



The Autonomous & Heritage Institution
KANYA MAHA VIDYALAYA, JALANDHAR

College with Potential for Excellence
Re-Accredited A (score 3.56) by UGC-NAAC
Star Status by DBT
4 Stars to KMV IIC by MIC, Government of India
CURIE & FIST Grant (Phase II) Awarded by DST



Internal Academic Audit Report

(2022-23)

Submitted by

Academic Audit Committee

17-04-2023

Kanya Maha Vidyalaya, Jalandhar

Notice

An Academic Audit (Internal) of the various departments will be conducted by the Academic Audit Committee of IQAC Schedule for the visit to different departments are below:

Session of data for Audit	Name of Departments	Date & Time
2021- 22	English	15 th May, English at 10:30 am
2021- 22	Hindi, Sanskrit	16 th May (Hindi at 10.30 am & Sanskrit at 12:30 pm)
	JMC, Punjabi	17 th May (JMC at 10.30 am and Punjabi at 10:30 am)
2021- 22	Chemistry	18 th May at 2:00 pm
2021- 22	Philosophy, Physical Education & Political Science	19 th May (Philosophy at 10:30 am, Physical Education at 12:30 pm, Political Science at 2:30 pm)
2021- 22	Music & Dance, Fine Arts,	20 th May (Music & Dance at 2:30 pm & Fine Arts at 2:30 pm)
2021- 22	Cosmetology & Beauty and Wellness	22 nd May at 10:30 am
2021- 22	Computer Science and IT	23 rd May at 10:30 am
2021- 22	Economics, Food Science and Microbiology	24 th May (Economics at 10:30 am, Food Science and Microbiology at 2:00 pm)
2021- 22	Textile Design and Apparel Technology, Fashion Designing & Physics	25 th May (Textile at 10:00 am, FD at 2:00 pm & Physics at 3:00 pm)
2021- 22	Animation, Artificial Intelligence	26 th May (Animation at 10:30 am & Artificial Intelligence at 2:00 pm)
2021- 22	Retail Management, MSP	27 th May (Retail Mgt. at 10:00 am, MSP at 2:00 pm)
2021- 22	Home Science ,Nutrition, Exercise and Health, Hospitality & Tourism	29 th May (Home Science & NEH at 10:30 am and Hospitality at 2:00 pm)
2021- 22	Mathematics & Biotechnology	30 th May (Mathematics at 10:30 am & Biotech at 12:30 pm)
2021- 22	Zoology & Botany	1 st June(Zoology 2:00pm & Botany at 12:30 pm)
2021- 22	Commerce, Psychology	2 nd June (Commerce at 2:00 am & Psychology at 2:00 pm)
2021- 22	History & Sociology	3 rd June (History & Sociology at 2:00pm)



Principal
Kanya Maha Vidyalaya
Jalandhar

Introduction:

Kanya Maha Vidyalaya (Autonomous), a trailblazing institution for women's education, has established itself as a foremost center for higher learning in North India. Re-accredited with an "A" grade by the NAAC (National Assessment and Accreditation Council, Bangalore), the college is steadfast in its mission to emancipate, enlighten, and empower women. At KMV, education represents a distinctive blend of traditional wisdom and forward-thinking vision. The institution is dedicated to preserving our cultural heritage and values while seamlessly integrating tradition with modernity to foster an environment conducive to holistic individual development. KMV stands as a paragon of value-based education, rooted in patriotic ideals and a commitment to moral values.

The college offers a wide array of undergraduate programs in Humanities, Science, Commerce, and Computers, along with postgraduate courses in English, Hindi, Music, Computer Science, Information Technology, Information & Network Security, Commerce, Mathematics, Economics, and Physics. Additionally, KMV provides four year Honours programs in various disciplines, including Mathematics, Physics, English and Commerce. To align with professional pursuits, the college has integrated conventional courses with career-oriented diploma programs in Geriatrics Care, Computers, Textile Designing, and Fashion Designing. Noteworthy strengths include professional courses such as B.Sc. in Biotechnology and B.Sc. IT with data Science.

KMV has been designated as the 'Deen Dayal Upadhyaya Centre for Knowledge Acquisition and Livelihood' (KAUSHAL KENDRA) by the UGC. The institution, recognizing that skilled women are empowered women, proudly hosts the first DDU Kaushal Kendra in Punjab, offering nine B.Voc. and three M.Voc. skill development courses that have demonstrated excellent placement records.

Under its Autonomous status, KMV has significantly elevated its stature by joining the league of colleges committed to academic excellence. It has achieved this by pioneering innovative programs, integrating value-added courses, reforming education through curriculum development, conducting examinations, evaluations, and result declarations. Notably, the college has introduced twenty-four new programs since attaining autonomous status, marking a significant stride toward educational enhancement.

Methodology of Academic Audit:

College has constituted internal academic audit committee that carry out the academic audit of each department in every session. This committee is a non-statutory bodies under Autonomy.

Following are the committee members:

Mrs. Parminder Kaur (IQAC Cordinator)

Dr. Gopi Sharma (IQAC member & Director Kaushal Kendra)

Dr. Jatinder Pal (Dean Research)

Mrs. Veena Deepak (Deputy COE)

Mrs. Suman Khurana (Dean IT)

Dr. Neetu Chopra (Incharge DBT Star Status Scheme)

The primary aim of this practice is to facilitate ongoing enhancement across diverse quality parameters through a range of academic and administrative initiatives within the institution. With

a total of 34 Departments spanning across various faculties, the institution is committed to ensuring comprehensive quality assessment.

As part of the academic audit, committee members conducted scheduled visits to the departments, adhering to the pre-circulated notice, which allowed departments ample time for preparation. The audit process was conducted based on seven specified criteria outlined by NAAC. In preparation for these assessments, departments were provided with detailed checklists via email. To accommodate departmental availability, the allocated dates for audits were kept flexible and occasionally adjusted. This flexibility ensured that the audit process aligned with the departments' schedules, enabling thorough evaluations.

Academic Audit (2021-22 Data to be checked)

- **Curricular Aspects**

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

Teaching Learning & Evaluation

- 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
- **Examination & Evaluation**
 - 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 CP1 and CP2 record
- Test cleared (NET, SLET etc)if any (record).
- **Research & Consultancy**
 - 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**
 - 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

- 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

The Departments then got their records checked by the team and then IQAC sent recommendations/ suggestions for improvement to each department submitted by Academic Audit Committee and kept one copy each as submitted below:

Kanya Maha Vidyalaya, Jalandhar

Recommendations of Academic Audit

Name of Department

Date & Time

Punjabi

17.05.2023 & 10:30 am

1. Include signature of head of department and internal members on every page of BOS File.
2. Time table should be signed.
3. Complete the mentoring booklets.
4. Teacher diaries to be completed (marks of final exams are missing in some diaries).
5. Alumni record to be maintained.
6. Students participation in intra/inter competitions to be maintained properly.


Mrs. Parminder Kaur


Dr. Gopi Sharma


Dr. Jatinder Pal



Kanya Maha Vidyalaya, Jalandhar

Recommendations of Academic Audit

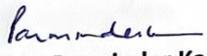
Name of Department

Date & Time

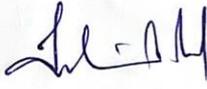
Political Science

19.05.2023 & 2:30 pm

1. Internal member's signatures to be included in BOS file.
2. In annual planning calendar, include data of planning and date of execution.
3. Student's improvement in mid and end semester examination to be included in teacher diaries.
4. Feedback, attendance and report of activities to be included.
5. Final end semester result to be completed for all classes.
6. Student achievement can be included in categories of advance learner.
7. PTM data including feedback forms to be completed.
8. Student progression and placement record to be maintained.
9. Student's participation/achievement in Doordarshan and any other events to be included in advance learner achievements.


Mrs. Parminder Kaur


Dr. Gopi Sharma


Dr. Jatinder Pal



Kanya Maha Vidyalaya, Jalandhar

Recommendations of Academic Audit

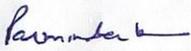
Name of Department

Date & Time

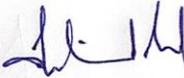
Commerce

02-6-2023 & 02:00 pm

1. Include signature of head of department and internal members on every page of BOS File along with dates.
2. Annual Planning along with action taken report for departmental activities to be included.


Mrs. Parminder Kaur


Dr. Gopi Sharma


Dr. Jatinder Pal



Kanya Maha Vidyalaya, Jalandhar

Recommendations of Academic Audit

Name of Department

Food Science & Microbiology

Date & Time

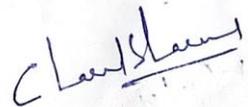
24.05.2023 & 02:00 pm

1. Include signature of head of department and internal members on every page of BOS File.
2. Workshop / Seminar activity should be planned and maintained properly.
3. Extension activities, seminars, PPT competitions to be organized.
4. Focus on Audio / video e-contents for students to be done.
5. Comparison of MST marks with final exams for each student to be maintained.
6. Research activities to be improved at departmental level.
7. Expert talk for career guidance to be organized.
8. Field work for internships of students must be encourage and its record including picture, feedback to be maintained.
9. Collaborations with other industries must be carried out.
10. Activities/Contributions of Alumni to be promoted.
11. Social Outreach and environment friendly activities must be performed at departmental level.


Mrs. Parminder Kaur


Dr. Gopi Sharma


Dr. Jatinder Pal


Chand Sharma

Kanya Maha Vidyalaya, Jalandhar

Recommendations of Academic Audit

Name of Department
Physical Education

Date & Time
19.05.2023 & 12:30 pm

1. Column to be added for the data of execution of activities.
2. Include signature of head of department and internal members on every page of BOS File.


Mrs. Parminder Kaur


Dr. Gopi Sharma


Dr. Jatinder Pal


Jaimin Singh

Kanya Maha Vidyalaya, Jalandhar
Recommendations of Academic Audit

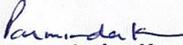
Name of Department

Date & Time

Computer Science & Applications

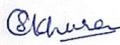
23-05-2023 & 10:30 am

1. Each and every page should be signed from Head of the Department and internal BOS members in syllabus and BOS meeting minutes file.
2. Teacher signature on teacher wise timetable and term wise syllabus to be included.
3. Date to be included in syllabus competition certificate.
4. Comparison chart of student improvement before and after remedial to be kept in record.
5. PTM data along with photograph and feedback to be included.


Mrs. Parminder Kaur


Dr. Gopi Sharma


Dr. Jatinder Pal



Kanya Maha Vidyalaya, Jalandhar

Recommendations of Academic Audit

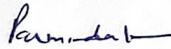
Name of Department

Date & Time

JMC

17.05.2023 & 10:30 am

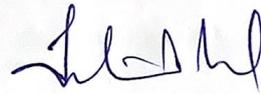
1. Include signature of head of department and internal members on every page of BOS File.
2. Online final approval must be attached in hard copy of syllabus (specially for signatures of University nominee).
3. Separate spiral files to be maintained for each criterion.
4. Time table should be signed.
5. Mention the data of completion of syllabus.
6. Annual planning report to be prepared.
7. Students and faculty activities reports to be kept separately.
8. Utilization certification after completion of seed money project need to be included.
9. Consultancy to be improved.
10. Student attendance and feedback of departmental activities to be maintained.
11. Workshop/Conferences can be organized.
12. More focus on attending FDP's, webinar/seminar, Orientation/Induction program to be given.
13. Maintain proper record in form of audio, video for MOOCs lectures.
14. Student improvement with respect to mid and end semester exams to be included.



Mrs. Parminder Kaur



Dr. Gopi Sharma



Dr. Jatinder Pal



Kanya Maha Vidyalaya, Jalandhar

Recommendations of Academic Audit

Name of Department

Animation & VFX

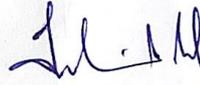
Date & Time

26-05-2023 & 10:30 am

1. Each and every page should be signed from Head of the Department and internal BOS members in syllabus and BOS meeting minutes file.
2. Teacher signature on teacher wise timetable to be included.
3. Annual planning along with action taken report to be included.
4. Signature and Date to be included in syllabus competition certificate.
5. Teacher diary should be kept at departmental level for each faculty.
6. YouTube links to be included as e-content.
7. Comparison chart of student improvement before and after remedial to be kept in record.
8. Placement data to be maintained with proofs
9. Mentoring booklets must be completed in all aspect.


Mrs. Parminder Kaur


Dr. Gopi Sharma


Dr. Jatinder Pal


Babat

Kanya Maha Vidyalaya, Jalandhar
Recommendations of Academic Audit

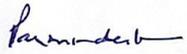
Name of Department

Date & Time

Fine Arts

20.05.2023 & 02:30 pm

1. Include signature of head of department and internal members on every page of BOS File.
2. Term wise syllabus should be signed.
3. Teacher wise time table should be signed.
4. Annual planning action taken to be included.
5. Improvement of advance and slow learner's to be completed.
6. Research activities of the department to be improved.
7. Department can apply for seed money projects.
8. MOU with renowned body can be included.
9. Students award certificates to be kept at departmental level.


Mrs. Parminder Kaur


Dr. Gopi Sharma


Dr. Jatinder Pal



Kanya Maha Vidyalaya, Jalandhar
Recommendations of Academic Audit

Name of Department

Date & Time

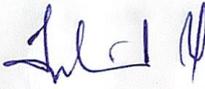
Philosophy

19-5-2023 & 10:30 am

1. Each and every page should be signed from Head of the Department and internal BOS members in syllabus and BOS meeting minutes file.
2. Date to be included in syllabus competition certificate.
3. YouTube links to be included as e-content.
4. Comparison chart of student improvement before and after remedial to be kept in record.
5. PTM data along with photograph and feedback to be included.
6. Teacher diary should be kept at departmental level for each faculty.
7. MOUs and Consultation can be included.


Mrs. Parminder Kaur


Dr. Gopi Sharma


Dr. Jatinder Pal



Kanya MahaVidyalaya, Jalandhar
Recommendations of Academic Audit

Name of Department

Date & Time

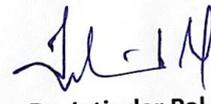
Psychology

2-6-2023 & 02:00 pm

1. Signature of Head of the department along with date on POs/ COs and syllabus to be included.
2. Teacher signature on teacher wise timetable to be included.
3. Annual Planning along with action taken report for departmental activities to be included.
4. PTM record should be maintained.
5. Alumni data should be kept in record.


Mrs. Parminder Kaur


Dr. Gopi Sharma


Dr. Jatinder Pal


Shanayji Kaur

Kanya Maha Vidyalaya, Jalandhar
Recommendations of Academic Audit

Name of Department

Date & Time

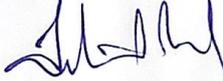
Performing Arts

20.05.2023 & 02:30 pm

1. In case of BOS, if any external member is absent, mail for acceptance can be attached.
2. Signature of teacher on time table to be included.
3. Activities file to include attendance, photographs, feedback, permission letter, press note for each activity.
4. Teacher diary to be maintained on prescribed format.
5. Career counseling by field expert to be added for 2023-2024.
6. Industrial visitor including visits to studios to be promoted.
7. MOU's with reputed body can be signed.
8. Mentoring booklet to be completed.
9. Alumni lectures can be planned for coming session.
10. Placement files to be completed.


Mrs. Parminder Kaur


Dr. Gopi Sharma


Dr. Jatinder Pal



Kanya Maha Vidyalaya, Jalandhar
Recommendations of Academic Audit

Name of Department

Mathematics

Date & Time

30-5-2023 & 10:30 am

1. Faculty to apply for external projects.
2. Faculty should guide Research students for Ph.D.
3. Collaboration and MOU to be included.


Mrs. Parminder Kaur


Dr. Gopi Sharma


Dr. Jatinder Pal



Kanya Maha Vidyalaya, Jalandhar

Recommendations of Academic Audit

Name of Department

Date & Time

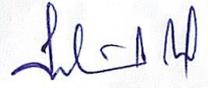
Dept. of Economics

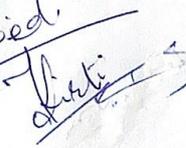
24-5-2023 & 10:30 am

1. PTM data along with photographs, feedback to be completed.
2. Mentors Card to be completed.
3. MOU and Collaboration to be added.
4. Department Activities file including Certificates, Attendance, feedback, Report, Photographs, Press Coverage etc. to be maintained.
5. YouTube links can be included as e-content.


Mrs. Parminder Kaur


Dr. Gopi Sharma


Dr. Jatinder Pal

Received


Kanya Maha Vidyalaya, Jalandhar

Recommendations of Academic Audit

Name of Department

Date & Time

Hindi

16.05.2023 & 10:30 am

1. Invited talk/ Reviewer for journals to be considered as Awards for faculty.
2. Progression and placement data to be maintained.
3. Mentoring booklets need to be maintained.
4. Every page of syllabus to be signed by concerned faculty members.
5. Include signature of head of department and internal members on every page of BOS File.
6. Remedial data including student improvement need to be revised.
7. Annual planning and activity report to be shown in IQAC.


Mrs. Parminder Kaur


Dr. Gopi Sharma


Dr. Jatinder Pal


V. Kaur

Kanya Maha Vidyalaya, Jalandhar

Recommendations of Academic Audit

Name of Department

Date & Time

Chemistry

18.05.2023 & 02:00 pm

1. Term wise timetable to be signed.
2. Annual planning to be signed by head of the department.
3. Declaration for students' progression/placement signed by placement coordinator and head of the department to be included (those without proof).
4. Student mentoring cards should be completed in all aspects.
5. Certificate of student's participation in activities inside/outside college to be kept.


Mrs. Parminder Kaur


Dr. Gopi Sharma


Dr. Jatinder Pal

Kanya Maha Vidyalaya, Jalandhar
Recommendations of Academic Audit

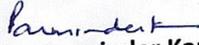
Name of Department

Date & Time

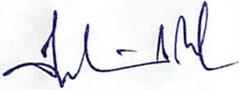
Cosmetology and Beauty and Wellness

22-5-2023 & 10:30 am

1. Date to be included in syllabus completion certificate.
2. Departmental activities (online/offline) record should be maintained properly including approval, attendance, photographs, press coverage etc.
3. Research activities including participation in Seminars, Invited talks, Book chapter to be maintained properly.
4. Comparison chart of student improvement before and after remedial to be kept in record.
5. PTM record along with photographs and feedback to be maintained.
6. Students should be encouraged for self-employment.
7. Data of student seminar such as feedback, report, attendance, pictures and press coverage should be kept in students activity file.


Mrs. Parminder Kaur


Dr. Gopi Sharma


Dr. Jatinder Pal



Kanya Maha Vidyalaya, Jalandhar
Recommendations of Academic Audit

Name of Department

Date & Time

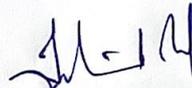
Sociology

3-6-2023 & 02:00 pm

1. Signature required from external members and internal members in BOS file along with dates.
2. Teacher signature on teacher wise timetable to be included.
3. Annual Planning along with action taken report for departmental activities to be included.
4. Teacher diary should be kept at departmental level for each faculty.
5. Comparison chart of student improvement before and after remedial to be kept in record.
6. Student Mentor card should be maintained & completely filled.


Mrs. Parminder Kaur


Dr. Gopi Sharma


Dr. Jatinder Pal


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Kanya Maha Vidyalaya, Jalandhar

Recommendations of Academic Audit

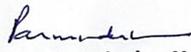
Name of Department

Date & Time

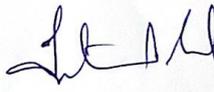
Fashion Designing

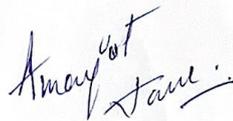
25.05.2023 & 02:00 pm

1. Approval from BOS members along with screenshots to be included.
2. Teacher's diaries to be updated and kept in department.
3. Mentoring card to be maintained properly.
4. Annual planning along with action taken to be maintained.
5. Journal should maintain first page


Mrs. Parminder Kaur


Dr. Gopi Sharma


Dr. Jatinder Pal


Amayot Jau

Kanya Maha Vidyalaya, Jalandhar

Recommendations of Academic Audit

Name of Department

Date & Time

Textile Design & Apparel Technology

25.05.2023 & 10:00 am

1. Include signature of head of department and internal members on every page of BOS File.
2. Syllabus Completion certificate should be signed by each teacher.
3. Record for student activities including PPTs, GDs / Quiz, seminar, Project Work should maintained properly.
4. Permission letter and Invitation letter to Resource person to be kept.
5. Improvement of slow advance learners before and after remedial to be maintained properly.
6. Signature of Teacher on CP1, CP2 to be included.
7. Research activities including paper presentation, minor projects to be promoted among faculty members.
8. Mentoring card should be completed in all aspects.


Mrs. Parminder Kaur


Dr. Gopi Sharma


Dr. Jatinder Pal


Dr. Subhita Singh

Kanya Maha Vidyalaya, Jalandhar

Recommendations of Academic Audit

Name of Department

Date & Time

History

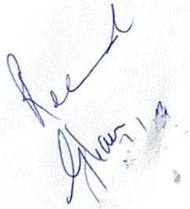
03-6-2023 & 02:00 pm

1. Signature required from external members and internal members in BOS file along with dates.
2. Separate file to be maintained for each criterion.
3. Teacher diary should be kept at departmental level for each faculty.
4. Research activities including participation in Seminars, Invited talks to be maintained properly.


Mrs. Parminder Kaur


Dr. Gopi Sharma


Dr. Jatinder Pal


Gaur

Kanya Maha Vidyalaya, Jalandhar

Recommendations of Academic Audit

Name of Department

Artificial Intelligence & Data Science

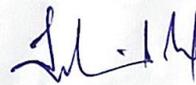
Date & Time

26-5-2023 & 02:00 pm

1. Each and every page should be signed from Head of the Department and internal BOS members in syllabus and BOS meeting minutes file.
2. Date to be included in syllabus competition certificate.
3. YouTube links to be included as e-content.
4. Comparison chart of student improvement before and after remedial to be kept in record.
5. Certificates of awards of students to be included in Advance Learner strategies.
6. Mentoring booklets must be completed in all aspect.


Mrs. Parminder Kaur


Dr. Gopi Sharma


Dr. Jatinder Pal

Receiving

Kanya Maha Vidyalaya, Jalandhar

Recommendations of Academic Audit

Name of Department

Date & Time

Retail Management

27.05.2023 & 10:00 am

1. Include signature of head of department and internal members on every page of BOS File.
2. Every teacher to put signature on teacher wise timetable.
3. Date to be included in syllabus completion declaration.
4. Maintain teacher's diary according to format.


Mrs. Parminder Kaur


Dr. Gopi Sharma


Dr. Jatinder Pal



Kanya Maha Vidyalaya, Jalandhar

Recommendations of Academic Audit

Name of Department

Date & Time

Management and Secretarial Practices

27.05.2023 & 02:00 pm

1. Teacher diary should be maintained according to format.
2. YouTube links for activities to be maintained.
3. Certificates of student's participation in inter/intra competitions to be included in Advance learners Improvements.
4. Research oriented activities to be improved.


Mrs. Parminder Kaur


Dr. Gopi Sharma


Dr. Jatinder Pal



Kanya Maha Vidyalaya, Jalandhar

Recommendations of Academic Audit

Name of Department

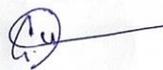
Date & Time

English

15.05.2023 & 10:30 am

1. Attainment of PSO & COs to be shown in next BOS meetings.
2. Agenda & minutes for BOS to be checked by IQAC.
3. Each & every page of BOS minutes should be signed with dates by Head of the Department.
4. Teacher wise time table to be signed by all faculty members.
5. File including report, photographs of activities, press note, feedback to be maintained.
6. Separate files to be maintain for all criterion in chronological orders.
7. PPT and seminars can be organized at department level for the students.
8. Student wise remedial data should be maintained.
9. Research area to be enhanced.
10. Career guidance activities and PTM feedback Performa to be included.
11. Mentoring cards should be maintained.


Mrs. Parminder Kaur


Dr. Gopi Sharma


Dr. Jatinder Pal

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Kanya Maha Vidyalaya, Jalandhar

Recommendations of Academic Audit

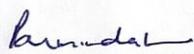
Name of Department

Date & Time

Chemistry

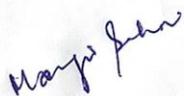
18.05.2023 & 02:00 pm

1. Term wise timetable to be signed.
2. Annual planning to be signed by head of the department.
3. Declaration for students' progression/placement signed by placement coordinator and head of the department to be included (those without proof).
4. Student mentoring cards should be completed in all aspects.
5. Certificate of student's participation in activities inside/outside college to be kept.


Mrs. Parminder Kaur


Dr. Gopi Sharma


Dr. Jatinder Pal


Nargis Jahan

Kanya Maha Vidyalaya, Jalandhar

Recommendations of Academic Audit

Name of Department

Date & Time

Zoology

01-06-2023 & 02:00 pm

1. Signature required from external members and internal members in BOS file.
2. Keep the record of Teacher's personal achievements in Teacher diary.
3. Data of student seminar such as feedback, report, attendance, pictures and press coverage should be kept in students activity file.
4. Include online social media links for e-content developed by teachers.
5. Comparison chart of student improvement to be kept in record.
6. More research publications are required by the department.
7. Internship for the students to be promoted.
8. Research collaboration should be built up.
9. PTM record along with photographs and feedback to be maintained.
10. Mentoring booklets must be completed in all aspect.
11. Contribution from alumni to be promoted.
12. More social outreach activities to be organized.



Mrs. Parminder Kaur



Dr. Gopi Sharma



Dr. Jatinder Pal



Kanya Maha Vidyalaya, Jalandhar

Recommendations of Academic Audit

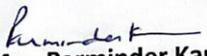
Name of Department

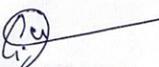
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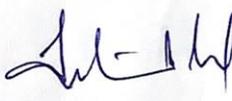
Date & Time

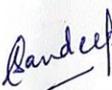
01.06.2023 & 12:30 pm

1. Every page of minutes in BOS file should be signed by Head of the Department.
2. Result analysis to be discussed.
3. COs Attainment to be discussed.
4. Comparison chart of student performance with respect to MST and final exams to be included.
5. Record of student activities with proofs must be maintained.
6. Place the activities documents in order.
7. Teachers should attend more Seminars/ workshops.
8. Keep the examination and evaluation record separately.
9. Research activities can be improved.
10. Feedback of social outreach activities to be included.


Mrs. Parminder Kaur


Dr. Gopi Sharma


Dr. Jatinder Pal


Sandeep

Kanya Maha Vidyalaya, Jalandhar
Recommendations of Academic Audit

Name of Department

Biotechnology

Date & Time

30.05.2023 & 12:30 pm

1. Research should be enhanced.
2. Seed money project reports to be included.
3. Signature of faculty members to be included in BOS file.
4. Mention month name in term wise syllabus.
5. Mention date of completion of syllabus on completion certificate.
6. Press coverage of activities should be maintained.
7. Student improvement dairy should be maintained.
8. National level test data to be notified to Dr. Sabina Batra.


Mrs. Parminder Kaur


Dr. Gopi Sharma


Dr. Jatinder Pal

Received
Sandeep

Kanya Maha Vidyalaya, Jalandhar

Recommendations of Academic Audit

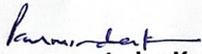
Name of Department

Date & Time

Home Science

29.05.2023 & 10:30 am

1. Teacher wise time table should be signed by HOD and faculty members.
2. Date to be included in syllabus completion certificate.
3. Tentative annual planning along with action taken report to be included.
4. Students improvement before and after remedial to be included.
5. Details of PTM (photographs, feedback form) to be included
6. Mentoring booklet to be completed in all aspects.


Mrs. Parminder Kaur


Dr. Gopi Sharma


Dr. Jatinder Pal

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Kanya Maha Vidyalaya, Jalandhar

Recommendations of Academic Audit

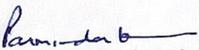
Name of Department

Date & Time

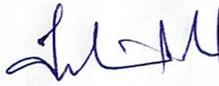
Nutrition Exercise & Health

29.05.2023 & 10:30 am

1. Include approvals of BOS members and signature of head of department and internal members on every page of BOS File.
2. Date on syllabus completion certificate to be added.
3. Annual planning along with action taken report to be included.
4. Mentoring booked should be completed.
5. Comparison and Improvement in results of students must be maintained.
6. Time table should be signed by respective teachers.
7. Details of PTM (photographs, feedback form) to be included.
8. Career guidance extension lectures to be organized.


Mrs. Parminder Kaur


Dr. Gopi Sharma


Dr. Jatinder Pal

Tarandeep
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