

# ACADEMIC AUDIT PROFORMA

Academic Session: 2022-23

Institution Name: ACCMAN Business School

Date of Audit:.....

Members of the Academic Audit Committee:

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

A. Institute Information			
Name of the Institution	:	ACCMAN Business School	
Name of the Director/Principal	:	Prof. (Dr.) Jagpal Singh Rana	
Address	:	46/A-2, Knowledge Park III, Greater Noida, PIN 210 308	
	:	Mobile No. (Director/Principal)	9818060941
	:	Telephone No. (Institution)	0120-2323802/801/802
	:	Email ID	info@accmanbusinessschool.in
	:	Institution website URL	www.accmanbusinessschool.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.	MBA	2018	AICTE	60	--	60	12
	2.	BBA	2020	--	60	--	60	18
(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	:	No
	NAAC Only	:	No
	NBA and NAAC	:	No
1(b)	<b>Status of Accreditation</b>		
	NBA (Out of 25 scaled to 50, if only NBA accreditation applicable)	:	N.A.
	NAAC (Out of 25 scaled to 50, if only NAAC accreditation is applicable)	:	N.A.
	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)	:	N.A.
	<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	:	18					
	In PG	:	12					
2(b)	<b>Number of Regular*Teachers</b>							
	In UG	:	9					
	In PG	:	6					
	In UG and PG	:	15					
	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.	MBA (2 yrs)	60 x 2 = 120	6	4	2	1:2	1:20
	2.	BBA (3) yrs)	60 x 3 = 180	9	7	2	1:3	1:20
Total								
Marks (Max.Marks:100)							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.	*Four	Dr. Jagpal Singh Rana Dr. Ashima Verma *[two teachers are in final stage of thesis submission]	10
3(b)	No. of publications in WoS/SCOPUS/UGC-CARE (Category-I) listed journals in the assessment year	NIL	.	--
3(c)	No. of publications in UGC-CARE(Category-II) listed journals in the assessment year	04	.	10
3(d)	No. of publications in any referred journal other than the above (with ISSN No.) in the assessment year	02		5
3(e)	No. of publications in conferences in the assessment year			--
	• Indexed by WoS/SCOPUS/UGC-CARE (Category-I)	NIL		
	• Indexed by UGC-CARE(Category-II)	NIL		
	• With ISBN Number	NIL		
	• Any other	NIL		
3(f)	No. of Books/Edited Books/Book Chapters published	NIL		--
3(g)	Course/teaching plan with details of number of lectures on each unit of curriculum, in the assessment year	Yes	Teaching plan is included in Faculty diary of every course with per Unit details of curriculum	10
3(h)	No. of courses on Learning Management System(LMS)	78	Abs275.gnomio.com	10
3(i)	Class rooms available with mounted projectors and ICT facilities (Geo tagged Photos should Be uploaded and available under mandatory disclosures)	8		10
3(j)	Percentage of teachers pursuing ICT for teaching (having PPTs, Videos, etc.)	100		10
				<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			<b>65</b>



4. Institutional Support for Faculty Development				
			Details	Marks
4(a)	Documentary evidence of awards like best teacher/best researcher, etc.	:		--
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	:	Policy in Place, no such request received	10
4(c)	Documentary evidence of grant of funds to teachers to attend conferences, or seminars, or FDP, or work shops, etc. including registration fee, TA/DA, and grant of special casual leave or duty leave for this purpose	:	Teacher are Paid with TA/ DA/ Registration fee/ On duty leave for FDP	10
4(d)	Individual computing facilities provided to teachers	:	Yes, All the faculty members are provided with desktop/ Laptop at their workplace	10
4(e)	Internet facility (to every teacher)	:	Adequate Internet Connectivity is available to every faculty member.	10
				<b>Marks</b> (Maximum Marks:50)
				<b>40</b>



## 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 [displayed on Institute website]	15
5(b)	Whether the Grievance Redressal Committee has elected students representative	: Yes [one from each programme]	15
5(c)	Whether meticulous and verifiable Documentations of the proceedings of Students' Grievance Redressal Committee is maintained	: Yes	15
5(d)	Availability of Psychiatrist, Psychologist and Professional students counsellors	: Yes [MOU with Hospital]	15
5(e)	Whether the institute has published/notified Prominently the details of SGRC on website and admission prospectus	: Yes [published on Institute website] [admission prospectus not printed/ not applicable]	15
5(f)	Whether students are satisfied with the Effectiveness of the SGRC	: Yes	10
5(g)	Whether reports of the proceedings of SGRC is Sent to the University every semester	: No incident reported or brought	10
<b>Marks</b> (Maximum Marks: 100)			<b>95</b>

## 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)	: 70	30
6(b)	No. of days per faculty devoted to university examination process (b)	: 25	20
<b>Marks</b> (Maximum Marks:50)			<b>50</b>



## 7. Status of Library

7(a)	Books						
	S. No.	Programme	Title (a)	Volume (b)	Score	Details	Marks
							70
	1.	MBA	405	4022	1		
	2.	BBA	410	1675	1		
	Total Score				2		
	Marks (Maximum Marks:70)						70
7(b)	Journals						
	S. No.	Type of Journal	No. of Journals	Ratio (Cap to 1)	Details	Marks	
	1.	Indian	12	1		15	
	2.	International	3	1		15	
		Marks (Max. Marks: 30)					
	Total Marks [7(a)+7(b)](Max.Marks:100)						100



8. Status of Laboratories				
			Details	Marks
8(a)	Status of Laboratories other than Computer Lab (as required by statutory body)		No.	Not required in Management programme
	(i)	Number of Labs		
	(ii)	Status of Instruments/ Equipments		
	(iii)	Up-gradation as per new technological developments and requirements of the course curriculum		
Marks (Max. Marks: 50)				NA
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	PG – 40 UG – 30	40
	(ii)	Total number of available licenses of software required as per course curriculum (as Required by statutory body)	System - 01 Application - 10	30
	(iii)	Quality of Internet Connectivity 24x7	200 MBPS, 1:1	30
Marks (Max Marks: 50)				
Total Marks [in case point 8(a) not applicable] (Max. Marks: 100)				100



9. Co-Curricular Activities Conducted by the Institution(Assessment Year)					
9(a)	Conferences Organized		No.	Details	Marks
	International / National Conferences	:			--
	Proceedings are indexed with WoS/SCOPUS/UGC-CARE (Category-I)	:			
	Proceedings are indexed with UGC-CARE (Category-II)	:			
	Proceedings have ISBN Only	:			
	Proceedings do not have ISBN				
9(b)	Seminars Organized(02HalfDaySeminarsmaybeconsideredasOneFullDaySeminar)				
	No. of One Day Seminar	:	02		15
	No. of Half Day Seminar	:	04		
9(c)	Faculty/Management Development Programme Organized(of atleast one week/5days duration)				
	FDP/MDP	:	01		15
9(d)	Workshops Organized				
	No. of Workshop	:	05		15
9(e)	Short Term/Value Added Programmes Conducted				
	No. of Programme	:	02		15
9(f)	Webinars/Online Extension Lectures Conducted				
	No. of Lectures	:	04		15
	Marks (Max.Marks:100)				75



## 10. Publications of the Institutions

10(a)	<b>Publication of Journal(s)</b>		<b>No.</b>	<b>Details</b>	<b>Marks</b>
	<b>International/National Journal</b>	:			--
	Frequency	:			
	Publisher	:			
	Indexed at WoS/SCOPUS	:			
	Indexed in UGC-CARE	:			
	Any other Indexing (please specify)	:			
	No indexing	:			
10(b)	<b>Publication of Newsletters and Magazines</b>				
	<b>Magazine</b>	:			--
	Frequency	:			
	Publication Type	:			
	<b>Newsletter</b>	:			
	Frequency	:			
	Publication Type	:			
<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	:	3	Involving eminent experts, group discussions with the students by the faculty were held on current/economic topics.	10
	Role Play	:	5		
	Group Discussion	:	4		
	Workshop	:	4		
	Competition	:	2		
11(b)	Personality development labs, Provisions for trained faculty to conduct practical sessions and existence Of qualified student counsellors				
	Personality development labs	:	4	Trained faculty available for conducting practical sessions.	10
	Availability of trained faculty to conduct practical sessions	:	Yes		
	Availability of student counsellor	:	Yes		
11(c)	Sports facilities in the Institutions				
	Indoor facilities	:	Yes	Adequate indoor / outdoor sports/ games facilities available	10
	Outdoor facilities	:	Yes		
	Sport Equipments	:	Yes	Gym and all latest sports equipments are available.	
Marks (Max. Marks: 30)					30



## 12. Status of Placement

		No.	Details	Marks
(i)	Total No. of Students having Passed out(in that Assessment Year)	:	15	45
(ii)	Total No. of Students, who are Eligible and have registered for Placements(a)	:	10	
(iii)	Total No. of students going for Higher Education(b)	:	3	
(iv)	Total No. of Students having been placed(c)	:	8	
(v)	Total No. of Students placed+ Higher Education(d=b+c)	:	11	
(vi)	Total Percentage(%age)of Placements + Higher Education {e=(d/b)* 100}	:	367	
(vii)	No. of companies visited the campus	:	3	
(viii)	Average salary offered	:	4	
(ix)	Existence of training and Placement office	:	Yes	
Marks (Max. Marks: 50)				45
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	Faculty Room	5
(ii)	Institution Website URL	:	Yes	www.accmanbusinessschool.in	5
(iii)	Common rooms for girls (separate)	:	Yes	Second Floor	5
(iv)	Cleanliness of toilets	:	Good		5
(v)	Students' canteen and drinking Water arrangements	:	Yes		5
Marks (Max. Marks: 30)					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)	: Yes Yes Yes	15
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 inter action with experts from industry and academia)	: Yes Yes Yes	20
<b>Marks</b> (Max.Marks:50)			35

#### 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)	:	Nil	-----
(ii)	No of deficiencies removed/completed (b)	:	NA	
<b>Marks</b> (Max. Marks: 50)				NA



16. Summary of Marks				
S.No.	Name of the parameters	Maximum Marks	Marks Obtained	Remarks
1.	Status of Accreditation	50	NA	
2.	Status of Teachers' Availability	100	100	
3.	Quality of Teachers and Teaching	100	65	
4.	Institutional Support for Faculty Development	50	40	
5.	Frame work for Students' Grievance Redressal Mechanism	100	95	
6.	Institutional Support for University Examinations	50	50	
7.	Status of Library	100	100	
8.	Status of Laboratories	100	100	
9.	Co-Curricular Activities Conducted by the Institution	100	75	
10.	Publications of the Institutions	40	--	
11.	Students' Personality Development Activities	30	30	
12.	Status of Placement	50	45	
13.	General Parameters about the Institution	30	30	
14.	Other Facilities Available in the Institute	50	35	
15.	Removal/Completions of Identified Deficiencies	50	50	
	<b>Total Marks</b>	1000	815	
	<b>Percentage(%age) Obtained</b>		85.78	

\*NBA/ NAAC not applicable (NBA applicable to PG only in management programme, we do not stand eligible – 3<sup>rd</sup> batch of MBA will be completing in Academic Session 2023-24.



### 17. Adherence of Time Schedule

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

Yes

### 18. Deficiencies Identified (only deviations from the standard norms, to be mentioned here):

S.No.	Details of the identified deficiencies
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2.	
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### 19. Overall Observations and Recommendations

S.No.	Observations and Recommendations
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**Name and Signature of the Members of Academic Audit Committee**

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