

ACADEMIC AUDIT PROFORMA

Academic Session:

Institution Name:.....

Date of Audit:.....

Members of the Academic Audit Committee:

(i) (ii)

(iii) (iv)

(iv) (v)

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
Sector 16C, Dwarka, New Delhi - 110078

A. Institute Information			
Name of the Institution	:		
Name of the Director/Principal	:		
Address	:		
	Mobile No. (Director/Principal)	:	
	Telephone No. (Institution)	:	
	Email ID	:	
	Institution website URL	:	

B. Details of Academic Programmes								
(a)	Academic Programmes							
	S. No.	Programme	Start Year	Regulatory Body	Sanctioned Intake in the Assessment Year			Total Students (for all years)
					1 st Shift	2 nd Shift	Total	
	1.							
	2.							
	3.							
	4.							
	5.							
	6.							
	7.							
	8.							
	9.							
(b)	Programme-wise list of faculty for the assessment year (to be uploaded under mandatory disclosures).							
(c)	Programme-wise Class-wise Time Table for the assessment year (to be uploaded under mandatory disclosures).							

1. Status of Accreditation

1(a)	Applicability of Accreditation:		
	NBA Only	:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	NAAC Only	:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	NBA and NAAC	:	<input type="checkbox"/> Yes <input type="checkbox"/> No
1(b)	Status of Accreditation		
	NBA (Out of 25 scaled to 50, if only NBA accreditation applicable)	:	
	NAAC (Out of 25 scaled to 50, if only NAAC accreditation is applicable)	:	
	NBA and NAAC (Out of 50, if both NAAC & NBA accreditation are applicable and marks would be awarded as per availability of accreditations, out of total of '25' marks each for NBA and NAAC)	:	
			Marks (Max. Marks: 50)

2. Status of Teachers' Availability

As per statutory body (UGC, AICTE, BCI, NCTE, COA, RCI, AYUSH, etc.) norms or to be assessed for UG as 1:20, PG as 1:15.

2(a) Total No. of Students

In UG	:	
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In PG	:	
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2(b) Number of Regular* Teachers

In UG	:	
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In PG	:	
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In UG and PG	:	
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Total	:	
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Teachers' Ratio

S. No.	Programme(s) and duration (in Years)	Sanctioned Intake x duration of the programme = total students (a)	No. of Required Teachers (b)	No. of Regular* Teachers Available			Teacher-Student Ratio (a/(c+d))
				Assistant Professor (Jr. Faculty) (c)	Associate Professor + Professors (Sr. Faculty) (d)	Cadre Ratio (d/c)	
1.							
2.							
3.							
4.							
5.							
6.							
7.							
Total							
Marks (Max. Marks: 100)							

*Teacher who stayed for 90% of the time in a year.

Marks be awarded proportionate to the status of the faculty, for Required vs. Available.

Visiting / Adjunct Faculty shall be counted as per the norms.

List of faculty should be uploaded on website under mandatory disclosures.

3. Quality of Teachers and Teaching

		No.	Details	Marks
3(a)	No. of teachers with Ph. D.			
3(b)	No. of publications in WoS/SCOPUS/UGC-CARE (Category-I) listed journals in the assessment year			
3(c)	No. of publications in UGC-CARE (Category-II) listed journals in the assessment year			
3(d)	No. of publications in any referred journal other than the above (with ISSN No.) in the assessment year			
3(e)	No. of publications in conferences in the assessment year			
	<ul style="list-style-type: none"> Indexed by WoS/SCOPUS/UGC-CARE (Category-I) 			
	<ul style="list-style-type: none"> Indexed by UGC-CARE (Category-II) 			
	<ul style="list-style-type: none"> With ISBN Number Any other 			
3(f)	No. of Books / Edited Books / Book Chapters published			
3(g)	Course/teaching plan with details of number of lectures on each unit of curriculum, in the assessment year			
3(h)	No. of courses on Learning Management System (LMS)			
3(i)	Classrooms available with mounted projectors and ICT facilities (Geo tagged photos should be uploaded and available under mandatory disclosures)			
3(j)	Percentage of teachers using ICT for teaching (having PPTs, Videos, etc.)			
				Marks (Maximum Marks: 100)
List of Total number of publications for the assessment year to be uploaded at the Website under mandatory disclosures				

4. Institutional Support for Faculty Development

		Details	Marks
4(a)	Documentary evidence of awards like best teacher/best researcher, etc.	:	
4(b)	Documentary evidence of mechanism for grant of study leave to teachers with full pay for faculty to pursue higher study at other institutions	:	
4(c)	Documentary evidence of grant of funds to teachers to attend conferences, or seminars, or FDP, or workshops, etc. including registration fee, TA/DA, and grant of special casual leave or duty leave for this purpose	:	
4(d)	Individual computing facilities provided to teachers	:	
4(e)	Internet facility (to every teacher)	:	
			Marks (Maximum Marks: 50)

5. Framework for Students' Grievance Redressal Mechanism

		Details	Marks
5(a)	Availability of Students' Grievance Redressal Committee (SGRC) and complies with UGC's Regulations 2012	:	
5(b)	Whether the Grievance Redressal Committee has elected students representative	:	
5(c)	Whether meticulous and verifiable documentations of the proceedings of Students' Grievance Redressal Committee is maintained	:	
5(d)	Availability of Psychiatrist, Psychologist and professional students counsellors	:	
5(e)	Whether the institute has published/notified prominently the details of SGRC on website and admission prospectus	:	
5(f)	Whether students are satisfied with the effectiveness of the SGRC	:	
5(g)	Whether reports of the proceedings of SGRC is sent to the University every semester	:	
			Marks (Maximum Marks: 100)

6. Institutional Support for University Examinations (during the Assessment Year)

		Details	Marks
6(a)	Percentage of faculty participation in university examinations as evaluators / university representatives (a)	:	
6(b)	No. of days per faculty devoted to university examination process (b)	:	
			Marks (Maximum Marks: 50)

7. Status of Library

7(a) Books						
S. No.	Programme	Title (a)	Volume (b)	Score	Details	Marks
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
Total Score						
Marks (Maximum Marks: 70)						
7(b) Journals						
S. No.	Type of Journal	No. of Journals	Ratio (Cap to 1)	Details	Marks	
1.	Indian	a =	a/12 =			
2.	International	b =	b/3 =			
Marks (Max. Marks: 30)						
Total Marks [9(a) + 9(b)] (Max. Marks: 100)						

8. Status of Laboratories					
			Details	Marks	
8(a)	Status of Laboratories other than Computer Lab (as required by statutory body)		No.		
	(i)	Number of Labs			
	(ii)	Status of Instruments / Equipments			
	(iii)	Up-gradation as per new technological developments and requirements of the course curriculum			
				Marks (Max. Marks: 50)	
8(b)	Status of Computer Labs (UG: 1 per 6 students across all years; PG: 1 per 3 students across all years)				
	(i)	Total Number of computers available in labs			
	(ii)	Total number of available licensed software required as per course curriculum (as required by statutory body)			
	(iii)	Quality of Internet connectivity			
				Marks (Max. Marks: 50)	
				Total Marks [10(a) + 10(b)] (Max. Marks: 100)	

9. Co-Curricular Activities Conducted by the Institution (Assessment Year)					
9(a)	Conferences Organized		No.	Details	Marks
	International / National Conferences	:			
	Proceedings are indexed with WoS / SCOPUS / UGC-CARE (Category-I)	:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	Proceedings are indexed with UGC-CARE (Category-II)	:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	Proceedings have ISBN Only	:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	Proceedings do not have ISBN	:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
9(b)	Seminars Organized (02 Half Day Seminars may be considered as One Full Day Seminar)				
	No. of One Day Seminar	:			
	No. of Half Day Seminar	:			
9(c)	Faculty / Management Development Programme Organized (of at least one week/5days duration)				
	FDP/MDP	:			
9(d)	Workshops Organized				
	No. of Workshop	:			
9(e)	Short Term / Value Added Programmes Conducted				
	No. of Programme	:			
9(f)	Webinars / Online Extension Lectures Conducted				
	No. of Lectures	:			
	Marks (Max. Marks: 100)				

10. Publications of the Institutions				
10(a)	Publication of Journal(s)	No.	Details	Marks
	International / National Journal	:		
	Frequency	:	Monthly / Quarterly / Half Yearly / Yearly	
	Publisher	:		
	Indexed at WoS/SCOPUS	:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Indexed in UGC-CARE	:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Any other Indexing (please specify)	:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	No indexing	:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
10(b)	Publication of Newsletters and Magazines			
	Magazine	:		
	Frequency	:	Monthly / Quarterly / Half Yearly / Yearly	
	Publication Type	:	<input type="checkbox"/> Print <input type="checkbox"/> Online	
	Newsletter	:		
	Frequency	:	Monthly / Quarterly / Half Yearly / Yearly	
	Publication Type	:	<input type="checkbox"/> Print <input type="checkbox"/> Online	
	Marks			
	(Max. Marks: 40)			

11. Students' Personality Development Activities

11(a)	Activities like mock interview, role play, group discussions, quizzes, workshops, competitions, etc.			
	Activities		No.	Details
	Mock Interview	:		
	Role Play	:		
	Group Discussion	:		
	Workshop	:		
	Competition	:		
11(b)	Personality development labs, Provisions for trained faculty to conduct practical sessions and existence of qualified student counsellors			
	Personality development labs	:		
	Availability of trained faculty to conduct practical sessions	:		
	Availability of student counsellor	:		
11(c)	Sports facilities in the Institutions			
	Indoor facilities	:		
	Outdoor facilities	:		
	Sport Equipments	:		
				Marks (Max. Marks: 30)

12. Status of Placement

		No.	Details	Marks
(i)	Total No. of Students having Passed out (in that Assessment Year)	:		
(ii)	Total No. of Students, who are eligible and have registered for Placements (a)	:		
(iii)	Total No. of students going for Higher Education (b)	:		
(iv)	Total No. of Students having been placed (c)	:		
(v)	Total No. of Students placed + Higher Education (d=b+c)	:		
(vi)	Total Percentage (%age) of Placements + Higher Education {e= (d/b) * 100}	:		
(vii)	No. of companies visited the campus	:		
(viii)	Average salary offered	:		
(ix)	Existence of training and placement office	:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
				Marks (Max. Marks: 50)
Note: Eligible and registered students shall be considered as total count of students to be placed				

13. General Parameters about the Institution

Upload pictures under mandatory disclosures on the website			Details	Marks
(i)	Individual seating arrangements for faculty with suitable furniture	: <input type="checkbox"/> Yes <input type="checkbox"/> No		
(ii)	Institution Website URL	: <input type="checkbox"/> Yes <input type="checkbox"/> No		
(iii)	Common rooms for girls (separate)	: <input type="checkbox"/> Yes <input type="checkbox"/> No		
(iv)	Cleanliness of toilets	: <input type="checkbox"/> Good <input type="checkbox"/> Bad		
(v)	Students' canteen and drinking water arrangements	: <input type="checkbox"/> Yes <input type="checkbox"/> No		
				Marks (Max. Marks: 30)

14. Other Facilities Available in the Institute (Based on Feedback)

14(a)			Details	Marks
	Feedback from the Faculty/Employers Collected: Analysed: Action taken: (on parameters like salary as per norms, leaves, research facility, recognition of their contributions, their respect, promotions, and overall academic environment)	:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	
14(b)	Feedback from the Students/Alumni Collected: Analysed: Action taken: (on parameters like teaching environment, regularity of classes, availability of teachers outside classes, support for conducting extra – curricular activities such as field visits, cultural festivals etc., administrative support, career guidance, counselling, support for training and placements, and student’s interaction with experts from industry and academia)	:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	
Marks (Max. Marks: 50)				

15. Removal / Completions of Identified Deficiencies

Removal / Completions of deficiencies, as identified in previous Academic Audit (If last year, there was no audit, then no marks to be awarded, and the maximum marks component of this parameter not to be counted in total marks). Only deficiencies, as deviations from the standard norms, to be considered.

		No.	Details	Marks
(i)	No. of deficiencies identified in last report (a)	:		
(ii)	No of deficiencies removed / completed (b)	:		
Marks (Max. Marks: 50)				

16. Summary of Marks

S. No.	Name of the parameters	Maximum Marks	Marks Obtained	Remarks
1.	Status of Accreditation	50		
2.	Status of Teachers' Availability	100		
3.	Quality of Teachers and Teaching	100		
4.	Institutional Support for Faculty Development	50		
5.	Framework for Students' Grievance Redressal Mechanism	100		
6.	Institutional Support for University Examinations	50		
7.	Status of Library	100		
8.	Status of Laboratories	100		
9.	Co-Curricular Activities Conducted by the Institution	100		
10.	Publications of the Institutions	40		
11.	Students' Personality Development Activities	30		
12.	Status of Placement	50		
13.	General Parameters about the Institution	30		
14.	Other Facilities Available in the Institute	50		
15.	Removal / Completions of Identified Deficiencies	50		
	Total Marks	1000		
	Percentage (%age) Obtained			

17. Adherence of Time Schedule

Adherence of time schedule for 1 st and 2 nd Shift Programmes	<input type="checkbox"/> Yes <input type="checkbox"/> No	For institutions, not adhering to schedule, ask for written explanations.
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18. Deficiencies Identified (only deviations from the standard norms, to be mentioned here):

S. No.	Details of the identified deficiencies
1.	
2.	
3.	
4.	
5.	
6.	
7.	

19. Overall Observations and Recommendations

S. No.	Observations and Recommendations
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Name and Signature of the Members of Academic Audit Committee

(i)

(ii)

(iii)

(iv)

(v)

(vi)