



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

No. GGSIPU/JR(AC&SS)/AAC/2015/ 1127

Date:

To

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

Sub: Inspection by the Academic Audit Cell for the Academic session 2014-15 – 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 2014-15 by the University Audit Cell is being commenced from **13th February, 2015**, and the committee will be visiting your Institute/college shortly in this regard. The Academic Coordination & Students Support Branch of University is coordinating the Academic Audit visits and other necessary support in this regard.

The format for the Academic Audit Cell for the Academic session 2014-15 is enclosed herewith and same is available on the University website i.e. (www.ipu.ac.in).

You are requested to extend your 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.

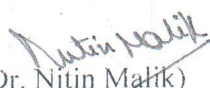

(Rajiv Kale)
Registrar

No. GGSIPU/JR(AC&SS)/AAC/2015/

Date:

Copy to:

1. All the Directors / Principals of Institution / Colleges affiliated to GGSIP University (2014-15) (for schedule of visit and other details in this regard, please contact office of Joint Registrar (Acad. Coord. & Stud. Suppt., Tele: 25302161, 25302159)
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. 25302161



Annexe : 1

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 2014-15)

(01.01.2014 to 31.12.2014)

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 / College :**

<u>Sr. No.</u>	<u>Name of the Programme</u>	<u>Sanctioned Intake</u>	<u>Actual number of Total Students</u>
(1)	(2)	(3)	(4)

(b) Programme wise list of Faculty

(c) Time Table for Even and odd semester (2014-15)

* Whatever weightage have been given to the different academic parameters will neither be compared with the weightage that might have been given to 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, steady improvement in the 'quality of learning at the institute.

[Signature]

Prof. R.K. Mittal
Director-Development

Guru Gobind Singh Indraprastha University
Sec-16 (C) Dwarka, New Delhi-110078

PART – II : ACADEMIC STANDARDS

Sr. No.	Particular	Weightage	Marks Awarded																																													
6.	Status of Accreditation: _____ (by NAAC/AICTE/ISO 9001 : 2000/ 9001 : 2008 Certification)	10																																														
7.	<p>Status of the Faculty* : (Programme-wise Details)</p> <p>(a) Teacher : Students Ratio¹ :</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th style="width: 10%;">S. No.</th> <th style="width: 50%;">Programme</th> <th style="width: 40%;">Ratio</th> </tr> </thead> <tbody> <tr><td style="text-align: center;">1</td><td></td><td></td></tr> <tr><td style="text-align: center;">2</td><td></td><td></td></tr> <tr><td style="text-align: center;">3</td><td></td><td></td></tr> <tr><td style="text-align: center;">4</td><td></td><td></td></tr> </tbody> </table> <p>(b) Cadre Ratio² :</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th style="width: 10%;">S. No.</th> <th style="width: 50%;">Programme</th> <th style="width: 40%;">Ratio</th> </tr> </thead> <tbody> <tr><td style="text-align: center;">1</td><td></td><td></td></tr> <tr><td style="text-align: center;">2</td><td></td><td></td></tr> <tr><td style="text-align: center;">3</td><td></td><td></td></tr> <tr><td style="text-align: center;">4</td><td></td><td></td></tr> </tbody> </table> <p>(c) Visiting Faculty</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">S. No.</th> <th style="width: 50%;">Programme</th> <th style="width: 40%;">Ratio</th> </tr> </thead> <tbody> <tr><td style="text-align: center;">1</td><td></td><td></td></tr> <tr><td style="text-align: center;">2</td><td></td><td></td></tr> <tr><td style="text-align: center;">3</td><td></td><td></td></tr> <tr><td style="text-align: center;">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

Cadre Ratio

2 - Cadre Ratio [1 : 2 for Both]

(It signifies the ratio of Professors & 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</p> <ul style="list-style-type: none"> • National : _____ • International : _____ <p>(Preference shall be given to publication in Indexed and referred journals)</p> <p>(c) FDPs/ Conferences/ Seminars attended by the faculty</p> <ul style="list-style-type: none"> • National : _____ • International : _____ <p>(Weightage shall be given for FDPs of longer duration say one week or more).</p> <p>(d) Is the faculty imparting instructions as per the undermentioned methodology?</p> <p>(i) Preparing the Course Plan with details of number of lectures to be delivered on each unit of the curriculum.</p> <p>(ii) Imparting instructions on each unit with the help of power point presentations or by methods integrating ICT.</p> <p>(iii) Providing the list of Essential Books and Articles to be read by students.</p> <p>(iv) Giving Home Assignments.</p> <p>(e) Length of Teaching Experience of the Faculty in the Institute.</p> <table border="1" data-bbox="370 1599 950 1809"> <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> <p>(More weightage if number of faculty with higher length of service in the institute is more)</p>	Tenure	Number of Faculty	More Than 5 Years		Between 3 to 5 years		Between 1 to 3 years		Below 1 year		10	10
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Between 3 to 5 years													
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Below 1 year													
		10											
		10											
		10											

9.	Institutional Support for faculty development (a) Existence of Awards like Best Teacher/Best Researcher etc. to motivate and recognize faculty's Contribution. (b) Evidence of Grant of Study Leave with pay for faculty to pursue higher studies or attend FDPs (other than summer/winter vacations) (c) Reimbursement of Registration Fee and TA/DA expenses alongwith Special Causal Leave for participation in Conferences/Seminars/Workshops, etc. (d) Providing of Computing Facility to individual teacher (Desktop/Laptop/Internet)	10	
10.	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	
11.	Status of Library^a : (a) Number of titles : _____ (b) Total volumes of Books : _____ (c) Number of Journals : _____ <i>(Indian & International)</i> (c) Computerization/ Library Automation : _____ (d) Internet connectivity : _____ (e) Book Bank Facility : _____ (f) Photocopier Facility, etc. : _____	10	

3. Books : UG Programmes (per programme)

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).

12	<p>(a) Status of Laboratories/Workshops : (If Applicable)</p> <p>(a) Number of Laboratories and Workshops : _____</p> <p>(b) Status of Instruments/ Equipments : _____</p> <p>(c) Upgradation as per new technological developments and requirements of the course curriculum : _____</p>	20	
	<p>(b) Status of Computer Lab/s⁴ :</p> <p>(a) Availability of licensed softwares as per the course curriculum : _____</p> <p>(b) Number of Computer Labs : _____</p> <p>(c) Number of PCs : _____</p> <p>(d) Details of Configuration : _____</p> <p>(e) Available Softwares and Hardwares : _____</p> <p>(f) Details of Printers/ CD writers : _____</p> <p>(g) Details of Servers : _____</p> <p>(i) Internet connectivity : _____</p> <p>(j) Upgradation as per new technological developments: _____</p>		

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

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

15.	<p>1. Students' Personality Development related Activities :</p> <p><i>(Such as mock interviews, role plays, group discussions, quizzes, workshops, competitions etc.)</i></p> <p>(i) _____</p> <p>(ii) _____</p> <p>(iii) _____</p> <p>(iv) _____</p> <p>(v) _____</p> <p>(vi) _____</p> <p>(vii) _____</p> <p>(viii) _____</p> <p>2. Establishment of Personality Development Lab (s) including provision for trained faculty to conduct practical sessions</p>	10	
16.	<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 & Placement Office in the Institute:</p>	10	

17.	<p>Other facilities available in the institutes :</p> <p>A.) Feedback from the Faculty <i>(Based on interaction with faculty on parameters like salary, leaves, research facilities, recognition of their contribution, their respect, promotions and overall academic environment.)</i></p> <hr/> <hr/> <hr/> <hr/> <hr/> <p>B.) Feedback from the Students and Alumni <i>(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 counseling and support for training and placement and student's interaction with experts from industry and academia)</i></p> <hr/> <hr/> <hr/> <hr/>	10	
18.	<p>Adherence of time schedule for 1st and 2nd shift programmes: Yes / No If no, please give reasons of non-adherence:</p> <hr/> <hr/>		

PART - III :

Overall Observations and Recommendations

19. Total Marks Secured : _____
[Out of 200]


20. Overall Observations and Recommendations:

(_____)
Name :

(_____)
Name :

(_____)
Name :

Note : may add additional sheet/s, if required.


Prof. R.K. Mittal 9.9.15
Director-Development
Guru Gobind Singh Indraprastha University
Sector 14, Delhi