

ACADEMIC AUDIT PROFORMA

Academic Session: 2024-2025

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 | | 60 | | 60 | 180 |
| | 2. | B.ED. | 2003 | | 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 | | | |
|----------------------------|---|---|---|
| 1(a) | Applicability of Accreditation: NO | | |
| | 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 NO | | |
| | 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 | |
| | • 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 V.R. PROTOR |
| 6(b) | No. of days per faculty devoted to university examination process (b) | : | ALL DAYS AS KIRAS AS I.P. CENTRE |
| | | | Marks (Maximum Marks: 50) |

| 7. Status of Library | | | | | | | |
|---|-----------------|-----------------|-----------------|------------------|---------|---------|-------|
| 7(a) | Books | | | | | | |
| | S. No. | Programme | Title (a) | Volume (b) | Score | Details | Marks |
| | 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) | | | | | | | |
| 7(b) | Journals | | | | | | |
| | S. No. | Type of Journal | No. of Journals | Ratio (Cap to 1) | Details | Marks | |
| | 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 | Available as per requirement | |
| | (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(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 | 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 | | | |
| (viii) | Average salary offered | 25K | 35K | | |
| (ix) | Existence of training and placement office | <input type="checkbox"/> Yes <input checked="" 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 | |
| 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 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) | : | 09 | YES | |
| (ii) | No of deficiencies removed / completed (b) | : | 08 | 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 Schedule | | |
|---|--|---|
| Adherence of time schedule for 1 st and 2 nd Shift Programmes | <input type="checkbox"/> Yes <input type="checkbox"/> 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. | |
| 4. | |
| 5. | |
| 6. | |
| 7. | |

| 19. Overall Observations and Recommendations | |
|--|----------------------------------|
| S. No. | Observations and Recommendations |
| 1. | |
| 2. | |
| 3. | |
| 4. | |
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| 9. | |
| 10. | |

Name and Signature of the Members of Academic Audit Committee

(i)

(ii)

(iii)

(iv)

(v)

(vi)