



ACADEMIC AUDIT PROFORMA (2024-25)

Academic Session: 2024-25

Institution Name : GURU RAM DASS COLLEGE OF EDUCATION

Date of Audit:.....

Members of the Academic Audit Committee:

(i) (ii)

(iii) (iv)

(iv) (v)

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; 9868426545
	Telephone No. (Institution) :	011-22819091; 22801081
	Email ID :	grdced@yahoo.co.in
	Institution website URL :	www.grdce.in

B. Details of Academic Programmes																				
(a)	Academic Programmes																			
	<table border="1"> <thead> <tr> <th rowspan="2">S. No.</th> <th rowspan="2">Programme</th> <th rowspan="2">Start Year</th> <th rowspan="2">Regulatory Body</th> <th colspan="3">Sanctioned Intake in the Assessment Year</th> <th rowspan="2">Total Students (for all years)</th> </tr> <tr> <th>1st Shift</th> <th>2nd Shift</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>B.Ed.</td> <td>2007</td> <td>NCTE</td> <td>100</td> <td></td> <td>100</td> <td>162/200</td> </tr> </tbody> </table> <p>Details of 2023-25 students: https://www.grdce.in/img/List%20of%20Students%202023-25%20for%20Website.pdf</p> <p>Details of 2024-26 Students : https://grdce.in/img/list-of-students-2024-26.pdf</p>	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	162/200
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	162/200													
(b)	Programme-wise list of faculty for the assessment year (to be uploaded under mandatory disclosures). Attachment																			
(c)	Programme-wise Class-wise Time Table for the assessment year (to be uploaded under mandatory disclosures). Attachment																			

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)	:	(Grade B in Cycle I in 2013-18. Cycle II under Process)
	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, 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	:	100 +100				
	In PG	:					
2(b)	Number of Regular* Teachers						
	In UG	:	14				
	In PG	:	-				
	In UG and PG	:	-				
	Total	:	14				
	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			Student-Teacher 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	200/14=14.28
2.							
3.							
4.							
5.							
Total							
						Marks (Max. Marks: 115)	
<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. 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.</p>							

3. Quality of Teachers and Teaching				
		No.	Details	Marks
3(a)	No. of teachers with Ph. D. (awarded)	07	07- Already Awarded 02- Pursuing Ph.D.	
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	--	--	
	No. of publications only in UGC-CARE (Category-I) listed journals in the assessment year (List to be uploaded under mandatory disclosures) P2	01	Attachment	
	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	08	Attachment	
3(c)	(i) No. of publications in conferences in the assessment year (List to be uploaded under mandatory disclosures)			
	• Indexed by WoS/SCOPUS			
	• With ISBN Number	00		
	• Any other			
	No of Patents Published/Granted			
3(d)	No. of Books Authored/ Edited Books / Book Chapters published with ISBN (List to be uploaded under mandatory disclosures)	21	Attachment	
3(e)	Course/teaching plan with details of number of lectures on each unit of curriculum, in the assessment year	Yes	Attachment	
3(f)	No. of courses on Learning Management System (LMS) Software other than youtube, ppt, etc. (List to be uploaded under mandatory disclosures)	24	Attachment	
3(g)	Classrooms available with mounted projectors and ICT facilities (Geo tagged photos should be uploaded and available under mandatory disclosures)	06	Attachment	
3(h)	Percentage of teachers using ICT for teaching (having PPTs, Videos, etc.)	100%	Attachment	
			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 2024-25- Dr. Geetanjali Malhotra	
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)	: <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 (Upload report with List)	: Grants for Registration Fees for Conference/ Seminars/ FDPs	
4(d)	Individual computing facilities with Internet provided to teachers	: All Teachers have separate Desktops/ Webcams & Headphones for Online classes	
			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	
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 (upload relevant minutes)	: YES	
5(d)	Availability of Psychiatrist, Psychologist and professional students counsellors (Upload List with schedule and notification)	: 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	: YES	
5(f)	Whether students are satisfied with the effectiveness of the SGRC (upload survey report)	: YES According to Student Satisfaction Survey conducted on 28th June 2024.	
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	Percentage of faculty participation in university examinations as evaluators / university representatives	: 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.	
						Marks (Maximum Marks: 30)
7. Status of Library						
7(a)	Books Total Books Added During the year: 104 Total Volumes Added = 06 During the Year:					
	S. No.	Programme	Title (a)	Volume (b)	Score	Details
	1.	B.ED.	2805	6750		Attachment
	2.					
	3.					
	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: Added: 00 Discontinued :00 Does the Journals cover all the disciplines offered by the College: Yes <i>Upload the list of all Journals under mandatory disclosures.</i>					
	S. No.	Type of Journal	No. of Journals	Ratio (Cap to 1)	Details	Marks
	1.	Indian	a = 13	a/12 = 1.08		
	2.	International	b = 04	b/3 = 1.33		
						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.	1. Mathematics Lab 2. Science Lab 3. Social Science Resource Room 4. Commerce Resource Room 5. Psychology Lab 6. Multimedia Lab 7. Language Lab		
	(i)	Number of Labs	07			
	(ii)	Status of Instruments / Equipments	GOOD			
	(iii)	Up-gradation undertaken as per new technological developments and requirements of the course curriculum (Provide Details)	Yes			

			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	55	36 in Computer Lab + 19 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 [8(a) + 8(b)] (Max. Marks: 100)	

9. Co-Curricular Activities Conducted by the Institution (Assessment Year)					
9(a)	Conferences Organized <i>(Brochures, Proceedings, Resource persons/session chairs to be provided under disclosures)</i>		No.	Details	Marks
	International / National Conferences	:	02	<ul style="list-style-type: none"> 15th National conference on "Cultural Sensitivity in Building Inclusive Education Systems: Intersection of Multiculturalism and NEP 2020" on 17th -18th October 2024. 16th National Conference on "Transforming Education and Society: Harnessing Digital India, AI and Gamification in the Tech-Driven Era" on 08th April 2025. 	
	Proceedings are indexed with WoS / SCOPUS	:	No		
	Proceedings with ISBN Only	:	Yes GRDCE Annual Academic Activity Proceedings Session 2024-25 with ISBN 9798900541365 on 18 th in September 2025		
	Proceedings without ISBN	:	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	:	02	<ul style="list-style-type: none"> One Day Seminar on Indian climate Week Feb 2025 under Eco Club Vasudha on 15th Feb 2025. One Day Seminar on "AI and Machine Learning" by STEAM VARSITY on 9th April 2025. 	
	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	:	04	<ul style="list-style-type: none"> One Day FDP on "Life Long Learning" by Prof. Yukti Sharma on 16th August 2024. One Day FDP on "NEP 2020: A Critical Analysis" by Prof. M.C. Sharma on 5th 	

				<p>September 2024.</p> <ul style="list-style-type: none"> • 11th Seven-Day Faculty Development Programme themed "Viksit Bharat and the Future of Indian Education" from 5th -12th November 2024 • 12th Seven Day Faculty Development Programme themed, "Cultivating Cultural Literacy: A Core mandate of NEP 2020 for Teachers" from 23-31, January 2025. 	
9(d)	Workshops Organized (Details to be provided with Brochures, Resource persons, etc. under disclosures. <i>Guest Lectures not to be included</i>)				
	No. of Workshop	:	08	<ul style="list-style-type: none"> • Workshop on Art Integrated learning: Puppetry as Teaching Learning Resource for 3rd semester students by Fevicryl Resource Person Ms. Preeti Gupta on 23rd July 2024. • Workshop on Happiness Curriculum by Mr. Saurabh Jain on 2nd Dec 2024. • Workshop on Indian Classical Dances by Neelam Sharma on 29th January 2025. • Workshop on Tie & Dye by Fevicryl on 08th Feb 2025. • Workshop on Tap Texture by Fevicryl on 14th Feb 2025. • Workshop on Mental Health by Samrasa Foundation on 19th Feb 2025. • Workshop on Art Integrated Learning Lipan Art by Fevicryl under Kala Sangam Club on 20th March 2025. • Vedic Mathematics Workshop for IKS Theme under the aegis of USE, GGSIPU by Vedic Maths Trainer Mr. Saurabh Jain on 05th May 2025. 	
9(e)	Short Term / Value Added Programmes Organised (Details to be provided with Brochure, Participants, etc. under disclosures)				
	No. of Programme	:	06	<ul style="list-style-type: none"> • Organized One Week Capacity Building Programme on Professional Skill Development of Trainee Teachers for 3rd Semester students 24th July-01st August 2024. • Organized One Week Capacity Building Programme on Professional Skill Development of Trainee Teachers for 4th Semester students 09th -16th January 2025. 	

				<ul style="list-style-type: none"> • Digital Story Telling Short Term Course for SSt Students by Ms. Nishi Gupta from 22nd January- 19th March 2025. (20 hrs) • Magic Bus Value Added Course on “Connect with Work Program” from 06th Feb-14th Feb 2025 (20hrs). • Two Day Online certified Short Term Course on AI – Native conduct of Education in the age of intelligence by Rajagiri Media trust Kochi, Kerala from 5-6th March 2025. • Tech Mahindra Value Added Course on “Employability Skill Preparation Program” by Ms. Meenakshi Ahuja from 18 Feb-10th March 2025 (25 hrs).
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9(f)	Webinars / Online Extension Lectures Organised (Details to be provided under disclosures)			
	No. of Lectures	:	04	<ul style="list-style-type: none"> • Extension Lecture by S. Japsahej Singh Bakshi on the Theme “Guru Gobind Singh Ji: Himself the Guru & the Disciple” ”on 17th Sept, 2024. • Financial Literacy Awareness Program by SEBI, MSME on 14th Oct, 2024. • Extension lecture by Ms. Neha, senior Trainer, Magic Bus “Workforce & Work Culture in 2024-25” on 10th December 2024. • Online Extension Lecture by Dr. Varghese, Director, Rajgiri Media Trust on “ Digital Education” on 4th March 2025

				Marks (Max. Marks: 100)
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10. Publications of the Institutions

10(a)	Publication of Journal(s)	No.	Details	Marks
	International / National Journal	:	01	Learning Horizon (ISSN number under process)
	Frequency	:	Yearly	
	Publisher	:	GRDCE	
	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 College Newsletter: Nirakaar
	Frequency	:	Yearly	
	Publication Type	:	Print and Online	
	Newsletter	:	01	
	Frequency	:	Half Yearly	
	Publication Type	:	Print and 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	:	03	Attachment	
	Role Play	:	07		
	Group Discussion	:	04		
	Workshop	:	10		
	Competition	:	08		
11(b)	Personality development labs, Provisions for trained faculty to conduct practical sessions and existence of qualified student counselors				
	Personality development labs	:	YES	Attachment	
	Availability of trained faculty to conduct practical sessions	:	YES (2 Faculty) And on Call Faculty also available for Special Sessions		
	Existence of NSS/NCC Technical and Cultural Clubs/Societies		YES	Attachment	
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) 	Attachment
	Outdoor facilities	:	YES		
	Sport Equipments	:	YES		
				Marks (Max. Marks: 35)	

12. Status of Placement

		No.	Details (Student wise placement list)	Marks
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(i)	Total No. of Students having Passed out (in that Assessment Year)	:	90	Attachment	
(ii)	Total No. of Students, who are eligible and have registered for Placements (a)	:	90		
(iii)	Total No. of students going for Higher Education (b)	:	40		
(iv)	Total No. of Students having been placed (c)	:	33		
(v)	Total No. of Students placed + Higher Education (d=b+c)	:	73		
(vi)	Total Percentage (%age) of Placements + Higher Education {e= (d/a) * 100}	:	81%		
(vii)	No. of companies visited the campus	:	03		
(viii)	Average salary offered	:	32,000/-		
(ix)	Existence of training and placement office with TP Officer	:	Yes		
(x)	No of Entrepreneurship activities conducted with any Startups (provide details)		NA		
				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	
(ii)	Institution Website URL	:	Yes www.grdce.in	
(iii)	Common rooms for girls (separate)	:	YES College virtual Tour Video 2 https://youtu.be/1x82-YtLrd0	
(iv)	Cleanliness of toilets	:	Good College virtual Tour Video 1 https://youtu.be/S1C9A3u1q5k	
(v)	Students' canteen and drinking water arrangements	:	Yes	
				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 YES YES	Attachment

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 YES YES	Attachment	
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)	:	03	
(ii)	No of deficiencies removed / completed (b)	:	03	
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	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.	
5.	
6.	
7.	

Name and Signature of the Members of Academic Audit Committee**(i)****(ii)****(iii)****(iv)****(v)****(vi)**