

UPDATED



**Guru Gobind Singh Indraprastha University**  
(A State University established by the Government of NCT of Delhi)  
Sector 16-C, Dwarka, New Delhi 110078

## ACADEMIC AUDIT PROFORMA

**Academic Session: 2024-25**

Institution Name: Maharaja Surajmal Institute

Date of Audit:.....

Members of the Academic Audit Committee:

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A. Institute Information			
Name of the Institution	:	Maharaja Surajmal Institute	
Name of the Director/Principal	:	Prof. Rajpal Singh	
Address	:	C-4, Janakpuri, New Delhi-110058	
	Mobile No. (Director/Principal)	:	9466291945
	Telephone No. (Institution)	:	011-65215940
	Email ID	:	principalmsi@yahoo.co.in director@msijanakpuri.com
	Institution website URL	:	www.msijanakpuri.com

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 <sup>st</sup> Shift	2 <sup>nd</sup> Shift	
	1.	B.Ed.	1999	NCTE	100	----	100
	2.	BCA (H)	1999	AICTE	120	120	240
	3.	BBA(Gen) (H)	1999	AICTE	180	180	360
	4.	BBA(B&I) (H)	2003	AICTE	60	60	120
	5.	B.Com.(H)	2015	UGC	60	60	120
	6.	Integrated BA-LLB(H)	2022	BCI	60	----	60
	7.	Integrated BBA-LLB(H)	2022	BCI	60	----	60
(b)	8.	MBA	2022	AICTE	120	----	120
	9.						3131
(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).						



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1. Status of Accreditation			
1(a)	Applicability of Accreditation:		
	NBA Only	:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	NAAC Only	:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	NBA and NAAC	:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
1(b)	Status of Accreditation		
	NBA (Out of 25 scaled to 50, if only NBA accreditation applicable)	:	Not Applicable
	NAAC (Out of 25 scaled to 50, if only NAAC accreditation is applicable)	:	Grade 'A' (Score 3.14 out of 4.0)
	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)	:	Not Applicable
			Marks (Max. Marks: 50)

2. Status of Teachers' Availability							
As per statutory body (UGC, AICTE, BCI, NCTE, COA, RCI, NMC, AYUSH, etc.) norms or to be assessed for UG as 1:20, PG as 1:15.							
2(a)	Total No. of Students						
	In UG	:	2895				
	In PG	:	236				
2(b)	Number of Regular* Teachers						
	In UG	:	144				
	In PG	:	12				
	In UG and PG	:	Nil				
	Total	:	156				
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			Student-Teacher Ratio (a/(c+d))
				Assistant Professor (Jr. Faculty) (c)	Associate Professor + Professors (Sr. Faculty) (d)	Cadre Ratio (d:c)	
1.	BCA 03 Years	120×03×02 =720	36	24	12	1 : 2	20 : 1
2.	BBA(G) 03 Years	180×03×02 =1080	54	22	16	1 : 1.375	28 : 1
3.	BBA(B&I) 03 Yrs	120×03×02 =360	18	12	06	1 : 2	20 : 1
4.	BCom 03 Years	120×03×02 =360	18	12	06	1 : 2	20 : 1
5.	B.Ed. 02 Years	120×02×02 =200	15 + 1		16	--	20 : 1
6.	MBA 02 Years	120×02×01 =240	12	08	04	1 : 2	20 : 1
7.	BALLB 05 Yrs	120×03×01 =180	18	12	06	1 : 2	20 : 1
8.	BBALLB 05 Yrs	120×03×01 =180					
Total		3320	172	106	50		
			Marks (Max. Marks: 115)				



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<p>*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.  If Student-Teacher Ratio is as per statutory body, Give full 65 marks, else give proportionate marks and if less than 50% give 0 marks.  If cadre ratio is as per statutory body, give full 50 marks, else give proportionate marks.</p>			
<b>3. Quality of Teachers and Teaching</b>			
		<b>No.</b>	<b>Details</b>
3(a)	No. of teachers with Ph. D. (awarded)	107	
3(b)	No. of publications only in WoS/SCOPUS/PuBMed (UGC CARE Category-II) listed journals in the assessment year (List to be uploaded under mandatory disclosures) P1	34	
	No. of publications only in UGC-CARE (Category-I) listed journals in the assessment year (List to be uploaded under mandatory disclosures) P2	19	
	No. of publications only in any referred journal other than the above indexing (with ISSN No.) in the assessment year (List to be uploaded under mandatory disclosures) P3	87	
3(c)	(i) No. of publications in conferences in the assessment year (List to be uploaded under mandatory disclosures)		
	• Indexed by WoS/SCOPUS	06	
	• With ISBN Number	27	
	• Any other	---	
	(ii) No of Patents Published/Granted	04	
3(d)	No. of Books Authored/ Edited Books / Book Chapters published with ISBN (List to be uploaded under mandatory disclosures)	62	
3(e)	Course/teaching plan with details of number of lectures on each unit of curriculum, in the assessment year	Yes	
3(f)	No. of courses on Learning Management System (LMS) Software other than youtube, ppt, etc. (List to be uploaded under mandatory disclosures)	In all courses	
3(g)	Classrooms available with mounted projectors and ICT facilities (Geo tagged photos should be uploaded and available under mandatory disclosures)	45	
3(h)	Percentage of teachers using ICT for teaching (having PPTs, Videos, etc.)	100 %	
			<b>Marks</b> (Maximum Marks: 100)
List of Total number of publications for the assessment year to be uploaded at the Website under mandatory disclosures			



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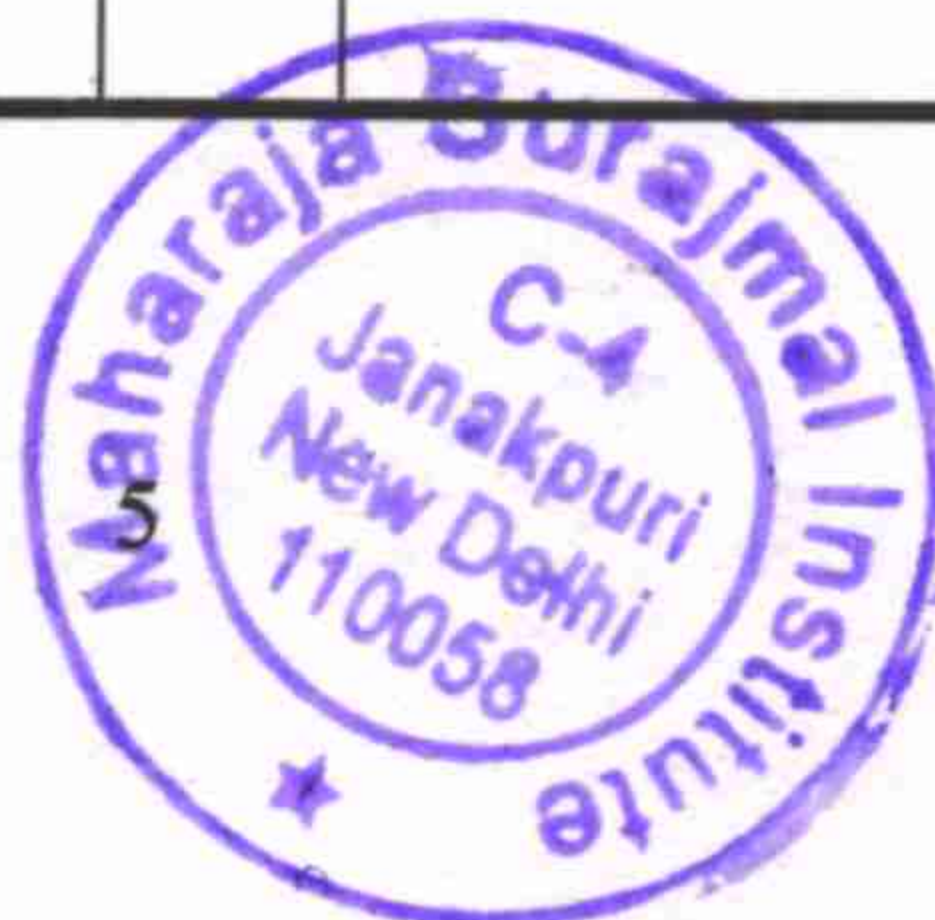
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4. Institutional Support for Faculty Development			
		Details	Marks
4(a)	Documentary evidence of awards like best teacher/best researcher with implementation, etc. (Upload report)	: Yes	
4(b)	Documentary evidence of mechanism and its utilisation for grant of study leave to teachers with full pay for faculty to pursue higher studies at other institutions (Upload report with List)	: Yes	
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 (Upload report with List)	: Yes	
4(d)	Individual computing facilities with Internet provided to teachers	: Yes	
			<b>Marks</b> (Maximum Marks: 40)

5. Framework for Students' Grievance Redressal Mechanism			
		Details	Marks
5(a)	Availability of Students' Grievance Redressal Committee (SGRC) and its compliance with UGC's Regulations 2012 (Upload List with notification)	: Yes	
5(b)	Whether the Grievance Redressal Committee has elected students representative?	: Yes	
5(c)	Whether meticulous and verifiable documentations of the proceedings of Students' Grievance Redressal Committee is maintained (upload relevant minutes)	: Yes	
5(d)	Availability of Psychiatrist, Psychologist and professional students counsellors (Upload List with schedule and notification)	: Yes Dr. Vanita Anand- Full Time Counsellor Dr. Preeti Sinha- Psychologist	
5(e)	Whether the institute has published/notified prominently the details of SGRC on website	: Yes	
5(f)	Whether students are satisfied with the effectiveness of the SGRC (upload survey report)	: Yes (Feedback is taken whenever any grievance is reported and resolved thereafter. For AY 2024-2025, there was no grievance reported, so feedback was not collected.)	
5(g)	Whether reports of the proceedings of SGRC is sent to the University every semester	: Yes	
			<b>Marks</b> (Maximum Marks: 100)

6. Institutional Support for University Examinations (during the Assessment Year)			
		Details	Marks
6	Percentage of faculty participation in university examinations as evaluators / university representatives	: 100%	



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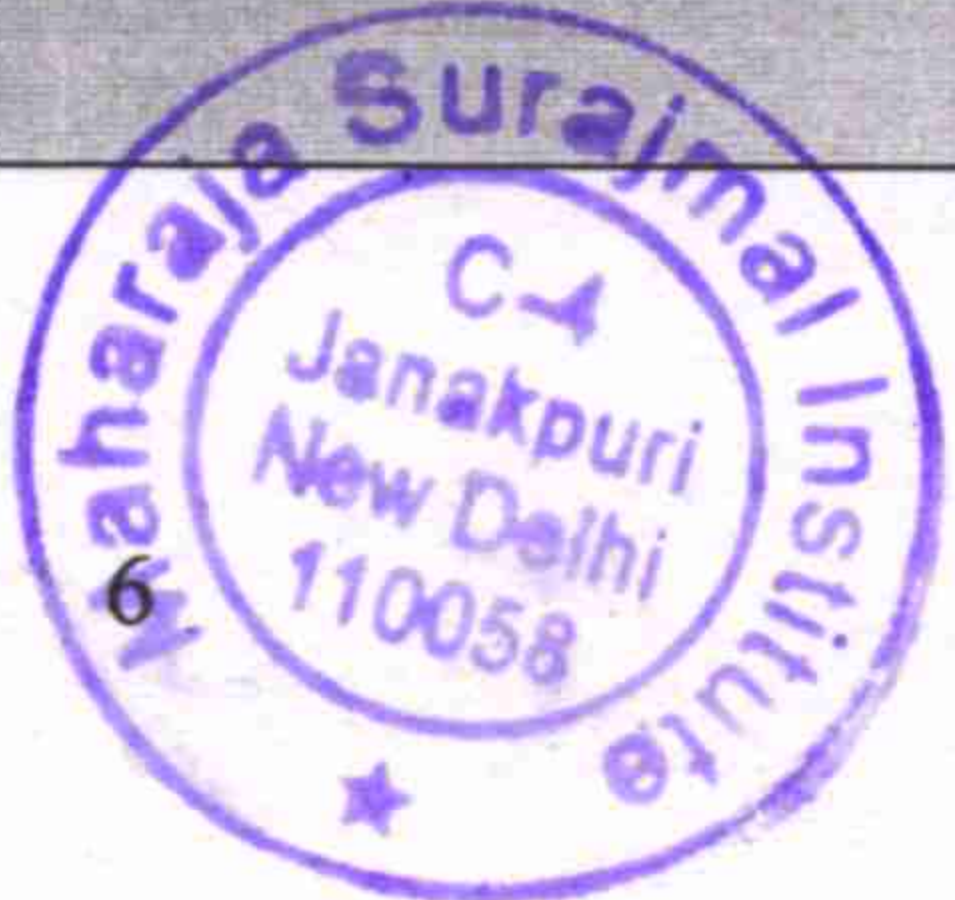
		<b>Marks</b> (Maximum Marks: 30)
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**7. Status of Library**

7(a)	<b>Books</b>					
	<b>Total Books Added During the year: 250 Titles. Total Volumes Added During the Year: 1505</b>					
	S. No.	Programme	Title (a)	Volume (b)	Score	Details
	1.	BBA (Gen)	1556	4866		Details: 1. Computerized Library operations: Library is fully computerized via LMS AFW and KOHA. The various modules like Cataloguing, Circulation, Serial Control, Barcoding, Web-OPAC search, Report Generation, Management of Record of users and books etc are available. 2. Internet facility: 67 Computers Note: (a). Computers @ Central Library-32, Book-Bank-4, MBA-13, Law-18. (b.) Wi-Fi facility is available at all the Libraries. 3. Reading Room Facilities: 305 chairs (CL – 150, MBA-73, Law-82) 4. Photocopying facilities: 5 printers are available (all the libraries have photocopy facility).
	2.	BBA (B&I)	1556	4867		
	3.	B.Com. (Hons.)	1556	4870		
	4.	BCA	1722	6120		
	5.	B.Ed.	5412	11896		
	6.	BA-LLB	318	1090		
	7.	BBA-LLB	328	1160		
	8.	MBA	437	2175		
	9.	E-Books	29629			
10.	Law Reports	147				
11.	E Journal/Mag/Trade Pub.	3745				
12.						
<b>Total Score</b>						
<b>Marks</b> (Maximum Marks: 70)						
7(b)	<b>Journals</b>					
	<b>No of Journals Added or Discontinued during the year: Added. 07..... Discontinued..Nil..</b>					
	<b>Does the Journals cover all the disciplines offered by the College: Yes</b>					
	<i>Upload the list of all Journals under mandatory disclosures.</i>					
	S. No.	Type of Journal	No. of Journals	Ratio (Cap to 1)	Details	Marks
	1.	Indian	a = 107	a/12 = 8.92		
	2.	International	b = 28	b/3 = 9.33		
<b>Marks</b> (Max. Marks: 30)						
<b>Total Marks [7(a) + 7(b)] (Max. Marks: 100)</b>						

**8. Status of Laboratories**

			Details	Marks
8(a)	Status of Laboratories other than Computer Lab (as required by statutory body)		No.	1. Art & Craft Lab 2. Curriculum Lab 3. Communication Lab  All Labs have necessary equipment. The communication lab has been established with headphone, microphone as well as communication software of Wordsworth.  <i>(Upload the images of the labs with list under mandatory disclosures)</i>
	(i)	Number of Labs	03	
	(ii)	Status of Instruments / Equipments	Yes	
	(iii)	Up-gradation undertaken as per new technological developments and requirements of the course curriculum (Provide Details)	Yes	
<b>Marks</b> (Max. Marks: 50)				



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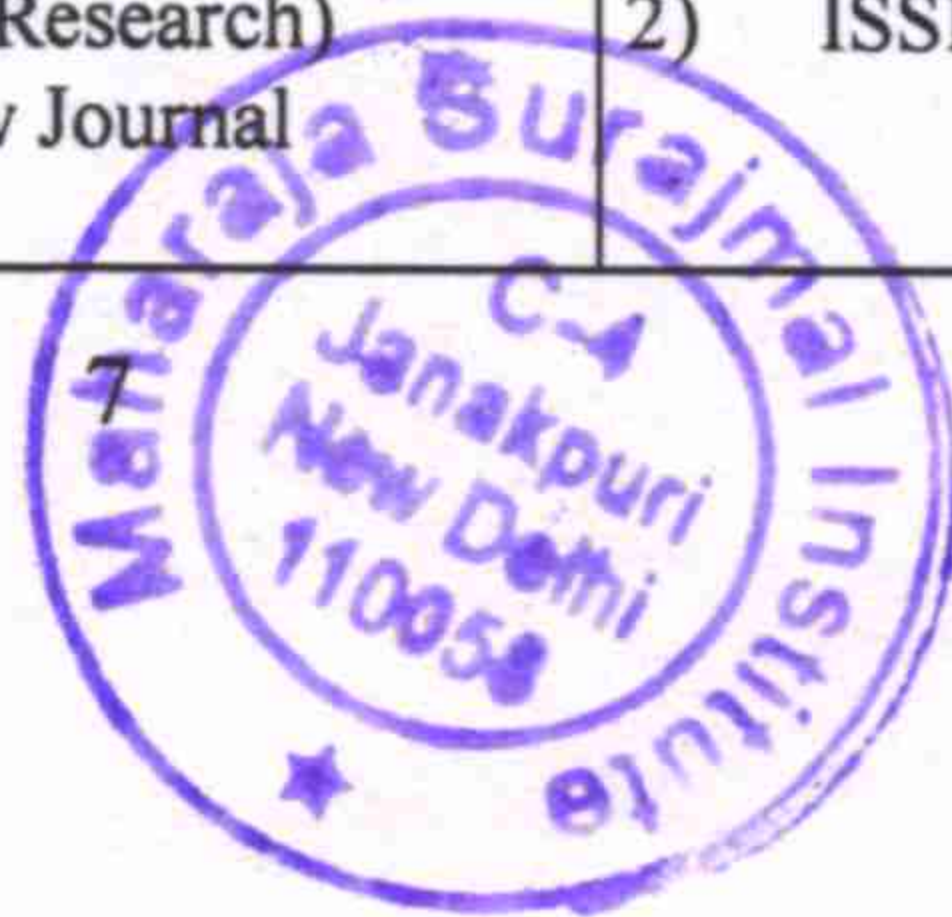
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8(b)	Status of Computer Labs (UG: 1 per 6 students; PG: 1 per 3 students across all years or as per statutory body)			
(i)	Total Number of computers available in labs	400	All labs are equipped with i5, i7, i9 computers along with LCD projectors. Also smart board is there in one lab	
(ii)	Total number of available licensed software required as per course curriculum (as required by statutory body)	04	Microsoft Campus Agreement for MS Windows 10 & 11, Microsoft Office, Microsoft Visual Basic Dot Net, Wordsworth Communication software,	
(iii)	Quality of Internet connectivity	300 mbps	1:1 Internet Leased Line from Tata Tele Services	
				<b>Marks</b> (Max. Marks: 50)
				<b>Total Marks</b> [8(a) + 8(b)] (Max. Marks: 100)

9. Co-Curricular Activities Conducted by the Institution (Assessment Year)					
9(a)	Conferences Organized (Brochures, Proceedings, Resource persons/session chairs to be provided under disclosures)		No.	Details	Marks
	International / National Conferences	:	01	Selected papers from the conference have been accepted for publication in Springer book	
	Proceedings are indexed with WoS / SCOPUS	:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
	Proceedings with ISBN Only	:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
	Proceedings without ISBN	:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
9(b)	Seminars Organized (02 Half Day Seminars may be considered as One Full Day Seminar). Brochures, Resource persons/session chairs to be provided under disclosures). <b>Guest Lectures not to be included.</b>				
	No. of One Day Seminar	:	03		
	No. of Half Day Seminar	:	06		
9(c)	Faculty / Management Development Programme Organized (At least one week/5days duration). Details to be provided with Brochures, Resource persons, etc. under disclosures. <b>Guest Lectures not to be included</b>				
	FDP/MDP	:	03		
9(d)	Workshops Organized (Details to be provided with Brochures, Resource persons, etc. under disclosures. <b>Guest Lectures not to be included</b> )				
	No. of Workshop	:	18		
9(e)	Short Term / Value Added Programmes Organised (Details to be provided with Brochure, Participants, etc. under disclosures)				
	No. of Programme	:	07		
9(f)	Webinars / Online Extension Lectures Organised (Details to be provided under disclosures)				
	No. of Lectures	:	02		
					Marks (Max. Marks: 100)

10. Publications of the Institutions				
10(a)	Publication of Journal(s)	No.	Details	Marks
	International / National Journal	: 02	1) Parichay ISSN (online) 2581-7515 2) ISSN: Under process	



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Frequency	:	Half Yearly	
Publisher	:	Maharaja Surajmal Institute	
Indexed at WoS/SCOPUS	:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Indexed in UGC-CARE	:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Any other Indexing (please specify)	:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
No indexing	:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>10(b) Publication of Newsletters and Magazines</b>			
Magazine	:	01 (Creation)	<b>Other Publication</b> 1) Shodh Chitnan Book (Annual) 2) Information Bulletin 3) Hostel Brochure 4) Suraj Sujan 5) Conference Proceeding 6) FDP Compendium 7) Excellere BBA News Letter 8) The Knowledge Vault (Research Volume)
Frequency	:	Yearly	
Publication Type	:	<input checked="" type="checkbox"/> Print <input checked="" type="checkbox"/> Online	
Newsletter	:	01 (MSI News Letter)	
Frequency	:	Yearly	
Publication Type	:	<input checked="" type="checkbox"/> Print <input checked="" type="checkbox"/> Online	
			<b>Marks</b> (Max. Marks: 40)

<b>11. Students' Personality Development Activities</b>				
<b>11(a)</b>	<b>Activities like mock interview, role play, group discussions, quizzes, workshops, competitions, etc.</b>			
	<b>Activities</b>		<b>No.</b>	<b>Details</b>
	Mock Interview	:	05	
	Role Play	:	02	
	Group Discussion	:	06	
	Workshop	:	18	
	Competition	:	06	
<b>11(b)</b>	<b>Personality development labs, Provisions for trained faculty to conduct practical sessions and existence of qualified student counsellors</b>			
	Personality development labs	:	Yes (Communication Lab)	
	Availability of trained faculty to conduct practical sessions	:	Yes	
	Existence of NSS/NCC Technical and Cultural Clubs/Societies		Yes	NCC and NSS both are available And more than 30 tech/cultural students societies/clubs
<b>11(c)</b>	<b>Sports facilities in the Institutions</b>			
	Indoor facilities	:	Yes	
	Outdoor facilities	:	Yes	
	Sport Equipments	:	Yes (Adequate)	
			<b>Marks</b> (Max. Marks: 35)	



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12. Status of Placement					
			No.	Details (Student wise placement list)	Marks
(i)	Total No. of Students having Passed out (in that Assessment Year)	:	866		
(ii)	Total No. of Students, who are eligible and have registered for Placements (a)	:	336	Placement list attached.	
(iii)	Total No. of students going for Higher Education (b)	:	524		
(iv)	Total No. of Students having been placed (c)	:	256		
(v)	Total No. of Students placed + Higher Education (d=b+c)	:	780		
(vi)	Total Percentage (%age) of Placements + Higher Education {e= (d/a) * 100}	:	90.38%		
(vii)	No. of companies visited the campus	:	108		
(viii)	Average salary offered	:	4.42 LPA		
(ix)	Existence of training and placement office with TP Officer	:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
(x)	No of Entrepreneurship activities conducted with any Startups (provide details)		09		
					<b>Marks</b> (Max. Marks: 60)
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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
(ii)	Institution Website URL	:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<a href="http://www.msijanakpuri.com">www.msijanakpuri.com</a>	
(iii)	Common rooms for girls (separate)	:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
(iv)	Cleanliness of toilets	:	<input checked="" type="checkbox"/> Good <input type="checkbox"/> Bad		
(v)	Students' canteen and drinking water arrangements	:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
					<b>Marks</b> (Max. Marks: 30)

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



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14(a)	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). <i>Details of Feedback analysis and action taken if any to be provided under disclosures.</i>	:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Feedback is taken at the end of academic session and is used for quality improvement in terms of academics, research, and overall environment.	
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) <i>Details of Feedback analysis and action taken if any to be provided under disclosures.</i>	:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Semester End Feedback is taken at the end of every semester from the students. Also a programme exit feedback is taken when students complete its course. Both are used to know student’s response towards quality monitoring of curricular, co-curricular and extra-curricular activity and its improvement overall environment.	

		<b>Marks</b> (Max. Marks: 50)
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### 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)	: 4		
(ii)	No of deficiencies removed / completed (b)	: 4		

	<b>Marks</b> (Max. Marks: 50)
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### 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	115		
3.	Quality of Teachers and Teaching	100		
4.	Institutional Support for Faculty Development	40		
5.	Framework for Students’ Grievance Redressal Mechanism	100		
6.	Institutional Support for University Examinations	30		
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	35		



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12.	Status of Placement	60		
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			



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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.	

19. Overall Observations and Recommendations	
S. No.	Observations and Recommendations
1.	
2.	
3.	
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5.	
6.	
7.	

**Name and Signature of the Members of Academic Audit Committee**

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