

# GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

(A state University established by the Government of NCT of Delhi)

Sector 16C, Dwarka, New Delhi - 110078

## ACADEMIC AUDIT PROFORMA (2024-25)

Academic Session: 2023-24

Institution Name: Banarsidas Chandiwal Institute of Information Technology

Date of Audit:.....

Members of the Academic Audit Committee:

(i) .....

(ii) .....

(iii) .....

(iv) .....

(iv) .....

(v) .....

Director  
Banarsidas Chandiwal Institute of  
Information Technology, New Delhi

A. Institute Information			
Name of the Institution	:	Banarsidas Chandiwal Institute of Information Technology	
Name of the Director/Principal	:	Dr Ravish Saggat	
Address	:	Chandiwala Estate, Near Govind Puri Metro Station Maa Anandmai Marg Shyam Nagar, Kalkaji, New Delhi 110019	
	Mobile No. (Director/Principal)	:	9911434411
	Telephone No. (Institution)	:	011-49020144
	Email ID	:	director@bciit.ac.in
	Institution website URL	:	www.bciit.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 <sup>st</sup> Shift	2 <sup>nd</sup> Shift	Total	
	1.	MCA	1999	AICTE	60	0	60	60
	2.	BCA	2021	GGSIPI/DHE	60	0	60	60
	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)	<b>Applicability of Accreditation:</b>		
	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)	<b>Status of Accreditation</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)	:	
			<b>Marks</b> (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)	<b>Total No. of Students</b>						
	In UG	:	180				
	In PG	:	120				
	<b>Number of Regular* Teachers</b>						
	In UG	:	9				
	In PG	:	6				
	In UG and PG	:					
	Total	:	15				
	<b>Teachers' Ratio</b>						
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	60x2=120	6	4	2	.5	1:20
2.	BCA	60x3=180	9	8	1	.125	1:20
3.							
4.							
Total							
							<b>Marks</b> (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.

Director  
Sardar Sarbajit Institute of  
Information Technology, New Delhi

3. Quality of Teachers and Teaching				
		No.	Details	Marks
3(a)	No. of teachers with Ph. D.	4		
3(b)	No. of publications in WoS/SCOPUS/UGC-CARE (Category-I) listed journals in the assessment year	4		
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)	3		
	• Indexed by UGC-CARE (Category-II)	-		
	• With ISBN Number	3		
	• Any other (Patent and Industrial Certification)	3		
3(f)	No. of Books / Edited Books / Book Chapters published	2		
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)	Microsoft LMS365	Using Microsoft LMS365 (Learn 365)	
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.)	100%		
				<b>Marks</b> (Maximum Marks: 100)
	List of Total number of publications for the assessment year to be uploaded at the Website under mandatory disclosures			

Director  
 Banarsidas Chandiwala Institute of  
 Information Technology, New Delhi



#### 4. Institutional Support for Faculty Development

			Details	Marks
4(a)	Documentary evidence of awards like best teacher/best researcher, etc.	:	Best Teacher/Performer: Dr Anu Taneja Best Researcher: Ms Gomathy	
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	:	Have provision	
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	:	Provision of fee/TA/DA and Special Leaves are in place	
4(d)	Individual computing facilities with Internet provided to teachers	:	Yes	
				<b>Marks</b> (Maximum Marks: 40)

#### 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	:	No Complain till date/Report sent to GGSIPU last year	
				<b>Marks</b> (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	:	100%	
				<b>Marks</b> (Maximum Marks: 50)

## 7. Status of Library

7(a)	Books: Total Library Books collection : 10904 vols.; Titles : 3424						
	S. No.	Programme	Title (a)	Volume (b)	Score	Details	Marks
	1.	MCA	2984	8939			
	2.	BCA	440	1965			
	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 =			
	2.	International	b = 6	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.	<b>Computers with printers, Scanner, Online UPS Etc available. We have Microsoft alliance which always provides updated software. Computers are being upgraded on yearly basis. IoT and Digital kits are also available</b>	
	(i)	Number of Labs	3		
	(ii)	Status of Instruments / Equipments	Maintained		
	(iii)	Up-gradation as per new technological developments and requirements of the course curriculum	Yes		
	<b>Marks</b> (Max. Marks: 50)				
8(b)	Status of Computer Labs (UG: 1 per 6 students; PG: 1 per 3 students across all years or as per statutory body)				
	(i)	Total Number of computers available in labs	90		
	(ii)	Total number of available licensed software required as per course curriculum (as required by statutory body)	42	<b>We have Microsoft alliance which always provides updated software</b>	



	(iii)	Quality of Internet connectivity	2	150 Mbps two LL	
				<b>Marks</b> (Max. Marks: 50)	
				<b>Total Marks</b> [10(a) + 10(b)] (Max. Marks: 100)	

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

9(a)	<b>Conferences Organized</b> Brochures, Proceedings, Resource Person/Session chair to be provided under disclosure	Yes.	Details	Marks
	International / National Conferences	:	1 International	International conference was organised on 31 <sup>st</sup> March. Proceedings of Conference in Elsevier SSRN
	Proceedings are indexed with WoS / SCOPUS	:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
	Proceedings have ISBN Only	:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	Proceedings do not have ISBN	:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
9(b)	<b>Seminars Organized</b> (02 Half Day Seminars may be considered as One Full Day Seminar). Details to be provided with Brochures, Resource person/session chairs to be provided under disclosure). <b>Guest Lecture not to be included.</b>			
	No. of One Day Seminar	:		
	No. of Half Day Seminar	:	06	
9(c)	<b>Faculty / Management Development Programme Organized</b> (of at least one week/5days duration) Brochures, Resource person etc. under disclosures). <b>Guest Lecture not to be included.</b>			
	FDP/MDP	:	02	5 days
9(d)	<b>Workshops Organized</b> (Details to be provided with Brochures, Resource person etc. under disclosures). <b>Guest Lecture not to be included.</b>			
	No. of Workshop	:	05	
9(e)	<b>Short Term / Value Added Programmes Organized</b> (Details to be provided with Brochures, Participants etc under disclosure). <b>Guest Lecture not to be included.</b>			
	No. of Programme	:	01	
9(f)	<b>Webinars / Online Extension Lectures Organized</b> (Details to be provided under disclosures)			
	No. of Lectures	:	01	
				<b>Marks</b> (Max. Marks: 100)

### 10. Publications of the Institutions

10(a)	<b>Publication of Journal(s)</b>	Yes	Details	Marks
	International / National Journal	:	National	Journal of Innovations in Computer Science and Trends in IT. ISSN 3048-4707
	Frequency	:	Half Yearly	
	Publisher	:	Self	
	Indexed at WoS/SCOPUS	:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
	Indexed in UGC-CARE	:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
	Any other Indexing (please specify)	:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	No indexing	:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

10(b)	<b>Publication of Newsletters and Magazines</b>			
	Magazine	:	YES	
	Frequency	:	Yearly	
	Publication Type	:	<input checked="" type="checkbox"/> Print <input checked="" type="checkbox"/> Online	
	Newsletter	:	YES	
	Frequency	:	Half Yearly	
	Publication Type	:	<input checked="" type="checkbox"/> Print <input checked="" type="checkbox"/> Online	
				<b>Marks</b> (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	:	08		
	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	:	10		
	Availability of trained faculty to conduct practical sessions	:	Yes (02)		
	Existence of NSS/NCC Technical and Cultural Clubs/Societies		Technical/Cultural/ Eco/sports etc Clubs		
11(c)	Sports facilities in the Institutions				
	Indoor facilities	:	YES		
	Outdoor facilities	:	YES		
	Sport Equipment	:	YES		
	Marks (Max. Marks: 35)				

Director  
Bansidhar Chaudhary Institute of  
Information Technology, New Delhi



## 12. Status of Placement

		No.	Details	Marks
(i)	Total No. of Students having Passed out (in that Assessment Year)	: 110		
(ii)	Total No. of Students, who are eligible and have registered for Placements (a)	: 60		
(iii)	Total No. of students going for Higher Education (b)	: 50		
(iv)	Total No. of Students having been placed (c)	: 36		
(v)	Total No. of Students placed + Higher Education (d=b+c)	: 86		
(vi)	Total Percentage (%age) of Placements + Higher Education {e= (d/b) * 100}	: 78%		
(vii)	No. of companies visited the campus	: 43		
(viii)	Average salary offered	: 5.1		
(ix)	Existence of training and placement office	: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
(x)	No of Entrepreneurship activities conducted with any startup	: 06		
<b>Marks</b> (Max. Marks: 60)				
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		
(ii)	Institution Website URL	: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
(iii)	Common rooms for girls (separate)	: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
(iv)	Cleanliness of toilets	: <input checked="" type="checkbox"/> Good <input type="checkbox"/> Bad	<b>GOOD</b>	
(v)	Students' canteen and drinking water arrangements	: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Marks</b> (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). Details of feedback analysis and action taken if any to be provided under disclosures.	: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" 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). Details of feedback analysis and action taken if any to be provided under disclosures.	: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
				<b>Marks</b> (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		
(ii)	No of deficiencies removed / completed (b)	: 03		
				<b>Marks</b> (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		
<b>Total Marks</b>		1000		
<b>Percentage (%) Obtained</b>				

## 17. Adherence of Time Schedule

Adherence of time schedule for 1<sup>st</sup> and 2<sup>nd</sup>  
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.	

## 19. Overall Observations and Recommendations

S. No.	Observations and Recommendations
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

Name and Signature of the Members of Academic Audit Committee

(i) .....

(ii) .....

(iii) .....

(iv) .....

(v) .....

(vi) .....