



Gitarattan Institute of Advanced Studies & Training

(RECOGNISED & AFFILIATED)

Rohini, Delhi-110085
Tel. : 27057722, 27057733
E-mail : info@gitarattan.com
URL : www.giast.org

Date: 22.11.2023

B – 2584353/ GIAST/2023

The Affiliation Branch
Academic Audit committee
GGSIPO,
Sector -16
Dwarka.

Respected Sir/Madam

With Reference to letter dated 14th November '2023, we are hereby submitting the Academic Audit Performa (filled) for the Academic Session 2022-23 and uploaded all the detailed documents/information in a folder under the link created on website (www.giast.org) for Mandatory Disclosure- Academic Audit ,2022-2023.

Kindly acknowledge & oblige.

Regards

Prof. Sonia Jindal

Principal



ACADEMIC AUDIT PROFORMA

Academic Session: 2022 -2023

Institution Name: Gitarattan Institute of Advanced Studies and Training

Date of Audit:.....



Members of the Academic Audit Committee:

(i)

(ii)

(iii)

(iv)

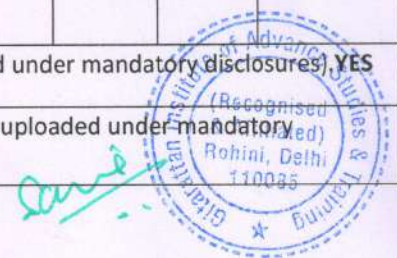
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GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
Sector 16C, Dwarka, New Delhi - 110078

A. Institute Information		
Name of the Institution	: GITARATTAN INSTITUTE OF ADVANCED STUDIES AND TRAINING	
Name of the Director/Principal	: PROF. SONIA JINDAL	
Address	: SECTOR – 7, ROHINI, DELHI -110085	
	Mobile No. (Director/Principal) :	9818738231
	Telephone No. (Institution) :	011 – 27057722/33
	Email ID :	infogiast@gmail.com
	Institution website URL :	www.giast.org

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	ROHINI EDUCATIONAL SOCIETY				100
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
(b)	Programme-wise list of faculty for the assessment year (to be uploaded under mandatory disclosures).						YES
(c)	Programme-wise Class-wise Time Table for the assessment year (to be uploaded under mandatory disclosures).						YES



1. Status of Accreditation			
1(a)	Applicability of Accreditation:		
	NBA Only	:	-----
	NAAC Only	:	Yes
	NBA and NAAC	:	-----
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)	:	YES (2.46)
	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)

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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 : For the Session 2022 -2023 – (91+ 96 = 187)

In PG : -----

2(b) Number of Regular* Teachers

In UG : 15

In PG : -----

In UG and PG : -----

Total : 15

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.ED.	100 X 2YRs	16	14	01+01	02/14	(16/(14+2))
2.							
3.							
4.							
5.							
6.							
7.							
Total							

Marks
(Max. Marks: 100)

*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.



3. Quality of Teachers and Teaching

		No.	Details	Marks
3(a)	No. of teachers with Ph. D.	02	<ul style="list-style-type: none"> • Dr.Shikha Ranjan • Dr.Shweta Grover • Dr. Aanchal Rana 	
3(b)	No. of publications in WoS/SCOPUS/UGC-CARE (Category-I) listed journals in the assessment year	02	<ul style="list-style-type: none"> • Ms.Ashima • Dr.Shikha Ranjan • Ms.Shikha Sharma 	
3(c)	No. of publications in UGC-CARE (Category-II) listed journals in the assessment year	---	-----	
3(d)	No. of publications in any referred journal other than the above (with ISSN No.) in the assessment year	01	<ul style="list-style-type: none"> • Dr.Shikha Ranjan 	
3(e)	No. of publications in conferences in the assessment year			
	<ul style="list-style-type: none"> • Indexed by WoS/SCOPUS/UGC-CARE (Category-I) 	01	uploaded	
	<ul style="list-style-type: none"> • Indexed by UGC-CARE (Category-II) 	----	-----	
	<ul style="list-style-type: none"> • With ISBN Number 	YES		
	<ul style="list-style-type: none"> • Any other 	-----	-----	
3(f)	No. of Books / Edited Books / Book Chapters published	YES	CHAPTERS IN BOOK	
3(g)	Course/teaching plan with details of number of lectures on each unit of curriculum, in the assessment year	YES	ALL (Teaching Plan in Each Foundation & Pedagogy Paper)	
3(h)	No. of courses on Learning Management System (LMS)	YES	ALL	
3(i)	Classrooms available with mounted projectors and ICT facilities (Geo tagged photos should be uploaded and available under mandatory disclosures)	YES	ALL LECTURE HALL	
3(j)	Percentage of teachers using ICT for teaching (having PPTs, Videos, etc.)	100%	Uploaded	
				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 ON TEACHERS DAY '2022	
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)

Signature



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%	
6(b)	No. of days per faculty devoted to university examination process (b)	: 4-5 DAYS	
			Marks (Maximum Marks: 50)

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7. Status of Library

7(a) Books						
S. No.	Programme	Title (a)	Volume (b)	Score	Details	Marks
1.	B.ED.	2798	13087		UPLOADED	
2.	M.ED.	443	1400			
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 = 19	$a/12 =$	UPLOADED		
2.	International	b = 05	$b/3 =$			
Marks (Max. Marks: 30)						
Total Marks [9(a) + 9(b)] (Max. Marks: 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.	ON THE WEBSITE - UPLOADED	
	(i)	Number of Labs	05		
	(ii)	Status of Instruments / Equipments	YES		
	(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	25	(TOTAL AROUND 60)	
	(ii)	Total number of available licensed software required as per course curriculum (as required by statutory body)	ALL	UPLOADED	
	(iii)	Quality of Internet connectivity	100%	-----	
				Marks (Max. Marks: 50)	
				Total Marks [10(a) + 10(b)] (Max. Marks: 100)	

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

9(a)	Conferences Organized	No.	Details	Marks
	International / National Conferences	: 01	UPLOADED	
	Proceedings are indexed with WoS / SCOPUS / UGC-CARE (Category-I)	: YES		
	Proceedings are indexed with UGC-CARE (Category-II)	: YES		
	Proceedings have ISBN Only	: YES		
	Proceedings do not have ISBN	: YES		
9(b)	Seminars Organized (02 Half Day Seminars may be considered as One Full Day Seminar)			
	No. of One Day Seminar	: 02- FULL DAY	UPLOADED	
	No. of Half Day Seminar	: -----		
9(c)	Faculty / Management Development Programme Organized (of at least one week/5days duration)			
	FDP/MDP	: ONE WEEK FDP	UPLOADED	
9(d)	Workshops Organized			
	No. of Workshop	: 20	UPLOADED	
9(e)	Short Term / Value Added Programmes Conducted			
	No. of Programme	: 15	UPLOADED	
9(f)	Webinars / Online Extension Lectures Conducted			
	No. of Lectures	: 30	UPLOADED	
				Marks (Max. Marks: 100)

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10. Publications of the Institutions

10(a)	Publication of Journal(s)	No.	Details	Marks
	International / National Journal	:	NATIONAL JOURNAL	UPLOADED
	Frequency	:	Half Yearly	
	Publisher	:	RAM NIWAS JINDAL	
	Indexed at WoS/SCOPUS	:	----	
	Indexed in UGC-CARE	:	-----	
	Any other Indexing (please specify)	:	Yes ISSN No. 2581-9518	
	No indexing	:	YES	
10(b)	Publication of Newsletters and Magazines			
	Magazine	:	YEARLY	UPLOADED
	Frequency	:	YEARLY	
	Publication Type	:	Online	
	Newsletter	:	YEARLY	
	Frequency	:	YEARLY	
	Publication Type	:	Online	
				Marks (Max. Marks: 40)

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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
	Mock Interview	:	02	UPLOADED
	Role Play	:	06	
	Group Discussion	:	Under C.C.A	
	Workshop	:	20	
	Competition	:	EVERY FRIDAY UNDER CCA	
		:		
11(b)	Personality development labs, Provisions for trained faculty to conduct practical sessions and existence of qualified student counsellors			
	Personality development labs	:	YES	UPLOADED
	Availability of trained faculty to conduct practical sessions	:	YES	
	Availability of student counsellor	:	YES	
11(c)	Sports facilities in the Institutions			
	Indoor facilities	:	YES	UPLOADED
	Outdoor facilities	:	YES	
	Sport Equipments	:	YES	
				Marks (Max. Marks: 30)

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12. Status of Placement

		No.	Details	Marks
(i)	Total No. of Students having Passed out (in that Assessment Year)	: 96	UPLOADED	
(ii)	Total No. of Students, who are eligible and have registered for Placements (a)	: 96		
(iii)	Total No. of students going for Higher Education (b)	: 37		
(iv)	Total No. of Students having been placed (c)	: 59		
(v)	Total No. of Students placed + Higher Education (d=b+c)	: 37+59 = 96		
(vi)	Total Percentage (%age) of Placements + Higher Education {e= (d/b) * 100}	: E = (96/37X100)		
(vii)	No. of companies visited the campus	: 10		
(viii)	Average salary offered	: 45K TO 60K		
(ix)	Existence of training and placement office	: YES		
Marks (Max. Marks: 50)				
Note: Eligible and registered students shall be considered as total count of students to be placed				

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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	ON WEBSITE – MANDATORY DISCLOSURE	
(ii)	Institution Website URL	:	YES	ON WEBSITE – MANDATORY DISCLOSURE	
(iii)	Common rooms for girls (separate)	:	YES	ON WEBSITE – MANDATORY DISCLOSURE	
(iv)	Cleanliness of toilets	:	YES	ON WEBSITE – MANDATORY DISCLOSURE	
(v)	Students' canteen and drinking water arrangements	:	YES	ON WEBSITE – MANDATORY DISCLOSURE	
Marks					
(Max. Marks: 30)					

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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)	:	Yes Yes Yes	ON WEBSITE	
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)	:	Yes	ON WEBSITE	
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)	: 04	ALL REMOVED COMPLETELY	
(ii)	No of deficiencies removed / completed (b)	: 04		
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			

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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.	
2.	
3.	
4.	
5.	
6.	
7.	

19. Overall Observations and Recommendations

S. No.	Observations and Recommendations
1.	
2.	
3.	
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10.	

Name and Signature of the Members of Academic Audit Committee

(i)

(ii)

(iii)

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