

DAV CENTENARY COLLEGE

KOTKHAI (SHIMLA)-171202(HP)

Accredited with 'B' Grade by NAAC
Affiliated to H.P. University, Shimla
Recognised by the UGC



ACADEMIC AUDIT REPORT

2023-24

Academic Year 2023-24

An Academic Audit was conducted based on the NAAC parameters, covering all academic activities of the **DAV Centenary College, Kotkhai**. The following observations and recommendations have been made by the audit team.

OSRG	Academic Audit Report Criteria
2.1 Curricular Aspects:	
2.1.1 Curricular Planning and Implementation:	<p>Curriculum and Syllabus:</p> <p>The syllabus is designed and prepared by the Board of Studies (BOS) at H.P. University, Shimla, with which the college is affiliated.</p> <p>Teaching Methodologies:</p> <p>Students are engaged using a variety of instructional methods, including:</p> <ul style="list-style-type: none"> Lecture Method Chalk-and-Talk Method PowerPoint Presentations Group Discussions Practical Sessions ICT Tools Online Resources <p>Programs Offered:</p> <ul style="list-style-type: none"> Bachelor of Arts (B.A.) Bachelor of Commerce (B. Com) <p>Courses Available:</p> <p>The college offers a total of 15 courses across its programs.</p> <p>Key Features of the Programs:</p> <ul style="list-style-type: none"> Continuous Student Orientation Programs Field Visits to enhance practical learning and exposure.
2.1.2 Academic Flexibility:	<p>1. The CBCS system allows students flexibility in earning credits within an academic year or across multiple years, depending on their pace and preferences.</p>

	2. Under the CBCS framework, students are required to complete a total of 120 credits (for B.A.) or 132 credits (for B. Com) to graduate.
2.1.3 Curriculum Enrichment:	<p>1. Smart classrooms equipped with internet facilities are available for students.</p> <p>2. A semi-automated library operates with SOUL 2.0 software (limited edition).</p>
2.1.4 Feedback system	<p>1. Screening of Students' Deficiencies: Identification of students' academic or skill-related deficiencies to provide targeted support.</p> <p>2. Parental Involvement: Regular feedback and engagement sessions with parents to address students' progress and needs.</p> <p>3. Class Mentoring: Personalized mentoring for students to enhance their academic and personal development.</p> <p>4. Skill Development Initiatives: Introduction of short-term certificate courses, skill training programs, and field exposure to equip students with practical knowledge and employable skills.</p>
2.2 Teaching -Learning &Evaluation	
2.2.1 Catering to Student Diversity:	<p>The institution implements the following measures to address and support the diverse needs of students:</p> <p>1. Mentoring and Counselling: Regular mentoring sessions and counselling are conducted to guide students in academic and personal development.</p> <p>2. Recognition of Achievements: Outstanding student achievements are identified and celebrated to encourage excellence.</p> <p>3. Scholarship Programs: Various scholarships are provided to support students from different socio-economic backgrounds.</p> <p>4. Parental Engagement: Regular PTA meetings are organized to involve parents in students' academic progress.</p> <p>5. Alumni Interaction: Alumni meetings are held frequently to foster networking and mentorship opportunities.</p>
2.2.2 Teaching learning process:	The teaching-learning process incorporates the following methods:

	<p>Instructional Methods: Lectures, classroom participation, and assignments.</p> <p>Student Engagement: Presentations and continuous evaluation of students' general behaviour.</p> <p>Technology Integration: Utilization of modern ICT tools to enhance the effectiveness of teaching and learning.</p>
2.2.3 Teacher Quality:	According to student feedback, the teacher's subject knowledge is strong, and the faculty members are actively involved in research and publication.
2.2.4. Evaluation Process and Reforms	<p>Evaluation process:</p> <ol style="list-style-type: none"> Classroom interactions Class Tests and House Examinations Assignments, presentation and Group discussions <p>Internal Assessment (CCA) 30%</p> <ol style="list-style-type: none"> 10 marks for House Exams 10 marks for Assignments 05 marks for class test 05 marks for Attendance
2.2.5 Student Performance and Learning Outcomes:	<p>Student-Oriented Initiatives:</p> <ul style="list-style-type: none"> Student Seminars, Presentations, and Group Discussions Introduction of CBCS (Choice-Based Credit System) from the academic year 2018 onwards Mentoring and Counselling by Full-Time Faculty Scholarships Student Feedback Mechanism Admission Process as per HPU Norms Fee Structure – No Grievances Raised Library Timing – No Concerns Raised Infrastructure – Well-Maintained Academic Excellence
2.3 Infrastructure and learning resources	
2.3.1 Physical Facilities:	<p>The institution boasts a well-designed, environmentally friendly infrastructure, including classrooms, conference rooms, and more.</p> <p>Facilities:</p> <p>Computer Lab: 1</p>

	Staff Room: 1 Canteen: 1 Auditorium/Multipurpose Hall: 1 Common Room: 1 Girl's Hostel (under construction): 1 Library: 1 Seminar Room: 1 Outdoor Stage/Playground/Parking
2.3.2 Library as a learning Resource:	The college library holds approximately 6,172 volumes, including the latest editions of books.
2.3.3 IT infrastructure	The campus is equipped with Wi-Fi, and the following facilities are available: Computer Lab: 1 (with 10 computers) Smart Classrooms: 7
2.3.4 Maintenance of Campus facilities:	The campus is hygienically maintained, with annual committees for stock verification and various committees formed for the development of the campus.
2.4. Student Support & progression:	
2.4.1 Student mentoring and support:	Counselling and Support: Identification of Slow and Advanced Learning Students Mentor Program Tests for Weak Students Student Support: Scholarships TA & DA (Travel and Daily Allowance) Concessions for Economically Weaker Students
2.4.2 Students Participation and Activities:	The college's sports department provides ample opportunities for students to engage in physical activities that promote physical fitness and mental well-being. Indoor Games: Table Tennis, Carom, Chess, Boxing, etc. Outdoor Games: Volleyball, Kabaddi, Cricket

	<p>The college actively participates in athletics at inter-college tournaments.</p> <p>Socio-Cultural Activities:</p> <p>Academic and Cultural Competitions organized at the Inter-Class level National Day Celebrations Cleanliness Drives and Awareness Campaigns Quiz Competitions Welcome/Farewell Socials Functioning NSS Unit Workshops and Seminars Conducted</p>
2.5.1 Institutional Vision:	<ul style="list-style-type: none"> ● To establish DAV Centenary College Kotkhai as a benchmark of quality education by adopting innovative teaching and learning approaches, and empowering students to achieve their full potential academically and socially
2.5.2 Institutional Mission:	<ul style="list-style-type: none"> ● To foster intellectual excellence and social leadership among educators and learners, enabling them to thrive in an increasingly competitive and globalized world.
2.5.3 Institutional Objectives	<ul style="list-style-type: none"> ● Equip students with the essential skills to meet career and livelihood challenges. ● Create an environment conducive to the holistic development of personality through sports and co-curricular activities. ● Instil human values such as discipline, tolerance, inclusivity, and integrity. ● Preserve and promote the rich cultural heritage of the nation and the region. ● Foster critical and fearless thinking.
2.5.4 Institutional Values:	<ul style="list-style-type: none"> ● To cultivate excellence, equity, inclusivity, integrity, rationality, and tolerance among students. ● Monitoring System:

2.5.5 Internal Quality Assurance Cell (IQAC):	<ul style="list-style-type: none"> ● The college has a structured system in place to monitor the outcomes of academic programs and value-added courses. ● The IQAC actively monitors and ensures the qualitative growth of the institution through regular evaluations. ● Faculty performance is assessed systematically. ● Student performance is evaluated regularly to ensure academic progress and holistic development.
3. Overall Analysis: Observations	
3.1 Institutional Strengths:	<ul style="list-style-type: none"> ● Value-based and visionary management. ● Efficient and transparent administration. ● Robust infrastructure and academic facilities. ● Committed and highly qualified faculty. ● A strong and active Alumni Association ● An engaged Parent-Teacher Association (PTA). ● High levels of community involvement through initiatives like Unnat Bharat Abhiyan. ● Introduction of skill-based education programs such as Tally and Excel to enhance employability. ● Excellent result.
3.2 Institutional Weakness	<ul style="list-style-type: none"> ● Industry Interface ● Lack of research facilities in the college. ● Limited space for academic expansion ● Lack of consultation ● faculty given additional responsibility. ● Digital Library.
3.3 Institutional Opportunities	<ul style="list-style-type: none"> ● Enhancement of research activities ● New programme, choice of electives, dual electives. ● UG Courses in all subjects of all faculties ● Industry institution interface cell ● Research and exchange programmes.

Recommendations for Quality Enhancement of the Institution

1. **Infrastructure:**
 - Prioritize the construction of a Boys' Hostel.
 - Establish new academic departments.
2. **Research:**
 - Develop a dedicated Research Centre with a corpus fund to actively support and promote research initiatives.
 - Introduce research projects at the undergraduate level to cultivate a research-oriented mindset among students.
 - Encourage faculty members to pursue more funded and independent research projects.
3. **Placement and Career Development:**
 - Establish a dedicated Career Counselling and Placement Cell (CCPC) led by a professional to enhance placement opportunities.
 - Develop a Student Progression Diary to track:
 - **Student Transformational Index:** Measuring students' personal and professional growth.
 - **Student Competency Mapping:** Identifying and addressing skill gaps.
4. **Quantifiable Departmental Activities:**
 - Ensure that all departmental activities, aligned with various institutional criteria, are measurable and quantified for evaluation.
5. **Funding and Collaboration:**
 - Proactively seek collaborations with institutional funding agencies to support academic and research projects.
 - Partner with industry bodies to foster industry-academia linkages, enhancing employability and skill development.
6. **Faculty Support:**
 - Reassess and improve faculty benefits for research activities and book writing to encourage academic contributions.
7. **Skill Development:**
 - Incorporate more skill-based components into the curriculum to align with industry demands and enhance students' employability.

Committee members.

1. Dr. Bhupinder Singh Thakur, (External Member),
(Principal, Govt. College, Theog)
2. Dr. Ramesh Chauhan,
(Former Director (Phy. Edu.), H.P. University, Shimla)
3. Dr. J.S. Dulta
4. Sh. Dinesh Sharma
5. Sh. Vinod Gupta,
6. Sh. Rajbhadra Chauhan

BSThakur
Chauhan

D. S. Dulta
D. S. Dulta
V. Gupta
R. B. Chauhan

Action Taken Report Academic Audit 2023-24

Introduction

DAV Centenary College, Kotkhai, conducted an Academic Audit for the year 2023-24 emphasizing academic and student-centric activities to improve institutional quality. The following actions were implemented based on the recommendations received:

1. Encouraging faculty to engage in research activities:

The number of faculty members pursuing PhD programs has increased, with several successfully completing their research. Furthermore, faculty involvement in research paper writing and publication has shown significant growth.

2. Introducing research projects and fieldwork at the undergraduate level:

Undergraduate students have been guided and supported in undertaking small research projects and fieldwork. Initiatives such as the Unnat Bharat Abhiyan program have further enhanced community involvement and fieldwork activities.

3. Developing a student progression diary:

A student progression diary has been introduced to monitor and track students' growth. Student progression is regularly observed through mentor-mentee meetings and documented in registers.

4. Conducting student competency mapping:

The Career Counselling and Placement Cell (CCPC) conducted competency mapping sessions to evaluate the skills and interests of individual students, aiding in better progression tracking.

5. Incorporating skill-based components into the curriculum:

Vocational and add-on courses, along with guest lectures, have been integrated into the curriculum to boost the regional economy while enhancing students' skills and knowledge.

6. Collaboration with other academic institutes:

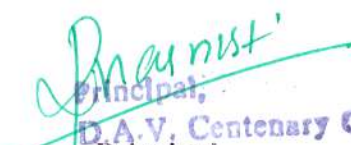
The college has promoted collaboration with other cluster colleges of the region.

7. Annual Athletic meet:

The Department of Physical Education has established the Annual Athletic meet as a regular feature in the college calendar.

Conclusion

Based on the suggestions provided by the Academic Audit Committee, necessary steps have been taken to improve the academic and student-centric framework of the institution. These initiatives have contributed significantly to the overall qualitative enhancement of DAV Centenary College, Kotkhai.


Principal,
D.A.V. Centenary College,
KOTKHAJ

To Whom It May Concern

Subject: Observations on Academic and Curricular Practices at DAV Centenary College, Kotkhai

This is to certify that I have reviewed the academic and curricular practices of DAV Centenary College, Kotkhai. The submitted report provides a comprehensive overview of the institution's activities and aligns with its operational framework.

However, I would like to place the following observations on record for further improvement:

1. While the college operates under the constraints of an externally designed syllabus, it is encouraged to explore creative and innovative interpretations of the curriculum to enhance student engagement.
2. The college should proactively prepare for the implementation of NEP 2020, ensuring its readiness as per future directives from the University or Government.
3. Conducting a detailed SWOT analysis will help the institution identify its strengths, weaknesses, opportunities, and threats, enabling effective strategic planning to bridge any gaps.
4. Introducing Bridge Courses will be beneficial in equipping students with the foundational knowledge and skills required for their academic programs.
5. The existing Language Lab can be effectively utilized to provide students with hands-on training in communication skills, focusing on areas like public speaking, group discussions, and professional writing.

These observations aim to assist the college in its efforts to continually improve and uphold its academic standards.


Principal
Govt. Degree College,
Theog, Distt. Shimla (HP)

DAV CENTENARY COLLEGE

KOTKHAI (SHIMLA) HP-171202

NAAC Accredited with Grade 'B'

Affiliated to H.P. University, Shimla
(Under DAV College Managing Committee, New Delhi)

Website: <https://davcollegekotkhai.com/>

Emails: davprincipalkki@rediffmail.com



Administrative Audit Report 2023-24

Administrative Audit Report for DAV Centenary College, Kotkhai (2023-24)

Executive Summary

This report evaluates the administrative performance of DAV Centenary College, Kotkhai, for the academic year 2023-24. It focuses on areas such as governance, human resources, financial management, facilities management, technology, and compliance. The audit was conducted to assess the college's administrative functioning for submission of the Annual Quality Assurance Report (AQAR) to NAAC.

Key Findings:

1. Audit Methodology:

The audit involved a detailed review of key documents such as policy manuals, annual reports, financial statements, stock registers, and accreditation records. Additionally, in-person visits were conducted to assess physical assets, infrastructure, and facilities.

2. Organizational Structure and Governance:

The college has a well-defined organizational structure with several active committees promoting collaboration among students, staff, alumni, PTA, and community members. Committees such as the IQAC, Anti-Ragging Committee, Women's Cell, and Committee for the Prevention of Sexual Harassment ensure student welfare and representation. Administrative decisions are made in consultation with these committees.

3. Human Resource Management:

Regular assessments of staffing, recruitment, staff development, and performance evaluations are conducted through committees like the Academic Committee and Discipline Committee.

4. Financial Management:

The college efficiently manages finances through e-governance systems like RTGS/NEFT/IFSC / Public Financial Management System (PFMS) for receiving government and other funding agencies.

5. Attendance Monitoring:

Attendance is carefully tracked for both students and staff. Teachers mark attendance in registers, and biometric systems are used for staff, ensuring accurate records. These measures promote efficiency and accountability.

6. Facilities Management:

The college maintains a centralized stock register in the Principal's Office, with annual stock verification conducted by committees.

Conclusion:

The Administrative Audit Report confirms that DAV Centenary College, Kotkhai, has maintained effective administrative practices during 2023-24, ensuring smooth and efficient functioning.

Introduction

Purpose of the Audit:

To evaluate the administrative processes of DAV Centenary College for AQAR submission.

Scope of the Audit:

The audit covered governance, human resources, financial management, facilities, technology, and compliance for the academic year 2023-24.

Methodology:

Document Review: Policy manuals, annual reports, financial statements, stock registers, and accreditation documents were examined to understand administrative processes and performance.

Website links:

Policy Manuals(DAV Rules) : <https://davcollegekotchhai.com/iqac/>

Annual Report: <https://davcollegekotchhai.com/iqac/>

Financial Statements: <https://davcollegekotchhai.com/iqac/>

Stock Register: <https://davcollegekotchhai.com/iqac/>

Accreditation: <https://davcollegekotchhai.com/iqac/>

List of committees: <https://davcollegekotchhai.com/iqac/>

Department Visits: Visits were conducted to assess departments such as NSS, Music, Physical Education, Library, and Computer Lab, along with physical infrastructure and assets.

Organizational Structure and Governance

1. Collaborative Approach:

The college operates through collaboration among key stakeholders, including students, staff, alumni, PTA, and community members. Various committees, such as the IQAC and Discipline Committee, ensure smooth functioning. Administrative decisions are made after consultation with these committees.

2. Student Representation:

Committees like the Women's Cell and Anti-Ragging Committee prioritize student welfare by incorporating their feedback in decision-making.

3. Grant-in-Aid:

The college operates under a 95% grant-in-aid system, receiving funds from the government and other agencies.

4. Centralized Systems:

The college's centralized website (www.davcollegekotkhai.com) serves as a hub for updates and developments. Financial management is enhanced through the PFMS, which ensures efficient tracking of government funds.

5. Stock Management:

Each department maintains a stock register, while an annual verification committee reviews the stock. The main stock register is centrally managed in the Principal's Office.

6. Human Resource: The College conducts assessments of its development and performance evaluations through establishment of various committees like IQAC, Academic Committee, and Discipline Committee etc.

Administrative Audit Committee members:

:Sh.Ravinder Chauhan (Member LMC)
: Dr. J.S.Dulta
: Dr. Kamlesh Verma,
: Sh. Vinod Gupta
: Sh. Rajbhadra Chauhan

Link : <https://davcollegekotkhai.com/iqac/>

- **Financial Management:**

The College is under 95% Grant-in-aid scheme of the Himachal Pradesh. Financial assistance is also received from other funding organizations for developmental purposes. The College uses PFMS/RTGS to ensure financial management tracking funds released under government plans and reporting expenditure in time.

Link: <https://davcollegekotkhai.com/iqac/>

- **Facilities Management:**

In every department there is a proper stock register and committees are constituted annually to verify the stock and to look after the various activities in the college. The main stock register is maintained in the Principal's office.

Link : <https://davcollegekotkhai.com/iqac/>

- **Technology and Information systems:**

The college is well-equipped with a centralized website <https://davcollegekotkhai.com/> and Google Workspace 45GB and mega cloud 20GB of storage :

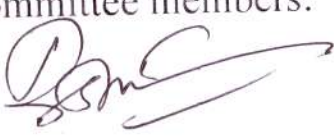

Principal
D.A.V. Centenary College
KOTKHAH


(Ravinder Chauhan)

Member, Local Management Committee
DAV Centenary College, Kotkhai

Certified that we have physically checked the Stock/Store of Music Department for the academic session 2023-24 and found correct as per stock register as on 30.06.2024

Committee members:

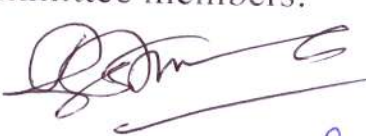

1.  (Dinesh Sharma)
2. Vinod Gupta 
- 3.


Principal


Dated: 9/12/24

Certified that we have physically checked the Stock/Store of Library for the academic session 2023-24 and found correct as per stock register as on 30.06.2024

Committee members:



1.  (Dinesh Sharma)
2. Shyamantand 
- 3.

Dated: 7/12/2024


Principal

Certified that we have physically checked the Stock/Store of NSS for the academic session 2023-24 and found correct as per stock register as on 30.06.2024

Committee members:


1. Vinod Gupta 
2. D.P. Chauhan 
- 3.


Principal

Dated: 11/12/2024

Certified that we have physically checked the Stock/Store of Phy. Education Department for the academic session 2023-24 and found correct as per stock register as on 30.06.2024

Committee members:

1. Dr. J. S. Dulba
2. Bhupesh Sharma 
- 3.


Principal


Dated: 7/12/2024

Audit of music department
DAV College, Kotkhai 2023-2024.

- 1 Tanpura = 2 (2-1 = 1 worky = 1)
Bookg. = 1)
- 2 Harmonium = 1
- 3 Chhatu = 4+1 = 5
- 4 Dargi = 2
- 5 Swarmandal = 1
- 6 Dolak = 1
- 7 Chhatu Bag = 1
- 8 Nattidresses = Girls = 6
- 9 Night Suit = Boys = 6
- 10 Saree = 06 (white)
- 1 Bed sheet = 06
- 2 Thaal Posh = 2 (Green + Yellow)
- 3 Patakas
(Arya Samaj) = 20

Venture


5/12/2024


5/12/24

"List of Sports Equipments"
Cricket & others

- ① Cricket Mat — 1 Nos.
- ② Cricket Batting Pad — 5 Pair.
- ③ helmet Batting — 3 Nos.
- ④ Kipping glove — 1 Pair.
- ⑤ Batting glove — 2 Pair.
- ⑥ Thair Pad — 2 Nos.
- ⑦ kit Bag — 1 Nos.
- ⑧ elbow — 2 Nos.
- ⑨ Guard AB — 1 Nos.
- ⑩ Stumps — 2 Set Plastic
- ⑪ Basket Ball — 1 Nos.
- ⑫ Valley Ball — 1 Nos.
- ⑬ Medicine Ball ^{3kg} — 1 Nos.
- ⑭ Hammer Throw — 1 Nos.
- ⑮ Shot put Men & Women — 2+1 Nos.
- ⑯ Victory stand — 1 Nos. Wooden
- ⑰ Clapper Wooden — 1 Nos.
- ⑱ Discus Throw Men & Women — 3+2 Nos.
- ⑲ High Jump Bar — 1 Nos.
- ⑳ High Jump Pal — 1 Set.
- ㉑ T.T. Table — 1 Nos.
- ㉒ Javelin — 3 Nos.
- ㉓ Badminton net — 1 Nos.

24. Volley Ball Net — 5 Nos.
25. Substituting Paddles — 36 Nos.
26. Pump Presser — 1 Nos.
27. Volley Ball Pate — 3 Set
28. Volley Ball Referee chair. — 2 Nos.
29. Boxing glove — 1 Pair.
30. Boxing Pad Punching — 1 Pair

Sports Auctit Committee

~~Notes~~

Members

Sign.

1. — J.S. Datta

JS Datta

2. Bhupesh Sharma.

Bhupesh Sharma

Academit Audit of Library

DAV College, Kolkhate.

Session 2023-2024 (uptodate)

1 Total Number of books = 6172

2 Remedial books = $6172 - 176 = 5996$

3 Journals. = 02

4 Newspaper = 02

5 Magazine = 06

Physically verified
5/12/2024

Syama Sundar

(O.P. Thakur).

NSS Audit - ~~and~~ report date (Report) 2024

- 1 पलील को = 3
- 2 " धातु = 2
- 3 कुल = 1
10L
- 4 कुल 122 2/
- 5 कुल 25L = 1
- 6 वाल्व = 4
steel =
- 7 वाल्व = 2/2
- 8 टंक = 1
- 9 टंक = 1
- 10 T. container = 1
- 11 टैंक = 3
- 12 कडवा = 4
- 13 वेल्डिंग टैंक = 1
- 14 वेल्डिंग टैंक = 1
- 15 क सली = 1
- 16 पाले = 2
- 17 तैयु = 2
- 18 कटाई = 3
- 19 Frypan = 2
- 20 चकला वेल्डिंग = 2
- 21 टैंक = 2
- 22 तवा = 1
- 23 Sidumaker = 1

- 24 = Jug 22
- 25 Steel plate 265
- 24 गिलास = ~~46~~ 46
- 25 कोली = 26
- 27 Gas chulah = 1 वसू
- 28 Gas chulah = 1 धातु
- 29 वेल्डिंग = 3
- 30 आल = 1
- 31 धातु = 1
- 32 आल = 2
- 33 कलाहरी = 1
- 34 = टैंक = 1
- 35 खंल = 1
- 36 वेल्डिंग = 1
- 37 अलगास = 1
- 38 = कसी = 15 (सब)
- 39 = पंजी = 4
- 40 फाव = 2
- 41 शैली = 1
- 42 फाव = 6
- 43 फाव = 5

verified

Prof. Dr. A. B. M. M.

A. Chaudhary