



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

Academic Session: 2025-26

Institution Name: Maharaja Surajmal Institute.....

Date of Audit:.....

Members of the Academic Audit Committee:

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A. Institute Information

Name of the Institution	:	Maharaja Surajmal Institute
Name of the Director/Principal	:	Prof. Rajpal Singh
Address	:	C-4, Janakpuri, New Delhi-110058
	Mobile No. (Director/Principal)	: 9466291945
	Telephone No. (Institution)	: 011-65215940
	Email ID	: principalmsi@yahoo.co.in director@msijanakpuri.com
	Institution website URL	: www.msijanakpuri.com

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.	B.Ed.	1999	NCTE	100	----	100	197
2.	BCA (H)	1999	AICTE	120	120	240	699
3.	BBA(Gen) (H)	1999	AICTE	180	180	360	1032
4.	BBA(B&I) (H)	2003	AICTE	60	60	120	342
5.	B.Com.(H)	2015	UGC	60	60	120	331
6.	Integrated BA-LLB(H)	2022	BCI	60	----	60	236
7.	Integrated BBA-LLB(H)	2022	BCI	60	----	60	231
8.	MBA	2022	AICTE	120	----	120	236
9.							3304
(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

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)	:	Not Applicable
	NAAC (Out of 25 scaled to 50, if only NAAC accreditation is applicable)	:	Grade 'A' (Score 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)	:	Not Applicable
			Marks (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.

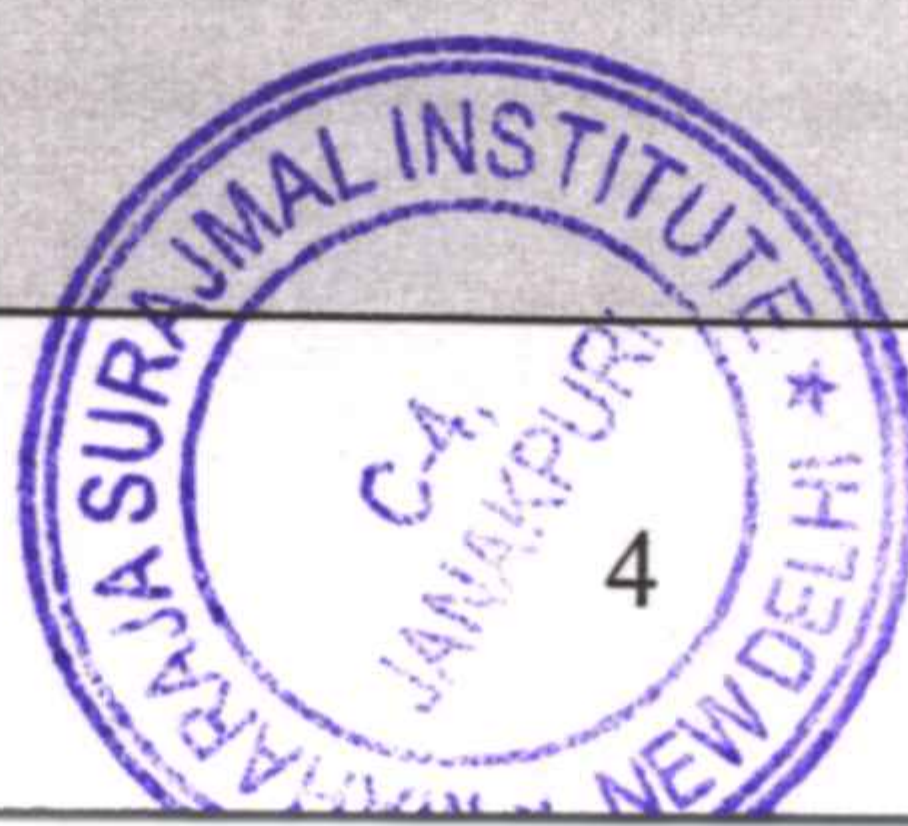
2(a)	Total No. of Students						
	In UG	:	3068				
	In PG	:	236				
2(b)	Number of Regular* Teachers						
	In UG	:	154				
	In PG	:	12				
	In UG and PG	:					
	Total	:	166				
	Teachers' Ratio						
S. No.	Programme(s) and duration (in Years)	Sanctioned Intake x duration of the programme = total students (a)	No. of Required Teachers (b)	No. of Regular* Teachers Available			Student-Teacher Ratio (a/(c+d))
				Assistant Professor (Jr. Faculty) (c)	Associate Professor + Professors (Sr. Faculty) (d)	Cadre Ratio (d:c)	
1.	BCA 03 Years	120×03×02 =720	36	24	12	1 : 2	20 : 1
2.	BBA(G) 03 Years	180×03×02 =1080	54	25	17	1 : 1.47	26: 1
3.	BBA(B&I) 03 Yrs	120×03×02 =360	18	12	06	1 : 2	20 : 1
4.	BCom 03 Years	120×03×02 =360	18	12	06	1 : 2	20 : 1
5.	B.Ed. 02 Years	120×02×02 =200	15 + 1	16	--	20 : 1	20: 1
6.	MBA 02 Years	120×02×01 =240	12	08	04	1 : 2	20 : 1
7.	BALLB 05 Yrs	120×03×01 =180	24	16	08	1 : 2	20 : 1
8.	BBALLB 05 Yrs	120×03×01 =180					
Total			178	113	53		
				Marks (Max. Marks: 115)			



*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.

3. Quality of Teachers and Teaching

	No.	Details	Marks
3(a) No. of teachers with Ph. D. (awarded)	121		
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	26		
No. of publications only in UGC-CARE (Category-I) listed journals in the assessment year (List to be uploaded under mandatory disclosures) P2	06		
No. of publications only in any referred journal other than the above indexing (with ISSN No.) in the assessment year (List to be uploaded under mandatory disclosures) P3	47		
3(c) (i) No. of publications in conferences in the assessment year (List to be uploaded under mandatory disclosures)			
• Indexed by WoS/SCOPUS	08		
• With ISBN Number	36		
• Any other	--		
(ii) No of Patents Published/Granted	08	08 published	
3(d) No. of Books Authored/ Edited Books / Book Chapters published with ISBN (List to be uploaded under mandatory disclosures)	49		
3(e) Course/teaching plan with details of number of lectures on each unit of curriculum, in the assessment year	In all courses		
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)	All rooms		
3(h) 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			



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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	
			Marks (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	
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 (Feedback is taken whenever any grievance is reported and resolved thereafter. For AY 2025-2026, there was no grievance reported, so feedback was not collected.)	
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)

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

7. Status of Library

7(a)

Books

Total Books Added During the year: 273 Total Volumes Added During the Year: 2132

S. No.	Programme	Title (a)	Volume (b)	Score	Details	Marks
1.	BBA (General)	1578	4937		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-31, Book-Bank-4, Law-19, 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) Photocopying facilities: 5 printers are available (all the libraries have photocopy facility).	
2.	BBA (B&I)	1578	4937			
3.	B.Com	1578	4937			
4.	BCA	1763	6363			
5.	B.Ed.	5463	11999			
6.	LAW (BALLB/BBALLB)	760	3600			
7.	MBA	468	2442			
8.	Total	13188	39215			
9.	E-Books	33803	33803			
10.	Law Reports	174	174			
11.	Grand Total	47,165	73,192			
12.						
Total Score						

Marks

(Maximum Marks: 70)

7(b)

Journals

No of Journals Added or Discontinued during the year: Added..... Discontinued.....

Does the Journals cover all the disciplines offered by the College: Yes/No

Upload the list of all Journals under mandatory disclosures.

S. No.	Type of Journal	No. of Journals	Ratio (Cap to 1)	Details	Marks
1.	Indian	a = 103	a/12 =1	National: 103 Printed Journals Int. : 28 Printed Journals	
2.	International	b = 28	b/3 =1		
3.	E-Journals	3997		• 3997 E-Journals	
4.	Total			• 4128 Journals	

Marks

(Max. Marks: 30)

Total Marks [7(a) + 7(b)] (Max. Marks: 100)

8. Status of Laboratories

		No.	Details	Marks
8(a)	Status of Laboratories other than Computer Lab (as required by statutory body)		1. Art & Craft Lab 2. Curriculum Lab 3. Communication Lab	
(i)	Number of Labs	03	All Labs have necessary equipment. The communication lab has been established with headphone, microphone as well as communication software of Wordsworth (Upload the images of the labs with list under mandatory disclosures)	
(ii)	Status of Instruments / Equipment	Yes		
(iii)	Up-gradation undertaken as per new technological developments and requirements of the course curriculum (Provide Details)	Yes		

				Marks (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	All labs are equipped with i5, i7, i9 computers along with LCD projectors. Also smart board is there in one lab	
(ii)	Total number of available licensed software required as per course curriculum (as required by statutory body)	04	Microsoft Campus Agreement (135 Licenses) for MS Windows 10 & 11, Microsoft Office, Microsoft Visual Basic Dot Net, Wordsworth Communication software,	
(iii)	Quality of Internet connectivity	300	1:1 Internet Leased Line from Tata Tele Services	
				Marks (Max. Marks: 50)
				Total Marks [8(a) + 8(b)] (Max. Marks: 100)

9. Co-Curricular Activities Conducted by the Institution (Assessment Year)

9(a)	Conferences Organized (Brochures, Proceedings, Resource persons/session chairs to be provided under disclosures)		No.	Details	Marks
	International / National Conferences	:	02	One International Conference One AICTE Sponsored National Conference	
	Proceedings are indexed with WoS / SCOPUS	:	☐ Yes ☒ No		
	Proceedings with ISBN Only	:	☒ Yes ☐ No		
	Proceedings without ISBN	:	☐ Yes ☒ No		
9(b)	Seminars Organized (02 Half Day Seminars may be considered as One Full Day Seminar). Brochures, Resource persons /session chairs to be provided under disclosures). Guest Lectures not to be included.				
	No. of One Day Seminar	:	6		
	No. of Half Day Seminar	:	4		
9(c)	Faculty / Management Development Programme Organized (At least one week/5days duration). Details to be provided with Brochures, Resource persons, etc. under disclosures. Guest Lectures not to be included				
	FDP/MDP	:	2		
9(d)	Workshops Organized (Details to be provided with Brochures, Resource persons, etc. under disclosures. Guest Lectures not to be included)				
	No. of Workshop	:	16		
9(e)	Short Term / Value Added Programmes Organised (Details to be provided with Brochure, Participants, etc. under disclosures)				
	No. of Programme	:	7		
9(f)	Webinars / Online Extension Lectures Organised (Details to be provided under disclosures)				
	No. of Lectures	:	8		
	Marks (Max. Marks: 100)				

10. Publications of the Institutions

10(a)	Publication of Journal(s)	No.	Details	Marks
	International / National Journal	: 02	(1. Parichay Maharaja Surajmal Journal of Applied Research) (2. MSI Law Journal)	

	Frequency	:	Both Half Yearly		
	Publisher	:	Maharaja Surajmal Institute		
	Indexed at WoS/SCOPUS	:	☐ Yes ☒ No		
	Any other Indexing (please specify)	:	☒ Yes ☐ No (Both on Google Scholar)		
	No indexing	:	☐ Yes ☒ No		
10(b)	Publication of Newsletters and Magazines				
	Magazine	:	MSI Creation	Other Publication	
	Frequency	:	Yearly	1) Shodh Chitnan Book (Annual)	
	Publication Type	:	☒ Print ☒ Online	2) Information Bulletin	
	Newsletter	:	MSI News Letter	3) Hostel Brochure	
	Frequency	:	Yearly	4) Suraj Sujan	
	Publication Type	:	☒ Print ☒ Online	5) Conference Proceeding-1	
				6) Conference Proceeding-2	
				7) Excellere BBA News Letter	
				8) The Knowledge Vault (Research Volume)	
				9) Alumni News Letter	
					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	:	6		
	Role Play	:	5		
	Group Discussion	:	11		
	Workshop	:	16		
	Competition	:	08		
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		
	Existence of NSS/NCC Technical and Cultural Clubs/Societies		NSS NCC More than 22 Societies		
11(c)	Sports facilities in the Institutions				
	Indoor facilities	:	Yes (Chess, TT, Carrom)	Big Sports Ground, Professional Standard Badminton and Basket Ball Court.	
	Outdoor facilities	:	Yes, Cricket, Basket Ball, Badminton, Football, Volleyball		
	Sport Equipments	:	Yes (Adequate)		
					Marks (Max. Marks: 35)

12. Status of Placement

		No.	Details (Student wise placement list)	Marks
(i)	Total No. of Students having Passed out (in that Assessment Year)	: 987		
(ii)	Total No. of Students, who are eligible and have registered for Placements (a)	: 321		
(iii)	Total No. of students going for Higher Education (b)	: 157		
(iv)	Total No. of Students having been placed (c)	: 246		
(v)	Total No. of Students placed + Higher Education (d=b+c)	: 403		
(vi)	Total Percentage (%age) of Placements + Higher Education {e= (d/a) * 100}	: 126		
(vii)	No. of companies visited the campus	: 76		
(viii)	Average salary offered	: 4.76 LPA		
(ix)	Existence of training and placement office with TP Officer	: ☒ Yes ☐ No		
(x)	No of Entrepreneurship activities conducted with any Startups (provide details)	7		
				Marks (Max. Marks: 60)
Note: 1. Eligible and registered students shall be considered as total count of students to be placed. 2 List of companies with number of placements are to be attached.				

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		
(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)

Note :- Feedback to be taken from Faculty and Students and to be added in disclosures of 14 (a) and 14 (b)

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

	Details	Marks
14(a) 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	: ☒ Yes ☐ No ☒ Yes ☐ No ☒ Yes ☐ No	

	Feedback analysis and action taken if any to be provided under disclosures.			
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.	:	☒ Yes ☐ No ☒ Yes ☐ No ☒ Yes ☐ No	Semester Exit Feedback and Programme Exit Feedback
				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		
15.	Removal / Completions of Identified Deficiencies	50		



	Total Marks	1000		
	Percentage (%age) Obtained			

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.	
3.	
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6.	
7.	

Name and Signature of the Members of Academic Audit Committee

(i)

(ii)

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