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Subject: Reference: For inviting Comments/Suggestions from Stakeholders on Examinations

Date: Tue, 12 May 2020 18:32:15 IST

Dear Colleagues,

The University of Delhi has constituted a **Working Group on Examinations** to oversee examination related matters, review the preparedness to conduct the examinations of 2019-2020 session and take appropriate steps in this regard.

Stakeholders are welcome to send their comments/suggestions, if any, to the following email ID of the Working Group: wgexams@du.ac.in

Thanks and Regards,

Dr. Shiv Kumar Sahdev
Acting Principal

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Subject: Fwd: Regarding seeking comments/ suggestions on Draft National Education Policy (NPE) 2019.

Date: Thu, 18 Jul 2019 13:13:39 IST

Dear all,

Please find the below email for your reference.

Below is the link for Draft National Education Policy:-

<https://innovate.mygov.in/wp-content/uploads/2019/06/mygov15596510111.pdf>

Please go through it and provide your suggestions and comments.

Thanks,
Principal

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Date: Tue, Jul 16, 2019 at 4:26 PM

Subject: Regarding seeking comments/ suggestions on Draft National Education Policy (NPE) 2019.

To: A. R. S. D. College <principal.arsd@gmail.com>, A. R. S. D. College <principal.arsdcollege@gmail.com>, Acharya Narendra Dev College <principal@andc.du.ac.in>, Aditi Mahavidyalaya <info@amv94.org>, Aditi Mahavidyalaya <mamta610@gmail.com>, Aryabhata College <rlaeve@yahoo.co.in>, Aryabhata College <msinhadu@yahoo.co.in>, Aryabhata College <admin@aryabhatacollege.ac.in>, Bhagini Nivedita College <bnc.kair@gmail.com>, Bhagini Nivedita College <saikia77@gmail.com>, Bharati college <principalbc@gmail.com>, Bhaskaracharya College of Applied Sciences <bhaskaracharya.college@gmail.com>, Bhaskaracharya College of Applied Sciences <bcasadm@gmail.com>, Bhim Rao Ambedkar College <brambedkarcollege.du@gmail.com>, College of Vocational Studies <drinderjeet@yahoo.com>, College of Vocational Studies <du.cvs.principal@gmail.com>, College of Vocational Studies <cvs_1972@yahoo.com>, Daulat Ram College <daulatramcollegedu@gmail.com>, Deen Dayal Upadhyaya College <principaldducollege@gmail.com>, Deen Dayal Upadhyaya College <skgargdr9@gmail.com>, Delhi College of Arts & Commerce <principaldcac@gmail.com>, Delhi College of Arts & Commerce <rajivchopra1960@gmail.com>, Deshbandhu College <principal@db.du.ac.in>, Deshbandhu College <dbccollege.du@gmail.com>, Dyal Singh College <bakshi_inderjeet@yahoo.co.in>, Dyal Singh College <principal@dsc.du.ac.in>, Dyal Singh Evening College <dyalsingheveningcollege@yahoo.in>, Dyal Singh Evening College <drpawan1958@rediffmail.com>, Gargi College <gargicollege7@gmail.com>, Gargi College <kumar.promila@gmail.com>, Hansraj College <Principal_hrc@yahoo.com>, Hindu College <dr.anjusrivastava@gmail.com>, Hindu College <principal@hinducollege.org>, I P College <ipc1924@gmail.com>, I P College <ipcw@ip.du.ac.in>, Indira Gandhi Institute of Physical Educational & Sport Sciences <jgipess.delhiuniversity@gmail.com>, Institute of Home Economics <principal.ihe@gmail.com>, Janki Devi Memorial College <principal@jdm.du.ac.in>, Janki Devi Memorial College <palswat@gmail.com>, Jesus & Mary College <jmcadm@yahoo.co.in>, Jesus & Mary College <principal@jmc.ac.in>, Kalindi College <anulamaurya@yahoo.co.in>, Kalindi College <kalindisampark.du@gmail.com>, Kamala Nehru College <bhakunik@gmail.com>, Kamala Nehru College <kamla.nehru_du@hotmail.com>, Keshav Mahavidyalaya <madhupruthi@gmail.com>, Keshav Mahavidyalaya <principal@keshav.du.ac.in>, Kirori Mal College <info@kmcollege.ac.in>, Kirori Mal College <vibha20_2000@yahoo.com>, Kirori Mal College <principal@kmcollege.ac.in>, Lady Irwin College <anupa_siddhu@rediffmail.com>, Lady Irwin College <ladyirwincrc@yahoo.in>, Lady Shri Ram College <principal@lsrcollege.org>, Lady Shri Ram College <sumandmg@hotmail.com>, Lady Shri Ram College <lsr@lsr.edu.in>, Lakshmi Bai College <lakshmi baicollege@yahoo.co.in>, M. V. College of Education <principal.pk@gmail.com>, M. V. College of Education <pksedu@yahoo.com>, Maharaja Agrasen College <sondhisunil@yahoo.com>, Maharaja Agrasen College <info@mac.du.ac.in>, Maharaja Agrasen College <principal@mac.du.ac.in>, Maitreyi College <maitreyi1967@yahoo.co.in>, Mata Sundri College <matasundricollege.du@gmail.com>, Miranda House <principal.miranda@gmail.com>, Moti Lal Nehru College <motilalnehru64@gmail.com>, Moti Lal Nehru College (Eve) <contact@mlnce.org>, Moti Lal Nehru College (Eve) <gupta.vichitra61@gmail.com>, PGDAV College <pgdavcollege.edu@gmail.com>, PGDAV College (Evening) <principalpgdaveve@gmail.com>, Rajdhani college <principal@rajdhani.du.ac.in>, Rajdhani college <info@rajdhani.du.ac.in>, Ram Lal Anand College <rlac.du@gmail.com>, Ram Lal Anand College <rlaoffice11@gmail.com>, Ram Lal Anand College <rgupta1965@yahoo.com>, Ramanujan College <ramanujancollege2010@gmail.com>, Ramanujan College <spa15_dbce@yahoo.com>, Ramjas College <principalramjascollege@gmail.com>, Ramjas College <ramjascollege@hotmail.com>, Satyawati College <principal@satyawati.du.ac.in>, Satyawati College (Eve.) <principal@satyawatie.du.ac.in>, School of Open Learning <hcp@sol.du.ac.in>, SGND Khalsa College <manmohan_sgnd@yahoo.co.in>, SGND Khalsa

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Sir/Madam,

Please see the attachment.

Thanking you.

--

College Branch II
Ph. No. 27666805

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Fwd: Recommendations for syllabus revision CBCS 2018

1 message

surbhi madan <surbhimadan@gmail.com>
To: nitinpunit.30@gmail.com, Kamal Kumar <kamaldelhi01@gmail.com>

Sat, 26 Sep 2020 at 14:00

Dr. Surbhi Madan

----- Forwarded message -----

From: **Misha Yadav** <drmishadu@gmail.com>
Date: Wed, 23 Sep, 2020, 5:43 pm
Subject: Fwd: Recommendations for syllabus revision CBCS 2018
To: surbhi madan <surbhimadan@gmail.com>

Subject: NAAC Criterion 1-LoCF feedback related data

----- Forwarded message -----

From: **Smita Tripathi** <sm.trip@gmail.com>
Date: Wed, 23 Sep 2020 at 16:51
Subject: Fwd: Recommendations for syllabus revision CBCS 2018
To: Misha Yadav <drmishadu@gmail.com>

Dear Dr. Misha

This email was sent as a feedback to Dr. Uniyal, Professor, Department of Botany regarding suggestions sought for syllabus revision. This was discussed in department also.

Thanks and Regards
Dr. Smita Tripathi

----- Forwarded message -----

From: **Smita Tripathi** <sm.trip@gmail.com>
Date: Wed, 25 Jul 2018, 23:32
Subject: Recommendations for syllabus revision CBCS 2018
To: prem lal uniyal <uniyalpl@rediffmail.com>

Dear Sir

Thank you for inviting suggestions. After consultation in the college with other faculty members I am sending you few suggestions tabulated in the format provided. Hope they are useful and serves the purpose. It is my privilege to be part of this syllabus revision. Looking forward for future interactions.

Thanking You
Kind Regards
Dr. Smita Tripathi
TIC

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Dr. Smita Tripathi
Assistant Professor
Department of Botany
Shivaji College
University of Delhi
"Be human in the end it only counts!"

Rediffmail

Mailbox of nitin.punit@rediffmail.com

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

To: "shashi.nijhawan" <shashi.nijhawan@gmail.com>, neena wadehra <wadehranr@yahoo.com>, rashmi wardhan <rashmiwardhan56@gmail.com>, malik darshan <darshanmalik@yahoo.com>, biodeepika <biodeepika@gmail.com>, renu baweja <renubaweja11@yahoo.com>, sunita_iitd <sunita_iitd@yahoo.com>, Jayita T <jayita.t@gmail.com>, Anuradha Mal <anuradha21mal@gmail.com>, "anitakapur52@gmail.com" <anitakapur52@gmail.com>, PRATIMA SARDAR <pratimasardar07@gmail.com>, Vijay Kumar <vijaycemde@yahoo.co.in>, Ritesh CA <ritesh.ca2010@gmail.com>, prabha5_udsc <prabha5_udsc@yahoo.com>, Misha Yadav <dr.mishayadav@gmail.com>, Smita Tripathi <sm.trip@gmail.com>, kbamel@yahoo.in, Manjula Singh <manjulasingh56@gmail.com>, Prasanta Sahu <sahup67@gmail.com>, rajnikanojia <rajnikanojia@yahoo.co.in>, bhaskar kandpal <bhaskar.kandpal@gmail.com>, Sehra Mk <mksehra@gmail.com>, VANDANA KATOCH <dr.vandanakatoch@gmail.com>, "giri_nand@rediffmail.com" <giri_nand@rediffmail.com>, rahul singhal <rahulsinghalchem@gmail.com>, vandana 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Subject: Regarding New College Website

Date: Thu, 07 Jun 2018 11:11:06 IST

Dear Colleagues,

This is to inform you that the college website, though still in the process of upgradation, is live now and can be accessed by all colleagues and visitors. It has new features and modules.

As information from some departments couldn't be accessed on time by the website committee (due to the revised deadline), the department profile and faculty are still in the process of being updated.

The website committee has consolidated (and updated) information from the previous website at the same time minimising repetition. In the process of transferring information from the previous to the new website, there might be information that have been left out inadvertently.

All colleagues and conveners of committees/societies are requested to check details uploaded on the new website and may inform the website committee in case there is any oversight/discrepancy in information given.

We have a new module called "HIGHLIGHTS" which has a dedicated section for Teachers' Achievements. Any colleague who wish to include their accomplishments (awards/honors/fellowship/initiatives) may please send a soft copy (in word file) of the same to the college email ID. As of now, only the details

of awards/distinctions/fellowship that were published in the *Annual Report 2018* have been included.

I welcome feedback/suggestion (as had been requested earlier) from all colleagues.

Thank you.

Dr. Shashi Nijhawan
Principal

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Rediffmail

Mailbox of nitin.punit@rediffmail.com

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

To: "shashi.nijhawan" <shashi.nijhawan@gmail.com>, neena wadehra <wadehranr@yahoo.com>, rashmi wardhan <rashmiwardhan56@gmail.com>, malik darshan <darshanmalik@yahoo.com>, biodeepika <biodeepika@gmail.com>, renu baweja <renubaweja11@yahoo.com>, sunita_iitd <sunita_iitd@yahoo.com>, Jayita T <jayita.t@gmail.com>, Dr Abhinav Sharma <botanist2010@gmail.com>, Anuradha Mal <anuradha21mal@gmail.com>, "anitakapur52@gmail.com" <anitakapur52@gmail.com>, PRATIMA SARDAR <pratimasardar07@gmail.com>, Vijay Kumar <vijaycemde@yahoo.co.in>, Ritesh CA <ritesh.ca2010@gmail.com>, prabha5_udsc <prabha5_udsc@yahoo.com>, Misha Yadav <dr.mishayadav@gmail.com>, Smita Tripathi <sm.trip@gmail.com>, kbamel@yahoo.in, promila mathur <promila155@gmail.com>, devendersingh.1950@rediffmail.com, Manjula Singh <manjulasingh56@gmail.com>, Prasanta Sahu <sahup67@gmail.com>, rajnikanojia <rajnikanojia@yahoo.co.in>, bhaskar kandpal <bhaskar.kandpal@gmail.com>, Sehra Mk <mksehra@gmail.com>, VANDANA KATOCH <dr.vandanakatoch@gmail.com>, "giri_nand@rediffmail.com" <giri_nand@rediffmail.com>, rahul singhal <rahulsinghalchem@gmail.com>, vandana katoch <vandanakatoch2@gmail.com>, saya.thoi@gmail.com, sukesh Sharda <sukeshsharda@hotmail.com>, Suman Kharbanda <sumankharbanda@shivaji.du.ac.in>, rajesh.commerce@yahoo.co.in, Ramesh Malik <rameshmalik29@gmail.com>, Rajinder Singh <rajindersingh.du@rediffmail.com>, chaudhary kiran <kchaudhary1@gmail.com>, RAKESH YADAV <prof.rakesh.yadav@gmail.com>, reachtopreeti <reachtopreeti@yahoo.co.in>, anshuatulchopra <anshualchopra@yahoo.com>, Mamta Datt <mrsmamta_datt@gmail.com>, iti tripathi <itisaurabh@yahoo.co.in>, "rana.reetika" <rana.reetika@gmail.com>, Krishan Ram <mrkrishnaram@gmail.com>, Sumeet raheja <raheja.sumeet@gmail.com>, shivanisuccess22@yahoo.com, Bhumika Hingorani <bhumika.hingorani@gmail.com>, "poonam.singh.shanti@gmail.com" <poonam.singh.shanti@gmail.com>, Anjali Raman <anjaliipanki@gmail.com>, anjali raman <ramananjali29@gmail.com>, "g.sonali36" <g.sonali36@yahoo.in>, grace_hangzo@hotmail.com, gracehangzo <gracehangzo@gmail.com>, git_leisa <git_leisa@yahoo.com>, ritumdan <ritumdan@gmail.com>, Ritu Madan <madan_ritu@rediffmail.com>, VARUN GULATI <drvarungulati@gmail.com>, Divya Madaan <divya.madaan13@gmail.com>, Preeti De <dpreeti@gmail.com>, Priyanka Chakpram <priyanka.chakpram@gmail.com>, gunjan.aicb@gmail.com, Bhawan Singh Dahiya <bsdahiya@gmail.com>, Dharam Vir Chhikara <dvc1500@gmail.com>, Surender Singh <surenders@gmail.com>, "lalita_6059@yahoo.co.in" <lalita_6059@yahoo.co.in>, Tejbir Rana <ranatejbir@gmail.com>, pretewari@yahoo.co.in, Prabuddh Mishra <prab19@gmail.com>, prajenders@yahoo.com, Usha Kanta Chaturvedi <uk.mithilesh@gmail.com>, "Er. 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Subject: Regarding Feedback register in Library

Date: Tue, 25 Apr 2017 13:57:02 IST

NOTICE

All the teachers and students are hereby informed that a register has been kept in the library to take their feedbacks. They are requested to give their suggestions/feedback/complaints for the improvement of the Library.

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From: Shivaji College <shivajicollege.ac@gmail.com>**To:** undisclosed-recipients;**Subject:** Fwd: UGC Questionnaire on Pay Review Committee**Date:** Tue, 27 Sep 2016 18:39:16 IST*Dear Colleagues,*

In view of the attached mail, you are requested to mail your suggestions if any, in regard to UGC pay review at shivajicollege.ac@gmail.com. These suggestions shall be forwarded to UGC from the College.

*Thanks,**Principal*-----

13.9.2016The Principal,

Dear Colleague,

You would have received a letter from the UGC dated 31.8.2016, asking for a questionnaire to be filled up by colleges regarding a feedback on the terms of references for the UGC Pay Review Committee by 28th September, 2016.

The url for the questionnaire is

<http://www.ugc.ac.in/prcqueclg/payreviewforcolleges.aspx>

This can also be accessed from the UGC website www.ugc.ac.in.

We appeal to you to call an urgent meeting of the Staff Council of your College to discuss the questionnaire, the answers to which could have an impact on our service conditions. Responses to questions, other than those pertaining to factual data, should be as per the resolution of the Staff Council.

With warm regards,

Nandita Narain
(President, DUTA)
Sandeep
(Secretary, DUTA)

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Delhi University Teachers' Association (DUTA)
Day Centre Building, Chhatra Marg
University of Delhi, Delhi-110007
Tel: 27667822, 27666351, 27667725/1697
Website: www.duta-du.info

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

To: shashi nijhawan <shashi.nijhawan@gmail.com>, neena wadehra <wadehranr@yahoo.com>, Rashmi Wardhan <rashmiwardhan56@gmail.com>, malik darshan <darshanmalik@yahoo.com>, Deepika Bhaskar <biodeepika@gmail.com>, renu baweja <renubaweja11@yahoo.com>, sunita_iitd <sunita_iitd@yahoo.com>, Jayita T <jayita.t@gmail.com>, Dr Abhinav Sharma <botanist2010@gmail.com>, Anuradha Mal <anuradha21mal@gmail.com>, "anitakapur52@gmail.com" <anitakapur52@gmail.com>, PRATIMA SARDAR <pratimasardar07@gmail.com>, vijaycemde@yahoo.co.in, Ritesh Bansal <ritesh.ca2010@gmail.com>, prabha5_udsc <prabha5_udsc@yahoo.com>, Misha Yadav <dr.mishayadav@gmail.com>, Smita Tripathi <sm.trip@gmail.com>, kbamel@yahoo.in, promila155@rediffmail.com, devendersingh.1950@rediffmail.com, Manjula Singh <manjulasingh56@gmail.com>, Prasanta Sahu <sahup67@gmail.com>, rajnikanojia <rajnikanojia@yahoo.co.in>, bhaskar.kandpal@gmail.com, Sehra Mk <mksehra@gmail.com>, VANDANA KATOCH <dr.vandanakatoch@gmail.com>, "giri_nand@rediffmail.com" <giri_nand@rediffmail.com>, rahul singhal <rahulsinghalchem@gmail.com>, saya.thoi@gmail.com, suresh Sharda <sureshsharda@hotmail.com>, "P.R. 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Subject: Emergent Meeting for Expansion of Research Facility

Date: Thu, 07 Apr 2016 16:09:33 IST

Dear All,

The College has received a mail regarding expansion of Research Facilities and the last date for submission of performa is 12th April 2016.

You are requested to go through the attachments and give suggestions to your TICs.

The TIC's are hereby requested to attend a **meeting Tomorrow i.e. 8th April 2016 at 2:00 PM** in the college committee room with the suggestions of their colleagues.

Principal

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Academic Year: 20 17 - 20 18

Semester: I, III & VI

Activity	Minutes Register		File & Doc. No.
	Date	Page No.	
(i). Academic Calendar (for academic session)	20 th July, 2017	01	Academic Calendar ANNEXURE - I
	1 st Jan, 2018	17	
	20 th Feb, 2018	19	
(ii). Formation of Departmental Committees	12 th Mar, 2018	22	
	20 th July, 2017	01	
(iii). Distribution of papers of the subject	15 th Dec, 2017	16	ANNEXURE - II
(iv). Distribution of Time Table Among Departmental Colleagues	15 th Dec, 2017	16	ANNEXURE - II
(v). Proforma of execution of teaching plan of each teacher	1 st Jun, 2018	17	ANNEXURE - III
(vi). (a) Formation of Mentor Groups of all Students (b) Formation of Mentor Groups of Paying Guest Students (if any)	25 th July, 2017	03	ANNEXURE - IV
	20 th Feb, 2018	19	
(vii). Was the syllabus covered according to the Initial plan submitted	2 nd Feb, 2018	18	ANNEXURE - V
	28 th Feb, 2018	21	
	28 th Mar, 2018	25	
(viii). Result analysis of previous exam			ANNEXURE - VI
(ix). Monthly Attendance (uploaded on college web.) Month... <u>Jan</u> ... On... <u>8/02/18</u> .. Month... <u>Feb</u> ... On... <u>8/03/18</u> .. Month... <u>Mar</u> ... On... <u>5/04/18</u> .. April on <u>18/04/18</u>	20 th Feb, 18	19	

(x). Mid-Sem. Progress			
(a) Class Test			
(b) Assignment / Project / Seminar			
(c) Non-Performing students	20 th Feb, 18	19	ANNEXURE - VII
(d) Steps taken for improvement			
(xi). Internal Assessment.			
(a) Report of Moderation Committee			
(b) Hard Copy of Internal Assessment.			
(c) College Diary No. & Date of Submission			ANNEXURE - VIII

12. Departmental Activities of the year (Supported by Document). - 12th May, 18. Page NO - 22
ANNEXURE - IX

13. Achievement of Faculty Members Names of Teachers with supported documents. -
ANNEXURE - X

Laboratory Management	Y	N/A	Detail
Organization & Management			
1) Whether Lab. wise Timetable prepared and displayed	✓		Available on College website
2) Whether duties to the Lab. Staff. were assigned in writing?	✓		ANNEXURE - XI
3) Does the department delegate duties to substitute in case of absence of the technical staff.	✓		Leave sanctioned on after making alternate arrangement - Leave Register
4) Number of technical staff attended training programme.	01		Mr. Ratandeep
5) Laboratory Precaution Displayed	✓		Do's & Don'ts displayed in Labs.
6) Physical Verification Report.	✓		Everything in order.
6.1) Follow-up action on physical Verification Report.	✓		No. follow-up action.

Alumni Meet was held on 17th March 2018. 40 students attended the meet

14. Any suggestion/ Comment from the department.

1. The college should ^{take action} against non-performing / Short of attendance students. Intimation of the same should be given to the department also. *Shaan*

2. Academic activities for related departments like Physics, Maths & Comp. sc should be clubbed together so that there minimal effect on classes.

Department of Political Science

Academic Audit Proforma

SHIVAJI COLLEGE

CHECK LIST FOR ACADEMIC INTERNAL AUDIT

Department: of Political Science

Academic Year: 2017-2018

Semester: II, IV & VI

Activity	Minutes Register		File & Doc. No.
	Date	Page No.	
(i). Academic Calendar (for academic session)	8 May 2017	24(D)	1
(ii). Formation of Departmental Committees	24 April 2017	24(B)	2
(iii). Distribution of papers of the subject	30 November 2017	40	3
(iv). Distribution of Time Table Among Departmental Colleagues	30 November 2017	40	3
(v). Proforma of execution of teaching plan of each teacher			4
(vi). (a) Formation of Mentor Groups of all Students (b) Formation of Mentor Groups of Paying Guest Students (if any)	16 January 2018	43-44	12
(vii). Was the syllabus covered according to the Initial plan submitted	Yes	-	4
(viii). Result analysis of previous exam	9 March 2018	52A	5
(ix). Monthly Attendance (uploaded on college web.) Month..... On..... Month..... On..... Month..... On.....	Software was not available n.a. n.a. n.a.		

(a) End Sem Progress			
(a) Class Test			
(b) Assignment / Project / Seminar			
(c) Non-Performing students			
(d) Steps taken for improvement			
(x) Internal Assessment			
(a) Report of Moderation Committee	2-5-2018	65	15
(b) Hard Copy of Internal Assessment			8
(c) College Diary No. & Date of Submission	Diary No. P/1752/18 2-5-2018	64	8

12. Departmental Activities of the year (Supported by Document). F.N. 16

13. Achievement of Faculty Members Names of Teachers with supported documents: F.N. 17

Laboratory Management	Y	N/A	Detail
Organization & Management			
1) Whether Lab. wise Timetable prepared and displayed			n-a.
2) Whether duties to the Lab. Staff. were assigned in writing?			n-a.
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.			

14. Any suggestion/ Comment from the department.

- 1) Installation of AC in the department room on an urgent basis
- 2) Water dispenser is urgently required in the department room
- 3) printer facility in the departmental room.

[Signature]

Department of Political Science

Academic Audit Proforma

SHIVAH COLLEGE
CHECK LIST FOR ACADEMIC INTERNAL AUDIT

Department: Political Science Academic Year: 2018-2019 Semester: 1st

9/20/19
22/10/19

Activity	Minutes Register		
	Date	Page No.	File & Doc. No.
(i). Academic Calendar [for academic session]	1-1-2019	32	1
(ii). Formation of Departmental Committees	8-8-2018	14, 21	2
(iii). Distribution of papers of the subject	1-1-2019	32	3
(iv). Distribution of Time Table Among Departmental Colleagues	1-1-2019	32	3
(v). Proforma of execution of teaching plan of each teacher	11-2-2019	36	4
(vi). (a) Formation of Mentor Groups of all Students	23-8-2018	18	12
(b) Formation of Mentor Groups of Paying Guest Students (if any)	do	do	do
(vii). Was the syllabus covered according to the initial plan submitted	Yes	Yes	4
(viii). Result analysis of previous exam			5
(ix). Monthly Attendance (uploaded on college web.) Month <u>Jan-2019</u> On <u>10 Feb '19</u> Month <u>Feb '19</u> On <u>10 March '19</u> Month <u>March-April '19</u> On <u>5 May '19</u>	8 August 2018	14	<u>Chhavi</u> <u>22/10/19</u>

(x) Mid-Sem. Progress			
(a) Class Test			
(b) Assignment / Project / Seminar	12-3-2019	32	776
(c) Non-Performing students	3-5-2019		
(d) Steps taken for Improvement	3-5-2019	11	2
(xii) Internal Assessment.	3-5-2019	11	15
(a) Report of Moderation Committee	3-5-2019	11	15
(b) Hard Copy of Internal Assessment.	P/2172/19	11	15
(c) College Diary No. & Date of Submission	3/5/2019	11	15

12. Departmental Activities of the year (Supported by Document). File No. 16

13. Achievement of Faculty Members Names of Teachers with supported documents. File No. 10

14. Achievements of Students - F.No 10

Laboratory Management	Y	N/A	Detail
Organization & Management			
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.			

14. Any suggestion/ Comment from the department.

- (1) Installation of Ac in the department room on urgent basis
- (2) Water dispenser is urgently required in the department room
- (3) Printer Facility in the departmental room

Department of Political Science

Academic Audit Proforma

SHIVAJI COLLEGE

CHECK LIST FOR ACADEMIC INTERNAL AUDIT

Department: Political Science

Academic Year: 20 18-20 19

Semester: I, III & V

Activity	Minutes Register		File & Doc. No.
	Date	Page No.	
(i). Academic Calendar (for academic session)			1
✓ (ii). Formation of Departmental Committees	8, August 5 Sept 2018	14, 21	2
✓ (iii). Distribution of papers of the subject	15 June 2018	7	3
✓ (iv). Distribution of Time Table Among Departmental Colleagues	20 July 2018	12	3
✓ (v). Proforma of execution of teaching plan of each teacher	26 Sept 2018	24	4
(vi). ✓ (a) Formation of Mentor Groups of all Students	23 August 2018	18	12
(b) Formation of Mentor Groups of Paying Guest Students (if any)	do	do	do
(vii). Was the syllabus covered according to the Initial plan submitted	Yes	Yes	4
(viii). Result analysis of previous exam			5
✓ (ix). Monthly Attendance (uploaded on college web.) July-Aug - Sept On 10 Sept '18 Month... Sep... On 10 Oct. 18 Month... Oct - Nov. On 16 Nov. 18	8 August 2018	14	

(x). Mid-Sem. Progress			
(a) Class Test			7
(b) Assignment / Project / Seminar			7
(c) Non-Performing students			6
(d) Steps taken for improvement	19 sept'18	22	6
(xi). Internal Assessment.			8
(a) Report of Moderation Committee	22 NOV'18	29	15
(b) Hard Copy of Internal Assessment.	22 NOV'18	30	8
(c) College Diary No. & Date of Submission	22 NOV'18	P/4952/18	

12. Departmental Activities of the year (Supported by Document). F.N. 16

13. Achievement of Faculty Members Names of Teachers with supported documents. F.N. 17

14 Achievement of Students - F.N. 10.

Laboratory Management	Y	N/A	Detail
Organization & Management			
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.			

14. Any suggestion/ Comment from the department.

- (1) Installation of AC in the department room on an urgent basis
- (2) Water dispenser is urgently required in the Department room
- (3) Printer facility in the departmental room

[Signature]
27-11-2018