ACADEMIC AUDIT PROFORMA

Academic Session: …………2022-23………………………

Institution Name:……… <u>Delhi Institute of Advanced Studies</u> ………………

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	:	Delhi Institute of Advanced Studies
Name of the Director/Principal	:	Dr. N. Malati
Address	:	Plot No. 6, Sector 25, Rohini, Delhi

Mobile No. (Director/Principal)	:	9868765357
Telephone No. (Institution)	:	011-27932742; 9355990933
Email ID	:	dias@dias.ac.in
Institution website URL	:	www.dias.ac.in

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)
				1st Shift	2nd Shift	Total	
1.	**MBA**	**2000**	**AICTE**	**180**			**124**
2.	**MBA (FM)**	**2019**	**AICTE**	**60**			**32**
3.	**BBA**	**2016**	**UGC**	**60**			**156**
4.	**B.COM(H)**	**2017**	**UGC**	**60**			**89**
5.							**401**
6.							
7.							
8.							
9.							

(b)	Programme-wise list of faculty for the assessment year (to be uploaded under mandatory disclosures). **(Annexure - 1)**
(c)	Programme-wise Class-wise Time Table for the assessment year (to be uploaded under mandatory disclosures). **(Annexure - 2)**

1. Status of Accreditation

1(a)	**Applicability of Accreditation:**		
	NBA Only	:	☐ Yes ☐ No
	NAAC Only	:	**√ Yes ☐ No**
	NBA and NAAC	:	☐ Yes ☐ 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)	:	**'A' Grade** **(Annexure - 3)**	
	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	:	245
	In PG	:	156

2(b)	**Number of Regular* Teachers**		
	In UG	:	18
	In PG	:	19
	In UG and PG	:	37
	Total	**:**	**37**

Annexure 4

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.	**MBA (2 Years)**	**360**	**14**	**09**	**05**	0.55	25.71
2.	**MBA(FM) (2 Years)**	**120**	**05**	**03**	**02**	0.50	24
3.	**BBA (3 Years)**	**180**	**09**	**06**	**03**	0.50	20
4.	**B.COM(H (3 Years))**	**180**	**09**	**07**	**02**	0.29	20
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.	15	15 teachers are Ph.D 07 teachers are pursuing Ph.D **(Annexure 5(a))**			
3(b)	No. of publications in WoS/SCOPUS/UGC-CARE (Category-I) listed journals in the assessment year	13		**(Annexure 5(b))**		
3(c)	No. of publications in UGC-CARE (Category-II) listed journals in the assessment year	03				
3(d)	No. of publications in any referred journal other than the above (with ISSN No.) in the assessment year	19				
3(e)	No. of publications in conferences in the assessment year			**Annexure 5(c)**		
	• Indexed by WoS/SCOPUS/UGC-CARE (Category-I)	----	----	----		
	• Indexed by UGC-CARE (Category-II)	----	----	----		
	• With ISBN Number	08	----	----		
	• Any other	07	----	----		
3(f)	No. of Books / Edited Books / Book Chapters published	15	**Annexure 5(d)**			
3(g)	Course/teaching plan with details of number of lectures on each unit of curriculum, in the assessment year	Yes	**Annexure 5(e)**			
3(h)	No. of courses on Learning Management System (LMS)	Yes	**All Courses** **Annexure 5(f)**			
3(i)	Classrooms available with mounted projectors and ICT facilities (Geo tagged photos should be uploaded and available under mandatory disclosures)	Yes	**Annexure 5(g)**			
3(j)	Percentage of teachers using ICT for teaching (having PPTs, Videos, etc.)	Yes	**100%**			
			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.	:	**(Annexure 6 (a))**	
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	:	Guidelines for Grant of Study Leave As **(Annexure 6 (b))**	
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	:	**Annexure 6(c)**	
4(d)	Individual computing facilities provided to teachers	:	**Yes**	
4(e)	Internet facility (to every teacher)	:	**Yes**	
			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	:	YES **Annexure 7(a)**	7A
5(b)	Whether the Grievance Redressal Committee has elected students representative	:	YES **Annexure 7(a)**	7A
5(c)	Whether meticulous and verifiable documentations of the proceedings of Students' Grievance Redressal Committee is maintained	:	YES **Annexure 7(a)**	7A
5(d)	Availability of Psychiatrist, Psychologist and professional students counsellors	:	YES **Annexure 7(b)**	7B
5(e)	Whether the institute has published/notified prominently the details of SGRC on website and admission prospectus	:	YES **Annexure 7(c)**	7C
5(f)	Whether students are satisfied with the effectiveness of the SGRC	:	YES	
5(g)	Whether reports of the proceedings of SGRC is sent to the University every semester	:	YES **Annexure 7(d)**	
			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)**	:	92%	**Annexure 8**	
6(b)	No. of days per faculty devoted to university examination process **(b)**	:	Total Days = 227 Days Per Faculty = 6.13 Days		
				Marks (Maximum Marks: 50)	

7. Status of Library

7(a)	**Books**						
	S. No.	Programme	Title **(a)**	Volume **(b)**	Score	Details	Marks
	1.	MBA	4527	15415		**Annexure 9(a)**	
	2.	MBA(FM)	473	1803			
	3.	BBA	760	2261			
	4.	B.COM(H)	502	1808			
				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 = 28	a/12 = 2.33		**Annexure 9(b)** **Annexure 9(c)** **Annexure 9(d)**	
	2.	International	b = 1668	b/3 = 556			
						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.	**--- Not Applicable ---**	
	(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	**201**		
	(ii)	Total number of available licensed software required as per course curriculum (as required by statutory body)	**List Attached**	**Annexure 10**	
	(iii)	Quality of Internet connectivity	**Upto 100 Mbps (1:1)**		
				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	:	01	National Conference on "Sustainable Development Through Strategy, Skills and Innovation" organized on 15th April 2023. **Annexure 11 (a)**	
	Proceedings are indexed with WoS / SCOPUS / UGC-CARE (Category-I)	:	☐ Yes **√ No**		
	Proceedings are indexed with UGC-CARE (Category-II)	:	☐ Yes **√ No**		
	Proceedings have ISBN Only	:	**√ Yes** ☐ No		
	Proceedings do not have ISBN		☐ Yes **√ 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	:	03	(02 FDPs of one week) **Annexure -11(b)**	
9(d)	**Workshops Organized**				
	No. of Workshop	:	16	**Annexure -11(c)**	
9(e)	**Short Term / Value Added Programmes Conducted**				
	No. of Programme	:	06	**Annexure -11(d)**	
9(f)	**Webinars / Online Extension Lectures Conducted**				
	No. of Lectures	:	28	**Annexure -11(e)**	
				Marks (Max. Marks: 100)	

10. Publications of the Institutions					
10(a)	**Publication of Journal(s)**		No.	Details	Marks
	International / National Journal	:	01	**DIAS Technology Review – The International Journal for Business and IT,** a bi-annual International Refereed Journal for Business and Information Technology academicians and professionals. The Journal is **listed in Cabell's Directory, USA, Social Science Research Network & Ulrich Periodical Directory.** ISSN – 0972-9658 **(36 Issues Published)** **Annexure 12**	
	Frequency	:	Monthly / Quarterly / **Half Yearly /** Yearly		
	Publisher	:	Shri Sanjay Sachdeva, SWAN Press		
	Indexed at WoS/SCOPUS	:	Yes X **No**		
	Indexed in UGC-CARE	:	**√ Yes** X **No**		
	Any other Indexing (please specify)	:	**√ Yes** No		
	No indexing	:	☐ Yes **√** No		
10(b)	**Publication of Newsletters and Magazines**				
	Magazine	:		DIAS has published **"Proceedings of Seminars/ Conferences"** and **"Alumni Directory".** **Annexure 12**	
	Frequency	:	Monthly / Quarterly / Half Yearly / Yearly		
	Publication Type	:	☐ Print ☐ Online		
	Newsletter	:	**DIAS TIMES**	A Quarterly Newsletter **"DIAS Times".** The Newsletter is being circulated in most of the Management Institutions and industry within India. **(85 Issues Published)** **Annexure 12**	
	Frequency	:	Monthly / **Quarterly** / Half Yearly / Yearly		
	Publication Type	:	**√ Print √ 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	Marks
Mock Interview	:	**3**	**Annexure 13 (a)**	
Role Play	:	**4**		
Group Discussion	:	**8**		
Workshop	:	**11**		
Competition	:	**2**		

11(b) Personality development labs, Provisions for trained faculty to conduct practical sessions and existence of qualified student counsellors

Personality development labs	:	**YES**	In an attempt to provide for all round personality development of the students, the Institute has constituted a Proficiency Cell, which organizes the following activities: • Presentation • Group Discussion • Interview • Quantitative & Analytical Aptitude Test • Role Plays & Management Games • Overall Grooming through Counselling Sessions • English Communication classes by Expert. An MOU has also been signed with, Telecom Sector Skill Council (TSSC), Internshala,., Insplore Consultants Pvt Ltd., Grab Guidance Services, B-School Bulls, BMRJ Corporate Advisors Pvt. Ltd. & Ramjas College, University of Delhi for the same. **Annexure 13 (b)**	
Availability of trained faculty to conduct practical sessions	:	**YES**		
Availability of student counsellor	:	**YES**		

11(c) Sports facilities in the Institutions

Indoor facilities	:	YES	Table Tennis, Ludo, Carrom, Chess, Badminton Court, Cricket, Basketball	
Outdoor facilities	:	YES		
Sport Equipments	:	YES		
			Marks (Max. Marks: 30)	

12. Status of Placement – 2022-23

			MBA (G)	MBA (FM)	BBA	B.Com (H)	Details	Marks
(i)	Total No. of Students having Passed out (in that Assessment Year)	:	35	09	56	25	**Annexure 14**	
(ii)	Total No. of Students, who are eligible and have registered for Placements (**a**)	:	29	09	25	14		
(iii)	Total No. of students going for Higher Education (**b**)	:	0	0	15	04		
(iv)	Total No. of Students having been placed (**c**)	:	27	09	04	05		
(v)	Total No. of Students placed + Higher Education (**d**=b+c)	:	27	09	19	9		
(vi)	Total Percentage (%age) of Placements + Higher Education {**e**= (d/b) * 100}	:	93.10	100	76%	64.28%		
(vii)	No. of companies visited the campus	:	62	62	32	32		
(viii)	Average salary offered	:	4.75	4.3	3.75	3.45		
(ix)	Existence of training and placement office	:	√ Yes ⬜ No	√ Yes ⬜ No	√ Yes ⬜ No	√ Yes ⬜ 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	:	√ Yes　　☐ No	**Annexure 15**
	(ii)	Institution Website URL	:	√ Yes　　☐ No	
	(iii)	Common rooms for girls (separate)	:	√ Yes　　☐ No	
	(iv)	Cleanliness of toilets	:	√ Good　☐ Bad	
	(v)	Students' canteen and drinking water arrangements	:	√ Yes　　☐ 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)	:	√ Yes ☐ No √ Yes ☐ No √ Yes ☐ No	**Annexure 16(a)**	
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)	:	√ Yes ☐ No √ Yes ☐ No √ Yes ☐ No	**Annexure 16(b)**	
				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**)	:	3	**Annexure 1**	
	(ii)	No of deficiencies removed / completed (**b**)	:	3		
					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 1st and 2nd Shift Programmes	☐ Yes ☐ No	For institutions, not adhering to schedule, ask for written explanations.

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.	
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Name and Signature of the Members of Academic Audit Committee

(i) …………………………………………………   **(ii)** …………………………………………………

(iii) …………………………………………   **(iv)** ………………………………………….

(v) …………………………………………………   **(vi)** ………………………………………….