

ACADEMIC AUDIT PROFORMA

Academic Session: 2022-2023

Institution Name: KALKA INSTITUTE FOR RESEARCH AND ADVANCED STUDIES

ALAKNANDA, NEW DELHI-110019

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	:	KALKA INSTITUTE FOR RESEARCH AND ADVANCED STUDIES	
Name of the Director/Principal	:	DR. SHUBHAM SAXENA	
Address		ALAKNANDA, NEW DELHI-110019	
	Mobile No. (Director/Principal)	:	9999377351
	Telephone No. (Institution)	:	26274952, 26274080
	Email ID	:	kalkagroup.delhi@yahoo.com
	Institution website URL	:	https://kirasdelhi.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.C.A.	2000	University, UGC	60	--	60	180
	2.	B.ED.	2003	NCTE, UGC	100	--	100	200
	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).							

1. Status of Accreditation

Applicability of Accreditation: NO			
1(a)	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
Status of Accreditation NO			
1(b)	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)

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	:	100+60=160 TOTAL 380					
	In PG	:	-----					
2(b)	Number of Regular* Teachers							
	In UG	:	B.ED. 16 BCA =9					
	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.	B.C.A.	60	9	8	1		
	2.	B.ED.	100	16	13	3		
3.								
4.								
5.								
6.								
7.								
Total		160	25	21	4			
						Marks (Max. Marks: 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.	8	B.ED 7 BCA 1	
3(b)	No. of publications in WoS/SCOPUS/UGC-CARE (Category-I) listed journals in the assessment year		1	
3(c)	No. of publications in UGC-CARE (Category-II) listed journals in the assessment year		2	
3(d)	No. of publications in any referred journal other than the above (with ISSN No.) in the assessment year		3	
3(e)	No. of publications in conferences in the assessment year			
	• Indexed by WoS/SCOPUS/UGC-CARE (Category-I)		0	
	• Indexed by UGC-CARE (Category-II)		0	
	• With ISBN Number		1	
3(e)	• Any other		0	
3(f)	No. of Books / Edited Books / Book Chapters published		---	
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)		N.A.	
3(i)	Classrooms available with mounted projectors and ICT facilities (Geo tagged photos should be uploaded and available under mandatory disclosures)		YES	
3(j)	Percentage of teachers using ICT for teaching (having PPTs, Videos, etc.)		ALL	
				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.	: 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

			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)

			Details	Marks
6(a)	Percentage of faculty participation in university examinations as evaluators / university representatives (a)	:	100% PARTICIPATION IN EXAMINATION. WE SEND FACULTY FOR EVALUATOR AND UNIVERSITY -REPRESENTATIVE. PROCTOR ETC.	
6(b)	No. of days per faculty devoted to university examination process (b)	:	ALL DAYS, AS KIRAS CENTRE OF UNIVERSITY EXAMINATION.	
Marks (Maximum Marks: 50)				

7. Status of Library

Books						
S. No.	Programme	Title (a)	Volume (b)	Score	Details	Marks
7(a)	1.	B.ED.	1438	7545	YES	
	2.	B.C.A	1880	8813		
	3.					
	4.					
	5.					
	6.					
	7.					
	8.					
	9.					
	10.					
	11.					
	12.					
	Total Score					
Marks (Maximum Marks: 70)						
Journals						
S. No.	Type of Journal	No. of Journals	Ratio (Cap to 1)	Details	Marks	
7(b)	1.	Indian	a = 7	a/12 =	YES	
	2.	International	b = 17	b/3 =		
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	02		
	(ii)	Status of Instruments / Equipments	Yes (According to LAB)		
	(iii)	Up-gradation as per new technological developments and requirements of the course curriculum	Yes		
				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	95		
	(ii)	Total number of available licensed software required as per course curriculum (as required by statutory body)	Yes		
	(iii)	Quality of Internet connectivity	100 MBPS		
				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	:	NO	
	Proceedings are indexed with WoS / SCOPUS / UGC-CARE (Category-I)	:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
	Proceedings are indexed with UGC-CARE (Category-II)	:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
	Proceedings have ISBN Only	:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
	Proceedings do not have ISBN	:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
	Seminars Organized (02 Half Day Seminars may be considered as One Full Day Seminar)			
9(b)	No. of One Day Seminar	:	3	YES
	No. of Half Day Seminar	:	2	
	Faculty / Management Development Programme Organized (of at least one week/5days duration)			
9(c)	FDP/MDP	:	3	2 Days
	Workshops Organized			
9(d)	No. of Workshop	:	4	
	Short Term / Value Added Programmes Conducted			
9(e)	No. of Programme	:	3	YES
	Webinars / Online Extension Lectures Conducted			
9(f)	No. of Lectures	:	1	
	Marks			
	(Max. Marks: 100)			

10. Publications of the Institutions

Publication of Journal(s)		No.	Details	Marks
10(a)	International / National Journal	:	NO	
	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	
	Publication of Newsletters and Magazines			
10(b)	Magazine	:	NO	
	Frequency	:	Monthly / Quarterly / Half Yearly / Yearly	
	Publication Type	:	<input type="checkbox"/> Print <input type="checkbox"/> Online	
	Newsletter	:		
	Frequency	:	Monthly / Quarterly / Half Yearly / Yearly	
	Publication Type	:	<input type="checkbox"/> Print <input type="checkbox"/> Online	
Marks (Max. Marks: 40)				

11. Students' Personality Development Activities

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

12. Status of Placement

			No. BCA	B.ED	Details	Marks
(i)	Total No. of Students having Passed out (in that Assessment Year)	:	23 (All)	97 (All)		
(ii)	Total No. of Students, who are eligible and have registered for Placements (a)	:	23	97		
(iii)	Total No. of students going for Higher Education (b)	:	18	17		
(iv)	Total No. of Students having been placed (c)	:	05	80		
(v)	Total No. of Students placed + Higher Education (d=b+c)	:	23	80+17 =97		
(vi)	Total Percentage (%age) of Placements + Higher Education {e= (d/b) * 100}	:	Placed - 21.73% Higher Edu - 78.26%	97%		
(vii)	No. of companies visited the campus	:	04	Established School - placement system		
(viii)	Average salary offered	:	25K	35K		
(ix)	Existence of training and placement office	:	<input type="checkbox"/> Yes <input type="checkbox"/> 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	:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	YES	
(ii)	Institution Website URL	:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	YES	
(iii)	Common rooms for girls (separate)	:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	YES	
(iv)	Cleanliness of toilets	:	<input checked="" type="checkbox"/> Good <input type="checkbox"/> Bad	YES	
(v)	Students' canteen and drinking water arrangements	:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	YES	
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)	:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	YES	
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 type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	YES	
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)	:	YES	
(ii)	No of deficiencies removed / completed (b)	:	YES	
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 ScheduleAdherence 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)

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