



# Guru Gobind Singh Indraprastha University

Sector 16C, Dwarka, Delhi-110078

[www.ipu.ac.in](http://www.ipu.ac.in)

No. GGSIPU/JR(AC&SS)/AAC/2014/950

Date 23/5/14

To

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

**Sub: Inspection by the Academic Audit Cell for the Academic session 2013-14 – 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 2013-14 by the University Audit Cell is being commenced from **26th May 2014**, and the committee will be visiting your Institute/college shortly in this regard. **The Academic Coordination & Student 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 2013-14 is enclosed herewith and same is available on the University website i.e. ([www.ipu.ac.in](http://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.


  
(Sanjay Kumar Jha)  
Registrar

No. GGSIPU/JR(AC&SS)/AAC/2014/950

Date: 23/5/14

Copy to:

1. All the Directors / Principals of Institutions/Colleges affiliated to GGSIP University (@013-14) ( for schedule of visit and other details in this regard, please contact office of Joint Registrar (Acad. Coord & SS , Tele: 25302161, 25302159)
2. Director, Development GGSIPU.
3. AR (VC Secretariat ), for information of Hon'ble Vice Chancellor, GGISPU.
4. In charge Server Room with a Request to upload the same on the University Website.
5. Guard file.

  
(Dr. Nitin Malik) 23/05  
Joint Registrar (AC&SS)  
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 2013-14)

**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>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>

- (b) Programme wise list of Faculty
- (c) Time Table for Even and odd semester (2013-14)

\* Whatever weightages have been given to the different academic parameters will neither be compared with the weightages 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.'

1

Prof. R.K. Mittal  
Director-Development  
Guru Gobind Singh Indraprastha University  
Sec-16 (C), Dwarka, New Delhi-110 078

## 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><b>Status of the Faculty* :</b> (Programme-wise Details)</p> <p>(a) Teacher : Students Ratio<sup>1</sup> :</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 Ratio<sup>2</sup> :</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

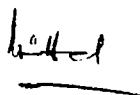
**Teacher : Students Ratio**

1- UG Programme - 1 : 20

PG Programme - 1 : 15

**Cadre Ratio**

2 - Cadre Ratio [1 : 2 : 6 for Both]



8.	<p><b>Quality of the Faculty :</b></p> <p>(a) How many of the faculty members possess degrees of M.Tech./M.Phil/NET/Doctorate : _____  <b>(Highest acquired qualification by the faculty shall be counted)</b></p> <p>(b) Number of Research Publications to their credit excluding the journal/s published by the Institute/College  - National : _____  - International : _____  <b>(Preference shall be given to publication in Indexed and referred journals)</b></p> <p>(c) FDPs/ Conferences/ Seminars attended by the faculty  - National : _____  - International : _____  <b>(Weightage shall be given for one week FDPs)</b></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="323 1563 890 1765"> <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		<p>10</p> <p>10</p> <p>10</p> <p>10</p> <p>10</p>	
Tenure	Number of Faculty												
More Than 5 Years													
Between 3 to 5 years													
Between 1 to 3 years													
Below 1 year													

9.	<b>Institutional Support for faculty development</b>  (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 <b>(other than summer/winter vacations)</b> (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.	<b>Institutional Support for University's End Term Evaluation.</b>  (a) No. of Faculty who participated in the Evaluation Process: _____  (b) No. of Days of Faculty Participation in Evaluation system: _____  <b>Total number of days of faculty participation in University's Evaluation system: _____</b>	10	
11.	<b>Status of Library<sup>3</sup> :</b>  (a) Number of titles : _____ (b) Total volumes of Books : _____ (c) Number of Journals : _____ <i>(Indian &amp; International)</i> (c) Computerization / Library Automation : _____ (d) Internet connectivity : _____ (e) Book Bank Facility : _____ (f) Photocopier Facility, etc. : _____	10	

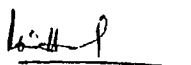
**3. Books : UG Programmes (per programme)**

**Titles : 400 ; Volume : 1600**

**PG Programmes (per programme)**

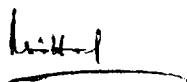
**Titles : 200 ; Volume : 1600**

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



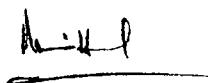
12	<p><b>(a) Status of Laboratories/Workshops : (If Applicable)</b></p> <p>(a) Number of Laboratories and Workshops : _____</p> <p>(b) Status of Instruments/ Equipments : _____</p> <p>(c) Upgradation as per new technological developments and requirements of the course curriculum : _____</p>	20	
	<p><b>(b) Status of Computer Lab/s<sup>4</sup> :</b></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





15.	<p><b>1. Students' Personality Development related Activities :</b></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><b>2. Establishment of Personality Development Lab (s) including provision for trained faculty to conduct practical sessions</b></p>	10	
16.	<p><b>Placement Activities :</b></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 &amp; Placement Office in the Institute:</p>	10	







**PART – III :**

**Overall Observations and Recommendations**

19. Total Marks Secured : \_\_\_\_\_  
[From out of 200]

\_\_\_\_\_

20. Overall Observations and  
Recommendations: \_\_\_\_\_

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Name :

( \_\_\_\_\_ )  
Name :

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

Prof. R.K. Mittal  
Director-Development  
Guru Gobind Singh Indraprastha University  
Plot 16 (C) Dwarka New Delhi-110 076

*[Handwritten Signature]*