

ACADEMIC AUDIT PROFORMA

Academic Session : 2025-26

Institution Name: GITARATTAN INTERNATIONAL BUSINESS SCHOOL

Date of Audit:.....

Members of the Academic Audit Committee:

(i) (ii)

(iii) (iv)

(iv) (v)

A. Institute Information

Name of the Institution	:	GITARATTAN INTERNATIONAL BUSINESS SCHOOL
Name of the Director/Principal	:	PROF.(DR.) URVESH CHAUDHERY
Address	:	PSP 2A & 2B, COMPLEX-II, SECTOR-14, ROHINI, DELHI - 110085
	Mobile No. (Director/Principal)	8882093891
	Telephone No. (Institution)	9311267555 011-27555607/608/609
	Email ID	gibs@gitarattan.edu.in
	Institution website URL	www.gitarattan.edu.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 st Shift	2 nd Shift	Total	
	1.	MBA	2004	AICTE	90	-	90	102
	2.	MBA (2 nd Shift)	2011	AICTE	-	60	60	2
	3.	MBA-International Business	2013	AICTE	30	-	30	35
	4.	BBA	2017	AICTE	180	-	180	447
	5.	BBA (2 nd Shift)	2019	AICTE	180	-	180	262
	6.	BBA-MBA(Integrated)	2024	AICTE	60	-	60	86
	7.	Integrated-BBALLB (Hons.)	2016	BCI	120	-	120	497
	8.	Integrated-BALLB (Hons.)	2017	BCI	120	-	120	474
	9.	LLM (Criminal Justice System)	2024	DHE	20	-	20	17
	10.	LLM (Corporate Law)	2024	DHE	20	-	20	15
	11.	LLM (Alternative Dispute Resolution)	2024	DHE	20	-	20	8
(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).							



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20/10/20

1. Status of Accreditation

1(a) Applicability of Accreditation:

NBA Only : ☐ Yes ☐ No

NAAC Only : ☒ Yes ☐ No

- YES ('A' Grade in III Cycle)

Refer link as [Annexure 1](#)

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)

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 : 1680

In PG : 265 (MBA, LLM & BBA-MBA(Integrated))

2(b) Number of Regular* Teachers -

In UG : 79

In PG : 25

In UG and PG : 79+25

Total : 104

Teachers' Ratio - HR

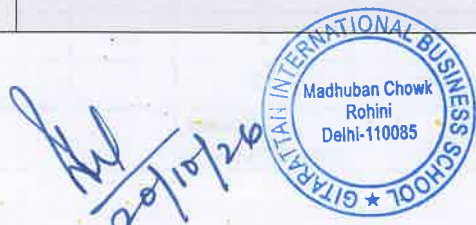
S. No.	Programme(s) and duration (in Years)	Sanctioned Intake x duration of the programme = total students (a)	No. of Required Teachers (b)	No. of Regular* Teachers Available			Student-Teacher Ratio (a/(c+d))
				Assistant Professor (Jr. Faculty) (c)	Associate Professor+ Professors (Sr. Faculty) (d)	Cadre Ratio (d:c)	
1.	MBA-1 st Shift	180	9	9	3	3:9	1:20
2.	MBA-2 nd Shift	120	3	2	2	2:2	1:40 (50% required)
3.	MBA-IB	60	3	4	1	1:4	1:20
4.	BBA-MBA(Integrated)	120	5	4	1	1:4	1:25
5.	BBA-1 st Shift	540	22	14	8	8:14	1:25
6.	BBA-2 nd Shift	540	11	8	5	5:8	1:50 (50% required)
7.	Int-BBALLB (Hon.)	600	15	16	4	4:19	1:40
8.	Int-BALLB (Hon.)	600	15	15	4	4:15	1:40
9.	LLM	60	3	2	2	2:2	1:20
Total			86	74	30		

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)	49	Refer Link as Annexure 3(a)	
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	58	Refer Link as Annexure 3(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	NA	Refer Link as Annexure 3(b) ii	
No. of publications only in any referred journal other than the above indexing (with ISSN No.) in the assessment year (List to be uploaded under mandatory disclosures) P3	56	Refer Link as Annexure 3(b) iii	
3(c) (i) No. of publications in conferences in the assessment year (List to be uploaded under mandatory disclosures)			
• Indexed by WoS/SCOPUS	2	Refer Link as Annexure 3(c) i	
• With ISBN Number	52		
• Any other	20		
(ii) No of Patents Published/Granted	12	Refer Link as Annexure 3(c) ii	
3(d) No. of Books Authored/ Edited Books / Book Chapters published with ISBN (List to be uploaded under mandatory disclosures)	23- Books 73 – Chapter	Refer Link as Annexure 3(d)	
3(e) Course/teaching plan with details of number of lectures on each unit of curriculum, in the assessment year		All faculty members make course plan and course files for all the subjects for all the programs. Which is followed. Refer Link as Annexure 3(e)	
3(f) No. of courses on Learning Management System (LMS) Software other than youtube, ppt, etc.(List to be uploaded under mandatory disclosures)	100%	Refer Link as Annexure 3(f)	
3(g) Classrooms available with mounted projectors and ICT facilities (Geo tagged photos should be uploaded and available under mandatory disclosures)	42	Refer Link as Annexure 3(g)	
3(h) Percentage of teachers using ICT for teaching (having PPTs, Videos, etc.)	100%	Refer Link as Annexure 3(h)	
			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

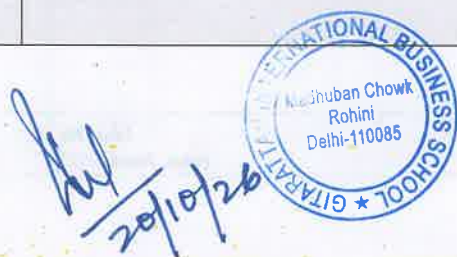
		Details	Marks
4(a)	Documentary evidence of awards like best teacher/best researcher with implementation, etc. (Upload report)	: Refer Link as Annexure 4(a)	
4(b)	Documentary evidence of mechanism and its utilisation for grant of study leave to teachers with full pay for faculty to pursue higher studies at other institutions (Upload report with List)	: Refer Link as Annexure 4(b)	
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)	: Refer Link as Annexure 4(c)	
4(d)	Individual computing facilities with Internet provided to teachers	: Refer Link as Annexure 4(d)	
			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)	: Available Refer Link as Annexure 5(a)	
5(b)	Whether the Grievance Redressal Committee has elected students representative?	: Yes Refer Link as Annexure 5(b)	
5(c)	Whether meticulous and verifiable documentations of the proceedings of Students' Grievance Redressal Committee is maintained (upload relevant minutes)	: Yes Refer Link as Annexure 5(c)	
5(d)	Availability of Psychiatrist, Psychologist and professional students counsellors (Upload List with schedule and notification)	: Yes Refer Link as Annexure 5(d)	
5(e)	Whether the institute has published/notified prominently the details of SGRC on website	: Yes Refer Link as Annexure 5(e)	
5(f)	Whether students are satisfied with the effectiveness of the SGRC (upload survey report)	: Yes Refer Link as Annexure 5(f)	
5(g)	Whether reports of the proceedings of SGRC is sent to the University every semester	: Yes Refer Link as Annexure 5(g)	
			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% Refer Link as Annexure 6	
			Marks (Maximum Marks: 30)



7. Status of Library

7(a)	Books Total Books Added During the year:..... Total Volumes Added During the Year:.....						
	S. No.	Programme	Title (a)	Volume (b)	Score	Details	Marks
	1.	MBA-1 st Shift	3940	34577		Refer Link as Annexure 7(a)	
	2.	MBA-2 nd Shift					
	3.	MBA-IB					
	4.	BBA-1 st Shift	1311	10912			
	5.	BBA-2 nd Shift					
	6.	BBA-MBA(Integrated)					
	7.	Int-BALLB(Hon.)	1474	12094			
	8.	Int-BBALLB(Hon.)					
	9.	LLM	272	448			
	Total Score						
	Marks (Maximum Marks: 70)						
7(b)	Journals No of Journals Added or Discontinued during the year: Added.....7 Discontinued.....NIL Does the Journals cover all the disciplines offered by the College: Yes/No <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 = 58	a/12 = 4.8	Refer Link as Annexure 7(b)		
	2.	International	b = 11	b/3 = 3.6			
	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.	Not Applicable <i>(Upload the images of the labs with list under mandatory disclosures)</i>
	(i)	Number of Labs		
	(ii)	Status of Instruments / Equipments		
	(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	360	Refer Link as Annexure 8(b)
	(ii)	Total number of available licensed software required as per course curriculum (as required by statutory body)	54	
	(iii)	Quality of Internet connectivity	Excellent	
	Marks (Max. Marks: 50)			

		Total Marks [8(a) + 8(b)] (Max. Marks: 100)
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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	2	Refer Link as Annexure 9(a)	
	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 : 9		Refer Link as Annexure 9(b)	
	No. of Half Day Seminar : 25			
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 : 2 (FDP) + 1 (MDP)+1 (SDP)		Refer Link as Annexure 9(c)	
9(d)	Workshops Organized (Details to be provided with Brochures, Resource persons, etc. under disclosures. Guest Lectures not to be included)			
	No. of Workshop : 13		Refer Link as Annexure 9(d)	
9(e)	Short Term / Value Added Programmes Organised (Details to be provided with Brochure, Participants, etc. under disclosures)			
	No. of Programme : 5		Refer Link as Annexure 9(e)	
9(f)	Webinars / Online Extension Lectures Organised (Details to be provided under disclosures)			
	No. of Lectures : 2		Refer Link as Annexure 9(f)	
			Marks (Max. Marks: 100)	

10. Publications of the Institutions

10(a)	Publication of Journal(s)	No.	Details	Marks
	International / National Journal : 3		Refer Link as Annexure 10(a)	
	Frequency : Monthly / Quarterly / Half Yearly / ☒ Yearly			
	Publisher : Gitarattan International Business School			
	Indexed at WoS/SCOPUS : ☐ Yes ☒ No			
	Any other Indexing (please specify) : ☒ Yes ☐ No			
	No indexing : ☒ Yes ☐ No		India Journals.com Indexing	
10(b)	Publication of Newsletters and Magazines			
	Magazine : 3			



Frequency	:	Monthly / Quarterly / Half Yearly / Yearly✓	Refer Link as <u>Annexure 10(b)</u>		
Publication Type	:	✓Print, ✓Online			
Newsletter	:	Yes			
Frequency	:	Monthly / Quarterly / Half Yearly / Yearly✓			
Publication Type	:	✓Print ✓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	:	15	Refer Link as <u>Annexure 11(a)</u>	
	Role Play	:	50		
	Group Discussion	:	53		
	Workshop	:	11		
	Competition	:	8		
11(b)	Personality development labs, Provisions for trained faculty to conduct practical sessions and existence of qualified student counsellors				
	Personality development labs	:	1	Refer Link as <u>Annexure 11(b) i</u>	
	Availability of trained faculty to conduct practical sessions	:	Yes	Refer Link as <u>Annexure 11(b) ii</u>	
	Existence of NSS/NCC Technical and Cultural Clubs/Societies		Yes	Refer Link as <u>Annexure 11(b) iii</u>	
11(c)	Sports facilities in the Institutions				
	Indoor facilities	:	Yes	The institute has indoor sports room with the table tennis and billiards boards. We also have facilities for Carom and chess. Outdoor tournament are conducted at the ground of society run school at Rohini. Refer Link as <u>Annexure 11 (c)</u>	
	Outdoor facilities	:	Yes		
	Sport Equipments	:	Yes		
					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)	453	Refer Link as Annexure 12	
(ii)	Total No. of Students, who are eligible and have registered for Placements (a)	350		
(iii)	Total No. of students going for Higher	27		

	Education (b)				
(iv)	Total No. of Students having been placed (c)	:	310		
(v)	Total No. of Students placed + Higher Education (d=b+c)	:	310+27		
(vi)	Total Percentage (%age) of Placements + Higher Education {e= (d/a) * 100}	:	96.29%		
(vii)	No. of companies visited the campus	:	157		
(viii)	Average salary offered	:	4.5 LPA		
(ix)	Existence of training and placement office with TP Officer	:	☒ Yes ☐ No		
(x)	No of Entrepreneurship activities conducted with any Startups (provide details)		22	Refer Link as Annexure 12 x	
Marks (Max. Marks: 60)					
Note: 1. Eligible and registered students shall be considered as total count of students to be placed. 2 List of companies with number of placements are to be attached.					

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 Link as Annexure 13	
(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)					

Note :- Feedback to be taken from Faculty and Students and to be added in disclosures of 14 (a) and 14 (b)

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). <i>Details of Feedback analysis and action taken if any to be provided under disclosures.</i>	: ☒ Yes ☐ No ☒ Yes ☐ No ☒ Yes ☐ No	Refer Link as Annexure 14 (a)
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	: ☒ Yes ☐ No ☒ Yes ☐ No ☒ Yes ☐ No	Refer Link as Annexure 14 (a)

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.			
(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)	:	4	Refer Link as Annexure 15
(ii)	No of deficiencies removed / completed (b)	:	All	
(Max. Marks: 50)				Marks

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)

