



Internal Quality Assurance Cell

Deva Nagri College, Meerut - 250002

NAAC ACCREDITED 'A' GRADE

UGC Awarded : College with potential for Excellence (CPE)

Dated.....10.09.2020.....

To,

The Principal

D.N. College, Meerut

Sub: Submission of Academic and Administrative Audit report for session 2020-21

Sir,

A team of experts was invited for Academic and Administrative Audit (AAA) of the college for the session 2020-21 to ensure the quality of general administration,, teaching and learning process. The team has submitted its report. I, hereby submit the same for your kind consideration and necessary action.

Yours faithfully

(Dr. Ruchi Goel)

Coordinator IQAC

**Coordinator, IQAC
Deva Nagri College
Meerut**

Deva Nagri College, Meerut
Academic and Administrative Audit

Session : 2020-21

Panel of three members consisting of Prof. Sanjay, Prof. S.K Sharma and Dr. HariKishan Deva Nagri College, Meerut today i.e 10.09.2020. The team interacted with the Principal, teachers and non teaching staff of the college and audited the academic and administrative activities and resources of the college. The panel analyzed the different fields of the college on the following parameters:

**Academic
Performance Factor**

Outstanding

Effective

Needs improvement

Quality of Work

- Understands and adheres to proper procedure.
- Able to complete work assigned to get desired results.

		✓	
✓			

Productivity Management

- Works in an efficient manner.
- Prioritize work.
- Considers changing departmental requirements.

✓			
	✓		
✓			

Attendance and Punctuality

- Keeps the attendance data of students.
- Upload the attendance data on government and institute website
- Motivate and counsels the students with short attendance.
- Leave applications of the staff are properly maintained.

		✓	
		✓	
✓			
✓			

Initiatives and innovation

- Innovates new ideas for teaching and learning process.
- Shares knowledge and demonstrates resourcefulness.

✓			
✓			

Communication Skills

- Listens and interprets information accurately.
- Communicates clearly and concisely.

		✓	
✓			

Collaboration

- Provides assistance to other colleagues/departments.
- Participates in committees and working groups.
- Industrial linkages are productive.

		✓	
		✓	
		✓	

Professional Development

- Offers ideas for professional development.
- Availability of methods, techniques and equipments for professional development.
- Attends seminars and workshops and writes research papers.
- Attends FDP, refresher courses and orientation programme to stay updated in the field.

		✓	
✓			
✓			
✓			

Inclusiveness

- Fosters a sense of belonging
- Encourages the talent, experiences and capability of students
- Promotes gender and social equality

		✓	
✓			
✓			

Administrative Performance Factor	Outstanding	Effective	Needs improvement
--	-------------	-----------	-------------------

Supervisory and leadership skills

• Carries out responsibilities assigned.	✓		
• Demonstrates positive behavior.		✓	
• Makes open and honest communication.	✓		
• Gives support, encouragement and recognition to staff members.	✓		
• Makes sound and fair decisions.	✓		

Initiative and Team Work

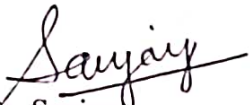
• Work with colleagues in a decent manner.	✓		
• Exhibits creative and innovative problem solving methods.		✓	
• Responses appropriately and honestly in critical situations.		✓	
• Makes a list of work assigned.	✓		


Work Environment


• Appreciation and timely promotion.	✓		
• Availability of required equipments and support system.		✓	
• Availability of ergonomically work space.		✓	

Suggestions:

1. Indoor and outdoor games facilities should be improved.
2. Shankar auditorium should be air conditioned.
3. To check the intruders and miscreants, a barrier should be installed and steel panel should be installed on the boundaries of the roof.
4. Covid protocol should be maintained strictly.


Dr. Sanjay
Dept. of Def. Studies
Meerut College, Meerut


Dr. S.K. Sharma
Head,
Dept. of Physics
NAS College, Meerut


Dr. HariKishan
Former Head & Asso. Prof
Dept. of Mathematics
D.N College, Meerut



Deva Nagri College

MEERUT - 250002

NAAC ACCREDITED COLLEGE

Ref. No.....

Date :.....
10.09.2020

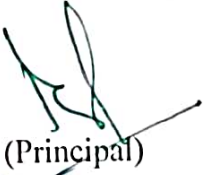
Notice

A meeting of the following members will be held on 11.09.2020 at 2 p.m. in Principal's office.
The agenda of the meeting is as follows:-

“To discuss the AAA report”

Copy forwarded to:

1. Dean student Welfare
2. Coordinator, IQAC
3. Chief Proctor
4. Head of the Physics Department
5. Head of the Chemistry Department
6. Head of the Zoology Department
7. Head of the Botany Department
8. Head of the Statistics Department
9. Head of the Economics Department
10. Head of the English Department
11. Head of the Mathematics Department
12. Head of the Commerce Department
13. Head of the B.Ed. Department
14. Head of the B.Sc Computer science Department
15. Head, Physical Education & Sports
16. Librarian
17. Office Superintendent


(Principal)
Principal
Deva Nagri College
Meerut



Deva Nagri College

MEERUT - 250002

NAAC ACCREDITED COLLEGE

Ref. No.....

Date : 11-09-2020

Minutes of the Meeting

A meeting of the following members is convened today i.e. 11.09.2020 at 2 p.m. in Principal's office. In this meeting the outcomes of Academic and Administrative Audit (AAA) conducted by a panel of experts are discussed. The audit reports suggest that the college should take the following measures:-

1. Indoor and outdoor games facilities should be improved.
2. Shankar auditorium should be air conditioned.
3. To check the intruders and miscreants, a barrier should be installed and steel panel should be installed on the boundaries of the roof.
4. Covid protocol should be maintained strictly.

All the present members are agreed to these recommendations.

Dr. Ruchi Goel
Coordinator, IQAC

Dr. P.S. Yadav
Principal
Deva Nagri College
Meerut

1. Dr. S.K. Agarwal
2. Dr. Sudhir Kumar
3. Dr. M.K. Yadav
4. Sh. Vishrut Chaudhary
5. Dr. Anjula Jain
6. Smt. Everest
7. Dr. R.B Singh
8. Dr. Anupa Singh
9. Dr. Prithvi Raj Singh Chauhan
10. Dr. Anita Kaushal
11. Dr. Divya Sharma
12. Dr. Jinendra Baudh
13. Sh J. N Sharma
14. Dr. Tanuj Sharma



Deva Nagri College
MEERUT - 250002
NAAC ACCREDITED COLLEGE

Ref. No.....

Date : 19-11-2020

To,

The Coordinator
IQAC, Deva Nagri College,
Meerut

Madam,

The college management is pleased to accept the suggestions given in the report of Academic and Administrative Audit.
You are requested to prepare a plan and take the necessary actions to implement the suggestions given by the expert committee in Academic and Administrative Audit.

Principal
Deva Nagri College
Meerut