ACADEMIC AUDIT PROFORMA

Academic Session: 2024-25

Institution Name: Delhi School of Professional Studies & Research (DSPSR)

Date of Audit:………………………………………………………………………………………………

Members of the Academic Audit Committee:

(i) ……………………….……………………………

(ii) ……………………………………………………

(iii) ……………………..……………………………

(iv) ……………………………………………….

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(v) ………………………………………………..….

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
Sector 16C, Dwarka, New Delhi – 110078

A. Institute Information

Name of the Institution	:	**Delhi School of Professional Studies and Research (DSPSR)**
Name of the Director/Principal	:	**Professor Vivek Chandra Kuchhal**
Address	:	: **9 , Institutional Area, Sector-25, Rohini, Delhi-110085**

Mobile No. (Director/Principal)	:	**9810778552 / 9868974097**
Telephone No. (Institution)	:	**011-27932799**
Email ID	:	**director@dspsr.in , registrar@dspsr.in**
Institution website URL	:	www.dspsr.in

B. Details of Academic Programmes (Annexure No. I) (Annexure No. II)

(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**	**2011**		**105**	**105**	**210**	**238**
2.	**B. Com. (H)**	**2014**		**35**	**35**	**70**	**98**
3.	**BCA**	**2024**		**50**	**-**	**50**	**37**
4.							
5.							
6.							
7.							
8.							
9.							

(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).

1. Status of Accreditation			(**Annexure No. III**)	
1(a)	**Applicability of Accreditation:**			
	NBA Only	:	☐ Yes ☐ No	
	NAAC Only	:	☐ **Yes**√ ☐ No	
	NBA and NAAC	:	☐ Yes ☐ No	
1(b)	**Status of Accreditation**			
	NBA (Out of 25 scaled to 50, if only NBA accreditation applicable)	:	NA	
	NAAC (Out of 25 scaled to 50, if only NAAC accreditation is applicable)	:	**Accredited with Grade 'A'**	
	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)	:	NA	
			Marks (Max. Marks: 50)	

2. Status of Teachers' Availability   (Annexure No. IV)

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	:	**373**
	In PG	:	NA

2(b)	Number of Regular* Teachers		
	In UG	:	**52#**
	In PG	:	
	In UG and PG	:	
	Total	:	

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**	**840**	**37**	**23+1#**	**10+3#**	**0.54**	**20**
2.	**B. Com. (H)**	**280**	**14**	**6+2#**	**4+2#**	**0.75**	**20**
3.	**BCA**	**200**	**10**	**6**	**3+1#**	**0.66**	**20**
4.							

Note: #   **25% of the regular faculty of the 2ⁿᵈ Shift is utilized from the 1ˢᵗ Shift as per "Policy Guidelines of Govt. of NCT of Delhi'.**
         #   **9 Visiting Faculty**

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.

		No.	Details	Marks
3. Quality of Teachers and Teaching			**(Annexure No. V)**	
3(a)	No. of teachers with Ph. D.	**22**		
3(b)	No. of publications in WoS/SCOPUS/UGC-CARE (Category-I) listed journals in the assessment year	**-**		
3(c)	No. of publications in UGC-CARE (Category-II) listed journals in the assessment year	**01**		
3(d)	No. of publications in any referred journal other than the above (with ISSN No.) in the assessment year	**03**		
3(e)	No. of publications in conferences in the assessment year			
	• Indexed by WoS/SCOPUS/UGC-CARE (Category-I)			
	• Indexed by UGC-CARE (Category-II)			
	• With ISBN Number			
	• Any other			
3(f)	No. of Books / Edited Books / Book Chapters published	**01**		
3(g)	Course/teaching plan with details of number of lectures on each unit of curriculum, in the assessment year	**Yes**		
3(h)	No. of courses on Learning Management System (LMS)	**Yes**		
3(i)	Classrooms available with mounted projectors and ICT facilities (Geo tagged photos should be uploaded and available under mandatory disclosures)	**10**		
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		(Annexure No. VI)	
			Details	Marks
4(a)	Documentary evidence of awards like best teacher/best researcher, etc.	:	**YES**	
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	:	**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	:	**YES**	
4(d)	Individual computing facilities provided to teachers	:	**YES**	
4(e)	Internet facility (to every teacher)	:	**YES**	
			Marks (Maximum Marks: 50)	

	5. Framework for Students' Grievance Redressal Mechanism (Annexure No. VII)			
		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**	
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**	
			Marks (Maximum Marks: 100)	

	6. Institutional Support for University Examinations (during the Assessment Year) (Annexure No. VIII)			
		Details		Marks
6(a)	Percentage of faculty participation in university examinations as evaluators / university representatives **(a)**	:	50%	
6(b)	No. of days per faculty devoted to university examination process **(b)**	:	**Minimum 04 DAYS**	
			Marks (Maximum Marks: 50)	

7. Status of Library (**Annexure No. IX**)

7(a) Books

S. No.	Programme	Title (a)	Volume (b)	Score	Details	Marks
1.	BBA	3161	8559			
2.	B. Com. (H)	1050	2973			
3.	BCA	318	1044			
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 = 39	a/12 =3.25		
2.	International	b = 10	b/3 = 6.67		
				Marks (Max. Marks: 30)	
				Total Marks [9(a) + 9(b)] (Max. Marks: 100)	

8. Status of Laboratories   (Annexure No. X)

				Details	Marks
8(a)	Status of Laboratories other than Computer Lab (as required by statutory body)		No.	**NA**	
	(i)	Number of Labs			
	(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)				
	ANNEXURE NO.				
	(i)	Total Number of computers available in labs		**233**	
	(ii)	Total number of available licensed software required as per course curriculum (as required by statutory body)		**06**	
	(iii)	Quality of Internet connectivity		**Dedicated Internet Lease Line through Fiber 100/50 MBPS from Annonet**	
				Marks (Max. Marks: 50)	
				Total Marks [10(a) + 10(b)] (Max. Marks: 100)	

	5. Co-Curricular Activities Conducted by the Institution (Assessment Year)				
				(Annexure No. XI)	
9(a)	**Conferences Organized**		No.	Details	Marks
	International / National Conferences	:	**01**		
	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	:	**01**		
	No. of Half Day Seminar	:			
9(c)	**Faculty / Management Development Programme Organized** (of at least one week/5days duration)				
	FDP/MDP	:	**01**		
9(d)	**Workshops Organized**				
	No. of Workshop	:	**10**		
9(e)	**Short Term / Value Added Programmes Conducted**				
	No. of Programme	:	**02**		
9(f)	**Webinars / Online Extension Lectures Conducted**				
	No. of Lectures	:	**63**		
				Marks (Max. Marks: 100)	

10. Publications of the Institutions (Annexure No. XII)

10(a)	Publication of Journal(s)		No.	Details	Marks
	International / National Journal	:	**01 International**		
	Frequency	:	Monthly / Quarterly / Half Yearly / Yearly **Half Yearly**		
	Publisher	:			
	Indexed at WoS/SCOPUS	:	☐ Yes ☐ No		
	Indexed in UGC-CARE	:	☐ Yes ☐ No		
	Any other Indexing (please specify)	:	☐ **Yes√** ☐ No **Index Copernicus**		
	No indexing	:	☐ Yes ☐ No		
10(b)	**Publication of Newsletters and Magazines**				
	Magazine	:			
	Frequency	:	Monthly / Quarterly / Half Yearly / Yearly		
	Publication Type	:	☐ Print ☐ Online		
	Newsletter	:	**01**		
	Frequency	:	Monthly / Quarterly / Half Yearly / Yearly **Quarterly**		
	Publication Type	:	☐ Print ☐ Online **Print and Online.**		
				Marks (Max. Marks: 40)	

11. Students' Personality Development Activities (Annexure No. XIII)

11(a)	Activities like mock interview, role play, group discussions, quizzes, workshops, competitions, etc.				
	Activities		No.	Details	Marks
	Mock Interview	:	**02**		
	Role Play	:	**Role Plays are regular part of class room teaching.**		
	Group Discussion	:	**02**		
	Workshop	:	**04**		
	Competition	:	**04**		
11(b)	**Personality development labs, Provisions for trained faculty to conduct practical sessions and existence of qualified student counsellors**				
	Personality development labs	:	**YES**		
	Availability of trained faculty to conduct practical sessions	:	**YES**		
	Availability of student counsellor	:	**YES**		
11(c)	**Sports facilities in the Institutions**				
	Indoor facilities	:	**YES**		
	Outdoor facilities	:	**YES**		
	Sport Equipments	:	**YES**		
				Marks (Max. Marks: 30)	

12. Status of Placement   (Annexure No. XIV)

			No.	Details	Marks
(i)	Total No. of Students having Passed out (in that Assessment Year)	:	**150**	1. Mr. Bhavesh Kumar	
(ii)	Total No. of Students, who are eligible and have registered for Placements (**a**)	:	**20**	2. Ms. Deshna Jain 3. Mr. Vijayajant Jain	
(iii)	Total No. of students going for Higher Education (**b**)	:	**114**	4. Mr. Saksham Babbar	
(iv)	Total No. of Students having been placed (**c**)#	:	**8**	5. Mr. Vinayak Anand 6. Mr. Akhilesh Kumar	
(v)	Total No. of Students placed + Higher Education (**d**=b+c)	:	**122**	7. Ms. Vani Mehra	
(vi)	Total Percentage (%age) of Placements + Higher Education {**e**= (d/b) * 100}	:	**107.01%**	8. Mr. Mohak Bhakshi	
(vii)	No. of companies visited the campus	:	**15**		
(viii)	Average salary offered	:	**3.22 LPA**		
(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 **#06 students opted for joining in the family business.**				

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	**YES**	
(ii)	Institution Website URL	:	☐ **Yes**√ ☐ No	**WWW.DSPSR.IN**	
(iii)	Common rooms for girls (separate)	:	☐ **Yes**√ ☐ No	**YES**	
(iv)	Cleanliness of toilets	:	☐ Good ☐ Bad	**Good**	
(v)	Students' canteen and drinking water arrangements	:	☐ **Yes**√ ☐ No	**YES**	
			Marks (Max. Marks: 30)		

14. Other Facilities Available in the Institute (Based on Feedback) ([Annexure No. XV](#))

14(a)				Details	Marks
	Feedback from the Faculty/Employers	:			
	Collected:		☑ **Yes** ☐ No		
	Analysed:		☑ **Yes** ☐ No	**Yes**	
	Action taken:		☑ **Yes** ☐ No		
	(on parameters like salary as per norms, leaves, research facility, recognition of their contributions, their respect, promotions, and overall academic environment)				
14(b)	Feedback from the Students/Alumni	:			
	Collected:		☑ Yes ☐ No		
	Analysed:		☑ Yes ☐ No	**Yes**	
	Action taken:		☑ Yes ☐ No		
	(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)				
				Marks (Max. Marks: 50)	

15. Removal / Completions of Identified Deficiencies ([Annexure No. XVI](#))

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**		
	(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.	
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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

(i) ………………………………………………   **(ii)** ………………………………………………

(iii) ………………………………………………   **(iv)** …………………………………………….

(v) ………………………………………………   **(vi)** …………………………………………….