



Guru Gobind Singh Indraprastha University
(A State University established by the Government of NCT of Delhi)
Sector 16-C, Dwarka, New Delhi 110078

ACADEMIC AUDIT PROFORMA

Academic Session: 2024-25

Institution Name:.....

Date of Audit:.....

Members of the Academic Audit Committee:

(i) (ii)

(iii) (iv)

(iv) (v)

A. Institute Information

Name of the Institution	:	Trinity Institute of Professional Studies				
Name of the Director/Principal	:	Dr. Ashutosh Agarwal				
Address	:	Sector 9, Dwarka Institutional Area, Near Dwarka Court, New Delhi-110075				
	:	Mobile No. (Director/Principal)	:	9315911705		
	:	Telephone No. (Institution)	:	011-45636922/23/24/25		
	:	Email ID	:	tips@tips.edu.in		
	:	Institution website URL	:	www.tips.edu.in		

B. Details of Academic Programmes

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.	BBA(G)	2007	AICTE	120	120	240	681
2.	B.Com(H)	2013		40	40	80	218
3.	BCA	2007	AICTE	60	60	120	352
4.	BA(JMC)	2007		60	60	120	309
5.	BALLB(H)	2018	BCI	60	--	60	291
6.							
7.							
(a)							
(b)	Programme-wise list of faculty for the assessment year (to be uploaded under mandatory disclosures). Annexure – 1 https://www.tips.edu.in/academic-audit						
(c)	Programme-wise Class-wise Time Table for the assessment year (to be uploaded under mandatory disclosures). Annexure – 2 https://www.tips.edu.in/academic-audit						


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1. Status of Accreditation			
1(a)	Applicability of Accreditation:		
	NBA Only	:	N.A.
	NAAC Only	:	Yes
	NBA and NAAC	:	N.A.
1(b)	Status of Accreditation		
	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)	:	"A" Grade Accredited Annexure -3 https://www.tips.edu.in/academic-audit
	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	:	BBA(G)-681, B.Com(H)-218-, BCA –352, BA(JMC) –309and BALLB(H)- 291				
	In PG	:					
2(b)	Number of Regular* Teachers						
	In UG	:	BBA (G) – 32 + 4 (Visiting) B.Com(H) – 11 + 1 (Visiting) BCA – 16 + 2 (Visiting) BA(JMC) – 16 + 2 (Visiting) BALLB(H) – 15				
	In PG	:					
	In UG and PG	:					
	Total	:					
	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.	BBA (G) – Ist Shift BBA(G) – 2 nd Shift	120 x 3 = 360 120 x 3 = 360	36	24	12	1 : 2	1 : 20
2.	B.Com(H) – Ist Shift B.Com(H) – 2 nd Shift	40 x 3 = 120 40 x 3 = 120	12	8	4	1 : 2	1: 20
3.	BCA – Ist Shift BCA- 2 nd Shift	60 x 3 = 180 60 x 3 = 180	18	12	6	1 : 2	1: 20
4.	BA(JMC) – Ist Shift BA(JMC) – 2 nd Shift	60 x 3 = 180 60 x 3 = 180	18	12	6	1 : 2	1: 20
5.	BALLB (H)	60 x 5 = 300	15	10	5	1 : 2	1: 20
Total							
						Marks (Max. Marks: 115)	


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*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)	33- Ph.D. 12- Pursuing Ph.D	Annexure -4 https://www.tips.edu.in/academic-audit	
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	6	Annexure -5 https://www.tips.edu.in/academic-audit	
	No. of publications only in UGC-CARE (Category-I) listed journals in the assessment year (List to be uploaded under mandatory disclosures) P2	6		
	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	71		
3(c)	(i) No. of publications in conferences in the assessment year (List to be uploaded under mandatory disclosures)		Annexure -6 https://www.tips.edu.in/academic-audit	
	• Indexed by WoS/SCOPUS	14		
	• With ISBN Number	59		
	• Any other (FDP, Orientation, Awards, Seminar & Webinar)	164		
	(ii) No of Patents Published/Granted	22	Annexure - 7 https://www.tips.edu.in/academic-audit	
3(d)	No. of Books Authored/ Edited Books / Book Chapters published with ISBN (List to be uploaded under mandatory disclosures)	37	Annexure-8 https://www.tips.edu.in/academic-audit	
3(e)	Course/teaching plan with details of number of lectures on each unit of curriculum, in the assessment year		Lesson Plans BBA https://drive.google.com/drive/folders/1gmF74Zzc_TkfQYEqwqp8m62xaxXT20ouH?usp=sharing B.Com(H) https://drive.google.com/drive/folders/1jDNOPVGv5NZMnGik47MUwdl9WV7h0Wt BA(J)MC https://drive.google.com/drive/folders/16LnaoVhPH9vaWKYhPEiVdpRnwb1Lw0u?usp=sharing BCA https://docs.google.com/document/d/1hFXYGmAd-XnxfNKZst9I1V40r1r2VrTRAvxc-1Oayk/edit?tab=t.0 BALLB(H) https://drive.google.com/drive/folders/1c_9PgoRMgcge2pUapN1Zpj2K-UhdRrPG?usp=sharing	

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			Annexure -9 https://www.tips.edu.in/academic-audit	
3(f)	No. of courses on Learning Management System (LMS) Software other than youtube, ppt, etc. (List to be uploaded under mandatory disclosures)	5	ERP https://octopod.co.in/login E Books www.asapglobe.com	
3(g)	Classrooms available with mounted projectors and ICT facilities (Geo tagged photos should be uploaded and available under mandatory disclosures)	28	Annexure- 10 https://www.tips.edu.in/academic-audit	
3(h)	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 with implementation, etc. (Upload report)	:	Annexure -11 https://www.tips.edu.in/academic-audit	
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)	:	Annexure-12 https://www.tips.edu.in/academic-audit	
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)	:	Annexure-13 https://www.tips.edu.in/academic-audit	
4(d)	Individual computing facilities with Internet provided to teachers	:	Annexure -14 https://www.tips.edu.in/academic-audit	
				Marks (Maximum Marks: 40)


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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)	:	Annexure -15 https://www.tips.edu.in/academic-audit
5(b)	Whether the Grievance Redressal Committee has elected students representative?	:	
5(c)	Whether meticulous and verifiable documentations of the proceedings of Students' Grievance Redressal Committee is maintained (upload relevant minutes)	:	
5(d)	Availability of Psychiatrist, Psychologist and professional students counsellors (Upload List with schedule and notification)	:	
5(e)	Whether the institute has published/notified prominently the details of SGRC on website	:	
5(f)	Whether students are satisfied with the effectiveness of the SGRC (upload survey report)	:	
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	Percentage of faculty participation in university examinations as evaluators / university representatives	:	80% Annexure-16 https://www.tips.edu.in/academic-audit

7. Status of Library						
7(a)	Books Total Books Added During the year: 1144 Total Volumes Added During the Year: 1144					
	S. No.	Programme	Title (a)	Volume (b)	Score	Marks
	1.	BBA	597	4594		Annexure -17 https://www.tips.edu.in/academic-audit
	2.	BA(JMC)	493	2572		
	3.	B.Com(H)	693	5889		
	4.	BCA	646	6814		
	5.	BALLB(H)	829	4327		
	Total Score					
						Marks (Maximum Marks: 70)
7(b)	Journals No of Journals Added or Discontinued during the year: Added : 6 Discontinued : 0 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 =41	a/12 =	Annexure - 17 (A) https://www.tips.edu.in/academic-audit	
	2.	International	b =17	b/3 =10		
						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.	<p align="center">Annexure – 18</p> <p align="center">https://www.tips.edu.in/academic-audit</p> <p align="center"><i>(Upload the images of the labs with list under mandatory disclosures)</i></p>	
	(i)	Number of Labs	03		
	(ii)	Status of Instruments / Equipments	As Attached		
	(iii)	Up-gradation undertaken as per new technological developments and requirements of the course curriculum (Provide Details)	As Attached		
				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	240	Annexure - 19	
	(ii)	Total number of available licensed software required	20		
	as per course curriculum (as required by statutory body)				
	(iii)	Quality of Internet connectivity		Leased Line connection with 200 Mbps speed Airtel Broadband connections 40/100 Mbps (7 Lines)	
				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 <i>(Brochures, Proceedings, Resource persons/session chairs to be provided under disclosures)</i>		No.	Details	Marks
	International / National Conferences	:	01	ICSSR sponsored International conference on “Nurturing Growth through Indigenous Development : A Key to Global Competence” held on 10.08.2024 papers published in Scopus Indexed Journal” Advanced Theory and Simulations”, ISSN : 2513-0390 Annexure -20 https://www.tips.edu.in/academic-audit	
	Proceedings are indexed with WoS / SCOPUS	:	Yes		
	Proceedings with ISBN Only	:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	Proceedings without ISBN	:	<input type="checkbox"/> Yes <input type="checkbox"/> 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	:	08	Annexure -21 https://www.tips.edu.in/academic-audit	
	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	:	01	Five Day FDP on Microsoft Power BI Data Analyst Associate was held between 17-21 March, 2025 conducted by ICT Academy Annexure -22 https://www.tips.edu.in/academic-audit	
9(d)	Workshops Organized (Details to be provided with Brochures, Resource persons, etc. under disclosures. Guest Lectures not to be included)				
	No. of Workshop	:	06	See Annexure -21 https://www.tips.edu.in/academic-audit	
9(e)	Short Term / Value Added Programmes Organised (Details to be provided with Brochure, Participants, etc. under disclosures)				
	No. of Programme	:	12	Annexure -23 https://www.tips.edu.in/academic-audit	
9(f)	Webinars / Online Extension Lectures Organised (Details to be provided under disclosures)				
	No. of Lectures	:	02	See Annexure -21 https://www.tips.edu.in/academic-audit	
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	:		Volume : 15 ISSN No. : 2320-6470 Annexure -24 https://www.tips.edu.in/academic-audit	
	Frequency	:	Yearly		
	Publisher	:			
	Indexed at WoS/SCOPUS	:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	Indexed in UGC-CARE	:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Any other Indexing (please specify)	:	<input type="checkbox"/> Yes <input type="checkbox"/> No			
	No indexing	:	<input type="checkbox"/> Yes		
10(b)	Publication of Newsletters and Magazines				
	Magazine	:		TRINITY TIMES Annexure -25 https://www.tips.edu.in/academic-audit TRINITY TRADE WINGS	
	Frequency	:	Yearly		
	Publication Type	:	Print		
	Newsletter	:			
	Frequency	:	Monthly		
Publication Type	:	<input type="checkbox"/> 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	:	4	Annexure -26 https://www.tips.edu.in/academic-audit	
	Role Play	:	10		
	Group Discussion	:	12		
	Workshop	:	9		
Competition	:	35			
11(b)	Personality development labs, Provisions for trained faculty to conduct practical sessions and existence of qualified student counsellors				
	Personality development labs	:	Yes	Annexure -27 https://www.tips.edu.in/academic-audit	
	Availability of trained faculty to conduct practical sessions	:	Yes		
Existence of NSS/NCC Technical and Cultural Clubs/Societies		Yes	Annexure -28 https://www.tips.edu.in/academic-audit		
11(c)	Sports facilities in the Institutions				
	Indoor facilities	:	Yes	Annexure -29 https://www.tips.edu.in/academic-audit	
	Outdoor facilities	:	Yes		
Sport Equipments	:	Available			
				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)	: 538	Annexure -30 https://www.tips.edu.in/academic-audit	
(ii)	Total No. of Students, who are eligible and have registered for Placements (a)	: 220		
(iii)	Total No. of students going for Higher Education (b)	: 176		
(iv)	Total No. of Students having been placed (c)	: 218		
(v)	Moving for Startup, Family Business, Competitive Exams or Not Interested	: 142		
(vi)	Total No. of Students placed + Higher Education (d=b+c)	: 394		
(vii)	Total Percentage (%age) of Placements + Higher Education {e= (d/a) * 100}	: 98.23		
(viii)	No. of companies visited the campus	: 97		
(ix)	Average salary offered	: 4.5 LPA		
(x)	Existence of training and placement office with TP Officer	: Yes		
(xi)	No of Entrepreneurship activities conducted with any Startups (provide details)			Annexure-31 https://www.tips.edu.in/academic-audit
				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	Annexure -32 www.tips.edu.in https://www.tips.edu.in/academic-audit	
(ii)	Institution Website URL	: Yes		
(iii)	Common rooms for girls (separate)	: Yes		
(iv)	Cleanliness of toilets	: Good		
(v)	Students' canteen and drinking water arrangements	: Yes		
				Marks (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). <i>Details of Feedback analysis and action taken if any to be provided under disclosures.</i>	: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	Annexure -33 https://www.tips.edu.in/academic-audit
14(b)	Feedback from the Students/Alumni Collected: Analysed:	: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	
	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) <i>Details of Feedback analysis and action taken if any to be provided under disclosures.</i>		
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)	:	Annexure-34 https://www.tips.edu.in/academic-audit	
(ii)	No of deficiencies removed / completed (b)	:		
Marks (Max. Marks: 50)				


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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.	
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Name and Signature of the Members of Academic Audit Committee

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