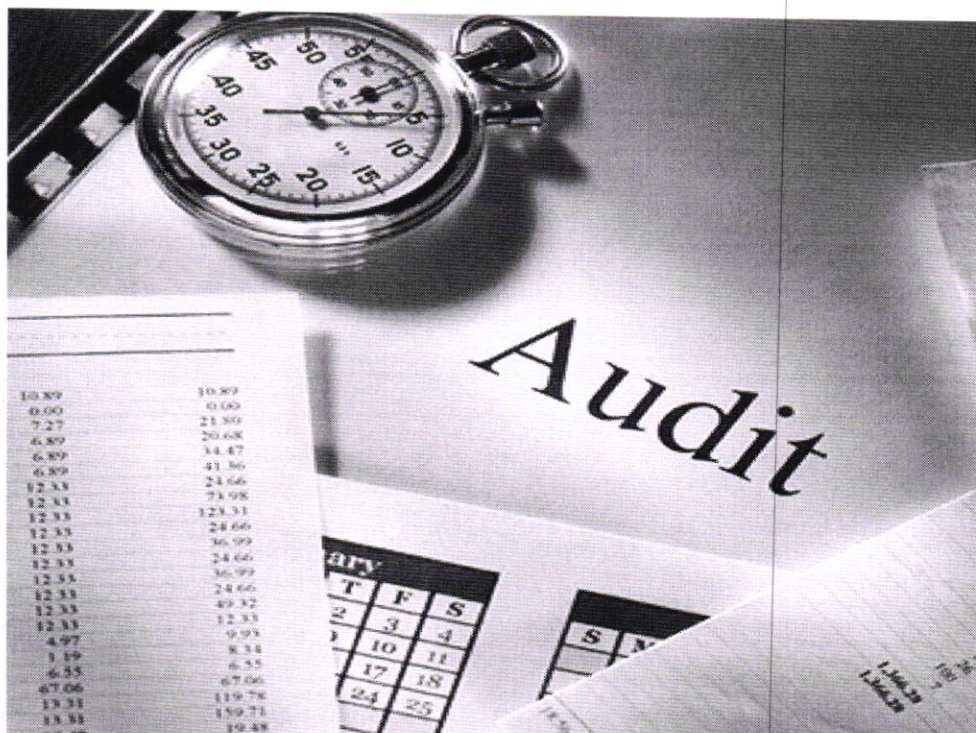




ACADEMIC & ADMINISTRATIVE
AUDIT
(AAA) REPORT



Academic & Administrative Audit Report





ACADEMIC & ADMINISTRATIVE AUDIT REPORT

Issued for: Dyal Singh College, Karnal

Assessment Year: 2020-21 & 2021-22


Dated: 6th December, 2022


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Academic & Administrative Committee



S. No.	Name	Designation
1	Sh. Sanjay Kumar	Overall Incharge (NAAC)
2	Sh. Sushil Kumar	Coordinator (NAAC)
3	Dr. Anita Agarwal	Member
4	Dr. Pooja Malhotra	Member
5	Dr. Aditi Shreeya Bali	Member
6	Prof. (Dr.) Anuradha Jain	External Expert
7	Dr. Isha Rawal	External Expert


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

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1. Foreword

1.1 About the Higher Education Institute (HEI)

Dyal Singh College, Karnal is a premier co-educational centre of learning of Northern India. With a strength of 3146 students, the College provides exceptional academic excellence through a plethora of programmes. The college has all the three streams of learning – Arts, Science and Commerce, with Post Graduate courses in English, Hindi, Political Science, Commerce and Chemistry, along with the add-on and vocational courses. The college also offers a 5-year Integrated Course M.Sc. Forensic Science under innovative programme sponsored by the UGC. The college is making progress under the esteemed guidance of Shri D.K. Raina – an embodiment of rare wisdom, learning and love for academia-President, Dyal Singh College Trust Society & Governing Body, and the dynamic leadership of Vice Admiral (Retd.) Satish Soni, PVSM, AVSM, NM, a man of letters with administrative acumen, who holds the office of the General Secretary. The College is accredited ‘A’ grade by National Assessment and Accreditation Council (NAAC). The college strives to provide an intellectual environment for the emancipation of the intellect and spirit that stimulates both critical thinking and imagination.




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2. Audit Details

1.Details of Academic Programmes (Please attach the supporting documents as Annexure I)

S.No.	Programme	Start Year	Sanctioned intake	Actual no. of admissions (2020-21)	Actual no. of admissions (2021-22)
1	BA	1949	400	391	387
2	BA (Eco. Hons.)	1993	30	29	28
3	BA (Eng. hons.)	1993	40	40	35
4	BA (Pol Sci Hons.)	2018-19	40	35	37
5	B.Com	1972	160	145	155
6	B.Com (Hons.)	2016-17	60	49	45
7	B.Com (Tax)	2009-10	80	66	67
8	BCA	2009-10	80	53	71
9	B.Sc. (Medical)	1968	120	95	85
10	B.Sc. (Non-Medical)	1949	240	136	139
11	MA (Eng)	1982	50	26	48
12	MA (Hindi)	1973	50	10	50
13	MA (Pol Sci)	1989	50	38	50
14	M.Com	2010-11	60	40	44
15	M.Sc. (Chemistry)	2009-10	40+ 10% extra sanctioned by the university.	44	44
16	M.Sc. (Forensics) 5 years integrated	2015-16	16	16	14


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2. Teachers Availability [as per statutory body (UGC, AICTE, BCI, NCTE, COA, RCI, AYUSH, etc.)

All teachers are appointed as per UGC norms

Regular:

2020-21- 61

2021-22: 56

Contractual:

2020-21- 31

2021-22- 53

Student Teacher Ratio:

2020-21: 30:1

2021-22: 28:1

Quality of Teachers:

a) Total teachers with PhD:

Regular: 2020-21- 38 2021-22- 35


Contractual: 2020-21- 06 2021-22: 08

b) Number of publications per teacher in a year: 2020-21: 0.15 2021-22: 0.19

c) Number of book chapter/ book/ conference paper per teacher: 2020-21: 0.13 2021-22: 0.32

3) Was the Academic Calendar prepared at the beginning of the session and strictly adhered to? (Yes/No) Yes



(Please attach a copy as Annexure II)


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4) List of committees in the college (Please attach the details as Annexure III)

S.No.	Name of the committee	No. of meetings held	Preparation of MOM (Yes/No)	Preparation of action taken report (Yes/No)
1	Internal Complaint Committee	03	YES	YES
2	Sports Committee	02	YES	YES
3	Examination Committee	04	YES	YES
4	Internal Quality & Assurance Cell	06	YES	YES
5	Women Development Centre	04	YES	YES
6	UGC, Research & New Courses Committee	07	YES	YES
7	Career Guidance and Placement Cell	04	YES	YES
8	Research Forum	04	YES	YES
9	Admission Committee	06	YES	YES
10	Security and Discipline Committee	05	YES	YES
11	Grievance Redressal Cell	04	YES	YES
12	Mentor Mentee Committee	03	YES	YES


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5) Plan of action chalked out by the college in the beginning of the Academic Year towards Quality Enhancement and the outcome achieved by the end of the Academic Year

Plan of Action	Achievements/Outcomes
Introduction of new courses	5 new courses have been launched from the academic session 2022-23
Organizing workshops	The library organized a one day online workshop on topic "INFLIBNET: Sources, Services and Open Educational Resources" on Jan 28, 2022.
Conducting Entrepreneurship Awareness Programme	IQAC and Institution's Innovation Council of the college organized one day Entrepreneurship Awareness Program to enlighten students about self-employment opportunities
ISO certificate	The college got the ISO 9001:2015 and ISO 14001: 2015 certificates.
MoUs for skill enhancement	The college signed MoUs with the following institutes for skill enhancement and improvement of employability: (i) Appwork IT Solutions Pvt. Ltd. (ii) Vital Professionals Biz Consultancy and Services Pvt. Ltd. Kamal (iii) School of Employability, Managed by GNKCC, Yamunanagar (iv.) I.B. College. Panipat
Impact Lectures under Ministry of Education's Innovation Cell (MIC)	The IPR Activity cell under Institution's Innovation Council of the college organized Impact Lectures (Session-i) under Ministry of Education's Innovation Cell(MIC) on "Intellectual Property Rights" through online mode.

6) Students' Profiling after Admission

a) Was the profiling done into Advance & Slow Learners (Yes/ No) (If Yes, attach annexure IV)

Yes

b) Were any bridge courses introduced for the newly admitted students? (Yes/ No) (If yes, please provide the details)

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1. Bio-informatics
2. Software Internet & Web Programming (Web Designing)
3. Computational Physics

c) List the Initiatives taken for Advance & Slow Learners


Initiatives for Advance Learners
<ul style="list-style-type: none">• Advance learners are encouraged to participate in various certificate courses.
<ul style="list-style-type: none">• Advance learners are encouraged to participate in various inter college activities and webinars.
<ul style="list-style-type: none">• Group discussions on current issues organised in classes.
<ul style="list-style-type: none">• Students are encouraged to write research papers and present the same in various National and International seminars.
<ul style="list-style-type: none">• Students are sent for internship in various organisations

Initiatives for Slow Learners
<ul style="list-style-type: none">• Student's academic performance is improved by the way of extra classes.
<ul style="list-style-type: none">• Students are handed simplified course notes so that they can understand the subject easily.
<ul style="list-style-type: none">• Students are provided personal attention to their academic queries.

7) Contribution of Alumni to the development of the college

The college regularly gets encouraging and friendly cooperation from the past students. There is a registered alumni association that contributes significantly to the development of the institution through financial and/or other support services. Contribution of the Alumni for the development of the college is as follows:

1. Alumni Association organised one day training cum workshop on social media –“uses and abuses” on 31st January 2019 in which 400 students from all streams participated and were given certificates.



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2. Sh N.K. Jain, Chief Justice (Retd.), Guwahati High Court – also an alumnus of the College gave Rs. 50,000/- to the college for the lunch of all the participants and faculty in the coming Annual Athletic Meets.
3. The Annual Alumni Meet was held on February 17, 2019. On this occasion, the Alumni Association honoured 14 college toppers with scholarships worth Rs. 51,000/- in total and honoured Sh Sultan Singh, an alumnus of the College, on being conferred the prestigious Padam Shree by Government of India for his contribution in Aqua Culture
4. Driving licence drive was organised in the college on 19/1/2019.
5. organised one day training cum workshop on social media –“uses and abuses” on 31st January 2019
6. COVID vaccination drive was organised on October 06, 2021.
7. they give scholarships to the meritorious students
8. They give cash money to best athletes on annual athletic meet.
9. Various activities for the benefit of students are organised

8) Overall pass percentage of students' program wise

S.No.	Programme	Pass Percentage (2020-21) %age	Pass Percentage (2021-22) %age
1	BA	93.0	57.0
2	BA (Eco hons.)	100.00	48.0
3	BA (Eng. Hons)	100.00	90.90
4	BA (Pol sci hons.)	100.00	80.00
5	B.Com	95.7	90.30
6	B,Com (Hons.)	100.00	93.9
7	B.Com (Tax)	95.9	69.2
8	BCA	100.00	40.00
9	B.Sc (Medical)	98.1	94.20
10	B.Sc (Non-Medical)	98.0	94.20
11	MA (Eng)	93.3	79.8


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12	MA (Hindi)	75.0	Result Awaited
13	MA (Pol sci)	90.90	Result Awaited
14	M.Com	100.00	Result Awaited
15	M.Sc (Chemistry)	100.00	Result Awaited
16	M.Sc (Forensics) 5 yr integrated	100.00	Result Awaited

Exemplary Performance Assessment

2020-21

S.No.	Programme	No. of students with >90% aggregate	Gold Medals
1.	B.Sc. (Non-Medical)	05	-

2021-22

S.No.	Programme	No. of students with >90% aggregate	Gold Medals
1.	B.Sc. (Non-Medical)	01	-
2.	B.Sc. (Medical)	01	-

9) Collection of rare books, manuscripts, special reports or any other knowledge resource for library enrichment

There are 3031 rare books.

10) Placement Activities and Higher Education

a) No. of companies visited the campus: 2020-21: 12 2021-22: 02


b) No. of placements offered: 2020-21: 20 2021-22: 17

c) Average salary offered: 1.74 Lakhs P.A.

11) Assessment of Feedback from stakeholders


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Stakeholder	Feedback (Yes/No)	Observations/Suggestions (Only 5)	Action Taken (Only 5)
Students	Yes	<ol style="list-style-type: none"> 1. Sufficient material of English medium must be available in the library 2. Time table should be made properly so that the time of the students will not waste (specially of arts field). 3. Some opportunities to do internships and exposure are needed 4. Wi-fi facility should be provided to the students 5. infrastructure improvement 	<ol style="list-style-type: none"> 1. An Orientation Programme for the newly admitted students was organized. 2. New website of the college, dsckamal.ac.in is now providing all the necessary and required information. Five new courses have been launched from the academic session 2022-23 <ul style="list-style-type: none"> • P.G. Diploma in Hospitality Management • P.G. Diploma in Retail Management • P.G. Diploma in Software Development • P.G. Diploma in Cyber Forensic & Cyber Security • Certificate Course in Personality Development 3. The college signed MoUs with the following institutes for skill enhancement and improvement of employability: <ul style="list-style-type: none"> • Appwork IT Solutions Pvt. Ltd. • Vital Professionals Biz Consultancy and
Teachers	Yes	<ol style="list-style-type: none"> 1. In the current scenario, we need to develop a common digital platform for students, staff, and administration like a college management system. 2. Infrastructure and parking facility should be done. 3. There is a scope for increase in no. of smart class rooms. 4. College should start more add on courses on recent technologies 5. College should start personality development courses for growth of students. 	
Alumni	Yes	<ol style="list-style-type: none"> 1. syllabus should be more applicable to real life situations by giving examples and case studies 2. extra material should be provided to the students 3. college should have improve its wi-fi connectivity 4. college should organise alumni meet regularly 5. They feel very satisfied with the curriculum design and delivery. 	
Parents	Yes	<ol style="list-style-type: none"> 1. Teaching procedure is satisfactory 	


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		<ol style="list-style-type: none"> 2. Admission procedure is satisfactory 3. Attitude of administrative staff is satisfactory 4. More disciplinary measures should be taken 5. Infrastructure improvement 6. COVID measures should be taken 	<p>Services Pvt. Ltd. Kamal</p> <ul style="list-style-type: none"> • School of Employability, Managed by GNKCC, Yamunanagar • I.B. College. Panipat
Employers	Yes	<ol style="list-style-type: none"> 1. Satisfied with communication skills of the students 2. Satisfied with their ability to learn new things 3. Satisfied with team work 4. Satisfied with their ability to take up extra responsibilities 	<ol style="list-style-type: none"> 4.A Covid Vaccination Camp was organized in the college Campus on 6th October, 2021. 5. The college started a Project named "Eco-Friendly Disposal of Organic Waste by Vermi-Composting" sponsored by Dyal Singh College Trust Society, which will provide organic manure while helping us manage our organic garden waste. 6. Two Short Term Skill Development Programmes i.e. PHP Training Programme for 6 months and Digital Marketing for 30 students of B.Sc' Computer Science students and Digital Marketing Programme for 6 months for B.Com final year students under e-Disha and Animation & Multimedia for 30 students of BCA under


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			School of Employability are being run by the college'
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12) Administrative Procedures

S. No.	Administrative Process	Yes / No
1	Established systems and procedures for maintaining and utilizing physical, academic and support facilities -laboratory, library, sports complex, computers, classrooms etc	YES
2	Students benefited by scholarships and freeships provided by the Government	YES
3	Students benefited by scholarships, freeships, etc. provided by the institution besides government schemes	YES
4	Support to differently abled students	YES
5	Professional development / administrative training programs organized by the Institution for teaching and non-teaching staff	YES
6	Presence of an active Student Council & representation of students on academic & administrative bodies/committees	YES
7	Transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases	YES
8	IQAC and its proceedings	YES
9	Anti-Ragging Committee	YES
10	Functional website of College	YES

3. Findings & Observations


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After a thorough analysis of the facts provided by the college authorities, it is observed that the College is proactively making efforts to ensure the academic and administrative activities are conducted as per the Academic Calendar prepared at the beginning of the year. A score (1 being the lowest and 5 being the highest) has been assigned after assessment of the performance of the Institute on the following important criteria in line with NAAC guidelines; which is as follows:

Criterion	Details	Score
Criterion – I	Curricular Aspects	4
Criterion II	Teaching-Learning and Evaluation	5
Criterion III	Research, Innovations and Extension	3
Criterion IV	Infrastructure & Learning Resources	4
Criterion V	Student Support and Progression	4
Criterion VI	Governance, Leadership & Management	5
Criterion VII	Institutional Values and Best Practices	5

4. SWOC Analysis

Strengths

- Visionary Management
- State of the art infrastructure
- Promising academic environment
- Research ecosystem
- Industry Linkage


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Weaknesses

- Lack of freedom in designing course curriculum for the students
- Limited funding opportunities for research and innovation
- A number of posts (teaching/non-teaching) are lying vacant

Opportunities



- Collaborative research with local ICAR institutions
- Strengthening IIC to inculcate entrepreneurship
- Opening more skill oriented/professional courses

Challenges

- Increasing number of colleges poses a competition
- To secure research funding/fellowship
- Brain drain due to better opportunities elsewhere
- Many brilliant students moving to UT/NCR

5. Recommendations

Dyal Singh College offers one of the most valued education that trains its students to develop a holistic personality. The faculty encourages students to go beyond curriculum and hone their analytical skills. Holistic education of students is ensured towards environmental responsibilities, awareness and conservation as the college maintains a vermicomposting plant. The Practice of ethical and social responsibilities to create socially responsible citizens is praiseworthy. The college has established Institution's Innovation Council (IIC) for skill development of the students. The College is the first in the state of Haryana to launch 5 years integrated M.Sc. programme. Visit to various institutions is conducted to bridge the gap between industry-academia expectation by the college. For encouraging the staff members for the research work, many workshops and FDPs have been organised by the college. The staff members have also been motivated to attend various research workshops to enhance their knowledge. After the COVID-19 pandemic, numerous efforts have been made by the college to encourage the players


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to participate in various sports activities. The college is also planning to prepare Volleyball court and to organize various tournaments.

The College takes up measures to enhance future employability of the students like short term workshops, add-on courses, skill enhancement projects etc. This aspect of pedagogical innovation to meet the requirement of skill development and industries expectations, the college offered the varied Add-on and Certificate courses like Bio-informatics; Software Internet & Web Programming (Web Designing); Computational Physics; Certificate course in Communication Skills; Certificate course in digital marketing, etc.

The Institute's efforts to increase offline cultural activities for the students so that their overall development can be ensured are praiseworthy. The college is planning to organise different hobby classes and skill development programmes. These activities provide a platform for the students to exhibit their creativity, talent, scientific and critical acumen as well as organizational skills through several innovative models, projects and presentations.

Besides, the college has also been working on skill up-gradation of its non-teaching and teaching staff by conducting workshops, webinars and FDPs However, despite the Institute's vision and significant efforts to strengthen industry linkages, the pace of getting collaborations has not been up to the mark. It is suggested that the College must make consistent efforts to tie-up with industry and institutes of repute for student and faculty exchange. The College must augment teaching and research initiatives and upgrade laboratories in-sync with new and emerging areas. Administrative reforms may be introduced for better governance. It is further suggested to recruit permanent staff to avoid instability in the working of various departments.


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