



## DOON (P.G.) COLLEGE OF AGRICULTURE SCIENCE & TECHNOLOGY

CAMP ROAD SELAQUI, DEHRADUN-248011 (UTTARAKHAND)

(Under the Management of Maharani Laxmi Bai Memorial Educational Society)

AFFILIATED TO HEMVATI NANDAN BAHUGUNA GARHWAL UNIVERSITY

(--A CENTRAL UNIVERSITY--)

ISO 9001:2008 Certified

### About Academic and Administrative Audit

The purpose of the Academic and Administrative Audit is to evaluate the performance of the various departments of college and give suggestions for further improvement of the quality of teaching, administration, research and curricular and extra-curricular activities.

### Objectives of AAA:

- To understand the existing system and assess the strengths and weaknesses of the Departments and Administrative Units and to suggest the methods for improvement and for overcoming the weaknesses.
- To evaluate the optimum utilization of financial and other resources.
- Designing effective teaching and learning processes
- Evaluation of Course and Program Outcomes
- Developing student assessment .
- Assuring quality education by implementation of co- curricular and extracurricular activities.

### AAA Methodology:

The college has evolved its own guidelines and methodology by learning from good practices followed by leading institutions within India .The College has its own committee to conduct and review various activities at the different departments.

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Dated-15/01/2022

**Notification**

**Internal committee for academic and administrative audit**

The following committee for academic and administrative audit(Internal) of Doon PG College of Agriculture Science and Technology has been constituted to enhance the quality and sustainability of the academic programs offered by the University and notified as follows:

S. No.	Name	Designation
1.	Dr. R R Dwivedi Principal	Chairperson
2.	Ch..Dariyav Singh Chairman	Representative from Management
3.	Mr. R K Mishra Examination Controller	IQAC Coordinator
4.	Dr. Satish Kumar Coordinator Administration	Representative from administration
5.	Dr. Roop Kishore Sharma Coordinator Academics	Representative from Academics

PRINCIPAL

Copy to:

1. All HODs
2. Notice Board

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Dated-18/01/2022

**Notice**

The meeting of Internal Committee for Academic and Administrative Audit(AAA) has been scheduled on 19/01/2022 at 11 am .All the members of committee are requested to attend the meeting on time.

Agenda :

1. Overall status of academic and research progress
1. Review of NAAC criteria wise information

Copy to:

Chairperson

IQAC Coordinator

Representative from Management

Representative from Academics

Representative from Administration

  
Principal  
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19/01/2022



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## **Internal Committee for Academic and Administrative Audit**

### **Proceedings**

Proceedings of the Internal Committee for Academic and Administrative Audit meeting held on 19/01/2022 at 11 am in IQAC room of the college.

The following members were present;

1. Dr. R R Dwivedi
2. Ch. Dariyav Singh
3. Mr. R K Mishra
4. Dr. Roop Kishore Sharma
5. Dr. Satish Kumar

Agenda :

1. Overall status of academic and research progress
1. Review of NAAC criteria wise information

Resolutions:

1. The Chairperson of the committee welcomed the members and briefly explained the rules and responsibilities of the committee.
2. The overall status of academic and research progress report was explained by academic coordinator.
3. The data received from various departments was also reviewed and necessary suggestions were discussed and informed to the respected departments.
4. It was decided to schedule Internal AAA in the month of July 2022.
5. The meeting was concluded by vote of thanks by IQAC coordinator.

*Pr. Kumar*

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Date- 19/01/2022

**Internal Committee for Academic and Administrative Audit**

**Attendance**

S. No.	Name	Designation	Signature
1.	Dr. R R Dwivedi Principal	Chairperson	
2.	Ch. Dariyav Singh Chairman	Representative from Management	
3.	Mr. R K Mishra Examination Controller	IQAC Coordinator	
4.	Dr Satish Kumar Coordinator Administration	Representative from Administration	
5.	Dr. Roop Kishore Sharma Coordinator Academics	Representative from Academics	

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Date-27/07/2022


To ,  
The Director,  
DCAST,Selaqui,  
Dehradun

Sub: Submission of Internal AAA report.

Respected Sir,

With reference to above subject, I would like to inform you that the College Internal AAA was done on 25/07/2022 for the verification and validation of the data. Please find the detailed attached report of the same.

Thanking you,

  
Principal  
Doon (PG) College of Agriculture  
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PRINCIPAL  
(Chairperson)

Enclosure : Internal Audit Report for the academic year 2022-23

Copy to:

IQAC Coordinator

Representative from Management

Representative from Academics

Representative from Administration



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### Academic and Administrative Audit

#### Internal Audit Report: 2021-22

##### A. Preliminary Information:

1. Name of the College: Doon (P. G.) College of Agriculture Science and Technology  
Camp Road, Selaqui, Dehradun
2. Address : Camp Road, Selaqui, Dehradun- 248011 (Uttarakhand)
3. Telephone Number : 9548001418, 9548059985
4. Email.ID : [info@dpmc.in](mailto:info@dpmc.in)
5. Website : [www.dpmc.in](http://www.dpmc.in)
6. Programs offered by the College:

S. No.	U G Programs:	S.No.	PG Programs
1.	BSc.(Hons.) Agriculture	1.	M.Sc. Agronomy
2.	B.Sc.(Hons.) Horticulture	2.	M.Sc. Horticulture
3.	B.Sc. (Hons.)Forestry	3.	M.Sc. Forestry
4.	BCA	4.	M.Sc. Zoology
5.	BBA	5.	M.Sc. Botany
6.	B.Lib.	6.	M.Sc. Chemistry
7.	B.Ed.	7.	M.Sc. Environmental Science
8.	B.A.(Hons.)Mass Communication((Journalism)	8.	M.B.A. (I.B.)
		9.	M.A. Education

  
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Criterion	Items	Verification Yes/No	Comments
1. Curricular Aspects	1. Semester/Annual Curriculum plan available	Yes	As per HNB Garhwal University
	2. Attendance register maintained	Yes	Noted
	3. Coverage of Syllabus	Completed	Noted and Appreciated
	4. Programs with CBCS/Elective	Yes	Noted
	5. Value Added Courses (09)	Yes	Appreciated
	6. Field visits/Educational Tours/Awareness programs as a part of Curriculum enrichment	Yes	Appreciated

  
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2. Teaching Learning and Evaluation	1.Student demand ratio Student Profile (Male /Female within /outside state) Students intake and number of shared students for academic year.	Yes	Noted
	2.Student-Centric Teaching and Learning methods	Yes	Noted
	3.Programs conducted for Advanced learners and slow performers.	Yes	Noted, needs improvement
	4.ICT enabled tools and E l-learning resources.	Yes	Appreciated
	5.Skill based and simulation based learning.	Yes	Appreciated
	6.Mentor-Mentee system .	Yes	Noted
	7.Continuous Internal Assessment	Yes	Appreciated
	8.Teachers strength v/s Sanctioned strength.	Yes	Noted

*Principal*

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Criterion	Items	Verification Yes/No	Comments
3. Research, Innovation and Extension	1. Dissertation work/Field trials for fulfillment of UG and PG degrees.	Yes	Scope for further Improvement
	2. FDP/Workshop/Seminars/conferences/Training Program on Research innovation and Entrepreneurship.	Yes	
	3. Paper /Articles/Books published in Indexed Journals /UGC Care listed Journals.	Yes	
	4. MOU and Collaboration activities.	Yes	

*PSKw*

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Criterion	Items	Verification Yes/No	Comments
4. Infrastructure and learning Resources	1. No. of classrooms with ICT facilities.	Yes	Appreciated
	2. Laboratory facilities as per norms.	Yes	
	3. ERP/E-Library facilities.	Yes	
	4. IT facilities (Number of computers, LCD, Smart boards, Internet bandwidth).	Yes	
	5. List of Instruments /Equipments.	Yes	
	6. Library books, Journals, Number of new books and journals added and amount spent	Yes	

  
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5. Student Support and Progression	1. Students benefited by scholarship	Yes	Noted
	2. Capacity enhancement schemes.	Yes	Scope for improvement
	3. Career advancement and guidance for competitive examination.	Yes	Appreciated
	4. Student council and its activities.	Yes	Appreciated
	5. Student involvement in extra-curricular and co-curricular activities.	Yes	Appreciated
	6. Study tour/Industrial visit/Exhibition/Internship training achievement.	Yes	Appreciated
	7. Redressal for grievances, Anti ragging measures.	Yes	Appreciated
	8. Alumni forum and engagement activities.	Yes	Scope for improvement

  
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Criterion	Items	Verification Yes/No	Comments
6. Governance ,Leadership and Management	1. Minutes of Meeting of Institutional committees.	Yes	Noted
	2. Implementation of E-Governance	Yes	Appreciated
	3. Welfare measures for Teaching and Non-Teaching staff	Yes	Noted and scope for improvement
	4. Financial support to teaching staff to attend conferences/workshop etc.	Yes	Noted
	5. Professional and Admin training programs organized	Yes	Appreciated
	6. Number of teaching staff undergoing FDP	Yes	Noted
	7. IQAC-cell activities and initiatives	Yes	Appreciated

  
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Criterion	Items	Verification Yes/No	Comments
7. Institutional Values and Best Practices	1. Gender equity programs organized.	Yes	Noted
	2. Degradable and Non-degradable waste disposal as per norms.	Yes	Appreciated
	3. Use of alternate sources of energy, water conservation facilities and green campus initiatives.	Yes	Appreciated
	4. Disabled – friendly and barrier free environment.	Yes	Appreciated
	5. Activities conducted regarding constitutional obligations.	Yes	Noted
	6. Celebration and activities of commemorative days.	Yes	Noted
	7. Best Practices.	Yes	Noted
	8. Institutional Distinctiveness.	Yes	Noted

  
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**Overall Comments and Suggestions:**

All the department heads and faculties are informed to focus more on research and publications and motivate UG and PG students to emphasize on innovative work.

All the department heads and faculties are here by informed to focus more on publishing chapters and text book publications.

All concerned committees are advised to conduct Seminars/Conferences/workshops on regular basis in the college.

All the students including alumni are motivated to participate in all the co-curricular activities.

The overall status is appreciable but there is also further scope for improvement to recognized globally.

**Internal Academic and Administrative Audit Committee:**

Name: Dr. R R Dwivedi

Signature:

Name: Ch. Dariyav Singh

Signature:

Name: Mr. R K Mishra

Signature:

Name : Dr. Satish Kumar

Signature:

Name: Dr. Roop Kishore Sharma

Signature:

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