ACADEMIC AUDIT PROFORMA

Academic Session: <u>2022-23</u>

Institution Name: <u>IDEAL INSTITUTE OF MANAGEMENT AND TECHNOLOGY</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	:	IDEAL INSTITUTE OF MANAGEMENT AND TECHNOLOGY
Name of the Director/Principal	:	PROF. (DR.) ANIL PARKASH SHARMA
Address	:	16 X, KARKARDOOMA INSTITUTIONAL AREA, DELHI – 110092.

Mobile No. (Director/Principal)	:	9213697861
Telephone No. (Institution)	:	011-22372639
Email ID	:	ideal_institute2@rediffmail.com
Institution website URL	:	idealinstitute.edu.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.	BBA - 1st shift	2005		60	--	60	155
2.	BBA(CAM) - 1st shift	2003		45	--	45	103
3.	BBA - 2nd shift	2007		--	60	60	147
4.	BBA(CAM) - 2nd shift	2009		--	45	45	89
5.	BA-LLB (Integrated)	2006	BCI	85	--	85	459
6.							
7.							
8.							
9.							

(b) Programme-wise list of faculty for the assessment year (to be uploaded under mandatory disclosures). Uploaded on Institute website under Mandatory Disclosure, refer to the Link:
https://idealinstitute.edu.in/uploads/pdf/mandatory/List%20of%20Faculty%20(All%20Programmes).pdf

(c) Programme-wise Class-wise Time Table for the assessment year (to be uploaded under mandatory disclosures). Uploaded on Institute website under Mandatory Disclosure, refer to the Link:
BBA & BBA(CAM)-1st shift:
https://idealinstitute.edu.in/uploads/pdf/mandatory/BBA%20&%20BBA(CAM)%201ST%20SHIFT%20TIME%20TABLE.pdf
BBA & BBA(CAM)-2nd shift:
https://idealinstitute.edu.in/uploads/pdf/mandatory/BBA%20&%20BBA(CAM)%202ND%20SHIFT%20TIME%20TABLE.pdf
BA-LLB:
https://idealinstitute.edu.in/uploads/pdf/mandatory/BALLB%20Time%20Table.pdf

1. Status of Accreditation

1(a)	**Applicability of Accreditation:**		
	NBA Only	:	☐ Yes ✓ No
	NAAC Only	:	✓ Yes ☐ No (NAAC Accredited)
	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)	:	Validity till 03/03/2024, IIQA for Cycle 2 submitted on 17/11/2023.	
	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	:	953
	In PG	:	NA

2(b)	**Number of Regular* Teachers**		
	In UG	:	48 + 2 (visiting)
	In PG	:	NA
	In UG and PG	:	NA
	Total	:	50

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.	BBA - 1st shift	180	9	06	03	0.5	20.0
2.	BBA(CAM) - 1st shift	135	7	05	02	0.4	19.28
3.	BBA - 2nd shift	180	9	07	02	0.28	20.0
4.	BBA(CAM) - 2nd shift	135	7	05	02	0.4	19.28
5.	BA-LLB (Integrated)	425	21	14	04	0.28	23.61
6.							
7.							
	Total	1055	53	37	13	1.86	
				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.
Uploaded on Institute website under Mandatory Disclosure, refer to the Link:
https://idealinstitute.edu.in/uploads/pdf/mandatory/List%20of%20Faculty%20(All%20Programmes).pdf

3. Quality of Teachers and Teaching

		No.	Details	Marks
3(a)	No. of teachers with Ph. D.	19		
3(b)	No. of publications in WoS/SCOPUS/UGC-CARE (Category-I) listed journals in the assessment year	03	uploaded on Institute website under Mandatory Disclosure for details refer to the Link: https://idealinstitute.edu.in/uploads/pdf/mandatory/3%20Faculty%20Publications.pdf	
3(c)	No. of publications in UGC-CARE (Category-II) listed journals in the assessment year	14		
3(d)	No. of publications in any referred journal other than the above (with ISSN No.) in the assessment year	18		
3(e)	No. of publications in conferences in the assessment year			
	• Indexed by WoS/SCOPUS/UGC-CARE (Category-I)	01	uploaded on Institute website under Mandatory Disclosure for details refer to the Link: https://idealinstitute.edu.in/uploads/pdf/mandatory/3%20Faculty%20Publications.pdf	
	• Indexed by UGC-CARE (Category-II)			
	• With ISBN Number	03		
	• Any other			
3(f)	No. of Books / Edited Books / Book Chapters published	11	Books (05) + Patents (06) uploaded on Institute website under Mandatory Disclosure for details refer to the Link: https://idealinstitute.edu.in/uploads/pdf/mandatory/3%20Faculty%20Publications.pdf	
3(g)	Course/teaching plan with details of number of lectures on each unit of curriculum, in the assessment year		uploaded on Institute website under Mandatory Disclosure for details refer to the Link: BBA & BBA(CAM)-1st shift: https://idealinstitute.edu.in/uploads/pdf/mandatory/BBA%20&%20BBA(CAM)%201ST%20SHIFT%20PLANNER.pdf BBA & BBA(CAM)-2nd shift: https://idealinstitute.edu.in/uploads/pdf/mandatory/BBA%20&%20BBA(CAM)%202ND%20SHIFT%20PLANNER.pdf BA-LLB: https://idealinstitute.edu.in/uploads/pdf/mandatory/BALLB%20PLANNER.pdf	
3(h)	No. of courses on Learning Management System (LMS)		NA	
3(i)	Classrooms available with mounted projectors and ICT facilities (Geo tagged photos should be uploaded and available under mandatory disclosures)	24	Geo tagged photos uploaded on Institute website under Mandatory Disclosure refer to the Link: https://idealinstitute.edu.in/uploads/pdf/mandatory/course.pdf	
3(j)	Percentage of teachers using ICT for teaching (having PPTs, Videos, etc.)	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.	:	uploaded on Institute website under Mandatory Disclosure for details refer to the Link: https://idealinstitute.edu.in/uploads/pdf/mandatory/Awards%20for%20Teachers.pdf	
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	:	For Research/ Ph.D. work - 6 ODs in a year For attending FDP - 2 ODs For attending Seminar/Conference/Workshop - 1 OD for details refer to the Policy Document (Pg.35) Link https://idealinstitute.edu.in/pdf/IIMT_Policy_Document.pdf	
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	:	Rs. 1500/- will be reimbursed as participation fee for attending Seminar/Conference/FDP/Workshop upto the limit of Rs.5000/- Rs.2500/- will be reimbursed for research paper publication in UGC referred/SCOPUS indexed Journal for details refer to the Policy Document (Pg.35) Link https://idealinstitute.edu.in/pdf/IIMT_Policy_Document.pdf	
4(d)	Individual computing facilities provided to teachers	:	Laptop has been provided to every teacher.	
4(e)	Internet facility (to every teacher)	:	Wi-fi facility has been provided to every teacher.	
			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	
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	:	Yes	
5(d)	Availability of Psychiatrist, Psychologist and professional students counsellors	:	Yes	
5(e)	Whether the institute has published/notified prominently the details of SGRC on website and admission prospectus	:	Yes for details refer to the Link https://idealinstitute.edu.in/committees.php and https://idealinstitute.edu.in/uploads/pdf/mandatory/Admission%20Brochure%202023-24.pdf	
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 (as and when required)	
			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)**	:	100%	
6(b)	No. of days per faculty devoted to university examination process **(b)**	:	On an average 26 days per semester per faculty (52 days annually approx) has been devoted to University examination process as External Examiner/ UR/ Evaluator/ Paper Setter/ Invigilator.	
			Marks (Maximum Marks: 50)	

7. Status of Library

7(a) Books

S. No.	Programme	Title (a)	Volume (b)	Score	Details	Marks
1.	BBA & BBA(CAM)	1655	12912			
2.	BA-LLB (Integrated)	1973	11794			
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
	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 = 33	a/12 = 2.75		
2.	International	b = 09	b/3 = 3.0		
			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.		
	(i)	Number of Labs		Moot Court Room	
	(ii)	Status of Instruments / Equipments		Judge Dias, Witness Box, Reading Desk, Court Room Furniture	
	(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	66	Desktops = 54, Laptops = 12	
	(ii)	Total number of available licensed software required as per course curriculum (as required by statutory body)	07	Turbo C++, MS-Office, Oracle Std. Edt. One, Adobe CS3 Web Std. 3.0, Visual Basic, MS-OS Windows, CentOS Linux	
	(iii)	Quality of Internet connectivity		Jio Fibre Business Connection (1 Gbps)	
			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	:	02	International = 01 National = 01 uploaded on Institute website under Mandatory Disclosure for details refer to the Link: https://idealinstitute.edu.in/uploads/pdf/mandatory/9%20Co-Curricular%20Activities.pdf	
	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	:	09	uploaded on Institute website under Mandatory Disclosure	
	No. of Half Day Seminar	:			
9(c)	**Faculty / Management Development Programme Organized** (of at least one week/5days duration)				
	FDP/MDP	:	01	one week FDP uploaded on Institute website under Mandatory Disclosure	
9(d)	**Workshops Organized**				
	No. of Workshop	:			
9(e)	**Short Term / Value Added Programmes Conducted**				
	No. of Programme	:	01	Bridge Course Training Programme (15 days) refer to the Link - https://idealinstitute.edu.in/uploads/pdf/aqar2022-23/Value%20Added%20Course%20On%20Digital%20Marketing.pdf	
9(f)	**Webinars / Online Extension Lectures Conducted**				
	No. of Lectures	:	05	Guest Lectures uploaded on Institute website under Mandatory Disclosure	
				Marks (Max. Marks: 100)	

10. Publications of the Institutions

10(a)	**Publication of Journal(s)**		No.	Details	Marks
	International / National Journal	:		Ideal Journal of Legal Studies (ISSN 2231-0983) Ideal Journal of Management &IT (ISSN 2277-8489)	
	Frequency	:	Monthly / Quarterly / Half Yearly / Yearly	Yearly	
	Publisher	:		Taneja Sales Corporation	
	Indexed at WoS/SCOPUS	:	☐ Yes ✓ No		
	Indexed in UGC-CARE	:	☐ Yes ✓ No		
	Any other Indexing (please specify)	:	☐ Yes ✓ No		
	No indexing	:	☐ Yes ✓ No		
10(b)	**Publication of Newsletters and Magazines**				
	Magazine	:		Arunima The Dawn	
	Frequency	:	Monthly / Quarterly / Half Yearly / Yearly	Yearly	
	Publication Type	:	✓Print ☐ Online	Print	
	Newsletter	:		Ideal News Letter: Vibrations	
	Frequency	:	Monthly / Quarterly / Half Yearly / Yearly	Half Yearly	
	Publication Type	:	✓Print ☐ Online	Print	
				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	:	04	uploaded on Institute website under Mandatory Disclosure for details refer to the Link: **https://idealinstitute.edu.in/uploads/pdf/mandatory/11%20Students%20Personality%20.pdf**	
	Role Play	:	01 (Moot Court)		
	Group Discussion	:	04		
	Workshop	:	12		
	Competition	:	08		
11(b)	**Personality development labs, Provisions for trained faculty to conduct practical sessions and existence of qualified student counsellors**				
	Personality development labs	:	01	uploaded on Institute website under Mandatory Disclosure	
	Availability of trained faculty to conduct practical sessions	:	Mrs. Shailja Khosla		
	Availability of student counsellor	:	Yes	Ms. Deepraj Sandhu (Psychologist/ Counsellor)	
11(c)	**Sports facilities in the Institutions**				
	Indoor facilities	:	04		
	Outdoor facilities	:	10		
	Sport Equipments	:	206		
				Marks (Max. Marks: 30)	

12. Status of Placement

			No.	Details	Marks
(i)	Total No. of Students having Passed out (in that Assessment Year)	:	249	uploaded on Institute website under Mandatory Disclosure for details refer to the Link: https://idealinstitute.edu.in/uploads/pdf/mandatory/12%20Placement.pdf	
(ii)	Total No. of Students, who are eligible and have registered for Placements (**a**)	:	120		
(iii)	Total No. of students going for Higher Education (**b**)	:	43		
(iv)	Total No. of Students having been placed (**c**)	:	55		
(v)	Total No. of Students placed + Higher Education (**d**=b+c)	:	98		
(vi)	Total Percentage (%age) of Placements + Higher Education {**e**= (d/b) * 100}	:	227.90%		
(vii)	No. of companies visited the campus	:	12		
(viii)	Average salary offered	:	3,03,860 PA		
(ix)	Existence of training and placement office	:	✓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		
(ii)	Institution Website URL	:	✓Yes ☐ No	www.idealinstitute.edu.in	
(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		Refer Feedback Action Taken Report Link – https://idealinstitute.edu.in/uploads/pdf/aqar2022-23/Feedback%20Action%20Taken%20Report.pdf	
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		Refer Feedback Action Taken Report Link – https://idealinstitute.edu.in/uploads/pdf/aqar2022-23/Feedback%20Action%20Taken%20Report.pdf	
					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**)	:	03	1. No. of Publications improved 35 to 50. 2. Faculty Encouraged to Participate in FDPs/ MDPs, Conferences and Seminars. 3. Students Development Programme/ PDP etc. increased.	
	(ii)	No of deficiencies removed / completed (**b**)	:	03		
					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.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Name and Signature of the Members of Academic Audit Committee

(i) ……………………………………………………

(ii) ……………………………………………………

(iii) ……………………………………………………

(iv) ……………………………………………………

(v) ……………………………………………………

(vi) ……………………………………………………