



The Autonomous & Heritage Institution
KANYA MAHA VIDYALAYA, JALANDHAR

College with Potential for Excellence
Re-Accredited A⁺ by UGC-NAAC
Star Status by DBT
FIST (Phase II) Supported College



Academic Audit Report

Kanya Maha Vidyalaya, Jalandhar

Notice

An Academic Audit (Internal) of the various departments will be conducted by the Academic Audit Committee. The criteria for audit is attached herewith.

Schedule for the visit to different Departments:

Session of Audit	Name of Departments	Date & Time	Re-audit
2019-20	Hindi	09 th Feb at 12.30 pm	19 th March 2021 11.00 am
2019-20	Economics	09 th Feb at 2.30 pm	19 th March 2021 12.00 noon
2019-20	History & Sociology	10 th Feb at 12.30 pm	19 th March 2021
2019-20	Commerce	10 th Feb at 2.30 pm	25 th March 2021
2019-20	Sanskrit	13 th Feb 11 am	21 st March 2021
2019-20	Philosophy & Political Science	13 th Feb 12.30 pm	23 rd March 2021
2019-20	Music & dance	13 th Feb 2.30 pm	22 nd March 2021
2019-20	Mathematics	15 th Feb 11 am	25 th March 2021
2019-20	Biotechnology & Bioinformatics	15 th Feb 12.30 pm	24 th March 2021
2019-20	Physical Education	15 th Feb 2.30 pm	25 th March 2021
2019-20	Cosmetology & Beauty and wellness	16 th Feb 11 am	25 th March 2021
2019-20	Animation	16 th Feb 12.30 pm	27 th March 2021
2019-20	Retail management	16 th Feb 2.30 pm	25 th March 2021
2019-20	MSP	17 th Feb 11 am	27 th March 2021
2019-20	Textile design and apparel technology	17 th Feb 12.30 pm	23 rd March 2021
2019-20	Nutrition exercise and health care	17 th Feb 2.30 pm	23 rd March 2021
2019-20	Physics	18 th Feb 11 am	25 th March 2021
2019-20	English	18 th Feb 12.30 pm	20 th March 2021
2019-20	Botany	18 th Feb 2.30 pm	30 th March 2021
2019-20	Chemistry	19 th Feb 11 am	25 th March 2021
2019-20	Computer Science and ppls	19 th Feb 12.30 pm	25 th March 2021
2019-20	FD	19 th Feb 2.30 pm	30 th March 2021
2019-20	Fine arts	20 th Feb 11 am	25 th March 2021
2019-20	Food Science and Microbiology	20 th Feb 12.30 pm	20 th March 2021
2019-20	Punjabi	20 th Feb 2.30 pm	30 th March 2021
2019-20	JMC	22 nd Feb 11 am	27 th March 2021
2019-20	Home Science	22 nd Feb 12.30 pm	23 rd March 2021
2019-20	Psychology	22 nd Feb 2.30 pm	23 rd March 2021
2019-20	Zoology	23 rd Feb 12.00 noon	30 th March 2021

Academic Audit (2019-20)

All proofs of data given in AQAR

- **Curricular Aspects (Incharge - Mrs. Parminder)**

- Syllabi with PO, PSO & COs and Syllabus Revision
- BOS Meeting Minutes Record (Agenda showing introduction of new Programs, if any)
- Term wise syllabus
- Teacher wise time table
- Syllabus Completion Certificate
- Annual Planning.

Teaching Learning & Evaluation (Incharge- Parminder Kaur and Dr. Neetu Verma)

- Results of all classes
 - Teacher Diary with personal achievements/ teacher's academic growth/ Student Performance Record
 - Record of any other activity like Student Seminar, Group Discussion, Project Work, Problem Solving Exercises,
 - Record of any other teaching learning activity conducted like Extension lecture, workshop, seminars, quiz, PPT competition, educational trip (Sanction letters and student feedback to be kept.)
 - Award letters of teachers,
 - Seminars attended (without paper presentation)
 - FDPs conducted,
 - FDP/ Refresher, Summer/Winter School, Orientation Course Attended.
 - Qualification Improvement Proof
 - Pedagogical Tools Employed/ Use of Audio Visual Teaching Aids
 - Use of Smart Rooms
 - e-content development
 - Online exercise/ assignments/ teaching learning lesson.
- **Examination & Evaluation (Dr. Manmohan)**
 - Schedule for Remedial classes and Record of slow learners, Comparison of marks before remedial and after remedial classes
 - Strategies for Advanced learners: Multiple choice questions/ Quiz/ problem solving exercises/ reviews special tests/ any other for advance learners
 - Learner Centric Activities CP 1 and CP2 record
 - Test cleared (NET, SLET etc)if any (record).
 - **Research & Consultancy (Incharge- Dr. Gopi Sharama and Dr. Jatinder)**
 - Proposals for Minor/ Major Research Projects (faculty)

- Paper Presentation/ Publication (faculty) (Certificates)
- Publication of Research Journals (Full length papers)
- Books/Book Chapters / Conference Proceedings copies
- Research Assignments/ Projects (students)
- Research Awards proof
- Research Guidance Proof
- Seed Money Project Progress Report
- Innovation Awards Proof
- Consultancy Services & Revenue Generated Proof.
- Research fellowships
- Proof of patents
- **Student Support and Progression (Incharge – Mrs. Suman Khurana)**
 - Career guidance activities with proof
 - Case Study, Field Work /Internships (Letters as Proof)
 - Industrial Visit (Proof)
 - MOUs Signed (Copy)
 - Placement Drives (Proof)
 - Linkages Proof
 - Collaborations proof
 - PTM Data.
 - Student Progression (Campus Placement)
 - Linkages Proof
 - Collaborations proof

Student Support Services, Social Outreach (Mrs. Parminder, Dr. Gopi Sharma)

- Student Mentoring Booklets
- Any Distinguished Alumni and their contribution
- Any Social Outreach/ Environment friendly activity.
- Extra Curricular activities outside the college.
- Student Participation and Activities inside and outside college


Principal

- Paper Presentation/ Publication (faculty) (Certificates)
- Publication of Research Journals (Full length papers)
- Books/Book Chapters / Conference Proceedings copies
- Research Assignments/ Projects (students)
- Research Awards proof
- Research Guidance Proof
- Seed Money Project Progress Report
- Innovation Awards Proof
- Consultancy Services & Revenue Generated Proof.
- Research fellowships
- Proof of patents
- **Student Support and Progression (Incharge – Mrs. Suman Khurana)**

- Career guidance activities with proof
- Case Study, Field Work /Internships (Letters as Proof)
- Industrial Visit (Proof)
- MOUs Signed (Copy)
- Placement Drives (Proof)
- Linkages Proof
- Collaborations proof
- PTM Data.
- Student Progression (Campus Placement)
- Linkages Proof
- Collaborations proof

Student Support Services, Social Outreach (Mrs. Parminder, Dr. Gopi Sharma)

- Student Mentoring Booklets
- Any Distinguished Alumni and their contribution
- Any Social Outreach/ Environment friendly activity.
- Extra Curricular activities outside the college.
- Student Participation and Activities inside and outside college


Principal

Kanya Maha Vidyalaya, Jalandhar City

Recommendations of Academic Audit

Name of Department: Hindi

Date & Time: 09-02-2021 & 12:30 PM

1. Activity-wise record (Single file for each event) need to be maintained.
2. Department Annual Planning need to be typed and displayed
3. Progress of slow learners with comparison need to be kept
4. Keep spiral bindings of CPs and MSTs Roll No. wise
5. Visits need to be recorded properly
6. Mentoring booklets to be maintained properly with the topic discussed and outcomes
7. Department need to attend seminars, FDPs and also with paper presentation
8. Need to conduct FDPs also
9. Teacher should apply for Seed money projects

Note: Re-visit to the department will be on 18-03-2021.



Mrs. Parminder Kaur,
IQAC Coordinator,
Head Dept. of Physics

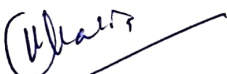


Dr. Gopi Sharma, Autonomy
Coordinator, IQAC Core
Committee Member, Director
Kaushal Kendra, Dept. of Physics



Dr. Jatinder Pal, Dean
Research, IQAC Core
Committee Member, Dept. of
Economics

Recommendation Submitted to:



Head Department of Hindi

Kanya Maha Vidyalaya, Jalandhar City

Recommendations of Academic Audit

Name of Department: Economics

Date & Time: 09-02-2021 & 2:30 PM

1. CPs and MSTs records need to be maintained properly with all answer books Roll number wise.
2. Syllabus completion certificates should be signed.
3. Slow learners and advanced learners record need to be maintained in comparison form
4. Departmental activities record need to be kept with all proofs, report, feedback, newspaper cuttings.
5. FDPs should be conducted.
6. E-content need to be maintained at one place for all the learners or CDs may be kept in department.
7. Research need to be improved strongly
8. Career guidance activities need to be carried.
9. MOUs with industries are required.
10. Regular PTM need to be done with proper notice to all.
11. Linkages and Collaborations need to be improved and proofs to be maintained(Any correspondence or outcome).
12. Mentoring booklets need to be maintained.

Note: Re-visit to the department will be on 19-03-2021.



Mrs. Parminder Kaur,
IQAC Coordinator,
Head Dept. of Physics



Dr. Gopi Sharma, Autonomy
Coordinator, IQAC Core
Committee Member, Director
Kaushal Kendra, Dept. of Physics



Dr. Jatinder Pal, Dean
Research, IQAC Core
Committee Member, Dept. of
Economics

Recommendation Submitted to:



Head Department of Economics

Kanya Maha Vidyalaya, Jalandhar City

Recommendations of Academic Audit

Name of Department: History

Date & Time: 10-02-2021 & 12:30 PM

1. CPs and MSTs records need to be maintained properly with all answer books Roll number wise.
2. Syllabus completion certificates should be signed.
3. Departmental activities record need to be kept with all proofs, report, feedback, newspaper cuttings.
4. Files of Board of Studies need to be complied in spiral form.
5. Record keeping need to be improved
6. Mentoring Booklets should be ready and maintained.

Note: Re-visit to the department will be on 19-03-2021.



Mrs. Parminder Kaur,
IQAC Coordinator,
Head Dept. of Physics



Dr. Gopi Sharma, Autonomy
Coordinator, IQAC Core
Committee Member, Director
Kaushal Kendra, Dept. of Physics



Dr. Jatinder Pal, Dean
Research, IQAC Core
Committee Member, Dept. of
Economics

Recommendation Submitted to:



Head Department of History

Kanya Maha Vidyalaya, Jalandhar City

Recommendations of Academic Audit

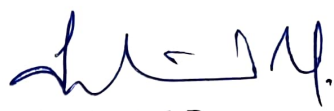
Name of Department: Commerce

Date & Time: 10-02-2021 & 2:30 PM

1. CPs and MSTs records need to be maintained properly with all answer books Roll number wise.
2. Syllabus completion certificates should be signed.
3. Departmental activities record need to be kept with all proofs, report, feedback, newspaper cuttings.


Mrs. Parminder Kaur,
IQAC Coordinator,
Head Dept. of Physics


Dr. Gopi Sharma, Autonomy
Coordinator, IQAC Core
Committee Member, Director
Kaushal Kendra, Dept. of Physics


Dr. Jatinder Pal, Dean
Research, IQAC Core
Committee Member, Dept. of
Economics


Recommendation Submitted to:


Head Department of Commerce

Kanya Maha Vidyalaya, Jalandhar City
Recommendations of Academic Audit

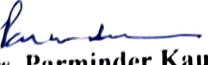
Name of Department: Sanskrit

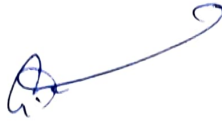
Date & Time: 13-02-2021 & 11:00AM

No data was compiled as per instructions given in advance

The Re-audit need to be done. The head of the department is advised to keep all the data in proper format ready for inspection by 21-03-2021.

Note: Re-visit to the department will be on 21-03-2021.


Mrs. Parminder Kaur,
IQAC Coordinator,
Head Dept. of Physics


Dr. Gopi Sharma, Autonomy
Coordinator, IQAC Core
Committee Member, Director
Kaushal Kendra, Dept. of Physics


Dr. Jatinder Pal, Dean
Research, IQAC Core
Committee Member, Dept. of
Economics

Recommendation Submitted to:


Head Department of Sanskrit

Kanya Maha Vidyalaya, Jalandhar City

Recommendations of Academic Audit

Name of Department: Political Science

Date & Time: 11-02-2021 & 12:30 PM

1. Record of Board of Studies should be kept in spiral form
2. Curricular Aspects need to be rechecked and item-wise syllabus completion certificate are missing
3. Annual Planning along with action taken report should be maintained.
4. Diaries should be maintained properly and should be completed in all aspects.
5. E-content of all faculty members of department must be kept at one place in computer or storage device.
6. Advance and slow learner comparison should be prepared and maintained
7. Career guidance lectures /activity should be conducted.
8. Need money report must be undertaken next year 2020-21

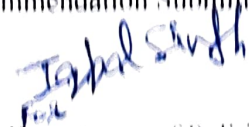
Note: Re-visit to the department will be on 23-03-2021.


Mrs. Parminder Kaur,
IQAC Coordinator,
Head Dept. of Physics


Dr. Gopi Sharma, Autonomy
Coordinator, IQAC Core
Committee Member, Director
Kaushal Kendra, Dept. of Physics


Dr. Jatinder Pal, Dean
Research, IQAC Core
Committee Member, Dept. of
Economics

Recommendation Submitted to:


Head Department of Political Science

Kanya Maha Vidyalaya, Jalandhar City

Recommendations of Academic Audit

Name of Department: Performing Arts **Date & Time:** 13-02-2021 & 2:30 PM

1. Corrected signed copies of syllabus with Course Outcomes (CO), Programme Outcome (PO) and Programme Specific Outcomes (PSO) with spiral binding must be maintained.
2. Minutes of Board of Studies must be kept in spiral binding
3. Certificate of syllabus completion proof should be placed in file.
4. Term-wise syllabus also needs to be maintained in spiral binding.
5. Preparation of departmental activity planning list should be ready and maintained as suggested by IQAC
6. Departmental activities record need to be kept with all proofs, report, feedback, newspaper cuttings.
7. FDP Certificates of Dr. Neelam are missing
8. Certificates of international conferences are missing and arrangement of them needs to be done.
9. E-content of all faculty members of department must be kept at one place in computer or storage device.
10. Record of celebrations must be kept.

Note: Re-visit to the department will be on 22-03-2021.


Mrs. Parminder Kaur,
IQAC Coordinator,
Head Dept. of Physics


Dr. Gopi Sharma, Autonomy
Coordinator, IQAC Core
Committee Member, Director
Kaushal Kendra, Dept. of Physics


Dr. Jatinder Pal, Dean
Research, IQAC Core
Committee Member, Dept. of
Economics

Recommendation Submitted to:


Head Department of Performing Arts

Kanya Maha Vidyalaya, Jalandhar City

Recommendations of Academic Audit

Name of Department: Mathematics

Date & Time: 15-02-2021 & 11:00 AM

1. Press notes need to be attached in Report.
2. Career guidance activities should be included.
3. Research Projects and Ph.Ds. need to be improved.
4. Alumni Booklet should be ready.



**Mrs. Parminder Kaur,
IQAC Coordinator,
Head Dept. of Physics**



**Dr. Gopi Sharma, Autonomy
Coordinator, IQAC Core
Committee Member, Director
Kaushal Kendra, Dept. of Physics**



**Dr. Jatinder Pal, Dean
Research, IQAC Core
Committee Member, Dept. of
Economics**

Recommendation Submitted to:



Head Department of Mathematics

Kanya Maha Vidyalaya, Jalandhar City

Recommendations of Academic Audit

Name of Department: Biotechnology

Date & Time: 15-02-2021 & 12:30 PM

1. Record of Board of Studies should be kept in spiral form
2. Alumni Booklet should be ready.
3. Index of activities need to be prepared.
4. Progression Records need to be maintained separately
5. Record of combined activities should be maintained.

Note: Re-visit to the department will be on 24-03-2021.



**Mrs. Parminder Kaur,
IQAC Coordinator,
Head Dept. of Physics**



**Dr. Gopi Sharma, Autonomy
Coordinator, IQAC Core
Committee Member, Director
Kaushal Kendra, Dept. of Physics**



**Dr. Jatinder Pal, Dean
Research, IQAC Core
Committee Member, Dept. of
Economics**

Recommendation Submitted to:



Head Department of Biotechnology

Kanya Maha Vidyalaya, Jalandhar City

Recommendations of Academic Audit

Name of Department: Physical Education

Date & Time: 15-02-2021 & 2:30 PM

1. Action taken need to be explained along with annual planning
2. Comparison of Advanced Learners
3. Off-campus placement need to be maintained



Mrs. Parminder Kaur,
IQAC Coordinator,
Head Dept. of Physics



Dr. Gopi Sharma, Autonomy
Coordinator, IQAC Core
Committee Member, Director
Kaushal Kendra, Dept. of Physics



Dr. Jatinder Pal, Dean
Research, IQAC Core
Committee Member, Dept. of
Economics

Recommendation Submitted to:



Head Department of Physical Education

Kanya Maha Vidyalaya, Jalandhar City

Recommendations of Academic Audit

Name of Department: Cosmetology & Beauty and Wellness

Date & Time: 16-02-2021 & 11:00 AM

1. Spiral bindings of Board of Studies should be maintained.
2. Term wise syllabus and completion certificates must be in same file.
3. Time table must be signed and dated.
4. Planning and Evaluation of activities must be tabulated. Proofs of activities must be arranged. Feedback of students is compulsory for any activity.
5. For session 2019-20 online CPs and MSTs must be saved on computer.
Offline CPs and MSTs: Question papers and files must be kept in record
6. Department should work on research for awards and publications
7. Consultancy data must be crosschecked
8. Data and certificates of workshops, conferences etc. attended by all teachers must be sent to IQAC.
9. Internship certificates of students must be kept in record.
10. Paper work (approvals, pictures, press notes) of student activities must be maintained

Note: Re-visit to the department will be on 25-03-2021.



Mrs. Parminder Kaur,
IQAC Coordinator,
Head Dept. of Physics



Dr. Gopi Sharma, Autonomy
Coordinator, IQAC Core
Committee Member, Director
Kaushal Kendra, Dept. of Physics



Dr. Jatinder Pal, Dean
Research, IQAC Core
Committee Member, Dept. of
Economics

Recommendation Submitted to:



Head Department of Cosmetology & Beauty and Wellness

Kanya Maha Vidyalaya, Jalandhar City

Recommendations of Academic Audit

Name of Department: Animation

Date & Time: 16-02-2021 & 12:30 PM

1. Minutes of Board of Studies should be compiled in order.
2. Term-wise syllabus completion should be maintained
3. Time table should be signed by HOD and all members with date.
4. Annual planning report should be arranged properly.
5. Record of Remedial classes should be maintained.
6. Teachers' diaries of few teachers are missing and need to be arranged.
7. Proofs of data must be kept in serial order and should be sent to IQAC.
8. Faculty should do research work and publish research papers.
9. Internship proofs (2018-19) of Pritam Film production Pvt. Ltd need to procure.
10. Hard copy of CPs and MSTs of first semester and computer based record of 2nd semester should be maintained.
11. Comparison of slow and advanced learners of session 2019-20 should be maintained.
12. Photographs, feedback of student's activities (industrial visits, invited talks etc.) should be kept in order.
13. Career guidance lectures from outside experts must be arranged for students.
14. Arrange the list of students projects along with proofs.
15. Social outreach record must be maintained and submitted to IQAC.

Note: Re-visit to the department will be on 27-03-2021.



Mrs. Parminder Kaur,
IQAC Coordinator,
Head Dept. of Physics



Dr. Gopi Sharma, Autonomy
Coordinator, IQAC Core
Committee Member, Director
Kaushal Kendra, Dept. of Physics



Dr. Jatinder Pal, Dean
Research, IQAC Core
Committee Member, Dept. of
Economics

Recommendation Submitted to:



Head Department of Animation

Kanya Maha Vidyalaya, Jalandhar City

Recommendations of Academic Audit

Name of Department: Retail Management

Date & Time: 16-02-2021 & 2:30 PM

1. Files of Board of Studies should be in proper order with spiral bindings and should be signed by all members.
2. Planning and action taken report need to be maintained.
3. Research need to be boosted in department.
4. Term-wise syllabus should be signed.
5. Activities to be compiled as a single spiral binding.
6. Timetable should be signed.

Note: Re-visit to the department will be on 25-03-2021.



Mrs. Parminder Kaur,
IQAC Coordinator,
Head Dept. of Physics



Dr. Gopi Sharma, Autonomy
Coordinator, IQAC Core
Committee Member, Director
Kaushal Kendra, Dept. of Physics



Dr. Jatinder Pal, Dean
Research, IQAC Core
Committee Member, Dept. of
Economics

Recommendation Submitted to:



Head Department of Retail Management

Kanya Maha Vidyalaya, Jalandhar City

Recommendations of Academic Audit

Name of Department: Management & Secretarial Practices

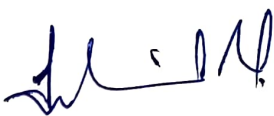
Date & Time: 17-02-2021 & 2:30 PM

1. Files of Board of Studies should be in proper order with spiral bindings and should be signed by all members.
2. Planning and action taken report need to be maintained.
3. Research need to be boosted in department.
4. Activities to be compiled as a single spiral binding.
5. Advanced learners record to be maintained separately.
6. Proofs of PNB trainee need to be procured.

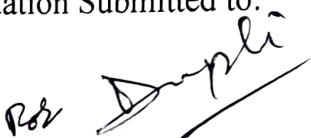
Note: Re-visit to the department will be on 27-03-2021.


Mrs. Parminder Kaur,
IQAC Coordinator,
Head Dept. of Physics


Dr. Gopi Sharma, Autonomy
Coordinator, IQAC Core
Committee Member, Director
Kaushal Kendra, Dept. of Physics


Dr. Jatinder Pal, Dean
Research, IQAC Core
Committee Member, Dept. of
Economics

Recommendation Submitted to:


Head Department of Management & Secretarial Practices

Kanya Maha Vidyalaya, Jalandhar City

Recommendations of Academic Audit

Name of Department: Textile Design & Apparel Technology

Date & Time: 17-02-2021 & 12:30 PM

1. Files of Board of Studies should be in proper order with spiral bindings and should be signed by all members.
2. Planning and action taken report need to be maintained.
3. Research need to be boosted in department.
4. Activities to be compiled as a single spiral binding with proper index.
5. Research papers of Ms. Arti Chawla need to be checked.

Note: Re-visit to the department will be on 23-03-2021.



Mrs. Parminder Kaur,
IQAC Coordinator,
Head Dept. of Physics



Dr. Gopi Sharma, Autonomy
Coordinator, IQAC Core
Committee Member, Director
Kaushal Kendra, Dept. of Physics



Dr. Jatinder Pal, Dean
Research, IQAC Core
Committee Member, Dept. of
Economics

Recommendation Submitted to:



Head Department of Textile Design & Apparel Technology

Kanya Maha Vidyalaya, Jalandhar City

Recommendations of Academic Audit

Name of Department: Home Science & Nutrition, Exercise & Health Date & Time: 22-02-2021 & 12:30 PM

1. Files of Board of Studies should be in proper order with spiral bindings and should be signed by all members.
2. Planning and action taken report need to be maintained.
3. Research need to be boosted in department.
4. Term-wise syllabus should be signed.
5. Activities to be compiled as a single spiral binding with feedback.
6. Teachers' diaries need to be prepared.
7. Certificates of Ms. Mani and Ms. Taran are needed to submit.
8. Proofs of seminars/workshops attended need to submit.
9. E-content should be uploaded on computer.
10. Consultancy revenue generated to be verified.
11. Internships of Johal Hospital need to be procured.
12. Mentoring booklets need to be maintained.
13. Invited talks need to be conducted from Alumni
14. Record of Social activities need to be maintained.

Note: Re-visit to the department will be on 23-03-2021.



Mrs. Parminder Kaur,
IQAC Coordinator,
Head Dept. of Physics



Dr. Gopi Sharma, Autonomy
Coordinator, IQAC Core
Committee Member, Director
Kaushal Kendra, Dept. of Physics



Dr. Jatinder Pal, Dean
Research, IQAC Core
Committee Member, Dept. of
Economics

Recommendation Submitted to:



Head Department of Home Science & Nutrition, Exercise & Health

Kanya Maha Vidyalaya, Jalandhar City

Recommendations of Academic Audit

Name of Department: Physics

Date & Time: 19-02-2021 & 11:00 AM

1. Comparison of slow and advanced learners should be maintained.
2. Organization of Career Guidance activities by external experts.
3. Syllabus completion certificates should be included in term wise file.



**Mrs. Parminder Kaur,
IQAC Coordinator,
Head Dept. of Physics**



**Dr. Gopi Sharma, Autonomy
Coordinator, IQAC Core
Committee Member, Director
Kaushal Kendra, Dept. of Physics**



**Dr. Jatinder Pal, Dean
Research, IQAC Core
Committee Member, Dept. of
Economics**

Recommendation Submitted to:



Head Department of Physics

Kanya Maha Vidyalaya, Jalandhar City

Recommendations of Academic Audit

Name of Department: English

Date & Time: 18-02-2021 & 12:30 PM

1. Minutes of Board of Studies should be compiled in order.
2. Term-wise syllabus completion should be there.
3. Annual planning report should be arranged.
4. Results of all classes onwards 2017-18 should be maintained
5. Note down the marks and comparison of performance in teachers diary
6. Signed feedback of each activity should be taken.
7. Award letter of Mrs. Seema Jain need to be procured.
8. Take record of remedial classes from adhoc teachers
9. Mismatch in revenue generated and need to check again.
10. Record of Mentoring cards need to be updated.
11. Record of alumni should be kept.
12. Record of placement and progression should be kept.
13. More research papers should be published in reputed journals.
14. Department teachers must become co-guides for Ph.D students.
15. Teachers must apply for research projects.

Note: Re-visit to the department will be on 29-03-2021.



Mrs. Parminder Kaur,
IQAC Coordinator,
Head Dept. of Physics



Dr. Gopi Sharma, Autonomy
Coordinator, IQAC Core
Committee Member, Director
Kaushal Kendra, Dept. of Physics



Dr. Jatinder Pal, Dean
Research, IQAC Core
Committee Member, Dept. of
Economics

Recommendation Submitted to:



Head Department of English

Kanya Maha Vidyalaya, Jalandhar City

Recommendations of Academic Audit

Name of Department: Botany

Date & Time: 18-02-2021 & 2:30 PM

1. Document of syllabus change should be maintained
2. Minutes of Board of Studies should be in proper order and complete.
3. Term wise syllabus must be signed
4. Remedial time table need to be maintained.
5. Press notes should be kept in Record
6. Hard copy of CPs and MSTs of first semester and computer based record of 2nd semester should be maintained.
7. Proper indexing of files should be done.
8. Full copy of Papers published in Journals should be kept
9. Photographs of each educational trip should be kept
10. Signatures of Parents on PTM Record.

Note: Re-visit to the department will be on 30-03-2021.



Mrs. Parminder Kaur,
IQAC Coordinator,
Head Dept. of Physics



Dr. Gopi Sharma, Autonomy
Coordinator, IQAC Core
Committee Member, Director
Kaushal Kendra, Dept. of Physics



Dr. Jatinder Pal, Dean
Research, IQAC Core
Committee Member, Dept. of
Economics

Recommendation Submitted to:



Head Department of Botany

Kanya Maha Vidyalaya, Jalandhar City

Recommendations of Academic Audit

Name of Department: Chemistry

Date & Time: 19-02-2021 & 11:00 AM

1. Comparison of slow and advanced learners should be maintained.
2. NET cleared certificate of Ms. Ranbir must be submitted in 2020-21.
3. Organization of Career Guidance activities by external experts.
4. PTMs should be signed by parents with feedback.


Mrs. Parminder Kaur,
IQAC Coordinator,
Head Dept. of Physics


Dr. Gopi Sharma, Autonomy
Coordinator, IQAC Core
Committee Member, Director
Kaushal Kendra, Dept. of Physics


Dr. Jatinder Pal, Dean
Research, IQAC Core
Committee Member, Dept. of
Economics

Recommendation Submitted to:


Head Department of Chemistry

Kanya Maha Vidyalaya, Jalandhar City

Recommendations of Academic Audit

Name of Department: Chemistry

Date & Time: 19-02-2021 & 11:00 AM

1. Comparison of slow and advanced learners should be maintained.
2. NET cleared certificate of Ms. Ranbir must be submitted in 2020-21.
3. Organization of Career Guidance activities by external experts.
4. PTMs should be signed by parents with feedback.


Mrs. Parminder Kaur,
IQAC Coordinator,
Head Dept. of Physics


Dr. Gopi Sharma, Autonomy
Coordinator, IQAC Core
Committee Member, Director
Kaushal Kendra, Dept. of Physics


Dr. Jatinder Pal, Dean
Research, IQAC Core
Committee Member, Dept. of
Economics

Recommendation Submitted to:


Head Department of Chemistry

Kanya Maha Vidyalaya, Jalandhar City

Recommendations of Academic Audit

Name of Department: Computer Science & Appls

Date & Time: 19-02-2021 & 12:30 PM

1. Academic Calendar activities record to be maintained with action taken report.
2. Consultancy revenue generated to be mentioned in AQAR of next year
3. Only extended projects should be included in research
4. Career guidance activities by external experts
5. Press coverage of all events must be included in the same file.



Mrs. Parminder Kaur,
IQAC Coordinator,
Head Dept. of Physics



Dr. Gopi Sharma, Autonomy
Coordinator, IQAC Core
Committee Member, Director
Kaushal Kendra, Dept. of Physics



Dr. Jatinder Pal, Dean
Research, IQAC Core
Committee Member, Dept. of
Economics

Recommendation Submitted to:



Head Department of Computer Science & Application

Kanya Maha Vidyalaya, Jalandhar City

Recommendations of Academic Audit

Name of Department: Fashion Designing

Date & Time: 19-02-2021 & 2:30 PM

1. Files of Board of Studies should be in proper order with spiral bindings
2. Mentoring booklets should be signed by students
3. Syllabus completion certificates should be included in term wise file.
4. Activity Plan, action taken and activity proofs should be included in one file with photographs
5. Department should keep the proofs of CP1, CP2 and MST
6. Complete file of Industrial visits with photographs and feedback need to be maintained.
7. Letters for linkages and collaborations should be procured
8. PTM record should be maintained and conducted at departmental level.
9. Department should conduct some lectures from alumni
10. Research need to be boosted in department

Note: Re-visit to the department will be on 30-03-2021.



Mrs. Parminder Kaur,
IQAC Coordinator,
Head Dept. of Physics



Dr. Gopi Sharma, Autonomy
Coordinator, IQAC Core
Committee Member, Director
Kaushal Kendra, Dept. of Physics



Dr. Jatinder Pal, Dean
Research, IQAC Core
Committee Member, Dept. of
Economics

Recommendation Submitted to:

Head Department of Fashion Designing



Kanya Maha Vidyalaya, Jalandhar City

Recommendations of Academic Audit

Name of Department: Fine Arts

Date & Time: 20-02-2021 & 2:30 PM

1. Files of Board of Studies should be in proper order with spiral bindings and should be signed by all members.
2. Annual Planning and action taken report need to be maintained.
3. Research need to be boosted in department.
4. Term-wise syllabus should be signed.
5. Remedial classes should be in proper way.
6. Teaching Learning activities should be organized.
7. Career guidance activities should be organized.
8. MOU, linkages should be workout with NGO organization.
9. PTM record should be maintained.
10. Record of linkages need to be maintained.
11. Feedback should be taken for each activity.
12. Research need to be boosted in department.
13. CP-I, II and results should be compiled in proper way.
14. Record of e-content should be maintained class wise and topic wise.

Note: Re-visit to the department will be on 25-03-2021.


Mrs. Parminder Kaur,
IQAC Coordinator,
Head Dept. of Physics


Dr. Gopi Sharma, Autonomy
Coordinator, IQAC Core
Committee Member, Director
Kaushal Kendra, Dept. of Physics


Dr. Jatinder Pal, Dean
Research, IQAC Core
Committee Member, Dept. of
Economics

Recommendation Submitted to:


Head Department of Fine Arts

Kanya Maha Vidyalaya, Jalandhar City

Recommendations of Academic Audit

Name of Department: Food Science & Microbiology **Date & Time:** 20-02-2021 & 2:30 PM

1. Files of Board of Studies should be in proper order with spiral bindings and should be signed by all members.
2. Annual Planning and action taken report need to be maintained.
3. Research need to be boosted in department.
4. Term-wise syllabus should be signed.
5. Remedial classes should be in proper way.
6. Teaching Learning activities should be organized.
7. Career guidance activities should be organized.
8. PTM record should be maintained.
9. Record of linkages need to be maintained.

Note: Re-visit to the department will be on 20-03-2021.



Mrs. Parminder Kaur,
IQAC Coordinator,
Head Dept. of Physics



Dr. Gopi Sharma, Autonomy
Coordinator, IQAC Core
Committee Member, Director
Kaushal Kendra, Dept. of Physics



Dr. Jatinder Pal, Dean
Research, IQAC Core
Committee Member, Dept. of
Economics

Recommendation Submitted to:



Head Department of Food Science & Microbiology

Kanya Maha Vidyalaya, Jalandhar City

Recommendations of Academic Audit

Name of Department: Food Science & Microbiology **Date & Time:** 20-02-2021 & 2:30 PM

1. Files of Board of Studies should be in proper order with spiral bindings and should be signed by all members.
2. Annual Planning and action taken report need to be maintained.
3. Research need to be boosted in department.
4. Term-wise syllabus should be signed.
5. Remedial classes should be in proper way.
6. Teaching Learning activities should be organized.
7. Career guidance activities should be organized.
8. PTM record should be maintained.
9. Record of linkages need to be maintained.

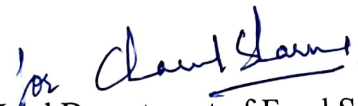
Note: Re-visit to the department will be on 20-03-2021.


Mrs. Parminder Kaur,
IQAC Coordinator,
Head Dept. of Physics


Dr. Gopi Sharma, Autonomy
Coordinator, IQAC Core
Committee Member, Director
Kaushal Kendra, Dept. of Physics


Dr. Jatinder Pal, Dean
Research, IQAC Core
Committee Member, Dept. of
Economics

Recommendation Submitted to:


Head Department of Food Science & Microbiology

Kanya Maha Vidyalaya, Jalandhar City

Recommendations of Academic Audit

Name of Department: Punjabi

Date & Time: 20-02-2021 & 2:30 PM

1. Files of Board of Studies should be in proper order with spiral bindings.
2. Planning and action taken report need to be maintained.
3. Research need to be boosted in department.
4. Activities to be compiled as a single spiral binding.
5. Advanced learners record to be maintained separately.
6. College affiliation must be shown on published papers.
7. Seed money projects must be applied.
8. Research activities need to be boosted.
9. Teachers should become co-guides for Ph.D. students.

Note: Re-visit to the department will be on 30-03-2021.



**Mrs. Parminder Kaur,
IQAC Coordinator,
Head Dept. of Physics**



**Dr. Gopi Sharma, Autonomy
Coordinator, IQAC Core
Committee Member, Director
Kaushal Kendra, Dept. of Physics**



**Dr. Jatinder Pal, Dean
Research, IQAC Core
Committee Member, Dept. of
Economics**

Recommendation Submitted to:



Head Department of Punjabi

Kanya Maha Vidyalaya, Jalandhar City

Recommendations of Academic Audit

Name of Department: Journalism and Mass Communications

Date & Time: 23-02-2021 & 11:00 AM

1. Files of Board of Studies should be in proper order with spiral bindings and should be signed by all members.
2. Planning and action taken report need to be maintained.
3. Research need to be boosted in department.
4. Activities to be compiled as a single spiral binding with feedback, list of students, photographs, honorarium details, press notes.
5. Data of Linkages and internships need to be procured.

Note: Nothing is shown in audit and Re-visit to the department will be on 27-03-2021.



Mrs. Parminder Kaur,
IQAC Coordinator,
Head Dept. of Physics

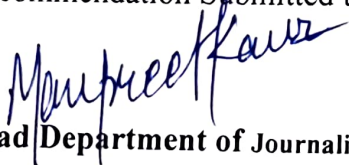


Dr. Gopi Sharma, Autonomy
Coordinator, IQAC Core
Committee Member, Director
Kaushal Kendra, Dept. of Physics



Dr. Jatinder Pal, Dean
Research, IQAC Core
Committee Member, Dept. of
Economics

Recommendation Submitted to:



Head Department of Journalism and Mass Communications

Kanya Maha Vidyalaya, Jalandhar City

Recommendations of Academic Audit

Name of Department: Home Science & Nutrition, Exercise & Health Date & Time: 22-02-2021 & 12:30 PM

1. Files of Board of Studies should be in proper order with spiral bindings and should be signed by all members.
2. Planning and action taken report need to be maintained.
3. Research need to be boosted in department.
4. Term-wise syllabus should be signed.
5. Activities to be compiled as a single spiral binding with feedback.
6. Teachers' diaries need to be prepared.
7. Certificates of Ms. Mani and Ms. Taran are needed to submit.
8. Proofs of seminars/workshops attended need to submit.
9. E-content should be uploaded on computer.
10. Consultancy revenue generated to be verified.
11. Internships of Johal Hospital need to be procured.
12. Mentoring booklets need to be maintained.
13. Invited talks need to be conducted from Alumni
14. Record of Social activities need to be maintained.

Note: Re-visit to the department will be on 23-03-2021.



Mrs. Parminder Kaur,
IQAC Coordinator,
Head Dept. of Physics

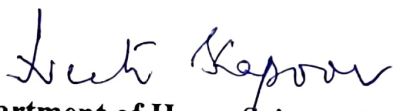


Dr. Gopi Sharma, Autonomy
Coordinator, IQAC Core
Committee Member, Director
Kaushal Kendra, Dept. of Physics



Dr. Jatinder Pal, Dean
Research, IQAC Core
Committee Member, Dept. of
Economics

Recommendation Submitted to:



Head Department of Home Science & Nutrition, Exercise & Health

Kanya Maha Vidyalaya, Jalandhar City

Recommendations of Academic Audit

Name of Department: Home Science & Nutrition, Exercise & Health Date & Time: 22-02-2021 & 12:30 PM

1. Files of Board of Studies should be in proper order with spiral bindings and should be signed by all members.
2. Planning and action taken report need to be maintained.
3. Research need to be boosted in department.
4. Term-wise syllabus should be signed.
5. Activities to be compiled as a single spiral binding with feedback.
6. Teachers' diaries need to be prepared.
7. Certificates of Ms. Mani and Ms. Taran are needed to submit.
8. Proofs of seminars/workshops attended need to submit.
9. E-content should be uploaded on computer.
10. Consultancy revenue generated to be verified.
11. Internships of Johal Hospital need to be procured.
12. Mentoring booklets need to be maintained.
13. Invited talks need to be conducted from Alumni
14. Record of Social activities need to be maintained.

Note: Re-visit to the department will be on 23-03-2021.


Mrs. Parminder Kaur,
IQAC Coordinator,
Head Dept. of Physics


Dr. Gopi Sharma, Autonomy
Coordinator, IQAC Core
Committee Member, Director
Kaushal Kendra, Dept. of Physics


Dr. Jatinder Pal, Dean
Research, IQAC Core
Committee Member, Dept. of
Economics

Recommendation Submitted to:


Head Department of Home Science & Nutrition, Exercise & Health

Kanya Maha Vidyalaya, Jalandhar City

Recommendations of Academic Audit

Name of Department: Psychology

Date & Time: 22-02-2021 & 2:30 PM

1. Files of Board of Studies should be in proper order with spiral bindings and should be signed by all members.
2. Planning and action taken report need to be maintained.
3. Research need to be boosted in department.
4. Term-wise syllabus should be signed.
5. Activities to be compiled as a single spiral binding.
6. Timetable should be signed.
7. Academic calendar should be maintained properly
8. E-content need to be uploaded on LMS also
9. Attach index of all the activities in the beginning of the files.
10. Feedback need to be taken for all activities.
11. Academic Calendar should be maintained properly.
12. Research need to be boosted in department.
13. MoUs should be signed with reputed hospitals.
14. Presentation of data should be in typed format.

Note: Re-visit to the department will be on 20-03-2021.



Mrs. Parminder Kaur,
IQAC Coordinator,
Head Dept. of Physics



Dr. Gopi Sharma, Autonomy
Coordinator, IQAC Core
Committee Member, Director
Kaushal Kendra, Dept. of Physics



Dr. Jatinder Pal, Dean
Research, IQAC Core
Committee Member, Dept. of
Economics

Recommendation Submitted to:



Head Department of Psychology

Kanya Maha Vidyalaya, Jalandhar City

Recommendations of Academic Audit

Name of Department: Zoology

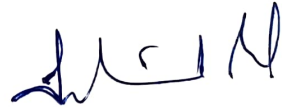
Date & Time: 23-02-2021 & 12:00 Noon

1. Files of Board of Studies should be in proper order with spiral bindings and should be signed by all members.
2. Term-wise syllabus should be signed by HOD and Teachers.
3. Syllabus completion certificates should be attached with term-wise syllabus.
4. Annual Planning should be maintained along with action taken report.
5. Research need to be boosted in department.
6. Only Extended Practical files and DBT Projects are to be mentioned.
7. Media coverage needs to be added in file of all activities including environmental activities.
8. Lectures of important Alumni should be organized

Note: Re-visit to the department will be on 30-03-2021.


Mrs. Parminder Kaur,
IQAC Coordinator,
Head Dept. of Physics


Dr. Gopi Sharma, Autonomy
Coordinator, IQAC Core
Committee Member, Director
Kaushal Kendra, Dept. of Physics


Dr. Jatinder Pal, Dean
Research, IQAC Core
Committee Member, Dept. of
Economics

Recommendation Submitted to:


Head Department of Zoology