

# ACADEMIC AUDIT PROFORMA

Academic Session: 2022-2023

Institution Name: Sri Guru Tegh Bahadur Institute of Management and Information  
Technology

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 : Sri Guru Tegh Bahadur Institute of Management and Information Technology

Name of the Director/Principal : Prof. (Dr.) Navneet Kaur

Address : Adjacent to Gurdwara Nanak Piao,  
State Bank Colony,  
Model Town Metro station,  
Delhi-110009

Mobile No. (Director/Principal) : 9310558183  
9971244222

Telephone No. (Institution) : 011-61383764  
011-61383760

Email ID : sgtbimit@hotmail.com

Institution website URL : www.sgtbimit.com

### B. Details of Academic Programmes

(a) 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.	BBA(General)	2009	GGSIU/DHE	120	120	240	449
2.	BBA(B&I)	2010	GGSIU/DHE	60	60	120	238
3.	BCA	2009	GGSIU/DHE	120	120	240	561
4.	B.COM(H)	2022	GGSIU/DHE	60	-	60	54
5.						TOTAL=	1302
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).						

*Navneet Kaur*  
**Director**

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BANK COLONY, DELHI-110009**



# 1. Status of Accreditation

## 1(a) Applicability of Accreditation:

NBA Only : N/A

NAAC Only : No

NBA and NAAC : No

## 1(b) Status of Accreditation

NBA  
(Out of 25 scaled to 50, if only NBA accreditation is applicable) : N/A

NAAC  
(Out of 25 scaled to 50, if only NAAC accreditation is applicable) : NO

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) : NO

Marks  
(Max. Marks: 50)

*[Signature]*  
Director

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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 (SANCTIONED STRENGTH)

In UG	:	1620
In PG	:	N/A

### 2(b) Number of Regular\* Teachers

In UG	:	64
In PG	:	N/A
In UG and PG	:	-
Total	:	64

### 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.	BBA(G)-1 <sup>ST</sup> SHIFT	360	18	13	5	1:2.6	1:20
2.	BCA-1 <sup>ST</sup> SHIFT	360	18	12	6	1:2	1:20
3.	BBA (B&I) -1 <sup>ST</sup> SHIFT	180	9	7	2	1:3.5	1:20
4.	BBA(G)-2 <sup>ND</sup> SHIFT	360	15	10	5	1:2	1:20*
5.	BCA-2 <sup>ND</sup> SHIFT	360	15	10	5	1:2	1:20*
6.	BBA (B&I) -2 <sup>ND</sup> SHIFT	180	9	6	2	1:3	1:22.5
7.	B.COM(H)	180	6	4	2	1:2	1:20*
Total		1980	90	62	27		

Marks  
(Max. Marks: 100)

*Narain*  
Director

\*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.

\*NOTE: Calculations done on basis of 2 years. As of now, we have students for 2 years only.

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COLONY, DELHI-110



### 3. Quality of Teachers and Teaching

	No.	Details	Marks
3(a)	No. of teachers with Ph.D.	14	
3(b)	No. of publications in WoS/SCOPUS/UGC-CARE (Category-I) listed journals in the assessment year	8	
3(c)	No. of publications in UGC-CARE (Category-II) listed journals in the assessment year	5	ANNEXURE - I (a)
3(d)	No. of publications in any referred journal other than the above (with ISSN No.) in the assessment year	37	
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	75	
	• Any other	-	ANNEXURE- I (b)
3(f)	No. of Books / Edited Books / Book Chapters published	29	
3(g)	Course/teaching plan with details of number of lectures on each unit of curriculum, in the assessment year	For All Subjects	Detailed Lesson Plans covering entire course Objective
3(h)	No. of courses on Learning Management System (LMS)	-	Microsoft Teams and Google class Room
3(i)	Classrooms available with mounted projectors and ICT facilities (Geo tagged photos should be uploaded and available under mandatory disclosures)	All	All class rooms are equipped with smart board / LCD Projectors.
3(j)	Percentage of teachers using ICT for teaching (having PPTs, Videos, etc.)	100%	All the Faculty members are teaching using latest ICT .
			Marks (Maximum Marks: 100)
	List of Total number of publications for the assessment year to be uploaded at the Website under mandatory disclosures		

*Narinder*  
Director

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#### 4. Institutional Support for Faculty Development

		Details	Marks
4(a)	Documentary evidence of awards like best teacher/best researcher, etc.	: Institute gives Best Teacher and Best Researcher award every year.	
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	: Institute permits academic, Study, Full Pay leaves to pursue higher education i.e. Ph.D and also provides academic leaves..	
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	: Full reimbursement is allowed for attending National and International conferences /FDP /Workshop /Seminar etc to the teaching staff as per norms.	
4(d)	Individual computing facilities provided to teachers	: Yes , all faculties are provided with individual desktop.	
4(e)	Internet facility (to every teacher)	: Yes , Institute is providing personal desktop with internet facility	
			Marks (Maximum Marks: 50)

*M. Avasthi*  
Director

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## 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, Institute has availability of SGRC and compliance with UGC's regulation	
5(b)	Whether the Grievance Redressal Committee has elected students representative	: Yes, Institute has formed SGRC duly elected student representatives.	
5(c)	Whether meticulous and verifiable documentations of the proceedings of Students' Grievance Redressal Committee is maintained	: Yes, Properly filing of all records of the meetings are maintained	
5(d)	Availability of Psychiatrist, Psychologist and professional students counsellors	: Yes, Institute has appointed full time Psychologists cum Students Counsellors and a part time Psychiatrist also	
5(e)	Whether the institute has published/notified prominently the details of SGRC on website and admission prospectus	: Yes, the institute has published prospectus and handbook having all information in respect of SGR.	
5(f)	Whether students are satisfied with the effectiveness of the SGRC	: Yes, regular meetings are conducted with student's representatives.	
5(g)	Whether reports of the proceedings of SGRC is sent to the University every semester	: Yes, reports are submitted to the university every semester.	
<b>Marks</b> (Maximum Marks: 100)			

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

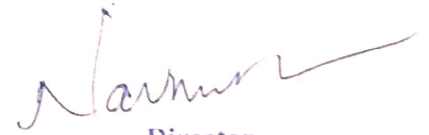
		Details	Marks
6(a)	Percentage of faculty participation in university examination as evaluators/university representatives(a)	: All the faculties participate in the university examinations as evaluators/UR.	
6(b)	No. of days per faculty devoted to university examination process (b)	: Every faculty is devoting minimum 15 days to the university examination process and also as and when required by the university.	
<b>Marks</b> (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	BCA	605	7576	3.12	Our Institute has a well maintained Library with easy accessibility of books, periodicals, e-books, newspapers etc.	
2	BBA	789	7925	3.46		
3	BBA(B&I)	684	5857	2.68		
4	B.COM (HONS)	400	3012	1.44		
5	TOTAL	2478	24370			
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 = 48	a/12 = 4	Library is equipped with various good quality national and international journals.		
2.	International	b = 12	b/3 = 4			
Marks						
(Max. Marks: 30)						
Total Marks						
[9(a) + 9(b)] (Max. Marks: 100)						

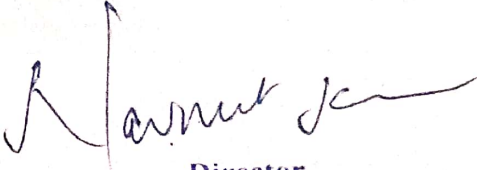
  
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## 8. Status of Laboratories

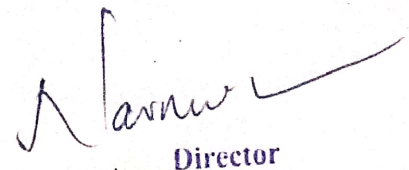
			Details	Marks	
8(a)	Status of Laboratories other than Computer Lab (as required by statutory body)		No.	NA	
	(i)	Number of Labs	NA		
	(ii)	Status of Instruments / Equipments	NA		
	(iii)	Up-gradation as per new technological developments and requirements of the course curriculum	NA		
				Marks (Max. Marks: 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	192	All Labs are equipped with latest Technology Computer systems of i-7 and i-5 Processors.	
	(ii)	Total number of available licensed software required as per course curriculum (as required by statutory body)	All Required S/W	All required licensed softwares are available.	
	(iii)	Quality of Internet connectivity	Excellent	Campus is equipped with high speed internet of 100 Mbps. In addition to it, 4 Broadband connections are also available.	
				Marks (Max. Marks: 50)	
				<b>Total Marks</b> [10(a) + 10(b)] (Max. Marks: 100)	

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

		No.	Details	Marks
9(a)	<b>Conferences Organized</b>			
	International / National Conferences	: 1	National Conference on "Corporate Social Responsibility and Sustainable Business"	
	Proceedings are indexed with WoS/SCOPUS / UGC-CARE (Category-I)	: No		
	Proceedings are indexed with UGC-CARE(Category-II)	: No		
	Proceedings-have ISBN Only	: Yes	ISBN: 978-81-957093-5-9	
	Proceedings do not have ISBN	: No		
9(b)	<b>Seminars Organized</b> (02 Half Day Seminars may be considered as One Full Day Seminar)			
	No. of One Day Seminar	: 13	Seminars are being conducted from time to time for the students of all courses and experts are being called upon for the same.	
	No. of Half Day Seminar	: 7		
9(c)	<b>Faculty / Management Development Programme Organized</b> (of at least one week/5days duration)			
	FDP/MDP	: 3	For the upgradation of the staff members FDP/MDP are conducted from time to time.	
9(d)	<b>Workshops Organized</b>			
	No. of Workshop	: 5	Workshops are conducted for giving practical approach to students and to update their knowledge.	
9(e)	<b>Short Term / Value Added Programmes Conducted</b>			
	No. of Programme	: 13	In collaboration with ICT, Institute has organised various Value added programs to enhance the standard of the students beyond academic curriculum.	
9(f)	<b>Webinars / Online Extension Lectures Conducted</b>			
	No. of Lectures	: 4	Online special interactive sessions are conducted for the students.	
			<b>Marks</b> (Max. Marks: 100)	

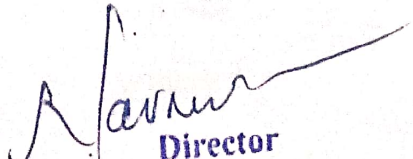
  
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## 10. Publications of the Institutions

10(a)	Publication of Journal(s)	No.	Details	Marks
	International / National Journal	: 1	SGTBIMIT Journal of Management and Informatics Practices.	
	Frequency	: Yearly	ISSN No. 2583-1631	
	Publisher	: Abha Publication		
	Indexed at WoS/SCOPUS	: No		
	Indexed in UGC-CARE	: No		
	Any other Indexing (please specify)	: No		
	No indexing	: Yes		
10(b)	Publication of News letters and Magazines			
	Magazine	: Reminiscence	The Institute publishes an yearly Magazine and Quarterly Newsletter. Apart from that, the Institute publishes Annual Report.	
	Frequency	: Yearly		
	Publication Type	: Print		
	Newsletter	: Vision		
	Frequency	: Quarterly		
	Publication Type	: Print		
				Marks (Max. Marks: 40)

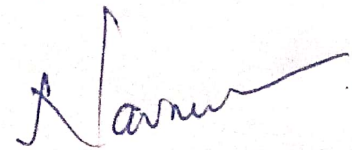
  
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## 11. Students' Personality Development Activities

Activities like mock interview, role play, group discussions, quizzes, workshops, competitions, etc.				Marks	
11(a)		No.	Details		
	Activities	:	12	ANNEXURE- III (a)	
	Mock Interview	:			
	Role Play	:	15		
	Group Discussion	:	22		
	Workshop	:	7		
	Competition	:	14		
11(b)	Personality development labs, Provisions for trained faculty to conduct practical sessions and existence of qualified student counsellors				
	Personality development labs	:	1	ANNEXURE- III (b)	
	Availability of trained faculty to conduct practical sessions	:	3		
	Availability of student counsellor	:	3		
11(c)	Sports facilities in the Institutions				
	Indoor facilities	:	5		
	Outdoor facilities	:	4		
	Sport Equipments	:	14		
				Marks (Max. Marks: 30)	

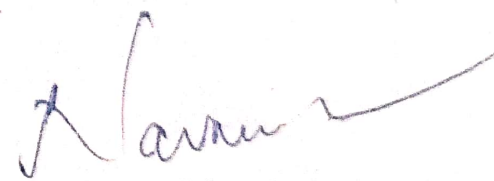


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## 12. Status of Placement

		No.	Details	Marks
(i)	Total No. of Students having Passed out (in that Assessment Year)	345	The Institute has separate Placement and Development cell to get students placed in reputed multinationals, NGOs, and private sectors. The cell provides placement assistance, counselling for employment and also for starting their own ventures. With the motivation and assistance of our placement officer, 10 students have started their own start-ups.	
(ii)	Total No. of Students, who are eligible and have registered for Placements (a)	273		
(iii)	Total No. of students going for Higher Education (b)	90		
(iv)	Total No. of Students having been placed (c)	173		
(v)	Total No. of Students placed + Higher Education (d=b+c)	263		
(vi)	Total Percentage (%age) of Placements + Higher Education (e= (d/b) * 100)	292.2		
(vii)	No. of companies visited the campus	56		
(viii)	Average salary offered	3.5 LPA		
(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	Separate cubical have been provided to every faculty.	
(ii)	Institution Website URL	:	Yes	www.sgtbimit.com	
(iii)	Common rooms for girls (separate)	:	Yes	We have separate common room for girls.	
(iv)	Cleanliness of toilets	:	Good	Good maintenance and hygiene in restrooms.	
(v)	Students' canteen and drinking water arrangements	:	Yes	Canteen is providing healthy food at reasonable prices.	
<b>Marks</b> (Max. Marks: 30)					

  
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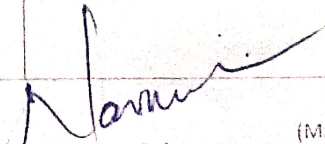


### 14. Other Facilities Available in the Institute (Based on Feedback)

		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)	Yes Yes Yes	
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)	Yes Yes Yes	
(Max. Marks: 50)			Marks

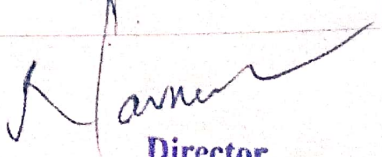
### 15. Removal / Completions of Identified Deficiencies

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)	3	All three deficiencies are removed.	
(ii)	No of deficiencies removed/ completed(b)	3		
 <b>Director</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		
	<b>Total Marks</b>	1000		
	<b>Percentage (%age) Obtained</b>			

  
**Director**

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### 17. Adherence of Time Schedule

Adherence of time schedule for 1 <sup>st</sup> and 2 <sup>nd</sup> Shift Programmes	Yes	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.	
4.	
5.	
6.	
7.	

### 19. Overall Observations and Recommendations

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

*Namini*  
Director

Name and Signature of the Members of Academic Audit Committee

(i) .....

(ii) .....

(iii) .....

(iv) .....

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ADJ. TO GD. NANAK PIAO, STA  
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