

ACADEMIC AUDIT PROFORMA

Academic Session: 2024-25

Institution Name: **Jagan Institute of Management Studies, Rohini**

Date of Audit:

Members of the Academic Audit Committee:

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A. Institute Information

Name of the Institution	:	Jagan Institute of Management Studies
Name of the Director/Principal	:	Dr. Praveen Arora, Principal & Dean
Address	:	3, Institutional Area, Sector-5, Rohini, Delhi-110085
Mobile No. (Director/Principal)	:	9811786265
Telephone No. (Institution)	:	011-45184000
Email ID	:	contact@jimsindia.org; principal@jimsindia.org
Institution website URL	:	https://www.jimsindia.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	MCA	I Shift: 2001 II Shift: 2013	AICTE	120	45	165	345
2.	BCA	I Shift: 1999 II Shift: 2010	GGSSIP University	60	60	120	347
3.	BBA	I Shift: 1999 II Shift: 2010	GGSSIP University	60	60	120	344
4.	BA (Hons.) (Economics)	I Shift: 2020 II Shift: 2023	GGSSIP University	60	60	120	227
5.							
6.							
7.							
8.							

(b) Programme-wise list of faculty for the assessment year (to be uploaded under mandatory disclosures).

(Attach as Annexure I)

(c) Programme-wise Class-wise Time Table for the assessment year (to be uploaded under mandatory disclosures).

(Attach as Annexure II)



1. Status of Accreditation

1(a) Applicability of Accreditation:			
NBA Only	:	☐ Yes ☐ No	
NAAC Only	:	☐ Yes ☐ No	
NBA and NAAC	:	☒ Yes ☐ 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)	:		
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)	:	NAAC & NBA : NAAC: Institute is NAAC accredited "A++" Grade with CGPA 3.61 valid up to 2nd January, 2029 NBA: Accreditation status for MCA Program vide Letter no F.No.17-18-2010-NBA dated 14.06.2024 valid up to 30.06.2025; <i>(Refer to Annexure III)</i>	
			Marks (Max. Marks: 50)

2. Status of Teachers' Availability

As per statutory body (UGC, AICTE, BCI, NCTE, COA, RCI, NMC, AYUSH, etc.) norms or to be assessed for UG as 1:20, PG as 1:15.

2(a) Total No. of Students						
In UG	: 918 (both shifts)	Program	BBA	BCA	BA (Eco)(Hons)	
		2024-28 (1st Yr.)	120	119	119	
		2023-26 (2nd Yr.)	120	115	64	
		2022-22 (3rd Yr.)	104	113	44	
		Total	344	347	227	
In PG	: 345 in both shifts	Program	MCA			
		2024-26 (1st Yr.)	165			
		2023-25 (2nd Yr.)	180			
		Total	345			
2(b) Number of Regular* Teachers						
In UG	:	BBA: 15 BCA: 14 BA (Hons.)(Eco): 14				
In PG	:	MCA: 24				
In UG and PG	:					
Total	:	Permanent Faculty: 67 Visiting Faculty : 04				



Teachers' Ratio

MCA: (1:14)

BBA: (1:20)

BCA: (1: 19)

BA (Hons.) (Eco): (1:17)

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			Student-Teacher Ratio (a/(c+d))
				Assistant Professor (Jr. Faculty) (c)	Associate Professor + Professors (Sr. Faculty) (d)	Cadre Ratio (d/c)	
1.	MCA / 2 Years	240+105	17	15	04+05	0.60	1:14
2.	BCA / 3* Years	180+180	14	08	02+04	0.75	1:20
3.	BBA / 3* Years	180+180	14	09	01+05	0.67	1:19
4.	BA (Economics) (Hon/s) 3* Years.	180+120	14	09	03+02	0.55	1:17
5.	<i>* 4th year will be taken into considerations, only if the students opt for the 4th year in 2027</i>						
Total							
						Marks (Max. Marks: 115)	

*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.

If Student-Teacher Ratio is as per statutory body, Give full 65 marks, else give proportionate marks and if less than 50% give 0 marks.

If cadre ratio is as per statutory body, give full 50 marks, else give proportionate marks.



3. Quality of Teachers and Teaching

		No.	Details	Marks
3(a)	No. of teachers with Ph. D. (awarded)	40	MCA: 17 BBA: 09 BCA: 07 BA (Hons.)(Eco): 07 <i>Refer to Annexure IV(A)</i>	
3(b)	No. of publications only in WoS/ SCOPUS/ PubMed (UGC CARE Category-II) listed journals in the assessment year (List to be uploaded under mandatory disclosures) P1	76	<i>Refer to Annexure IV(B)</i>	
	No. of publications only in UGC-CARE (Category-I) listed journals in the assessment year (List to be uploaded under mandatory disclosures) P2	07	<i>(Refer to Annexure IV(C))</i>	
	No. of publications only in any referred journal other than the above indexing above (with ISSN No.) in the assessment year (List to be uploaded under mandatory disclosures) P3	39	<i>(Refer to Annexure IV(D))</i>	
3(c)	(i) No. of publications in conferences in the assessment year (List to be uploaded under mandatory disclosures)		<i>(Refer to Annexure IV(E))</i>	
	• Indexed by WoS/SCOPUS	27		
	• With ISBN Number	27		
	• Any other	44		
	No of Patents Published/Granted	04/03	<i>(Refer to Annexure IV(F))</i>	
3(d)	No. of Books Authored/ Edited Books / Book Chapters published with ISBN (List to be uploaded under mandatory disclosures)	32	<i>Refer to Annexure IV(G)</i>	
3(e)	Course/teaching plan with details of number of lectures on each unit of curriculum, in the assessment year	As per Syllabus	All teacher prepares Lesson plan before the commencement of the semester indicating unit wise lecture plan all subjects <i>(Refer to Annexure IV(H))</i>	
3(f)	No. of courses on Learning Management System (LMS) Software other than youtube, ppt, etc. (List to be uploaded under mandatory disclosures)	All courses	All courses as per the syllabus for the Academic Session 2023-24 are uploaded in the LMS <i>(Refer to Annexure IV(I))</i>	
3(g)	Classrooms available with mounted projectors and ICT facilities (Geo tagged photos should be uploaded and available under mandatory disclosures)	13	All classrooms are equipped with latest ICT facilities like Smart Board, LCD Projector etc. <i>Refer to Annexure IV(J)</i>	
3(h)	Percentage of teachers using ICT for teaching (having PPTs, Videos, etc.)	100%	All faculties are using projector in classroom for teaching Refer to <i>Annexure IV(K)</i>	
			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 with implementation, etc. (Upload report)	: Best Teacher award guidelines are in place which is notified every year by the Director of the institute inviting the nominations from each department for Best teacher award Best teacher award is given to the Faculty on Teacher Day, ie. 5th September every year based on the guidelines drawn to select the best performing from each of the department of the institute. The guideline take into account the feedback from the students, contribution made by the teacher in improving results, research work, extracurricular activities and other sphere of the academic life. <i>Please refer to Annexure V(A)</i>	
4(b)	Documentary evidence of mechanism and its utilization for grant of study leave to teachers with full pay for faculty to pursue higher studies at other institutions (Upload report with List)	: Provision for study leave is annexed at <i>Please refer to Annexure V(B)</i>	
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 (Upload report with List)	: <i>Please refer to Annexure V(C)</i>	
4(d)	Individual computing facilities with Internet provided to teachers	: Yes, individual computing facilities is provided to each faculty with proper internet connectivity. <i>Refer to Annexure V(D)</i> Yes, internet facilities is provided to each faculty member	
			Marks (Maximum Marks: 40)



5. Framework for Students' Grievance Redressal Mechanism

		Details	Marks
5(a)	Availability of Students' Grievance Redressal Committee (SGRC) and its compliance with UGC's Regulations 2012 (Upload List with notification)	: Yes, Students' Grievance Redressal Committee (SGRC) is in place as per University Grant Commission Gazette of India Notification NO.F.No.14-4/2012(CP-II) dated 06.05.2019 <i>Please refer to Annexure VI-A</i>	
5(b)	Whether the Grievance Redressal Committee has elected student's representative?	: Yes, as per UGC Gazette notification dated 06.05.2019 institute has nominated student Grievance Redressal Committee <i>Please refer to Annexure VI-B</i>	
5(c)	Whether meticulous and verifiable documentations of the proceedings of Students' Grievance Redressal Committee is maintained (upload relevant minutes)	: Yes, meticulous and verifiable documentations of the proceedings of Students' Grievance Redressal Committee is maintained and sent to university as well <i>Please refer to Annexure VI-C</i>	
5(d)	Availability of Psychiatrist, Psychologist and professional students counsellors (Upload List with schedule and notification)	: Yes, Psychologist and professional student's Counsellor is available in the institute. <i>Please refer to Annexure VI-D</i>	
5(e)	Whether the institute has published/notified prominently the details of SGRC on website	: Yes, institute has published/notified prominently the details of SGRC on website and admission prospectus <i>Please refer to Annexure VI-E</i>	
5(f)	Whether students are satisfied with the effectiveness of the SGRC (upload survey report)	: Yes, the students are satisfied with the effectiveness of the SGRC as institute collect feedback from the students from time to time. <i>Please refer to Annexure VI-F</i>	
5(g)	Whether reports of the proceedings of SGRC is sent to the University every semester	: Yes, reports of the proceedings of SGRC is sent to the University every semester. <i>Please refer to Annexure VI-G</i>	
			Marks (Maximum Marks: 100)

6. Institutional Support for University Examinations (during the Assessment Year)

		Details	Marks
6	Percentage of faculty participation in university examinations as evaluators / university representatives	: 87% Yes, as per the university norms faculty has participated and details are as under: - Paper Evaluator: 58 nos. Practical examiner: 45 nos. <i>Please refer to Annexure VII</i>	
			Marks (Maximum Marks: 30)



7. Status of Library

7(a)

Books

Total Books Added During the year : 197 Nos. Total Volumes Added During the Year 1566 Nos.

S. No.	Programme	Title (a)	Volume (b)	Score	Details	Marks
1.	IT	3653	30939		Refer to Annexure VIII	
2.	Management	5918	33166			
3.	E-Books (Mgmt./IT)	Springer-401 Delnet: More than 1200 K- Hub: 4961				
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
Total Score						

Marks

(Maximum Marks: 70)

7(b)

Journals

No of Journals Added or Discontinued during the year:

Does the Journals cover all the disciplines offered by the College: Yes

Upload the list of all Journals under mandatory disclosures.

List of Journals under mandatory disclosures.					
S. No.	Type of Journal	No. of Journals	Ratio (Cap to 1)	Details	Marks
1.	Indian	a = IT: 52 Mgmt:67	a/12 =119/12: 9.91		
2.	International	b = IT: 06 Mgmt:10	b/3 =16/3 5.3		
3	E-Journal Packages	• ProQuest: Management Package of 124 journals. • Emerald Insight: Management Package of 23 journals including 1430 Case Studies. • Sage Publications: Package of 12 journals • Springer- EEC Package of 259 Journals • PIG- Publishing India Group- Package of 9 Journals • K-Hub Management E-Library Package E-Journals- 5913		Refer to Annexure VIII	

Marks

(Max. Marks: 30)

Total Marks [7(a) + 7(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	03	<i>(i) Refer to Annexure IX</i> Webcam, Digital Board, Purchase of Intel Core i7 6th Gen computer, Instruments for IoT lab, Instruments for language lab. <i>(Upload the images of the labs with list under mandatory disclosures)</i>
	(ii)	Status of Instruments / Equipment		
	(iii)	Up-gradation undertaken as per new technological developments and requirements of the course curriculum (Provide Details)		
				Marks (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	<u>Computer available</u> MCA: 96 BCA: 40 BBA: 42	<u>Computer ratio Reqd.</u> MCA: 86 (1:4) BCA: 36 (1:10) BBA: 36 (1:10) <i>Refer to Annexure X</i>
	(ii)	Total number of available licensed software required as per course curriculum (as required by statutory body)	Licensed software: 16 Open-source Software: 18	<i>Please Refer to Annexure X</i>
	(iii)	Quality of Internet connectivity	550 MBPS	<i>Please Refer to Annexure X</i>
				Marks (Max. Marks: 50)
				Total Marks [8(a) + 8(b)] (Max. Marks: 100)



9. Co-Curricular Activities Conducted by the Institution (Assessment Year)					
9(a)	Conferences Organized (Brochures, Proceedings, Resource persons/session chairs to be provided under disclosures)		No.	Details	Marks
	International/ National Conferences	:	02 (International)	Refer to Annexure XI	
	Proceedings are indexed with WoS / SCOPUS	:	☒ Yes ☐ No		
	Proceedings with ISBN Only	:	☒ Yes ☐ No		
	Proceedings without ISBN	:	☐ Yes ☐ No		
		:			
9(b)	Seminars Organized (02 Half Day Seminars may be considered as One Full Day Seminar). Brochures, Resource persons/session chairs to be provided under disclosures). Guest Lectures not to be included.				
	No. of One Day Seminar	:	04	Refer to Annexure XI	
	No. of Half Day Seminar	:			
9(c)	Faculty / Management Development Programme Organized (At least one week/5days duration). Details to be provided with Brochures, Resource persons, etc. under disclosures. Guest Lectures not to be included				
	FDP/MDP	:	02/24	Refer to Annexure XI	
9(d)	Workshops Organized (Details to be provided with Brochures, Resource persons, etc. under disclosures). Guest Lectures not to be included				
	No. of Workshop	:	12	Refer to Annexure XI	
9(e)	Short Term / Value Added Programmes Organized (Details to be provided with Brochure, Participants, etc. under disclosures)				
	No. of Programme	: 06		1. A workshop on Java full stack development using spring boot 2. Training on DSA & Cloud Computing 3. Mern & Android App Development 4. Summer training on Mern Stack Development 5. Summer training on Flutter-Dart 6. Training on Advanced EXCEL Power BI and Tableau. Refer to Annexure XI	
9(f)	Webinars / Online Extension Lectures Organized (Details to be provided under disclosures)				
	No. of Lectures	: 73		Refer to Annexure XI	
					Marks (Max. Marks: 100)



10. Publications of the Institutions

10(a)	Publication of Journal(s)	No.	Details	Marks
	International / National Journal	: 02	1. 8i (IJICCT) Computing Everywhere	
	Frequency	: Half Yearly	2. 8m (The Journ. of Indian Mgmt. & Strategy).	
	Publisher	: Jagan Institute of Management Studies	Book Proceeding (Other)	
	Indexed at WoS/SCOPUS	: ☐ Yes ☒ No	Springer CCIS Publication papers for IJICCT	
	Indexed in UGC-CARE	: ☐ Yes ☐ No		
	Any other Indexing (Google Scholar, EBSCO; etc)	: ☒ Yes ☐ No		
	No indexing	: ☐ Yes ☐ No	Refer to Annexure XII	
10(b)	Publication of Newsletter and Magazines			
	Magazine	: 04	Magazine	
	Frequency	: Yearly	1. (Insight: TechByte	
	Publication Type	: ☒ Print ☐ Online	2. HORIZON-More than Just Economics	
	Newsletter	: 01	3. Osmosis:Connecting Thoughts	
	Frequency	: Yearly	4. Echelon	
		Student press: 8 issue in a year	Newsletter	
			1. IPU Deptt. Newsletter	
			Students Press (Other)	
			1. IT Kaleidoscope	
			2. Management Students Press.	
	Publication Type	: ☒ Print ☐ Online	Refer to Annexure XII	
			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	: 15	Refer to Annexure XIII(A)	
	Role Play	: 04		
	Group Discussion	: 09		
	Workshop	: 12		
	Competition	: 23		
11(b)	Personality development labs, Provisions for trained faculty to conduct practical sessions and existence of qualified student counsellors			
	Personality development labs	: Yes	Refer to Annexure XIII(B)	
	Availability of trained faculty to conduct practical sessions	: Dr. Shivani Wadhwa		
	Existence of NSS/ NCC Technical and Cultural Clubs/Societies	Yes	Club name No. of activities (1) NSS: 11 (2) Cultural Club: 11 (3) Academic Club: 05 (4) Patriotic Club: 11 (5) Econ. Club: 06 (6) Gender Championship Club: 05 (7) Sports Club: 12 (8) Tekqbe Club: 05 (9) Electoral Literacy Club: 01 Refer to Annexure XIII(B)	
11(c)	Sports facilities in the Institutions			
	Indoor facilities	: Available	Refer to Annexure XII(C) The institute has trained Sport Instructor	
	Outdoor facilities	: Available		
	Sport Equipment	: Available		
				Marks (Max. Marks: 35)



12. Status of Placement

		No.	Details (Student wise placement list)	Marks
(i)	Total No. of Students having Passed out (in that Assessment Year)	: MCA: 178 BBA: 83 BCA: 109 BA (Eco): 42	Refer to Annexure XIV	
(ii)	Total No. of Students, who are eligible and have registered for Placements (a)	: MCA: 166 BBA: 43 BCA: 59 BA (Eco): 30		
(iii)	Total No. of students going for Higher Education (b)	: MCA: 05 BBA: 31 BCA: 44 BA (Eco): 08		
(iv)	Total No. of Students having been placed (c)	: MCA: 161 BBA: 43 BCA: 59 BA (Eco): 30		
(v)	Total No. of Students placed + Higher Education (d=b+c)	: MCA: 166 BBA: 74 BCA: 103 BA (Eco): 38		
(vi)	Total Percentage (%age) of Placements + Higher Education {e= (d/a) * 100}	: MCA: 100% BBA: 172% BCA: 175% BA (Eco): 127%		
(vii)	No. of companies visited the campus	: MCA: 108 BBA: 53 BCA: 56 BA (Eco): 23		
(viii)	Average salary offered	: MCA: 6.16 BBA: 4.78 BCA: 4.56 BA (Eco): 4.78		
(ix)	Existence of training and placement office with TP Officer	: ☒ Yes ☐ No		
(x)	No of Entrepreneurship activities conducted with any Startups (provide details)	48	Refer to Annexure XIV	
				Marks (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	:	☒ Yes	☐ No	Refer to Annexure XV	
(ii)	Institution Website URL	:	☒ Yes	☐ No		
(iii)	Common rooms for girls (separate)	:	☒ Yes	☐ No		
(iv)	Cleanliness of toilets	:	☒ Good	☐ Bad		
(v)	Students' canteen and drinking water arrangements	:	☒ Yes	☐ No		
					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). Details of Feedback analysis and action taken if any to be provided under disclosures.	: ☒ Yes ☐ No ☒ Yes ☐ No ☒ Yes ☐ No Refer to Annexure XVI	
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.	: ☒ Yes ☐ No ☒ Yes ☐ No ☒ Yes ☐ No Refer to Annexure XVI	
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)	: 02	Institute has submitted compliance report vide letter no.JIMSR/2024-25/036 dt.11/03/2025	
(ii)	No of deficiencies removed / completed (b)	: 02		

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	115		
3.	Quality of Teachers and Teaching	100		
4.	Institutional Support for Faculty Development	40		
5.	Framework for Students' Grievance Redressal Mechanism	100		
6.	Institutional Support for University Examinations	30		
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	35		
12.	Status of Placement	60		
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				

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.	



19. Overall Observations and Recommendations

S. No.	Observations and Recommendations
1.	
2.	
3.	
4.	
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7.	

Name and Signature of the Members of Academic Audit Committee

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