

ACADEMIC AUDIT PROFORMA

7

Academic Session: 2022-23

Institution Name: BANARSIDAS CHANDIWALA INSTITUTE OF INFORMATION TECHNOLOGY

Date of Audit:

Members of the Academic Audit Committee:

(i) Prof A. K. MOHAPATRA

(ii) Dr. Praveen Kumar

(iii)

(iv)

(iv)

(v)

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

A. Institute Information			
Name of the Institution	:		
Name of the Director/Principal	:		
Address	:		
	Mobile No. (Director/Principal)	:	
	Telephone No. (Institution)	:	
	Email ID	:	
	Institution website URL	:	

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.							
	2.							
	3.							
	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).							

A. Institute Information		
Name of the Institution	: Banarsidas Chaudiwala Institute of Information Technology.	
Name of the Director/Principal	: Dr. Ravish Sagar	
Address	: Chaudiwala Estate, Near Gopand Puri Metro Station, Maa Anandimai Marg, Shyam Nagar, Kalkaji ND-19	
	Mobile No. (Director/Principal)	: 9911434411
	Telephone No. (Institution)	: 011-69020144
	Email ID	: director@bciiit.ac.in
	Institution website URL	: www.bciiit.ac.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)
					1 st Shift	2 nd Shift	Total	
	1.	MCA	1999	AICTE	60		60	120
	2.	BCA	2021	SSSIUP/DHE	60		60	120
	3.							
	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).							

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1. Status of Accreditation			
1(a)	Applicability of Accreditation:		
NBA Only	:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
NAAC Only	:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
NBA and NAAC	:	<input type="checkbox"/> Yes <input checked="" 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)	:	—	
			Marks (Max. Marks: 50) 0

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	:						120
In PG	:						120
2(b)	Number of Regular* Teachers						
In UG	:						6
In PG	:						6
In UG and PG	:						
Total	:						12
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.	MCA	120	6	4	2	0.5	1:20

2.	BCA	120	6	6	0	NA	1:20	
3.								
4.								
5.								
6.								
7.								
Total			12	10	2			
							Marks (Max. Marks: 100)	100
<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.</p>								

3. Quality of Teachers and Teaching

	No.	Details	Marks
3(a)	No. of teachers with Ph. D.	5	8.33
3(b)	No. of publications in WoS/SCOPUS/UGC-CARE (Category-I) listed journals in the assessment year	3	7.5
3(c)	No. of publications in UGC-CARE (Category-II) listed journals in the assessment year	1	0.833
3(d)	No. of publications in any referred journal other than the above (with ISSN No.) in the assessment year	2	0.833
3(e)	No. of publications in conferences in the assessment year		
	• Indexed by WoS/SCOPUS/UGC-CARE (Category-I)	3	8
	• Indexed by UGC-CARE (Category-II)	1	
	• With ISBN Number	3	
	• Any other	3	
3(f)	No. of Books / Edited Books / Book Chapters published	2	6.67
3(g)	Course/teaching plan with details of number of lectures on each unit of curriculum, in the assessment year	Yes	8
3(h)	No. of courses on Learning Management System (LMS)	Yes (100%)	8

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3(i)	Classrooms available with mounted projectors and ICT facilities (Geo tagged photos should be uploaded and available under mandatory disclosures)	Yes	10
3(j)	Percentage of teachers using ICT for teaching (having PPTs, Videos, etc.)	100%	10
			Marks (Maximum Marks: 100) 68.66
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.	: Yes	10
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	10
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	10
4(d)	Individual computing facilities provided to teachers	: Yes	10
4(e)	Internet facility (to every teacher)	: Yes	10
			Marks (Maximum Marks: 50) 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	10
5(b)	Whether the Grievance Redressal Committee has elected students representative	: Yes	10
5(c)	Whether meticulous and verifiable documentations of the proceedings of Students' Grievance Redressal Committee is maintained	: Yes	20
5(d)	Availability of Psychiatrist, Psychologist and professional students counsellors	: Yes	20
5(e)	Whether the institute has published/notified prominently the details of SGRC on website and admission prospectus	: Yes	20
5(f)	Whether students are satisfied with the effectiveness of the SGRC	: Yes	10
5(g)	Whether reports of the proceedings of SGRC is sent to the University every semester	: No completion till date	10
			Marks (Maximum Marks: 100) 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%	7.5
6(b)	No. of days per faculty devoted to university examination process (b)	: 30 days.	7.5
Marks (Maximum Marks: 50)			32.5

7. Status of Library

7(a) Books						
S. No.	Programme	Title (a)	Volume (b)	Score	Details	Marks
1.	MCA	2981	8896			70
2.	BCA	413	1767			
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 = 12	a/12 = 1			15
2.	International	b = 6	b/3 = 2			15
Marks (Max. Marks: 30)						30
Total Marks [9(a) + 9(b)] (Max. Marks: 100)						100

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8. Status of Laboratories					
			Details	Marks	
8(a)	Status of Laboratories other than Computer Lab (as required by statutory body)		No.	Good Yes.	45
	(i)	Number of Labs	3		
	(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	75		30
	(ii)	Total number of available licensed software required as per course curriculum (as required by statutory body)	42		7.5
	(iii)	Quality of Internet connectivity	2 (150 Mbps)		7.5
				Marks (Max. Marks: 50)	45
				Total Marks [10(a) + 10(b)] (Max. Marks: 100)	90
9. Co-Curricular Activities Conducted by the Institution (Assessment Year)					
9(a)	Conferences Organized		No.	Details	Marks
	International / National Conferences	:		-NA-	0
	Proceedings are indexed with WoS / SCOPUS / UGC-CARE (Category-I)	:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	Proceedings are indexed with UGC-CARE (Category-II)	:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	Proceedings have ISBN Only	:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	Proceedings do not have ISBN	:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
9(b)	Seminars Organized (02 Half Day Seminars may be considered as One Full Day Seminar)				
	No. of One Day Seminar	:	1		10
	No. of Half Day Seminar	:	06		
9(c)	Faculty / Management Development Programme Organized (of at least one week/5days duration)				
	FDP/MDP	:	01		10

9(d)	Workshops Organized			
	No. of Workshop	:	01	05
9(e)	Short Term / Value Added Programmes Conducted			
	No. of Programme	:	NA	0
9(f)	Webinars / Online Extension Lectures Conducted			
	No. of Lectures	:	NA	0
				Marks (Max. Marks: 100) 25

10. Publications of the Institutions

10(a)	Publication of Journal(s)	No.	Details	Marks
	International / National Journal	:	-NK-	0
	Frequency	:	Monthly / Quarterly / Half Yearly / Yearly	
	Publisher	:		
	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	:	Yes	05 + 05
	Frequency	:	Monthly / Quarterly / Half Yearly / Yearly ✓	
	Publication Type	:	<input checked="" type="checkbox"/> Print <input checked="" type="checkbox"/> Online	
	Newsletter	:	Yes	
	Frequency	:	Monthly / Quarterly / Half Yearly / Yearly ✓	
	Publication Type	:	<input checked="" type="checkbox"/> Print <input checked="" type="checkbox"/> Online	
				Marks (Max. Marks: 40) 10

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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	:	08		10
	Role Play	:	08		
	Group Discussion	:	08		
	Workshop	:	04		
	Competition	:	10		
11(b)	Personality development labs, Provisions for trained faculty to conduct practical sessions and existence of qualified student counsellors				
	Personality development labs	:	06		10
	Availability of trained faculty to conduct practical sessions	:	Yes		
	Availability of student counsellor	:	Yes		
11(c)	Sports facilities in the Institutions				
	Indoor facilities	:	Yes		10
	Outdoor facilities	:	Yes		
	Sport Equipments	:	Yes		
				Marks (Max. Marks: 30)	30

12. Status of Placement

		No.	Details	Marks	
(i)	Total No. of Students having Passed out (in that Assessment Year)	:	59	50	
(ii)	Total No. of Students, who are eligible and have registered for Placements (a)	:	56		
(iii)	Total No. of students going for Higher Education (b)	:	2		
(iv)	Total No. of Students having been placed (c)	:	54		
(v)	Total No. of Students placed + Higher Education (d=b+c)	:	56		
(vi)	Total Percentage (%age) of Placements + Higher Education {e= (d/b) * 100}	:	102%		
(vii)	No. of companies visited the campus	:	64		
(viii)	Average salary offered	:	5.67 lacs		
(ix)	Existence of training and placement office	:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
				Marks (Max. Marks: 50)	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		10
(ii)	Institution Website URL	: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		5
(iii)	Common rooms for girls (separate)	: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		5
(iv)	Cleanliness of toilets	: <input checked="" type="checkbox"/> Good <input type="checkbox"/> Bad		5
(v)	Students' canteen and drinking water arrangements	: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		5
Marks (Max. Marks: 30)				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)	: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		15
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)	: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		15
Marks (Max. Marks: 50)				30

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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)	07	$(\frac{6}{7} \times 100) * 50$	
(ii)	No of deficiencies removed / completed (b)	06		
				Marks (Max. Marks: 50) 42.86

16. Summary of Marks

S. No.	Name of the parameters	Maximum Marks	Marks Obtained	Remarks
1.	Status of Accreditation	50	0	
2.	Status of Teachers' Availability	100	100	
3.	Quality of Teachers and Teaching	100	68.166	
4.	Institutional Support for Faculty Development	50	50	
5.	Framework for Students' Grievance Redressal Mechanism	100	100	
6.	Institutional Support for University Examinations	50	32.5	
7.	Status of Library	100	100	
8.	Status of Laboratories	100	90	
9.	Co-Curricular Activities Conducted by the Institution	100	25	
10.	Publications of the Institutions	40	10	
11.	Students' Personality Development Activities	30	30	
12.	Status of Placement	50	50	
13.	General Parameters about the Institution	30	30	
14.	Other Facilities Available in the Institute	50	30	
15.	Removal / Completions of Identified Deficiencies	50	42.86	
Total Marks		1000	758.53	
Percentage (%age) Obtained			75.85%	

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.

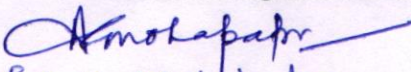
18. Deficiencies Identified (only deviations from the standard norms, to be mentioned here):

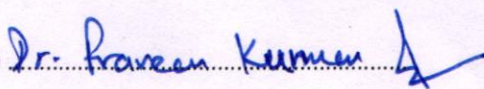
S. No.	Details of the identified deficiencies
1.	Accreditation needs to be done.
2.	Publication Quality to be improved.
3.	Feedback system to be placed as to have more
4.	Co-curricular Activities must be enhanced. transparency.
5.	
6.	
7.	

19. Overall Observations and Recommendations

S. No.	Observations and Recommendations
1.	Financing of institute must be well proper. Feedback
2.	system and must look for enhancement of
3.	Publication Quality and Accreditation.
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Name and Signature of the Members of Academic Audit Committee

(i) 
Prof. A.K. Mohapatra.

(ii) 
Dr. Praveen Kumar

(iii)

(iv)

(v)

(vi)