

**REPORT OF THE ACADEMIC AUDIT COMMITTEE(AAC) THAT  
AUDITED THE DEPARTMENT OF COMPUTER SCIENCE &  
APPLICATIONS, M.D.UNIVERSITY ROHTAK ON 19.05.2016 AT 10.00  
AM IN THE SEMINAR ROOM OF THE DEPARTMENT**

The meeting of the Academic Audit Committee (AAC) for the Department of Computer Science & Applications (DCSA), M.D. University, Rohtak was held on 19.05.2016 in the Seminar Room of the Department and the following members were present:

1. Prof. Vikram Singh,  
Department of Computer Sc. & Appls.,  
Ch. Devi Lal University, Sirsa.
2. Prof. M.N. Hoda,  
Director, Institute of Computer Applications and Management,  
Bharti Vidyapeeth University, A-4, Paschim Vihar, New Delhi.
3. Prof. K. K. Verma,  
Dean, Faculty of Physical Sciences,  
M.D. University, Rohtak.

The Head of the Department made a comprehensive presentation of the profile of the Department highlighting all the achievements of faculty members, students' record and all other facilities. The members of the AAC interacted with the faculty members and browsed students' feedback about teaching, research and other facilities and activities in the Department. The AAC took a stock of the Annual Department Reports and the achievements of the faculty members for the academic year 2014-15 & 2015-16 placed by the Head of the Department to the AAC.

After going through all the above aspects, the Committee made the following observations/recommendations:

**Curriculum Aspects**

- a) The following three courses are being run in the Department
  1. MCA-Three year Programme
  2. M.Tech. (Computer Science)-Two year Programme
  3. M.Sc. (Computer Science)
  4. Ph.D. (Computer Science)
- b) The syllabi of all the courses mentioned are mainly in accordance with UGC/AICTE curriculum. As a result reasonably good placements of eligible and interested students were witnessed apart from about 10-12 students who qualified the UGC NET/JRF.
- c) The feedback from the students was received by the Department in the form of the prescribed feedback proforma. Feedback for the session 2014-15 and 2015-16 reveals that the students have rated the Department in the Good category giving average 2.8 &



2.6 score (Good) out of the maximum score of 4 in the session 2014-15 and 2015-16 respectively.

- d) The students have free accessibility to meet the Head of the Department as well as all the other faculty members whenever required.
- e) The Department has a Library shared with University Institute of Engineering & Technology having more than 9812 books. It is pertinent to mention here that there is a subscription of hardcopy as well as online journals. In addition to these 20 Journal and Magazines are available in the Library in the shape of hardcopy.

**LIST OF HARDCOPY JOURNALS/MAGAZINES FOR THE SESSION 2014-15 AND 2015-16**

Sr. No.	Name of the Journal	Address
<b>Foreign Journal</b>		
1.	IEEE Transaction on software Engineering	IEEE Computer Society, 10662, Los Vaqueros Circle, PO Bos 3014, Los Alamitos, CA 90720
2.	International Journal of Dataware Housing and Mining	IGI Global Customer Service, 701 E, Chocolate Avenue, Hershey, PA 17033-1240 USA
<b>Journal of Information Technology</b>		
1.	International Journal of Computer Science & Information Technology	
2.	International Journal of Advance in Software Engg.,	
3.	International Journal of Computer Sc., Software Engg., & Electrical Communication	
4.	International Journal of Computer Sc. & Software Technology	
5.	International Journal of Software Engg., & Computing	
6.	International Journal of Dataware Housing	
7.	International Journal of Intelligent Information Processing	
8.	International Journal of Computer Sc., System Engg., & Information Technology	
9.	International Journal of Computer, Information Technology and Engineering	
10.	International Journal of Data Analysis & Information System	
<b>Indian Journal/Magazines</b>		
1.	Chip	INFOMEDIA 181b TD 'A; Wing, 2 <sup>nd</sup> Floor Ruby House, JK Sawant Marg, Dadar (W), Mumbai-400028
2.	CSI Communication	Computer Society of India 122, TV Industrial Estate, SK Ahire Marg, Worli, Mumbai-400030
3.	Journal of CSI	-do-
4.	Computer Sanchar (H)	Inida Publications Aahluwalia Business Centre, 2652, Stuti Building Bank Street, Karol Bagh, New Delhi-110009
5.	Data Quest	Cyber House, B-35, Sector-32, Institutional, Gurgaon-122002 (Haryana)
6.	Living Digital	-do-
7.	Express Computer	The Indian Express Newspaper Ltd. Business Publication Division, 1st Floor, Express Towers, Nariman Point, Mumbai-400021
8.	Linux for You	EFY Enterprises Pvt. Ltd., D-87/1, Okhla Industrial Area, Phase-I, New Delhi-110020

Moreover, the students, research scholars and faculty members have an access to all e-Journals subscribed by Vivekananda Central Library. Online access to Journals related to Computer Science & IT, primarily include the following:

- SCOPUS
- Emerald

which enables the researchers wide access to research papers from several publishers and Journals resources.

- f) Feedback obtained from the parents also reveals there is strong agreement on almost all the parameters by the parents.

### **Teaching-Learning and Evaluation Aspects**

- a) Every year admission to MCA-three year programme is made by HSTES through online test/counseling.
- b) The admission to M.Tech. (Computer Science) was made during the session 2014-15 & 2015-16 by the UIET. Centralised admission is made by the University for M.Tech. programmes offered by DCSA and UIET.
- c) The admission to M.Sc. (Computer Science) were made by the Department of its own during the session 2014-15 and 2015-16.
- d) Apart from regular examinations, the Department strictly follows University norms for continuous evaluation of students in the form of class tests, assignments and regular presentations.
- e) Tutorials/remedial classes are also conducted for the overall academic improvement of the students.
- f) The Department organized time to time extension lectures/seminars/workshops by IT/Software Development companies as well as reputed experts from academia from the neighboring University to improve the technical and soft-skills of the students.
- g) Department has 08 regular faculty members, which includes two Professors and six Assistant Professors. Moreover, the Department has three guest faculty members.
- h) Teacher students ratio is about 1:25
- i) Average Teacher –Research scholar ratio is about 1:4.

### **Research Consultancy and Extension Aspects**

1. The faculty members of the Department are actively engaged in the research activities evident from the enclosed list with 95 number of research papers during the academic year 2014-15 and 2015-16, and five books. (See Annexure-A)
2. Most of the faculty members have participated in seminars/workshops and delivered invited lectures also during 2014-15 and 2015-16. (See Annexure-A)
3. Department organized the Expert Sessions/Workshops as per details given below during the session 2014-15 and 2015-16:

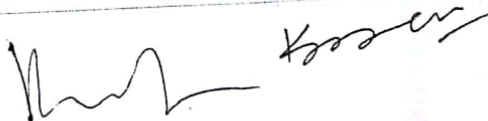


Name and affiliation of the guest speaker	Topic of the Extension Sessions/Workshops	Date	Participants
LEO Infortech, Janakpuri, New Delhi	JAVA Technology	18.09.2014	All the students of the Department and Faculty Members of the Department
Web Tek Labs New Delhi	Cloud Computing and Deployment	30.09.2014	-do-
DUCAT Pvt., Ltd., Noida	Personality Development & Soft Skills	10.11.2014	-do-
Webtek Pvt., Ltd., New Delhi	Communication Skills	12.11.2014	-do-
Acrolet Pvt., Ltd., New Delhi	Interview and Softskills	18.11.2014	-do-
With the collaboration of Career & Placement Cell of MDU	Software Project & Quality Management and Job Seeking	13.02.2015	-do-
Prof. Shahid Ahmad, Deptt. of Economics, Jamia Milia Islamia, Delhi.	Research Methodology	30.03.2015	-do-

The Department also organized a National Conference as per details provided below:

Name of the Department	Date of the National/International	Theme of the Conference	Number of participants attended
Department of Computer Science	28.02.2015	<i>"Emerging Innovative Computing Technologies and ICT for Development-2015"</i> (NCEICT & ICTD-2015)	Approx. 250 alongwith faculty members and students

4. The Department was conferred the Excellent Department Award in Haryana by CMAI during National Haryana Education Award-2014 ceremony held at Guru Jambheshwar University of Science & Technology, Hisar.
5. Teachers of the Department are invited as resource person in the refresher/orientation courses in the session 2014-15 and 2015-16.
6. Faculty members were invited by the various Colleges/Institutions/Universities for delivering Extension Lectures/Expert sessions.

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The Committee appreciated the achievements and progress of faculty members in academic field.

### Infrastructure and Learning Resources Aspects

- a) The Department is well equipped in terms of Computer Labs, the Department library shared with UIET in addition to Central Library, Well equipped Class Rooms and other support systems. The Department has come-up with one additional Computer Lab and as of now there are more than 139 computers, 20 Laptops, Audio Visual systems and three projectors. Moreover, the Department has got all computing facilities supplemented with all required software as per curriculum requirements.
- b) Students are encouraged for to e-learning through all accessible NPTEL online resources and other resources available at University Library portal.
- c) There are in all 22 Research Scholars enrolled for Ph.D. Seven students were enrolled for the Ph.D. programme during 2014-16 and one candidate has been awarded Ph.D. degree in the session 2014-15.

### Strengths of the Department

- i) The Department is well equipped in terms of Computing facilities, Audio-Visual aids and other necessary support systems.
- ii) CBCS has been introduced in all the programs of the Department w.e.f. the session 2016-17.
- iii) The Department is doing its best in terms of academic curricula & its delivery in tune with the needs of Software Industry. The students are quite satisfied and the placement records are good.
- iv) The faculty is competent and producing good numbers of publications as well as guiding Ph.D. students.
- v) The Department introduced the M.Sc. (Computer Science) programme from the session 2014-15 and the Department has potential to introduce some more courses in the interest of the students.

### Innovative Practices

- a) The Department focuses on multi-skill development in its programmes by introducing varied contents. Various activities including encouraging students to participate in variety of co-curricular and social activities are performed in the Department alongwith the course of study which helps to develop multi-skills.
- b) The following measures are taken by the Department for quality substance and enhancement in curricular aspect:
  1. Feedback mechanism
  2. Conduct of Departmental Meetings
  3. Periodical evaluation of curriculum
  4. Implementation of IQAC initiatives and guidelines.



The very basic thing done for the quality enhancement done by the university is the presentation and publication of academic calendar at the very opening of academic year. The faculty members devote their time in personal counseling and encourage the students for various socio-cultural, technical and moral activities. The teachers motivate the students to follow reference books also. Further, the efforts made by the Department to have good co-ordination and harmony among the teacher. The best practices of the Department are the regular updation of syllabi and encouragement for research.


Overall, the Department is doing very well; students are satisfied with the faculty members and the infrastructural facilities provided by the Department. However, the committee is of the view that the following issues may be taken up by the University to gear it up to come-up as an Excellent Department at par with any other premier institution of the country:

- a) **Faculty Positions:** The University needs to fill the existing two vacant faculty positions. More faculty positions in view of the requirements of additional workload of M.Tech. (Computer Science) and M.Sc. (Computer Science) programmes. So, the Department is short of 4 (02 Associate Professor and 02 Asstt. Professor) for M.Tech. (Computer Science) under budgeted scheme and 03 Asstt. professors for M.Sc. (Computer Science) under SFS regular faculty whose workload is being shared by the guest faculty and existing faculty.
- b) **Research and Collaboration:** The Department may initiate International Collaboration for research and faculty development. Faculty needs to focus on quality publication preferably in SCI-, SCOPUS-indexed, etc. and also to have Research Projects from UGC, DST or other Govt. agencies.
- c) **New Building:** The Department has 8 faculty members and 03 guest faculty members whereas the Department is offering MCA (Three year programme), M.Tech. (Computer Science) and M.Sc. (Computer Science) two year programmes having more than 250 & 270 students for the session 2014-15 and 2015-16 respectively. Further, only five class rooms and one computer lab is available. Further, the AAC recommends that there should be separate building for the Department which will be more beneficial to the students and the Department in order to accommodate some more programmes that would required more classrooms and computer labs.

The above weaknesses can be overcome if serious efforts are made by the University to fill-up the vacant positions of faculty and technical-staff apart from creation and filling-up of additional teaching position and a separate building is constructed exclusively for the Department.

  
(M. N. HODA)

  
(VIKRAM SINGH)

  
(K. K. VERMA)

**MINUTES OF THE MEETING OF ACADEMIC AUDIT COMMITTEE (AAC) IN GEOGRAPHY HELD ON June 14, 2017 (THURSDAY) AT 11:30 A.M. IN THE OFFICE OF HEAD, DEPARTMENT OF GEOGRAPHY, MAHARSHI DAYANAND UNIVERSITY ROHTAK**

A meeting of the Academic Audit Committee (AAC) to carry out the Academic Audit of the Department for session 2015-16 was held on 14/06/2017 in the office of the Head, Department of Geography.

The following members of the committee were present:

- |    |  |                         |
|----|--|-------------------------|
| 1. | Prof. S.P.Kaushik,<br>Dept of Geography,<br>Kurukshetra University, Kurukshetra    | Member (Outside Expert) |
| 2. | Prof. M.A. Siddiqui,<br>Dept of Geography,<br>Jamia Millia Islamia New Delhi       | Member (Outside Expert) |
| 3. | Prof.Promila Batra,<br>Dean Faculty of Social Sciences,<br>M.D. University, Rohtak | Member                  |

The members of the committee interacted with the faculty members and students of the department. The members sought their feedback about teaching, research, other facilities and activities in the Department. The members has gone through the Annual Departmental Report, Departmental profile (ANNEXURE - I), Achievements of the faculty members (ANNEXURE - II) Self-Evaluative Report (ANNEXURE - III) placed by the Head of the Department to the AAC.

The committee made the following observations/recommendations:-

**Curriculum Aspects**

- a) The following courses were running in the Department in the session 2015-16:
- M.A.Geography (2 years) Programme with an usual intake of 50 students.
  - P.G.Diploma in Remote Sensing and GIS with an intake of 15 students
  - M.Phil. (Geography) with an intake of 15 students
  - Ph.D. (Geography)

2015-16

- b) The syllabi of all the above mentioned courses are mainly in accordance with UGC curriculum.
- c) Emphasis is also laid on enhancing the Computer skills of the students.
- d) The feedback from the students was taken in form of the feedback proforma and the suggestions were incorporated. Feedback for the session 2015-16 reveals that the students have rated the department in the "Good" category giving an average 2.11 score (A grade out of the maximum score of 4).

The Committee Members also interacted with the students. The feedback obtained from the students by the committee revealed that:

- The students have free accessibility to meet the HOD as well as all the other members of faculty whenever required.
- Classes are held regularly and teachers are very sincere towards their classes.
- Library is very rich so far as the quantity and the quality are concerned and being used by the students regularly which help them enrich their knowledge in the profession/life.
- Degree of M.A. in Geography should be changed to M.Sc. in Geography like some other universities in Haryana.
- Students need to be guided on career awareness .
- Some changes need to be made in scheme of examinations i.e. paper on Research Methods should be taught earlier than paper on Field Work.
- A schedule of tests for internal assessment should be prepared and known to students well in advance.

#### **Teaching Learning and Evaluation Aspects**

- a) The courses running in the Department are in great demand as is evident from the following:
  - i) The Department received a total 759 applications against 75 seats all together in the department.
  - ii) 518 applications were received against 50 seats of M.A. Geography (2 year programme)
  - iii) 191 applications were received against the total available 26 seats for M.Phil./Pre.Ph.D/.



- b) Apart from regular examinations, the Department strictly follows University norms for continuous evaluation of students in the form of class tests, assignments and regular presentations.
- c) Department has 12 faculty members, which includes 10 Professors and 02 Associate Professors.
- e) Out of 12 teachers, 10 are Ph.D. degree holders and two others are pursuing their Ph.D.
- f) Teacher- student ratio is 1:12.6

#### **Research Consultancy and Extension Aspects**

- a) The faculty members of the Department are actively engaged in the research activities which is evident from the total number of research papers published by them during last five academic sessions.
- b) Most of the faculty members have participated in seminars/conferences/workshops and delivered invited lectures.
- c) A fund of Rs 71 lakhs has been sanctioned by the U.G.C. under SAP (DRS-I).
- d) A fund of Rs. 20 lacs has been sanctioned to the department under the scheme UGC- BSR for infrastructure to enhance infrastructure facilities in the Department.
- e) One Major Research Project from UGC entitled "Impact of climate change on water resources of Haryana" has been successively completed.
- f) Three other major research projects are ongoing in the department.
- g) Teachers of the department are invited as resource persons in the refresher/orientation courses.
- h) Faculty members are invited by various colleges/universities for delivering extension lectures.

#### **Infrastructure and Learning Resources**

- a) The Department is well equipped in terms of Computer Labs, the Departmental Library in addition to the Central Library, Class Rooms and other support systems. The department was having 28 computers in its two labs and more than 1300 books in its Departmental Library in addition to thousands of books and tens of Journals in Geography available in the Central Library of the University.

2015-16

- b) Students are encouraged to e-learning with the help of internet facilities in the Department
- c) As many as 40 students were pursuing their Ph.D. degree during 2015-16.

### **Students Support and Progression Aspects**

1. Drop out ratio is very less i.e. 10 per cent.

The Department has established Career Counselling and Placement Cell and under the charge of the faculty member however major dependence is on University Placement and Counseling Cell.

### **2. Innovative Practices**

The Department focuses on multi-skill development in its programmes by introducing varied contents. Various activities including encouraging students to participate in variety of co-curricular and social activities are performed in the Department along with the course of study which help them develop multi-skills.

The following measures are taken by the department for quality sustenance and enhancement in curricular aspects.

- Feedback mechanism.
- Conduct of Departmental meetings.
- Periodical evaluation of curriculum.
- IQAC guidance.


The very basic thing done for the quality sustenance and quality enhancement is the preparation and publication of academic calendar at the very opening of academic year. The teachers devote their time in personal counselling and encourage the students for various socio-cultural, political and moral activities. The academic enhancement is stressed by arranging educational tours to different physical-social environment and guest/extension lectures. The teachers motivate the students to follow reference books also.

The efforts are made by the department to have good co-ordination and harmony among the teachers and students. Students organise and manage two cultural party every year one welcome party and other farewell party. The best practices of the Department are the regular updation of syllabi and encouragement for research.

Overall, the Department is doing very well, students are satisfied with the faculty members and the infrastructural facilities provided by the department. Though, the Department is rated as 'very good' in all the above aspects, yet the following suggestions are given for further improvement:

- The Department should form Alumini Association at departmental level and should hold its meeting regularly.
- There should be a separate suitable place for the research scholars with provision of adequate sitting facility, electricity/internet connections and lockers etc.
- Students need to be guided on career awareness .
- Some changes need to be made in scheme of examinations i.e. paper on Research Methods should be taught earlier than paper on Field Work.
- A schedule of tests for internal assessment should be prepared and known to students well in advance.

  
(S.P.Kaushik)

  
(M.A.Siddiqui)

  
(Promila Batra)

MINUTES OF THE MEETING OF ACADEMIC AUDIT COMMITTEE IN PHYSICAL EDUCATION HELD ON 08.09.2017 AT 10.30 A.M. IN THE O/O HOD PHYSICAL EDUCATION, M.D.UNIVERSITY, ROHTAK

A meeting of the Academic Audit Committee consisting of the following members to carry out the Academic Audit of the Department was held on 08.09.2017 in the O/o Head, Department of Physical Education.

Following members were present:

1. Professor Arvind Malik, Chairperson, Department of Physical Education, Kurukshetra University, kurukshetra.
2. Dr. Gurmeet Singh, Professor, Department of Physical Education, Punjab University, Chandigarh.
3. Prof. Bhagat Singh, H.O.D. (Physical Education) & Dean Faculty of Education, MDU Rohtak.

The committee members interacted with the faculty members and the students and sought their feedback about teaching, research, other facilities and activities in the Department. The committee has gone through Departmental profile and self evaluative reports of the teachers for the academic year 2015-16 placed by the HOD Physical Education.

After going through the reports and all the above aspects as well as various points mentioned in the criteria of Academic Report, the Committee made the following observations:-

**1. Curriculum Aspects:-**

At present the Department is running following four courses:

- (i) M.P.Ed. (2-year) with an intake of 30 students
- (ii) B.P.Ed. (2-year) with an intake of 50 students
- (iii) P.G.Diploma in Yoga Science (1-year) with an intake of 20 students
- (iv) M.Phil (1.5 year) with an intake of 15 students.

The syllabi of all the above mentioned courses are in accordance with the UGC as well as NCTE curriculum. As a result, more than 5 students qualified the NET tests. There is a great opportunity for employability in these courses.

Special emphasis is laid on enhancing the basic skills of different games, specific skills of specialised games and coaching lesson along with computer skills to the students.

The feedback from the students is regularly being obtained in the months of October & March during each academic year and the suggestions received from students are incorporated.

- The students have free accessibility with the HOD as well as faculty members through tutors.
- The students often visit Central library as well as library of Swaraj Sadan which have very good quality and quantity of books.

## 2. TEACHING LEARNING AND EVALUATION ASPECTS:-

- a) The courses being run in the Department are in great demand. The Department received 133 applications against 30 seats in M.P.Ed., 126 applications for B.P.Ed. against 50 seats, 268 applications for PG Diploma in Yoga Sc. against 20 seats and 46 applications for M.Phil against 15 seats. Vide publicity is given by the University in leading National/regional news papers and University website for admissions to these courses.
- b) Apart from semester examinations, the department strictly follows University norms for continuous evaluation of students through class tests, assignment/presentation. Due consideration is given to attendance of the students.
- c) Extra classes are also conducted for improvement of academic performance and for those students appearing in NET/JRF examinations.
- d) Department has a strength of 10 faculty members which include four regular teachers, 4 Guest Faculty and 2 Associate faculty.
- e) Out of 10 faculty members 8 have completed their Ph.D. degree and remaining two are NET qualified.
- f) Teacher student ratio is about 1: 20

## (v) RESEARCH CONSULTANCY AND EXTENSION ASPECTS:

- a) The regular Faculty Members of the Department are actively engaged in research activities which is evident from number of Ph.D.'s ( ) awarded during academic sessions.
- b) Most of the Faculty members have participated in International/National Seminar/Conferences/Workshops and have delivered invitation lectures.
- c) The Department of Physical Education has started a new course i.e PG Diploma in Yoga Science from this current session.
- d) Some faculty members have also participated in International Conference held abroad and officiated at International Sports meet.

## 4. INFRASTRUCTURE AND LEARNING RESOURCES:

- a) The Dept. is well equipped in terms Physiological lab, Class rooms, Store and Sports Infrastructure with outdoor and indoor facilities.
- b) Students have access to e-learning with internet facilities in the Department
- c) 22 students are pursuing their Ph.D. degree under different faculty of the Dept.

## 5. STUDENTS SUPPORT AND PROGRESSION ASPECTS:-

- a) Drop out ratio is very less.



b) Students are engaged in extracurricular activities i.e Educational Tour, Intra-mural tournaments, quiz competitions etc. Cultural programme was also organised by the students of the Department at the time of beginning and at end of sessions.

c) The faculty members as well as students of the Department are ready to donate blood as and when call is made by the Health University.

#### 6. INNOVATIVE PRACTICES

a) The students are taught through audio visual aids means i.e. use of OHP, LCD etc. in addition to traditional methods of teaching.

b) For teaching of skills in sports and yoga, different teaching methods i.e. demonstration, whole part whole, part method etc. are utilised through various class formations.

c) The students are engaged in analysis of games/skills during Inter University/Inter College tournaments.

d) The students are associated with various technical officials for learning, officiating skills, during University championships.

7. Recommendations: (i) The committee appreciated the department that the department has introduced a new course i.e. M.A.Yoga Science in the department of Physical Education and teaching activities, publication and UGC innovative programmes. Department is gearing up for taking the new project from ICSSR, UGC, SAI etc.. Besides this every faculty member is involved in minor research project with the students.

(ii) The committee strongly felt that department is having inadequate number of faculty member, lecture theatre and other necessary equipments. However the H.O.D. has apprised to committee that department is having its new building shortly and administration of university is closely monitoring to fulfil all the requirement of department in the current academic session itself. The committee also apprised by H.O.D. the process of recruitment of faculty is already on and 5 positions in the capacity of guest faculty/resource person shall be filled up shortly.

(iii) It is strongly felt that NCTE approval for the courses of B.P.Ed. and M.P.Ed. must be taken immediately. As it is mandatory as well as for the career of students and growth of the department.



(ARVIND MALIK)



(GURMEET SINGH)



(BHAGAT SINGH)

**Head**

**Dept. Physical Education**

**M.D. University, Rohtak**

M. D. University, Rohtak  
Deptt. of Biochemistry

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**Subject:** Minutes of the academic audit for the session 2015-2016 on 28.02.2017

The meeting of the academic audit of Biochemistry Department was held on February 28, 2017 in the office of the Head of Biochemistry, in the presence of external expert and faculties. The external expert visited various labs in the department and also interacted with faculty and students. Following observations and recommendations were made during academic audit:

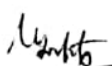
**Observations**

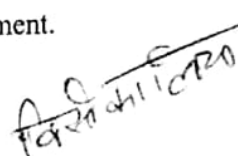
- 1. Curriculum Aspects:** There are total 80 M.Sc. students, 15 research scholars and five faculties in the department. The student teacher ratio is 1:16. The curriculum is as per UGC guidelines and it is updated regularly. The department is following Choice Based Credit System and semester system
- 2. Teaching –Learning and Evaluation:** Department has good facility for ICT, used for imparting the knowledge based information to the students. Better access to Internet has enabled faculty members to provide more of real -time and challenging assignments to the students. The department obtains regular feedback from students. The dissertation work carried out by M.Sc. students is the strength of department. The access to e-journals is available to the students in main library.
- 3. Research, consultancy and Extension:** Good publications, research collaborations, and patents are quality research carried out in the department. The department has published more than 90 research papers in last five years. There are six research projects from various funding agencies such as DBT and DST. Many PhD students have received DST young scientist awards. Recently, the department has also received DST-FIST grant and is planning to apply for UGC-SAP for further funding.
- 4. Infrastructure and Learning Resources:** The Department is having six research labs, two M.Sc. Practical labs, Central lab and computer lab to provide a better research exposure to students and research scholars. However, keeping in view the number of students, additional equipments may be required class practicals and research.
- 5. Student support and Progression:** Department has a placement officer who continuously provides the updates of various fellowships based schemes. All teachers of the department are available at all times for support of the students. Department is having very supportive non-teaching staff to deal with various administrative and technical issues.


6. **Innovative Practices:** Department offers a research base dissertation programme which nurtures their scientific research capabilities. Various seminars enable the students to develop their interactive and presentations skills. All these unique approaches enrich the students with scientific and communication skills.

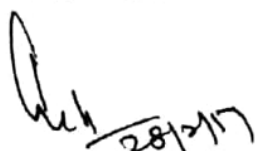
**Recommendations:**

1. Training programmes for students may be arranged particularly in ICT enabled skills
2. Teachers should help the students to prepare seminars presentation to make them understand how to prepare and present.
3. Teacher should prepare the list of actual practicals to be conducted and also submit a final report of the actual practicals conducted at the end of each semester. Teacher should ensure that all the practical groups have conducted the practicals and a feedback should be taken from each practical group/student.
4. Filling up the vacant teaching posts to cope up with dissertation and teaching workload and to strengthen various specializations.
5. The department should apply for more grants from various funding agencies
6. The department requires at least three more laboratories and one each lecture and seminar hall to cater the need of 80 students of M.Sc.
7. The department should also have a separate library and a bigger computer lab to cater the need of 80 students and research scholars.
8. More Instruments like LCMS, DNA sequencing system, FACS may be purchased for the strengthening of teaching and research activities of the department.
9. The department may also organize special lectures and workshops relating to soft skills and personality development.

  
28/02/17  
**Prof V.K Gupta**  
(External Expert)  
Dean Life Sciences  
KU Kurukshetra

  
**Dr.V.C Kalia**  
External Expert  
Emeritus Scientist,  
CSIR-institute of Genomics  
and Integrative Biology

  
28.2.17  
**Prof P.K. Jaiwal**  
Dean, Life Sciences

  
28/2/17  
**Prof. Rajesh Dabur**  
Head, Biochemistry



Report of the Academic Audit Committee (AAC) meeting that audited the Department of Political Science, M. D. University, Rohtak was held on 06.03.2017 in the office of the Head, Department of Political Science at 01.00 pm and the following were present.

1. Prof. Promila Batra,  
Dean, Faculty of Social Sciences,  
M. D. University, Rohtak
2. Prof. Nisar-Ul- Haq  
Dept. of Political Science & Administration,  
Jamia Milia Islamia University, Delhi.

The AAC considered the following required documents placed by Head of the Department for the purpose of academic audit for the year 2015-16.

- i) Curriculum Aspects (Annexure-I)
- ii) Teaching- Learning and Evaluation. (Annexure-II)
- iii) Research, Consultancy and Extension. (Annexure-III)
- iv) Infrastructure and Learning Resources.
- v) Students support and Progression.
- vi) Innovative Practices.

The committee also visited the academic block of the department, class rooms, faculty rooms etc. and after interacting with all the faculty members also interacted separately with the students of M. A. Political Science and sought their feedback on different aspects.

#### **Observation of the AAC**

After detailed deliberation on all the above aspects as well as after physical verification of the infrastructural facilities, the committee makes the following observations:

#### **Strength of the Department**

- The Department is well equipped in terms of LCD, Computers and other necessary support system.
- In spite of its limitation of Human resources, the Department is doing its best in terms of academic curricula and research activities. The Students are quite satisfied.

#### **Recommendation**


- There is shortage of space for running the classes in the department. There is need for two classrooms.
- There is requirement of Departmental Library, Seminar room and computer lab.
  - The faculty is competent.

- The journals like South Asian Studies, Indian Foreign Policy, Economic in Political Weekly, Indian Journal of Political Science should be available separately in the Department of Political Science.
- There should be News papers like Indian Express, Times of India, Navbharat Times and 4 News paper stand separately for the department of Political Science.

**Further Improvements:**

- The university needs to fill up the existing four vacant faculty positions as well as add more faculty positions to enable the faculty to concentrate more on research studies.
- Centre for South Asian Studies may be opened.

  
6-3-17  
(Prof. Promila Batra)

  
06/03/2017  
(Prof. Nisar-Ul-Haq)

CENTRE FOR MEDICAL BIOTECHNOLOGY  
MAHARSHI DAYANAND UNIVERSITY

MINUTES OF THE MEETING OF ACADEMIC AUDIT COMMITTEE HELD ON  
20.02.2017 AT 11.00 AM

A meeting of academic audit committee consisting of the following members was held on  
20.02.2017 to carry out the academic audit of the Centre.

Following members were present:

1. Prof. P.K.Jaiwal – Dean, Faculty Life Sciences & Director (Addl. Charge)
2. Prof. J.S. Rana - Outside expert, Dept. of Biotechnology, DCRUST, Murthal, Sonapat.
3. Prof. Jitender Sharma - Outside expert, Dept. of Biotechnology, Kurukshetra University, Kurukshetra.

The committee members interacted with the faculty members and students and sought their feedback about teaching, research, other facilities and activities of the Centre. The committee also went through the annual departmental report, departmental profile and the self evaluation reports of the teachers for the academic year 2015-16. After going through the reports and all the above aspects as well as the various points mentioned in the criteria of Academic Report, the committee made the following observations/recommendations:

**Curriculum aspects:**

The Centre has PG (Post Graduate) teaching and research programmes in Medical Biotechnology. The department is also sponsored by DBT under Human Resource Development Scheme. The students are admitted through DBT(Intake 15)in M.Sc. Medical Biotechnology by conducting Common Biotechnology Entrance Exam(CBEE) through JNU, New Delhi. The PG programme is of two years duration and is taught in semester (two semesters per year) and with open choice based credit based system. The syllabi of both the courses is as per the guidelines of UGC/DBT and is revised from time to time. The last updation was made in March-2016 as per CBCS of UGC. The syllabi are designed not only to impart knowledge but also to ensure success in the national level competitive examinations.



The committee members also interacted with the students and their feedback revealed that:

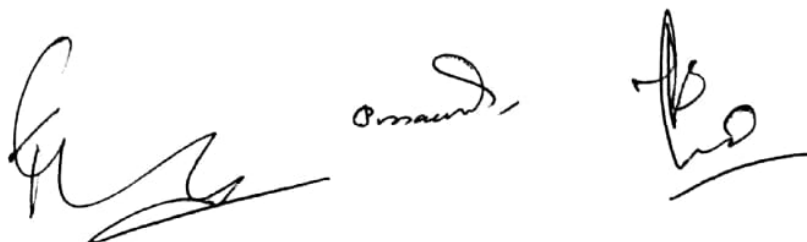
- ✓ The students have free accessibility to meet the Director and other staff members of the Centre as and when required.
- ✓ The University library is well enriched with books, journals and e-resources (e-books and e-journals) and is used by the students on a regular basis.
- ✓ Departmental book-bank is also well established to cater the needs of text books for the students

### **Teaching Learning and Evaluation Aspects:**

- a) The courses running in the Centre are well designed and gaining importance as reflected by the large number of applications received and admissions made into the course.
- b) Student's performance is monitored throughout the Semester by both internal and external evaluations. Internal evaluation comprises of Credit seminars, assignments, attendance of the student and written examination. This is followed by semester end external theory and practical examinations. Both internal and external assessments are done individually for each paper. Apart from regular examinations, the Centre strictly follows University norms for continuous evaluation of students in the form of class test and regular presentations.
- c) The Centre has a strength of 05 permanent faculty members with Ph.D as their highest qualification.
- d) Teacher:students ratio is 1:8

### **Research Consultancy & Extension Aspects:**

- a) The faculty members of the Centre are actively engaged in research activities which are evident from the number of research papers published, the number of students awarded Ph. D. degree and enrolled for research in the Centre. (Annexure-I)
- b) Faculty members have research projects sanctioned by various National funding agencies such as DBT-IPLS (1), DST (1), and UGC(2). (Annexure-II)



- c) The Centre organised two National Seminars cum workshop on (i) Animal Ethics & Experimentation on Oct 22, 2016 & (ii) National Seminar on Frontiers in Genetics & Genomics on Nov 22, 2016 .
- d) All the faculty members of the Centre have participated in seminars/conferences/workshops at the national/international level and also have delivered talks/lectures/chaired sessions at the national seminars/conferences. (Annexure-III)
- e) Faculty members of the centre are also engaged in collaborative research work with reputed institutes like Health University, Rohtak, IGIB and NIMR, New Delhi.

#### **Infrastructure and Learning Resources:**

- a) The Centre has two well- equipped labs and class rooms for M.Sc. teaching and each faculty member has independent separate research laboratory & sitting room.
- b) The Students are encouraged to use e-learning with the help of wi-fi internet facilities available within the centre.
- c) Five students are pursuing PhD , out of which two are CSIR-NET/JRF and three are getting fellowships from other funding agencies.
- d) Centre has access to Central Instrumentation facility with advanced sophisticated equipments, DBT sponsored Bioinformatics Centre and Central Animal House.

#### **Students Support and Progression Aspects:**

- a) The student drop out ratio is almost 10%.
- b) The Students are encouraged to take part in the extra-curricular activities such as educational tours, cultural activities, etc. organised time to time by the Centre.
- c) The University has established a Career Counselling & Placement Cell for the students.



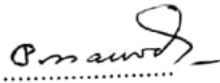
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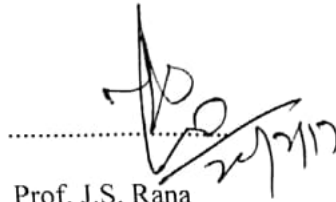
## Recommendations:

Academic Audit Committee recommends the following:

- 1 DBT-studentship of M.Sc. students should be taken care by the University. The fellowship should be paid to them on the basis of sanction received from the funding agency and it may be adjusted by the university whenever the funds are received from the funding agency.
- 2 As per UGC norms there should be a post of one Professor, two Associate Professors and four Assistant Professors so as to enable Centre to apply for FIST & SAP.
- 3 Faculties should be encouraged to write fresh projects for funding from different agencies.
- 4 Proper fire-safety measures should be taken.



Prof. P.K. Jaiwal  
Director &  
Dean Faculty Life Sciences



Prof. J.S. Rana  
DCRUST, Murthal  
external expert

  
20-2-17

Prof. Jitender Sharma  
Kurukshetra University  
Kurukshetra

POCEEDINGS OF THE MEETING OF THE COMMITTEE CONSITITUTED BY THE VICE-CHANCELLOR FOR PERFORMANCE AUDIT OF VIVEKANANDA LIBRARY M. D. UNIVERSITY, ROHTAK HELD ON 08.04.2017 AT 11.00 AM IN THE COMMITTEE ROOM OF VIVEKANANDA LIBRARY M. D. UNIVERSITY ROHTAK.

The following were present:

1. Prof. Promila Batra, Dean, Faculty of Social Science, M. D. University, Rohtak
2. Dr. D.V. Singh, University Librarian, University of Delhi, Delhi-7.
3. Dr. Gayas Makhdumi, Former Librarian, Jamia Millia Islamia University, Delhi
4. Dr. Satish Kumar Malik, University Librarian, M. D. University, Rohtak.

After observing the functioning and operations of the Vivekananda Library, the members were provided with the annual report in which a comprehensive data about the Vivekananda Library was available. The members also interacted with the students and other officers of the library along with the University Librarian.

The audit report is as under:

Section-wise verification: Library Committee, Library Budget, Knowledge Resources, Readers' Services, Technical Services, Library Membership, Information Technology Applications, Physical Infrastructure and Statistics at glance were conducted.

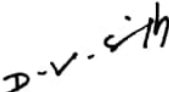
The Committee assessed the functioning of library and concluded that the resources and services provided are used to an optimum level - library opening hours, library use statistics - over 8,38,060 library users availed reading facility during this period, circulation transactions is about 2,33,494, which additionally proved vast use of library knowledge resources. In addition, 3,50,242 volumes were consulted within the library premises. A sum of Rs.7,30,349/- was realized as overdue charge from the non serious members. Over 12,536 library users availed internet facility through E-resource Centre of the library. Total 10,156 volumes of books and 171 theses were added to the library collection during the period under report.

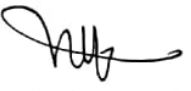
Orientation programme, author workshop and 10 user awareness programmes were organised to equip the users with skills to use e-resources, online catalogue, and other library services. Which benefited more than 1000 students.


The ICT applications in the library is found to be very satisfactory. RFID technology is in consistent use.

The Committee felt that the Vivekananda Library is performing remarkable job in facilitating the services to M.D. University in quality improvement in higher education. The committee is also of the opinion that the vacant posts at senior level may be filled up on the priority basis to strengthen the working performance and to facilitate initiation of new programmes. The committee have also observed the extend to enhance the reading space as at present it is overcrowded with readers.

  
(Promila Batra)  
8.4.17

  
(D.V. Singh)

  
(Gayas Makhdumi)  
8.4.17

  
(Satish Kumar Malik)  
8.4.17

**DEPARTMENT OF LIBRARY & INFORMATION SCIENCE**  
(Academic Audit Report 2015-16)

PROCEEDINGS OF THE MEETING OF THE COMMITTEE CONSITUTED BY THE VICE-CHANCELLOR FOR ACADEMIC AUDIT, 2015-16, OF THE DEPARTMENT OF LIBRARY & INFORMATION SCIENCE, M.D. UNIVERSITY, ROHTAK, HELD ON 08.04.2017 AT 11.30 AM IN THE OFFICE OF HEAD, DEPARTMENT OF LIBRARY & INFORMATION SCIENCE, M.D. UNIVERSITY, ROHTAK.

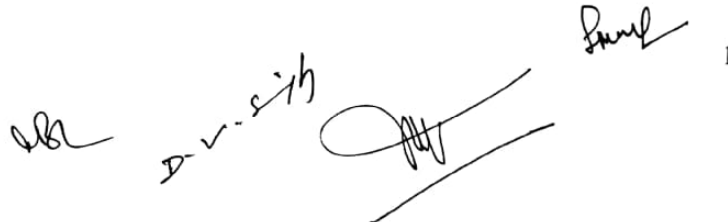
The Academic Audit for the year 2015-16 was conducted on 08.04.17 in the office of the Head, Department of Library and Information Science at 11.30 am. All the parameters as per IQAC guidelines were examined and verified by the committee. Proceedings of same the meeting are given below.

The following members were present:

1. Prof. Promila Batra, Dean, Faculty of Social Science, M.D. University, Rohtak
2. Prof. Gayas Makhdumi, University Librarian , Jamia Millia Islamia, New Delhi-110020
3. Dr. D.V. Singh, University Librarian, University of Delhi, Delhi-110007.
4. Dr. Satish Kumar Malik, Head, Department of Library & Information Science, M.D. University, Rohtak.

**1. Curriculum Aspects**

- First revision of course curriculum of M.Lib.I.Sc. was in 2012-13 session. Now the proposed Choice-Based Credit System (CBCS) is to be implemented from the session 2016-17. This was to be implemented uniformly in the university level. The PhD course work is also proposed to be revised and implemented along with M.Lib.I.Sc. curricula.
- There were four stages of revision drafts of the curricula on the basis of inputs from UGC's CDC Report, though old still useful, syllabus consultation from leading library schools of India and abroad and the final version of the syllabus was prepared on the basis of local needs also.
- Information Technology was well considered from the point of view of job requirements. This aspect was the segment of the syllabus in the form of Information and Communication Technologies (ICTs). When the syllabus is scanned the clear visibility of the ICTs aspects are found both in the first semesters and in the last semester as well.
- The course contents have been designed and developed keeping in view the current market requirements. In view of this, contents on communication

  
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skills, technical writing, digital library, information literacy and e-resource management has been introduced in the syllabus.

- To some extent the concept of 'national development' is imbibed into the course though not with a proper heading at the M.Lib.I.Sc level. Where as in the PhD course work research is linked with national development with annotations so that the concerned teacher can well be guided. So far the experimental learning is concerned. Practical aspect is duly considered in the form of teaching classification, cataloguing and some aspects of management. Work experience aspect is included in the syllabi as the students of last semester attain the internship in the university library itself, so that they get exposure before leaving the course in the department.
- As the value education has become a pivotal part of national curriculum system, the syllabus of DLIS, MDU Rohtak is sensitized in training its students with those values in some form or other. Another aspect, social citizenship is also taken care of in the same paper where value education is discussed. Fundamentals of Library and Information Science, the paper at the initial semester is competent enough to discuss these issues. However in proposed CBCS system, clear heading in the above said similar paper, is assigned to deal with value and social citizenship education.
- At present masters (M.Lib.I.Sc.) and doctoral level degrees are offered.

## 2. Teaching, Learning and Evaluation

- The ratio proportion to application received and admittance is very satisfactory in the course. The ratio 2.45 is healthy to indicate the good choice and preference of the students for the course.
- Planning for teaching and evaluation is sketched before the session begins. Before the commencement of classes the time table is decided in a departmental meeting with even a specific changes need to be taken in the classroom. These academic plan covers number of teaching weeks, lectures and tutorials available for each unit along with the details of the concerned teachers. For evaluation feedback from the students are taken in the mid of the semester and analysis is done on the responses received. Based on the result, corrective measures are also taken. Further evaluation is done once the exam is over whether it is house exam or the final exam. However, students are

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continuously evaluated throughout the year. The process is at par with university norms.

- The Department is equipped with smart classrooms with electronic podium, interactive digital panel, projectors and motorised projection screens, computer/laptop, often and when necessity the teacher teaches with internet access in the classroom. The computer lab is having 15 PCs at present and further addition is in proposed also.
- Tutorial classes – 1 per paper/per week on every subject to discuss the individual problems or to clarify certain aspects of the course. In proposed CBCS syllabus, tutorial have been included in certain papers.
- Counseling – Teachers of the Department act as the counselors for the students for their professional as well as personal matters to the extent is understandable with few advices and suggestions. Students are being motivated by the teachers to work hard, reduce absenteeism and in-time arrival to the classes.
- Special extra classes are offered to the students for preparing them for UGC-NET/JRF both in paper I and II and III also. One teacher has been officially assigned as the coordinator for the Career and Counseling Cell in the Department.
- Department has its own departmental library. Parent-Teacher Association also exists to discuss certain issues. Short attendance is communicated to the students. Seminars and Group Discussion is conducted as part of the curricula.
- Besides regular teaching, the support is provided to the students for career counseling, cultural, co-curricular/extension activities and other related activities by providing personal support and guidance to them as and when required. A newspaper library is available and three newspapers subscribed daily.
- Total 5 faculty members, teacher-student ratio is 1:18, teachers with PhDs are 4 in number. The performance of the students is analyzed as per the given details: Annual: Theory and Practical Exams (80%) + Continuous assessment (20%), five marks are awarded for the performance in the class, discipline and behavior in the Department, participation in Departmental Seminars/Extension lectures/ Conferences/other activities. Internship report of the students is evaluated by the concerned teacher
- Practical experience on the course content is given by explaining them the content in the real problem situations by using university library's resources.

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Use of PPTs, Seminars, Tutorials, Group Discussions (GD) and brainstorming classes are also conducted in a regular basis. Moreover this aspect is included in timetable also. Library Tours organized to places of interests both of the teachers and students. In addition to that place is chosen here at least one or two libraries are located so that the students can get better exposure. Arrangements are made for substitute teachers whenever he/she proceeds on leave. Staff meetings are organized once in a month to discuss various departmental issues.

### 3. Research, Consultancy and Extension

- During the assessment period the PhD students' strength were 5, which was encouraging.
- Research interest areas are multidisciplinary in nature and lie in various subject areas such as information retrieval, human resources management, ICT applications in libraries, e-resource management.
- Two faculty members were invited 9 times for invited and extension lectures at various educational institution
- Two faculty members attended workshop and refresher course
- One faculty member conducted 1 plagiarism workshop and other 4 faculty member attended 5 different conferences on various themes.

### 4. Infrastructure & Learning Resources

- The Department has also a rich collection in its departmental library along with good number of titles by international publishing houses: Academic Press, Chandos, Libraries Unlimited, Facet and many others.
- Teaching with aids is regularly considered high in the Department and therefore an Internet facility with Wi-Fi and LAN is available, so that demonstration with online connectivity can be found much helpful.
- Smart classrooms with electronic podiums and a computer lab with 15 PCs, printers and scanner with online power backup are additional benefits for the learners.
- Faculty members are also equipped with 5 desktop and 3 laptops to manage their teaching and research activities.
- A new research chamber for doctoral students was also made available additionally.

Dr. V. S. Singh  
H. K. Singh

## 5. Student Support and Progression

- The provision of placement and counseling facilities is also an additional feature of the department availing traineeship in big government organization in Delhi, also helps the students learn many advanced techniques in the field with little fixed amount of money. One teacher has been appointed as the Coordinator for the Career and Counseling Cell in the Department.
- There is compulsory 1 month internship after 2nd semester and 2 months internship after 4th semester for industry exposure.
- Parents-teacher meeting additionally brings advantages in knowing the students better as the parents come up with valid inputs. The students' productivity is good in terms of pass out records with first divisions (i.e. 67%) and clearing UGC-CBSE-NET at the national level. The record, 1 JRFs and 5 NET qualified scholars are one among many surprises which makes the total 16 NET/JRF in totality.
- Very nominal dropout rate (i.e., 2.7% which is only 1 student) shows that student has taken so much interest in the subject.
- A chamber for research scholars have been allotted with Internet facility so that they can discuss and pursue their research work.

## 6. Innovative Practices

- Time to time innovations are searched and implemented in the form of classroom deliberations and practical exposures.
- Community exposure was successful with visiting the rural libraries especially with master students.
- Practical experience on the course content is given by explaining them the content in the real problem situations by using university library's resources.
- Use of PPTs, brainstorming sessions, seminars, extempore competitions, tutorials and group discussions are regular features of the department and internal assessment is being done on these bases.
- Library tour to Kumaun University, Nainital adjoining areas was organized in 2015.

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D. V. Singh

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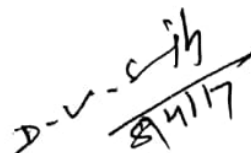
- Whenever some function is there in the Department, students are given duties and asked to manage the things themselves so as to enable them to learn managerial skills.
- There is compulsory 1 month intership after 2nd semester and 2 months internship after 4th semester.
- Arrangements are made for substitute teachers whenever he/she proceeds on leave.
- Staff meetings are organized once in a month to discuss various departmental issues.

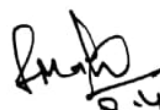
#### 7. Overall Assessment and Recommendations

The Committee constituted for Academic Audit of the department has well affirmed that the Department is young; however prosperity has become a steady and straight phenomenon in imparting education, training and research to the students of the region. Further the faculty needs to be encouraged to submit research proposals to UGC and other funding agencies. Some of the innovations are also found as the masters were facilitated with visiting rural libraries. At the same time some extension and series lectures by scholars from outside of high repute of contemporary interdisciplinary areas are needed to update the students and often the faculties also. Introducing reading club, book club or in the form of literary society for literary development is a noble option for department. Over all the performance in all level i.e., curriculum, teaching and research, innovations, infrastructure are satisfactory.

  
8.4.17  
(Promila Batra)

  
8.4.17  
(Gayas Makhdumi)

  
8/4/17  
(D.V. Singh)

  
8.4.17  
(Satish Kumar Malik)

**MINUTES OF THE MEETING OF ACADEMIC AUDIT COMMITTEE IN LAW HELD ON 09.02.2017 (THURSDAY) AT 11.00 A.M. IN THE OFFICE OF HEAD, DEPARTMENT OF LAW, M.D. UNIVERSITY, ROHTAK**

A meeting of Academic Audit Committee consisting of the following members to carry out the Academic Audit of the Department was held on 09.02.2017 in the office of the Head, Department of Law.

The following members were present:

1. Prof. Nuzhat Parveen Khan, Outside Expert, Member  
Department of Law, Jamia Millia Islamia,  
New Delhi
2. Prof. Rajpal Sharma, Outside Expert, Member  
Chairman, Faculty of Law, Kurukshetra University,  
Kurukshetra
3. Prof. Badruddin, Member  
Head & Dean, Faculty of Law,  
M.D. University, Rohtak

The committee members interacted with the faculty members and the students and sought their feedback about teaching, research, other facilities and activities in the Department. The committee has gone through the Annual Departmental Report, Departmental profile and self-evaluative reports of the teachers for the academic year 2015-16 placed by the Head of the Department.

After going through the reports and all the above aspects as well as various points mentioned in the criteria of Academic Report, the Committee made the following observations/recommendations:-

**Curriculum Aspects:-**

- a) At present the following Five courses are being run in the Department:-
  5. 5-Year Integrated B.A.LL.B (Hons.) with intake of 160 students
  6. LL.B (3 Year) course (Morning & 2<sup>nd</sup> Shift) with an intake of 80 students each.
  7. LL.M (2 Year) course (Morning & 2<sup>nd</sup> Shift) with an intake 30 students each.
  8. Ph.D (Law) with an intake of 10 students.
- b) The syllabi of all the above mentioned courses are in accordance with norms of Bar Council of India/UGC. As a result, more than 20 students qualified the NET/JRF. All the UG and PG courses were last revised in 2009-10 and 2010-11.
- c) The feedback from the students was taken once in the proforma's of feedback in December 2015 and the suggestions were incorporated. Feedback for the session 2014-15 reveals that the students have rated the Department in the "Very Good" category giving an average score of 3.5 score (A grade) out of the maximum score of 4.

- The students have free accessibility to meet the HOD as well as all the faculty members as and when required.
  - Library is very rich so far as the quantity and the quality is concerned (with an access to E-data) and being used by the students regularly which help them to enrich their knowledge in the profession/life.
- d) Parents were also invited and their feedback was also obtained. The parents strongly agreed on almost all the parameters. However, few parents disagreed on the factor "Department makes good efforts for the placement of students". The Department as well as the University has started making good efforts in this direction and a placement cell is established at University level for the purpose.

**Teaching Learning and Evaluation Aspects:-**

- a) The courses running in the Department are in great demand as the Department received in total 1822 applications, against 160 seats of B.A.LL.B 5 Year course, 1968 applications for LL.B 3 Year course (Morning & 2<sup>nd</sup> shift) for 160 seats. Further, 436 applications were received for LL.M (Morning & 2<sup>nd</sup> Shift) against 60 seats & 140 applications were received for Ph.D. against 10 seats. Wide publicity about admission is given by the University by giving notifications in national as well as regional news papers and through internet.
- b) Apart from regular examinations, the Department strictly follows University norms for continuous evaluation of students in the form of class tests, assignments and regular presentations.
- c) Tutorials/Remedial classes are also conducted for the overall academic improvement of the students.
- d) Department has strength of 21 Faculty members including 09 Professors, 01 Associate Professors & 11 Assistant Professors.
- e) All the faculty members are highly qualified with Ph.D Degree.
- f) Teacher student's ratio is about 1:40.

**Research Consultancy and Extension Aspects:-**


- a) The faculty members of the Department are actively engaged in the research activity which is evident from number of research papers published and number of Ph.D awarded during 2015-16.
- b) Most of the faculty members have participated in seminars/conferences/workshops and also delivered Guest Lectures during this period.

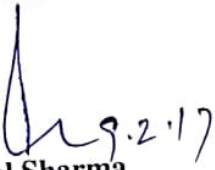
### Infrastructure and Learning Resources:-


- a) The Department is well equipped in terms of Library, Class Rooms and other support systems.
- b) Students are encouraged to e-learning with the help of internet facilities in the Department
- c) About 33 students were pursuing their Ph.D. degree during 2015-16 and out of these, 02 have been awarded Ph.D. degrees.

### Students Support and Progression Aspects:-

1. Workshop on "Legal Awareness among Girl students regarding their Rights and Duties" on 15-16 February, 2016.
2. All the students are encouraged to take part in extra-curricular activities such as educational tours, sports and co-curricular activities etc.
3. Drop out ratio is very less i.e. 10 per cent.

  
9/2/17  
**Prof. Nuzhat Parveen Khan**  
(Outside Expert)

  
9.2.17  
**Prof. Rajpal Sharma**  
(Outside Expert)

  
**Prof. Badruddin**  
(Head & Dean)

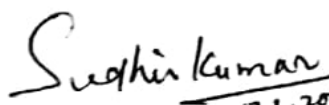


## DEPARTMENT OF ENGLISH AND FOREIGN LANGUAGES

### Report of the Academic Audit Team

The Academic Audit Team comprising of Prof. Sudhir Kumar, Prof. Rekha (could not attend the meeting) and Prof. Surender Kumar visited the Department of English & Foreign Languages, M.D. University, Rohtak for academic audit of the department for the session 2015-16 on 17.3.2017 at 2.30. p.m. The Committee feels that the department having already produced 74 Ph.D s and currently with 48 Ph.D. students, is a dynamic and research oriented department with academically proactive faculty engaged in research and teaching offering half a dozen courses. The department also gainfully promotes creativity and critical faculty of the students through the English Literary Society. The participation of the faculty in National/International Seminars and Conferences is appreciable. The Department must keep organizing International Seminars/Conferences on issues of seminal literary /cultural significance. The Committee recommends that the following steps may be initiated to strengthen the academic and research environment of the department:

- i) The Department should start publishing an annual/biannual National/international interdisciplinary refereed research journal with ISSN.
- ii) The Department should introduce translation as a component of pedagogy and research at all levels. Steps may be initiated to set up a Translation Studies Centre at the Dept. with special accent on Haryanvi and other Indian languages.
- iii) The department should invite eminent scholars of various fields of study to enrich the academic /research environment.

  
Prof. Sudhir Kumar  
17.3.2017

  
Prof. Surender Kumar

Report of the Academic Audit Committee meeting was held on 27.02.2017 at 10.00 pm in the office of the Head, Deptt. of Sociology, M.D.University, Rohtak Which is given below:-

**1. Curriculum Aspect**

The Department has nine compulsory and six optional papers in MA (1<sup>st</sup> and 2<sup>nd</sup> Semester). In MA (3<sup>rd</sup> and 4<sup>th</sup> Semester) there are six compulsory and fourteen optional papers. Every student is required to complete five papers (including compulsory and optional). In M.Phil 1<sup>st</sup> semester two papers are compulsory and five papers are optional, in the 2<sup>nd</sup> Semester six optional papers are offered out of which students are required to take two only. In the Ph.D-Course Work the students are required to do all the courses listed in the 1<sup>st</sup> semester in M.Phil in addition to one compulsory course in Computer Applications.

The course curriculum for the Session 2017-18 has been revised in the line of Choice Based Credit System.

**2. Teaching- Learning and Evaluation**

**a. Teaching**

The Department has three academic programme for teaching and Research – MA, M.phil & Ph.D with intake of 40 and 15 students respectively. Normally the ratio between applications received and candidates admitted is 3: 1 in each of the course. The courses are planned semester wise for teaching and evaluation. In addition to formal class lectures the teaching aids such as field work activities are used. Tutorial classes, personal guidance and counseling are essential components of the teaching programmes. Needless to mention that communication skill continues to be an essential component of teaching. Therefore, the students' capacity building in this respect through orientation programme may be initiated. This gap will be filled by foundation courses on communication skills and other similar courses. M.Phil students are required to present at least one seminar and two assignments which are evaluated for internal assessment.

The faculty strength is reducing and we are engaging Research Scholars to teach. All teachers in the Department have Ph.D., which is required for Ph.D. guidance and conducting research and developing specialized programmes.

**3. Research Consultancy and Extension**

**a. Innovations in teaching method**

The Sociology Department has incorporated innovative method of imparting teaching in its course curriculum in MA 1<sup>st</sup> Semester. There is a course entitled Research Methods and Techniques wherein teacher concerned assign topics to the students on which students are supposed to prepare field based report. Thus, **field work method** is an essential component of imparting teaching to the students of MA Sociology.

Every year students are taken out in a **cross-cultural setting** so that they get exposure and first hand information about the village/urban life and about the various sections of the society and their modes of living in diverse cultural conditions. This enables them to have a field view knowledge on the issues and topics of sociological relevance. The entire exercise requires a meticulous and rigorous training in field work methods, research techniques and computer application.

**b. Teacher's contribution and their participation in workshops/seminars and conferences**

All teachers in the Department are actively engaged in pursuing research and participating in the above activities on regular basis.

**c. How is the performance of students monitored**

The performance of students is monitored through class test, presentations and students feedback performa. The students are pointed about their lacunas while evaluating their class-test scripts and presentation so that the scope of improvement increases.

**4. Infrastructure and Learning Resources**

**a. Central Library**

Central Library is well equipped with Journals, Text books, reference books, e-books for use by students and faculty in order to develop reading habit and undertake research activities. The photocopy services are also available. The library has e-library facility. It has the internet facility also.

**b. Computer Lab**

All the teachers of the Department have desk top computers and five laptops have been provided to all the teachers. In addition to this there are three desktop computers in the Computer Lab for the use of students and research scholars. The computer facility also exists in the office and also in the Library. Internet facility is available for faculty and students in the department. However, it is felt that printing facility in the computer and photocopy facility in the department need to be regulated for extending services to students.

**c. Seminar Hall**

There is no seminar hall for use in the department. The provision for seminar hall is important for holding regular discussions and holding academic interactive sessions. It is, therefore, suggested that suitable space for this activity be provided in the department.

**d. Provision of video Camera**

The department holds the intensive field programme for the students on regular basis as part of course work. Therefore, a digital video camera is very much needed to record the events in the field and make use of these recordings for academic discussions in the class room. Adequate financial provision for the purchase of this equipment needs to be made out of the funds under SAP/Field Work Grant/University Budget etc.

**e. Any research or extension activity to ensure social justice for the under privileged**

At present there is absence of such activity in the Department. However, it is suggested that dissemination of findings of different projects and field reports undertaken by the faculty/research scholars in the department be arranged at different levels in future.

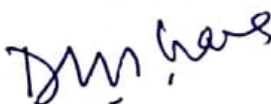
**5. Students Support and Progression**

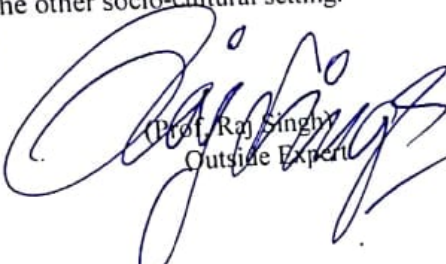
The students of the department are motivated to appear in competitive examinations. Placement and counseling services is provided at departmental level.


Alumni Association has been started for the interaction of the past and present students. The students and research scholars are provided guidance for taking up research projects in collaboration with academic bodies. Recently, the ramp for differently able students have also been constructed which will be helpful for the students and other employers.

**6. Suggestions/observations by the outside experts**

- a. Communication skill may be enhanced so that they can compete at outside level.
- b. Students exposure to outside university by way of making them to attend Seminar/Conference/Symposium must also be encouraged. A separate fund must be allocated for this purpose to the department for such exposure visits.
- c. Presentation of seminars by MA students may be made mandatory through power point presentation.
- d. The students should be taken outside the States for the field-work as it will give more exposure for understanding the other socio-cultural setting.

  
(Prof. Dinesh Sharma)  
Outside Expert

  
(Prof. Raj Singh)  
Outside Expert

  
(Prof. Promila Batra)  
Dean,  
Faculty of Social Sciences

**Minutes of the meeting of Academic Audit committee (AAC) in Music held on 11 August, 2017 ( Friday ) at 11. 00 AM in the office of Head, Department of Music, Maharshi Dayanand University, Rohtak**

A meeting of the Academic Audit Committee (AAC) consisting of the following members to carry out the Academic Audit of the Department was held on 11.08.2017 in the office of the Head Department of Music.

The following members were present:

- |   |                 |
|---|-----------------|
| 1. Prof. Mallika Banerjee<br>IGNOU, Maidan Gadi, New Delhi                                    | Out Side Expert |
| 2. Prof. Shakuntala Naagar<br>Deptt. of Music & Dance, Kurukshetra University,<br>Kurukshetra | Out Side Expert |
| 3. Prof. Desraj<br>Deptt. Of Sociology,<br>M. D. Unversity, Rohtak                            | Member          |

The members of the AAC interacted with the faculty members and students and sought their feedback about teaching other facilities and activities in the department. The committee has gone through the Annual Departmental Report, Departmental profile (Annexure – I), Self – Evaluation report (Annexure-II and the achievements of the faculty members for the academic year 2015-16 Annexure-III placed by the Head of the department to the AAC.

## Curriculum Aspects

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- A) The following six courses were running in the Department in the session 2015-16
1. M A Music (Vocal & Instrumental) 4 Semester each with an intake of 30 students
  2. M Phil. Music (Vocal & Instrumental) with an intake of 24 students
  3. Pre Ph. D. Music with an intake of 12 students
  4. Ph. D. Music
  5. Sangeet Shiromani Diploma in Harmonium with an intake of 20 students
  6. Sangeet Shiromani Diploma in Tabla with an intake of 20 students
- B) The syllabi of all the above mentioned courses are mainly in accordance with UGC curriculum. As a result more than 14 students Qualified the NET/JRF.
- C) All the courses focus on employability and development aspects and last revised in 2015-16
- D) To provide employability to the students , department have introduced two Diploma courses in Harmonium and Tabla so that they could get jobs in schools.
- E) The feedback from the students was taken in the form of feedback proforma and the suggestions were incorporated. Feedback for the session 2015-16 reveals that the students have

rated the department in the very good category giving average score (grade) out of the maximum score of 4.

- F) The committee members also interacted with the students. The feedback obtained from the students by the committee revealed that
- The Students have free accessibility to meet the Dean, Faculty of Performing & Visual Arts and Head, Deptt . of Music as well as all the other faculty members whenever required.
  - Library is very rich so far as the quantity and the quality are concerned and being used by the students regularly which help them enrich their knowledge in the profession/life.
- G) Feedback obtained from the parents also revealed the strong agreement on almost all the parameters by the parents.

## *Teaching Learning and Evaluation Aspects*

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- A. The courses running in the Department are in great demand as is evident from the following;
- i. The department received total 76 applications together of MA Vocal & Instrumental against 30 seats the department offer.
  - ii. 80 applications were received against 40 seats of 2 years Diploma course in Harmonium & Tabla.
  - iii. 21 Applications were received against the total available 15 seats for M. Phil./Pre Ph.D/URS
- B. Apart from regular examination the Department strictly follows University norms for continues evaluation of students in the form of class tests, assignments and regular presentation of Ph. D. students after every six months.
- C. Department has 4 faculty members and all are professors.
- D. Teacher student ratio is about 1:7
- E. Teacher – Research scholar ratio is about 1:8

## *Research Consultancy and Extension Aspects*

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- A. The faculty members of the department are actively engaged in the research activities and no. of research papers have been published in various journals till 31.03.2016.
- B. Most of the faculty members have participated in seminars/conferences/workshops and delivered invited lectures also during 2015-16. Papers by the teachers were presented in 4 conferences/seminars.

- C. The fund of Rs. 2 lacks sanctioned by the UGC were utilized by purchasing musicals instruments for the betterment of students during the session 2015-16.
- D. Some faculty members of the department are engaged in music performances from time to time in different parts of India. Teachers of the department are invited as resource persons in the seminars/orientation/refresher courses in the session 2015-16.
- E. Invitations came as resource person to the faculty members of the department.
- F. Faculty members are invited by various colleges/universities for delivering extension lectures in the session 2015-16.
- G. Faculty members are invited by various colleges/universities for delivering extension lectures.
- H. Two workshops were organizing by Prof. Ravi Sharma and Prof. Hukam Chand at KUK.

## Infrastructure and Learning Resources:

- A. The department is having adequate space for practical classes but not enough space for conducting theory classes.
- B. Students are encouraged to e-learning with the help of internet facilities in the library.
- C. As many as 40 scholars are pursuing Ph. D. degree during 2015-16
- D. Department is having 1050 books in the central library and subscribing 5 magazines.
- E. All the faculty members are having one computer each.

## Student Support and Progression Aspects

- A. Drop out ratio is less then i.e. 1 percent
- B. Students of the department participated in the youth festivals held at M D University, Rohtak and other part of Haryana in their respective universities, National Youth Festival and won first and second prize respectively.
- C. A new computer has been installed in the office for online admission, fees deposits and examination purposes, online file submission and others official matters for the benefit of students.

### Innovative Practices

The department focuses on syllabus, organizing music concerts and lec-dem by introducing varied contents. Various cultural activities are performed in the Department, other universities along with the course of study which enhance their knowledge, performance and personality development.

→ Feedback mechanism

- Conduct of departmental meeting
- Periodical evaluation of curriculum
- IQAC guidance

The very basic thing done for the quality enhancement is the preparation for examination of academic calendar of the year. The teachers devote their time in personal counseling and encourage the students to participate in youth festivals, their active participation in music concerts and moral activities. The academic enhancement is stressed by arranging extra classes/extension lectures. The teachers motivate the students to go to library to consult various source of study material and reference books also.

The efforts are made by the department to have good co-ordination and harmony among the teachers. The best practices of the department are the regular updating of syllabi and encouragement for research.


Overall, the department is doing very well. Students are satisfied with the faculty members and the infrastructural facilities provided by the department, the department utilizes the grant provided to it timely the properly. Though, the department is rated as very good in all the above aspects, yet the following weaknesses are also observed.

- The department is short of 4 regular teachers whose work load is being covered by the research scholars.
- Shortage of theory class rooms and space for researcher.
- There is no computer for researchers in the department.

  
Prof. Malika Banerjee

  
Prof. Shakuntala Nagar

  
Prof. Desraj

  
Head & Dean  
Faculty of Performing  
& Visual Arts  
M. D. U., Rohtak

**Experts Views:**

It has been observed that in page no. 2 under the heading "Teaching Learning and Evaluation Aspects" in point C it has been stated that the Department has four faculty members however it was the situation in 2015-16 and in present the Department is having only two Music (Vocal) teachers. In view of the above it is pertinent here to mention that immediate two teachers of Music (Instrumental) are required in the Department.

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# Institute of Management Studies and Research Maharshi Dayanand University Rohtak

## Academic Audit Report (2015-16)

The Academic Audit Committee comprising Prof. Sanjiv Mittal, GGSIP University, New Delhi, Prof. M. C. Garg, Haryana School of Business, GJUST, Hisar and Prof. A. S. Boora, Dean, Faculty of Management Sciences, MDU, Rohtak conducted the Academic Audit of the Institute on 04/07/2017. After verifying the facts and having interaction with the teaching staff and students, the committee makes the following observations and suggestions based on standardized criteria and evaluative reports as presented by the Institute:

### Criterion – I: Curricular Aspects

The Institute is following the UGC/AICTE guidelines in developing the course curricula and also getting feedback from all the stakeholders i.e. the students, parents, industry as well as the society. The committee observes practices followed are in line, however, more emphasis should be given on experiential and activity based learning, strengthening of the curriculum with case studies, special lecture series with the focus on providing skill based education to the students. The committee also appreciate IMSAR regarding the introduction of the choice based credit system (CBCS) from the session 2016-17 to give more flexibility to the students in selecting papers of their interest.

### Criterion – II: Teaching, Learning and Evaluation

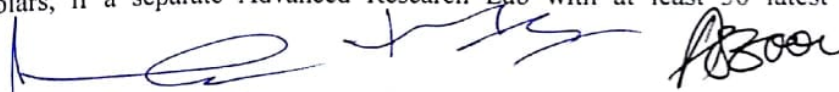
The committee witnessed that a good number of faculty working in the Institute is guest faculty and some of the core papers are also being taught by the JRFs, due to which the teacher accountability in teaching, learning and evaluation may decline and adversely affect the interest of the students. The committee is of the view that if the guest faculty is replaced by regular faculty, it will definitely enhance the quality in teaching, learning and evaluation. Nonetheless, the regular faculty is doing its utmost with regard to the elements of this criterion. Regular feedback of the students in each semester helps to improve the quality of teaching and faculty at IMSAR.

### Criterion – III: Research, Consultancy and Extension

It has been observed that keeping in view a very strong faculty base and proximity to NCR, research, consultancy and extension activities by the faculty on individual and institute basis have the potential of enhancement. However, it is also suggested that the young faculty must be encouraged to get research projects from various statutory and funding bodies. Collaborative research projects be encouraged with tie up from proximate universities in national capital region.

### Criterion – IV: Infrastructure and Learning Resources

The committee observed that though IMSAR has quite impressive physical infrastructure yet the learning resources in the form of computer lab and other aids need to be strengthened keeping in view the student intake. Moreover, the IMSAR has a good team of research scholars, if a separate Advanced Research Lab with at least 30 latest





computers with relevant licensed software (for data analysis also) be created which will definitely strengthen the Research, Consultancy and Extension base of the Institute. The committee also suggest that if the class rooms be enabled with the teaching aids like LCD projectors, smart board etc., certainly may have positive impact on teaching and learning. The industry based projects be encouraged which will help to improve the practical knowledge of students.

**Criterion – V: Student Support and Progression**


The committee observed that the Institute has a dedicated team of faculty members who help the students in their training, placement and personality development exercises. However, if possible, a Corporate Resource Centre may be established which should be managed by a full-fledged Training and Placement Officer for continuous industry-institute interface and final placement of the graduates. Guest lecturer of industry experts be arranged to improve visibility of IMSAR.


**Criterion – VI: Governance, Leadership and Management**


The Institute is continuously making efforts in its quality improvement using number of strategies in the domains of curriculum development, teaching, learning and research development. A strong library has also been established in the Institute as an extension of the Central Library of the University. The Institute has a sound alma mater and there is regular annual meeting of the Alumni. However, it is recommended that the Institute should strengthen its management information system to have updated information for interaction with the industry experts, academia and its alumni. Alumni can be encouraged to be member of various bodies/committees at IMSAR to improve their belongingness.

**Criterion – VII: Innovations and Best Practices**

The Institute is conscious about the innovative teaching practices and the enthusiasm among the students about learning was also observed. The institute has implemented a system of assessment of teachers by the students to ensure commitment and sincerity among the teaching fraternity. However, the committee suggests that the feedback so obtained be discussed in the meetings and corrective measures be initiated for the accomplishment of desired outcomes. Balance Scorecard concept can be defined to assess the faculty strength and improve overall development of IMSAR.

  
(Sanjiv Mittal)

  
(M. C. Garg)

  
(A. S. Boora)

**MINUTES OF THE MEETING OF ACADEMIC AUDIT COMMITTEE (AAC) IN MATHEMATICS HELD ON 12<sup>th</sup> APRIL 2017 (WEDNESDAY) AT 11:00 A.M. IN THE OFFICE OF HEAD, DEPARTMENT OF MATHEMATICS, MAHARSHI DAYANAND UNIVERSITY, ROHTAK**

A meeting of the Academic Audit Committee (AAC) consisting of the following members to carry out the Academic Audit of the Department was held on 12/04/2017 in the office of the Head, Department of Mathematics.

The following members were present:

- |    |   |                |
|----|---|----------------|
| 1. | Prof. Kuldeep Bansal<br>Dept of Mathematics, GJU, Hisar                           | Outside Expert |
| 2. | Prof. Aseem Miglani<br>Dept of Mathematics<br>CDLU, Sirsa                         | Outside Expert |
| 3. | Prof. V.K. Sharma<br>Dean Faculty of Physical Sciences<br>M.D. University, Rohtak | Member         |

The members of the AAC interacted with the faculty members and students and sought their feedback about teaching, research, other facilities and activities in the Department. The committee has gone through the Annual Departmental Report, Departmental profile (ANNEXURE - I), Self-Evaluative Report (ANNEXURE - II), the achievements of the faculty members for the academic year 2015-16 (ANNEXURE - III) and Proforma for feedback from students (ANNEXURE - IV) placed by the Head of the Department to the AAC.

After going through all the above aspects, the Committee made the following observations/recommendations:-

### **Curriculum Aspects**

a) The following five courses were running in the Department in the session 2015-16:

1. M.Sc. Mathematics (2-Year) with an intake of 66 students
2. M.Sc. Mathematics with Computer Science under (2-Year) Self Financing Scheme with intake of 66 students
3. 5-Year Integrated M.Sc. (Hons.) Mathematics with intake of 66 students
4. M.Phil. (Mathematics) with an intake of 15 students
5. Ph.D. (Mathematics)

  
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- b) The syllabi of all the above mentioned courses are mainly in accordance with UGC curriculum. As a result, 14 students qualified the NET, JRF (UGC-CSIR). All the courses focus on employability and development aspects. Scheme and Syllabi of M.Phil is revised during the session and duration of M.Phil is changed from one and half year to one year from the session 2016-17. The department introduced Choice Based Credit System (CBCS).
- c) Emphasis is also laid on enhancing the Computer skills of the students.
- d) The feedback from the students was taken in form of the feedback proforma and the suggestions were incorporated. Feedback for the session 2015-16 reveals that the students have rated the department in the "Very Good" category. However, point no. 1, 12, 17 and 20 are termed in "Good" category and the department is working on it

The Committee Members also interacted with the students. The feedback obtained from the students by the committee revealed that:

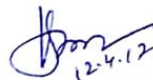
- The students have free accessibility to meet the HOD as well as all the other faculty members whenever required.
  - Library is very rich so far as the quantity and the quality are concerned and being used by the students regularly which help them enrich their knowledge in the profession/life.
- e) Feedback obtained from the parents also revealed the strong agreement on almost all the parameters by the parents. Some parents suggested some modification in Syllabi of 5-Year Integrated M.Sc. (Hons) Maths, which is updated from time to time.

### Teaching Learning and Evaluation Aspects

- a) The courses running in the Department are in great demand as is evident from the following:
- i) The Department received total 1724 applications against 132 seats together of M.Sc. Mathematics (66 seats) and M.Sc. Mathematics with Computer Science (66 seats).
  - ii) 765 applications were received against 66 seats of 5-Year Integrated M.Sc. (Hons) Mathematics course.
  - iii) 141 applications were received against the total available 15 seats for M.Phil.

  
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- iv) 86 applications were received against the total available 08 seats for Ph.D/URS.
- b) Apart from regular examinations, the Department strictly follows University norms for continuous evaluation of students in the form of class tests, assignments and regular presentations.
- c) Tutorials/Remedial classes are also conducted for the overall academic improvement of the students.
- d) Department has 16 faculty members, which includes 07 Assistant Professors, 01 Associate Professors, 07 Professors and 01 Professor Emeritus.
- e) Out of 16 teachers, 14 are Ph.D. degree holders and the others are pursuing their Ph.D.
- f) Teacher students ratio is about 1:37.
- g) Teacher-Research Scholar ratio is about 1: 3.

### Research Consultancy and Extension Aspects

- a) The faculty members of the Department are actively engaged in the research activities which is evident from the total number of research papers published till 30<sup>th</sup> June 2016, the number of papers published in the session 2015-16 and also from the number of Ph.D.'s awarded during 2015-16. The research and academic contribution by the existing teachers of the department is

Period	Number of papers published in journals	Number of Chapters in Books	Number of Books Edited	Number of Books with ISBN with details of Publishers	Number of Papers in Proceedings of the Conferences
Till 30-06-2016	569	09	10	15	67
2015-16	37	-	02	--	--

- b) Most of the faculty members have participated in seminars/conferences/workshops and delivered invited lectures also during 2015-16.

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- c) One minor research project entitled "Developing Software Application for Parking Areas for Allotment and Authorised Vehicle Parking" sanctioned by M.D. University is ongoing.
- d) Some faculty members of the Department are engaged in collaborative research work in India and Abroad.
- e) Teachers of the department are invited as resource persons in the refresher/orientation courses.
- f) Faculty members are invited by various colleges/universities for delivering extension lectures.

### Infrastructure and Learning Resources

- a) The Department is well equipped in terms of Computer Labs, the Departmental Library in addition to the Central Library, Class Rooms and other support systems. During the session 2015-16, the department was having 190 computers in its two labs and 19697 books in its Departmental Library in addition to thousands of books and hundreds of Journals in Mathematics available in the Central Library of the University.
- b) Students are encouraged to e-learning with the help of internet facilities in the Department
- c) As many as 48 students were pursuing their Ph.D. degree during 2015-16.

### Students Support and Progression Aspects

1. Drop out ratio is very less i.e. 4 per cent.
2. The Department has established Career Counselling and Placement Cell and Alumni Co-ordination Cell under the charge of the faculty members.

### Innovative Practices

The Department focuses on multi-skill development in its programmes by introducing varied contents. Various activities including encouraging students to participate in variety of co-curricular and social activities are performed in the Department alongwith the course of study which help develop multi-skills.

The following measures are taken by the department for quality sustenance and enhancement in curricular aspects.

- Feedback mechanism.

  
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- Conduct of Departmental meetings.
- Periodical evaluation of curriculum.
- IQAC guidance.

The very basic thing done for the quality sustenance and quality enhancement is the preparation and publication of academic calendar at the very opening of academic year. The teachers devote their time in personal counselling and encourage the students for various socio-cultural, political and moral activities. The academic enhancement is stressed by arranging extra revisions, remedial classes, educational tours and guest/extension lectures. The teachers motivate the students to follow reference books also.

The efforts are made by the department to have good co-ordination and harmony among the teachers. The best practices of the Department are the regular updation of syllabi and encouragement for research.

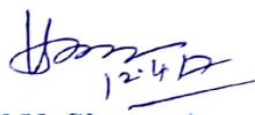
Overall, the Department is doing very well, students are satisfied with the faculty members and the infrastructural facilities provided by the department, the department utilizes the grant provided to it timely and properly. Though, the Department is rated as 'very good' in all the above aspects, yet the following weaknesses is also observed:

- ❖ The Department is short of 17-18 regular teachers whose work-load is being covered by the research scholars/guest faculty.
- ❖ Shortage of specialized teaching staff in some domains.

The above weaknesses can be overcome if 17-18 regular posts are created and filled up keeping in view the specialization required.

  
(Kuldeep Bansal)

  
(Aseem Miglani)

  
(V.K. Sharma)



**MAHARSHI DAYANAND UNIVERSITY ROHTAK**  
A State University established under Haryana Act No. XXV of 1975)  
'A' Grade University Accredited by NAAC

**Strengths of the Department**

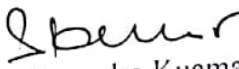
- The Department is well equipped in terms of LCD, Computers, Wi-Fi and other necessary support system.
- The Department is doing its best in terms of academic curricula and research activities. The students are quite satisfied with teaching in the department.
- The faculty is competent and producing good number of publications as well as guiding M.Phil and Ph.D. students.
- The Department has tremendous potential to conduct big events such as National Conferences, Workshops and Seminars.


**Further Improvements:**


- The University needs to fill the existing vacant faculty. It will further enable the faculty to concentrate more on research studies.
- The department has 05 faculty members whereas the student strength is approximately 200. However the class rooms available are only three. Therefore 03 more class rooms, 01 laboratory room and 3 faculty rooms are required.
- The Department may initiate for collaboration with national and international agencies for research and development.
- The Department may initiate to run the certificate/diploma courses in Sanskrit.
- The Department may also initiate to run the short term courses of Pali and Prakrit.


The Committee is happy to note that the faculty is highly motivated and Chairperson is providing dynamic academic leadership to them. We wish to extend all kinds of support to the department so that it can become a department with academic excellence.

The Committee appreciated the achievements and progress of faculty members in academic field.

  
(Prof. Surendra Kuamar)  
Dean, Humanities

  
(Prof. Ramesh Bhardwaj)  
Outside Expert

  
(Prof. Krishna Acharya)  
HoD, Sanskrit

  
(Prof. Ranvir Singh)  
Outside Expert  
5/04/2017

Proceedings of the Meeting of Academic Audit Committee in Statistics held on 25.03.2017 at 11:00 am in the Office of the Head, Department of Statistics, M.D. University, Rohtak

A meeting of Academic Audit Committee consisting of the following members, to carry out the Academic Audit of the Department was held on 25.03.2017 at 11:00 AM in the office of the Head, Department of Statistics. The following members were present:

- |  |                |
|--|----------------|
| 1. Prof. H.C. Taneja,<br>Department of Applied Mathematics,<br>Delhi Technological University, Delhi | Outside Expert |
| 2. Prof. P.C. Jha,<br>Department of Operational Research,<br>University of Delhi, Delhi              | Outside Expert |
| 3. Prof. V.K. Sharma,<br>Dean Faculty of Physical Sciences,<br>M.D. University, Rohtak               | Member         |

At the outset the HOD Statistics welcomed the members of the committee. Thereafter, the committee members interacted with the faculty members, students and non teaching staff of the department and sought their feedback about teaching, research, other facilities and activities in the Department. The committee went through the Annual Report of the Department, Departmental Profile and Academic achievement of the teachers for academic year 2015-16 placed by Head of the Department.

After going through the reports and all the above aspects as well as various points mentioned in the criteria of Academic Report, the committee made the following observations/recommendations:-

**General Observations:-**

**A. Curriculum Aspects:-**

- (a) At present the following four courses are running in the Department.
- (1) M.Sc (Mathematical Statistics)
  - (2) M.Phil (Statistics)
  - (3) Ph.D. Coursework (Statistics)
  - (4) Ph.D. (Statistics)
- (b) The department has revised syllabi of all the courses as per UGC guidelines keeping in view of the job prospective and development aspects. The revision/updating of syllabi

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- are a regular practice in the Department, in view of the syllabi of various competitive examinations such as CSIR, Indian Statistical Services, etc.
- (c) Tutorials and Seminars are important components of the curriculum and are regularly conducted in the department. Extension lectures are also arranged for the overall academic improvement of the students, research scholars and faculty members.
- (d) The teacher student's ratio in the department is 1:23.
- (e) The feedback from the students is regularly obtained at the end of each semester on a prescribed students feedback form specified by IQAC, M.D. University, Rohtak. The average score on the feedback obtained by the department is 3.092 out of 4, which is quite good. The committee members also interacted with the students. The feedback obtained from the students by the committee revealed that:-
- The students have free accessibility to meet the HOD as well as the faculty members of the department to discuss their problems related to the syllabi and of general nature.
  - The students are encouraged to participate/appear in various competitive examinations and for this guidance/supervision is provided by the faculty members.
- (f) The Feedback obtained from the parents indicates that they are satisfied with the performance of their wards and also with the efforts made on the part of the department regarding academic activities and availability of infrastructure.

**B. Research Consultancy and Extension Aspects:-**

- The faculty members of the Department are actively engaged in research activities. The participation of the faculty members at International and National level in academic activity is satisfactory and appreciable with 25 research publications during session 2015-16. (Annexure- C).
- Seven (07) Ph.D's and Three (03) M.Phil degrees have been awarded to the students during the session 2015-16.
- The faculty members have participated in 7 Seminars/ Conferences/ Workshops etc. and presented their research papers (Annexure- B).
- The faculty members have been invited to deliver extension lectures/ talk at Conferences/ Workshops/ Seminars/ Refresher Courses/ Orientation Courses, etc conducted by the various Indian Universities/ Institutions (Annexure- B).
- All the faculty members regularly provide consultancy to the doctors and faculty member of PGIMS. They also helped the research scholars and faculty members of different department of the University during their completion of research projects and thesis.
- The Department plans to introduce a three year B.Sc. (CSM) degree for which University has already formed a committee to work out the details.

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- The faculty members have been appointed as reviewers of various research journals in the subject of Statistics/ Operations Research.
- The department has been selected for UGC SAP (DRS-II) by the University Grant Commission for a period of five years.

**C. Teaching, Learning and Evaluation Aspects:-**

- All the faculty members are well qualified and have published research papers in the journals of International/National repute.
- Over the years, the demand of the Statistics as a discipline has increased manifold and therefore, a large number of applications (around 130 for admission in M.Sc have been received by the department in the session 2015-16.
- Apart from regular examinations, the Department strictly follows university norms for continuous evaluation of students by taking class tests, regular presentations and assignments.
- Tutorials/Seminars/Lectures from eminent scholars are also conducted for overall academic improvement of the teachers (Annexure- A).
- The regular research scholars are engaged in teaching work and assist the faculty members in the practical and theory classes.

**D. Infrastructure and Learning Resources:-**

- The Department is well equipped in terms of 30 Computers, 1 Lab, 3 Class Rooms, LED, Interactive Boards, LCD projectors, Laptops, Photocopier Machines and other support systems.
- Department has licensed Statistical/Mathematical software MATLAB and the students are encouraged to use these software to complete their projects and research work. They are also encouraged to use e-learning with help of internet facilities in the Department.

**E. Students Support and Progression Aspects:-**

- Students are encouraged to take part in extra-curricular activities being organized by the university.
- The Department has established Alumni association.
- A total number of 23 students were pursuing their Ph.D. degree during the session 2015-16 and out of these, 6 have been awarded their Ph.D. degrees.
- Three student has been awarded M.Phil degree during the session 2015-16.

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- The students enrolled in the department are encouraged to appear in various competitive examinations at State/National level.
- The students of the department visited Surajkund Mela on 08.02.2016.

### Specific Recommendations

Keeping in view the efforts made by the department regarding academic activities and available infrastructural facilities, the committee recommends the following:

- The department has been facing the shortage of teachers to meet out the existing teaching workload and therefore, it is strongly recommended that the vacant position should be filled on priority basis in the department.
- In order to introduce some more specialized papers in the subject Statistics there is a need to sanction two more teaching positions in the department other than the existing sanctioned posts.
- The department needs regular Lab. Attendant as well as Instructor so that the students should get proper training in the use of Statistical Software.
- The department should introduce some short term new courses like Diploma/ Certificate with the practical application of the subject Statistics.
- The teachers of the department should participate extensively in the academic activities including Conferences/ Seminars/ Workshops and also they should acquire the knowledge in using the software.
- The department should organize regular alumni meet to strengthen the students' <sup>placement</sup> activities.

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 (Prof. H.C. Taneja) 25/3/17  
 D. T. U. Delhi

*Rohit Jha*  
 (Prof. P.C. Jha) 25.3.17

*V.K. Sharma*  
 (Prof. V.K. Sharma) 25.3.17

Proceedings of Academic Audit of Department of Physics, M.D. University, Rohtak for the session 2015-16 held on 24.03.2017 at 10:30 am.

The academic audit of the Department of Physics was held on 24.03.2017. The following members were present:

- |  |                         |
|--|-------------------------|
| 1. Prof. V.K. Sharma   | Dean, Physical Sciences |
| 2. Prof. M.S. Yadav, Department of Physics,<br>Kurukshetra University, Kurukshetra | Outside Expert          |
| 3. Prof. H.K. Malik, Department of Physics,<br>IIT Delhi, New Delhi                | Outside Expert          |

The Committee members interacted with the Faculty members, research scholars and the students and sought their feedback about teaching, research, other facilities and activities in the Department. The committee has gone through the Annual Departmental Report for the academic year 2015-16 placed by the Head of the Department. They also visited M.Sc. Teaching Laboratories and Research Labs.

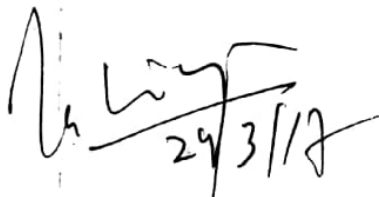
The following are the observations/recommendations of the committee:

- Curriculum aspects:
  - The Department has one PG M.Sc. course and research program in Physics (Ph.D. Physics). The M.Sc. course is of two years (four sem.) duration. The syllabi are regularly updated and revised by involving outside subject experts. The syllabi are designed not only to impart knowledge but also to ensure success in the National level competitive examinations.
  - The committee members also interacted with the students. The feedback obtained from the students by the committee revealed that overall rating of the feedback taken from students of M.Sc. is 3.12.
  - The students have free accessibility to meet the HOD as well as all the faculty members as and when required.
  - The Departmental Library has 869 books and being used by the students regularly which help them to enrich in their knowledge in the professional life.
  - The Departmental also makes good efforts for the placement of the students. The Department as well as University has started making more efforts in this direction.
- Teaching – Learning and evaluation:
  - The course running in the Department is in great demand as the Department received 2036 applications against 60 seats of M.Sc. Physics. The Department has well-equipped laboratories, classrooms and seminar rooms with modern teaching aids. The teacher-student ratio is 1:10 which is excellent for dissemination of knowledge. The students learning status is assessed regularly through assignments, seminars,

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sessionals and semester tests. The teachers are also encouraged to participate in workshops/seminar/conferences.

- Apart from regular examination, the department strictly follows University norms for continuous evaluation of students in the form of class tests, assignments and regular presentations. Tutorials were also conducted for the overall academic improvement of the students.
  - Department has a strength of 10 faculty members (5 Professors, and 5 Assistant Professors). All the 10 faculty members are holding Ph.D. degree as highest qualification. (Annexure 1)
  - The Central Library has 10,332 Physics Books and subscribed to 09 National & 02 International Journals in addition to online Journal subscription of Science Direct by the Central Library. The Department has a well furnished Computer Lab with 40 Computers, Printers and Internet Connection. Every teacher in the Department has been provided with Computer with Internet Connection.
3. Research, Consultancy and Extension:
- Two Ph.D. students have successfully completed their doctoral work and thirteen are pursuing their Ph.D. during 2015-16.
  - The faculty members have published 17 research papers in reputed journals with good impact factor during 2015-16. (Annexure-2)
  - Dr. Rajesh Parmar presented 5 research papers Dr. Sajjan and Dr. Rajni Bala presented 01 research paper each in National/ International conferences during the session 2015-16. (Annexure3)
  - Dr. Sanjay Dahiya chaired the session in National Conference on Emerging Trends in Physics and Materials science(ETPMS-2016),march 19-20,2016 at C.D.L. University, Sirsa (Haryana)
  - The faculty members are actively involved in various research projects funded by the National agencies like DST and UGC.
  - Department has received SAP grant of 70.50 lacs from UGC with ref to letter no. F530/5/DRS/2012 (SAP-1) Dated 12 May 2012 and FIST grant of 93 lacs from DST wide letter no. phy-254 dated 8/5/2012. (Annexure 4)
  - Some faculty members of the Department are also engaged in collaborative research work in India. (GJU, DU etc)
  - Dr. S.K. Chaudhary and Dr. (Mrs.) Harjeet Kaur are the life member of the following:
    1. Third World Organization for Women in Science Trieste Italy.
  - Dr. Sanjay Dahiya is the life member of the following societies:
    1. Indian Science Congress Association, Kolkata
    2. Indian Thermo Dynamics Society, GNDU, Amritsar
    3. Material Research Society of India (MRSI) Bangalore
4. Infrastructure and Learning Resources:
- The Department has well-equipped laboratories, classrooms and seminar rooms with modern teaching aids. The students are encouraged to use e-learning with the help of

  
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Internet facility. The research facilities in the Department (six Research Labs) comprise of following major instruments:

- UV-VIS-IR Spectrometers
- Ruby Laser system (Impulse-Physik, Germany)
- Zeiss Grating Double Mono-chromator (GDM 1000)
- Planetary Ball Mill
- Table Top X-ray Diffractometer (Rigaku, Japan)
- DSC/TG Analyzer (TA Instruments, Austria)
- Nitrogen Laser pumped Dye Laser (Molelectron, USA)
- ESR spectrometer (JEOL, Japan)
- Keithley 617 Programmable electrometer
- Coating Units (Hindwivac, VICO)
- Impedance Analyzer
- FTIR Spectrophotometer

5. Student Support and Progression:

- Student strength
- M.Sc. 1<sup>st</sup> Semester: Total = 62      Girls = 37      Boys = 25
- M.Sc. 3<sup>rd</sup> Semester: Total = 55      Girls = 31      Boys = 24
- Drop out ratio is very less (5%).

- Placement and counseling services:

The University has a Career Counseling and Placement Cell, Prof. Kuldeep Chikkara is the Director of that cell. Dr. Sanjay Dahiya is Coordinator from the Physics Department.

- Alumni association if any:

Physics Department has its own Alumni Association. Dr. Sanjay Dahiya is Incharge of it.

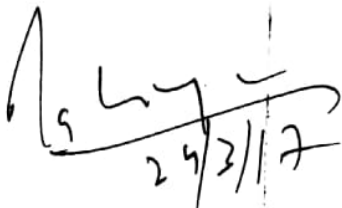
- All the M.Sc. students are members of Departmental Physics Society which organizes cultural activities, education tour to encourage their talent and develop multi skills. Regular Parent Teachers meeting are also arranged to take their opinion and feedback.

- Extension Lecture was delivered by Prof. Krishan Lal, immediate Past President, Indian National Science Academy and Former Director, National Physical Laboratory, New Delhi on "Crystals, their applications and X-ray diffraction today" on 16.03.2016.

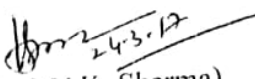
- Extension Lecture was delivered by Er. Vivek Khaneja from ST Microelectronics, Noida on "Digital Television Broadcasting: Rationale, Challenges and Trends" on 26.04.2016.

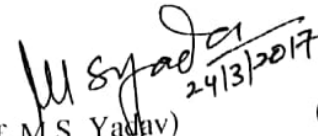
- Extension Lecture was delivered by Er. Manish Kumaria from ST Microelectronics, Noida on "Electronic chip designing and mainly focused on System on Chip (SoC)" on 26.04.2016.


- A Quiz Contest was held on 17.11.2015.

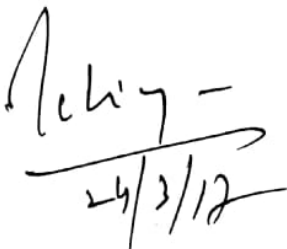
  
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- A Paper Reading Contest and Poster Presentation by the students were held on 19.10.2015.
6. Innovations and best Practices:
- Teachers are always accessible in the Department for any help to the students.
  - Feedback from students obtained, analyzed and implemented.
  - Feedback from other stake holders such as parents (Parent Teacher Meeting) obtained and analyzed.
  - Regular seminars are held related to practicals in all the semester.
  - Many teachers of the Department participated and presented their research papers in National Conferences/ Symposium during 2015-16.
7. Recommendation:
- Faculty members be motivated for getting more projects from various funding agencies.
  - To strengthen Academic and Research the teaching/ non-teaching positions lying vacant may be filled.
  - There is no power backup in the Department for continuous and uninterrupted power supply.
  - Small research projects may be assigned to few students of final semester M.Sc. to give them exposure to research.

  
 (Prof. V.K. Sharma)  
 Dean Faculty of Physical Sciences

  
 (Prof. M.S. Yadav)  
 outside expert

  
 (Prof. H.K. Malik)  
 outside expert

  
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**MAHARSHI DAYANAND UNIVERSITY, ROHTAK**  
**DEPT. OF DEFENCE & STRATEGIC STUDIES**

**Academic Audit Report (2015-16)**

The meeting of Academic Audit Committee for the session 2015-16 was held in the Dept. of Defence & Strategic Studies on 7.4.2017. The following members attended the Academic Audit Meeting:

- |    |                |   |
|----|----------------|---|
| 1. | Chairperson    | Prof. S.P. Vats,<br>H.O.D., DSS                           |
| 2. | Ex-officio     | Prof. Promila Batra<br>Dean<br>Faculty of Social Sciences |
| 3. | Outside Expert | Prof. Kamal Kinger<br>Punjabi University, Patiala         |
| 4. | Outside Expert | Prof. Karori Singh,<br>University of Rajasthan, Jaipur    |

1. Curriculum:-

- The Dept. of DSS has prepared the Syllabi of M.Phil course and Ph.D. Coursework.
- Students' feedback about the course curricula, working atmosphere and the overall performance of the department was also sought. It was also found positive.
- The department remains involved in all the meetings and workshops organized by the University for considering the Choice Based Credit System (CBCS) during assessed period. The CBCS was adopted by the department and at present around 150 students from other departments have adopted this subject. The feedback of parents of the students was sought regarding the performance of the department and the teachers. It was found positive.



## 2. Teaching, Learning & Evaluation:-

The Dept. of DSS has three Faculty Members namely, Prof. S.P. Vats, H.O.D., Prof. R.S. Siwach and Dr. D.S. Bajia, Assoc. Professor (Prof. S.P. Vats was the Registrar of the M.D. University, Rohtak during the session 2015-16). It is the matter of pride for the Department. All the faculty members are well qualified and specialized in their fields, Further; Research Scholars were also engaged to teach the P.G. Classes as per University norms. One student submitted one minor research project under the guidance of Prof. S.P. Vats.

The faculty members regularly participated in the academic activities during the assessed period. Prof. S.P. Vats, published 13 research articles and two articles published in edited books. Prof. R.S. Siwach published one book on: Indian Ocean and India's Maritime Security.

The faculty members guided research work of M.Phil and Ph.D. students besides their own research work.

## 3. Research Consultancy & Extension:-

- (i) National Security
- (ii) Area Studies-South Asia and Indian Ocean
- (iii) Disaster management
- (iv) Armed Forces and India's National Security
- (v) Internal Security Management

The Ph.D. Students strength during the assessed period was 13, which was encouraging. 05 students submitted their Ph.D. dissertation & 05 Students were awarded Ph.D. degree.

Three faculty members have been appointed as member of P.G. BOS in the Dept. of Defence and Strategic Studies.

## 4. Infrastructure & Learning Resources:

- The process of admissions and fee deposition was made online for all classes.
- The department is well equipped with Computers and other teaching aid facilities.

5. **Student Support & Progression:**

- Pass percentage of students was 65 % which is highly satisfactory.
- One Student cleared NET.
- Students participated in NSS programme organized by the NSS, Coordinator, M.D.U., Rohtak

6. **Innovative Practices:**

The department adopted following innovative practices during the session 2015-16.

- Encouraged the students for appearing in competitive examinations by holding additional lectures for civil service examination.
- Encouraged the students to maintain their punctuality.
- SWOT analysis report was prepared by the department.

7. **Overall Assessment & Recommendations:**

- The University Authority needs to fill up the one vacant seat in order to meet the additional workload of the department. It will further enable the faculty members to concentrate on research work.
- The department of DSS needs one more class room for the M.Phil classes.
- The department may initiate collaboration with national and international agencies in the field of Research & Development.
- The department may ensure the involvement of students in the programmes relating to gender sensitization, social welfare, human rights & duties.
- The Committee appreciated the achievements and progress of the faculty members in the field of academic and research.
- One conference hall is required for conference and seminars which are being regularly organized in the department.
- The admission circular for M.A., M.Phil and Ph.D. must be circulated among the organizations/Department like Military, Para-Military police and other such organization in order to encourage the security personnels for which there is another provision for study leave in these departments.
- It will serve twin purpose of motivating fresh students and refreshing learning of the mid-career professionals..
- Retired persons of higher academic caliber must be invited as visiting Fellows for teaching specific topics. It will be cost effective and encouraging for students and faculty through elective interaction leading to greater exposure and innovation.

- The committee recommends overall improvement and enhancement of infrastructure facilities for full realization of the potentials of the DSS.

(Prof. Promila Batra)  
Dean Faculty of Social Sciences

*(DSS not attend)*  
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(Prof. Kamal Kinger)  
Outside Expert

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(Prof. S.P. Vats)  
H.O.D

*[Signature]*  
(Prof. Karori Singh)  
Outside Expert  
07/04/2017

*[Signature]*  
(Prof. A.S. Sinha)

Special invitee

Report of the Academic Audit Committee (AAC) that Audited the Department of Public Administration, M.D. University, Rohtak on 17.3.2017 at 10.00 a.m. onwards.

The meeting of the Academic Audit Committee (AAC) for the Department of Public Administration, M.D. University, Rohtak was held on 17.3.2017 in the office of the Head, Department of Public Administration and the following were present.

1. Prof. Promila Batra  
Dean, Faculty of Social Sciences  
M.D. University, Rohtak
2. Prof. Ajmer Singh Malik  
Dept. of Public Administration  
Kurukshetra University, Kurukshetra
3. Prof. Farqan Ahmad  
Dept of Politics & Administration  
Jamia Milia Islamia University, Delhi.

The AAC considered the following required documents placed by Head of the Department for the purpose of academic audit for the year 2015-16.

- i) Curriculum Aspects
- ii) Teaching- Learning and Evaluation.
- iii) Research, Consultancy and Extension
- iv) Infrastructure and Learning Resources
- v) Students support and Progression
- vi) Innovative Practices.

The committee visited the office of the department, class rooms, faculty rooms etc and interacted with all the faculty members. An interaction was also made with the M.A./M.Phil students and the research scholars of the department and sought their feedback on different aspects.

### **Observations of the AAC**

After detailed deliberations on all the above aspects as well as after physical verification of the infrastructural facilities, the committee makes the following observations:

### **Strengths of the Department**

The department has organized the following programmes in this session i.e. 2015-16

- Inter-departmental debate on “Relevance of Reservation in Present time”, September 14, 2015.

- Seminar on 'Higher Education at Cross Roads' with collaboration of Haryana Regional Branch of Indian Institute of Public Administration, New Delhi, September 21, 2015.
- Alumni Meet, December 5, 2015.
- Extension Lecture on 'Gender Sensitization' April 25, 2016.
- Parents-Teacher Meet, April 29, 2016.
- The Department is well equipped in terms of LCD, Computers, Wi-Fi and other necessary support system.
- The Department is doing its best in terms of academic curricula and research activities. The students are quite satisfied with teaching in the department.
- The faculty is competent and producing good number of publications as well as guiding M.Phil and Ph.D. students.
- The Department has tremendous potential to conduct big events such as National Conferences, Workshops and Seminars.

#### **Further Improvements:**

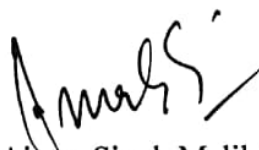
- The University needs to fill the existing vacant faculty positions as well as add more faculty positions in view of the requirements of MA(Hons)-5 years Integrated Course which has been started since 2011. It will further enable the faculty to concentrate more on research studies.
- The department has 07 faculty members including 5 guest faculties whereas the student strength is 200. However the class rooms available are only six. Therefore 02 more class rooms, 01 laboratory room and 3 faculty rooms are required.
- The Department may initiate for collaboration with national and international agencies for research and development.

**The Committee is happy to note that the faculty is highly motivated and Chairperson is providing dynamic academic leadership to them. We wish to extend all kinds of support to the department so that it can become a department with academic excellence.**

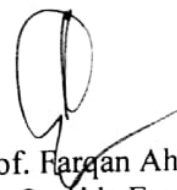
**The Committee appreciated the achievements and progress of faculty members in academic field.**



(Prof. Promila Batra)  
Dean



( Prof. Ajmer Singh Malik )  
Outside Expert



( Prof. Farqan Ahmad )  
Outside Expert

**MAHARSHI DAYANAND UNIVERSITY, ROHTAK**  
**DEPARTMENT OF FOOD TECHNOLOGY**

**Subject: Proceedings of the meeting of Academic Audit Committee in the department of Food Technology, M.D. University, Rohtak for the academic session 2015-16**

The academic audit of the department of Food Technology was conducted on 7<sup>th</sup> April 2017. The academic audit committee was comprised of the following members:

- |   |   |
|---|---|
| 1. Prof. P.K. Jaiwal  | Dean, Faculty of Life Sciences<br>M.D. University, Rohtak |
| 2. Prof. B.S. Khatkar<br>GJU of Science & Technology, Hisar | Outside Expert  |
| 3. Prof. P.K. Neema<br>NIFTEM, Kundli (Sonapat)             | Outside Expert  |

The academic audit committee visited the research laboratories, students' laboratories and class rooms. The members of the committee also interacted with the faculty members, research scholars and students of the department. The brief summary of the observations made by the committee is as given under:-

**1. Curriculum aspects**

- i) The department has provision of M.Sc and Ph.D programme in Food Technology. The PG course is of two years duration comprising of two semesters per year.
- ii) The syllabi of both M.Sc as well as Ph.D course work have been designed as per guidelines of UGC.
- iii) The syllabi are revised on regular basis keeping in view of the latest guidelines and requirements of the industry.
- iv) The department has implemented the Choice Based Credit System (CBCS) from academic session 2015-16. The CBCS includes all the core areas of food processing and technology. Apart from this, basic foundation courses and open elective papers have been incorporated in the syllabus for the students during the 2<sup>nd</sup> and 3<sup>rd</sup> semesters. The students have choice to opt foundation course/ open elective course from the common pool of these papers as floated by various departments in the University. The syllabus has also provision of dissertation, and internal assessment for the students. The internal assessment is made on the basis of assignments/ dissertation, class tests, attendance and overall disciplinary records of the students.

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## 2. Teaching, Learning and Evaluation

- i) The department has three regular faculty teachers including one Associate Professor and two Assistant Professors. To meet out additional teaching requirements of the students, the research scholars and guest teachers are engaged for the teaching purpose.
- ii) The total annual intake of the students in PG programme is 20, thereby making a good teacher/student ratio of 1:7.
- iii) The students learning status is assessed and evaluated regularly through the assignments, seminars, sessional tests, semester tests and other presentations. The extension lectures/expert lectures are also arranged for the students and the students are also encouraged to participate in the workshops/seminars/conferences.
- iv) The department has also organized following event during 2015-16:

World Food Day-2015 was celebrated by organizing various events including Science quiz contest, Declamation contest and Poster making contest for the students of all the departments of University.

## 3. Research consultancy and extension

- i) The faculty members are actively involved in the research activities. The final report of one major research project has been submitted to the sponsoring agency. (**Annexure-I**)
- ii) The faculty members have also published research papers in international journals of good repute with good impact factors (**Annexure-II**)
- iii) The faculty members have also attended and presented papers in national/international conferences/ seminars/workshops and presented their research work. (**Annexure-III**)
- iv) The faculty members have also delivered extension/invited lectures and radio talks. (**Annexure-III**)
- v) During the academic session 2015-16, 05 research scholars have been registered for Ph.D programme under the able guidance of faculty members of the department. Twenty students have completed their M.Sc dissertations during academic session 2015-16. Three students have completed the Ph.D. course work.
- vi) One students has been awarded Ph.D thesis during the academic session 2015-16.
- vii) Some of the advanced sophisticated research equipments installed in the research lab include Rapid vice analyzer, Rheometer, Food texture analyzer, Particle size analyser and Hunter Lab Colorimeter.



### Infrastructure and Learning Resources

- i) The department has well furnished and well equipped research laboratories, students' laboratories, class rooms/seminars rooms with modern teaching aids like LCD projectors and smart class boards etc.
- ii) The department has also a computer lab with an installed capacity of 10 computers to facilitate the students for computational works and accessibility of internet.

### 5. Students' support and progression

- i) The department has a total number of 42 students in PG classes and 06 Ph.D scholars during the academic session 2015-16.
- ii) The M.Sc students actively participate in get together functions and organize World Food Day as annual event in the department. The students actively participate in the cultural activities quiz contest, poster making contest and declamation contest on the occasion of world food day.
- iii) To support the students regarding the industrial training and placement, department has provision of training/placement teacher incharge to guide and facilitate the students for industrial training and their placement.
- v) Industrial visit of the students of M.Sc are organized for their practical exposure.
- vi) Students feedback about academic activities and administrative activities in the department is also taken periodically.

### Recommendations/suggestions of the Committee

Specific recommendations are as under

1. Vacant posts may be filled up as priority.
2. Department may be given lab attendants and lab Technicians to effectively run the laboratories.
3. ~~Provision~~ Provision bio waste disposal and safety instruments need to be installed.

Bhupender Lal  
(B.S. Khattar)  
7/4/2017

Pramod  
(P.K. Jaiswal)

SB  
(P.K. Nema)



# MAHARSHI DAYANAND UNIVERSITY, ROHTAK

## DEPARTMENT OF COMMERCE

The Meeting of the Academic Audit Committee (AAC) was held on February 13, 2017 at 10.00 a.m. in the office of the Head, Department of Commerce, M.D. University, Rohtak. The following Members of the Committee attended the Meeting:

- |                        |                             |                |
|------------------------|-----------------------------|----------------|
| 1. Prof Narendra Kumar | Dean, Faculty of Commerce   | Convenor       |
| 2. Prof Ran Singh      | Punjabi University, Patiala | Outside Expert |
| 3. Prof Sanjay Sinha   | CRS University, Jind        | Outside Expert |

CRITERIA-WISE REPORT OF THE ACADEMIC AUDIT COMMITTEE 2015-16 IS AS FOLLOWS:

SR NO	CRITERIA	OBSERVATIONS OF THE COMMITTEE																												
1	CURRICULUM ASPECTS	<p>The Department has revised following syllabuses during the academic session 2015-16:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th style="width: 5%;">Sr No</th> <th style="width: 25%;">Course</th> <th style="width: 25%;">Name of the Paper</th> <th style="width: 45%;">Syllabus Revised/New Paper Introduced</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td>M.Phil</td> <td>All Papers</td> <td>Course Restructured</td> </tr> <tr> <td style="text-align: center;">2.</td> <td>Ph D Course Work</td> <td>All Papers</td> <td>Course Restructured</td> </tr> <tr> <td style="text-align: center;">3.</td> <td>M. Com (2Year)</td> <td>All Papers</td> <td>Course Restructured</td> </tr> <tr> <td style="text-align: center;">4.</td> <td>M.Com (Hons) 5 Year Integrated Programme</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">5.</td> <td>B.Com Pass Course</td> <td>Few Papers</td> <td>Syllabus Modified</td> </tr> <tr> <td style="text-align: center;">6.</td> <td>B.Com (Hons)</td> <td>Few Papers</td> <td>Syllabus Modified</td> </tr> </tbody> </table> <p>The Committee observed that CBCS Scheme has been introduced in M.Com 2 Years Programme recently. The M.Phil course which was of 1.5 years duration has now been changed</p>	Sr No	Course	Name of the Paper	Syllabus Revised/New Paper Introduced	1.	M.Phil	All Papers	Course Restructured	2.	Ph D Course Work	All Papers	Course Restructured	3.	M. Com (2Year)	All Papers	Course Restructured	4.	M.Com (Hons) 5 Year Integrated Programme			5.	B.Com Pass Course	Few Papers	Syllabus Modified	6.	B.Com (Hons)	Few Papers	Syllabus Modified
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		into 1 year course as per UGC guidelines. These changes will be applicable w.e.f. the session 2016-17.
2	TEACHING- LEARNING AND EVALUATION	There is lot of improvement in the Teaching – Learning and Evaluation of the Department. One class room has been converted into semi-smart class room with audio visual facilities available for teaching. Two more class rooms are in the process of conversion into smart class rooms. In M.Phil and Ph D Course work workshop method of teaching has been adopted by the department. Wifi has already been installed in the department for the benefit of the students, research scholars and teachers of the department. The teaching practices of the department are satisfactory. Teachers make extensive use of ICT facilities. Some of the teachers have also been using Whatsapp for delivering their notes and other information. Students are also exposed to the latest teaching skills. Students are required to make their presentations by using the ICT facilities in the department. Evaluation is done on the basis of students participation in the class room activities, his/her academic performance in the class tests and mock tests, their overall behavior etc. It is mandatory for every students of the department to make presentations using MS Powerpoint before the class.
3	RESEARCH, CONSULTANCY AND EXTENSION	The teachers and research scholars of the department are actively engaged in the research and extension activities. It is reported by the department that during 2015-16 the teachers of the department have published more than 63 research papers in the national and international journals. Teachers also presented a similar number of papers in the national and international conferences and seminars. Teachers of the Department also motivate students and research scholars to participate in the conference and seminars and also publish papers in research journals. Many teachers of the Department delivered extension lectures at various places, many of the

		<p>senior teachers have acted as resource persons in the national and international Seminars, Conferences and Workshops.</p> <p>Two teachers of the Department have been working on the UGC Major Research Projects.</p> <p>One teacher of the Department has completed one research Project funded by the University.</p> <p>The Department has also organised one day Workshop on Analytical Techniques for Research for its Research Scholars and other students.</p>
4	INFRASTRUCTURE AND LEARNING RESOURCES	<p>The Department has fairly sufficient infrastructure. The computer lab of the Department is well equipped with power back up and availability of internet for the students.</p> <p>The Department has two LCD projectors for the students and one smart podium.</p> <p>The Department has its own public addressing system.</p> <p>Every teacher of the Department is provided with a computer, printer, UPS, internet connection and other facilities.</p> <p>Every teacher is being provided with internet telephone facility.</p> <p>The teachers and students of the Department can access the University Library and its e-resources online from the Department or from their respective hostels or homes.</p> <p>University Library also subscribes to the following online data sources and e-books and e-journals which are available to the teachers, research scholars and students:</p> <ol style="list-style-type: none"> <li>1. JGate Plus</li> <li>2. Open Access Journals</li> <li>3. E-journals (UGC-Info)</li> <li>4. Emerald Mgt Plus</li> <li>5. Manupatra</li> <li>6. Sage</li> <li>7. Sage Open</li> <li>8. Scopus</li> <li>9. E-Thesis</li> <li>10. E-Reference Sources</li> </ol>

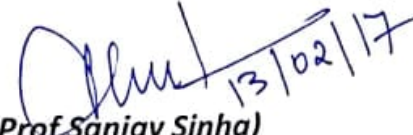
		<p>11. E-Books</p> <p>12. Springer eBooks</p> <p>13. CMIE Data Base</p>
5	STUDENT SUPPORT AND PROGRESSION	<p>The Department provides support to the students in a variety of ways. In the beginning of the session various committees are being formed under the chairmanship of a teacher in charge. These committees provide every support to the students ranging from the personal needs of the students to the academic, career development, training, sports, culture, research, social, economical etc.</p> <p>Department used to organize various skill development programmes from time to time to impart professional skills among the students.</p> <p>Placement programmes are also conducted from time to time in collaboration with the career counseling cell of the University.</p> <p>Many Ph D Students of the Department are engaged in the active teaching in the Department.</p>
6	INNOVATIVE PRACTICES	<p>The Department involves students in the organization of every event in the Department. This would bring a sense of responsibility amongst the students.</p> <p>Students are motivated to take decisions with regard to the problems of the Department so that they can learn the decision-making skills.</p> <p>Students of the Department are also engaged in the discharge of administrative duties of the Department</p> <p>The Department has been sending the students' attendance online.</p> <p>The feedback system from students, parents and alumni is in place in the Department.</p>


Although the Committee is fully convinced about the capabilities of the Department of Commerce and place on record its academic achievements during the session 2015-16,

yet the Committee wish to make the following observations and suggestions for further improvements and faster development of the Department:

1. The Department has clear idea about its long term and short term objectives.
2. Upto the previous year most of the record in the Department was found to be in files and in hard form. This year the Committee noticed that most of the record has been computerized. In view of the increasing computerizations and infrastructural facilities available in the department, the departmental record must fully computerized.
3. All the teachers, research scholars and other students must be motivated to make full utilization of the e-library, e-resources, e-data sources and other e-facilities.
4. The Education Tours and Field Trips are lacking in the Department. Students must be taken to various industries and different social set ups so as to expose them to different environments.
5. Department must also engage itself in some outreach programmes so that the benefit of the research and education may be delivered to the society at large. The Department can organise programmes and workshops in the nearby villages to educate villagers about the cashless transactions and other scheme of the government.

  
(Prof Ran Singh)  
External Expert

  
(Prof Sanjay Sinha)  
External Expert

  
(Prof Narender Kumar)  
Dean of the Faculty

**DEPARTMENT OF CHEMISTRY**  
**Academic Audit for the year 2015-16**  
**PART-II**  
**Self Evaluative Report**

**1. CURRICULUM ASPECTS**

- (a) The Department of Chemistry offers a M.Sc. programme with specialization in Inorganic, Physical & Organic Chemistry. The course is of two years duration and taught in four semesters (two semesters per year). The Department also has a research programme imparting Ph.D degree. The Department admits 90 students in M.Sc. (P) via entrance examination. The Department does not possess any self financing programme.
- b) The syllabi of M.Sc. (chemistry) are regularly updated and revised by involving outside subject experts as per guidelines of UGC. The Choice Based Credit System has been introduced w.e.f. academic session 2015-16. The syllabi have been designed not only to impart knowledge but also to ensure success in industries as well as National level competitive examinations. New experiments in three branches of Chemistry have been included in the syllabi which in turn will help the students in learning a number of physico-chemical techniques. The designed syllabi are also helpful in the employment of M.Sc. (Chemistry) students in teaching, research institutes and industries. To provide thrust on information communication technology, Foundation Course paper entitled, "computer for chemists" or a paper from pool of papers available on university website has also been introduced in M.Sc. (P) Chemistry class. The students have also option to opt "Discipline Specific Elective Papers" from the pool of paper available on the website of the university.

**2. TEACHING – LEARNING AND EVALUATION**

The Department has well-equipped Teaching, Research Laboratories and Class rooms with modern teaching aids like OHP and LCD projectors. The teacher student ratio is 1:15 which is excellent for dissemination of knowledge. Regular meeting of tutorial groups are held where personal attention to students problems are given. The students learning status is assessed regularly through Assignments, Seminar & Sessional tests. The students are also encouraged to participate in workshops/ seminars/conferences and to interact with the outside experts.

The Department has no Departmental library. However, books journals pertaining to Chemistry are kept in Central Library. The library has 9197 Chemistry books and subscribes to 18 National and 03 International journals in addition to online journal subscription of Science – Direct by the Central Library. The Department has a well furnished computer laboratory with 26 computers and internet connections. Internet connections have also been provided in each of the faculty room as well as research laboratories.



## LIST OF JOURNALS

### International Journals

1. Journal of Heterocyclic Chemistry
2. Synlett
3. Synthesis

### National Journals

1. Journal of Scientific & Industrial Research
2. Indian Journal of Heterocyclic Chemistry
3. Journal of Indian Chemical Society
4. Journal of Indian Council of Chemists
5. Journal of Electrochemical Society of India
6. Journal of Indian Instt. of Science
7. Journal of Surface Science & Technology
8. Oriental Journal of Chemistry
9. Proceeding of INSA (A&B)
10. Inter. Journal of Synthesis & Characterization
11. Indian Journal of Pure & Applied Chemistry
12. Asian Journal of Chemistry
13. Current Science
14. Journal of Chemical Sciences
15. Chemical Weekly
16. Indian Journal of Chemistry Technology
17. Indian Journal of Chemistry-A
18. Journal of Chemistry-B

### 3. RESEARCH, CONSULTANCY AND EXTENSION

- a) Three students have been registered for Ph.D. degree in the session 2015-16 under the supervision of faculty members. Five students have been awarded Ph.D. degrees for the session 2015-16. All the teachers have been provided independent/shared research laboratories. The Department possesses following sophisticated instruments.

- i) Scanning electron microscope (SEM)
- ii) UV visible spectrophotometer
- iii) Atomic absorption spectrophotometer
- iv) Spectrofluorimeter
- v) 2-drop calorimeter
- vi) Density and speed of sound Analyzer (DSA 5000)
- vii) X-Ray Diffractometer (Rigaku Corporation)
- viii) Micro Differential Scanning Calorimeter
- ix) Thermo Gravimetric Analyzer/Differential Thermal Analyzer (TGA/DTA)
- x) Differential Scanning Micro-Calorimeter



Further, purchase order of three equipments, namely I.R. Spectrophotometer, Karl Fischer Titrator & Electronic Balance has been placed and the same will be installed in the Department latest by 31<sup>st</sup> March, 2017.

- (b) No consultancy work is being done in the Chemistry Department
- (c) Details of ongoing/ completed research projects in 2015-16

#### Completed Projects:

Dr. Vinod Bala      Metal Complexes for      UGC, New Delhi  
Organic Light emitting  
devices, 2012.

- (d) Collaborative research if any
- (i) **Intra and Inter Department:** Department of Genetics & Environmental Sciences, M.D. University, Rohtak; Department of Chemistry, Punjabi University, Patiala; Pt. Bhagwat Dayal Sharma University of Health Sciences, Rohtak.
- (ii) **National Organizations:** IIT Chennai, National Physical Laboratory (New Delhi)
- iii) Any research of extension activity to : N.A.  
ensure social justice for the under  
Privileged:

#### 4 INFRASTRUCTURE AND LEARNING RESOURCES

a) Rupees 32 lacs have been received by the Department (out of UGC grant allotted to University) and the same have been utilized to purchase the equipments for M.Sc. classes. The equipment purchased for this purpose are:-

- (i) UV-VIS Spectrophotometer (Single Beam)
- (ii) Vernier Potentiometer with Accessories
- (iii) Dipole meter
- (iv) Ultrasonic Interferometer
- (v) Melting Point Apparatus
- (vi) Ph Meter
- (vii) Conductivity meter
- (viii) Electronic Balance
- (ix) Vacuum Pump

*Handwritten signature: Smaly R*



- (x) US-VIS Spectrophotometer (double beam)
- (xi) Vacuum Oven
- (xii) Ice Flaking Machine
- (xiii) Oven

The above equipments will certainly strengthen the laboratories and students will have opportunity to work independently on these equipments.

b) The Department has well-equipped Teaching Laboratories, Research Laboratories and Class rooms with modern teaching aids like OHP and LCD projectors. As the Department was running short of lecture theatres, consequently three (03) lecture theatres have been constructed and renovated to meet the requirement of the Department. Faculty members use OHP, LCD projectors to teach students in the classes. Teaching rooms, Research laboratories & Computer laboratories have been provided Internet facilities. Also Department is fully Wi-Fi with fortinet. Students are encouraged to make use of Internet facilities for downloading the study materials.

c) Prof. V.K. Sharma, Prof. S.P. Khatkar, & Prof. Vinod Bala delivered invited talks in Conferences during 2015-16.

d) Various faculty members have attended & presented their research papers in National/International conferences during session 2015-16.

e) The performance of students is monitored through Seminars, Assignments & House Tests.

## 5. STUDENT SUPPORT AND PROGRESSION

a) Students strength:

M.Sc. Ist Semester: Total 91; Girls = 62; Boys = 29  
SC =17, BC= 23,

M.Sc.3rd Semester: Total 90, Girls=61; Boys=29  
(SC=09, BC=25)

b) Dropout rate of students in M.Sc. classes: 0.91%

c) Details of students who cleared UGC – CSIR, NET, SLET, GATE etc.  
NET=08

d) Placement and counseling service:

The University has a central placement and counseling cell, Prof. Raj Kumar is the Incharge of the cell and Dr. Priti Boora is Co-ordinator from the Chemistry Department.



e) Alumni association if any:

Chemistry Department does not have its own Alumni Association. However, there is an Alumni Association of M.D.University as a whole.

f) All the M.Sc. students are members of Departmental Chemical Society which organizes cultural activities. Athletic events and Cricket match between M.Sc. (P) and M.Sc. (F) students were organized under the auspices of Chemical Society. The students are also encouraged to develop multi skills by attending training course. Regular Parent Teachers meetings are also arranged to take their opinion and feedback.

## 6 Innovations and Best Practices

(a) Innovations introduced during this academic year which have created a positive Impact on the functioning of the institution. Give details.

(i) The Department introduced choice based credit system and syllabi have been revised accordingly.

(ii) On the basis of excellent performance in research activities of faculty members the UGC has sanctioned SAP at the level of DRS-I Rs. 1.18 crore.

(b) Give two best practices of the Department

(i) Brain storming sessions in class room teaching for better understanding of subject.

(ii) Teachers are always accessible in the Department for any help to the students.

*Ymz Swamy R*

**Subject:** Minutes of the academic audit for the session 2015-2016 on 28.02.2017

The meeting of the academic audit of Biochemistry Department was held on February 28, 2017 in the office of the Head of Biochemistry, in the presence of external expert and faculties. The external expert visited various labs in the department and also interacted with faculty and students. Following observations and recommendations were made during academic audit:

**Observations**

- 1. Curriculum Aspects:** There are total 80 M.Sc. students, 15 research scholars and five faculties in the department. The student teacher ratio is 1:16. The curriculum is as per UGC guidelines and it is updated regularly. The department is following Choice Based Credit System and semester system
- 2. Teaching –Learning and Evaluation:** Department has good facility for ICT, used for imparting the knowledge based information to the students. Better access to Internet has enabled faculty members to provide more of real -time and challenging assignments to the students. The department obtains regular feedback from students. The dissertation work carried out by M.Sc. students is the strength of department. The access to e-journals is available to the students in main library.
- 3. Research, consultancy and Extension:** Good publications, research collaborations, and patents are quality research carried out in the department. The department has published more than 90 research papers in last five years. There are six research projects from various funding agencies such as DBT and DST. Many PhD students have received DST young scientist awards. Recently, the department has also received DST-FIST grant and is planning to apply for UGC-SAP for further funding.
- 4. Infrastructure and Learning Resources:** The Department is having six research labs, two M.Sc. Practical labs, Central lab and computer lab to provide a better research exposure to students and research scholars. However, keeping in view the number of students, additional equipments may be required class practicals and research.
- 5. Student support and Progression:** Department has a placement officer who continuously provides the updates of various fellowships based schemes. All teachers of the department are available at all times for support of the students. Department is having very supportive non-teaching staff to deal with various administrative and technical issues.

**DEPARTMENT OF BOTANY  
MAHARSHI DAYANAND UNIVERSITY**

**MINUTES OF THE MEETING OF ACADEMIC AUDIT COMMITTEE HELD  
ON 07/03/2017 AT 11:00 AM**

A meeting of academic audit committee for the session 2015-16 consisting of the following members was held on 07.03.2017 to carry out the academic audit of the department.

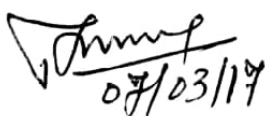
Following members were present:

1. Prof. Pushpa Dahiya – Chairperson, M.D.U., Rohtak
2. Prof. Narender Kumar- Outside expert, Head, Dept. of Botany, K.U.Kurukshetra
3. Prof. M.P.Sharma-Outside expert, Department of Botany, Jamia Hamdard Uni., Delhi

The committee members interacted with the faculty members, M.Sc students and research scholars of the department and sought their feedback about teaching, research, other facilities and activities of the department. The committee also went through the annual departmental report, departmental profile and the self evaluative report of the teachers for the academic year 2015-16. After going through the reports and all the above aspects as well as the various points mentioned in the criteria of Academic Report, the committee made the following observations/recommendations:

**Curriculum aspects:**

- a) At present, the following 2 courses are running in the department:
  - i) M.Sc. (Botany) 2 years with an intake of 40 students.
  - ii) Ph.D (Botany) with 15 registered students.
- b) The M.Sc. curriculum has been designed as per CBCS w.e.f. 2015-16 and accordingly the syllabus was revised keeping in view various competitive exams such as NET, Ph.D. entrance examinations etc. Dissertation is compulsory to impart specific scientific skills to the M.Sc. students. The syllabus was also been revised in the current session i.e. 2016-17 to make choice based credit system effective for entire university and also to assimilate the components of combined CSIR/JRF examination.
- c) The feedback is obtained from the students and the parents and the suggestions were taken into consideration.
- d) The students have free accessibility to meet the Head of the department and other staff members as and when required.
- e) The university library is well enriched with books, journals and e-resources (e-books and e-journals) and is used by the students on a regular basis.

  
07/03/17

  
7/3/17

  
2/3/17

### Teaching Learning and Evaluation Aspects:

- a) The courses running in the department are well designed and gaining importance as reflected by the average number of applications received and admission made into the courses.
- b) Student's performance is monitored throughout the Semester by both internal and external evaluations. Internal evaluation comprises of credit seminars, assignments, attendance of the student and written examination. This is followed by semester end external theory and practical examinations. Both internal and external assessment is done individually for each paper. Apart from regular examinations, the department strictly follows University norms for continuous evaluation of students in the form of class test and regular presentations.
- c) Department has a strength of 06 permanent faculty members with Ph.D. as their highest qualification.
- d) Teacher:Students ratio is 1:7

### **Research Consultancy & Extension Aspects:**

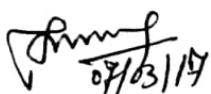
- a) The faculty members of the department are actively engaged in research activities which are evident from the number of research papers published and number of Ph.D students enrolled in the department.
- b) Faculty members have research projects sanctioned by DST (1), and HSCST (2).
- c) All the faculty members of the department have participated in seminar/conferences/workshops (national/international) and also have delivered talks/lectures/chaired sessions at national seminars/conferences.
- d) The botanical garden/herbal garden is also under department to meet the requirement of research scholars of faculty of life Sciences/pharmacy for their field experiments.
- e) Faculty members of the department are also engaged in collaborative research work with reputed institutes like HAU and IARI, New Delhi and also with other departments of their university.

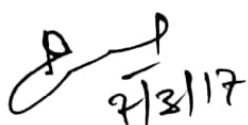
### **Infrastructure and Learning Resources:**

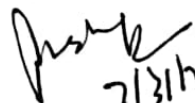
- a) The department is well equipped in the terms of classrooms, labs, seminar room and other support systems.
- b) Students are encouraged to use e-learning with the help of internet facilities of the department.
- c) 15 students are pursuing Ph.D. from the department of which 04 are CSIR-JRF/NET and 05 are getting fellowship from the university.

### **Students Support and Progression Aspects:**

- a) The student drop out ratio is almost nil.
- b) Students are encouraged to take part in the extra-curricular activities such as educational tours, cultural activities, organised by various departments of the university.

  
07/03/17

  
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7/3/17

- c) The University has established Career Counselling & Placement Cell for the students. One teacher from the department is member of this cell. All the students of the department are members of life science association alumni.

### Recommendations

The Academic Audit Committee recommends the following:

- 1 One lecture theatre should be converted into seminar room.
- 2 The M.Sc. labs/ Central laboratory should be well equipped with more equipments. The computer lab should be air conditioned to meet the proper maintenance and functioning of computers.
- 3 Botanical garden should be enriched with more numbers of plants (herbs/seasonal/annual).
- 4 Central instrumental facilities (CIF) should be strengthened with more equipments such as cooling centrifuge, HPLC, fluorescent microscopes, gel electrophoresis unit (both vertical and horizontal) and electronic balances.
- 5 Department should apply for the UGC-SAP programme to raise more funds for research and development.

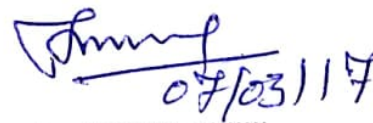
  
2/3/17

Dr. P. Dahiya  
HOD, Botany  
MDU, Rohtak

Dr. P.K. Jaiwal  
Dean, Faculty of  
Life Sciences  
(Consented  
but on leave)

  
7/3/17

Dr. Narender Singh  
HOD, Botany  
K.U.Kurukshetra

  
07/03/17

Dr. M.P. Sharma  
Professor of Botany  
Jamia Hamdard Uni. Delhi



## Centre for Biotechnology

Subject: **Proceedings of academic audit of Centre for Biotechnology, M D University, Rohtak for the session 2015-16.**

The academic audit of the Centre for Biotechnology was held on Feb 17, 2017. The following members were present

- i) Prof. P. Mehta Director
- ii) Prof. S. K. Gahlawat Outside Expert  
CDLU, Sirsa
- iii) Prof. J. S. Rana Outside Expert  
Dept. of Biotechnology  
DCRUST, Murthal
- iv) Prof. P.K. Jaiwal Dean, Faculty of Life Sciences

The members of the audit team interacted with the faculty members, research scholars and students of the Centre and also visited teaching laboratories & Central Instrumentation Facility. The following are the observations recommendations of the committee.

### 1. Curriculum aspects:

The Centre has two PG (post graduate) teaching and Research programmes in Biotechnology and Agri-Biotechnology. The courses are of two years duration and are taught in semester (two semesters per year) and with open choice based credit system. The syllabi of both the courses are as per the guidelines of UGC / DBT and are revised time to time. The last updation was made on March, 2015 by involving outside subject experts. The syllabi are designed not only to impart knowledge but also to ensure success in the National level competitive examinations. The courses are interdisciplinary in nature, where apart from core papers, papers in Biostatistics, Bioinformatics and Computational Biology are also offered. A set of elective courses along with six-month dissertation (in the last semester), seminars, assignments, periodic class tests / sessional exams are the integral part of the courses' syllabi.

*P. Mehta*      *S. K. Gahlawat*      *J. S. Rana*      *P. K. Jaiwal*  
17/2/17

**2. Teaching-Learning and evaluation:**

The Centre has nine faculty members including two professors, one associate professor and six assistant professors. The total intake of students in the Centre for Biotechnology is 40 (20 in each course). The teacher-student ratio is 1:9 which is excellent for dissemination of knowledge. The experts interacted with students. It was observed that the students learning status is assessed regularly through assignments, seminars, sessional and semester tests. The students are also encouraged to participate in workshops seminars conferences (organised only by the Centre but also by the other Departments under the faculty of life sciences) and to interact with subject experts invited to deliver talks. The Centre has organised following expert lectures during 2015-2016.

Two lectures were organised on the burning topics: Chikungunya, with reference to the Indian scenario by Prof Lalit Dhar, AIIMS, New Delhi ii) "Ethics in Research and Publications: How to write without plagiarism and violating copy rights" by Prof. OP Murty, AIIMS, New Delhi

Such events provide opportunity to teachers and students to expand their scientific horizon and develop new collaborations.

**3. Research, consultancy and extensions**

Four Ph.D. students have successfully completed their doctoral work and 7 are registered for Ph.D. during the last one year under able guidance of faculty members of the centre. Further, more than forty master's students have completed their M. Sc. dissertation under the faculty members.

Total 26 students are perusing Ph.D degree. The faculty members have been found to be actively involved in research. There are five projects completed during 2015 and the projects are funded by the National agencies like DBT, DST, CSIR and UGC and have published research papers in reputed journals with good impact factors (see **Annexures I & II**). Faculty members have also attended National Conference Seminar workshop (**Annexure III**) and presented their work.

The Centre has developed collaborations with National (Univ of Health Sciences, Rohtak; IARI, New Delhi; ICGEB, New Delhi) and International institutes (Umas, USA).

**4. Infrastructure and Learning Resources**

The Centre has well-equipped laboratories (4), classrooms and seminar (4) / conference rooms (1) with teaching aids such as LCD

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17/2/17



projectors (2), smart class board (1) etc. The centre has a Central Instrumentation Facility (CIF) with advanced sophisticated equipments like ultra-centrifuge, Real time PCR, UV-VIS Spectrophotometer, Phase-contrast inverted microscope, Akta-purifier, Nano-HPLC, Gel-documentation, Milli-Q-water purification, Electroporator, Ice flakers, ELISA Reader and liquid Nitrogen plant to cater the need of research scholars and faculty members for quality research. The Centre has access to a Central animal house and a green house.

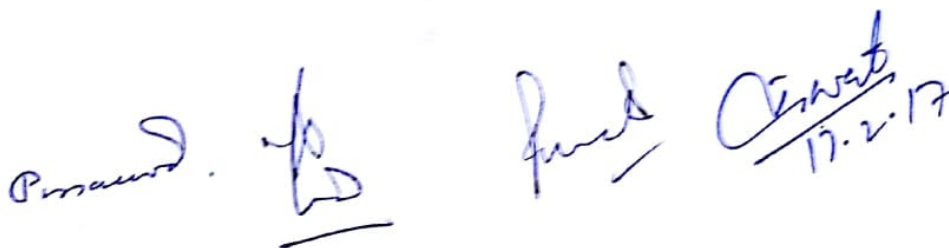
Two spectrophotometers (systronics) and one cold centrifuge (sigma) were purchased of worth Rs. 7.5 lakhs.

#### 5. Student support and progression

Master's degree pass percentages for the last two years are 82% in Biotechnology and 46.23% in Agri-biotechnology.

The Centre has been recognized for Special Assistant (SAP, Phase I) by the UGC, and funding for Infrastructure (FIST, Phase I) by the DST. Some of the teachers are involved in IPLS by the DBT. Being SAP department, UGC has also provided basic science research fellowship to 5 students for pursuing Ph. D. The M. Sc. students are involved in arranging get-together functions such as the Fresher's introduction, Fare-well parties and periodic extension lectures. All the students of the Centre are members of 'Biotechnology Association' which organizes cultural activities and competitions like quiz, debate, on spot poster making etc to encourage their talent and to develop multi-skills. Student's perception about academic and administrative activities is taken periodically by arranging meetings with them. Annual meetings of Alumni and PTA (Parent-Teacher Association) are also arranged to take their opinion and feedback documents were taken. The University has Institutional Bio-safety Committee, Human Ethics Committee and Institutional Animal Ethical Committee (supporting documents seen).

Faculty took extra classes to promote weaker students.

The block contains four handwritten signatures in blue ink. From left to right: the first signature is 'Prasad', the second is a stylized signature, the third is 'Sudhakar', and the fourth is 'Sudhakar' with the date '17.2.17' written below it.

## Recommendations

The recommendations made by the academic audit committee for the academic year 2014-15 at serial numbers 1,2,3,4,7 and 10 have been fulfilled and other recommendations at serial no. 5,6,8,9,11,12 are under process.

- 1 Practicals should be held in groups with teacher-student ratio not more than 1:15 as per UGC norms.
- 2 Log book should be maintained in M.Sc./Research Labs for the uses of instruments costing more than Rs.2.5 lakhs.
- 3 Animal ethical rules regarding animal handling should be strictly followed as CPCSEA guidelines for small animal house.
- 4 Inter departmental research collaboration should be encouraged.
- 5 Proper disposal mechanism of bio-hazardous waste should be followed.
- 6 Proper fire-safety measures should be taken.
- 7 Harmful and dangerous chemicals should be kept in lock & key .
- 8 The RO system Aqua guard water purifiers shall be in proper order for drinking purpose.
- 9 The protocols to operate instruments shall be mentioned on the instruments.
- 10 The department shall organise conferences/extension lectures/seminars.
- 11 The consultancy shall be done directly by the faculty members to interact directly with the industry.
- 12 The power backup shall be in working conditions for the proper operation of instruments during the power failure.

The academic audit committee has recommended to install power backup for the centre so that the instruments shall work properly.

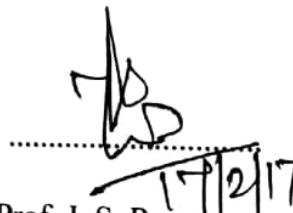
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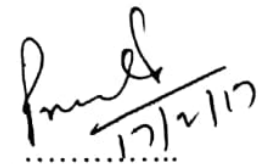
Prof. P.K. Jaiwal  
Director &  
Dean Faculty Life Sciences

  
17/2/17

Prof. S.K. Gahlawat  
CDLU, Sirsa  
External expert

  
17/2/17

Prof. J. S. Rana  
DCRUST, Murthal  
External expert

  
17/2/17

Prof. P Mehta  
CBT, MDU, Rohtak  
Director

**MINUTES OF THE MEETING OF ACADEMIC AUDIT COMMITTEE IN BIOINFORMATICS HELD ON  
3/03/2017 (FRIDAY) AT 11:00 AM IN THE OFFICE OF DIRECTOR, CENTRE FOR BIOINFORMATICS,  
M.D. UNIVERSITY, ROHTAK**

A meeting of academic audit committee consisting of the following members to carry out the academic audit of the department was held on 3/03/2017, in the office of the Director, CBINF.

The following members were present:

1. **Prof. Sudhir Kumar**  
Dept. of Molecular Biology, Biotechnology and Bioinformatics, CCS HAU, Hisar
2. **Prof. Namita Singh**  
Dept. of Bio and Nano Technology, GJU, Hisar
3. **Prof. P.K. Jaiwal**  
Dean, Faculty of Life Sciences, M.D. University, Rohtak
4. **Prof. Rajesh Dhankhar**  
Director, CBINF, M.D. University, Rohtak

The members of the committee interacted with the faculty members and students and sought their feedback about teaching, research, other facilities and activities in the department. The committee has gone through the annual departmental report departmental profile and the self evaluative reports of the teachers for the academic year 2015-16, placed by the Director, CBINF.

After going through the reports and all the above aspects as well as the various points mentioned in the criteria of Academic Report. The committee made the following observations recommendations.

**Curriculum aspects:**

A) At present the following two courses are running in the department

- 1) M.Sc( Bioinformatics) 2 years with an intake of 20 students.
- 2) Ph.D (Bioinformatics) with 01 registered student.

B) 04 other approved courses without any admissions:

- 1) P.G. Diploma in Bioinformatics (UGC Supported) -1 year( full time)
- 2) P.G. Certificate Course in Bioinformatics – 1 year(week end)
- 3) P.G. Certificate Course in Pharmacoinformatics – 1 year(week end)
- 4) P.G. Certificate Course in Phylogenomics- 1 year(week end)

C) The syllabi of all the above mentioned courses are in accordance with the DBT guidelines and the courses focus on the employability and development aspects. The syllabus was last revised for year 2015-16 and for 2016-17 also.

D) The feedback for 2015-16 session from students was obtained in the feedback proforma during 2016 and the suggestions were incorporated. Feedback for the session reveals that the students rated the department with overall average score of 2.854.

The committee members also interacted with the students and their feedback revealed that :

- ✓ The students have free accessibility to meet Director, faculty members and other staff members as and when required.
- ✓ The university library is well enriched with books, journals and e-resources (e-books and e-journals) and is used by the students on a regular basis.

#### **Teaching learning and evaluation aspects:**

a) The course running in the department is gaining importance looking into its recent admissions and this is evitable from the increasing strength of students in recent years.

b) Apart from regular examination, the department strictly follows university norms for continuous evaluation of students in the form of class test, assignments and regular presentations.

c) Department has a strength of 02 regular faculty members and 1 guest faculty.

d) Out of 02 regular teachers 01 is holding Ph.D degree as highest qualification other 01 is pursuing Ph.D.

e) Teacher:students ratio is approx. 3:23 (approx 1:8).

#### **Research consultancy & Extension Aspects:**

a) The faculty members of the department are actively engaged in research work activities which are evident from the number of research papers published as well as Ph.D. work going in the department.

b) 2 major research projects sanctioned by UGC and DBT are being run by the faculty members of the department.

c) All the faculty members of the department have participated in seminars, conferences workshops (national international) and also have delivered talks, lectures chaired sessions at international/national seminars/conferences.

d) The department also coordinates the functioning of bioinformatics infrastructure facility. Funded by DBT, New Delhi.

e) Faculty members of the department are also engaged in collaborative research work with reputed institutes like international Centre for Genetic Engg. & Biotechnology, New Delhi.

#### **Infrastructure and learning resources:**

a) The department is well equipped in the terms of classrooms, Labs, Seminar room and other support systems, well equipped and ICT methodology.


- b) Students are encouraged to use e-learning with the help of internet facilities of the department.
- c) Only 01 student is pursuing PhD from the department.

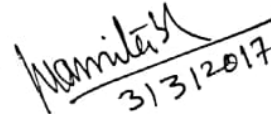
**Students Support and progression Aspects:**

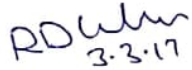
- a) Students are encouraged to take part in the extra-curricular activities such as educational tours, cultural activities etc.
- b) The department has established Career Counselling & Placement Cell under the charge of the faculty members of the department.


**Recommendations:**

1. Recruitment against the vacant position to be expedited.
2. Laboratories need further strengthening.
3. Faculty members may be encouraged to apply for more extra-mural research grants.
4. There is a need of more inter-departmental collaboration for research and teaching purpose.

  
(Prof. Sudhir Kumar)  
3/3/17

  
(Prof. Namita Singh)  
3/3/2017

  
(Prof. Rajesh Dhankhar)  
3-3-17

  
(Prof. P.K. Jaiwal)

**MAHARSHI DAYANAND UNIVERSITY, ROHTAK**  
**DEPARTMENT OF HINDI**

A meeting of Academic Audit Committee of Hindi Dept. was held on 16-03-2017 at 11:30 a.m. in the office of Head, Dept. of Hindi. The following members were present:

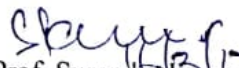
1. Prof. Surender Kumar,  
Dean, Faculty of Humanities
2. Prof. Babu Ram, Head, Dept. of Hindi,  
Kurukshetra University, Kurukshetra
3. Prof. Puran Chand Tondon, Dept. of Hindi,  
University of Delhi, New Delhi


The Committee after going through the proforma provided for the Audit purpose, inspected the physical infrastructure of the Dept. and found it sufficient. However, the Committee found that the Language Lab and Departmental Library be established, it could have enriched the Department furthermore.


The Committee feels satisfied as regard to the excellence of syllabi and courses of the M.A., M.Phil and P.G Diploma in Translation. Modification in PG syllabi in the lines of CBCS is also commendable.

The Committee also interacted with the faculty members and research scholars of the Department and came to the conclusion that Research activities are quite satisfactory. The Dept. is very dynamic in organizing seminars and extension lectures. It has also taken interest in encouraging creative activities in the Dept. in organizing 'Colloquium' for Research Scholars, 'Creative Writing' and 'Lekhak Se Samvad'.

Encl : Academic Audit Proforma.

  
Prof. Surender Kumar  
Dean, Faculty of  
Humanities, M.D.U.R.

  
Prof. P.C. Tondon  
Outside Expert  
D.U., New Delhi

  
Prof. Babu Ram  
Outside Expert  
Kurukshetra University,  
Kurukshetra

MAHARSHI DAYANAND UNIVERSITY, ROHTAK  
DEPARTMENT OF GENETICS

**MINUTES OF THE MEETING OF THE COMMITTEE TO CONDUCT  
ACADEMIC AUDIT FOR THE YEAR 2015-2016 OF THE DEPARTMENT OF  
GENETICS HELD ON 20.03.2017 AT 09.00 A.M.**

The meeting comprising of following members was held on 20.03.2017 at 09.00 A.M. in the Office of Head, Department of Genetics for Academic Audit of the Department.

1. Prof. P. K. Jaiwal : Dean, Faculty of Life Science,  
M.D.U Rohtak
2. Prof. Anand Sagar : Outside Expert  
Deptt. of Bio-Sciences,  
H.P.University, Shimla-171005
3. Dr. Arun Sharma, Director, : Outside Expert  
Deptt. of Forensic Science,  
FSL, Junga (H.P)

A presentation about the course offered, availability of research facility and achievements was made by Head of Department. Following observations were made by committee members including the panel of outside experts –

1. Department is running of two M.Sc courses, MSc Genetics and MSc Forensic Science with Choice Based Credit System as per UGC requirement. There are core, elective and Interdisciplinary open courses in both courses. These courses are being regularly revised as per UGC norms.
2. Class rooms are equipped with multimedia, projector and other teaching aids such as power point presentation. The department is fully connected with internet, updated PCs, printers, scanners and photocopier machine.
3. Each faculty member is actively involved in teaching and research. As a result 10 research projects are running in the Department with financial assistance from UGC, CSIR, NMPB and DBT, New Delhi. The total cost of running projects is Rs. 133 lacs. The faculty members of the Deptt. have published twenty seven research papers listed on page 9-11 in various international and national journals of repute. Faculty members have attended various national and international seminars/conferences listed at page 12-13.
4. The Department also has support from UGC, New Delhi under UGC-SAP and Innovative programmes and DST, New Delhi under DST-FIST programme for infrastructure, teaching and research activities.
5. Research laboratories are equipped with sophisticated instruments such as GC-Mass, HPLC, FTIR, 2D electrophoresis, Microplate Reader, PCR, Gel-Documentation system, Deep Freezers (-80°C and -20°C), UV-VIS

P.T.O.

- spectrophotometer, Lyophilizer, Supercritical Extractor, Fluorescence microscope etc.
6. There are 21 Research Scholars, 12 SRF, 05 JRF(NET) and 04 URS in research laboratories of teaching faculty of the Deptt.
  7. Students passed out from the Department are doing satisfactorily in various fields. There were five students qualified UGC-CSIR NET in the year 2013-14. Our research scholars were also able to win **One Women Scientist DST and DBT each** and one DST INSPIRE faculty.
  8. Department has collaboration with other reputed institutions of central & state Govt. such as International Centre for Genetic Engineering and Biotechnology, New Delhi; Banasthali University, Rajasthan; Pt. B.D.S. University of Health and Sciences, Rohtak; FSL, Madhuban; SFSL, Junga (H.P.) for research and training programmes.
  9. The Department has IQAC cell which regularly monitor the teaching and research quality evaluation and student support through feedback from students and parents, student-teacher interaction and motivational lectures.

**Recommendations –**

Committee appreciate and congratulate the teaching faculty of Deptt. of Genetics

- i) for running two M.Sc courses i.e. M.Sc Genetics and M.Sc Forensic Science.
- ii) for running major research projects i.e. UGC Innovative programme, UGC -SAP and DST FIST, besides independent research projects.
- iii) for deciphering knowledge to the students with the help of latest educational tools like LCD presentation, power point and internet.

iv) The faculty members of the Deptt. have published twenty seven research papers in various international and national journals of repute despite of scarcity of space in the Deptt.

During the visit, it was observed that there is insufficient space for teaching and research activities. Therefore, space for same may accordingly be increased. Adequate space for keeping sophisticated instruments is lacking and need proper conditions for their efficient functioning.

M.Sc Courses should be strengthened by adding new specialization in M.Sc Forensic Science course and with few more specified types of equipments and specialized teaching laboratories.

  
(Prof. P. K. Jaiwal)

  
(Prof. Anand Sagar)

  
(Dr. Arun Sharma)



An Academic Audit was carried out in the department of Economics on 17.03.2017. The following members attended the Academic Audit:

1. Chairperson : : Prof. Promila Batra, Dean, Faculty of Social Sciences, M.D.U., Rohtak
2. Coordinator : Prof. Santosh Nandal, Chairperson, Deptt. of Economics, M.D.U., Rohtak
3. Outside expert : Prof. T.R. Kundu, ICSSR Senior Fellow, Department of Economics, K.U.Kurukshetra
4. Outside Expert : Prof. Shahid Ahmad, JMIU, New Delhi

Different aspects of the Academic Audit were discussed and verified by the committee point wise:

1. **Curriculum Aspects:**

- Latest course curricula of UG, PG Hons. ( 5 years Int. Course) & M.Phil./Ph.D. as revised by the PGBOS in its meeting held on 15.03.2016 were reviewed by the Committee and found as per UGC norms.
- It is good that gender issues and employability are a part of syllabi in the department.
- A parents-teachers interface was held on 9.02.2016 and the feedback about teachers was found positive.

2. **Teaching Learning and Evaluation:**

- To meet the teaching requirement of the department, the department has appointed 4 guest teachers. However, regular faculty members are required to run the department smoothly and should be appointed on priority basis.
- The participation of the faculty in academic activities like symposia, workshops/conferences etc. is quite satisfactory.
- Regular attendance of the students is appreciable. The attendance of students is quite high.

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### **3. Research Consultancy and Extension:**

- The following research areas are being focused on by the department:
  1. Haryana Economy.
  2. Gender Economics.
  3. Development Economics.
  4. Agriculture Economics
  5. Public Economics.
  6. Energy Economics
  7. Banking and Finance.
  8. Issues in economics of governance and corruption.
  9. International Economics
- The present strength of students in Ph.D. is 35 which is quite good.

Recently, the department has also undertaken the following activities:

- Radha Krishanan Fund of Rs. 20,000/- for minor research project has been completed.
- Radha Krishanan Fund of Rs. 30,000/- to organise one day seminar on "Gender and Food security" has been completed.
- Beti Bachao Beti Padhao.
- The HOD has been regularly organizing seminars and workshops which is highly appreciable.

### **4. Infrastructure and Learning Resources:**

The infrastructure and learning resources were found to be adequate. A Computer lab has been set up with 24 computers for the students. There is also an internet facility available at 10 computers.

### **5. Student support and progression:**

- Pass percentage of students is above 80 which is highly satisfactory.
- The student body was found to be quite diverse with a good number of girls and rural students.
- Six new students have joined as JRF/URS.
- A lecture on gender sensitization was organized.
- Two Extension lectures, a talent hunt programme on 29.09.2015 and One day educational trip were also organized.
- Parents-Teacher meeting was held on 09.02.2016.

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- A Skill Development programme was organized on 24.08.2016 to enhance the employability of passout students.

#### 6. Innovative Practices:

Problem solving assignments, regular tutorials organization of group discussion and Parents Teacher Meeting were appreciated by the committee.

#### 7. Overall Assessments and Recommendations:

On the whole, the committee was highly satisfied with the facilities and performance of the Department. The committee made the following recommendations:

- It is strongly recommended to appoint the regular teaching faculty against all vacant posts.
- Additional non teaching staff should be provided for smoother functioning of the administrative activities.
- Encourage inter-disciplinary research projects in the department.
- For computer lab, licensed software such as Eviews, STATA need to be purchased.
- Provision for resource person to impart training to faculty and students need to be made.
- Funds may be allocated for field trip, data collection and organizing seminars and workshops on research methodology.



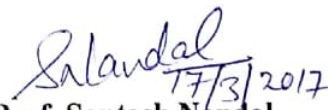
**Prof. T.R. Kundu**  
Kurukshetra University,  
Kurukshetra



**Prof. Shahid Ahmad**  
JMIU, New Delhi



**Prof. Promila Batra**  
Dean, Faculty of Social Sciences  
M.D. University, Rohtak



**Prof. Santosh Nandal**  
HOD (Economics)  
M.D. University, Rohtak



**MAHARSHI DAYANAND UNIVERSITY ROHTAK**  
(A State University established under Haryana Act No.XXV of 1975)  
'A' Grade University Accredited by NAAC

**Report of the Academic Audit Team**

A Meeting of the Academic Audit Committee was held on 07<sup>th</sup> February, 2017 to conduct the Academic Audit of the Department. As per order of the Vice-Chancellor, Prof. Rajender Singh Yadav & Prof. N.S. Mavi were nominated as two outside experts to conduct the academic audit.

The Team comprising of Prof. Rajender Singh Yadav, Prof. N.S. Mavi and Dean, Faculty of Education, M.D. University, Rohtak reviewed the Academic, Research and Extension work done by the Department. The committee members interacted with the Faculty Members, research scholars and students of the department and verified the infrastructural and instructional facilities available in the department. Following were the observation on the various aspects

**1. Curriculum**

a) The Department of Education is running following courses:

1. M.A. (Education) 2 years with an intake of 30 seats.
2. M.Ed. 2 years, with an intake of 50 seats.
3. M.Phil. (Education) 1 year, with an intake of 15 seats.
4. Ph.D. Programme (Ph.D. Course Work for 6 months) with an intake of 7 seats.

The curriculum of all the programmes have been prepared keeping in view the guidelines of both UGC as well as NCTE (for M.Ed. 02 years course).

b) Feedback from the students and parents is being sought regularly on five parameters, i.e. Quality of Course content, Knowledge and Communication Skills of the Teachers; Teacher's accessibility outside the class; Evaluative Techniques and Internal Assessment. Suggestions received from them are incorporated for improving Quality Education in the Department.

*Rajender Singh Yadav*  
7/2/2017

*N.S. Mavi*  
(Prof. N.S. MAVI)  
KOK

*Jitender Kumar*  
Feb 07, 2017  
**JITENDER KUMAR**  
Professor  
Department of Education  
M.D. University, Rohtak

## 2- Teaching-Learning and Evaluation

- a) Department had strength of 09 Faculty Members including 05 Professors (Out of these 05 Professors, 02 Professors got retired on 30<sup>th</sup> April, 2016) and presently there are 3 Professors and 05 Assistant Professors. All the Faculty Members are serving on regular basis.
- b) Faculty members participated in 49 (Forty Nine) International and National Conferences and Seminars / Workshops/ Symposia. Senior faculty members acted as resource persons and chaired technical session in various National Conferences and Seminars.
- c) Faculty members transact the curriculum by using innovative strategies which add to quality of classroom interaction and also helps in ensuring active participation of the students.
- d) Apart from term end semester examinations, the department strictly follows university norms for continuous evaluation of students through class tests, assignments / presentations and attendance.

## 3- Research Consultancy and Extension

- a) Department has organized National Seminar on 23<sup>rd</sup> and 24<sup>th</sup> April, 2016 with "financial assistance of Rs. 30,000/- from the University.
- b) The Department has one minor project from Dean Students Welfare Office.
- c) All the faculty members are actively engaged in research work the details of Research Schloars being supervised by faculty members are as under:

Name of the Faculty who is Ph.D. Guide	No. of Students registered in 2015-16	Total no. of Students registered under him/her as on 30.06.2016	No. of Ph.D. Awarded during 2015-16
Prof. Indira Dhull	06	08	NIL
Prof. H.L. Sharma	01	05	02
Prof. Madhu Gupta	01	07	NIL
Prof. Jitender Kumar	NIL	08	NIL
Dr. Neeru Rathee	NIL	04	NIL
Dr. Madhuri Hooda	02	04	01
Dr. Umender Malik	02	03	01
Dr. Sarita	01	04	NIL

Regardhly  
7/2/2017 (Prof NS MALVI)

RSS

Feb 07, 2017  
JITENDER KUMAR  
Professor / Head  
Department of Education  
M.D. University, Rohtak

- d) In addition to above, all the faculty members are engaged in publishing research papers in journals of National and International repute including the research papers in journals having impact factor 7.89 or so.
- e) In the current session 2016-17 seventeen (17) Junior Research Fellows and Four (04) Senior Research Fellows are pursuing Ph.D. in the Department.

#### 4- Infrastructure and Learning Resources

- a) The Department has been housed in a spacious building and infrastructure is of very good quality. Education Technology and Psychological Labs are well equipped.
- b) Students have access to e-learning with internet facilities in the Department.
- c) Besides Departmental Library, the students have an easy access to Main Library which is located at working distance from the department.

#### 5. Students Support and Progression

- a) Dropout rate in all the courses being run by Department is almost negligible.
- b) Roaster System applicable as per University norms.
- c) Students are engaged in extracurricular activities like celebration of Teachers' Day, Quiz Competition and Cultural Programme in the beginning of the session. The Department also celebrated World's Earth day on 22th April, 2016 by planting trees in the campus, organized a rally to sensitize the students on environment awareness.
- d) Edufest is organized every year regularly in which students participate in various and also win prize.
- e) 10 students of the Department qualified NET during the academic session 2015-16.
- f) Placement Cell, under the charge of Dr. Umender Malik, of the department is playing its role effectively by organizing Extension Lecturers, providing Guidance and Counselling services.

#### 6. Innovative Practices

- a) To create a positive impact on the functioning of the department, the use of internet, journals, participation in seminars / conferences / workshops, refresher courses and orientation programme is in place.
- b) Stress is laid on developing professional and human skills through internship and self development programme.
- c) Students write one 'Thought of the Day' daily on the Notice Board of the Department.

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7/2/2017

*[Handwritten signature]*  
(Prof. N.S. Wadhvani)

*[Handwritten signature]*

*[Handwritten signature]*  
JITENDER KUMAR  
Professor/Head  
Department of Education  
M.D. University, Rohtak

- d) Emphasis is laid on cleanliness.
- e) The Department is providing research consultancy to the neighbouring educational institutions running M.Ed. programme where faculty from the department organize workshop and act as Resource person.
- f) Annual Parent Teacher meeting is being organized in the Department to take the Feedback and suggestions from the Parents.

*N.S. Mavi*  
 (N.S. Mavi)  
 Professor of Education (Rtd.)  
 Outside Expert

*Rajender Singh Yadav* 7/2/2017  
 (Rajender Singh Yadav)  
 Professor of Education  
 Outside Expert

*B.S. Rathee* 7/02/17  
 Bhagat Singh Rathee  
 Professor of Physical Education  
 Dean, Faculty of Education

*Jitender Kumar* 7/2/2017  
 Jitender Kuamr  
 Professor of Education  
 Head, Dept. of Education

**JITENDER KUMAR**  
 Prof.  
 Department of Education  
 M.D. University, Rohtak

PROCEEDINGS OF THE ACADEMIC AUDIT COMMITTEE

Dated: 25.02.2017

As per requirement of the IQAC/NAAC, an meeting of academic audit committee for the session 2015-16 was carried out in the office of Head, Department of History on 25.02.2017 at 11:00 a.m. The following members attended the same:-

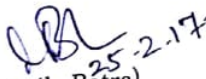
- |   |   |                |
|---|---|----------------|
| 1 | Dr. Promila Batra,<br>Dean, Faculty of Social Science,<br>M.D. University, Rohtak.          | Chairperson    |
| 2 | Prof. Shri Krishan,<br>Department of History,<br>Indira Gandhi University, Meerpur (Rewari) | Outside Expert |
| 3 | Prof. S.K. Chahal,<br>Head, Dept. of History,<br>Kurukshetra University, Kurukshetra        | Outside Expert |


The self evaluative report of the Department was presented before the members of the Academic Audit Committee by the Head of the Department in the meeting for the kind perusal of the members. The outside experts were apprised through this presentation about the thrust areas of research of the Department. The committee also inspected various infrastructure, facilities and also interacted with the students, Research Scholars and Faculty Members.


The outside experts as well as Chairperson of the committee analyzed the presentation of the Department in the form of self-evaluative report and resolved as enclosed herewith in the form of proceedings/minutes of the meeting.

Meeting ended with the vote of thanks.

Encls.: Proceedings of the meeting.

  
(Dr. Promila Bātra)  
Chairperson

  
(Dr. S.K. Chahal)  
Outside expert

  
(Dr. Shri Krishan)  
Outside expert



## PROCEEDINGS OF THE ACADEMIC AUDIT COMMITTEE

An academic audit for the session 2015-16 was carried out in the Department of History on 25.02.2017. The following members attended the Academic Audit Meeting:-

1	Dr. Promila Batra, Dean, Faculty of Social Science, M.D. University, Rohtak.	Chairperson
2	Prof. Shri Krishan, Department of History, Indira Gandhi University, Meerpur (Rewari)	Outside Expert
3	Prof. S.K. Chahal, Head, Dept. of History, Kurukshetra University, Kurukshetra	Outside Expert

The self evaluative report of the Department was presented before the members of the Academic Audit Committee by the Head of the Department in the meeting for the kind perusal of the members. The outside experts were apprised through this presentation about the thrust areas of research of the Department. The committee also inspected various infrastructure, facilities and also interacted with the students, Research Scholars and Faculty Members.

The evaluative report was consisting of the following:-

### 1. Curriculum Aspect:

- Existing program includes Ph.D. course-work and Ph.D., M.Phil. and M.A. History. The department has five core papers in M.A.(Prev.) covering three papers on World History i.e. Ancient Societies, Medieval Societies, Modern World, one paper on Regional History i.e. History of Haryana and One paper on Institutional History i.e. on State in India. Whereas, in M.A.(Final) there is one core paper on Historiography: Concepts, Methods and Tools and four specialized papers in each of the two semesters pertaining to Archaeology, Ancient India History, Medieval Indian History & Modern Indian History. In M.Phil. in each of the two semester all papers are compulsory on Sources, Historiography and Computer Applications. Whereas in Course Work for Ph.D. Programme there are only three papers similar to that of M.Phil. 1st Semester.
- Feedback from parents towards the functioning of university as well as History Department is encouraging. They expressed full satisfaction with the discipline, learning environment, course curriculum an teacher-student relationship.
- Feedback from students was also sought by the department and items rates under "Good" category with score of 2.93 overall were found from the students M.A. History 1st & 3rd Sem. as learning environment, knowledge of teachers, their communication skills, sincerity, commitment level, practical content of teaching, teacher accessibility outside the class, teacher-student relationship, student's evaluation methods, fairness of internal assessment and handling of students' grievances.

### 2. Teaching, Learning and Evaluation

- There are four faculty members and all are professors and due to shortage of faculty members, there is temporarily arrangement of 4 guest faculty for smooth running of academic session till the vacant positions fill-up.
- The department follow the modern teaching methods in practice other than lecture methods including internal assignments, presentations, term test, workshops, use of IT

enable services etc. for further learning, department have computers and library facilities which have been developed during last five years. But during the academic session under consideration the above methods and practices could not be followed fully due to space crunch created by shifting of the department from IGVB to present building.

- The museum of the department is an asset of the department. The museum does not have any fund for purchase of antiquities, more showcases and ancient objects. As a result, the development of museum is lopsided. Because now it has having only excavated and explored material. The museum should have its separate building and university should provide funds for this.
  - Though, the Department had Departmental Library, but there are only 1200 books and have subscribed 10 journals. In the new premises, the library could not be operative because of lack of space.
  - The total no. of actual teaching days were 160 and average percentage of attendance of students was 70%
  - But due to lack of space the above learning facilities cannot be utilized by the stakeholders. So there is immediate need of proper and adequate space for such facilities. There is no assistant and library attendant as a result of which proper maintenance and functioning of the library is not possible. Hence at least one Assistant and one Attendant be provided.
3. Computer Lab:
- The department have acquired 6 computers through UGC Grant for the establishment of computer lab for the use of student of M.Phil. & Ph.D. Course Work, where they have compulsory paper on Computer Application in History. But due to lack of space department could not able to establish the Computer Lab. till date.
4. Seminar Hall:
- There is no seminar/conference Hall for the Department. One Air-conditioned Hall be provided to the Department where regular seminars, discussions, talks etc. be held.
5. Observation regarding Infrastructure and Learning Resources:
- a) Multimedia, projectors and other teaching aids are used for classroom teaching. However, each class room should be smart class room.
  - b) To strengthen the office of the department, one steno should be provided.
  - c) One curator for archaeology museum should be provided.
  - d) Workshop, seminars and summer school programmes etc. be started at the earliest.
6. Research Consultancy and Extension:
- During this academic session there are 3 students registered for Ph.D. History and two research scholars has completed their Ph.D.
  - Department has organized two national seminars and three extension lectures during this session with collaboration with Sir Chhotu Ram Chair & Dr. Ambedkar Chair of MD University, Rohtak.
  - The department is conducting research mainly in the field of Archaeology a number of excavations have been conducted. In addition to this, explorations in Haryana, Punjab & Rajasthan are being conducted. But for this the teachers have to depend upon foreign collaboration etc. to raise the fund. The university should also provide

adequate funds for research. The Department should also start more courses and for that adequate staff be provided by the University. For this first of all the sanctioned posts be filled and new posts be created for starting papers on Gender Studies, Tourism and Tourism Product, Indian Culture, Demography and 18<sup>th</sup> Century etc.

7. Archival Cell:

- Though, the Department has a Micro-Film-Reader and Micro Films but there is a need of starting of full fledged archival cell. So as to facilitate the research in modern specialization.

8. Student Support and Progression:

- The students of the Department should be trained and be motivated to appear in competitive examinations. Placement and Counseling Services be provided in departmental level.
- Department has not its individual Alumni Association,
- be started for the interaction of the Past and present students. The students and R/Scholars be provided guidance for taking up research projects with the foreign collaboration.

9. Other Observations, if any:

The committee observed the following and instruct for the correction strictly:-

1. There is extreme shortage of teaching faculty members. Presently, Dr. Vijay Kumar, Professor (Ancient Option) has deputed to Chaudhary Devi Lal University, Sirsa as Vice-Chancellor w.e.f. Dec. 2016 for the period of three years and Dr. Bindu Mattoo and Dr. Urvashi Dalal are also going to be retired in the coming academic session i.e. in August 2017 & Nov. 2017 respectively. Due to this effect a number of significant papers have not been introduced. Even it is not feasible to run the present courses in the coming session the situation will be more grim due to introduction of the CBCS as per NAAC requirements.
2. Secondly, Department does not enough space to install library books, which are stored in corridor of the Department. It is very difficult for the students of department to study the valuable books.
3. There is also a shortage of four class rooms and One Computer Lab also. At present the classes are being conducted in the faculty rooms.

The above shortcomings must be addressed immediately. In order to ensure the smooth Academic functioning of the Department.

*Urvashi Dalal*  
Prof. & Head,  
Dept. of History  
M.D.U., Rohtak

## Dept. of Journalism and Mass Communication

### Academic Audit (Period 2015-16)

An Academic Audit for the session 2015-16 was carried out in the Dept. of Journalism and Mass Communication on 13.02.2017 at 10:30 A.M. The following members attended the Academic Audit Meeting:

- |   |                |
|---|----------------|
| 1. Prof. Surender Kumar, Dean                   | Chairperson    |
| Faculty of Humanities, M. D. University, Rohtak |                |
| 2. Prof. Hemant Joshi, IIMC, New Delhi          | Outside Expert |
| 3. Prof. Vikram Kaushik, GJU, Hisar             | Outside Expert |

All the parameters as per IQAC guidelines have been examined and verified by the Committee point wise:

#### (Parameters)

#### CURRICULUM ASPECTS

- The Dept. of JMC conducted the following courses during the session 2015-16:

a. MA (JMC) (Two Years)	Intake 36(06 additional admissions)
b. M. Phil (One and Half year)	Intake 15
c. Ph. D	Intake 04
- The syllabi of all the above course(s) is in accordance with UGC guidelines (Model Syllabus). The syllabus focuses on theoretical as well as practical aspects of the subjects. The M. Phil course is designed to built and attitude of teaching and research in students.
- Students of the Dept. of JMC of MJMC (Final Year) underwent practical training in form of Media Internship with Media Organizations.
- Feedback was taken from the students in the form of feedback proforma. The students rated the Dept. and its various facilities as GOOD (Average Score 3.01 out of maximum score of 4).
- Feedback from Parents of students was taken. Parents rated the Dept. as GOOD.
- Though there is no separate Dept. Library, yet the Central Library (Vivekanand Library) possesses about 4469 books on Journalism and Mass Communication out of which 247 books have been purchased during the session 2014-15. About 20 Journals are being subscribed for the Dept. of JMC in Vivekanand Library.

## **TEACHING- LEARNING AND EVALUATION**

1. Department has 4 faculty members- 02 Professors and 02 Assistant Professors. 02 Faculty members are Ph. D degree holder and 02 Faculty members are UGC NET examination qualified.
2. The Dept. received total applications 175 against 30 seats for M.A. (JMC) courses, 52 applications against 15 seats for M. Phil course. All the seats in MA (JMC) and 11 seats in M. Phil (JMC) course were filled up.
3. Apart from regular semester examinations, the Dept. follows University norms for continuous evaluation in form of class tests, assignments and presentations.
4. Tutorials are conducted regularly in the Dept. separate provision for tutorial classes have been made on Saturdays in Dept. Time Table.
5. Personal Counselling of students on career aspects, personality development aspects, and academic aspects is done on regular basis by the faculty members.
6. The Dept. organized Awareness Programme on various aspects for the students.
7. Students (MJMC) were taken for educational/ practical training visit to All India Radio during the session 2015-16.
8. Teacher Students Ration is 1:15
9. Teacher Research Scholar Ratio is 1:8
10. The Dept. strictly follows the University Academic Calendar.
11. Teaching Learning Methodology is interactive in nature with Student-Centric Approach. Apart from regular class room teaching method, role-play, ICT based learning, presentation, practical assignment(s), field visit(s), media internship, etc. help in facilitating the teaching- learning aspects.
12. A number of Extension Lectures/ Special lectures were organized in the Dept. during 2015-16.

## **RESEARCH CONSULTANCY AND EXTENSION ASPECTS**

1. Two faculty members (Two Professors) are actively engaged in guiding research work of research scholars of the Dept. 04 research scholars are enrolled under these two faculty members in the session 2015-16, a total of 16 research scholars.

2. All of the faculty members participated in International/ National Seminar/ Conferences/ Workshops, etc.
3. Faculty members presented research papers in Conferences, and Chaired Sessions too in Seminar/ Conferences during the session 2015-16.
4. Faculty members were invited as Resource Person/ Outside Experts in various Conferences/ Seminar/ Workshop.
5. Faculty Member (Prof. Harish Kumar) delivered Extension lectures in Colleges/ Universities.
6. Faculty members (Prof. Sarojini Nandal) delivered Radio Talk on AIR Rohtak on Social issues.
7. Faculty Member (Ms. Sumedha Dhani) organized Awareness Poster Exhibition on Social issues.
8. Faculty member (Sh. Sunit Mukherjee) delivered Extension/ Special lecture(s) in Colleges/ Universities (UGC HRD Centre)

## **INFRASTRUCTURE AND LEARNING RESOURCES**

1. The Dept. has three class rooms (one each for MA (JMC)- Previous, MJMC- Final and M. Phil courses). One Office Room, Faculty Room for faculty members, One Seminar Room, One Computer Room, One Store Room, One Room (IQAC/ CRS office)
2. One Modern Electronic Media Centre (Comprising of Radio & T. V. Studio) are in pipeline. (Would be functional from next session).
3. About 200 books were added in Journalism and Mass Communication section during 2015-16.
4. The Dept. subscribes to 06 newspapers- 02 English and 04 Hindi at Dept. level. Besides, 09 Magazines and 19 Journals are available in Vivekanand Library for Dept. students.
5. One LCD and Public Address System has been added in E- resources during 2015-16.
6. Further, students have free access to Vivekanand Library facilities, including books, journals & e- resources.

## **STUDENT SUPPORT AND PROGRESSION**

1. The Department has CAREER COUNSELLING AND PLACEMENT CELL to facilitate students' progression in Career.
2. Individual counselling- career, academic and personal is offered by faculty members to the students.
3. Students of the Dept. are engaged as Media Volunteer(s) for Zonal, Inter-Zonal Youth Festivals as well as important seminars organized in the University. The students undertook such MEDIA VOLUNTEER duties during 2015-16 too.

## **GOVERNANCE, LEADERSHIP AND MANAGEMENT**

1. Management of department affairs is strictly as per University rules & regulations.
2. Department level decisions are taken in Departmental Committee Meeting.
3. The Leadership principle is of Democratic Participative nature.
4. Student admission is strictly as per merit on the basis of entrance test.
5. All the faculty members are members of either UGBOS, or PGBOS, or Faculty of Humanities committee, or Board of Studies of other Universities. Thus, well- versed in academic governance and leadership.
6. One Faculty member (Sunit Mukherjee) is holding the charge of Director, Public Relations of the University.

## **INNOVATIVE PRACTICES**

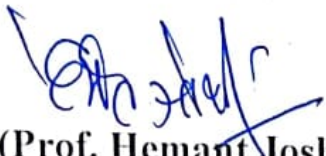
1. The Dept. focuses on multiple avenues for holistic personality development of students, including participation in co- curricular and extra- curricular activities.
2. Engagement of students as MEDIA VOLUNTEER in Youth Festivals and Seminars of University.
3. Discussion programmes are organized to facilitate development communication skills, and raise over all awareness level of students.
4. Participation of students in Radio Shows of All India Radio.
5. Students are encouraged to undertake field visits for practical assignments.

6. New Media Initiative- A Special Group has been created on Facebook to facilitate interaction and learning for the students.
7. The Dept. follows all IQAC guidelines, including feedback mechanism students, and parents, etc.

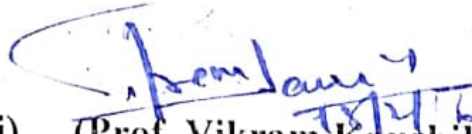
## SUMMARY

The Department of Journalism and Mass Communication is making concerted efforts for overall growth and development of students.

During the session 2015-16, similar efforts were made by the department to facilitate a congenial atmosphere of learning, higher studies & research personality development of students, and developing a social attitude in students.



(Prof. Hemant Joshi)  
IIMC, New Delhi  
Outside Expert



(Prof. Vikram Kaushik)  
GJU, Hisar  
Outside Expert



(Prof. Surender Kumar)  
Dean, Faculty of Humanities  
M. D. University, Rohtak



## DEPARTMENT OF MICROBIOLOGY

The Academic Audit meeting held at Department of Microbiology on 4<sup>th</sup> February, 2017 at 11:00 AM in the office of HOD, Microbiology.

The Meeting started with a formal introduction of the faculty members and the individual faculty members introduced their area of research to the external Members. Faculty members also discussed their future plans about research.

Activities of the department were briefed by the respective course coordinators. Examination and evaluation system of the students was discussed and briefed to the external experts. Prof. Shukla, HOD, Microbiology gave a brief overview about the developments, academic progress made by the department and action taken for previous recommendations by Academic audit team in 2016. Then the outside experts were taken to the visit of M.Sc. and research laboratories. The outside experts appreciated the efforts made by the department and also showed their satisfaction on the developments made by the department. The department self evaluation report was also discussed and resolved as below:

### **Curricular Aspects**

Department of Microbiology offers two M.Sc. degree programmes in the CBCS pattern and one Ph.D. Program:

1. M.Sc. in Microbiology,
2. M.Sc. in Microbial Biotechnology
3. Ph.D. in Microbiology

The selection of candidates is based on the Academic merit as per the University rules.

### **Pedagogy and Syllabus**

Department of microbiology has been constantly updating the syllabus to keep pace with the changing environment of Science and Technology.

A special component of scientific communication has been included in the Ph.D. Course work to help the Ph.D. students in communicating their research work to different journals. M.Sc. students are also informed about the various journals and their impact factors that also taught the whole process of application starting from writing a paper to submit in the paper online and answering to the reviewer's comments.

M.Sc. students are taught advanced oral and written communication skills. For improving the oral communication regular seminars are conducted in front of the complete faculty where they are evaluated based on their presentation skills.

Students are exposed to both team based learning and problem based learning this is learning is practiced during their dissertation work. During class seminars and paper reading special focus to be given on pronunciation and presentation skills by respective faculty members.

Faculty members are regularly taking assignment, class test and presentations from the students.

*Assam*

*Dr. P. Shukla*

*Jm2*

4/3/2017

*PSL*  
4/3/17

**Dr. P. SHUKLA**  
HOD Microbiology

Academic Audit meeting 4<sup>th</sup> February, 2017

An annual Microfest is organized which gives opportunity to the students to enhance their skills and get an exposure to the stage. Focus of Microfest is again on presentation skills and involves paper reading, extempore speaking, group discussion and quiz.

### Teaching-Learning and Evaluation

Teachers are using modern multimedia and interactive means to impart quality education to the students. The students are assessed on various parameters through Assignments/Presentations, Class Tests/Internal Tests, Practical experimentation, Seminars carrying marks.

Department regularly seeks feedback from the students and their parents about the course contents and teaching methodologies.

Students are encouraged for participation in a variety of co-curricular activities such as brain-storming, role-plays, quizzes, news analysis, extempore debates, panel discussions, paper presentations.

Special thrust is given to developing communication skills in the curriculum for equipping the students for meeting global demands. A complete paper has been introduced in their syllabi to improve their computer knowledge and communication skills. IQAC of the departments ensures the promotion of best practices and its internalizations in the following way: A few of the best practices promoted during the last two years (as the department is new) are as follows:

Semester system and choice based credit system, New interdisciplinary papers are incorporated in the syllabi, pre- Ph.D. course work has been designed and started

Feedback from students is regularly done, Feedbacks from parents and other experts is also encouraged

A detailed report after educational tours will be submitted as part of their assignments. Few more industrial visits were planned in the coming semester for the M.Sc. MBT students.

Importance should be given to students Feedback mechanism, questionnaire – feedback on courses, teachers and campus experience, Students make a full use of modern technologies in interactive sessions like seminar, tutorials etc., Students are asked to plan activities like study tour and submitted a comprehensive report on their exposure obtained.

The department should have a separate computer centre facility for its student. Therefore, additional computers for students are highly recommended meet the demands of 60 students.

*Prasanna*

*Prasanna*

*Prasanna*  
4/2/2017

*Prasanna*  
4/3/17  
Dr. P. SHUKLA  
HOD, Microbiology

### Infrastructure and Learning Resources

The department has inadequate non-teaching staff. Currently there is only one Laboratory attendant and one senior laboratory attendant to look after the all the four laboratories for the two M.Sc. Programmes run by the department. Therefore, the department may be provided with the additional staff to meet its requirement.

Additional equipment like spectrophotometer and HPLC should be obtained for each M.Sc. Laboratory.

Industrial visits have been introduced in the curriculum. Students are sent to academic institutes like JNU and DU annually.

Short term Project/training should be done by the students in the department itself

Additional specialized laboratories (media preparation rooms, Autoclaving room) are to be created to meet the needs of specialized projects work.

A separate building has been proposed with complete plan and details for consideration by the higher authorities. Kind attention is required by the authorities to materialize the new building plan completely dedicated to Microbiology.

### Research, Consultancy and Extension

Faculty members of the Department have already got funding worth Rs 2 Crores for research from various funding authorities. Many of the projects have been completed and more projects are being written and communicated to the funding authorities.

Department is all set to apply for the DST-FIST & UGC SAP scheme. A series of meeting have been conducted to invite ideas proposals from all the faculty members of the department.

The department is also expecting grants from Rashtriya Uchchar Shiksha Abhiyan (RUSA) to improve its Infrastructure.

### Innovative Practices

Following mechanisms have been developed by the institution for quality assurance within the existing academic and administrative system.

- Departmental Placement cell
- Implementing bodies – Departmental Committee System for academic administration.
- Establishment of IQAC for making sustaining the procedures and processes.

The Department Head is the Chairperson of IQAC, while all the faculties are the members. Its main objective is to plan and implement quality initiatives and evaluate.

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4/3/2017

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4/3/17  
DR. P. SHUKLA  
HOD, Microbiology

It follows its calendar for meetings, quality agenda and maintains its proceedings. It circulates its plan and steps for implementation.

Department conducts workshops, awareness programmes and special lectures on quality innovations. It analyses the feedback received from all stakeholders and inform the concerned about its outcome for correction and amelioration. It also sends appreciation letters to the well deserved staff for this performance.

**Recommendations by the expert:**

- There should be a separate entrance test for the admission of the Ph.D. candidates as the syllabus and requirement of Microbiology is different from rest of the life science courses run by the University. If the Ph.D. students are not regularly taken by the department, which could be detrimental for the department there will be a paucity of the trained manpower. There should be at least three Ph.D. students available to a faculty to carry out proper research.
- The expert recommended modifying the procedure of the Ph.D. entrance test to ensure joining of Ph.D. students in different research laboratories.
- Department of Microbiology is growing in terms of number of projects and students also. The faculty of the department is expanding their research areas in new directions (animal tissue culture, Soil Microbiology and Nanotechnology). Therefore, a separate building is highly recommended to meet the requirement. Moreover, working on pathogenic strains requires isolated laboratories, which cannot be made in the available space. The external experts recommended that the building proposal processed by the university and pending till today must be resent again to competent authority for its approval.
- M.Sc. students are more vulnerable to autoclaving accidents. There should be a manual of biosafety prepared by the department. Basic precautions related to safety and sanity should be displayed in every M.Sc. and Ph.D. laboratory, the precaution and statement of the safety manual should be signed by each and every student. This ensures they go through the manual.
- A list of all the microbial cultures should be maintained in the department.
- There should be a dedicated fridge for maintaining all the cultures, it should be kept closed and access of cultures should be kept in responsible hands.
- MLT or persons with five year experience should be deputed as technical assistant at a regular position in the department.
- Lab discard should be carefully disposed. Microgen, germikill should be used to dispose off any contaminated tip, glass ware, loops and plates should not be left on the table.

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4/3/2017


M.  
4/3/17  
Dr. P. SHUKLA  
HOD, Microbiology

Academic Audit meeting 4<sup>th</sup> February, 2017

- Autoclaves should be handled by trained manpower only. Dedicated staff to be deputed for running autoclaves.
- Disposal of bio-hazardous material has to be done carefully. Gels should be dried and later disposed off at a landfill site. Disposal of grown cultures after autoclaving should be not done in a drain.
- Fire alarm and fire extinguishers should be installed near to the laboratories.
- Additional grant for setting up advanced instrument facility should be provided to the department.
- A culture room for maintaining the cultures collection of the department and the newly isolated strains of microorganism by the students should also be created.
- Suitable illumination should be made on departmental notice board.
- All classrooms should be ICT enabled with properly installed projectors and AC classrooms. Since the department is on the top floor there is an excessive heat generated in the laboratories and classrooms.
- On getting an opportunity to publish in SCI/UGC recommended indexed and renowned journals for publication in paid journals. There should be some provision of paying the journal as publication charges. Contingency grant should be allowed to use for such expenses as this is a flexible grant. Contingent grant is for exceptional circumstances.
- There should be a project written in emergent areas of sciences. Strength, weakness, opportunity and Challenges (SWOC) analysis should be carried out. Emerging areas of microbiology like genomics, bioinformatics, water purification and antimicrobial resistance can be explored.
- Outreach program should be addressed separately and challenges should be addressed separately.
- There should be a proper mechanism for the sorting out the student problems.

  
Prof. Ashok K. Dubey 4/3/17

Outside Expert

  
Prof. J.S. Virdi 4/3/2017

Outside Expert

  
Prof. P.K. Jaiwal

Dean, Faculty of Life Sciences

  
Prof. Pratyosh Shukla

Head, Department of Microbiology

**Dr. P. SHUKLA**  
**HOD, Microbiology**

**DEPARTMENT OF PHARMACEUTICAL SCIENCES,  
MAHARSHI DAYANAND UNIVERSITY, ROHTAK  
ACADEMIC AUDIT REPORT**

The Academic Audit Committee comprising of following members conducted an "Academic Audit" of the department, on 18-02-2017 at 12.00 p.m.:

1. Prof. Nadeem Siddiqui, Faculty of Pharmacy, Jamia Hamdard, New Delhi,
2. Prof. Sunil Sharma, Dept of Pharm. Sc., GJUS&T, Hisar
3. Prof. B. Narasimhan, Dean, Faculty of Pharmaceutical Sciences, M.D. University, Rohtak.

The report of the "Academic Audit" is as follows:

**1. Curriculum aspects:**

**Strengths:**

- The department runs B.Pharm. M.Pharm. in five disciplines (Industrial Pharmacy, Drug Regulatory Affairs, Pharmaceutical Chemistry, Pharmacognosy and Pharmacology) on regular basis and Ph.D. in Pharmaceutical Sciences on regular basis
- The B.Pharm. and M.Pharm. Syllabuses have been revised w.e.f. 2014-15 by considering the AICTE model syllabus as well by comparing the syllabus of neighboring universities.
- The syllabus is included with recent trends and techniques in accordance with current needs of the industry in order to improve the employability of the students.
- To enhance the knowledge of information technology to students, a subject of computer science has been included in 4<sup>th</sup> semester of B.Pharm. Course.

**Weaknesses**

- Skill development of the students is lacking.

**Recommendations**

- The department may devise the mechanism for obtaining the mechanism for getting feedback of students and alumni for the improvement of academic activities. Moreover, more focus on the skill development is recommended.
- New Syllabus and ordinance prescribed by Pharmacy Council of India must be implemented in toto from academic session 2017-18 in order to get the approval of PCI for B.Pharm and M.Pharm courses in the interest of students.

**2. Teaching and evaluation:**

**Strengths:**

- The department enjoys the status of most preferred department for B.Pharm. and M.Pharm. Admissions in the state of Haryana evidenced by the 186 applications received against 54 seats in M.Pharm, 756 applications against 60 seats in B.Pharm. and 114 applications against 25 seats in Ph.D. course during the academic year 2015-16.

*Handwritten signatures and dates:*  
18/2/17

- All the M.Pharm. Courses run by the department are approved by AICTE and the students with GPAT qualification are receiving fellowship of Rs.12,000/month.
- The existing method of continuous student assessment (sessional examinations and viva during practical classes) is appreciable and adequate.
- The department follows the academic schedule as notified by the university strictly.
- The department is using LCDs/computers/interactive boards for teaching, particularly in PG classes. There is a good practice of delivery of seminars, by PG students. Class room teaching in UG classes are adequate with good infrastructure.
- The teachers in the department are highly motivated, and concerned about the students, and have been actively involved in the academic & personal counseling of students. The department has also started some very novel practices, such as "GPAT mentorship" *driven during* regular practical classes, and "Parent Teachers interactions", which are highly appreciated.
- The teachers also encourage the students to prepare for entrance exams related to higher studies (GPAT/MAT/CAT etc.).
- The department has presently 03 Professors, 03 Associate professors and 11 Assistant Professors. Out of 17 faculty members 15 are having Ph.D. and remaining 02 are pursuing their Ph.D. The faculty members are well qualified, as per norms of UGC. They also have good participation / presentations in seminars / workshops, etc.
- The faculty members have participated and presented number of papers in national and international conferences.
- The faculty members of the department have contributed as resource persons in various national and international conference/workshops/seminars.
- An adequate number of faculty members have been allowed and attended the faculty development programmes.

#### Weaknesses:

- There have been very less number of guest lectures in the last year.
- Number of faculty is short (only 17, against present requirement of 26). As per academic requirements including work load, 26 teaching faculty members are required, as against of 17 in place/position at present.
- Timely declaration of results is a problem which affects the chances of to get admission in higher studies of institutes of national repute.
- Interactive classrooms exist but not adequate.

#### Recommendations:

- Existing vacant faculty positions which are in progress needs to be immediately filled up. New teaching positions in Pharm. Chemistry, Pharmacology & Pharmaceutics needs to be created in accordance with the actual requirements. (The contractual positions be converted to regular post).
- Vacant teaching positions must be filled up as soon as possible.

*K. N. Reddy*  
18/12/17 *me*

- The department has to conduct more guest lectures using the resource persons from industry as well academics.
- There should be timely declaration of results.
- More number of Interactive classrooms is needed.

### 3. Research, consultancy and extension:

#### Strengths


- The faculty members of the department is actively engaged in several research areas, which resulted in a publication of **254 publications in last five years** and **89 publications** during 2015-16 in journals of national and international repute.
- Students / research scholars from the department are pursuing their projects, jointly with several industries / research organizations / other universities
- The department has received research grant of Rs. 15 lakhs from funding agencies in last year.
- The department has a separate PG block as well as equipped laboratories to cater the need of research activities of faculty members and students.
- Participation of the department in the extension activities has been initiated by a few faculty members.

#### Weaknesses

- Research labs with adequate facilities to enhance research activities need to be created.
- All the faculty members are not involved in "funded" research projects
- There is no formal collaborations with outside agencies as well there are no international collaborations.
- Till date no financial resource has been generated through consultancy projects/services.
- Extension activities are not sufficient.
- Only a few faculty members are publishing their work in quality journals.
- MOUs should be signed with institutions of national importance for facilitation of research.

#### Recommendations

- The department/faculty members must take efforts to
  - Improve collaborations with outside agencies
  - Get more funded research projects
  - Generate resources from consultancy services
  - Enhance extension activities
  - Enhance quality of publications
  - Creation of Journal Club for PhD Scholars



#### 4. Infrastructure and learning resources:

##### Strengths

- **Library:** The department is not maintaining any separate departmental Library, but is very close to the Central Library, which adequately serves the purpose.
- **Computers:** The department has good number of computers (105 + 04 laptops), along with the printers, 3 LCDs, etc. The faculty members and students are provided with internet facility.
- **Laboratories:** An adequate number of laboratories have been provided in the old block and in the new block. All these laboratories have the requisite provisions of gas / water/ electric supply, as per norms.
- **Equipments:** The department has equipments worth of more than 3 Crore including HPLC, HPTLC, AAS, CHN analyzer, TGA analyzer, FTIR and UV-Spectrophotometer etc.

##### Weaknesses

- There is no computer – qualified personnel in the department, to take care of computers. Most of the computers need upgradation.
- There is no Data entry operator in the office.
- The numbers of laboratory staff are not adequate as per the requirements.
- There is no technical person to handle the sophisticated instruments
- The department has limited budget (Rs. 1,50,000 per year) for the repair and maintenance of costly equipments.
- The department has no power backup and even the UPS of many computers are out of order.
- The seminar hall has inadequate furniture.

##### Recommendations

- More number of latest text books / journals, pertaining to pharmacy, should be procured annually, by the department, as per AICTE / PCI norms.
- The university must appoint computer qualified person in the computer lab in order to maintain the laboratory in more efficient manner. Also appointment of a data entry operator in the office is must.
- The university must appoint the technical person to take care and operate the costly instruments in the department. Every lab must have at least 01 lab attendant.
- The budget for the maintenance and repair may be increased sufficiently.
- The department must be provided with generator facility/power back up.
- Gas supply must be restored in labs.
- A new Seminar Hall and a committee room is required.

#### 5. Students support and progression:

##### Strengths

- The department has a good success rate pass percentage in 1<sup>st</sup> attempt (success rate) of students at PG level.

*Dr. S. S. S. S.*  
18/2/17

*Dr. S. S. S. S.*  
18.2.2017

- **Drop out rate:** The department has a low drop out rate in UG and PG programmes. In M.Pharm. Programmes, the drop out rate are almost nil as all the courses are approved by AICTE, New Delhi.
- The teachers in the department are highly motivated, and concerned about the students, and have been actively involved in the academic & personal counseling of students. The department has also started some very novel practices, such as "GPAT mentorship", and "Parent Teachers meeting" which are highly appreciated.
- Students of the department are finding jobs in very good companies.
- The department has alumni cell in co-ordination with the university.
- The department follows student feed-back system.

#### Weaknesses

- The "Placement Activities" by the department are not adequate, and need to be augmented.
- The activities of the alumni Cell and need to be augmented at the department level as well separate infrastructure and manpower to be provided for the same.
- Number of students qualifying GPAT is less.
- No study/industrial tours are conducted.
- Number of motivational lectures, personality development programs are less than adequate.

#### Recommendations

- The department has to put more efforts to improve the placement of students.
- The student feed backs should be considered while revising the syllabus.
- At least there should be an alumni meet every year and alumni feed-back should be collected.
- Study/Industrial tours must be organised every year.
- More number of motivational lectures, personality development programs must be conducted.

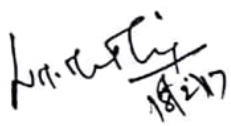

#### 6. Innovative practices:

##### Strengths:

- The department is using LCDs./ computers for teaching, particularly in PG classes.
- There is a good practice of seminars, by PG students, which improve their communication skills.
- Initiative taken by the department regarding, GPAT mentorship, Alumni-connect programs are appreciable.


##### Recommendations

- The department should enhance innovative practices in teaching, evaluation and research.






**Any other observations:**

The committee members appreciated the efforts made by the department in imparting quality academics and research in the department. Members suggested that more efforts should be made to bring awareness among the students regarding importance of GPAT examination. For this, specific slot should be earmarked in B. Pharm final year time table to guide the students about GPAT. Members appreciated the quality of research in the department which was evident that the department was benefitted with fifteen BSR fellowships under UGC-SAP scheme. It was also suggested that in the time table of PhD coursework, specific slot should be earmarked as "Journal Club" in which scholars should be allowed to interact with faculty members informally and they should also be encouraged to publish their research papers in quality journals having impact factor. Through this activity, research scholars should also be taught the act of writing of scientific papers. Also, the Academic Audit Committee strongly recommends for creation of additional space by authorities to construct separate research laboratories for faculty members.

  
(Prof. Nadeem Siddiqui)  
18.2.2017  
Jamia Hamdard,  
New Delhi.

*Dept. of Pharmaceutical Chemistry*

  
(Prof. Sunil Sharma)  
18/2/17  
Dept of Ph. Sc.,  
GJUS&T, Hisar.

  
(Prof. B. Narasimhan)  
18/2/17  
Dean (Pharm. Sc.)  
MDU, Rohtak

Place: Rohtak

Dated: February 18, 2017

**MINUTES OF THE MEETING OF ACADEMIC AUDIT COMMITTEE (AAC) IN UILMS HELD ON 13<sup>th</sup> AUGUST 2016 (SATURDAY) AT 12:30 P.M. IN THE OFFICE OF DIRECTOR, UILMS, GURGAON**

A meeting of the Academic Audit Committee (AAC) consisting of the following members to carry out the Academic Audit of the Law Programme was held on 13/08/2016 in the office of the Director, UILMS, Gurgaon.

The following members were present:

- |    |                                  |                         |
|----|----------------------------------|-------------------------|
| 1. | Prof. H.V.Verma<br>F.M.S. Delhi  | Member (Outside Expert) |
| 2. | Prof.Puja Khatri<br>GGSIPU,Delhi | Member (Outside Expert) |

The members of the AAC interacted with the faculty members and discussed about teaching, research, other facilities and activities in the Institute. The committee has gone through the Management Faculty Profile (ANNEXUR- I) , the Self Evaluation Report for the academic year 2015-16 (ANNEXURE - II) and Achievements of Faculty Members (ANNEXUR- III) placed by the Head of the Institute to the AAC.

After going through the all the above aspects, the Committee made the following observations/recommendations:-

**Curriculum Aspects:-**

- a) At present the following Three courses are being run in the Department:-
  - i) MBA (2year)
  - ii) MBA (Executive 2 year)
  - iii) Ph.D
- a) The syllabi of all the above mentioned courses are in accordance with norms of IMSAR, Rohtak.
- c) The feedback from the students was taken once in the preformas of feedback in April 2015 and the suggestions were incorporated. Feedback reveals that the students have rated the department in the "Very Good" category giving an average score of 3.5 score (A grade) out of maximum score of 4.  
The students have free accessibility to meet the Director as well as all the faculty members as and when required.
- Library is very rich so far as the quantity and the quality is concerned and being used by the students regularly which help them to enrich their knowledge in the profession/life.

d) Parents were also invited and their feedback was also obtained. The parents strongly agreed on almost all the parameters. However, few parents disagreed on the factor "Department makes good efforts for the placement of students". The Institute as well as the University has started making good efforts in this direction and a placement cell is established at University level for the purpose.

**Teaching Learning and Evaluation Aspects:-**

- a) The courses running in the institute are in great demand as the institute received in total 200 (approx.) applications, against 90 seats of MBA 2 year course.
- b) A part from regular examinations, the institute strictly follows University norms for continuous evaluation of students in the form of class tests, assignments and regular presentations.
- c) Tutorials/Remedial classes are also conducted for the overall academic improvement of the students.
- d) Institute has strength of 10 faculty members including 6 Assistant Professors, 3 Guest Faculty and 1 Resource Person.
- e) Almost all the faculty members are highly qualified with Ph.D degree.
- f) Teacher student's ratio is about 1:20

**Research Consultancy and Extension Aspects:-**

- a) The faculty members of the Institute are actively engaged in the research activity which is evident from number of research papers published during 2015-16.
- b) Most of the faculty members have participated in seminars/conferences/workshops, Refresher Courses.

Period	Number of papers published in journals	Number of Papers presented in Conferences/ Seminars
2015-16	19	10

**Infrastructure and Learning Resources:-**

- a) The Institute is well equipped in terms of Library, Sports Complex Class Rooms, Seminar Hall, Girls Common Rooms, Boys Common Rooms, Library, Computer Lab., Auditorium and other support systems.
- b) Students are encouraged to e-learning with the help of PPT & other Internet facilities in the Institute.

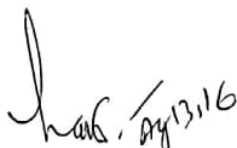
**Students Support and Progression Aspects:-**

1. The Institute organized Industrial visit, student workshop, Essay Writing Competition, Debate Competition, Business Quiz Competition in the session of 2015-16.
2. All the students are encouraged to take part in extra-curricular activities such as educational tours, sports and co-curricular activities.
3. Drop out ratio is very less i.e. 2 per cent.
4. Institute plans to organize National Seminar in next session.



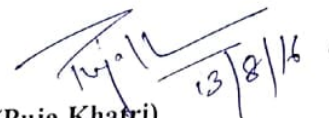
(A.S Dalal)

Professor, M.D.University



(H.V. Verma)

Professor, F.M.S. Delhi



(Puja Khatri)

Professor, GGSIPU, Delhi

**MINUTES OF THE MEETING OF ACADEMIC AUDIT COMMITTEE  
(AAC) IN UIET HELD ON 27<sup>th</sup> February 2017 (Monday) AT 12:00 NOON  
IN THE OFFICE OF DIRECTOR, UIET, M D U, ROHTAK**

A meeting of the Academic Audit Committee (AAC) consisting of the following members to carry out the Academic Audit of the Institute was held on 27/02/2017 in the office of the Director, UIET:

The following members were present:

1. Prof G L Pahuja  
Deptt of Electrical Engg  
NIT, Kurukshetra  
Member (Outside Expert)
2. Prof. Rishi Pal Singh,  
Dept of Computer Sc & Engg,  
GJU, Hisar  
Member (Outside Expert)
3. Prof. Rahul Rishi,  
Dean Faculty of Engg & Tech,  
M.D. University, Rohtak  
Member

The members of the AAC interacted with the faculty members and students and sought their feedback about teaching, research, other facilities and activities in the Institute. The committee has gone through the Institutional profile and Self-Evaluative Report (ANNEXURE - I) placed by the Director, UIET to the AAC.

After going through all the above aspects, the Committee made the following observations/recommendations:-

**Curriculum Aspects**

- a) The following B.Tech and M.Tech courses were running in the UIET in the session 2015-16:

**B.Tech Courses**

1. B.Tech (ECE)
2. B.Tech (CSE)
3. B.Tech (ME)



4. B.Tech (Biotech)
5. B.Tech(Civil)
6. B.Tech(EE)

**M.Tech Courses:**

1. M.Tech(ECE)
2. M.Tech(CSE)
3. M.Tech (ME)
4. M.Tech(Biotech)
5. M.Tech(Software Engg.)
6. M.Tech(Manufacturing & Automation)

Apart from this, Ph.D Programmes are also being offered by the Institute.

- b) The Director, UIET informed that Choice Based Credit System (CBCS) has been implemented in all the PG courses from the session 2016-17.
- c) Emphasis is also laid on enhancing the Soft skills of the students.

The Committee Members also interacted with the students. The feedback obtained from the students by the committee revealed that:

- The students have free accessibility to meet the Director and Coordinator of various branches as well as all the other faculty members whenever required.
- Library is very rich so far as the quantity and the quality are concerned and being used by the students regularly which help them enrich their knowledge in the profession/life.

**Teaching Learning and Evaluation Aspects**

- a) Admission to B.Tech courses are done by online Counseling held by Haryana State Technical Education Society.
- b) Apart from regular examinations, the Institute strictly follows University norms for continuous evaluation of students in the form of class tests, assignments and regular presentations.
- c) Tutorials/Remedial classes are also conducted for the overall academic improvement of the students.





- d) UIET has 60 faculty members, which includes 52 Assistant Professors, 06 Associate Professors, 02 Professors and 01 Training & Placement Officer.
- e) Out of 60 teachers, 25 are Ph.D. degree holders and the 24 are pursuing their Ph.D.
- f) 9 Guest faculty have been placed in various streams.
- f) Teacher student's ratio is about 1:21.

**Research Consultancy and Extension Aspects**

- a) The faculty members of the UIET are actively engaged in the research activities which is evident from the total number of research papers published in the session 2015-16 and also from the number of Ph.D.'s awarded during 2015-16. The research and academic contribution by the existing teachers of the Institute is

Period	Number of papers published in International/National journals	Number of Chapters in Books	Number of Books Edited	Number of Books with ISBN with details of Publishers	Number of Papers in Proceedings of the Conferences International / National.
2015-16	75				29

- b) Seven faculty members have participated in seminars//workshops. Papers by the teachers were presented in 29 Conferences during the session 2015-16. Six faculty members attended the Orientation programs and two attended Refresher courses.
- c) Faculty members had Research Projects to the tune of about Rs.25 Lakh in the year 2015-16
- d) One faculty member of the Institute is engaged in collaborative research work in India and Abroad.

- e) Faculty members are invited by various colleges/universities for delivering extension lectures. 3 invitations came for delivering extension lectures in the session 2015-16.
- f) One national conference sponsored by TEQIP-II was organized by the Institute during 2015-16
- g) One workshops were organized by the Institute during 2015-16.
- h) 11 faculty are Ph.D guides and 1 Ph.D scholar has been awarded Ph.D degree.

### **Infrastructure and Learning Resources**

- a) The Institute is well equipped in terms of Laboratories, the Departmental Library in addition to the Central Library, Class Rooms and other support systems. There are around 30,000 books in its Departmental Library in addition to various books and journals of Engg. & Tech available in the Central Library of the University.
- b) Students are encouraged to e-learning with the help of internet facilities in the Institute.

### **Students Support and Progression Aspects**

- a) The Institute has a full fledged Training & Placement office to take care of Training & Placement requirements of the students.
- b) Students visit various industries periodically to enhance their practical exposure.

### **Innovative Practices**

Various activities including encouraging students to participate in variety of co-curricular and social activities are performed in the Institute along with the course of study which help develop multi-skills.

The following measures are taken by the Institute for quality sustenance and enhancement in curricular aspects.

- Feedback mechanism (online)
- Conduct of Departmental meetings.
- Periodical evaluation of curriculum.
- IQAC guidance.

# Maharshi Dayanand University, Rohtak

(NAAC Accredited 'A' Grade)

Department of Visual Arts

## MINUTES OF THE PROCEEDINGS OF THE ACADEMIC AUDIT COMMITTEE :

The meeting of the Academic Audit Committee for the session 2015-16 was conducted in the chamber of Head, Deptt. of Visual Arts today i.e. 23-02-2017 at 11 a.m. The meeting was conducted by the following outside experts and the faculty members of the Deptt. were also present in the meeting :-

1. Prof. Sadre Alam, Dean, Faculty of Fine Arts, Jamia Milia Islamia University, New Delhi - 110025. And
2. Dr. Saroj Chaman, Ex HOD, Dept. of Fine Arts, Punjabi University, Patiala.

The experts interacted with the students as well as faculty members regarding their academics activities and innovative works in the field of Arts.

The following parameters were examined and the outside experts and the report is as under:

### 1. Curriculum Aspects:

- a) The curriculum for MFA and MA courses have been examined and found that the courses have been designed by the deptt. as per the UGC or latest demand in the market of the Fine Arts.
- b) Although, the deptt. has organized various art exhibitions, seminar, workshops, extension lectures and other activities but that should be enhanced for the students and faculty at the international level.
- c) The Committee also checked the field training tour and found that these activities should be increased for benefits in the academic.

### 2. Teaching-Learning and Evaluation:

Teaching-Learning & Evaluation is found good and must be enhanced with transparency. The committee also interacted with the Research Scholars and they have suggested that the topics of the research may be very relevant specially practical oriented research.


### 3. Research, Consultancy & Extension:

- a) Research practices must be enhanced with students and faculty members through seminars, faculty development programme and obtain the Research Projects.
- b) Step must be taken to generate the funds for the Department/University.
- c) Extension lectures and workshops and art exhibitions have also been organized by the department which is good practice for academic in the field of art.

### 4. Infrastructure & Learning Resources:

- Computer Lab (ground floor)
- Exhibition Hall (first floor)
- Smart Class Room (ground floor)
- Seminar/Conference Room (First floor)
- Departmental Library which is to be set up.
- Portrait Studio (First floor)
- Life Study Studio (First floor)
- Graphics and Photography (ground floor)

Meharshi

  
23/2/2017

- Separate rooms for Research Scholars (4 rooms on ground floor)
- Separate and spacious rooms for professors and faculty members.
- Departmental store (ground floor)

The committee visited the department and inspected the infrastructure and they observed that the infrastructure of the department is very natural and excellent and also suggested that the lawn should be maintained as per the artistic environment.

**5. Student Support & Progression:**

- a) Teacher, parents meet
- b) Alumni meet
- c) Feedback from the students
- d) Weekly get together with the students by the entire faculty to solve the difficulties of the students in the department.

**6. Innovative Practices:**

Workshops, symposiums and seminars invited exhibitions from different experts/artists.

Workshops, invited lectures, exhibitions, exchange programmes must be initiated every year for the development of the learning process of the students.

*S. Sadre Alam*  
23.12.2017

**Prof. Sadre Alam**  
Dean, Faculty of Fine Arts,  
Jamia Milia Islamia,  
New Delhi - 110025.  
(Outside Expert)

*Sarj Chaman*

**Prof. Saroj Chaman**  
Ex HOD, Dept. of Fine Arts,  
Punjabi University, Patiala  
(Outside Expert)

*Meenakshi Hooda*

**Prof. Meenakshi Hooda**  
Dept. of Visual Arts

*B. S. Gulia*  
23/2/2017

**Prof. B. S. Gulia**  
Dept. of Visual Arts

**DEPARTMENT OF ZOOLOGY  
(DST-FIST SPONSERED)**

**ACADEMIC AUDIT REPORT (2015-16)**

The AAC committee meeting was held on 02.03.2017 at 10.30 am in the Department of Zoology and resolved unanimously as under:

Particulars	Information	Measures initiated/taken
<b>General profile</b>		
Name of the Department	Department of Zoology	
Year of establishment	15.6.2009	
Current academic activities	PG Course in Zoology (MSc-2Yr CBCS Semester System Course) PhD in Zoology	
Permanent faculty	06 (04 appointed in 2008 & 2009 and one in 2012) Professor & Head -01; Professor - 01; Assistant Professor- 04	
Self financing scheme	Nil	
Permanent support staff	Non teaching- 04 (Steno- typist -01; HLA-01; Lab Attendent-01; Peon-01)	
Students per session	MSc- Zoology -40 PhD - variable as per seats available with eligible supervisor/s	
Major features	1. Good infrastructure and spacious class room and research labs etc 2. Imparting courses in recent as well as traditional fields 3. Generating research resources through research projects from outside funding agencies	<b>Awarded DST-FIST assistance (2012-2017)</b>
Date of visit of the committee	02.03.2017	--
<b>Curricular Aspects</b>		
Curricular design	1. Choice based credit system introduced w.e.f. 2015 semester wise 2. Revised usually after every three years	<b>CBCS meticulously implemented uniformly for Post Graduate courses of Faculty of Life Science</b>
Academic flexibility	1. Department offers core and interdisciplinary at Post Graduate course and Research degree	<b>Suggestions of the experts from PG/UG BOS duly considered</b>
Feedback on Curriculum	1. Feedback both by students and parents is a regular process.	<b>Students appreciated the</b>

	2. Students interaction results in remedial measures	<b>Choices offered</b>
Curriculum update	<ol style="list-style-type: none"> <li>1. Revised i.e. 2015-16</li> <li>2. Due thrust has been given to emerging and inter disciplinary areas</li> <li>3. PhD with course work has been introduced w.e.f. 2015</li> </ol>	<b>Common Ph.D. entrance test by faculty of Life Science</b>
Best practices	<ol style="list-style-type: none"> <li>1. Regular interaction with college teachers for UG curriculum updating and feedback alongwith UGBOS Meetings</li> <li>2. Introduction of job and research oriented courses</li> <li>3. Students are encouraged to utilize Central Vivekananda Library facility (in vicinity of department)</li> <li>4. Constitution of committee for consultancy and career guidance as well as placement co-coordinator</li> <li>5. Parent teachers association for feedback on IQAC performa, meeting held in 2015-16</li> </ol>	<b>Continued</b>
<b>Teaching Learning and evaluation</b>		
Admission process and student profile	<ol style="list-style-type: none"> <li>1. Through entrance test for MSc from 2015 -16 session ; entrance test for PhD</li> <li>2. State reservation policy followed in PG as well as in Ph.D.</li> </ol>	<b>PG &amp; PhD through entrance test</b>
Catering to diverse needs	<ol style="list-style-type: none"> <li>1. Knowledge and skill of the students is assessed through entrance examination</li> <li>2. Remedial measures for slow learners/language consideration</li> <li>3. Counseling of needy students</li> </ol>	<b>Continued through personal interaction and class room teaching</b>
Teaching & learning process	<ol style="list-style-type: none"> <li>1. Class room teaching supplemented by interactive learning through seminars/projects/field trips</li> <li>2. Educational aids like OHP, LCD and computer with internet facility, books etc are used for class room instructions</li> <li>3. teaching &amp; learning with continuous evaluation through credit based system</li> </ol>	<b>Interactive and ICT based class room teaching; continued</b>
Teachers Quality	<ol style="list-style-type: none"> <li>1. Cent per cent teachers are PhD</li> <li>2. Faculty exposed to recent developments through conferences, seminar , training, workshops etc</li> <li>3. Department conducted 06 national seminars (2010, 2011, 2012, 2013, 2014 and 2015)</li> <li>4. Published every year proceedings of the seminar/s with ISBN numbers</li> <li>5. Students evaluation of teachers and feedback</li> </ol>	<b>01 National seminar organized and published proceedings with ISBN Number. Faculty attended international (5) and national (27) conferences</b>
Evaluative process	<ol style="list-style-type: none"> <li>1. Continuous internal assessment for both courses followed by external final evaluation at the end of semester</li> <li>2. Timely conduction of examination semester wise</li> </ol>	<b>Practiced</b>
<b>Research</b>		
Promotion of research	<ol style="list-style-type: none"> <li>1. Internet and other facilities are available.</li> <li>2. Research journals are available and list updated in</li> </ol>	<b>New books and computers provided</b>


	<p>central library</p> <p>3. 02 faculties have Research Projects from different funding agencies to their credit. However laboratory needs to be strengthened more from university grants due to restricted financial grants from funding agencies</p> <p>4. Seed money for newly recruited teachers is required</p>	<p>to students;</p> <p>Rs 4.5 Lakh sanctioned for networking facility in department in DST- FIST. Rs. 5 lakh sanctioned for maintenance of equipments</p> <p>-02 Faculty members got sanctioned Major Res Projects (about Rs. 16 Lakh), 01 member also submitted major research project to UGC in recent session.</p>
Research & publication output	<p>1. All the teachers are engaged independently or in collaborative research as per the facility available</p> <p>2. More than 33 Research publications are to teachers credit in last 05 years and 33 research papers in 2015-2016 in journals of repute with good impact factors</p> <p>3. 12 PhD students under supervision in 2015-16.</p> <p>4. PhD awarded in 2015-16</p>	<p>-04 PhD student awarded degree.</p> <p>-33 research papers published and</p> <p>-one proceeding published by department</p>
Collaboration	MOU with PGIMS, Rohtak and research collaborations with CIFE, Mumbai, IGIB N Delhi, NIMR, N Delhi.	Continued
Laboratory facilities	Research laboratory, central laboratory and high end equipment laboratory need to be provided with controlled conditions of temperature and aeration. The infrastructure and uninterrupted electricity and water facility is rendered.	Got 44.5 lakh grant mobilised as DST-FIST for new instruments.
<b>Students: Fellowships/ Placements</b>		
Fellowship holders in department	<p>NET/JRF =02</p> <p>RGNF =02</p> <p>URS = 08</p>	


Placements	States civil services, Research scientists, Doctoral research fellows - AIIMS; NMR; IGIB, NII, Education department lecturers, Teachers/school lecturers, State forensic sciences labs, Poland (Research Institute), Police teaching schools, State police services, State food and supplies department, state forestry Deptt.etc.	PhD students selected as faculty in department and 01 students were selected as PGT teachers.
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The committee visited the Department of Zoology on March 02, 2017. After going through the documents and visiting different laboratories and interacting with faculty members, research scholars, students, following points were suggested:

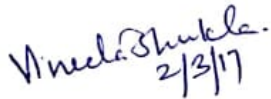
1. There should be provision of continuous uninterrupted supply with power backup.
2. There should be provision of air cooling in all the MSc and research laboratories of the department to maintain ambient conditions.
3. Major projects like SAP and FIST phase II may be planned.

Further, it was observed that the department is progressing very well and can do excellently after further strengthening the available research facilities. The existing infrastructure is excellent. The teachers are experienced and very good in teaching and research in their respective fields.

  
 Prof. J.S. Rana  
 Dept. of Biotech.  
 DCRUST, Murthal  
 (Sonapat)

  
 Prof. R.K. Gupta,  
 Dept of Zoology,  
 CCS HAU, Hisar

  
 Prof. P. K. Jaiwal,  
 Dean, Faculty of Life  
 Sciences, MDU, Rohtak

  
 Prof. Vineeta Shukla,  
 Head, Dept. of Zoology,  
 MDU, Rohtak