

Economics Department 2017-2018

(x) Mid-Sem. Progress			
(a) Class Test			
(b) Assignment / Project / Seminar	26/09/17	7	7A-File
(c) Non-Performing students	26/09 & 02/11	7	9A
(d) Steps taken for improvement	24/09 & 02/11		
(xi) Internal Assessment			
(a) Report of Moderation Committee	20/11/2017	11	
(b) Hard Copy of Internal Assessment	"	"	11B
(c) College Diary No. & Date of Submission	P/4271/17 class	"	11A

12. Departmental Activities of the year (Supported by Document). 27/10/17 2 9A, 8B & 8C

13. Achievement of Faculty Members Names of Teachers with supported documents. 12A

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.

The Department of Economics has attached the alumni details along with internship/placement details in annexure. The department plans to conduct Alumni Meet in February 2018 during the annual academic festival PARC'18.

[Signature]
20/11/2017

Economics Department 2018-2019

(x) Mid-Sem. Progress			
(a) Class Test	13/09/18	09	7A
(b) Assignment / Project / Seminar	13/09/18		
(c) Non-Performing students	17/09/18	P/3788/18	7B
(d) Steps taken for improvement			
(xi) Internal Assessment			
(a) Report of Moderation Committee	19/11/18	10	94
(b) Hard Copy of Internal Assessment	19/11/18	10	9B
(c) College Diary No. & Date of Submission	29/11/18	P/4950/18	

12. Departmental Activities of the year (Supported by Document)
 05/03/18 (20), 4/10/18 (09), 25/10/18 (26)
 (10 A) (10 B) (10 C)
 P/3952/18, P/4339/18, P/4339/18
13. Achievement of Faculty Members Names of Teachers with supported documents.
 12A (14 pgs)
 12A

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.

Economics Department 2018-2019

(x). Mid-Sem. Progress			
(a) Class Test	7 th March '19		08
(b) Assignment / Project / Seminar	7 th March '19		08
(c) Non-Performing students	7 th March '19	08	08
(d) Steps taken for improvement	7 th March '19		
(xi). Internal Assessment.			
(a) Report of Moderation Committee	1 st May '19	11	11
(b) Hard Copy of Internal Assessment.	1 st May '19		11
(c) College Diary No. & Date of Submission	02 nd May '19	P/2165/19	

- ✓ 12. Departmental Activities of the year (Supported by Document) 22nd Feb '19 (7) 9th Jan 2019 (14)
 P/1082/19
- ✓ 13. Achievement of Faculty Members Names of Teachers with supported documents. 13.

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.

English Department 2016-2017

c) Were the internal Assessment marks uploaded on college website by the given date 10 th April, 2016	YES	
d) Is academic calendar followed (Lectures/study tour/symposium/conference) Departmental activities documented with title and dates and speakers or others etc.	YES	
e) Result analysis of previous exams (odd or even semester) * Print out of all final assessments from the computer which have been filled just now	YES	
f) There is an evident commitment in making continuous quality improvement in the program a) List of Mentoring of Students in the current semester b) Evaluation of student performance	YES	
g) Is there any outstanding faculty achievement or involvement in any research area/project	-NA-	

Laboratory Management	Y	N/A	Detail
Organization & Management			
1.) Does the department specify and document the responsibility of the Lab. Staff.		NA	
2.) Does the department delegate duties to alternate in case of absence of the technical staff.		NA	
3) Does the technical staff go for training from time to time.		NA	
Equipment for which AMC are done (if any)			
1.) Are maintenance procedures documented?		NO	
2.) Procedure and periodicity of maintenance of equipment?		NA	

3

English Department 2017-2018

(x). Mid-Sem. Progress			
(a) Class Test	17.10.17	34	P/3639/17
(b) Assignment / Project / Seminar	- Test/answer to it		17/10/17
(c) Non-Performing students	- Submission of 237 GC		
(d) Steps taken for improvement	Effort		
(xi). Internal Assessment.			P/4412/17
(a) Report of Moderation Committee	23.11.2017	41	24/11/17.
(b) Hard Copy of Internal Assessment.	ATTACHED		
(c) College Diary No. & Date of Submission			

12. Departmental Activities of the year (Supported by Document), P.27. P/3197/17 (12/09/17)

13. Achievement of Faculty Members Names of Teachers with supported documents. Attached

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.

English Department 2018-2019

Mid-Sem. Progress			
Class Test	} as scheduled by end. directors for their respective classes		
Assignment / Project / Seminar			
Non-Performing students			
Steps taken for improvement	} students informed in classes, default lists.		
(a) Internal Assessment.	{ 30/4/19	'89-90	P/2108/19, 30/4/19
(b) Report of Moderation Committee	{ 1/5/19	91	P/2141/19, 1/5/19
(b) Hard Copy of Internal Assessment	{ 1/5/19	91	P/2141/19, 1/5/19
(c) College Diary No. & Date of Submission			

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

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

	Y	N/A	Detail
Laboratory Management			
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.			

Economics Department 2016-2017

SHIVAJI COLLEGE		
Check List For Academic Internal Audit (2016-17) Sem- I,III,V		
Department Name	ECONOMICS	Date: 8/5/2017
1 TEACHING AND LEARNING PROCESSES		
	Relevant Document	Remarks of Audit Committee
A	Does the TIC ensure that <ul style="list-style-type: none"> Academic Calendar is prepared? Required committees are formed in the department to distribute the various academic responsibilities. Course and timetable is assigned and communicated to the departmental colleagues? Proforma of execution of teaching plan for the course? 	Yes 4/7/2016 6B Yes 4/7/2016 - 2A Yes Course - 27/9/16 - 1A 7/2/17 - 3A TT - 20/7/16 - 2B 22/8/16 - 2A 20/1/17 - 2B
b	Was the course covered according to initial plan submitted to teacher in-charge?	Yes Course - 27/9/16 1A 7/2/17 3A
c	<ul style="list-style-type: none"> Status of Assignment /presentation/Project work? Mid semester test was conducted? 	Yes Parvati JA file
d	Diary Number and copy of the minutes of the departmental moderation committee.	Yes 28/9/16 (2,4,6-2016) 17/11/16 (1,3,5-2016) 5/5/17 (2,4,6-2016)
e	Were the Internal Assessment marks uploaded on college website by the given date?	Yes
f	Is academic calendar followed (Lectures/study tour/symposium/conference)?	Yes GST - 14/9/2016 10A
	Departmental activities documented with title and dates and speakers or others etc.	→ Pareto - 20/1/17 2B Pareto file

Computer science department 2015-2016

SHIVAJI COLLEGE		
INTERNAL ACADEMIC AUDIT NON-CONFORMITY REPORT FORM		
Done By: PHYSICS DEPT.	For the Department:	Date:
T-I-C. <u>Manti</u> (MAMTA)	COMPUTER SCIENCE	19 th April, 2016
Past T-I-C. <u>Bhate</u> (Bhate)		
Next T-I-C. <u>Bhange</u> (Bhange)		
NON CONFORMITY REPORT (NCR)		
Department Name: NON CONFORMITY OBSERVED		DATE: 14 th April, 2016 Reasons if any
1) Internal assessment IS not uploaded because of server breakdown.		
2) Moderation committee minutes to be submitted after the internal ass. upload,		
3)		
Name and Signature of AUDITORS		Name and Signature of AUDITEES
T-I-C. <u>Manti</u> 19/04/16		T-I-C. <u>Bhange</u>
Past T-I-C. <u>Bhate</u>		Past T-I-C. <u>Bhate</u>
Next T-I-C. <u>Bhange</u> 19.4.16		Next T-I-C. <u>Bhate</u>
STATUS OF NON-CONFORMITY:-		
- Internal assessment uploaded and verified		
- Minutes of Moderation committee also verified		
DATE 02/05/16		Name and Signature of AUDITORS T-I-C. <u>Manti</u>

Computer science department 2015-2016

SHIVAJI COLLEGE		
INTERNAL ACADEMIC AUDIT OBSERVATIONS REPORT FORM		
Done By: PHYSICS DEPT. T-I-C. <u>Manki</u> Past T-I-C. <u>Bhat</u> Next T-I-C. <u>Bhat</u>	For the Department: COMPUTER SCIENCE	Date: 2 nd May, 2016
<p>Internal Academic Audit Report of the Department: Full status</p> <p>T-I-C. Conforms were observed - (i) Internal Assessment to be updated. (ii) Minutes of meeting to be submitted.</p> <p>sent status :- Internal assessment marks were uploaded, supporting reports and minutes verified.</p> <p>Rest all documents and reports maintained were checked and found in order as per the checklist.</p>		
SIG. OF AUDITOR		
T-I-C. <u>Manki</u> Past T-I-C. <u>Bhat</u> Next T-I-C. <u>Bhat</u>		

Computer science department 2017-2018

(x). Mid-Sem. Progress (a) Class Test (b) Assignment / Project / Seminar (c) Non-Performing students (d) Steps taken for improvement (xi). Internal Assessment.	20 th Feb, 18	19	ANNEXURE - VII
(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. 6.1) Follow-up action on physical Verification Report.	✓		Everything in order. No. follow-up action

6th Mini Meet was held on 17th March 2018. 40 students attended the meet

Computer science department 2018-2019

(x). Mid Sem. Progress			
(a) Class Test			CS/12/AAO ANNEX IX a, b
(b) Assignment / Project / Seminar	13 th Sept, 2018	32	
(c) Non-Performing students			ANNEX X
(d) Steps taken for improvement	26 th Sept, 2018	34	
(xi). Internal Assessment.	14 th Nov, 2018	36	CS/12/AAO ANNEX XI
(a) Report of Moderation Committee	16 th Nov 2018	37	
(b) Hard Copy of Internal Assessment.			
(c) College Diary No. & Date of Submission	P/4965/18 22/11/18		

12. Departmental Activities of the year (Supported by Document). CS/12/AAO ANNEX XII

13. Achievement of Faculty Members Names of Teachers with supported documents. FILE NO CS/05/SC

Laboratory Management	Y	N/A	Detail
Organization & Management			
1) Whether Lab. wise Timetable prepared and displayed	Yes		CS/12/AAO ANNEX XIII
2) Whether duties to the Lab. Staff. were assigned in writing?	Yes		ANNEX XIV
3) Does the department delegate duties to substitute in case of absence of the technical staff.	Yes		Leave sanctioned only after making alternate arrangements
4) Number of technical staff attended training programme.	-		
5) Laboratory Precaution Displayed	Yes		Do's & Don'ts displayed in Lab

Computer science department 2018-2019

(a) Mid Sem. Progress			
(a) Class Test			
(b) Assignment / Project / Seminar			CS/12/AAC
(c) Non-Performing students	8 th February 2019	43	ANNEX <u>XI</u> , b
(d) Steps taken for improvement	10 th March 2019	44	
(e) Internal Assessment	15 th April, 2019	48	
(a) Report of Moderation Committee	24 th April, 2019	49	CS/12/AAC
(b) Hard Copy of Internal Assessment			ANNEX <u>X</u>
(c) College Diary No. & Date of Submission	P/2156/19 02/03/2019		
12. Departmental Activities of the year (Supported by Document) CS/12/AAC ANNEX <u>XI</u>			
13. Achievement of Faculty Members Names of Teachers with supported documents- File No CS/02/SCF			

Biochemistry Department 2018-2019

(v) Mid-Sem. Progress (vi) Class Test (vii) Assignment / Project / Seminar (viii) Non-Performing students (ix) Steps taken for improvement (x) Internal Assessment.	29/11/19	18	10
(xi) Report of Moderation Committee (xii) Hard Copy of Internal Assessment. (xiii) College Diary No. & Date of Submission	29/11/19	18	11

12. Departmental Activities of the year (Supported by Document). 12-

13. Achievement of Faculty Members Names of Teachers with supported documents. 13

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

14. Any suggestion/ Comment from the department.

Biochemistry Department 2015-2016

various academic responsibilities.		
b) Is there mix approach followed in teaching and Learning of the course Lectures/ seminar Video presentations Field visit Interactive session/class Project activity. Was the course covered according to initial plan submitted to teacher in-charge	Yes	Mixed use of methodology has been used like students presentation, educational videos etc.
c) Is the department satisfied with the assignment and in-house exam, conducted by the faculty members?	Yes	Documents reviewed
Minutes of the moderation committee meeting to be given in diary and copy to be added to result analysis file		Date on 2 nd May 2016 (As per college policy)

*IQAC
To be filed
for*

c) Were the Internal Assessment marks uploaded on college website by the given date 10 th April 2016	Yes	Yes
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Biochemistry Department 2016-2017

SHIVAJI COLLEGE			V,VI
Check List For Academic Internal Audit (2016-17) Sem- II,IV,VI			2017
Department Name: <u>Biochemistry</u>		Date: <u>18/02/17</u>	
TEACHING AND LEARNING PROCESSES			
		Relevant Document	Remarks of Audit Committee
A	Does the TIC ensure that		
	• Academic Calendar is prepared?	Yes	
	• Required committees are formed in the department to distribute the various academic responsibilities.	Yes	
	• Course and timetable is assigned and communicated to the departmental colleagues?	Yes	
	• Proforma of execution of teaching plan of the course?	Yes	
B	Was the course covered according to initial plan submitted to teacher in-charge?	Yes	
C	• Status of Assignment /presentation/Project work?	Yes	
	• Mid semester test was conducted?		
D	Diary Number and copy of the minutes of the departmental moderation committee.	Yes	11/02/17 18/02/17
E	Were the Internal Assessment marks uploaded on college website by the given date?	Yes	
F	Is academic calendar followed (Lectures/study tour/symposium/conference)?	Yes	
	Departmental activities documented with title and dates and speakers or others etc.		

Biochemistry Department 2017-2018

(x) Mid-Sem. Progress			
(a) Class Test			FILE-8
(b) Assignment / Project / Seminar	-	-	MASTERS
(c) Non-Performing students			PROGRESS OF
(d) Steps Taken for improvement			THE STUDENTS
(e) Internal Assessment			
(a) Report of Moderation Committee	8/12/2017	-	FILE-9
(b) Hard Copy of Internal Assessment	8/12/2017		Internal Assessment
(c) College Diary No. & Date of Submission	(College Diary No.)		

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

13. Achievement of Faculty Members Names of Teachers with supported documents. *Faculty member research is available in file-10*

Laboratory Management	Y	N/A	Detail
Organization & Management			
1) Whether Lab. wise Timetable prepared and displayed.	✓		Time Table of last sem. departmental website in the file.
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.	-	-	No attend any training in the last sem. because no procedure displayed in the website.
5) Laboratory Precaution Displayed	✓		Lab. Stock Register maintained and also inside of the lab.
6) Physical Verification Report.			
8.1) Follow-up action on physical Verification Report.	✓		

14. Any suggestion/ Comment from the department. -

Signature
8/12/2017
R. J. (2017) P. A. J. (2017)
T. C.

Biochemistry Department 2018-2019

(vi) Mid-Sem. Progress			
(a) Class Test			10
(b) Assignment / Project / Seminar	29/11/19	28	
(c) Non-Performing students			
(iii) Steps taken for improvement			
(vii) Internal Assessment			
(a) Report of Moderation Committee	29/11/19	28	11
(b) Hard Copy of Internal Assessment			
(c) College Diary No. & Date of Submission			

12. Departmental Activities of the year (Supported by Document) 13

13. Achievement of Faculty Members Names of Teachers with supported documents. 13

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

14. Any suggestion/ Comment from the department.

Commerce Department 2016-2017 and 2017-2018

(x). Mid-Sem. Progress			F2 - 1 F2A - 1
(a) Class Test			
(b) Assignment / Project / Seminar	8/9/17	15	F3 - 1
(c) Non-Performing students	25/10/17	17	F3 - 4B
(d) Steps taken for improvement			
(xi). Internal Assessment.			
(a) Report of Moderation Committee	5/5/17. 20/11/17	5 19	
(b) Hard Copy of Internal Assessment.	3/5/17 20/11/17		F2 F2A - 2
(c) College Diary No. & Date of Submission	5/5/17 28/11/17	P/1528/17 P/4391/17	F2 F2A - 2

12. Departmental Activities of the year (Supported by Document). F3-1

13. Achievement of Faculty Members Names of Teachers with supported documents. F3-5

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			
5) Physical Verification Report.			
6.1) Follow-up action on physical Verification Report.			

14. Any suggestion/ Comment from the department.

Rohit Kumar

Commerce Department 2017-2018

A). Mid Sem. Progress			
(a) Class Test		27	F3 - 4
(b) Assignment / Project / Seminar	5/1/18 24/2/18	40	F2 - 1
(c) Non-Performing students			F1 - 10
(d) Steps taken for improvement			
Aii). Internal Assessment.			
(a) Report of Moderation Committee	P/18/2/18 2/4/18	7A	F3 - 1
(b) Hard Copy of Internal Assessment.			F3 - 2
(c) College Diary No. & Date of Submission	P/18/2/18 31/5/18		

12. Departmental Activities of the year (Supported by Document). F1 - 2, 3, 4

13. Achievement of Faculty Members Norms of Teachers with supported documents. F2-5

Laboratory Management	Y	NA	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.			
Laboratory Precision Displayed			
6) Physical Verification Report.			
6.1) Follow-up action on physical Verification Report.			

14. Any suggestion/ Comment from the department.

Human Meet of the department was held on 10/3/2018 and 70 students attended it

Commerce Department 2018-2019

(x). Mid-Sem. Progress			
(a) Class Test			F2 - 4
(b) Assignment / Project / Seminar			
(c) Non-Performing students			F2 - 2
(d) Steps taken for improvement			
(xi). Internal Assessment.			
(a) Report of Moderation Committee	19/11/18	29A	F3 - 1
(b) Hard Copy of Internal Assessment.			F3 - 2
(c) College Diary No. & Date of Submission	P/4456/18 22/11/18		

12. Departmental Activities of the year (Supported by Document). N/A

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

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.			
Laboratory Precaution Displayed			

Commerce Department 2018-2019

(x). Mid-Sem. Progress			
(a) Class Test			F3
(b) Assignment / Project / Seminar			
(c) Non-Performing students			
(d) Steps taken for improvement			
(xi). Internal Assessment.			
(a) Report of Moderation Committee	29/4/19	05	
(b) Hard Copy of Internal Assessment.			F4 ②
(c) College Diary No. & Date of Submission	P/2166/19 & 3/5/19	07	F4 ①

12. Departmental Activities of the year (Supported by Document) F2, 7, 7A

13. Achievement of Faculty Members Names of Teachers with supported documents. B, F2.

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.

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Geography

Paper Name:

Sustainable Development

Paper code:

Number of Periods: 05/week

Total 59 classes

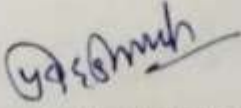
Name of Teachers	Unit Numbers	Periods Allotted Per Unit	Periods to be Taken (Month Wise)	Actual Periods Taken (Month Wise)
Dr. Prabhuddh K. Nimbh	1	-	Jan - 16	16
	2	-	Feb - 16	16
	3	-	March - 13	13
	4	-	April - 14	14
	5	-		
Total				59

Copy of Syllabus Enclosed

Internal Assessment: 1. Presentation () / Assignment () 2. Class Test ()

Visit (Institution/Field): () ()

Remarks (if any):


Name and Signatures of Teachers
(Dr. Prabhuddh K. Nimbh)

Botany Department 2017-2018

2017-2018

SHIVAR COLLEGE
CHECK LIST FOR ACADEMIC INTERNAL AUDIT

Department: Botany Academic Year: 2017-2018
 C-61 - Semester: I, III & V

Activity	Source Register		File & Doc. No.	
	Date	Page No.		
(i) Academic Calendar (for academic session)	12/5/17	1	(A) 1	
(ii) Formation of Departmental Committees	20/7/17	2	(A) 1	
(iii) Distribution of papers of the subject	10/6/17	3	(b) 1	
(iv) Distribution of Time Table Among Departmental Colleagues	19/4/17	4	(b) 1	
(v) Proficiency of execution of teaching plan of each teacher	4/8/17	5	(c)	
(vi)	(a) Formation of Mentor Groups of all students	4/8/17	6	(d) 1
	(b) Formation of Mentor Groups of Paying Guest Students, if any.	4/8/17		
(vii) Was the syllabus covered according to the initial plan submitted	12-14/11/17	5	(c)	
(viii) Result analysis of previous exam	14/11/17	7	(c)	
(ix) Monthly attendance (uploaded on college web)	The software for attendance upload was available in October, hence all attendance were uploaded from October			
Month: <u>July, Aug</u> On: <u>17th 10/2017</u>				
Month: <u>Sept</u> On: <u>11th 10/2017</u>				
Month: _____ On: _____				

2020/7/15 11:33

(a) Class Test -			
(b) Assignment / Project / Seminar -			
(c) Non-Performing students	4/11/17	8	(f)
(d) Extra Tutorials for improvement			
(e) Internal Assessment			
(f) Report of Moderation Committee	21/10/17	9	(g)
(g) Hard Copy of Internal Assessment			
(h) College (Date, No. & Date of Submission)			8/11/17

22. Departmental Activities of the year (Supported by Documents) (6)

23. Achievement of Faculty Members Names of Teachers with supported documents (6)

Laboratory Management	V	N/A	Disad
Organization & Management			
1) Whether Lab. work Timetable prepared and displayed	✓		
2) Whether classes in the Lab. Staff. were assigned in writing?	✓		
3) Does the department arrange funds to substitute in case of absence of the technical staff?	✓		
4) Number of technical staff attended training programmes	✓		
5) Laboratory Personnel Employed	✓		
6) Physical Verification Report	✓		
7) Follow-up action on physical Verification Report.	✓		

2020/7/15 11

Zoology Department 2016-2017

Minutes of Meeting

A departmental meeting was held on 28th Nov 16 in Zoology staff room at 10:00am for validation of internal assessment report and opting for SEC paper for the coming semester of the

following options:

- ① Research Methodology
- ② Socioculture
- ③ Aquarium Fish Keeping

It was decided to opt for Socioculture for January 2017 session (Semester IV)

The following members attended the meeting:-

DR. INDEA CHAUDHARY I Chaudhary

DR. SONITA GUPTA *Sonita*

MS. SHIMITA KANI *Shimita Kani*

MS. MANISH K. SACHDEVA *Manish K. Sachdeva*

DR. AERNA NIGAM *Aerna Nigam*

DR. JITendra K. CHOUHARY *Jitendra K. Chouhary*

DR. PARUL KULSHRESHTHA *Parul*

DR. ANKITA DOA *Ankita Doa*

DR. RASHMI SINGH *Rashmi Singh*

DR. NEELU SINGH *Neelu Singh*

DR. ANU K. MEER *Anu K. Meer*

DEPARTMENT OF ZOOLOGY, SHIVAJI COLLEGE
 ACADEMIC PROGRESS REPORT (PRACTICAL)
 (Paper was from January-June 2019)

Paper Name: Bio-ecology Paper code: 201 CHE Zoology B Sem Total no. of periods: _____

Name of Teacher	Name of Practical Experiment	Period to be taken (Month wise tentative plan)	Actual periods taken (Month wise)
<u>Dr. Diphakshwari</u>	<u>PCR</u> <u>DNA fingerprinting</u> } <u>Jan</u> <u>Restriction digestion of DNA and</u> <u>Calculation of transformation efficiency</u> <u>for the lla</u> <u>Project Report on trend of climate change</u>		<u>Completed</u>
<u>MANISH</u> <u>DR</u> <u>SACHDEV</u>	<u>Collection of Coccoloba and brown</u> <u>Restriiction map</u> <u>Plasmid & genomic DNA isolation</u> <u>DNA sequencing</u> <u>Southern, northern &</u> <u>Western Blotting</u>	<u>January</u> <u>February</u> <u>January</u> <u>March</u>	<u>All the</u> <u>practical</u> <u>assignments</u> <u>Completed</u> <u>as planned</u>
<u>Total</u>			

Mock practical conducted ()

Visit (Institute/ Field)

Remarks (if any)

Manish Sachdev Diphakshwari
 Name and Signatures of teacher/s

Manish Sachdev
 Teacher in-charge

Political science Department 2017-2018

(x). Mid-Sem. Progress (a) Class Test (b) Assignment / Project / Seminar (c) Non-Performing students (d) Steps taken for improvement			
(xi). Internal Assessment.	29-11-2017	38	7
(a) Report of Moderation Committee	29-11-2017	39	6
(b) Hard Copy of Internal Assessment.	28-11-2017	34	8
(c) College Diary No. & Date of Submission	29-11-2017	39	8
	P/4506/17 and 29/11/2017		

12. Departmental Activities of the year (Supported by Document). File no 1.

13. Achievement of c-...

Political science Department 2017-2018

at Course Progress	Class Test	Assignment / Project / Seminar	Non-Performing students	Steps Taken for improvement
1. Internal Assessment.				
a) Report of Moderation Committee	2-5-2018	65	15	8
(b) Hard Copy of Internal Assessment				
(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.			N.A.
6.1) Follow-up action on physical Verification Report.			N.A.

Political science Department 2018-2019

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

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			
Conclusion Report.			

Political science Department 2018-2019

(v) 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
(vi) 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.			

