

ACADEMIC AUDIT PROFORMA

Academic Session: 2022-23

Institution Name: **Jagan Institute of Management Studies**

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	:	Jagan Institute of Management Studies		
Name of the Director/Principal	:	Dr. Praveen Arora, Principal		
Address	:	3, Institutional Area, Sector-5, Rohini, Delhi-110085		
	Mobile No. (Director/Principal)	:	9811786265	
	Telephone No. (Institution)	:	011-45184000	
	Email ID	:	contact@jimsindia.org ; principal@jimsindia.org	
	Institution website URL	:	https://www.jimsindia.org/	

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 st Shift	2 nd Shift	Total	
1.	MCA	I Shift: 2001 II Shift: 2013	AICTE	600	60	120	234
2.	BCA	I Shift: 1999 II Shift: 2010	GGSSIP University	60	60	120	354
3.	BBA	I Shift: 1999 II Shift: 2010	GGSSIP University	60	60	120	338
4.	BA (Hons.) (Economics)	I Shift: 2020 II Shift: 2023	GGSSIP University	60	60	120	114
5.							
6.							
(b)	Programme-wise list of faculty for the assessment year (to be uploaded under mandatory disclosures). <p style="text-align: right;">(Attach as Annexure I)</p>						
(c)	Programme-wise Class-wise Time Table for the assessment year (to be uploaded under mandatory disclosures). <p style="text-align: right;">Attach as Annexure II).</p>						



1. Status of Accreditation			
1(a)	Applicability of Accreditation:		
	NBA Only	:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	NAAC Only	:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	NBA and NAAC	:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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)	:	
	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)	:	NAAC & NBA : NAAC: Institute is NAAC accredited "A" Grade with CGPA 3.11 valid up to 29th October ,2022 SSR 2nd level payment completed and waiting for Peer Team Visit V NBA: Accreditation status for MCA Program vide Letter no F.No.17-18-2010-NBA dated 06.10.2023 valid up to 30.06.2024 Refer to Annexure III
			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	:806 (both shifts)	Program	BBA	BCA	BA (Eco)(Hons)
		2022-25(1st Yr.)	107	116	45
		2021-24 (2nd Yr.)	116	120	34
		2020-23 (3rd Yr.)	115	118	35
		338	354	114	
In PG	: 234 (Both shifts)	Program	MCA		
		2022-24(1st Yr.)	120		
		2021-23 (2nd Yr.)	114		
			234		

2(b) Number of Regular* Teachers

In UG	:	BBA: 14 BCA: 14 BA (Hons.)(Eco): 10
In PG	:	MCA: 20
In UG and PG	:	
Total	:	Permanent Faculty : 58 Visiting Faculty : 04

List of Faculty is attached at Annexure I

Teachers' Ratio

MCA: (1:12)
BBA: (1:20)
BCA: (1: 20)
BA (Hons.)(Eco): 1:18

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.	MCA / 2 Years	60+60	12	9	11	1.2	1:12
2.	BCA / 3 Years	60+60	14	9	5	0.5	1:20
3.	BBA / 3 Years	60+60	14	6	8	1.3	1:20
4.	BA (Economics)(Hon/s) 3 Years.	60	09	6	4	0.7	1:18
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.

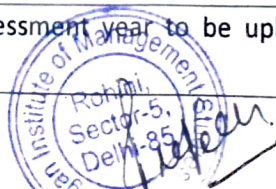
Visiting / Adjunct Faculty shall be counted as per the norms.

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.	35 MCA:12 BBA: 11 BCA: 08 BA (Hons.)(Eco): 04 Refer to Annexure IV(A)	
3(b)	No. of publications in WoS/SCOPUS/UGC-CARE (Category-I) listed journals in the assessment year	67 Refer to Annexure IV(B)	
3(c)	No. of publications in UGC-CARE (Category-II) listed journals in the assessment year	08 Refer to Annexure IV(C)	
3(d)	No. of publications in any referred journal other than the above (with ISSN No.) in the assessment year	12 Refer to Annexure IV(D)	
3(e)	No. of publications in conferences in the assessment year		
	• Indexed by WoS/SCOPUS/UGC-CARE (Category-I)	22 Refer to Annexure IV(E)	
	• Indexed by UGC-CARE (Category-II)	22	
	• With ISBN Number	44	
	• Any other	39	
3(f)	No. of Books / Edited Books / Book Chapters published	14 Refer to Annexure IV(F)	
3(g)	Course/teaching plan with details of number of lectures on each unit of curriculum, in the assessment year	As per Syllabus Refer to Annexure IV(G)	
3(h)	No. of courses on Learning Management System (LMS)	All courses as per the syllabus for the Academic Session 2022-23 are uploaded in the LMS Refer to Annexure IV(H)	
3(i)	Classrooms available with mounted projectors and ICT facilities (Geo tagged photos should be uploaded and available under mandatory disclosures)	12 All classrooms are equipped with latest ICT facilities like Smart Board, LCD Projector etc. Refer to Annexure IV(I)	
3(j)	Percentage of teachers using ICT for teaching (having PPTs, Videos, etc.)	100% Refer to Annexure IV(J)	
			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.	: Best Teacher award guidelines are in place which is notified every year by the Principal of the institute inviting the nominations from each department for Best teacher award Best teacher award is given to the Faculty on Teacher day, ie. 5th September every year based on the guidelines drawn to select the best performing from each of the department of the institute. The guideline take into account the feedback from the students, contribution made by the teacher in improving results, research work, extracurricular activities and other sphere of the academic life. Best Teacher Award 2022-23 : Dr.Deepak Chahal Please refer to Annexure V(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	: Provision for study leave is annexed at Please refer to Annexure V(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	: Please refer to Annexure V(C)	
4(d)	Individual computing facilities provided to teachers	: Yes, individual computing facilities is provided to each faculty with proper internet connectivity. refer to Annexure V(D)	
4(e)	Internet facility (to every teacher)	: Yes, internet facilities is provided to each faculty member.	
			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, Students' Grievance Redressal Committee (SGRC) is in place as per University Grant Commission Gazette of India Notification NO.F.No.14-4/2012(CP-II) dated 06.05.2019 Please refer to Annexure VI-A	
5(b)	Whether the Grievance Redressal Committee has elected students representative	: Yes, as per UGC Gazette notification dated 06.05.2019 institute has nominated student Grievance Redressal Committee Please refer to Annexure VI-B	
5(c)	Whether meticulous and verifiable documentations of the proceedings of Students' Grievance Redressal Committee is maintained	: Yes, meticulous and verifiable documentations of the proceedings of Students' Grievance Redressal Committee is maintained and sent to university as well Please refer to Annexure VI-C	
5(d)	Availability of Psychiatrist, Psychologist and professional students counsellors	: Yes, Psychologist and professional student's Counselor is available in the institute. Please refer to Annexure VI-D	
5(e)	Whether the institute has published/notified prominently the details of SGRC on website and admission prospectus	: Yes, institute has published/notified prominently the details of SGRC on website and admission prospectus Please refer to Annexure VI-E	
5(f)	Whether students are satisfied with the effectiveness of the SGRC	: Yes, the students are satisfied with the effectiveness of the SGRC as institute collect feedback from the students from time to time. Please refer to Annexure VI-F	
5(g)	Whether reports of the proceedings of SGRC is sent to the University every semester	: Yes, reports of the proceedings of SGRC is sent to the University every semester. Please refer to Annexure VI-G	
			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)	:95% Yes, as per the university norms faculty has participated Details are under Paper Evaluator: 55 nos. of Faculty Practical examiner : 47 nos. of Faculty	
6(b)	No. of days per faculty devoted to university examination process (b)	Refer to annexure VII	



7. Status of Library

7(a) Books						
S. No.	Programme	Title (a)	Volume (b)	Score	Details	Marks
1.	IT	3582	29605			
2.	Management	5746	31360			
3.	E-Books (Mgmt.)	Springer-285 Delnet: More than 1200				
4.	E-Books (IT.)	Springer-285 More than 1200				
5.		Refer to Annexure VIII				
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 = IT: 52 Mgmt:61	a/12 =113/12: 9.41			
2.	International	b = IT: 06 Mgmt:09	b/3 =15/3 5			
3.	E-Journal Packages	<ul style="list-style-type: none"> • ProQuest: Management Package of 124 journals. • Emerald Insight: Management Package of 28 journals including 1255 Case Studies. • Sage Publications: Package of 13 journals. • Springer- EEC Package of 242 Journals 				
Marks (Max. Marks: 30)						
Total Marks [9(a) + 9(b)] (Max. Marks: 100)						

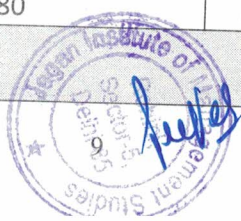
8. Status of Laboratories

8(a)	Status of Laboratories other than Computer Lab (as required by statutory body)	No.	Details	Marks
	(i) Number of Labs	04	(i) Details attached at Annexure IX(a) (ii) Details attached at Annexure IX(a) (iii) Webcam, Digital Board, Purchase of Intel Core i7 6th Gen computer, Instruments for IoT lab, Instruments for language lab.	
	(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	No. of computers MCA: 60 BCA: 30 BBA: 30	Computer ratio available MCA: 60 (1:2) BCA: 30 (1:6) BBA: 30 (1:6)		
(ii)	Total number of available licensed software required as per course curriculum (as required by statutory body)	Licensed software: 16 Open source Software: 18	Refer to Annexure X Please Refer to Annexure X		
(iii)	Quality of Internet connectivity	200 MBPS	Please Refer to Annexure X		
					Marks (Max. Marks: 50)
					Total Marks [10(a) + 10(b)] (Max. Marks: 100)

9(a)	Conferences Organized	No.	Details	Marks	
	International / National Conferences	: 02 (International)	Refer to Annexure XI		
	Proceedings are indexed with WoS / SCOPUS / UGC-CARE (Category-I)	: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
	Proceedings are indexed with UGC-CARE (Category-II)	: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
	Proceedings have ISBN Only	: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
	Proceedings do not have 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)				
	No. of One Day Seminar	: 05	Refer to Annexure XI		
	No. of Half Day Seminar	:			
9(c)	Faculty / Management Development Programme Organized (of at least one week/5days duration)				
	FDP/MDP	: 10	Refer to Annexure XI		
9(d)	Workshops Organized				
	No. of Workshop	: 08	Refer to Annexure XI		
9(e)	Short Term / Value Added Programmes Conducted				
	No. of Programme	:08 MCA: 03 BCA: 02 BBA:01 BA(Eco):02	1. 2 weeks Training on Amazon Web Service(AWS) 2. Android app development : 4 weeks 3. MERN Stack: 5 weeks		
9(f)	Webinars / Online Extension Lectures Conducted				
	No. of Lectures	: 80	Refer to Annexure XI		
					Marks (Max. Marks: 100)



10. Publications of the Institutions

10(a)	Publication of Journal(s)	No.	Details	Marks
	International / National Journal	: 02	1. 8i (IJICCT) Computing Everywhere 2. 8m (The Journ. of Indian Mgmt. & Strategy). Book Proceeding (Other) 1. Springer CCIS Publication papers for ICICCT 2. Technowhiz: IT Seminar Refer to Annexure XII	
	Frequency	: Monthly / Quarterly / Half Yearly / Yearly		
	Publisher	: Jagan Institute of Management Studies		
	Indexed at WoS/SCOPUS	: <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Indexed in UGC-CARE	: <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Any other Indexing (please specify)	: <input type="checkbox"/> Yes <input type="checkbox"/> No		
	No indexing	: <input type="checkbox"/> Yes <input type="checkbox"/> No		
10(b)	Publication of Newsletters and Magazines			
	Magazine	: 03	Magazine 1. (Insight: TechByte 2. HORIZON-More than Just Economics 3. Osmosis: Connecting Thoughts Newsletter 1. IPU Deptt. Newsletter 2. Management Newsletter Students Press (Other) 1. IT Kaleidoscope 2. ECO-KNOCKS: Insights from the Economic Dept. Refer to Annexure XII	
	Frequency	: Monthly / Quarterly / Half Yearly / Yearly		
	Publication Type	: <input type="checkbox"/> Print <input type="checkbox"/> Online		
	Newsletter	: 02		
	Frequency	: Monthly / Quarterly / Half Yearly / Yearly		
	Publication Type	: <input type="checkbox"/> Print <input type="checkbox"/> 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
	Mock Interview	:	12	Refer to Annexure XIII(a)
	Role Play	:	07	
	Group Discussion	:	08	
	Workshop	:	10	
	Competition	:	24	
11(b)	Personality development labs, Provisions for trained faculty to conduct practical sessions and existence of qualified student counsellors			
	Personality development labs	:	Yes	Refer to Annexure XIII(b)
	Availability of trained faculty to conduct practical sessions	:	Yes	
	Availability of student counsellor	:	Yes	
11(c)	Sports facilities in the Institutions			
	Indoor facilities	:	Available	Refer to Annexure XII(c) The institute has trained Sport Instructor
	Outdoor facilities	:	Available	
	Sport Equipment	:	Available	
				Marks (Max. Marks: 30)



12. Status of Placement

		No.	Details	Marks
(i)	Total No. of Students having Passed out (in that Assessment Year)	:	MCA:109 BBA:109 BCA: 104 BA (Eco):33	Refer to Annexure XIV
(ii)	Total No. of Students, who are eligible and have registered for Placements (a)	:	MCA:103 BBA:43 BCA: 61 BA (Eco):11	
(iii)	Total No. of students going for Higher Education (b)	:	MCA:04 BBA:61 BCA: 39 BA (Eco):18	
(iv)	Total No. of Students having been placed (c)	:	MCA:103 BBA:43 BCA: 61 BA (Eco):11	
(v)	Total No. of Students placed + Higher Education (d=b+c)	:	MCA:107 BBA:104 BCA: 100 BA (Eco):29	
(vi)	Total Percentage (%age) of Placements + Higher Education {e= (d/b) * 100}	:	MCA:71 BBA:38 BCA: 39 BA (Eco):20	
(vii)	No. of companies visited the campus	:	MCA:98.2% BBA:95.4% BCA: 96.2% BA (Eco):87.9	
(viii)	Average salary offered	:	MCA:4.94 BBA:4.12 BCA: 3.9 BA (Eco):3.49	
(ix)	Existence of training and placement office	:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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	: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Refer to Annexure XV	
(ii)	Institution Website URL	: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
(iii)	Common rooms for girls (separate)	: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
(iv)	Cleanliness of toilets	: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Bad		
(v)	Students' canteen and drinking water arrangements	: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Marks (Max. Marks: 30)				



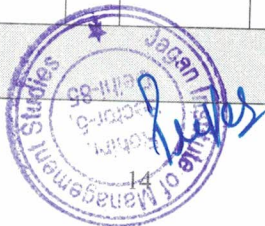
14. Other Facilities Available in the Institute (Based on Feedback)

14(a)		Details	Marks
Feedback from the Faculty/Employers Collected:	: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Analysed:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Action taken: (on parameters like salary as per norms, leaves, research facility, recognition of their contributions, their respect, promotions, and overall academic environment)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
14(b)		Details	Marks
Feedback from the Students/Alumni Collected:	: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Analysed:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
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)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
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)	:		
(ii)	No of deficiencies removed / completed (b)	:		
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
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19. Overall Observations and Recommendations

S. No.	Observations and Recommendations
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Name and Signature of the Members of Academic Audit Committee

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