



**Guru Gobind Singh Indraprastha University**  
(A State University established by the Government of NCT of Delhi)  
Sector 16-C, Dwarka, New Delhi 110078



# ACADEMIC AUDIT PROFORMA (2024-25)

Academic Session: 2023-24

Institution Name: ...Maharaja Surajmal Institute

Date of Audit: .....

Members of the Academic Audit Committee:

(i) .....

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*Harish Singh*

**Prof. (Dr.) HARISH SINGH**  
Director  
Maharaja Surajmal Institute  
C-4, Jankapuri, New Delhi-110058



A. Institute Information		
Name of the Institution	: Maharaja Surajmal Institute	
Name of the Director/Principal	: Prof. (Dr.) Harish Singh	
Address	: C-4, Janakpuri, New Delhi-110058	
	Mobile No. (Director/Principal)	: 9811840386
	Telephone No. (Institution)	: 011-45656183
	Email ID	: <a href="mailto:director@msijanakpuri.com">director@msijanakpuri.com</a> , <a href="mailto:principalmsi@yahoo.co.in">principalmsi@yahoo.co.in</a>
	Institution website URL	: <a href="http://www.msijanakpuri.com">www.msijanakpuri.com</a>

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 <sup>st</sup> Shift	2 <sup>nd</sup> Shift	Total	
	1.	B.Ed.	1999	NCTE	100	---	100	195
	2.	BCA	2001	AICTE	120	120	240	696
	3.	BBA(Gen)	2001	AICTE	180	180	360	975
	4.	BBA(B&I)	2003	AICTE	60	60	120	329
	5.	B.Com. (Hons.)	2015	UGC	60	60	120	313
	6.	Integrated BA-LLB (Hons)	2022	BCI	60	---	60	118
	7.	Integrated BBA-LLB(Hons)	2022	BCI	60	---	60	117
	8.	MBA	2022	AICTE	120	----	120	230
	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).							

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1. Status of Accreditation			
1(a)	<b>Applicability of Accreditation:</b>		
	NBA Only	:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No [NBA NOT APPLICABLE in AY 2023-2024]
	NAAC Only	:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	NBA and NAAC	:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No [NBA NOT APPLICABLE in AY 2023-2024]
1(b)	<b>Status of Accreditation</b>		
	NBA (Out of 25 scaled to 50, if only NBA accreditation applicable)	:	NBA NOT APPLICABLE
	NAAC (Out of 25 scaled to 50, if only NAAC accreditation is applicable)	:	YES [score of 3.14 out of 4.0]
	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)	:	NBA NOT APPLICABLE
			<b>Marks</b> (Max. Marks: 50)

2. Status of Teachers' Availability								
As per statutory body (UGC, AICTE, BCI, NCTE, COA, RCI, NMC, AYUSH, etc.) norms or to be assessed for UG as 1:20, PG as 1:15.								
2(a)	<b>Total No. of Students</b>							
	In UG	:	2743					
	In PG	:	230					
2(b)	<b>Number of Regular* Teachers</b>							
	In UG	:	133					
	In PG	:	12					
	In UG and PG	:	-					
	Total	:	145					
	<b>Teachers' Ratio</b>							
	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			Student-Teacher Ratio (a/(c+d))
					Assistant Professor (Jr. Faculty) (c)	Associate Professor + Professors (Sr. Faculty) (d)	Grade Ratio (d:c)	
	1.	BCA 03 Years	120x3x2 shifts= 720	36	22	14	0.5	20:1
	2.	BBA (Gen) 03 Years	180x3x2 shifts= 1080	54	19	14	0.73	32:1
3.	BBA (B&I) 03 Years	60x3x2 shifts= 360	18	09	09	0.5	20:1	
4.	B.Com.(Hons.) 03 Years	60x3x2 shifts= 360	18	11	07	0.5	20:1	
5.	B.Ed. 02 Years	100x2x1 shift= 200	15 +1		16	-	20:1	
6.	MBA 02 Years	120x2x1 shift= 240	12	08	04	0.5	20:1	
7.	Integrated BA-LLB (Hons) 05 Years	60x2x1 shift= 120 (started in 2022)	12	09	03	0.5	20:1	
8.	Integrated BA-LLB (Hons) 05 Years	60x2x1 shift= 120 (started in 2022)						
	<b>Total</b>	3200	166	94	51			

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<b>Marks</b> (Max. Marks: 115)
<p>*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.  If Student-Teacher Ratio is as per statutory body, Give full 65 marks, else give proportionate marks and if less than 50% give 0 marks.  If cadre ratio is as per statutory body, give full 50 marks, else give proportionate marks.</p>

<b>3. Quality of Teachers and Teaching</b>				
		No.	Details	Marks
3(a)	No. of teachers with Ph. D. (awarded)	104		
3(b)	No. of publications only in WoS/SCOPUS/PuBMed (UGC CARE Category-II) listed journals in the assessment year (List to be uploaded under mandatory disclosures) P1	56		
	No. of publications only in UGC-CARE (Category-I) listed journals in the assessment year (List to be uploaded under mandatory disclosures) P2	17		
	No. of publications only in any referred journal other than the above indexing above (with ISSN No.) in the assessment year (List to be uploaded under mandatory disclosures) P3	59		
3(c)	(i) No. of publications in conferences in the assessment year (List to be uploaded under mandatory disclosures)			
	• Indexed by WoS/SCOPUS	05		
	• With ISBN Number	46		
	• Any other	—		
	No of Patents Published/Granted	14		
3(d)	No. of Books Authored/ Edited Books / Book Chapters published with ISBN (List to be uploaded under mandatory disclosures)	73		
3(e)	Course/teaching plan with details of number of lectures on each unit of curriculum, in the assessment year	Yes		
3(f)	No. of courses on Learning Management System (LMS) Software other than youtube, ppt, etc. (List to be uploaded under mandatory disclosures)	in all courses		
3(g)	Classrooms available with mounted projectors and ICT facilities (Geo tagged photos should be uploaded and available under mandatory disclosures)	35		
3(h)	Percentage of teachers using ICT for teaching (having PPTs, Videos, etc.)	100%		
				<b>Marks</b> (Maximum Marks: 100)
	List of Total number of publications for the assessment year to be uploaded at the Website under mandatory disclosures			

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4. Institutional Support for Faculty Development			
		Details	Marks
4(a)	Documentary evidence of awards like best teacher/best researcher with implementation, etc. (Upload report)	: Yes	
4(b)	Documentary evidence of mechanism and its utilisation for grant of study leave to teachers with full pay for faculty to pursue higher studies at other institutions (Upload report with List)	: 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 (Upload report with List)	: Yes	
4(d)	Individual computing facilities with Internet provided to teachers	: Yes	
			<b>Marks</b> (Maximum Marks: 40)

5. Framework for Students' Grievance Redressal Mechanism			
		Details	Marks
5(a)	Availability of Students' Grievance Redressal Committee (SGRC) and its compliance with UGC's Regulations 2012 (Upload List with notification)	: 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 (upload relevant minutes)	: Yes	
5(d)	Availability of Psychiatrist, Psychologist and professional students counsellors (Upload List with schedule and notification)	: Yes Dr. Vanita Anand- Full time Counsellor Dr. Preeti Sinha (Psychologist)- Tuesday and Wednesday	
5(e)	Whether the institute has published/notified prominently the details of SGRC on website	: Yes	
5(f)	Whether students are satisfied with the effectiveness of the SGRC (upload survey report)	: Yes As per the students satisfaction is concerned, we maintain the feedback of students. For the AY 2023-24, no grievance was there, so there is no feedback available for this time period.	
5(g)	Whether reports of the proceedings of SGRC is sent to the University every semester	: Yes	
			<b>Marks</b> (Maximum Marks: 100)

6. Institutional Support for University Examinations (during the Assessment Year)			
		Details	Marks
		Prof. (Dr.) HARISH SINGH Director Maharaja Surajmal Institute C-4, Jankapuri, New-Delhi-110002	

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6	Percentage of faculty participation in university examinations as evaluators / university representatives	:	100%	
				<b>Marks</b> (Maximum Marks: 30)

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7. Status of Library						
7(a)	<b>Books</b> <b>Total Books Added During the year:..545..... Total Volumes Added During the Year: 1863.</b>					
	S. No.	Programme	Title (a)	Volume (b)	Score	Marks
	1.	BBA (Gen)	2800	8761		1. Computerized Library operations: Library is fully computerized via LMS AFW and KOHA. The various modules like Cataloguing, Circulation, Serial Control, Barcoding, Web-OPAC search, Report Generation, Management of Record of users and books etc are available. 2. Internet facility: 67 Computers Note: a. Computers @ Central Library-32, Book-Bank-4, Law-18, MBA-13. b. Wi-Fi & NPTEL facility is available at all the Libraries. 3. Reading Room Facilities: 305 chairs (CL – 150, Law-82, MBA-73) 4. Photocopying facilities: 5 printers are available (all the libraries have photocopy facility).
	2.	BBA (B&I)	934	2921		
	3.	B.Com. (Hons)	934	2921		
	4.	BCA	1722	6120		
	5.	B.Ed.	5412	11896		
	6.	Law (BA-LLB & BBA-LLB)	646	2250		
	7.	MBA	437	2175		
	8.					
	9.					
	10.					
	11.					
	12.					
	<b>Total Score</b>					
						<b>Marks</b> (Maximum Marks: 70)
7(b)	<b>Journals</b> <b>No of Journals Added or Discontinued during the year: Added. 01      Discontinued.....</b> <b>Does the Journals cover all the disciplines offered by the College: Yes</b> <i>Upload the list of all Journals under mandatory disclosures.</i>					
	S. No.	Type of Journal	No. of Journals	Ratio (Cap to 1)	Details	Marks
	1.	Indian	a = 105	a/12 = 8.75		
	2.	International	b = 28	b/3 = 9.33		
						<b>Marks</b> (Max. Marks: 30)
	<b>Total Marks [7(a) + 7(b)] (Max. Marks: 100)</b>					

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	02	
	(ii)	Status of Instruments / Equipments	Yes	
	(iii)	Up-gradation undertaken as per new technological developments and requirements of the course curriculum (Provide Details)	Yes	
			1. Art & Craft Lab 2. Curriculum Lab  <i>(Upload the images of the labs with list under mandatory disclosures)</i>	
				<b>Marks</b> (Max. Marks: 50)
8(b)	Status of Computer Labs (UG: 1 per 6 students; PG: 1 per 3 students across all years or as per statutory body)			
	(i)	Total Number of computers available in labs	400	

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	(ii)	Total number of available licensed software required as per course curriculum (as required by statutory body)	03	Microsoft campus Agreement for Microsoft office & Microsoft windows, Microsoft VB.Net	
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(iii)	Quality of Internet Connectivity	300 mbps	Dedicated 1:1 Internet Leased Line of 300 mbps	
				<b>Marks</b> (Max. Marks: 50)
				<b>Total Marks</b> [8(a) + 8(b)] (Max. Marks: 100)

9. Co-Curricular Activities Conducted by the Institution (Assessment Year)				
9(a)	<b>Conferences Organized</b> (Brochures, Proceedings, Resource persons/session chairs to be provided under disclosures)	No.	Details	Marks
	International / National Conferences	:	01 National	
	Proceedings are indexed with WoS / SCOPUS	:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
	Proceedings with ISBN Only	:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	Proceedings without ISBN	:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
9(b)	<b>Seminars Organized</b> (02 Half Day Seminars may be considered as One Full Day Seminar). Brochures, Resource persons/session chairs to be provided under disclosures). <b>Guest Lectures not to be included.</b>			
	No. of One Day Seminar	:	-	
	No. of Half Day Seminar	:	12	
9(c)	<b>Faculty / Management Development Programme Organized</b> (At least one week/5days duration). Details to be provided with Brochures, Resource persons, etc. under disclosures. <b>Guest Lectures not to be included</b>			
	FDP/MDP	:	02	
				1. FDP on Enhancing Research Competence : A Multidisciplinary Perspective-One week 2. Two week Interdisciplinary Refresher Course on "Managing Online classes and Co-Creating MOOCS 38.0" under the aegis of Malaviya Mission Teacher Training Programme
9(d)	<b>Workshops Organized</b> (Details to be provided with Brochures, Resource persons, etc. under disclosures. <b>Guest Lectures not to be included</b> )			
	No. of Workshop	:	42	
9(e)	<b>Short Term / Value Added Programmes Organised</b> (Details to be provided with Brochure, Participants, etc. under disclosures)			
	No. of Programme	:	04	
9(f)	<b>Webinars / Online Extension Lectures Organised</b> (Details to be provided under disclosures)			
	No. of Lectures	:	06	
				<b>Marks</b> (Max. Marks: 100)

10. Publications of the Institutions				
10(a)	<b>Publication of Journal(s)</b>	No.	Details	Marks
	International / National Journal	:	Parichay Maharaja Surajmal Journal Applied Research	
	Frequency	:	Monthly / Quarterly / Half Yearly / Yearly	

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Publisher	:		ISSN No. (Online) : 2581-7515.
Indexed at WoS/SCOPUS	:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Other Publication (Frequency-Annual): Shodh Chintan Book MSI NEWSLETTER Creation-Annual Magazine of MSI Information Bulletin(MSI Prospectus) Hostel Brochure
Indexed in UGC-CARE	:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Any other Indexing (please specify)	:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
No indexing	:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

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10(b)	<b>Publication of Newsletters and Magazines</b>			
	Magazine	:	Yes (Creation)	
	Frequency	:	<del>Monthly / Quarterly / Half Yearly / Yearly</del>	
	Publication Type	:	[√] Print [√] Online	
	Newsletter	:	Yes (MSI News Letter)	
	Frequency	:	<del>Monthly / Quarterly / Half Yearly / Yearly</del>	
	Publication Type	:	[√] Print [√] Online	
				<b>Marks</b> (Max. Marks: 40)

<b>11. Students' Personality Development Activities</b>				
11(a)	<b>Activities like mock interview, role play, group discussions, quizzes, workshops, competitions, etc.</b>			
	<b>Activities</b>		<b>No.</b>	<b>Details</b>
	Mock Interview	:	2	
	Role Play	:	0	
	Group Discussion	:	1	
	Workshop	:	3	
	Competition	:	17	
	Corporate Exposure/ Outreach Activity	:	8	
	Guest Lectures	:	15	
	Webinar /Sessions	:	20	
11(b)	<b>Personality development labs, Provisions for trained faculty to conduct practical sessions and existence of qualified student counsellors</b>			
	Personality development labs	:	Yes (Communication Lab)	1. One week Training Program on "Employability Skills Training Program" 2 Training Workshop: LinkedIn Career Kickstater Program
	Availability of trained faculty to conduct practical sessions	:	Yes	
	Existence of NSS/NCC Technical and Cultural Clubs/Societies		Yes	NCC and NSS both are available
11(c)	<b>Sports facilities in the Institutions</b>			
	Indoor facilities	:	Yes	
	Outdoor facilities	:	Yes	
	Sport Equipments	:	Yes (Adequate)	
				<b>Marks</b> (Max. Marks: 35)

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## 12. Status of Placement

		No.	Details (Student wise placement list)	Marks
(i)	Total No. of Students having Passed out (in that Assessment Year)	: 919		
(ii)	Total No. of Students, who are eligible and have registered for Placements (a)	: 350		
(iii)	Total No. of students going for Higher Education (b)	: 589		
(iv)	Total No. of Students having been placed (c)	: 300		
(v)	Total No. of Students placed + Higher Education (d=b+c)	: 889		
(vi)	Total Percentage (%age) of Placements + Higher Education {e= (d/a) * 100}	: 96%		
(vii)	No. of companies visited the campus	: 121		
(viii)	Average salary offered	: 4.55 LPA		
(ix)	Existence of training and placement office with TP Officer	: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
(x)	No of Entrepreneurship activities conducted with any Startups (provide details)	18		
				<b>Marks</b> (Max. Marks: 60)
Note: Eligible and registered students shall be considered as total count of students to be placed				

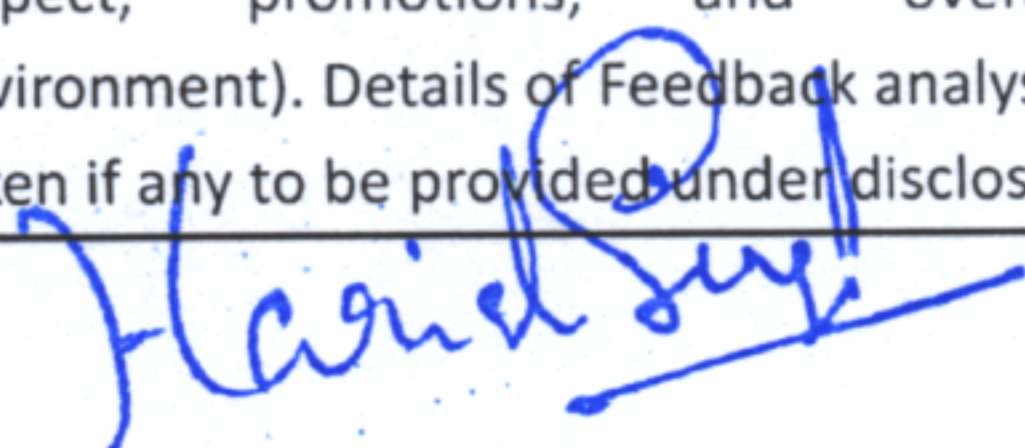
## 13. General Parameters about the Institution

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	
(ii)	Institution Website URL	: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No www.msijanakpuri.com	
(iii)	Common rooms for girls (separate)	: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
(iv)	Cleanliness of toilets	: <input checked="" type="checkbox"/> Good <input type="checkbox"/> Bad	
(v)	Students' canteen and drinking water arrangements	: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
			<b>Marks</b> (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). Details of Feedback analysis and action taken if any to be provided under disclosures.	: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

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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) Details of Feedback analysis and action taken if any to be provided under disclosures.	:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
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**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		
(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	115		
3.	Quality of Teachers and Teaching	100		
4.	Institutional Support for Faculty Development	40		
5.	Framework for Students' Grievance Redressal Mechanism	100		
6.	Institutional Support for University Examinations	30		
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	35		
12.	Status of Placement	60		
13.	General Parameters about the Institution	30		
14.	Other Facilities Available in the Institute	50		

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15.	Removal / Completions of Identified Deficiencies	50		
		<b>Total Marks</b>	1000	
		<b>Percentage (%age) Obtained</b>		

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**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.	

**19. Overall Observations and Recommendations**

S. No.	Observations and Recommendations
1.	
2.	
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6.	
7.	

**Name and Signature of the Members of Academic Audit Committee**

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