moderation Meeting</a></p>	<p><a href="#">27 weak student addressal</a></p> <p><a href="#">28 Mid semester Progression 2021</a></p> <p><a href="#">29 Moderation 3 March sem 4 and 6</a></p> <p><a href="#">29 Steps taken for addressal</a></p> <p><a href="#">30 sem 1 April IA. Assignments and tests data 2021</a></p> <p><a href="#">31 Minutes of Moderation of Semester 1</a></p> <p><a href="#">31 Assign. test departmental I.A 2021</a></p>
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<p>Internal Assessment:- Report of Moderation Committee Hard Copy of Internal Assessment. College Diary No. &amp; Date of Submission</p>	<p>3 March 202 10 March 2021 16/08/21</p>	<p><a href="#">33 Department Moderation 3 March 2021</a>  <a href="#">34 Internal committee Minutes 10 March 2021</a>  <a href="#">Sem 1 and 2 Moderation meeting data</a></p>	<p><a href="#">35 IA Soft Copies +Moderation Report 2021</a>  <a href="#">IA- SEM 1 25 MAY 2021</a> <a href="#">35 B Moderatio Sem 2 English Honors Moderat.pdf</a></p>
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2. Alumni Data and Student Progression—

- [36 A Alumni Progression and student Excellence data 2020-21](#)
- [36 B Student Excellence data 2018-21](#)
- [36 c BA PROGRAM Alumni Student Excellence data 2021](#)
- [ALUMNI 2021 Year Book](#)

3. Departmental Activities of the year **(Supported by Document)**. [37- Activities with supporting documents](#)

[38 Minutes of student activity Meeting](#)

[39- Link to all EVENT PROOFS supporting documents](#)

4. Achievement of Faculty Names of Teachers with supported documents [40- A Faculty Achievements 2020-21](#)

[40- B Individual files of teachers fac Achievements](#)

5. Total Number of Students: [41 Student Strength as per IA 2021 JAN-APRIL](#)

<p>• <b>English Honors</b></p>	
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• Semester 3rd	43
• 5th Semester 5th	42
• Semester 1st	54
	• Total Students=139 students
B A Program	
• Semester 1	65
• Semester 5th	51
• semester 3rd	40
	156 Students

•

6. Total Number of Teachers:

Permanent Faculty -8

Adhoc Faculty -5

Total=13 Teachers

<b>5. Laboratory Management</b>	<b>Y</b>	<b>N/A</b>	<b>Detail</b>
<b>Organization &amp; Management</b>			

1) Whether Lab. wise Timetable prepared and displayed	NA	NA	NA
2) Whether duties to the Lab. Staff. were assigned in writing?	NA	NA	NA
3) Does the department delegate duties to substitute in case of absence of the technical staff.	NA	NA	NA
4) Number of technical staff attended training programmes.	NA	NA	NA
5) Laboratory Precaution Displayed	NA	NA	NA
6) Physical Verification Report. 6.1) Follow –up action on physical Verification Report.	NA	NA	NA

**Any suggestion/ Comment from the Department.**

- A. All data has been submitted via google drive links and has also been uploaded on space.
- B. All data has been submitted and added/shared after giving repeated reminders for submission to the department members till 16th August 2021
- C. Data is also updated on SPACE PORTAL.
- D. [Shttps://drive.google.com/drive/folders/1EYOoJC4sF9ERESnu2FpvcGNf4pcmEKZj?usp=sharing](https://drive.google.com/drive/folders/1EYOoJC4sF9ERESnu2FpvcGNf4pcmEKZj?usp=sharing)  
PORTING DOCUMENTS COMPILED

**Report on English Audit held on August 27, 2021**

1 message

Academic Audit Shivaji College <academicaudit@shivaji.du.ac.in>  
To: English Shivaji College <english@shivaji.du.ac.in>

Fri, Aug 27, 2021 at 11:42 PM

Dear Ms Preeti:

Thank you for presenting the documents for the Academic Audit of your department at the meeting held with the auditors on August 27, 2021, at 2:30 PM on Microsoft Teams. All the department teachers were present during the audit. Ms Preeti presented the documents at the meeting.

The following suggestions were made by the auditors:



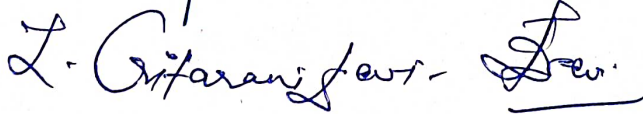
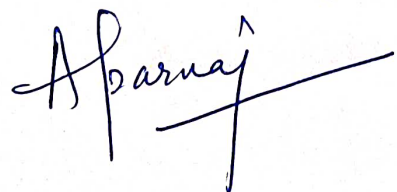
1. **Minutes of the meetings** noting the paper/unit distribution before the commencement of the odd and even semesters
2. All colleagues need to fill in the teaching plan reflecting the proposed plan and course completion in percentage for both the odd and even semesters of 2020-2021. **As everyone needs to update the lesson plan, you are requested to kindly fill in the teaching proforma for all the papers taught by individual teachers on SPACE.** However, should any colleague find it difficult to feed the data on SPACE, he or she may update the existing teaching proforma on Google drive and notify about the same to the previous teacher-in-charge.
3. We have observed some **data for Semester 2 (April-August 2021)** could not be found during the presentation. Kindly check and update the same
4. **Question papers** for all teachers need to be uploaded for both semesters.
5. **Result analysis** noting the performance in overall papers should be noted in the minutes of the meeting. Pie diagrams for all the papers need to be made as well.
6. The present teacher-in-charge was informed that the audit for 2021-22 would be conducted on SPACE as per the revised proforma.
7. All the teachers were requested to upload their data on SPACE regularly as per the requirement of the college.

**All updates should be completed and submitted by September 03, 2021.**

Thank you for your cooperation.

Best wishes,

 Academic Auditors



# SHIVAJI COLLEGE

## CHECK LIST FOR ACADEMIC INTERNAL AUDIT

Department: Geography

Academic Year: 2020 - 2021

Semester: Odd (July-Dec.)

1. Activity	Minutes of Meeting		Documents of Proofs Link/pdf folder
	Date	Minutes Link/pdf folder	
(i). Academic Calendar (for the academic session)	10/07/2020	<a href="https://drive.google.com/file/d/16ZuY5SChTZIBXaL1c9JVmuV6tShCUFWW/view?usp=sharing">https://drive.google.com/file/d/16ZuY5SChTZIBXaL1c9JVmuV6tShCUFWW/view?usp=sharing</a>	<a href="https://drive.google.com/file/d/1oSgYCYITY7IO7kH5nOZJuwngpSUiDXd/view?usp=sharing">https://drive.google.com/file/d/1oSgYCYITY7IO7kH5nOZJuwngpSUiDXd/view?usp=sharing</a>
(ii). Formation of Departmental Committees	15/06/2020	<a href="https://drive.google.com/file/d/1mLDL8Kg28YHfcJhMhIvq0EZJeoYOTq00/view?usp=sharing">https://drive.google.com/file/d/1mLDL8Kg28YHfcJhMhIvq0EZJeoYOTq00/view?usp=sharing</a>	<a href="https://drive.google.com/file/d/1WazBvRIOpz3Vuj9rZfjWsGRV5Kgg9hLW/view?usp=sharing">https://drive.google.com/file/d/1WazBvRIOpz3Vuj9rZfjWsGRV5Kgg9hLW/view?usp=sharing</a>
(iii). Distribution of papers of the subject	10/08/2020	<a href="https://drive.google.com/file/d/1HLbvb9nIQNsE1dPMNg15eOfK1IPn/view?usp=sharing">https://drive.google.com/file/d/1HLbvb9nIQNsE1dPMNg15eOfK1IPn/view?usp=sharing</a>	<a href="https://drive.google.com/file/d/11yhPYalhhYOcS7ykkovgaopxn2gRuMcz/view?usp=sharing">https://drive.google.com/file/d/11yhPYalhhYOcS7ykkovgaopxn2gRuMcz/view?usp=sharing</a>
(iv). Distribution of Time Table Among Departmental Colleagues	10/08/20	<a href="https://drive.google.com/file/d/1vrpoE4AT14jgWBj0z8SBTVYGQupNdeS/view?usp=sharing">https://drive.google.com/file/d/1vrpoE4AT14jgWBj0z8SBTVYGQupNdeS/view?usp=sharing</a>	<a href="https://drive.google.com/file/d/1HZqR4yOoAlZ9sinKT3KMniSS3O95mLbk/view?usp=sharing">https://drive.google.com/file/d/1HZqR4yOoAlZ9sinKT3KMniSS3O95mLbk/view?usp=sharing</a>
(v). Proforma of execution of teaching plan of each teacher	10/08/20	<a href="https://drive.google.com/file/d/1vrpoE4AT14jgWBj0z8SBTVYGQupNdeS/view?usp=sharing">https://drive.google.com/file/d/1vrpoE4AT14jgWBj0z8SBTVYGQupNdeS/view?usp=sharing</a>	<a href="https://drive.google.com/file/d/17mS4gDcBhKdGGm1TA4nq7bepLubd58nu/view?usp=sharing">https://drive.google.com/file/d/17mS4gDcBhKdGGm1TA4nq7bepLubd58nu/view?usp=sharing</a>
(vi). (a) Formation of Mentor Groups of all Students (b) Formation of Mentor Groups of Paying Guest Students (if any)	10/08/2020	<a href="https://drive.google.com/file/d/10jxj6USWkElrgdORT0szbeOSEpeCMiXD/view?usp=sharing">https://drive.google.com/file/d/10jxj6USWkElrgdORT0szbeOSEpeCMiXD/view?usp=sharing</a>	<a href="https://drive.google.com/file/d/1Ma5vxpiErV2EflfbKCE5qP9LUrsZ5GI/view?usp=sharing">https://drive.google.com/file/d/1Ma5vxpiErV2EflfbKCE5qP9LUrsZ5GI/view?usp=sharing</a>

(vii). Was the syllabus covered according to the Initial plan submitted	18/11/2020	<a href="https://drive.google.com/file/d/12gbW2Sp7CpPC2JvjDwi-iDDItJGQRYH0/view?usp=sharing">https://drive.google.com/file/d/12gbW2Sp7CpPC2JvjDwi-iDDItJGQRYH0/view?usp=sharing</a>	<a href="https://drive.google.com/file/d/12lhFFv_Uzy9zxuZuBhpOfhOS08JfJE3a/view?usp=sharing">https://drive.google.com/file/d/12lhFFv_Uzy9zxuZuBhpOfhOS08JfJE3a/view?usp=sharing</a>
(viii). Result analysis of previous exam	31/05/2021	<a href="https://drive.google.com/file/d/1SLbrfJU8Lffj6vZCmdp1vClwaOa3iRsz/view?usp=sharing">https://drive.google.com/file/d/1SLbrfJU8Lffj6vZCmdp1vClwaOa3iRsz/view?usp=sharing</a>	<a href="https://drive.google.com/file/d/1kyPhWqgFmoCljAA6ZJt7CMsBLwVhEc1x/view?usp=sharing">https://drive.google.com/file/d/1kyPhWqgFmoCljAA6ZJt7CMsBLwVhEc1x/view?usp=sharing</a>
<p>Monthly Attendance (uploaded on college website.)</p> <p>Month...August..On..September</p> <p>Month..September. On...October</p> <p>Month.October... On.November.</p>	As per College Notice	yes	uploaded on college website

B.

<p>Mid-Sem. Progress:</p> <p>Class Test</p> <p>Assignment / Project / Seminar</p> <p>Non-Performing students</p> <p>Steps taken for improvement</p>	22/09/2020	<a href="https://drive.google.com/file/d/15dUfrf9qwGQQ-1sLFXdhkXYIDiUx4qc4/view?usp=sharing">https://drive.google.com/file/d/15dUfrf9qwGQQ-1sLFXdhkXYIDiUx4qc4/view?usp=sharing</a>	<a href="https://drive.google.com/file/d/1ZMm9d16j9qTIsUky-PZRRdbFI64xy2GO/view?usp=sharing">https://drive.google.com/file/d/1ZMm9d16j9qTIsUky-PZRRdbFI64xy2GO/view?usp=sharing</a> <a href="https://drive.google.com/file/d/1ZzAGiDqfhYc5U21_0kHcMb4_17WZf_mnR/view?usp=sharing">https://drive.google.com/file/d/1ZzAGiDqfhYc5U21_0kHcMb4_17WZf_mnR/view?usp=sharing</a>
<p>Internal Assessment:-</p> <p>Report of Moderation Committee</p> <p>Hard Copy of Internal Assessment.</p> <p>College Diary No. &amp; Date of Submission</p>	12/12/2020	<a href="https://drive.google.com/file/d/1ffWCAoeQaMfAG0HNwpWcmc1gHUdcxphd/view?usp=sharing">https://drive.google.com/file/d/1ffWCAoeQaMfAG0HNwpWcmc1gHUdcxphd/view?usp=sharing</a>	<a href="https://drive.google.com/file/d/1GpwEiyo5CiM1oSnlcZV6DV92sSxGT-OM/view?usp=sharing">https://drive.google.com/file/d/1GpwEiyo5CiM1oSnlcZV6DV92sSxGT-OM/view?usp=sharing</a>

2. Alumni Data and Student Progression

[https://drive.google.com/file/d/1r4Yp44J8dfiu1OwZ\\_IOWOOLZSEWjR49/view?usp=sharing](https://drive.google.com/file/d/1r4Yp44J8dfiu1OwZ_IOWOOLZSEWjR49/view?usp=sharing)

ing

<https://drive.google.com/file/d/17LemGkWQUtFAxKkZBVkLP8OnhIjCB9R0/view?usp=sharing>

3. Departmental Activities of the year (Supported by Document).

<https://drive.google.com/file/d/1HoUqlkR1u9enJtTj9k6nbLsC45ZrPgbg/view?usp=sharing>

4. Achievement of Faculty Members Names of Teachers with supported documents.

<https://drive.google.com/file/d/1CaBJRSAznmXVmrFH2-jVvOjIIBB5JNRI/view?usp=sharing>

5. Total Number of Students: Honors 150  
Programme 200

6. Total Number of Teachers: Permanent Faculty 5  
Adhoc Faculty 5

5. Laboratory Management	Y	N/A	Detail
<b>Organization &amp; Management</b>			
1) Whether Lab. wise Timetable prepared and displayed	Yes		<a href="https://drive.google.com/file/d/1HZqR4yOoAIZ9sinKT3KMniSS3O95mLbk/view?usp=sharing">https://drive.google.com/file/d/1HZqR4yOoAIZ9sinKT3KMniSS3O95mLbk/view?usp=sharing</a>
2) Whether duties to the Lab. Staff. were assigned in writing?	Yes		As per Time Table
3) Does the department delegate duties to substitute in case of absence of the technical staff.		N/A	
4) Number of technical staff attended training programme.		N/A	
5) Laboratory Precaution Displayed		N/A	
6) Physical Verification Report. 6.1) Follow-up action on physical Verification Report.	Yes		<a href="https://drive.google.com/file/d/1kZR7A_z5AG5iA8Lg-76NVaVKMviq-h57/view?usp=sharing">https://drive.google.com/file/d/1kZR7A_z5AG5iA8Lg-76NVaVKMviq-h57/view?usp=sharing</a>

Any suggestion/ Comment from the department.

75/11/21/21  
14/12/21.  
(Prof. T. S. Rang.)  
Teacher in-charge  
Department of Geography  
Shivaji College  
New Delhi

# SHIVAJI COLLEGE

## CHECK LIST FOR ACADEMIC INTERNAL AUDIT

Department... Geography

Academic Year: 2020- 2021

Semester: ...Even (Jan – May 2021)

Activity	Minutes of Meeting		Documents of Proofs Link/pdf folder/remarks, if any
	Date	Minutes Link/pdf folder	
1 Curriculum Delivery			
(i). Academic Calendar (for the academic session)	10/07/2020	<a href="https://drive.google.com/file/d/16ZuY5SChTZIBXaL1c9JVmuV6tShCUFWW/view?usp=sharing">https://drive.google.com/file/d/16ZuY5SChTZIBXaL1c9JVmuV6tShCUFWW/view?usp=sharing</a>	<a href="https://drive.google.com/file/d/1oSgYCYITY7IO7kH5n0ZJuwngpSUItdDXd/view?usp=sharing">https://drive.google.com/file/d/1oSgYCYITY7IO7kH5n0ZJuwngpSUItdDXd/view?usp=sharing</a>
(ii). Formation of Departmental Committees (internal time table committee, student progression committee/alumni committee, internal moderation committee, and internal documentation committee are mandatory)	15/06/2020	<a href="https://drive.google.com/file/d/1mLDL8Kg28YHfcJhMhIvq0EZJeoYOTq00/view?usp=sharing">https://drive.google.com/file/d/1mLDL8Kg28YHfcJhMhIvq0EZJeoYOTq00/view?usp=sharing</a>	<a href="https://drive.google.com/file/d/1WazBvRIOpz3Vuj9rZfjWsGRV5Kgg9hLW/view?usp=sharing">https://drive.google.com/file/d/1WazBvRIOpz3Vuj9rZfjWsGRV5Kgg9hLW/view?usp=sharing</a>
(iii). Distribution of papers of the subject before session commences	11/12/2020	<a href="https://drive.google.com/file/d/1bJkRbymnVy6QGCEI-QMM9QgZjUox8fzs/view?usp=sharing">https://drive.google.com/file/d/1bJkRbymnVy6QGCEI-QMM9QgZjUox8fzs/view?usp=sharing</a>	<a href="https://drive.google.com/file/d/1YwfFgCb706wVLUWHuf7gUdTaiZOXYCys/view?usp=sharing">https://drive.google.com/file/d/1YwfFgCb706wVLUWHuf7gUdTaiZOXYCys/view?usp=sharing</a>
(iv). Distribution of Time Table Among Departmental Colleagues	05/01/2021	<a href="https://drive.google.com/file/d/1PTZkIiitPq0qPB3oL7sinsklEnUjcBT/view?usp=sharing">https://drive.google.com/file/d/1PTZkIiitPq0qPB3oL7sinsklEnUjcBT/view?usp=sharing</a>	<a href="https://drive.google.com/file/d/1MpWd-5lxgdaFA8nBYvRoAHgi62dWL7Mj/view?usp=sharing">https://drive.google.com/file/d/1MpWd-5lxgdaFA8nBYvRoAHgi62dWL7Mj/view?usp=sharing</a>
(v). (a) Proforma of execution of teaching plan of each teacher  (b) Teaching methods (teachers may specify the ICT tools used in the teaching proforma)	19/02/2021	<a href="https://drive.google.com/file/d/1UnH2bFzG2kWtcYO8vU7hxMeF6CsOBKg/view?usp=sharing">https://drive.google.com/file/d/1UnH2bFzG2kWtcYO8vU7hxMeF6CsOBKg/view?usp=sharing</a>	<a href="https://drive.google.com/drive/folders/18AKRfnG22RgLsk4C52IjYUXXSydFChC?usp=sharing">https://drive.google.com/drive/folders/18AKRfnG22RgLsk4C52IjYUXXSydFChC?usp=sharing</a>
(vi). (a) Formation of mentor groups and list (b) Minutes of meeting of Mentor-	10/08/2020	<a href="https://drive.google.com/file/d/10jxi6USWkElrqdORT0szbeOSEp">https://drive.google.com/file/d/10jxi6USWkElrqdORT0szbeOSEp</a>	<a href="https://drive.google.com/file/d/1Ma5vxpiErV2EflfbKCE5qP9LUr-sZ5GI/view?usp=sharing">https://drive.google.com/file/d/1Ma5vxpiErV2EflfbKCE5qP9LUr-sZ5GI/view?usp=sharing</a>

mentee meetings (c) Formation and Minutes of Mentor Groups of Paying Guest Students (if any) <i>online students are at home</i>		<a href="https://drive.google.com/file/d/1kETXzt06EGd88CA1Bb2LrmaaB6XS-3/view?usp=sharing">eCMIXD/view?usp=sharing</a>	<a href="https://drive.google.com/file/d/1kETXzt06EGd88CA1Bb2LrmaaB6XS-3/view?usp=sharing">https://drive.google.com/file/d/1kETXzt06EGd88CA1Bb2LrmaaB6XS-3/view?usp=sharing</a>
✓ (vii). Was the syllabus covered according to the Initial plan submitted	18/11/2020	<a href="https://drive.google.com/file/d/12gbW2Sp7CpPC2JvjDwi-iDDIUGQRYH0/view?usp=sharing">https://drive.google.com/file/d/12gbW2Sp7CpPC2JvjDwi-iDDIUGQRYH0/view?usp=sharing</a>	<a href="https://drive.google.com/file/d/12lhFFvUzy9zxuZuBhpOfhOS08JFjE3a/view?usp=sharing">https://drive.google.com/file/d/12lhFFvUzy9zxuZuBhpOfhOS08JFjE3a/view?usp=sharing</a>
✓ (viii). Result analysis of previous exam: to be represented in graph and table	13-08-2021	<a href="https://drive.google.com/file/d/1-77LedjkicvAZdU3EhzeiGaR6WwDtbl/view?usp=sharing">https://drive.google.com/file/d/1-77LedjkicvAZdU3EhzeiGaR6WwDtbl/view?usp=sharing</a>	<a href="https://drive.google.com/file/d/193kqM4-1jvdfbY3GMVLRN08XIRbQyqX/view?usp=sharing">https://drive.google.com/file/d/193kqM4-1jvdfbY3GMVLRN08XIRbQyqX/view?usp=sharing</a>
Monthly Attendance (uploaded on college website.)  Month..January... On...February  Month..February... On..March.  Month...March... On...Apri;....	As Per College Notice	Yes	uploaded on college website

B

Mid-Sem. Progress (proofs to be attached):  ✓ Class Test/ Assignment / Project / Presentations (Question papers to be uploaded)  Steps taken for improvement of slow learners  Steps taken for advanced learners	March 2021	<a href="https://drive.google.com/file/d/1HCkuJ6oYmiR80fWowxwCVHL42zVI7oPit/view?usp=sharing">https://drive.google.com/file/d/1HCkuJ6oYmiR80fWowxwCVHL42zVI7oPit/view?usp=sharing</a>	<a href="https://drive.google.com/file/d/1HCkuJ6oYmiR80fWowxwCVHL42zVI7oPit/view?usp=sharing">https://drive.google.com/file/d/1HCkuJ6oYmiR80fWowxwCVHL42zVI7oPit/view?usp=sharing</a>  <a href="https://drive.google.com/file/d/1wPx5jhKTW1rccliEbFCf484XJSjBLUIM/view?usp=sharing">https://drive.google.com/file/d/1wPx5jhKTW1rccliEbFCf484XJSjBLUIM/view?usp=sharing</a>
✓ Internal Assessment (proofs to be attached):-	10/05/2021	<a href="https://drive.google.com/file/d/1uXx12">https://drive.google.com/file/d/1uXx12</a>	<a href="https://drive.google.com/file/d/1ed5oSCHjJCcFLACYFCixgv4kXl8Gelb">https://drive.google.com/file/d/1ed5oSCHjJCcFLACYFCixgv4kXl8Gelb</a>

<p>Report of Moderation Committee</p> <p>✓ Copy of Internal Assessment Marks</p> <p>College Diary No. &amp; Date of Submission</p>		<p><a href="https://drive.google.com/file/d/1U7GbClmY12iPPVQnYMnXKcF9EaD7LFZ/view?usp=sharing">M0Q9wDIToyi UWghMJvKT WfuUnpZ/view?usp=sharin g</a></p>	<p><a href="https://drive.google.com/file/d/1U7GbClmY12iPPVQnYMnXKcF9EaD7LFZ/view?usp=sharing">X/view?usp=sharing</a></p>
<p><b>Student Progression:</b></p> <p>● Awards and scholarships</p> <p>(i) List of awardees in inter-college academic and extracurricular activities (list of students with details)</p> <p>(ii) Scholarships by govt/non-govt agency (list of students with details of agency)</p> <p>● Experiential learning</p> <p>(i) Internship/Projects (list of students with details)</p> <p>(ii) Participation in any outreach/extension activities (outside the college):</p> <p>● Student Council</p> <p>✓ (y) Details of department/committee student council (list of students with details)</p> <p>● Any other distinction:</p>	<p>08-03-2021</p>	<p><a href="https://drive.google.com/file/d/196apieWzTk3e9IcVcAeZdYKab7jDwoa/view?usp=sharing">https://drive.google.com/file/d/196apieWzTk3e9IcVcAeZdYKab7jDwoa/view?usp=sharing</a></p>	<p><a href="https://drive.google.com/file/d/1Un7GbClmY12iPPVQnYMnXKcF9EaD7LFZ/view?usp=sharing">https://drive.google.com/file/d/1Un7GbClmY12iPPVQnYMnXKcF9EaD7LFZ/view?usp=sharing</a></p> <p><a href="https://drive.google.com/file/d/1f5-9b6XTrI9qR23V9clVXPoHhZBKEdpY/view?usp=sharing">https://drive.google.com/file/d/1f5-9b6XTrI9qR23V9clVXPoHhZBKEdpY/view?usp=sharing</a></p> <p><a href="https://drive.google.com/file/d/1UZqbdzC8kmL3vLUY5geSe1iuv6QmQPqb/view?usp=sharing">https://drive.google.com/file/d/1UZqbdzC8kmL3vLUY5geSe1iuv6QmQPqb/view?usp=sharing</a></p> <p>g</p>
<p><b>Departmental Activities of the year</b></p> <ul style="list-style-type: none"> <li>● Event Report (200-250 words)</li> <li>● 2 representative JPEG Image files</li> <li>● Attendance list (in MS WORD)</li> <li>● Feedback</li> <li>● Proof of media coverage to be attached, if any</li> </ul>	<p>10-07-2020</p>	<p><a href="https://drive.google.com/file/d/16ZuYSSChTZIBXaL1c9JVmuV6tShCUFWW/view?usp=sharing">https://drive.google.com/file/d/16ZuYSSChTZIBXaL1c9JVmuV6tShCUFWW/view?usp=sharing</a></p>	<p><a href="https://drive.google.com/file/d/1JINAPIEDou4hJXkKx2U0wX1tFaEIPC3k/view?usp=sharing">https://drive.google.com/file/d/1JINAPIEDou4hJXkKx2U0wX1tFaEIPC3k/view?usp=sharing</a></p>

<p><b>Funding details</b></p> <ul style="list-style-type: none"> <li>● Sponsorship letters from funding agency</li> <li>● Utilization certificates, if applicable</li> </ul>			<p><a href="https://drive.google.com/file/d/1VuC1BmMuWJufi02mW1Fh2cZX2SLYGraz/view?usp=sharing">https://drive.google.com/file/d/1VuC1BmMuWJufi02mW1Fh2cZX2SLYGraz/view?usp=sharing</a></p>
<p><b>Achievement of Faculty Members</b> <b>Names of Teachers with supporting documents:</b></p> <p>(i) List of Research Publications/Ongoing Research Projects and details:</p> <p>(ii) List of Faculty participating in academic programmes (conference, seminars, FDPs, Refresher course, etc) and details:</p> <p>(iii) Research guidance</p> <p>(iv) Major/minor research projects</p> <ul style="list-style-type: none"> <li>● Funding details such as sponsoring agency, duration, amount sanctioned</li> </ul> <p>(v) Paper setting and evaluation (University examinations)</p> <p>(vi) Curriculum development/revision</p> <p>(iii) Any other</p>	<p>23/07/2021</p>	<p><a href="https://drive.google.com/file/d/10YrJj8USEmFYjO2-32Pw8DWcKfr4gXKB/view?usp=sharing">https://drive.google.com/file/d/10YrJj8USEmFYjO2-32Pw8DWcKfr4gXKB/view?usp=sharing</a></p>	<p><a href="https://drive.google.com/file/d/1AN00pCj_CkZ8PXCEI8uKeD0zFnhNzrWq/view?usp=sharing">https://drive.google.com/file/d/1AN00pCj_CkZ8PXCEI8uKeD0zFnhNzrWq/view?usp=sharing</a></p> <p><a href="https://drive.google.com/file/d/1jRbClYv_nMfG3obV850bOHn3zsXBdpSw/view?usp=sharing">https://drive.google.com/file/d/1jRbClYv_nMfG3obV850bOHn3zsXBdpSw/view?usp=sharing</a></p> <p><a href="https://drive.google.com/file/d/1q159LN0WnDeV97KHRvFpfah1akXkoCE/view?usp=sharing">https://drive.google.com/file/d/1q159LN0WnDeV97KHRvFpfah1akXkoCE/view?usp=sharing</a></p>
<p><b>Alumni Data:</b></p> <p>(i) List of 10 distinguished alumni (and professional details) with contact number/email ID to be provided. Departments may share revised data, if any.</p> <p>(ii) Information of alumni (of previous graduating batch, in particular) enrolled in higher studies/employed in offices to be provided</p>			<p><a href="https://drive.google.com/file/d/1oAwvfXq5vWmAnftsra1HL5xEOSDEEsLI/view?usp=sharing">https://drive.google.com/file/d/1oAwvfXq5vWmAnftsra1HL5xEOSDEEsLI/view?usp=sharing</a></p>

● (Google form to be filled in by the previous graduating batch, compulsory)			
(iii) Alumni qualifying NET, GATE, SET, UPSC, and other competitive exams			Two students are Appearing in UPSC interview this year

5. Laboratory Management		Y	N/A	Details
<b>Organization &amp; Management</b>				
1) Whether Lab. wise timetable prepared and displayed	Yes			<a href="https://drive.google.com/file/d/1MpwD-5lxgdaFA8nBYvRoAHgi62dWL7Mj/view?usp=sharing">https://drive.google.com/file/d/1MpwD-5lxgdaFA8nBYvRoAHgi62dWL7Mj/view?usp=sharing</a>
2) Whether duties to the Lab. Staff were assigned in writing at the beginning of the session?	Yes			As per Time Table
3) Does the department delegate duties to substitute in case of absence of the technical staff?			N/A	
4) Number of technical staff attended training programme (Details such as list of participants and certificates)			N/A	
5) Laboratory Precaution Displayed			N/A	
6) Physical Verification Report 6.1) Follow-up action on physical Verification Report	Yes			<a href="https://drive.google.com/file/d/1kZR7A_z5AG5iA8Lg-76NVaVKMyiq-h57/view?usp=sharing">https://drive.google.com/file/d/1kZR7A_z5AG5iA8Lg-76NVaVKMyiq-h57/view?usp=sharing</a>

Any suggestion/ Comment from the department.

The documents for both odd & even semesters were checked & few changes were suggested. Later the revised documents were sent & found in order.

Audited

1. Ms Anshu Chopra
2. Dr. Apame Jaisi
3. Dr. G. Venkatesh

H. S. Rana,  
14/12/21.  
(Prof. T. S. RANA)

Teacher in-charge  
Department of Geography  
Shivaji College  
New Delhi



## Report on the Academic Audit of Geography Department

1 message

Academic Audit Shivaji College <academicaudit@shivaji.du.ac.in>  
To: Geography@shivaji.du.ac.in, ranatejbir@gmail.com  
Cc: Shivaji College <shivajicollege.ac@gmail.com>

Fri, Sep 10, 2021 at 7:22 AM

Dear Colleague:

Thank you for presenting the documents of Department of Geography at the academic audit (2020-2021) held on September 09, 2021, at 2:30 PM on ZOOM platform. The documents of the Department were shared by Dr Tejbir Singh Rana. All faculty members were present at the meeting.

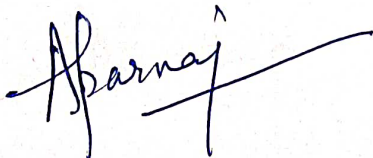
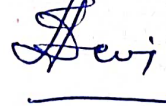
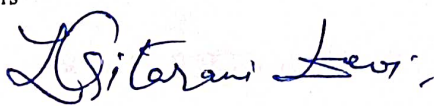
### The following observations were made by the auditors:

1. All teachers are requested to fill in teaching proforma on SPACE. Number of units comprising a paper is to be cumulatively considered as 100 percent, which will be covered in portions each month.
2. It was suggested that the Mentor-mentee group should remain constant through all the years.
3. List of mentor-mentee to be added in the proforma for both the semesters.
3. It was requested to add few observations on the performance of students in the result analysis
4. In mid semester progress, it is required to maintain question papers for assessment/class tests for all teachers.
5. A signed document of Lab verification report to be added from next year.
6. Time table for lab staff and lab precaution list to be added in the proforma for both the semesters.
7. Monthly attendance dates to be mentioned in the proforma for both ODD and EVEN semesters.
8. It was suggested to maintain the minutes of meetings of Time table distribution and distribution of papers before the commencement of each semester.

You are requested to kindly send the required data latest by September 16, 2021.

Best wishes,

Academic Coordinators



# SHIVAJI COLLEGE

## CHECK LIST FOR ACADEMIC INTERNAL AUDIT

Department: Hindi

Academic Year: 2020-21

Semester: Odd, Even

1. Activity	Minutes of Meeting		Documents of Proofs Link/pdf folder
	Date	Minutes Link/pdf folder	
(i). Academic Calendar (for the academic session)		Updated on Space	
(ii). Formation of Departmental Committees		Updated on Space	
(iii). Distribution of papers of the subject		Updated on Space	
(iv). Distribution of Time Table Among Departmental Colleagues		Updated on Space	
(v). Proforma of execution of teaching plan of each teacher		Updated on Space	
(vi). (a) Formation of Mentor Groups of all Students (b) Formation of Mentor Groups of Paying Guest Students (if any)		Updated on Space	
(vii). Was the syllabus covered according to the Initial plan submitted		Updated on Space	
(viii). Result analysis of previous exam		Updated on Space	

*Prakash*  
15/12/21

**Report on Academic Audit of Hindi Department**

1 message

Academic Audit Shivaji College &lt;academicaudit@shivaji.du.ac.in&gt;

Tue, Aug 31, 2021 at 7:53 PM

To: hindi@shivaji.du.ac.in

Cc: Shivaji College &lt;shivajicollege.ac@gmail.com&gt;

Dear Colleague:

Thank you for presenting the documents of the Hindi Department at the academic audit (2020-2021) held on August 31, 2021, at 11:00 AM on Zoom platform. The documents of the Department were shared by Dr Tarun, Dr Kanchan, and Dr Parveen Bhardwaj. The entire faculty was present at the meeting.


The following observations were made by the auditors:

1. All files for the academic session 2021-2022 to be removed from the 2020-2021 section.
2. Minutes mentioning the academic calendar for 2020-2021 session was not maintained.
3. Minutes mentioning teaching-plan for both ODD and EVEN semesters were not maintained.
4. Result analysis for semester 2 and semester 4 for 2019-2020 ABE should also be analysed and prepared in chart forms. A statement reflecting the observations of the result must also be included in the minutes of the meeting. Teacher-in-charge may kindly pursue the same from the admin office.
5. It is to be noted that minutes of paper/unit distribution should be maintained before the commencement of each session.

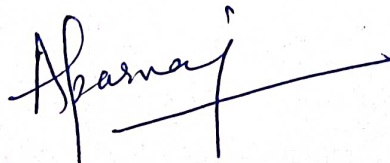
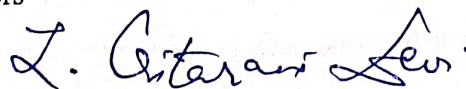
You are requested to kindly upload/send the required data pertaining to Result Analysis latest by September 07, 2021.

Thank you for your cooperation.

Regards,



Academic Coordinators



# SHIVAJI COLLEGE

## CHECK LIST FOR ACADEMIC INTERNAL AUDIT

Department: History

Academic Year: 2020- 2021

Semester: Odd

1. Activity	Minutes of Meeting		Documents of Proofs Link/pdf folder
	Date	Minutes Link/pdf folder	
(i). Academic Calendar (for the academic session)	02/06/2020 12/06/2020	<u>June 02, 2020</u> <u>June 12, 2020</u>	<u>Academic calendar</u> <u>2020-21</u>
(ii). Formation of Departmental Committees	10/07/2020	<u>July 10, 2020</u>	<u>Departmental</u> <u>Committees</u>
(iii). Distribution of papers of the subject	10/07/2020 10/08/2020	<u>July 10, 2020</u> <u>August 10, 2020</u>	<u>Allocation of Papers</u> <u>Reallocation in Nov.</u>
(iv). Distribution of Time Table Among Departmental Colleagues	10/08/2020	<u>August 10, 2020</u>	<u>Time Table</u>
(v). Proforma of execution of teaching plan of each teacher	27/11/2020	<u>Nov 27, 2020</u>	<u>Teaching Plan (Scheduled</u> <u>and Executed)</u>
(vi). (a) Formation of Mentor Groups of all Students (b) Formation of Mentor Groups of Paying Guest Students (if any)	09/10/2020	<u>Oct 09, 2020</u>	<u>Mentor Mentees List</u> <u>Minutes of meetings</u> <u>with the mentees</u>
(vii). Was the syllabus covered according to the Initial plan submitted	27/11/2020	<u>Nov 27, 2020</u>	<u>Teaching Plan (Scheduled</u> <u>and Executed)</u>
(viii). Result analysis of previous exam	12/02/2020	<u>Feb 12, 2020</u>	<u>Result Analysis</u>

*K. Khan*

<b>Monthly Attendance</b> <b>(Uploaded on college website.)</b>  <b>Month: August</b>  <b>On: 05 September 2020</b>  <b>Month: September</b>  <b>On: 04 October 2020</b>  <b>Month: October</b>  <b>On: 05 November</b>  <b>Month: November</b>  <b>On: 30 November</b>			
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<b>Mid-Sem. Progress:</b> <b>Class Test</b> <b>Assignment / Project / Seminar</b> <b>Non-Performing students</b> <b>Steps taken for Improvement</b>	<b>27/11/2020</b>	<u>Nov 27, 2020</u>	<u>Class Test / Assignment / Project</u>  <u>List of Non-Performing Students</u>  <u>Mail to college regarding chronic absentees</u>  <u>TIC's mail to colleagues regarding chronic absentees</u>
<b>Internal Assessment: -</b> <b>Report of Moderation Committee</b>  <b>Hard Copy of Internal Assessment.</b> <b>College Diary No. &amp; Date of Submission</b>	<b>10/12/2020</b> <b>P/3275/2020</b> <b>11/12/2020</b>  <b>01/03/2021</b> <b>P/998/21</b>	<u>Dec 10, 2020</u>  <u>March 01, 2021</u>	<u>Hard Copy of Internal Assessment Dec 10</u>  <u>Hard Copy March 01</u>

## 2. Alumni Data and Student Progression

<b>Alumni meet and Alumni Data</b>	<u>Minutes of meeting when Organising the Alumni meet was decided</u>	<u>Alumni meet report</u>	<u>List of distinguished alumni Alumni Data from 19.03.2021</u> <u>Alumni Data from 24.02.2018</u>
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Student Progression	List of students passed out recently and their achievements
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### 3. Departmental Activities of the year (Supported by Document).

S. No.	Event	Minutes	Report
1	Webinar on Heritage: A source of Pride and Inspiration in times of Crisis	Oct 09, 2020	Webinar Report

### 4. Achievement of Faculty Members Names of Teachers with supported documents.

S. No.	Name of the Faculty Member	Achievement	Supporting Document
1	Dr. Khurshid Khan	<ul style="list-style-type: none"> <li>▪ Published a paper Ramzan Reflections: Charity as a Way of Life, <i>Salaam</i>, Vol. 41/No. 4. (October, 2020.), pp. 183-87.</li> <li>▪ Member of managing committee, Salwan Public School</li> </ul>	<p><a href="#">Article Link</a></p> <p><a href="#">Appointment Certificate</a></p>
2	Dr. Amarjiva Lochan	<ul style="list-style-type: none"> <li>▪ Jointly authored a book, <i>Learning from Wisdom of Indian Role Models</i> (เรียนรู้อุภูมิปัญญาจากบุคคลต้นแบบอินเดีย) Bangkok: CBS, Mahidol University ISBN: 9786164434462</li> <li>▪ Did the following online courses: -               <ol style="list-style-type: none"> <li>1. Columbia University- A course study on Indian and Tibetan River of Buddhism</li> <li>2. Harvard University: A course study on China's First Empires and the Rise of Buddhism</li> <li>3. Harvard University: A course study on China's Political and Intellectual Foundations: From Sage Kings to Confucius</li> <li>4. Certificate in Prakrit, Central Sanskrit University</li> </ol> </li> </ul>	<p><a href="#">Book Cover</a></p> <p><a href="#">ColumbiaX</a></p> <p><a href="#">Harvard Course 93</a></p> <p><a href="#">Harvard Course 84</a></p> <p><a href="#">Prakrit Certificate</a></p>
3	Dr. Shama Mitra Chenoy	<ul style="list-style-type: none"> <li>▪ Delivered a Lecture on 'A Stroll in the Past: Chandni Chauk and Jama Masjid' at the <b>Karwaan Online History Festival. Season 2</b> on 8<sup>th</sup> July, 2020[Available on YouTube]</li> <li>▪ Published the following research papers: -               <ol style="list-style-type: none"> <li>1. Dynamics of Mofussil Delhi 1858-</li> </ol> </li> </ul>	<p><a href="#">Youtube link</a></p> <p><a href="#">Article Link</a></p>

		1911- 31. <i>International Journal of Historical Insight and Research</i> . Vol.- 6/ No.- 4: pp. 1-8 (Oct- Dec 2020). 2. Delhi: Bristish and Khattris in 1800's in <i>Anvesak</i> Vol. 50, No. 7 (XII) PP. 145-149 (Oct-Dec 2020)	<u>Article Link</u>
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5. Total Number of Students: Honors - 166

Programme - 309

6. Total Number of Teachers:

Permanent Faculty: 5 (1 on leave; Ms. Nishtha Srivastava on study leave to pursue doctoral research)

Adhoc Faculty: 5

5. Laboratory Management	Y	N/A	Detail
<b>Organization &amp; Management</b>			
1) Whether Lab. wise Timetable prepared and displayed			
2) Whether duties to the Lab. Staff. were assigned in writing?			
3) Does the department delegate duties to substitute in case of absence of the technical staff.			
4) Number of technical staff attended training programme.			
5) Laboratory Precaution Displayed			
6) Physical Verification Report.			
6.1) Follow -up action on physical Verification Report.			

Any suggestion/ Comment from the department.

K. Khan All the documents of the department were found to be in order as per the prescribed procedure.

Auditors

1. Anshu Aggarwal
2. Dr. Anand Jain
3. Dr. Gurbachan Singh

# SHIVAJI COLLEGE

## CHECK LIST FOR ACADEMIC INTERNAL AUDIT

Department: History

Academic Year: 2020 - 2021

Semester: Even

1.	Activity	Minutes of Meeting		Documents of Proofs Link/pdf folder
		Date	Minutes Link/pdf folder	
	(i). Academic Calendar (for the academic session)	02/06/2020 12/06/2020	<u>June 02, 2020</u> <u>June 12, 2020</u>	<u>Academic Calendar</u> <u>2020-21</u>
	(ii). Formation of Departmental Committees	10/07/2020	<u>July 10, 2020</u>	<u>Departmental</u> <u>Committees</u>
	(iii). Distribution of papers of the subject	29/12/2020	<u>Dec 29, 2020</u>	<u>Allocation of Papers</u>
	(iv). Distribution of Time Table Among Departmental Colleagues	29/12/2020	<u>Dec 29, 2020</u> <u>April 01, 2021</u>	<u>Time Table</u> <u>Reallocation for IInd Sem</u>
	(v). Proforma of execution of teaching plan of each teacher	01/04/2021	<u>April 01, 2021</u>	<u>Teaching Plan</u> <u>(Scheduled and</u> <u>Covered)</u>
	(vi). (a) Formation of Mentor Groups of all Students (b) Formation of Mentor Groups of Paying Guest Students (if any)	09/10/2020 27/11/2020	<u>Oct 09, 2020</u> <u>Nov 27, 2020</u>	<u>Mentoring Groups</u> <u>Minutes of Mentor-</u> <u>Mentees meetings from</u> <u>SPACE</u>
	(vii). Was the syllabus covered according to the Initial plan submitted	01/04/2021	<u>April 01, 2021</u>	<u>Teaching Plan</u> <u>(Scheduled and</u> <u>Covered)</u>
	(viii). Result analysis of previous exam	NA	NA	NA

*K. Khan*



Monthly Attendance (uploaded on college website.)  Month: Jan    On: 3 Feb 2021  Month: Feb    On: 4 March 2021  Month: March    On: 3 April 2021  Month: April    On: 5 May 2021  Month: May    On: 31 May 2021  Month: June    On: 30 June 2021  Month: July    On: 01 August 2021			
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Mid-Sem. Progress:  Class Test  Assignment / Project / Seminar  Non-Performing students  Steps taken for improvement	01/04/2021	<u>April 01, 2021</u>	<u>Class Test / Assignment / Project</u>  <u>List of Non-Performing Students</u>  <u>Mail to college regarding chronic absentees</u>  <u>TIC's mail to colleagues regarding chronic absentees</u>
Internal Assessment: -  Report of Moderation Committee  Hard Copy of Internal Assessment.  College Diary No. & Date of Submission	18/05/2021  13/08/2021 P/1691/21	<u>May 18, 2021</u>  <u>August 13, 2021</u>	<u>Hard Copy May 18</u>  <u>Hard Copy August 13</u>

## 2. Alumni Data and Student Progression

Alumni meet and Alumni Data	<u>Minutes of meeting when Organising the Alumni meet was decided</u>	<u>Alumni meet report</u>	<u>List of distinguished alumni Alumni Data from 19.03.2021 Alumni Data from 24.02.2018</u>
Student Progression	<u>List of students passed out recently and their achievements</u>		

### 3. Departmental Activities of the year (Supported by Document)

S. No.	Event	Minutes	Report
1	Departmental Activities Even Sem 2020-21	Dec 29, 2020 Jan 21, 2021 Feb 12, 2021 March 05, 2021 April 01, 2021	Events Report and Proofs

### 4. Achievement of Faculty Members Names of Teachers with supported documents.

S. No.	Name of the Faculty Member	Achievement	Supporting Document
1	Dr. Khurshid Khan	Was invited for a discussion on: 'Sufi Parampara and Hindustani Rawāyat' – in the program Paigham- e-Hind: Hindustani Tehzeeb ka Aina- broad cast on DD Urdu on 1/3/2021 at 9:30 pm (Available on YouTube).  <b>Published <i>Charity in Medieval Sufi Islam: Spiritual Dimensions, International Journal of Linguistics and Translation</i>, Vol 4. /No. 5 (May, 2021), pp. 279-288.</b>	<a href="#">Youtube Link1</a> <a href="#">Youtube Link2</a>  <a href="#">Article Link</a>
2	Dr. Shama Mitra Chenoy	Published Discovering the City and its Environs Ramji Das and his Tareekh-o Aasar-e Dehli. <i>International Journal of Historical Insight and Research</i> . Vol.- 7/ No.- 1: pp. 30-36 (Jan- March 2021).	<a href="#">Article link</a>

5. Total Number of Students: Honors 166

Programme 309

6. Total Number of Teachers: Permanent Faculty 5 (1 on leave)

Adhoc Faculty 5

Laboratory Management	Y	N/A	Detail
Organization & Management			
Whether Lab. wise Timetable prepared and displayed			

Whether duties to the Lab. Staff. were assigned in writing?			
Does the department delegate duties to substitute in case of absence of the technical staff.			
Number of technical staff attended training programme.			
Laboratory Precaution Displayed			
Physical Verification Report.			
6.1) Follow-up action on physical Verification Report.			

Any suggestion/ Comment from the department.

K. Khan

All the documents were found in order as per the prescribed proforma -

Auditors

1. Ms Aneta Chyca Supel
2. Dr. Spence Jan Harvey
3. Dr. Giteera Devi Devi

**Report on Academic Audit of History Department**

3 messages

Tue, Aug 31, 2021 at 7:51 PM

Academic Audit Shivaji College <academicaudit@shivaji.du.ac.in>  
To: History Shivaji College <History@shivaji.du.ac.in>  
Cc: Shivaji College <shivajicollege.ac@gmail.com>

Dear Colleague:

Thank you for presenting the documents of the History Department at the academic audit (2020-2021) held on August 31, 2021, at 2:30 PM on Zoom platform. The documents of the History Department were shared by Mr Skand Priya. The entire faculty was present at the meeting.

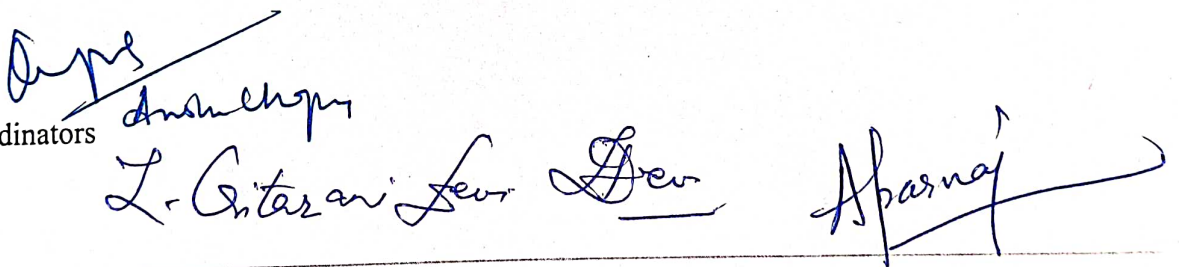
The following observations were made by the auditors:

1. Individual timetables (for the ODD semester) should reflect five hours availability which can be uploaded on SPACE in the faculty availability tab.
2. The teaching proforma for the ODD semester should reflect proposed and completion of the units/paper in percentage.
3. Observations of the result analysis must be mentioned either in the minutes of the meeting or in the RA sheet, in this case.
4. Details of all alumni to be shared.

You are requested to kindly upload/send these data changes latest by September 07, 2021.

Regards,

Academic Coordinators

The block contains several handwritten signatures in blue ink. The first signature is a stylized 'A' with a long horizontal stroke. Below it, there are three more signatures: one that appears to be 'L. Gantani', another that is less legible, and a third that is 'Aparna' with a long horizontal stroke.

History Shivaji College <history@shivaji.du.ac.in>  
To: Academic Audit Shivaji College <academicaudit@shivaji.du.ac.in>

Thu, Sep 2, 2021 at 4:47 PM


Dear Sir &amp; Academic Coordinators,


Please find attached the filled-in Internal Audit documents of Both the semesters of academic year 2020-21 of department of history. These documents are updated as per the observations made by the Academic Audit committee members during our audit.

Thanks and regards,  
Prof. Khurshid Khan  
Teacher-in-Charge

[Quoted text hidden]

2 attachments

 Internal Audit Jan-June 2021.docx  
26K

 Internal Audit July-Dec 2020.docx  
28K

Academic Audit Shivaji College <academicaudit@shivaji.du.ac.in>  
To: History Shivaji College <History@shivaji.du.ac.in>

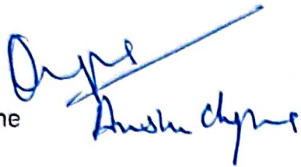
Fri, Sep 3, 2021 at 6:43 AM

Dear Prof Khurshid Khan

Thank you for updating the links as per the observations made by the academic auditors.

Best Wishes  
Academic Auditors

Sent from my iPhone



On 02-Sep-2021, at 4:48 PM, History Shivaji College <History@shivaji.du.ac.in> wrote:



[Quoted text hidden]  
<Internal Audit Jan-June 2021.docx>  
<Internal Audit July-Dec 2020.docx>



**SHIVAJI COLLEGE****CHECK LIST FOR ACADEMIC INTERNAL AUDIT**

Department: Mathematics

Academic Year: 2020- 2021

Semester: Odd

1	Activity	Minutes of Meeting		Documents of Proofs Link/pdf folder
		Date	Minutes Link/pdf folder	
	(i). Academic Calendar (for the academic session)	03/06/2020	<u>Minutes of Meeting</u>	<u>Supporting Document</u>
	(ii). Formation of Departmental Committees	03/06/2020	<u>Minutes of Meeting</u>	<u>Supporting Document</u>
	(iii). Distribution of papers of the subject	29/07/2020	<u>Minutes of Meeting</u>	<u>Supporting Document</u>
	(iv). Distribution of Time Table Among Departmental Colleagues	24/08/2020	<u>Minutes of Meeting</u>	<u>Supporting Document</u>
	(v). Proforma of execution of teaching plan of each teacher	22/09/2020 02/12/2020	<u>Minutes of Meeting</u>	<u>Supporting Document</u>
	(vi). (a) Formation of Mentor Groups of all Students (b) Formation of Mentor Groups of Paying Guest Students (if any)	24/11/2020	<u>Minutes of Meeting</u>	<u>Supporting Document</u> <u>Supporting Document</u>
	(vii). Was the syllabus covered according to the Initial plan submitted	02/12/2020 08/03/2021	<u>Minutes of Meeting</u> <u>Minutes of Meeting</u>	<u>Supporting Document</u>
	(viii). Result analysis of previous exam	01/02/2021	<u>Minutes of Meeting</u>	<u>Supporting Document</u>

Monthly Attendance (uploaded on college website.)  Month..... On.....  Month..... On.....  Month..... On.....	Month....: Aug 2020 On: 15 Sept 2020	Attendance was uploaded by the faculty members as per the college notifications
	Month....: Sept 2020 On...: 10 Oct 2020	
	Month....: Oct 2020 On: 10 Nov 2020	
	Month...:Nov 2020 On: 12 Dec 2020	

Mid-Sem. Progress: Class Test Assignment / Project / Seminar Non-Performing students Steps taken for improvement	24/11/2020	<u>Minutes of Meeting</u>	<u>Supporting Documents</u>
Internal Assessment:- Report of Moderation Committee Hard Copy of Internal Assessment. College Diary No. & Date of Submission	09/12/2020 02/03/2021	<u>Minutes of Meeting</u>	<u>Supporting Document</u>

2. Alumni Data and Student Progression Supporting Document

## 3. Departmental Activities of the year (Supported by Document).

Minutes : Minutes of MeetingDocument: Supporting Document

## 4. Achievement of Faculty Members Names of Teachers with supported documents.

S. No.	Name of Faculty	Documents
1	Dr. Surbhi Madan	<u>Supporting Document</u>
2	Mr. Uttam Kumar Sinha	<u>Supporting Document</u>
3	Mr. Mukesh Kumar	<u>Supporting Document</u>
4	Mr. Satish Kumar	<u>Supporting Document</u>
5	Ms. Soni	<u>Supporting Document</u>

5. Total Number of Students: Honors : 296

Programme: APS - 179 ( At-least one paper of mathematics is taught in each sem)

PS - 78 ( At-least one paper of mathematics is taught in each sem)

6. Total Number of Teachers: Permanent Faculty : 15

Adhoc Faculty : 6

5. Laboratory Management	Y	N/A	Detail
<b>Organization &amp; Management</b>			
1) Whether Lab. wise Timetable prepared and displayed		N	NA
2) Whether duties to the Lab. Staff. were assigned in writing?	Y		<u>Supporting Document</u>
3) Does the department delegate duties to substitute in case of absence of the technical staff.	Y		There is only one technical staff (Ms Mamta Sharma) allotted to Mathematics Lab. Whenever she takes leave, Principal of the College deputed someone for the smooth functioning of the lab
4) Number of technical staff attended training programme.		NIL	
5) Laboratory Precaution Displayed	Y		<u>Supporting Document</u>
6) Physical Verification Report.	Y		<u>Supporting Document</u>
6.1) Follow-up action on physical Verification Report.			



Uttam Kumar Saha  
TIC (Mans)  
(2020-2021)

All the documents were examined and were found in order as per the prescribed procedure of the academic audit.

Auditors

1. Anshu Chope Anshu
2. Dr. Aparna Jain Aparna
3. Dr. Geetani Devi Geetani

**SHIVAJI COLLEGE****CHECK LIST FOR ACADEMIC INTERNAL AUDIT**

Department: Mathematics

Academic Year: 2020- 2021\_\_

Semester: Even

1	Activity	Minutes of Meeting		Documents of Proofs Link/pdf folder
		Date	Minutes Link/pdf folder	
	(i). Academic Calendar (for the academic session)	03/06/2020	<a href="https://drive.google.com/file/d/1x5mbdBwOZ63_5ilVb9pu15xNo43WsjS/view?usp=sharing">https://drive.google.com/file/d/1x5mbdBwOZ63_5ilVb9pu15xNo43WsjS/view?usp=sharing</a>	<a href="https://drive.google.com/file/d/17YGGTe9DW0iUIN9Ik6BursyCg54bhmXN/view?usp=sharing">https://drive.google.com/file/d/17YGGTe9DW0iUIN9Ik6BursyCg54bhmXN/view?usp=sharing</a>
	(ii). Formation of Departmental Committees	03/06/2020	<a href="https://drive.google.com/file/d/1iJzP1DfErSn3LSE7td05pioMy692QbvX/view?usp=sharing">https://drive.google.com/file/d/1iJzP1DfErSn3LSE7td05pioMy692QbvX/view?usp=sharing</a>	<a href="https://drive.google.com/file/d/1WoE1m_ivzVROkKd0PLQ74eh6idTlxWmp/view?usp=sharing">https://drive.google.com/file/d/1WoE1m_ivzVROkKd0PLQ74eh6idTlxWmp/view?usp=sharing</a>
	(iii). Distribution of papers of the subject	21/12/2020	<a href="https://drive.google.com/file/d/1qmjxkp_cmGWofe6BpaTmqjuvXRHhGulf/view?usp=sharing">https://drive.google.com/file/d/1qmjxkp_cmGWofe6BpaTmqjuvXRHhGulf/view?usp=sharing</a>	<a href="https://drive.google.com/file/d/1kub5QfQY9m2b2DsdH4V0ltWydjhWVgf2/view?usp=sharing">https://drive.google.com/file/d/1kub5QfQY9m2b2DsdH4V0ltWydjhWVgf2/view?usp=sharing</a>
	(iv). Distribution of Time Table Among Departmental Colleagues	04/01/2021 01/04/2021	<a href="https://drive.google.com/file/d/10y2IPH3YJRqpAbHn-p1GcYDcRekdetZ/view?usp=sharing">https://drive.google.com/file/d/10y2IPH3YJRqpAbHn-p1GcYDcRekdetZ/view?usp=sharing</a>	<a href="https://drive.google.com/file/d/1e63TokEZAODB0HvHBlwf9XopTDS5GzA1/view?usp=sharing">https://drive.google.com/file/d/1e63TokEZAODB0HvHBlwf9XopTDS5GzA1/view?usp=sharing</a>
	(v). Proforma of execution of teaching plan of each teacher	04/01/2021 01/04/2021	<a href="https://drive.google.com/file/d/1Ryd8QInYrRnLZZMq-la48m_1SG4bkvy/view?usp=sharing">https://drive.google.com/file/d/1Ryd8QInYrRnLZZMq-la48m_1SG4bkvy/view?usp=sharing</a>	<a href="https://docs.google.com/spreadsheets/d/1j7IIIgVaa-3YH5J57LHQ-XGlljxzW03lCmWELe0_3E/edit?usp=sharing">https://docs.google.com/spreadsheets/d/1j7IIIgVaa-3YH5J57LHQ-XGlljxzW03lCmWELe0_3E/edit?usp=sharing</a>
	(vi). (a) Formation of Mentor Groups of all Students (b) Formation of Mentor Groups of Paying Guest Students (if any)	24/11/2020	<a href="https://drive.google.com/file/d/18cbZLnkA7UfWPAw45zkbcaRS_v5JOZ-P/view?usp=sharing">https://drive.google.com/file/d/18cbZLnkA7UfWPAw45zkbcaRS_v5JOZ-P/view?usp=sharing</a>	<a href="https://drive.google.com/file/d/13YLxiwg6UCdG_6RwuppO9fVZhtz7288S/view?usp=sharing">https://drive.google.com/file/d/13YLxiwg6UCdG_6RwuppO9fVZhtz7288S/view?usp=sharing</a>

(vii). Was the syllabus covered according to the Initial plan submitted	28/04/2021 19/07/2021	<a href="https://drive.google.com/file/d/1G0qlpgTvCftX-79qeH0O6pOMwiWvy0wl/view?usp=sharing">https://drive.google.com/file/d/1G0qlpgTvCftX-79qeH0O6pOMwiWvy0wl/view?usp=sharing</a> g <a href="https://drive.google.com/file/d/1o2omkWX33q5tel1SbTk_67ZI45BVf56/view?usp=sharing">https://drive.google.com/file/d/1o2omkWX33q5tel1SbTk_67ZI45BVf56/view?usp=sharing</a>	<a href="https://docs.google.com/spreadsheets/d/1GQfscLyb2h7sCOhHbfLelGMTR4Yntj2L6lrQHvCg9Z4/edit?usp=sharing">https://docs.google.com/spreadsheets/d/1GQfscLyb2h7sCOhHbfLelGMTR4Yntj2L6lrQHvCg9Z4/edit?usp=sharing</a>
(viii). Result analysis of previous exam		Consolidated Result not available in college office	Consolidated Result not available in college office
Monthly Attendance (uploaded on college website.)  Month..... On.....  Month..... On.....  Month..... On.....		Month....: Jan 2021  On : 07 Feb 2021  Month....: Feb 2021  On....: 07 March 2021  Month....: March 2021  On: 09 April 2021  Month....:April,May,June 2021  On: 12 July 2021	Attendance was uploaded by the faculty members as per the college notifications

Mid-Sem. Progress: Class Test Assignment / Project / Seminar Non-Performing students Steps taken for improvement	13/04/2021  Concerned teachers talked to the parents of the non-performing students and also counselled the students. Also the list of non-performing students was submitted to the college to take any necessary action officially.	<a href="https://drive.google.com/file/d/1QdXt9NCHOsWa4ToFD4Ls_WPkB8VgFODa/view?usp=sharing">https://drive.google.com/file/d/1QdXt9NCHOsWa4ToFD4Ls_WPkB8VgFODa/view?usp=sharing</a>  <a href="https://drive.google.com/file/d/1G0qlpgTvCftX-79qeH006pOMwiWvy0wl/viaw?usp=sharing">https://drive.google.com/file/d/1G0qlpgTvCftX-79qeH006pOMwiWvy0wl/viaw?usp=sharing</a>	<a href="https://drive.google.com/drive/folders/153ThuXwlNI_511bDOcUo_hLjAzwwX3lyx?usp=sharing">https://drive.google.com/drive/folders/153ThuXwlNI_511bDOcUo_hLjAzwwX3lyx?usp=sharing</a>
Internal Assessment:-  Report of Moderation Committee  Hard Copy of Internal Assessment.  College Diary No. & Date of Submission	16/05/2021 12/08/2021	<a href="https://drive.google.com/drive/folders/14BVuixf5THyvfhM2twUtdTRMHLijHA1?usp=sharing">https://drive.google.com/drive/folders/14BVuixf5THyvfhM2twUtdTRMHLijHA1?usp=sharing</a>	<a href="https://drive.google.com/drive/folders/11M491VVq1YkAg9qroomAjbThzSleTC8P?usp=sharing">https://drive.google.com/drive/folders/11M491VVq1YkAg9qroomAjbThzSleTC8P?usp=sharing</a>

## 2. Alumni Data and Student Progression

[https://drive.google.com/drive/folders/1iF\\_XD11uv-UIM1Dp1kPX\\_uYOej-v9Ez?usp=sharing](https://drive.google.com/drive/folders/1iF_XD11uv-UIM1Dp1kPX_uYOej-v9Ez?usp=sharing)

## 3. Departmental Activities of the year (Supported by Document).

Minutes : [https://drive.google.com/file/d/1Dn\\_6C6MP2amkGlFCFY5q4qVM41N6ayX/view?usp=sharing](https://drive.google.com/file/d/1Dn_6C6MP2amkGlFCFY5q4qVM41N6ayX/view?usp=sharing)

Document: <https://drive.google.com/file/d/1HLeVTCQk9VwfKfDjWrqdsFu-V6WRiChb/view?usp=sharing>

## 4. Achievement of Faculty Members Names of Teachers with supported documents

	Name of Faculty	Documents
(i)	Dr. Surbhi madan	<a href="https://drive.google.com/file/d/1Dgr3p3vDlFcdTIJSJ7ld33PnBZeJBCP/view?usp=sharing">https://drive.google.com/file/d/1Dgr3p3vDlFcdTIJSJ7ld33PnBZeJBCP/view?usp=sharing</a>

(ii)	Dr.K. Priyanka	<a href="https://drive.google.com/file/d/1XN9BWdYp1tWBRH_8lqIB0PmmDxkc04QI/view?usp=sharing">https://drive.google.com/file/d/1XN9BWdYp1tWBRH_8lqIB0PmmDxkc04QI/view?usp=sharing</a>
(iii)	Dr. Shilpi Verma	<a href="https://drive.google.com/file/d/1avBkxu2pj_iqBhc0YyjbD1tb8iK54tyQ/view?usp=sharing">https://drive.google.com/file/d/1avBkxu2pj_iqBhc0YyjbD1tb8iK54tyQ/view?usp=sharing</a>
(iv)	Dr. Vandana rajpal	<a href="https://drive.google.com/file/d/1PKBKqAOrvlokKzF6buzbMU-Ft4CH_HEb/view?usp=sharing">https://drive.google.com/file/d/1PKBKqAOrvlokKzF6buzbMU-Ft4CH_HEb/view?usp=sharing</a>
(v)	Mr. Uttam kumar sinha	<a href="https://drive.google.com/file/d/1POIJtjGxy-tB1u4iL3Mw1aaKeDWL84bP/view?usp=sharing">https://drive.google.com/file/d/1POIJtjGxy-tB1u4iL3Mw1aaKeDWL84bP/view?usp=sharing</a>
(vi)	Dr. Jeetendra aaggarwal	<a href="https://drive.google.com/file/d/1iemTNfLuORALqUz7VjK5w2kMaKy8nRO9/view?usp=sharing">https://drive.google.com/file/d/1iemTNfLuORALqUz7VjK5w2kMaKy8nRO9/view?usp=sharing</a>
(vii)	Ms. Deepti	<a href="https://drive.google.com/file/d/1NRK4S9iHBjMLDDKqIraReL_LX8Lsxxq2/view?usp=sharing">https://drive.google.com/file/d/1NRK4S9iHBjMLDDKqIraReL_LX8Lsxxq2/view?usp=sharing</a>
(viii)	Mr. Mukesh	<a href="https://drive.google.com/file/d/1-bghpqmKdKcSWJ7-5rKkPRWxh-A0I5S/view?usp=sharing">https://drive.google.com/file/d/1-bghpqmKdKcSWJ7-5rKkPRWxh-A0I5S/view?usp=sharing</a>
(ix)	Mr. Satish	<a href="https://drive.google.com/file/d/1dgioQG0zdW8jiGt2_QEEbSaq8ey_2qkZ/view?usp=sharing">https://drive.google.com/file/d/1dgioQG0zdW8jiGt2_QEEbSaq8ey_2qkZ/view?usp=sharing</a>
(x)	Ms. Soni	<a href="https://drive.google.com/file/d/1kqwhjKqdMRcd5v9HhPuomlpNMyMn5JA0/view?usp=sharing">https://drive.google.com/file/d/1kqwhjKqdMRcd5v9HhPuomlpNMyMn5JA0/view?usp=sharing</a>

## 5. Total Number of Students:

Honors : 296

Programme : APS - 179 ( At-least one paper of mathematics is taught in each sem)

PS - 78 ( At-least one paper of mathematics is taught in each sem)

## 6. Total Number of Teachers: Permanent Faculty : 15

Adhoc Faculty : 6

5. Laboratory Management	Y	N/A	Detail
<b>Organization &amp; Management</b>			
1) Whether Lab. wise Timetable prepared and displayed	Y		<a href="https://drive.google.com/file/d/1SSKpT3zdpZzL06mep2M3SHz1HN176WGA/view?usp=sharing">https://drive.google.com/file/d/1SSKpT3zdpZzL06mep2M3SHz1HN176WGA/view?usp=sharing</a>
2) Whether duties to the Lab. Staff. were assigned in writing?	Y		<a href="https://drive.google.com/file/d/1zjeUbbdxMXmYzS45I3ZV_Z3Rr3zWu2xx/view?usp=sharing">https://drive.google.com/file/d/1zjeUbbdxMXmYzS45I3ZV_Z3Rr3zWu2xx/view?usp=sharing</a>
3) Does the department delegate duties to substitute in case of absence of the technical staff.	Y		There is only one technical staff (Ms.Mamta Sharma) and one attendant (Mr. Tarun Kumar) allotted to Mathematics Lab.
4) Number of technical staff attended training programme.		NIL	

Laboratory Precaution Displayed	Y	<a href="https://drive.google.com/file/d/1Kh1KK2-TE1tGL930EZAeGJf0l67SVXEh/view?usp=sharing">https://drive.google.com/file/d/1Kh1KK2-TE1tGL930EZAeGJf0l67SVXEh/view?usp=sharing</a>
Physical Verification Report. 6.1) Follow-up action on physical Verification Report.	Y	Last laboratory Physical Verification of Mathematics Lab (Computer Lab 4) was held on 09/10/2020  <a href="https://drive.google.com/file/d/13SAUje2R8DZTgehOme3QC huKyoXofBy/view?usp=sharing">https://drive.google.com/file/d/13SAUje2R8DZTgehOme3QC huKyoXofBy/view?usp=sharing</a>
Any suggestion/ Comment from the department.		

Uttam Kumar Sinha  
TIC Maths  
(2020-2021)

All the documents were examined & were found in order as per the prescribed proforma of the academic audit.

Auditors

1. Ms Anam Singh *Anam Singh*
2. Dr. Aparna Sen *Aparna Sen*
3. Dr. Giteerani Devi *Giteerani Devi*

## Report on Audit of Mathematics Department

1 message

Academic Audit Shivaji College <academicaudit@shivaji.du.ac.in>  
To: Mathematics Shivaji College <mathematics@shivaji.du.ac.in>  
Cc: Shivaji College <shivajicollege.ac@gmail.com>

Thu, Sep 2, 2021 at 8:16 AM

Dear Colleague:

Thank you for presenting the documents of the Mathematics Department at the academic audit (2020-2021) held on September 01, 2021, at 11:00 AM on TEAMS platform. The documents of Mathematics Department were shared by Dr Mukesh Kumar and Dr Soni. The entire faculty was present at the meeting. Two members could not join the meeting due to network connectivity issues. One member was on medical leave.

The following observations were made by the auditors:

1. Academic calendars should mention academic activities.
2. Practical components should be listed in the paper distribution list for both odd and even semesters. **This document needs to be resubmitted.**
3. Five hours availability to be listed in the individual Time Tables. Faculty should upload the hours on SPACE for (2020-2021 and for the ongoing session too).
4. Separate files to be maintained for mentor-mentee meetings in individual teachers' folders.
5. Paper names to be written against paper codes in the Result Analysis sheet. Result analysis for Sem IV in tabular form is missing. **This file needs to be re-submitted.**
6. Maximum marks to be noted in the question papers and the same format of paper details to be used by everyone
7. Non-performing list of students and action taken report to be submitted by all teachers from this ongoing semester onward.
8. Update of alumni details to be done. Details of institutions of higher studies or employment to be included.
9. **The document of Teaching Plan needs to be resubmitted indicating the percentage of course planned and course covered as per the proforma attached.**

You are requested to kindly upload/send the required data **latest by September 08, 2021.**

Best wishes,


Academic Coordinators

*[Handwritten signature]*

*L. G. ...*

*Aparna*

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 Sample -Syllabus planned and covered.docx  
19K



# SHIVAJI COLLEGE

## CHECK LIST FOR ACADEMIC INTERNAL AUDIT

Department: PHYSICS

Academic Year: 2020 - 2021

Semester: ODD

1.	Activity	Minutes of Meeting		Documents of Proofs Link/pdf folder
		Date	Minutes Link/pdf folder	
	(i). Academic Calendar (for the academic session)	7/9/2020	Uploaded on SPACE	Uploaded on SPACE
	(ii). Formation of Departmental Committees	17/8/2020	Uploaded on SPACE	Uploaded on SPACE
	(iii). Distribution of papers of the subject	1/8/2020	Uploaded on SPACE	Uploaded on SPACE
	(iv). Distribution of Time Table Among Departmental Colleagues	17/8/2020 and 20/11/2020	Uploaded on SPACE	Uploaded on SPACE
	(v). Proforma of execution of teaching plan of each teacher	7/9/2020	Uploaded on SPACE	Uploaded on SPACE
	(vi). (a) Formation of Mentor Groups of all Students	7/9/2020	Uploaded on SPACE	Uploaded on SPACE
	(b) Formation of Mentor Groups of Paying Guest Students (if any)	NA	NA	NA
	(vii). Was the syllabus covered according to the Initial plan submitted	Yes	Uploaded on SPACE	Uploaded on SPACE
	(viii). Result analysis of previous exam	16/8/2021	Uploaded on SPACE	Uploaded on SPACE

Monthly Attendance (uploaded on college website.)  July, August, September On 25/9/2020. October On 20/11/2020.  November On 19/12/2020.	Uploaded for every month before the last date given by college	Uploaded as per mail received by college	Uploaded on SPACE
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Mid-Sem. Progress: Class Test Assignment / Project / Seminar Non-Performing students Steps taken for improvement	20/11/2020  7/9/2020  5/10/2020	Uploaded on SPACE	Uploaded on SPACE
Internal Assessment:- Report of Moderation Committee Hard Copy of Internal Assessment.  College Diary No. & Date of Submission	11/12/2020 and 1/3/2021  14/12/2020 and 3/3/2021 Submitted via mail	Uploaded on SPACE	<a href="https://drive.google.com/drive/folders/1oyqw-DHvHjyRkFT1orJWHa7Dy55nBOfO?usp=sharing">https://drive.google.com/drive/folders/1oyqw-DHvHjyRkFT1orJWHa7Dy55nBOfO?usp=sharing</a>  and Uploaded on SPACE

2. Alumni Data and Student Progression:

<https://drive.google.com/drive/folders/1-JSWeF4ebqAQAz-Bwuo0H08beJpCON40?usp=sharing>

3. Departmental Activities of the year (**Supported by Document**): Uploaded on SPACE

4. Achievement of Faculty Members Names of Teachers with supported documents: Uploaded on SPACE

5. Total Number of Students: Honors:  $54 + 61 + 59 = 174$

Programme: PS:  $28 + 27 + 30 = 85$

APS: 63 + 59 + 59 = 181

6. Total Number of Teachers: Permanent Faculty: 5

Adhoc Faculty: 12

5. Laboratory Management	Y	N/A	Detail
Organization & Management			
1) Whether Lab. wise Timetable prepared and displayed		NA	Labs were taken online through virtual lab due to corona
2) Whether duties to the Lab. Staff. were assigned in writing?	Y		
3) Does the department delegate duties to substitute in case of absence of the technical staff.	Y		
4) Number of technical staff attended training programme.	N	NA	
5) Laboratory Precaution Displayed	Y		Uploaded on SPACE
6) Physical Verification Report.	Y		Report of Lab verification done on 10/10/2020 uploaded on SPACE
6.1) Follow -up action on physical Verification Report.			

Any suggestion/ Comment from the department.

All documents of the were examined and they were found in order as per the prescribed procedure of the academic audit

Handwritten

Auditors

1. Ms Anshu Chopra Anshu Chopra
2. Dr Apurva Jani Apurva Jani
3. Dr Geetani Devi Geetani Devi

# SHIVAJI COLLEGE

## CHECK LIST FOR ACADEMIC INTERNAL AUDIT

Department: PHYSICS

Academic Year: 2020 - 2021

Semester: EVEN

1. Activity	Minutes of Meeting		Documents of Proofs Link/pdf folder
	Date	Minutes Link/pdf folder	
(i). Academic Calendar (for the academic session)	7/9/2020	Uploaded on SPACE	Uploaded on SPACE
(ii). Formation of Departmental Committees	17/8/2020	Uploaded on SPACE	Uploaded on SPACE
(iii). Distribution of papers of the subject	11/12/2020	Uploaded on SPACE	Uploaded on SPACE
(iv). Distribution of Time Table Among Departmental Colleagues	2/1/2021 and 5/4/2021	Uploaded on SPACE	Uploaded on SPACE
(v). Proforma of execution of teaching plan of each teacher	2/1/2020	Uploaded on SPACE	Uploaded on SPACE
(vi). (a) Formation of Mentor Groups of all Students (b) Formation of Mentor Groups of Paying Guest Students (if any)	7/9/2020 and 11/12/2020  NA	Uploaded on SPACE  NA	Uploaded on SPACE  NA
(vii). Was the syllabus covered according to the Initial plan submitted	Yes	Uploaded on SPACE	Uploaded on SPACE
(viii). Result analysis of previous exam	Result not received yet due to corona	NA	NA

Monthly Attendance (uploaded on college website.) January and Feb. On 7/2/2021. March On 9/4/2021. April On 12/7/2021	Uploaded for every month before the last date given by college	Uploaded as per mail received by college	Uploaded on SPACE
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Mid-Sem. Progress: Class Test Assignment / Project / Seminar Non-Performing students Steps taken for improvement	1/3/2021, 8/5/2021 and 8/6/2021  12/2/2021 and 8/6/2021	Uploaded on SPACE	Uploaded on SPACE
Internal Assessment:- Report of Moderation Committee Hard Copy of Internal Assessment. College Diary No. & Date of Submission	12/05/2021 and 4/8/2021  13/05/2021 and 4/8/2021	Uploaded on SPACE	Uploaded on SPACE

2. Alumni Data and Student Progression:

<https://drive.google.com/drive/folders/1-JSWeF4ebqAAz-Bwuo0H08beJpCON40?usp=sharing>

3. Departmental Activities of the year (Supported by Document): Uploaded on SPACE

4. Achievement of Faculty Members Names of Teachers with supported documents: Uploaded on SPACE

5. Total Number of Students: Honors:  $54 + 61 + 59 = 174$

Programme: PS:  $28 + 27 + 30 = 85$

APS:  $63 + 59 + 59 = 181$

6. Total Number of Teachers: Permanent Faculty: 5

Adhoc Faculty: 12

5. Laboratory Management	Y	N/A	Detail
Organization & Management			
1) Whether Lab. wise Timetable prepared and displayed	Y		For III yr only. Uploaded on SPACE. Rest classes took place through virtual lab due to corona.
2) Whether duties to the Lab. Staff. were assigned in writing?	Y		Uploaded on SPACE.
3) Does the department delegate duties to substitute in case of absence of the technical staff.	Y		Uploaded on SPACE.
4) Number of technical staff attended training programme.	NA	NA	NA
5) Laboratory Precaution Displayed	Y		Uploaded on SPACE
6) Physical Verification Report. 6.1) Follow -up action on physical Verification Report.	Y		Report of Lab verification done on 10/10/2020 uploaded on SPACE

Any suggestion/ Comment from the department.

Mamta

All the documents of the department were examined and were found in order as per the prescribed proforma of the academic audit

Auditors

1. Anshu chandra Singh

2. Dr. Spence Singh

3. Dr. Gulerani Devi

Aparna  
Devi

**Report on Academic Audit of Physics Department**

1 message

Mon, Sep 13, 2021 at 5:12 PM

Academic Audit Shivaji College <academicaudit@shivaji.du.ac.in>  
To: Physics <physics@shivaji.du.ac.in>, mamtasingh@shivaji.du.ac.in  
Cc: Shivaji College <shivajicollege.ac@gmail.com>

Dear Colleague:

Thank you for presenting the documents of Department of Physics at the academic audit (2020-2021) held on September 13, 2021, at 11:00 AM on ZOOM platform. The documents of the Department were shared by Dr Bharti. All the faculty were present at the meeting.


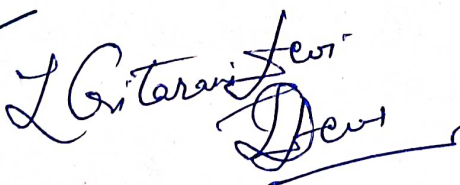

**The following observations were made by the auditors:**

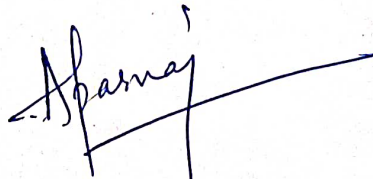
1. Date of compliance/remarks for Academic Calendar need to be added.
2. Separate document for Academic Calendar to be furnished.
3. Departmental committees document to be provided.
4. List of paper titles (specifying all units) allotted against individual teachers to be added in the paper distribution column.
5. Time table of 5 teachers are missing and need to be uploaded on SPACE for ODD and EVEN semesters.
6. All faculty should feed in the percentage of course completion corresponding to the proposed percentage (in the Teaching Proforma on SPACE for both the semesters).
7. Date of monthly attendance for ODD and EVEN semesters to be updated
8. All Alumni data to be consolidated and uploaded on the Department Drive as well as on SPACE.
9. Report of Lab verification conducted on 10th October 2020 to be uploaded.

You are requested to kindly send the required data latest by **September 20, 2021**.

Best wishes,

Academic Coordinators



# SHIVAJI COLLEGE

## CHECK LIST FOR ACADEMIC INTERNAL AUDIT

Department: Political Science

Academic Year: 2020 - 2021

Semester: Odd (Jul-Dec 2020)

1.	Activity	Minutes of Meeting		Documents of Proofs Link/pdf folder/remarks, if any
		Date	Minutes Link/pdf folder	
	Curriculum Delivery			
	(i). Academic Calendar (for the academic session)	11/06/2020	<u>Minutes of the Academic Calendar(Odd Semester)</u>	<u>Academic Calendar Odd Semester</u>
	(ii). Formation of Departmental Committees (internal time table committee, student progression committee/alumni committee, internal moderation committee, and internal documentation committee are mandatory)	19/05/2020 23/11/2020	<u>Minutes of formation of departmental committee</u>	<u>Formation of Committee</u>
	(iii). Distribution of papers of the subject before session commences	18/11/2020 06/08/2020	<u>Minutes of Distribution of Paper Sem I</u>  <u>Minutes of distribution of paper sem III and V</u>	<u>Paper details Odd Sem</u>
	(iv). Distribution of Time Table Among Departmental Colleagues	18/11/2020 06/08/2020 04/01/2021	<u>Minutes of Time Table Sem I</u> <u>Minutes of time table sem III and V</u> <u>Minutes</u>	<u>Time table (Jul-Dec 2020)</u>



		<u>regarding Time table</u>	
(v) (a) Proforma of execution of teaching plan of each teacher  (b) Teaching methods (teachers may specify the ICT tools used in the teaching proforma)	08/10/2020	<u>Minutes of Teaching Plan</u>	<u>Teaching plan (Jul to Dec 2020)</u>  <u>Teaching method (July to Dec 2020)</u>
(vi). (a) groups and list (b) Minutes of meeting of Mentor-mentee meetings (c) Formation and Minutes of Mentor Groups of Paying Guest Students (if any)	19/05/2020 24/11/2020	<u>Minutes of formation of Mentor-Mentee group</u>  <u>Minutes of formation PG Students Mentor</u>	<u>Formation of Student mentor group</u> <u>Formation of PG Students Mentor Group</u>  <u>Minutes of meeting of Mentor-Mentee Jul to Dec 2020</u>  <u>Minutes of Meeting Mentor Groups of Paying Guest Students</u>
(vii). Was the syllabus covered according to the Initial plan submitted	11/12/2020 18/11/2020 08/10/2020	<u>Minutes regarding Syllabus Completion</u>	<u>Syllabus Completion Report Jul to dec 2020</u>
(viii). Result analysis of previous exam: to be represented in graph and table	18/01/2021	<u>Minutes of result analysis meeting</u>	<u>Reports on Result Analysis (July-Dec 2020)</u>

<p>Monthly Attendance (uploaded on college website.)</p> <p>Month..... On.....</p> <p>Month..... On.....</p> <p>Month..... On.....</p>			<p>All the faculty members uploaded Monthly Attendance on regular basis.</p>
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<p><b>Mid-Sem. Progress (proofs to be attached):</b></p> <p>Class Test/ Assignment / Project / Presentations (Question papers to be uploaded)</p> <p>Steps taken for improvement of slow learners</p> <p>Steps taken for advanced learners</p>	<p>11/12/2020</p> <p>18/11/2020</p> <p>08/10/2020</p> <p>19/10/2020 (JUL-DEC 2020)</p>	<p><u>Minutes of meeting regarding Mid-Sem Progress</u></p> <p><u>Minutes of Slow &amp; Advance learner (Jul-Dec 2020)</u></p>	<p><u>Mid Sem progress report (Odd Semester)</u></p> <p><u>Steps taken for improvement of slow &amp; Advance learners (Jul-Dec 2020)</u></p>
<p><b>Internal Assessment (proofs to be attached):-</b></p> <p>Report of Moderation Committee</p>	<p>P/1029/21</p> <p>03/03/2021</p>	<p><u>Minutes of IA (Sem I) 2020</u></p>	<p><u>Report of moderation Committee(Sem I) 2020</u></p> <p><u>Report of Moderation committee (Sem III and</u></p>

Copy of Internal Assessment Marks			V) 2020
College Diary No. & Date of Submission	07/12/2020	<u>Minutes of Moderation Committee</u> <u>(Sem III and V)</u> <u>2020</u>	<u>Internal Assesment Marks (Sem I) 2020</u>  <u>Internal Assesment Marks (Sem III and V) 2020</u>
<b>Student Progression:</b> <ul style="list-style-type: none"> <li>• Awards and scholarships</li> </ul>	22/12/2020	<u>Minutes of Student Progression</u>	<u>Student Progression Report</u>
<ul style="list-style-type: none"> <li>(i) List of awardees in inter-college academic and extracurricular activities (list of students with details)</li> </ul>			
<ul style="list-style-type: none"> <li>(ii) Scholarships by govt/non-govt agency (list of students with details of agency)</li> </ul>			
<ul style="list-style-type: none"> <li>• Experiential learning</li> <li>(i) Internship/Projects (list of students with details)</li> </ul>			

<p>(ii) Participation in any outreach/extension activities (outside the college):</p> <ul style="list-style-type: none"> <li>• Student Council</li> </ul> <p>(v) Details of department/committee student council (list of students with details)</p> <ul style="list-style-type: none"> <li>• Any other distinction:</li> </ul>			
<p><b>Departmental Activities of the year</b></p> <ul style="list-style-type: none"> <li>• Event Report (200-250 words)</li> <li>• 2 representative JPEG Image files</li> <li>• Attendance list (in MS WORD)</li> <li>• Feedback</li> <li>• Proof of media coverage to be attached, if any</li> </ul> <p><b>Funding details</b></p> <ul style="list-style-type: none"> <li>• Sponsorship letters from funding agency</li> <li>• Utilization certificates, if applicable</li> </ul>	<p>06/10/2020 (UN Day)</p> <p>18/11/2020 (Constitution Day)</p>	<p><u>Minutes of Departmental Activity</u></p> <p><u>Minutes of Meeting regarding Constitution day Celebration</u></p>	<p><u>Reports on Departmental Activities (Odd Sem)</u></p>
<p><b>Achievement of Faculty Members</b> Names of Teachers with supporting documents:</p> <p>(i) List of Research</p>			<p><u>Faculty participation in various academic programmes (Odd Sem)</u></p>

<p><b>Publications/Ongoing Research Projects and details:</b></p> <p>(ii) List of Faculty participating in academic programmes (conference, seminars, FDPs, Refresher course, etc) and details:</p> <p>(iii) Research guidance</p> <p>(iv) Major/minor research projects</p> <ul style="list-style-type: none"> <li>Funding details such as sponsoring agency, duration, amount sanctioned</li> </ul> <p>(v) Paper setting and evaluation (University examinations)</p> <p>(vi) Curriculum development/revision</p> <p>(iii) Any other</p>			<p><u>Teachers engage with Paper setting and evaluation (Odd Sem)</u></p>
<p><b>Alumni Data:</b></p> <p>(i) List of 10 distinguished alumni (and professional details) with contact number/email ID to be provided. Departments may share revised data, if any.</p> <p>(ii) Information of alumni (of previous graduating batch, in particular) enrolled in higher studies/employed in</p>	<p>25/02/2021</p>	<p><u>Minutes of Alumni Meet</u></p>	<p><u>Alumni Professional Details</u></p> <p><u>Alumni information</u></p>

offices to be provided <ul style="list-style-type: none"> <li>(Google form to be filled in by the previous graduating batch, compulsory)</li> </ul>			
(iii) Alumni qualifying NET, GATE, SET, UPSC, and other competitive exams			

5. Laboratory Management	Y	N/A	Details
<b>Organization &amp; Management</b>			
1) Whether Lab. wise timetable prepared and displayed			
2) Whether duties to the Lab. Staff were assigned in writing at the beginning of the session?			
3) Does the department delegate duties to substitute in case of absence of the technical staff?			
4) Number of technical staff attended training programme (Details such as list of participants and certificates)			
5) Laboratory Precaution Displayed			
6) Physical Verification Report 6.1) Follow-up action on physical Verification Report			

Any suggestion/ Comment from the department.

1. Installation of AC in the departmental room on urgent basis.
2. Water Dispenser is urgently required in the departmental room.
3. Printer Facility is also required for academic purposes.

The documents were found in order as per the the proforma after incorporating all the suggestions made by the academic auditors.

15-12-2021

Auditors

1. Ms Anshu Chugh
2. Dr. Aparna Jain
3. Dr. Giteem Devi

# SHIVAJI COLLEGE

## CHECK LIST FOR ACADEMIC INTERNAL AUDIT

Department: Political Science

Academic Year: 2020 – 2021

Semester: Even (Jan-Jul 2021)

1.	Activity	Minutes of Meeting		Documents of Proofs Link/pdf folder/remarks, if any
		Date	Minutes Link/pdf folder	
	Curriculum Delivery			
	(i). Academic Calendar (for the academic session)	11/06/2020	<u>Minutes of the Academic Calendar(Even Semester)</u>	<u>Academic Calendar Even Semester</u>
	(ii). Formation of Departmental Committees (internal time table committee, student progression committee/alumni committee, internal moderation committee, and internal documentation committee are mandatory)	19/05/2020 23/11/2020	<u>Minutes of formation of departmental committee</u>	<u>Formation of Committee</u>
	(iii). Distribution of papers of the subject before session commences	04/01/2021 30/12/2020	<u>Minutes of distribution paper Sem II, IV and VI</u>	<u>Paper details Sem II, IV and VI</u>
	(iv). Distribution of Time Table Among Departmental Colleagues	04/01/2021 30/12/2020	<u>Minutes of time table Sem II, IV and VI</u>	<u>Time table (Jan-Jul 2021)</u>
	(v) (a) Proforma of execution of teaching plan of each teacher	08/04/2021	<u>Minutes of Teaching plan (Even Semester)</u>	<u>Teaching plan (Jan to Jul 2021)</u>

(b)Teaching methods (teachers may specify the ICT tools used in the teaching proforma)			<u>Teaching method (Jan to July 2021)</u>
(vi). (a) groups and list (b)Minutes of meeting of Mentor-mentee meetings (c) Formation and Minutes of Mentor Groups of Paying Guest Students (if any)	19/05/2020 24/11/2020	<u>Minutes of formation of Mentor-Mentee group</u>  <u>Minutes of formation PG Students Mentor</u>	<u>Formation of Student mentor group</u> <u>Formation of PG Students Mentor Group</u>  <u>Minutes of meeting of Mentor-mentee Jan to Jul 2021</u>  <u>Minutes of Meeting Mentor Groups of Paying Guest Students</u>
(vii). Was the syllabus covered according to the Initial plan submitted	16/06/2021 08/04/2021	<u>Minutes of Syllabus Completion(May 2021)</u>  <u>Minutes of syllabus Completion (April 2021)</u>	<u>Syllabus Completion Report Jan to Jul 2021</u>
(viii). Result analysis of previous exam: to be represented in graph and table	27/08/2021	<u>Minutes of Result Analysis (Jan-Jul 2021)</u>	<u>Result Analysis (Jan-Jul 2021)</u>



<p>Monthly Attendance (uploaded on college website.)</p> <p>Month..... On.....</p> <p>Month..... On.....</p> <p>Month..... On.....</p>			<p>All the faculty members uploaded Monthly Attendance on regular basis.</p>
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<p>Mid-Sem. Progress (proofs to be attached):</p> <p>Class Test/ Assignment / Project / Presentations (Question papers to be uploaded)</p> <p>Steps taken for improvement of slow learners</p> <p>Steps taken for advanced learners</p>	<p>12/03/2021</p> <p>20/04/2021 (JAN-JUL 2021)</p>	<p><u>Minutes of mid-Semester progress(Even Semester)</u></p> <p><u>Minutes of Slow &amp; Advance learner( Jan-Jul 2021)</u></p>	<p><u>Mid Sem progress report (Sem II, IV and VI)</u></p> <p><u>Steps taken for improvement of slow &amp; Advance learners (Jan-Dec 2021)</u></p>
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<p>Internal Assessment (proofs to be attached):-</p>	<p>P/1587/21</p>	<p><u>Minutes of Moderation Committee (sem II) 2021</u></p>	<p><u>Report of Moderation Committee (Sem II), 2021</u></p>
<p>Report of Moderation Committee</p>	<p>05/08/2021</p>	<p><u>Minutes of Moderation Committee (Sem IV and VI) 2021</u></p>	<p><u>Report of Moderation Committee (Sem IV and VI) 2021</u></p>
<p>Copy of Internal Assessment Marks</p>	<p>15/05/2021</p>		<p><u>Internal Assesment Marks (Sem II) 2021</u></p>
<p>College Diary No. &amp; Date of Submission</p>			<p><u>Internal Assesment Marks (Sem IV and VI) 2021</u></p>
<p><b>Student Progression:</b></p>			
<ul style="list-style-type: none"> <li>• <b>Awards and scholarships</b></li> </ul>			
<p>(i) List of awardees in inter-college academic and extracurricular activities (list of students with details)</p>	<p>17/06/2021</p>	<p><u>Minutes of student progression</u></p>	<p><u>Student Progression Report</u></p>
<p>(ii) Scholarships by govt/non-govt agency (list of students with details of agency)</p>			

<ul style="list-style-type: none"> <li>• <b>Experiential learning</b></li> </ul> <p>(i) Internship/Projects (list of students with details)</p> <p>(ii) Participation in any outreach/extension activities (outside the college):</p> <ul style="list-style-type: none"> <li>• <b>Student Council</b></li> </ul> <p>(v) Details of department/committee student council (list of students with details)</p> <ul style="list-style-type: none"> <li>• <b>Any other distinction:</b></li> </ul>			
<p><b>Departmental Activities of the year</b></p> <ul style="list-style-type: none"> <li>• Event Report (200-250 words)</li> <li>• 2 representative JPEG Image files</li> <li>• Attendance list (in MS WORD)</li> <li>• Feedback</li> <li>• Proof of media coverage to be attached, if any</li> </ul> <p><b>Funding details</b></p> <ul style="list-style-type: none"> <li>• Sponsorship letters from funding agency</li> <li>• Utilization certificates, if applicable</li> </ul>	<p>13/04/2021 (Annual Fest)</p> <p>25/02/2021 (Women's day)</p>	<p><u>Minutes of Departmental Activities (April 2021)</u></p> <p><u>Minutes of departmental activities (February 2021)</u></p>	<p><u>Reports on Departmental Activities (2020-21)</u></p>

<p><b>Achievement of Faculty Members Names of Teachers with supporting documents:</b></p> <p>(i) List of Research Publications/Ongoing Research Projects and details:</p> <p>(ii) List of Faculty participating in academic programmes (conference, seminars, FDPs, Refresher course, etc) and details:</p> <p>(iii) Research guidance</p> <p>(iv) Major/minor research projects</p> <ul style="list-style-type: none"> <li>Funding details such as sponsoring agency, duration, amount sanctioned</li> </ul> <p>(v) Paper setting and evaluation (University examinations)</p> <p>(vi) Curriculum development/revision</p> <p>(iii) Any other</p>			<p><u>Faculty participation in academic programmes (Jan to July 2021)</u></p> <p><u>Faculty Engage Paper setting and evaluation (Jan to July 2021)</u></p>
<p><b>Alumni Data:</b></p> <p>(i) List of 10 distinguished alumni (and professional details) with contact number/email ID to be provided. Departments may share revised data, if</p>	<p>12/03/2021</p>	<p><u>Minutes of Alumni Data Meeting (Even Semester)</u></p>	<p><u>Alumni Professional Details</u></p> <p><u>Alumni information</u></p>

any.			
<p>(ii) Information of alumni (of previous graduating batch, in particular) enrolled in higher studies/employed in offices to be provided</p> <ul style="list-style-type: none"> <li>(Google form to be filled in by the previous graduating batch, compulsory)</li> </ul> <p>(iii) Alumni qualifying NET, GATE, SET, UPSC, and other competitive exams</p>			

5. Laboratory Management	Y	N/A	Details
<b>Organization &amp; Management</b>			
1) Whether Lab. wise timetable prepared and displayed			
2) Whether duties to the Lab. Staff were assigned in writing at the beginning of the session?			
3) Does the department delegate duties to substitute in case of absence of the technical staff?			
4) Number of technical staff attended training programme (Details such as list of participants and certificates)			
5) Laboratory Precaution Displayed			
6) Physical Verification Report 6.1) Follow-up action on physical Verification Report			

Any suggestion/ Comment from the department.

1. Installation of AC in the departmental room on urgent basis.
2. Water Dispenser is urgently required in the departmental room.
3. Printer Facility is also required for academic purposes.

*[Signature]*  
15-12-2021

**Audit Report of Political Science Department**

1 message

Academic Audit Shivaji College <academicaudit@shivaji.du.ac.in>  
To: Politicalscience@shivaji.du.ac.in  
Cc: Shivaji College <shivajicollege.ac@gmail.com>

Thu, Sep 23, 2021 at 6:37 PM

Dear Dr S.S. Rana:

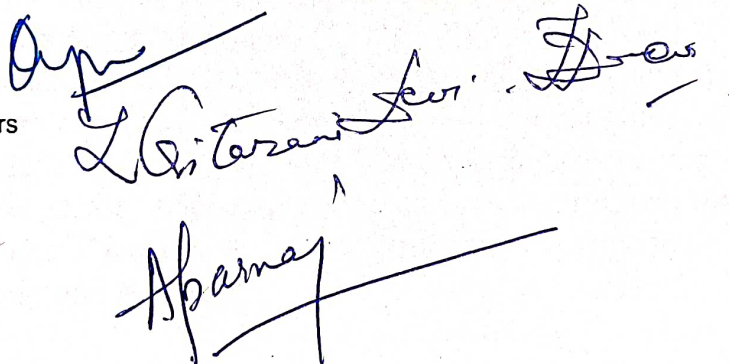
Thank you for presenting the documentation of your department at the Departmental Audit held on September 22, 2021, at 11:30 AM on Zoom. All the members of your department were present in the meeting.

The following observations were made:

1. The Academic plan of some teachers is not maintained as per the suggested format and requires correction.
2. Dates of monthly attendance need to be mentioned for both odd and even semesters in the proforma.
3. Paper distribution document must clearly specify paper name and semester for each teacher.
4. The mentor mentee list must include the names, roll number and semester of all mentees allotted to each individual teacher.
5. Result analysis to be presented in a tabular form in MS-Word and in pie-diagram.
5. All faculty members were requested to upload all the relevant data on SPACE.

Best Wishes,

Academic Coordinators

  
The image shows three handwritten signatures in blue ink. The top signature is 'A. S. Rana'. The middle signature is 'L. G. ...'. The bottom signature is 'A. ...'.

## SHIVAJI COLLEGE

### CHECK LIST FOR ACADEMIC INTERNAL AUDIT

Department: ...SANSKRIT

Academic Year: 2020 - 2021

Semester: I.III.V

1	Activity	Minutes of Meeting		Documents of Proofs Link/pdf folder
		Date	Minutes Link/pdf folder	
	(i). Academic Calendar (for the academic session)	05-06- 2020	<u>Pdf uploaded</u>	<u>supported doc</u>
	(ii). Formation of Departmental Committees	18-08- 2020	<u>pdf uploaded</u>	<u>supported documents</u>
	(iii). Distribution of papers of the subject	02-08- 2020	<u>pdf uploaded</u>	<u>supported doc</u>
	(iv). Distribution of Time Table Among Departmental Colleagues	09-08- 2020	<u>pdf uploaded</u>	<u>supported documents</u>
	(v). Proforma of execution of teaching plan of each teacher	05-10- 2020	<u>pdf uploaded</u>	<u>supported documents</u> <u>supported doc</u>
	(vi). (a) Formation of Mentor Groups of all Students (b) Formation of Mentor Groups of Paying Guest Students (if any)	25-08- 2020 28-10- 2020	<u>pdf uploaded</u> <u>supported-doc</u> <u>pdf uploaded</u>	<u>supported doc</u> <u>supported doc.</u>
	(vii). Was the syllabus covered according to the Initial plan submitted	21-11- 2020 25-02- 2021	<u>pdf uploaded</u>	<u>supported doc.</u>
	(viii). Result analysis of previous exam			
	Monthly Attendance (uploaded on college website.) Month-August On 10 <sup>th</sup> September Month September On 10 <sup>th</sup> October Month-October On 10 <sup>th</sup> November Month- November On 10 <sup>th</sup> Dec.			Monthly Attendance uploaded on website as per college notification

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Mid-Sem. Progress:	27-11-2020		
Class Test	01-03-2021	<u>pdf uploaded</u>	<u>supported doc</u>
Assignment / Project / Seminar	22-01-2021	<u>pdf uploaded</u>	<u>supported doc.</u>
Non-Performing students	15-10-2020		<u>supported doc</u>
Steps taken for improvement	15-02-2021		
Internal Assessment:-			
Report of Moderation Committee	09-12-2020 P/3398/2020	<u>pdf uploaded</u>	<u>spported doc</u>
Hard Copy of Internal Assessment.	03-03-2021 P1071/21		
College Diary No. & Date of Submission			

2. Alumni Data and Student Progression -

3. Departmental Activities of the year

Name of event	Date of event	Participants	Minutes of Meeting		Documents of Proofs Link/pdf folder
			Date	Minutes Link/pdf folder	
orientation program	18/11/2020	22	18/11/2020		
Fresher's welcome	16/01/2021	45	19/01/2021	<u>pdf uploaded</u>	<u>supported doc.</u>
Special lecture	9/04/2021	60	5/04/2021	<u>pdf uploaded</u>	<u>supported doc</u>
Farewell	16/04/2021	61	12/04/2021	<u>pdf uploaded</u>	<u>supported doc</u>
Alumni meet	22/04/2021	61	19/04/2021	<u>pdf uploaded</u>	<u>supported doc.</u>
Quiz Competition	18/01/2021	23	18/01/2021	<u>pdf uploaded</u>	<u>supported doc.</u>

4. Achievement of Faculty Members Names of Teachers with supported documents.- pdf uploaded

5. Total Number of Students: Honors - 150

Programme

6. Total Number of Teachers: Permanent Faculty - 03



5. Laboratory Management	Y	N/A	Detail
<b>Organization &amp; Management</b>			
1) Whether Lab. wise Timetable prepared and displayed			
2) Whether duties to the Lab. Staff. were assigned in writing?			
3) Does the department delegate duties to substitute in case of absence of the technical staff.			
4) Number of technical staff attended training programme.			
5) Laboratory Precaution Displayed			
6) Physical Verification Report.			
6.1) Follow-up action on physical Verification Report.			

Any suggestion/ Comment from the department.

Few suggestions were made by the Academic auditors which were incorporated and found in order

1. Ms Anshu Agre Agre
2. Dr. Aparna Saini Aparna
3. Dr. Gitanjali Devi Devi

## SHIVAJI COLLEGE

### CHECK LIST FOR ACADEMIC INTERNAL AUDIT

Department: SANSKRIT

Academic Year: 2020 - 2021

Semester: II, IV, VI

1	Activity	Minutes of Meeting		Documents of Proofs Link/pdf folder/remarks, if any
		Date	Minutes Link/pdf folder	
	Curriculum Delivery			
	(i). Academic Calendar (for the academic session)	05-06-2020	<u>Pdf uploaded</u>	<u>supported doc</u>
	(ii). Formation of Departmental Committees (internal time table committee, student progression committee/alumni committee, internal moderation committee, and internal documentation committee are mandatory)	18-08-2020	<u>pdf uploaded</u>	<u>supported documents</u>
	(iii). Distribution of papers of the subject before session commences	11-12-2020	<u>pdf uoloaded</u>	<u>supported doc</u>
	(iv). Distribution of Time Table Among Departmental Colleagues	18-12-2020	<u>pdf uploaded</u>	<u>supported documents</u>
	(v) (a) Proforma of execution of teaching plan of each teacher  (b) Teaching methods (teachers may specify the ICT tools used in the teaching proforma)	23-01-2021 14-05-2021	<u>pdf uploaded</u> <u>pdf uploaded</u>	<u>supported documents</u> <u>supported documents</u>
	(vi). (a) Formation of mentor groups and list (b) Minutes of meeting of Mentor- mentee meetings (c) Formation and Minutes of Mentor Groups of Paying Guest Students (if any)	23-11-2021	<u>supported-doc</u>	<u>supported documents</u>
	(vii). Was the syllabus covered according to the Initial plan submitted	25-03-2021 24-06-2021	<u>pdf uploaded</u>	<u>supported doc</u>
	(viii). Result analysis of previous exam: to be represented in graph and table	13-09-2021	<u>pdf uploseded</u>	<u>supported doc</u>

Monthly Attendance (uploaded on college website.)			
Month- January -10 <sup>th</sup> February			Attendance uploaded on college website as per college notification
Month- February – 10 <sup>th</sup> March			
Month- March – 10 <sup>th</sup> April			
Month- April – 10 may			

<b>Mid-Sem. Progress (proofs to be attached):</b> Class Test/ Assignment / Project / Presentations (Question papers to be uploaded)  Steps taken for improvement of slow learners  Steps taken for advanced learners	20-05-2021 20-07-2021  10-05-2021 25-06-2021	<u>pdf</u> <u>uploaded</u>	<u>supported doc</u>  <u>supported doc</u>
<b>Internal Assessment (proofs to be attached):-</b>  Report of Moderation Committee  Copy of Internal Assessment Marks  College Diary No. & Date of Submission	19-05-2021  P15/951/21 06-08-2021	<u>pdf</u> <u>uploaded</u>	<u>supported documents</u>
<b>Student Progression:</b>  <ul style="list-style-type: none"> <li>Awards and scholarships</li> </ul> (i) List of awardees in inter-college academic and extracurricular activities (list of students with details)  (ii) Scholarships by govt/non-govt			

<p>agency (list of students with details of agency)</p> <ul style="list-style-type: none"> <li>• <b>Experiential learning</b></li> </ul> <p>(i) Internship/Projects (list of students with details)</p> <p>(ii) Participation in any outreach/extension activities (outside the college) :</p> <ul style="list-style-type: none"> <li>• <b>Student Council</b></li> </ul> <p>(v) Details of department/committee student council (list of students with details)</p> <ul style="list-style-type: none"> <li>• <b>Any other distinction:</b></li> </ul>			
<p><b>Departmental Activities of the year</b></p> <ul style="list-style-type: none"> <li>• Event Report (200-250 words)</li> <li>• 2 representative JPEG Image files</li> <li>• Attendance list (in MS WORD)</li> <li>• Feedback</li> <li>• Proof of media coverage to be attached, if any</li> </ul> <p><b>Funding details</b></p> <ul style="list-style-type: none"> <li>• Sponsorship letters from funding agency</li> <li>• Utilization certificates, if applicable</li> </ul>	<p>Fresher's welcome- 19/01/2021</p> <p>Farewell 12/04/2021</p> <p>Sp. lecture 5/04/2021</p> <p>Quiz Competition 18/01/2021</p>	<p><u>pdf uploaded</u></p> <p><u>pdf uploaded</u></p> <p><u>pdf uploaded</u></p> <p><u>pdf uploaded</u></p>	<p><u>supported doc.</u></p> <p><u>supported doc</u></p> <p><u>supported doc</u></p> <p><u>supported doc.</u></p>
<p><b>Achievement of Faculty Members</b>  <b>Names of Teachers with supporting documents:</b></p> <p>(i) List of Research Publications/Ongoing Research Projects and details:</p> <p>(ii) List of Faculty participating in academic programmes (conference,</p>			<p><u>pdf uploaded</u></p>

seminars, FDPs, Refresher course, etc) and details:

(iii) Research guidance

(iv) Major/minor research projects  
 • Funding details such as sponsoring agency, duration, amount sanctioned

(v) Paper setting and evaluation (University examinations)

(vi) Curriculum development/revision

(iii) Any other

**Alumni Data:**

(i) List of 10 distinguished alumni (and professional details) with contact number/email ID to be provided. Departments may share revised data, if any.

(ii) Information of alumni (of previous graduating batch, in particular) enrolled in higher studies/employed in offices to be provided

- (Google form to be filled in by the previous graduating batch, compulsory)

(iii) Alumni qualifying NET, GATE, SET, UPSC, and other competitive exams

19/04/2021

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supported doc.

5. Laboratory Management		Y	N/A	Details
<b>Organization &amp; Management</b>				
1) Whether Lab. wise timetable prepared and displayed				
2) Whether duties to the Lab. Staff were assigned in writing at the beginning of the session?				
3) Does the department delegate duties to substitute in case of absence of the technical staff?				

4) Number of technical staff attended training programme (Details such as list of participants and certificates)			
5) Laboratory Precaution Displayed			
6) Physical Verification Report 6.1) Follow-up action on physical Verification Report			

Any suggestion/ Comment from the department.

The documents were found in order after incorporating all the suggestions made by the academic auditors during the audit.

T/C  


Auditors

1. Aneta Ayre Ayre
2. Dr. Apena Iani Apamey
3. Dr. Gilman Iani Iani

Report on Academic Audit for Sanskrit Department

1 message

Wed, Sep 8, 2021 at 7:07 PM

Academic Audit Shivaji College <academicaudit@shivaji.du.ac.in>

To: Sanskrit Shivaji College <Sanskrit@shivaji.du.ac.in>

Cc: Shivaji College <shivajicollege.ac@gmail.com>

Dear Colleague:

Thank you for presenting the documents of Sanskrit Department at the academic audit (2020-2021) held on September 08, 2021, at 11:30 PM on ZOOM platform. The documents of the Department were shared by Dr Meghraj Meena.

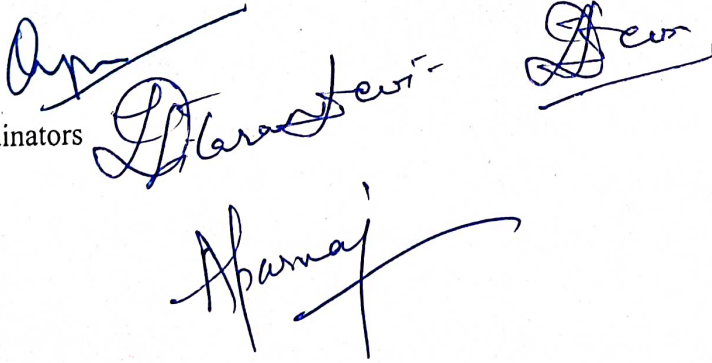
The following observations were made by the auditors:

1. The audit committee made the observation that the academic calendar should include proposed dates of events and (upon fulfilling) the dates of execution
2. Minutes of allotment of mentees of Sem 1 is missing.
3. Results Analysis( for 2019-20 even semester) to be done and observations to be noted in the minutes.
4. Maximum marks to be mentioned in the question papers (for IA) from this session onwards
5. In the list of papers for distribution, paper titles should be indicated semester-wise (for both ODD and EVEN semesters)
6. Five hours availability for all teachers to be entered on SPACE for both semesters
7. Teaching proforma to be filled-in as per institutional format for both semesters on SPACE.
8. List of non-performing students for Sem 1 and Sem 2 to be shared.
9. Monthly Attendance dates to be mentioned in the proforma for both semesters.

You are requested to kindly send the required data latest by September 15, 2021.

Best wishes,

Academic Coordinators



# OTHER ACADEMIC RESPONSIBILITIES OF THE ACADEMIC COORDINATORS

## Minutes of Meeting of Academic Coordinators

An emergent meeting of the Academic Coordinators and the BA Programme Coordinator was held on July 26, 2021, at 11 AM (on ZOOM) to discuss the grievances of some BA Programme (Sem II) students regarding MIL/In-lieu-of-MIL paper.

- It was brought to the notice of the Principal and the Academic Coordinators that some students who were supposed to study MIL (Hindi C) paper have been studying the paper offered by the Department of Political Science (in lieu of MIL) to BA (P) Semester II students in the ongoing April to August 2021 session.
- According to the University norms, MIL (Hindi C) paper is studied by BA/BCOM Programme students who studied Hindi up to class VIII (w.r.t DU CBCS Syllabus for Hindi papers offered to BA Programme). However, students who did not study Hindi up to class VIII are offered papers In Lieu of MIL. These students are required to qualify the CTH (Compulsory Test in Hindi). **ONLY foreign students and students from Northeast India are given exemption from writing the CTH** (w.r.t Shivaji College Prospectus 2020, pg 30).

Keeping the above norms into consideration, it has been decided that the students concerned may be allowed to attend MIL (Hindi C) classes and fulfill the required formalities for their internal assessment.

Members present were:

Ms Anshu Chopra, Academic Coordinator

Dr Aparna Jain, Academic Coordinator

Dr Leisangthem Gitarani Devi, Academic Coordinator

Prof. Virendra Bhardwaj, Coordinator, BA Programme



A meeting of the Academic Coordinators and the Nodal Officer along with the Principal was held on August 12, 2021, at 12: 30 PM in the committee room to discuss the following agenda:

1. To define the scope of responsibilities of the academic coordinators

It has been decided that the following defined responsibilities will come under the purview of the Academic Coordinators:

1. The responsibility of the academic coordinators will be to enhance and monitor the academic quality of the college.
2. Nodal officers along with the academic coordinators will look into academic workload of the college.
3. Orientation of Honours and Programme students to Generic Elective Options to be conducted by the academic coordinators.
4. Any students' grievance related to academics will be addressed by the academic coordinators.
5. The academic coordinators will conduct the academic audit every semester.
  - a. As part of the audit exercise, the academic coordinators will regularly meet every department to follow up on the progress of teaching-learning activities
  - b. The academic coordinators will meet the advanced learners and slow learners of every department during meetings with the department
  - c. The coordinators will also meet students of all the departments every mid-semester
  - d. Academic coordinators will check the compatibility of classes allotted in the department time tables and the workload claimed.

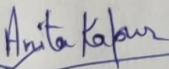
**Members present were:**

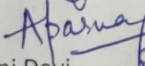
Dr Anita Kapoor, Nodal Officer

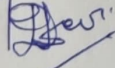
Ms Anshu Chopra, Convener

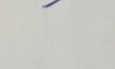
Dr Aparna Jain

Dr Leisangthem Gitarani Devi

  
Anita Kapoor

  
Anshu Chopra

  
Aparna Jain

  
Dr Leisangthem Gitarani Devi