



Guru Gobind Singh Indraprastha University
Sector 16-C, Dwarka, New Delhi-110078

ACADEMIC BRANCH

No. GGSIPU/JR (ACADEMICS)/AAC/2015-16/ 1533

Date: 29/1/16

To

The Director / Principal
(All Affiliated Institutes / Colleges, GGSIPU)

Sub: **Inspection by the Academic Audit Cell for the Academic session 2015-16 – reg.**


Sir / Madam,

The University Academic Audit Cell is to play a supportive / proactive role in improving the quality and standard of the education in the affiliated institutions. In continuation to the process and as per past practice, the inspection by Academic Audit Cell in the GGSIP University Affiliated Institutes / Colleges for the Academic Session 2015-16 (for the period 01.01.2015 to 31.12.2015) by the University Audit Cell is being commenced from **February 01, 2016** and onwards and the committee will be visiting your Institute / College shortly in this regard. The **Academic Branch** of University is coordinating the Academic Audit visits and other necessary support in this regard.

The format for the Academic Audit form for the Academic session 2015-16 is enclosed herewith and same is available on the University website i.e. (www.ipu.ac.in).

You are requested to submit compliance on observations of last year Academic Audit Report (i.e. for Academic session 2014-15), on the observations as made by Joint Assessment Committee conducted for Academic session 2015-16, along with steps initiated by the Institute / College for enhancing Academic Quality for the period (01.01.2015 to 31.12.2015). The details of same may also be placed before the Academic Audit Committee during its visit to your Institute / College.

Institute(s) / College(s) are further requested to extend full cooperation to the Academic Audit Team in order to enable the Academic Audit Cell to accomplish its primary objective of steadily augmenting the quality of education being imparted in the affiliated institutes.

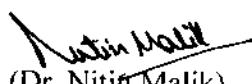

(Rajiv Kafe)
Registrar

No. GGSIPU/JR (ACADEMICS)/AAC/2015-16/

Date:

Copy to:

1. All the Director(s) / Principal(s) of Institution / College(s) affiliated to GGSIP University (2015-16) (for schedule of visit and other details in this regard, please contact office of Joint Registrar (Academic Branch, Tele: 25302161, 25302159) – **Info through University website.**
2. Director, Development, GGSIPU
3. AR (VC Secretariat), for information of Hon'ble Vice Chancellor, GGSIPU
4. In-charge Server Room with a request to upload the same on the University Website.
5. Office copy
6. Guard file.


(Dr. Nitin Malik)
Joint Registrar
Tel. 011-25302161



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
SECTOR 16-C, DWARKA, NEW DELHI -110078

FOR VISIT BY EXPERT COMMITTEE CONSTITUTED BY

ACADEMIC AUDIT CELL

(For the Academic Session 2015-16)
 (01.01.2015 to 31.12.2015)

PART – I: PRELIMINARY INFORMATION

- 1 Name of the Institute : _____
- 2 Address of the Institute : _____

- Telephone: _____ Mobile: _____
- E-mail: _____
- 3 Date and Time of Visit : _____
- 4 Members of the Visiting Committee:
 (i). _____
 (ii). _____
 (iii). _____
- 5 (a) Academic programmes conducted in the Institute / Colleges:

S.No	Name of the Programme	Sanctioned Intake	Actual Number of Total Students
(1)	(2)	(3)	(4)

- (b) Programme wise list of Faculty
 (c) Time Table for Even and odd semester(2015-16)

***Whatever weightage have been given to the different academic parameters will neither be compared with the weightage that might have been given for the identical parameters in the format of Joint Assessment Committee or by the State Fee Committee nor the same shall be quoted as part of any statutory / legal proceedings in view of the Overriding fact that the purpose of Academic Audit Cell is to facilitate steadily the improvement in the quality of teaching – learning-evaluation process / academic standards.**

**** In the column 11 and 12 marks are awarded course-wise. For evaluating overall performance of the College / Institute, all marks awarded course-wise should be totaled and divided by the number of courses offered to the Institute.**

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PART – II : ACADEMIC STANDARDS

S.No	PARTICULAR	WEIGHTAGE	MARKS AWARDED																																													
6.	Status of Accreditation : _____ (by NAAC / AICTE / ISO 9001 : 2008 Certification)	10																																														
7.	<p>Status of the Faculty* : (Programme-wise Details)</p> <p>(a) Teacher : Students Ratio* :</p> <table border="1"> <thead> <tr> <th>S.No</th> <th>Programme</th> <th>Ratio</th> </tr> </thead> <tbody> <tr><td>1.</td><td></td><td></td></tr> <tr><td>2.</td><td></td><td></td></tr> <tr><td>3.</td><td></td><td></td></tr> <tr><td>4.</td><td></td><td></td></tr> </tbody> </table> <p>(b) Cadre Ratio*</p> <table border="1"> <thead> <tr> <th>S.No</th> <th>Programme</th> <th>Ratio</th> </tr> </thead> <tbody> <tr><td>1.</td><td></td><td></td></tr> <tr><td>2.</td><td></td><td></td></tr> <tr><td>3.</td><td></td><td></td></tr> <tr><td>4.</td><td></td><td></td></tr> </tbody> </table> <p>(c) Visiting Faculty</p> <table border="1"> <thead> <tr> <th>S.No</th> <th>Programme</th> <th>Ratio</th> </tr> </thead> <tbody> <tr><td>1.</td><td></td><td></td></tr> <tr><td>2.</td><td></td><td></td></tr> <tr><td>3.</td><td></td><td></td></tr> <tr><td>4.</td><td></td><td></td></tr> </tbody> </table>	S.No	Programme	Ratio	1.			2.			3.			4.			S.No	Programme	Ratio	1.			2.			3.			4.			S.No	Programme	Ratio	1.			2.			3.			4.			30	
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* Marking be done proportionately

Teacher: Students Ratio

1. UG Programme – 1 : 20

PG Programme – 1: 15

2. **Cadre Ratio**

Cadre Ratio [1 : 2 for Both]

(It signifies the ratio of Professors and Associate Professors to Assistant Professors)




8.	<p>Quality of the Faculty :</p> <p>(a) How many of the faculty members possess degrees of M.Tech / M.Phil / NET / Doctorate: _____ (Highest acquired qualification by the faculty shall be counted)</p> <p>(b) Number of Research Publications to their credit excluding the Journal(s) published by the Institute / College - National : _____ - International: _____ (Preference shall be given to publication in indexed and referred journals)</p> <p>(c) FDPs / Conferences / Seminars attended by the faculty - National : _____ - International: _____ (Weightage shall be given for one week FDPs)</p> <p>(d) Is the faculty imparting instructions as per the under mentioned methodology? i. Preparing the Course Plan with details of number of lectures to be delivered on each unit of the curriculum. ii. Imparting instructions on each unit with the help of power point representations or by methods integrating ICT. iii. Providing the list of Essential Books and Articles to be read by students. iv. Giving Home Assignments.</p> <p>(e) Length of Teaching Experience of the Faculty in the Institute</p> <table border="1" data-bbox="325 1196 1102 1420"> <thead> <tr> <th>Tenure</th> <th>Number of Faculty</th> </tr> </thead> <tbody> <tr> <td>More Than 5 years</td> <td></td> </tr> <tr> <td>Between 3 to 5 years</td> <td></td> </tr> <tr> <td>Between 1 to 3 years</td> <td></td> </tr> <tr> <td>Below 1 year</td> <td></td> </tr> </tbody> </table>	Tenure	Number of Faculty	More Than 5 years		Between 3 to 5 years		Between 1 to 3 years		Below 1 year		10	
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Below 1 year													
		10											
		10											
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9.	<p>Institutional Support for faculty development</p> <p>(a) Existence of Awards like Best Teacher / Best Researcher etc., to motivate and recognize faculty's Contribution.</p> <p>(b) Evidence of Grant of Study Leave with pay for faculty to pursue higher studies or attend FDPs (other than summer / winter vacations)</p> <p>(c) Reimbursement of Registration Fee and TA / DA expenses along with Special causal Leave for participation in Conferences / Seminars / Workshops, etc.</p> <p>(d) Providing of Computing Facility to individual teacher (Desktop / Laptop / Internet)</p>	10	
10	<p><u>Cut off Rank of the First and the Last Admitted Students</u></p> <p>1. Cut Off Rank : (Highest)</p> <p>2. Cut Off Rank: (Lower)</p> <p>3. Cut Off Rank: (Median)</p> <p>4. Management Quota Details:</p>		
11	<p>Performance of the College on the basis of result (Course-wise)</p> <p>i. No. of Student appeared (a) Semester I (odd) (b) Semester II (even)</p> <p>ii. No of Student promoted (a) Semester I (odd) (b) Semester II (even)</p> <p>iii. No. of Student detained (due to performance) (a) Semester I (odd) (b) Semester II (even)</p> <p>iv. (a) Distinctions obtained (b) Passed with Exemplary performance (include categories of students who have scored highest marks on the whole or in individual papers in the University)</p> <p>v. Average CPI for the whole class during the year</p> <p>vi. Observations / Comments of the college / institution on the status of academic performance of the students of the college.</p>	100	

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12	Performance of the College / Institute on the basis of Final results (Course-wise) (CPI) for last 03 years i. No. of Student appeared ii. No. of Student passed iii. No. of Student failed iv. a). Distinctions obtained b). Passed with exemplary performance (include categories of students who have scored highest marks on the whole or in individual papers in the University) v. Average CPI for the whole class during the year vi. Observations / Comments of the college / institution on the status of academic performance of the students of the college	100	
13.	Institutional Support for University's End Term Evaluation (a) No. of Faculty who participated in the Evaluation Process: _____ (b) No. of Days of Faculty Participation in Evaluation System: _____ Total number of days of faculty participation in University's Evaluation System: _____	10	
14.	Status of Library³: a) Number of titles : _____ b) Total volumes of Books: _____ c) Number of Journals : _____ (Indian & International) d) Computerization / Library Automation: _____ e) Internet Connectivity : _____ f) Book Bank Facility : _____ g) Photocopier Facility, etc: _____	10	

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3. Books : UG Programmes (per programmes)

Titles : 400 ; Volume : 1600

PG Programmes (per programme)

Titles: 200 ; Volume : 1600

Journals for UG / PG programme (Indian : 12, International: 03); (Exclude the Journals / Magazines published by the Institutions affiliated to GGS Indraprastha University).

15.	<p>(a) Status of Laboratories / Workshops: (if applicable)</p> <p>(a) Number of Laboratories and Workshops:</p> <hr/> <p>(b) Status of Instruments / Equipments:</p> <hr/> <p>(c) Up-gradation as per new technological developments and requirements of the course curriculum</p> <hr/>	20	
	<p>(b) Status of Computer Lab/s⁴</p> <p>(a) Availability of licensed softwares as per the course curriculum:</p> <hr/> <p>(b) Number of Computer Labs :</p> <hr/> <p>(c) Number of PCs:</p> <hr/> <p>(d) Details of Configuration:</p> <hr/> <p>(e) Available Softwares and Hardwares:</p> <hr/> <p>(f) Details of Printers / CD writers:</p> <hr/>		

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(g) Details of Servers		
(h) Internet Connectivity:		
(i) Up-gradation as per new technological developments		

- 4. UG Programme - 1 : 6
- PG Programme - 1 : 3

16.	Co-curricular Activities conducted by the Institute / College:		
	(a). Conferences: i. National : _____ ii. International: _____ (b) Seminars : _____ (c) Workshops: _____ (d) Orientation Programme: _____ (e) FDPs organized by the Institute: i. Of the one week duration: _____ ii. Less than one week duration: _____ (f) MDPs organized by the Institute: _____ (g) Continuing Education programmes (skill up-gradation): _____	10	

Kishor Prasad Singh

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17	Publications of the Institute: <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	10	
18	1. Student' Personality Development related Activities (such as mock interviews, role plays group discussions, quizzes, workshops, competition etc.) i. _____ ii. _____ iii. _____ iv. _____ v. _____ vi. _____ vii. _____ viii. _____ 2. Establishment of Personality Developments Lab(s) including provision for trained faculty to conduct practical sessions.	10	

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<p>19</p>	<p>Placement Activities :</p> <p>No. of companies visited the campus: _____</p> <p>No. of placements offered: _____</p> <p>Average salary offered: _____</p> <p>i. Off campus placements (%) _____</p> <p>ii. On campus placements (%) _____</p> <p>Existence of Training & Placements Office in the Institute:</p>	<p>10</p>	
<p>20.</p>	<p>Other facilities available in the Institutes:</p> <p>A) Feedback from the Faculty (Based on interaction with faculty on parameters like salary, leaves, research facilities, recognition of their contribution, their respect, promotions and overall academic environment).</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>B) Feed back from the students and Alumini (Based on interaction with the alumni and students on parameters like teaching environment in the campus, support for conducting extra-curricular activities such as field visits, cultural festivals etc., administrative support, career guidance and counselling and support for training and placement and student's interaction with experts from industry and academia)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>10</p>	
		<p>10</p>	

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	<p>21. Adherence of time schedule for 1st and 2nd shift programmes: YES/ NO</p> <p>If no, please give reasons of non-adherence:</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	
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