

ACADEMIC AUDIT PROFORMA

Academic Session: 2022-23

Institution Name: ARMY INSTITUTE OF MANAGEMENT & 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	: <u>ARMY INSTITUTE OF MANAGEMENT & TECHNOLOGY</u>	
Name of the Director/Principal	: Air Cmde (Dr) J K Sahu (Retd)	
Address	: Plot No M-1, Pocket P-5, Greater Noida 201315	
	Mobile No. (Director/Principal) :	9493618396, 9999347729
	Telephone No. (Institution) :	0120-2343501,503
	Email ID :	director@aimt.ac.in, registrar@aimt.ac.in
	Institution website URL :	www.aimt.ac.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	120	0	120	230
	2.	BBA	2018	-	60	0	60	102
	3.							
	4.							
	5.							
	6.							
	7.							
	8.							
	9.							
(b)	Programme-wise list of faculty for the assessment year (to be uploaded under mandatory disclosures).(Annexure-1)							
(c)	Programme-wise Class-wise Time Table for the assessment year (to be uploaded under mandatory disclosures).(Annexure-2)							

1. Status of Accreditation				
1(a)	Applicability of Accreditation:			
	NBA Only	:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	NAAC Only	:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	NBA and NAAC	:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
1(b)	Status of Accreditation			
	NBA (Out of 25 scaled to 50, if only NBA accreditation is applicable)	:		
	NAAC (Out of 25 scaled to 50, if only NAAC accreditation is applicable)	:	NAAC - Yes	
	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, AYUSH, etc.) norms or to be assessed for UG as 1:20, PG as 1:15.

2(a)	Total No. of Students		
In UG	:	102	
In PG	:	230	

2(b)	Number of Regular* Teachers		
In UG	:	03 01 (Visiting)	
In PG	:	12 06 (Visiting)	
In UG and PG	:		
Total	:	21	

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.	MBA (2 yrs)	240	12	10	02	02	20
2.	BBA (G) (3 yrs)	180	09	03	00	00	60
3.							
4.							
5.							
6.							
7.							
Total		420	21	13	02	0.15	28

Marks
(Max. Marks: 100)

*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.

3. Quality of Teachers and Teaching				
		No.	Details	Marks
3(a)	No. of teachers with Ph. D.	12		
3(b)	No. of publications in WoS/SCOPUS/UGC-CARE (Category-I) listed journals in the assessment year	02	Annexure-3	
3(c)	No. of publications in UGC-CARE (Category-II) listed journals in the assessment year	01	Annexure-3	
3(d)	No. of publications in any referred journal other than the above (with ISSN No.) in the assessment year	09	Annexure-3	
3(e)	No. of publications in conferences in the assessment year			
	• Indexed by WoS/SCOPUS/UGC-CARE (Category-I)		Annexure-3	
	• Indexed by UGC-CARE (Category-II)		Annexure-3	
	• With ISBN Number	06	Annexure-3	
	• Any other		Annexure-3	
3(f)	No. of Books / Edited Books / Book Chapters published	03+05	Books-03 Book Chapters -05 Annexure-3	
3(g)	Course/teaching plan with details of number of lectures on each unit of curriculum, in the assessment year	100%	Available for all Courses of MBA & BBA	
3(h)	No. of courses on Learning Management System (LMS)	49	Available for 49 Courses	
3(i)	Classrooms available with mounted projectors and ICT facilities (Geo tagged photos should be uploaded and available under mandatory disclosures)	08	Annexure-4	
3(j)	Percentage of teachers using ICT for teaching (having PPTs, Videos, etc.)	100%		
			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, etc.	: NA	
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	: NA	
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	: Annexure-5	
4(d)	Individual computing facilities provided to teachers	: Annexure-6	
4(e)	Internet facility (to every teacher)	: Annexure-7	
			Marks (Maximum Marks: 50)

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	: Annexure-8	
5(b)	Whether the Grievance Redressal Committee has elected students representative	: Annexure-8	
5(c)	Whether meticulous and verifiable documentations of the proceedings of Students' Grievance Redressal Committee is maintained	: Annexure-8	
5(d)	Availability of Psychiatrist, Psychologist and professional students counsellors	: Annexure-8	
5(e)	Whether the institute has published/notified prominently the details of SGRC on website and admission prospectus	: Annexure-8	
5(f)	Whether students are satisfied with the effectiveness of the SGRC	:	
5(g)	Whether reports of the proceedings of SGRC is sent to the University every semester	:	
			Marks (Maximum Marks: 100)

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)	: 100% Annexure-9	
6(b)	No. of days per faculty devoted to university examination process (b)	: 1 week	
			Marks (Maximum Marks: 50)

7. Status of Library

7(a) Books						
S. No.	Programme	Title (a)	Volume (b)	Score	Details	Marks
1.	MBA	3257	14974		Annexure-10	
2.	BBA	75	1213			
3.						
4.						
5.						
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 =18	a/12 =1.5	Annexure-10		
2.	International	b = 9	b/3 =3			
Marks (Max. Marks: 30)						
Total Marks [9(a) + 9(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.	Annexure-11	
	(i)	Number of Labs	03		
	(ii)	Status of Instruments / Equipments			
	(iii)	Up-gradation as per new technological developments and requirements of the course curriculum			
				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	102	Annexure-11	
	(ii)	Total number of available licensed software required as per course curriculum (as required by statutory body)			
	(iii)	Quality of Internet connectivity		Full Wi-fi Campus with 100 Mbps Annexure-7	
				Marks (Max. Marks: 50)	
				Total Marks [10(a) + 10(b)] (Max. Marks: 100)	

9. Co-Curricular Activities Conducted by the Institution (Assessment Year)				
9(a)	Conferences Organized	No.	Details	Marks
	International / National Conferences	:	01	https://aimt.ac.in/pdfs/events-2022-23/Int.%20Conf.%202023.pdf
	Proceedings are indexed with WoS / SCOPUS / UGC-CARE (Category-I)	:	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
	Proceedings are indexed with UGC-CARE (Category-II)	:	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
	Proceedings have ISBN Only	:	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
	Proceedings do not have ISBN	:	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
9(b)	Seminars Organized (02 Half Day Seminars may be considered as One Full Day Seminar)			
	No. of One Day Seminar	:	02	https://aimt.ac.in/events-2022-23/
	No. of Half Day Seminar	:	03	
9(c)	Faculty / Management Development Programme Organized (of at least one week/5days duration)			
	FDP/MDP	:	02	https://aimt.ac.in/events-2022-23/
9(d)	Workshops Organized			
	No. of Workshop	:	01	https://aimt.ac.in/events-2022-23/
9(e)	Short Term / Value Added Programmes Conducted			
	No. of Programme	:	02	Annexure-12
9(f)	Webinars / Online Extension Lectures Conducted			
	No. of Lectures	:		
				Marks (Max. Marks: 100)

10. Publications of the Institutions				
10(a)	Publication of Journal(s)	No.	Details	Marks
	International / National Journal	: 01-National	https://aimt.ac.in/journal-and-publications/	
	Frequency	: Monthly / Quarterly / Half Yearly / Yearly		
	Publisher	:		
	Indexed at WoS/SCOPUS	: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
	Indexed in UGC-CARE	: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
	Any other Indexing (please specify)	: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No ISSN:2277-4076		
	No indexing	: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
10(b)	Publication of Newsletters and Magazines			Marks (Max. Marks: 40)
Magazine	: 01	https://aimt.ac.in/journal-and-publications/		
Frequency	: Monthly / Quarterly / Half Yearly / Yearly			
Publication Type	: <input checked="" type="checkbox"/> Print <input type="checkbox"/> Online			
Newsletter	: 01			
Frequency	: Monthly / Quarterly / Half Yearly / Yearly			
Publication Type	: <input checked="" type="checkbox"/> Print <input type="checkbox"/> Online			

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	:	02	Annexure-13	
	Role Play	:	03		
	Group Discussion	:	04		
	Workshop	:	01		
	Competition	:	03		
11(b)	Personality development labs, Provisions for trained faculty to conduct practical sessions and existence of qualified student counsellors				
	Personality development labs	:	01		
	Availability of trained faculty to conduct practical sessions	:			
	Availability of student counsellor	:	01 Annexure-8		
11(c)	Sports facilities in the Institutions				
	Indoor facilities	:	Table Tennis, Carrom, Gym	https://aimt.ac.in/overview/	
	Outdoor facilities	:	Football, Cricket, Volleyball, Basketball, , Badminton, Tennis.		
	Sport Equipments	:	Available for All		
				Marks (Max. Marks: 30)	

12. Status of Placement

		No.	Details	Marks
(i)	Total No. of Students having Passed out (in that Assessment Year)	:	113(MBA) 27(BBA)	Annexure - 13
(ii)	Total No. of Students, who are eligible and have registered for Placements (a)	:	113(MBA) 27(BBA)	
(iii)	Total No. of students going for Higher Education (b)	:	11	
(iv)	Total No. of Students having been placed (c)	:	113(MBA) 18(BBA)	
(v)	Total No. of Students placed + Higher Education (d=b+c)	:	113(MBA) 27(BBA)	
(vi)	Total Percentage (%age) of Placements + Higher Education {e= (d/b) * 100}	:	100%	
(vii)	No. of companies visited the campus	:	83	
(viii)	Average salary offered	:	6.85LPA	
(ix)	Existence of training and placement office	:	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
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	:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Annexure - 14	
(ii)	Institution Website URL	:	<input type="checkbox"/> Yes <input type="checkbox"/> No	www.aimt.ac.in	
(iii)	Common rooms for girls (separate)	:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
(iv)	Cleanliness of toilets	:	<input type="checkbox"/> Good <input type="checkbox"/> Bad		
(v)	Students' canteen and drinking water arrangements	:	<input type="checkbox"/> Yes <input type="checkbox"/> 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)	:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No		
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)	:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	https://aimt.ac.in/wp-content/uploads/2022/11/SSS-Questionnaire_Students.pdf Annexure -15	
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)	:	04	1. Cadre ratio: in Process 2. No Best Teacher Award: in Process 3. Participation in Orientation/ Refresher Programmes: Initiated 4. Less publications by faculty in Conference Proceedings with ISBN: Improved	
(ii)	No of deficiencies removed / completed (b)	:	02		
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		
	Total Marks	1000		
	Percentage (%age) Obtained			

17. Adherence of Time Schedule		
Adherence of time schedule for 1 st and 2 nd Shift Programmes	<input type="checkbox"/> Yes <input type="checkbox"/> No	For institutions, not adhering to schedule, ask for written explanations.

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.	
3.	
4.	
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7.	
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9.	
10.	

Name and Signature of the Members of Academic Audit Committee

(i)

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ARMY INSTITUTE OF MANAGEMENT & TECHNOLOGY,
GREATER NOIDA

LIST OF ANNEXURES
(Access Available on AIMT domain)

Sr No	Academic Audit Form Sr No	Annexure No.
1	B (b)	Annexure-1
2	B (c)	Annexure-2
3	3(b, c, d, e & f)	Annexure-3
4	3(i)	Annexure-4
5	4(c)	Annexure-5
6	4(d)	Annexure-6
7	4(e); 8 (b)(iii)	Annexure-7
8	5(a, b, c, d & e), 11(b)	Annexure-8
9	6(a)	Annexure-9
10	7(a) & (b)	Annexure-10
11	8 (a) & (b)	Annexure-11
12	9 (e)	Annexure-12
13	11(a), 12(i)	Annexure-13
14	13(i)	Annexure-14
15	14(b)	Annexure-15