

ACADEMIC AUDIT PROFORMA

Academic Session: 2022-2023

Institution Name: GURU RAM DASS COLLEGE OF EDUCATION

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	:	GURU RAMDASS COLLEGE OF EDUCATION	
Name of the Director/Principal	:	Dr. Neeraj Priya	
Address	:	WEST JYOTI NAGAR (KARDAM MARG), SHAHDARA, DELHI-94.	
	Mobile No. (Director/Principal)	:	8800554777; 9868426-545
	Telephone No. (Institution)	:	011-22819091; 2280-1081
	Email ID	:	<u>grdced@yahoo.co.in</u>
	Institution website URL	:	www.grdce.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.	B.Ed.	2007	NCTE	100		100	167/200
	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).							



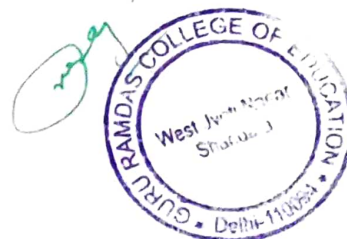
1. Status of Accreditation

1(a)	Applicability of Accreditation:		
	NBA Only	:	No
	NAAC Only	:	Yes
	NBA and NAAC	:	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)	:	'B' Grade
	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+100				
	In PG	:	-				
2(b)	Number of Regular* Teachers						
	In UG	:	13				
	In PG	:	-				
	In UG and PG	:	13				
	Total	:	13				
	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. (2 Years)	100*2=200	1+15	11	02+01	3/11	200/(11+3) = 14.2



2.							
3.							
4.							
5.							
6.							
7.							
Total							
						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.	05	05- Already Awarded 01- Ph.D. Submitted 04- Pursuing Ph.D.	
3(b)	No. of publications in WoS/SCOPUS/UGC-CARE (Category-I) listed journals in the assessment year	-		
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	09	ATTACHMENT	
3(e)	No. of publications in conferences in the assessment year			
	• Indexed by WoS/SCOPUS/UGC-CARE (Category-I)	-		
	• Indexed by UGC-CARE (Category-II)	-		
	• With ISBN Number	-		
	• Any other		Papers presented by Faculty in Conferences/ Seminars- 29	
3(f)	No. of Books / Edited Books / Book Chapters published	02	Book - 01 Edited Book -01 Chapters in Books-11	



3(g)	Course/teaching plan with details of number of lectures on each unit of curriculum, in the assessment year	Yes	Attachment	
3(h)	No. of courses on Learning Management System (LMS)	24	Attachment	
3(i)	Classrooms available with mounted projectors and ICT facilities (Geo tagged photos should be uploaded and available under mandatory disclosures)	06		
3(j)	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				

4. Institutional Support for Faculty Development

		Details	Marks
4(a)	Documentary evidence of awards like best teacher/best researcher, etc.	: Best Teacher Award 2022-23- Ms. Sangam Sharma	
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	: <ul style="list-style-type: none">• Study Leaves for Ph.D.• On Duty Leaves for Conference/ FDPs/Workshops	
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	: Grants for Registration Fees for Conference/ Seminars/ FDPs	
4(d)	Individual computing facilities provided to teachers	: All Teachers have separate Desktops/ Webcams & Headphones for Online classes	
4(e)	Internet facility (to every teacher)	: Available to All	
			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 On 06th Jan 2022 on 11th April 2023 (latest)	



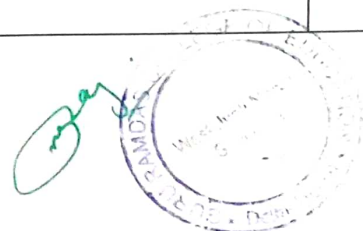
5(c)	Whether meticulous and verifiable documentations of the proceedings of Students' Grievance Redressal Committee is maintained	:	YES	
5(d)	Availability of Psychiatrist, Psychologist and professional students counsellors	:	YES On requirement Basis with recommendations from In-house Counselling Cell In charge.	
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 According to Student Satisfaction Survey conducted on 28th June 2023.	
5(g)	Whether reports of the proceedings of SGRC is sent to the University every semester	:	YES As required by the University	
				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% as: <ul style="list-style-type: none"> • External Examiners in University Exams. • College as Examination Centre for University Exams. • Invigilation Duties in Offline Exams. • Proctor Duty for Online University Exams. 	
6(b)	No. of days per faculty devoted to university examination process (b)	3-4 Days/ Teacher	
			Marks (Maximum Marks: 50)

7. Status of Library

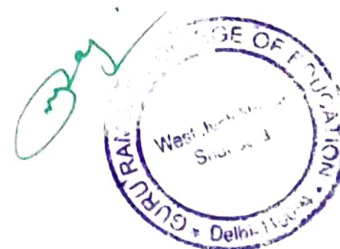
7(a)	Books					Details	Marks
	S. No.	Programme	Title (a)	Volume (b)	Score		
	1.	B.Ed.	2571	6483			
	2.						
	3.						
	4.						
	5.						
	6.						
	7.						
	8.						
	9.						
	10.						
	11.						



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 = 13	a/12 = 1.083			
2.	International	b = 04	b/3 = 1.333			
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.	1. Curriculum Lab 1- Mathematics Lab + Science Lab + Social Science Resource Room + Commerce Resource Room 2. Curriculum Lab 2- Psychology Lab+ Multimedia Lab + Language Lab 3. ICT Room Psychology Lab Upgraded (3 New Tests have been added to Lab) as per suggestion of previous Academic Committee.		
	(i)	Number of Labs	2+1			
	(ii)	Status of Instruments / Equipments	GOOD			
	(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	59	35 in Computer Lab + 24 with Faculty & Staff		
	(ii)	Total number of available licensed software required as per course curriculum (as required by statutory body)	Yes	As per Requirement		
	(iii)	Quality of Internet connectivity		Excellent		
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	:	02	• Organized 12th National Conference on "Post Covid Challenges, Threats and Opportunities"		



	Proceedings are indexed with WoS / SCOPUS / UGC-CARE (Category-I)	:	No	<p>in Teaching-Learning Scenario.” On 4th Feb 2023.</p> <ul style="list-style-type: none"> Organized 11th National Conference on “Expectation & Reality of being a Social Science Teachers: Transition from Pre-service to In-service on 01st March 2023.
	Proceedings are indexed with UGC-CARE (Category-II)	:	No	
	Proceedings have ISBN Only	:	No	
	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	:	04	<ul style="list-style-type: none"> “Orientation of Entrepreneur Development program” by Dr. Haroon Anwar , NSIC on 9th Sept 2022. Foundation Day Seminar on “NEP2020” by Prof. C.B. Sharma on 16th Dec 2022. “ Mental Health & Stress management” by Dr. Prabhjot Kaur on 9th Jan 2023. “NEP 2020: Issues & Challenges” by Prof. M. C. Sharma on 14th March 2023.
	No. of Half Day Seminar	:	00	
9(c)	Faculty / Management Development Programme Organized (of at least one week/5days duration)			
	FDP/MDP	:	04	<ul style="list-style-type: none"> One Day FDP on NEP 2020: School Education on 17th Aug 2022 FDP on NEP 2020: Digital India on 14th September 2022. FDP on Academic Repository & Academic Bank of Credits “on 15th March 2023 FDP on “Public Private Partnership in Higher Education” on 17th March 2023.
9(d)	Workshops Organized			
	No. of Workshop	:	06	<ul style="list-style-type: none"> Workshop on Whisper Campaign for Personality Development & Personal Hygiene by Million Minds Pvt Ltd.on 18th Nov 2022. Workshop on Sahaja Yog – Journey to Self Realization by Col. Kochhar & Miss Aditi on 15th March 2023. IBM Skills build Program Workshop on Resume Writing by IBM CSR Box by Ms. Uzma on 24th March 2023. Organized 3 Days Workshop on, “Innovative teaching Strategies and Tools in the Digital Age” in collaboration with ScrollWell India on 10-12 April 2023. Resume writing and Interview Skills workshop by Dr. Amit Ahuja Associate Professor, GGSIPU Delhi on 20th May 2023.
9(e)	Short Term / Value Added Programmes Conducted			
	No. of Programme	:	01	Ten Day Short Term Value Added Course on “Making Teachers School Ready: Professional Liabilities Augmentation.” on 2-9 Sept 2022.
9(f)	Webinars / Online Extension Lectures Conducted			
	No. of Lectures	:	05	<ul style="list-style-type: none"> Interactive PPTs by Mr. Roshan Kumar on 15th Oct 2022. Inclusive Education by Dr. Shiney vashishtha on 29th Oct 2022. Mindfulness in Education by Dr. Savita Swamy on 12th Jan 2023. Goggle Classroom & LMS by Dr. Deepty Gupta on 11th March 2023 ICT in Education by Dr. Kamaldeep Singh



			on 18 th March 2023.	
				Marks (Max. Marks: 100)

10. Publications of the Institutions

10(a)	Publication of Journal(s)	No.	Details	Marks
	International / National Journal	01	ANATARDHWANI: DSGMC JOURNAL OF EDUCATIONAL ISSUES AND RESEARCH (RNI no. granted & ISSN number under process)	
	Frequency	Yearly		
	Publisher	DSGMC		
	Indexed at WoS/SCOPUS	No		
	Indexed in UGC-CARE	No		
	Any other Indexing (please specify)	No		
	No indexing	Yes		
10(b)	Publication of Newsletters and Magazines			
	Magazine	01	College magazine: PRATIBIMB	
	Frequency	Yearly	College Newsletter: Nirakaar	
	Publication Type	Online		
	Newsletter	01		
	Frequency	Half Yearly		
	Publication Type	Online		
				Marks (Max. Marks: 40)

11. Students' Personality Development Activities

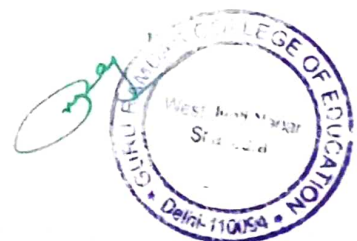
11(a)	Activities like mock interview, role play, group discussions, quizzes, workshops, competitions, etc.			
	Activities	No.	Details	Marks
	Mock Interview	01	ATTACHMENT	



	Role Play	:	04		
	Group Discussion	:	05		
	Workshop	:	06		
	Competition	:	09		
11(b)	Personality development labs, Provisions for trained faculty to conduct practical sessions and existence of qualified student counsellors				
	Personality development labs	:	YES	ATTACHMENT	
	Availability of trained faculty to conduct practical sessions	:	YES		
	Availability of student counsellor	:	YES on Requirement Basis		
11(c)	Sports facilities in the Institutions				
	Indoor facilities	:	YES	<ul style="list-style-type: none"> Indoor: Table Tennis, Carrom, Ludo, and Chess. Out Door: Cricket Bat & Ball, Badminton, Field for Athletic Events, Tug of War, March Past (in collaboration with GHPS, Loni Road) 	
	Outdoor facilities	:	YES		
	Sport Equipments	:	YES		
					Marks (Max. Marks: 30)

12. Status of Placement

		No.	Details	Marks
(i)	Total No. of Students having Passed out (in that Assessment Year)	: 94 + 73	94 students(2021-23) 73 students(2022-24) Companies Visited Campus: <ul style="list-style-type: none"> • Magic Bus • Planet Spark • BYjus' • MBIF • IBM- Skill Training 	
(ii)	Total No. of Students, who are eligible and have registered for Placements (a)	: 94 + 73		
(iii)	Total No. of students going for Higher Education (b)	: 10 (2021-23)		
(iv)	Total No. of Students having been placed (c)	: 02+25		
(v)	Total No. of Students placed + Higher Education (d=b+c)	: 10+ 02+25 =37		
(vi)	Total Percentage (%age) of Placements + Higher Education {e= (d/b) * 100}	: (37/94)*100 =39.4%		
(vii)	No. of companies visited the campus	: 05		
(viii)	Average salary offered	: 30k		



(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					

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		
(ii)	Institution Website URL	:	Yes	www.grdce.in	
(iii)	Common rooms for girls (separate)	:	YES		
(iv)	Cleanliness of toilets	:	Good		
(v)	Students' canteen and drinking water arrangements	:	Yes		
					Marks (Max. Marks: 30)

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)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	
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	



	Marks (Max. Marks: 50)
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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) :			
(ii) No of deficiencies removed / completed (b) :			
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.
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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
1.	
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Name and Signature of the Members of Academic Audit Committee

(i)

(ii)

(iii)

(iv)

(v)

(vi)