



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: Management Education & Research Institute

Date of Audit:.....

Members of the Academic Audit Committee:

(i) (ii)

(iii) (iv)

(iv) (v)

A. Institute Information

Name of the Institution	:	Management Education & Research Institute		
Name of the Director/Principal	:	Prof. Lalit Aggarwal		
Address	:	52-55, Institutional Area, Opp. D Block, Janakpuri, New Delhi - 110058		
	Mobile No. (Director/Principal)	:	+919811155392	
	Telephone No. (Institution)	:	01128522201-04	
	Email ID	:	meribs@meri.edu.in	
	Institution website URL	:	www.meri.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	2012	AICTE	120	60	180	119
	2.	BBA	2017	DHE	180	120	300	734
	3.	BA(JMC)	2019	DHE	60	60	120	129
	4.	B.Com(H)	2020	DHE	60	-	60	119
	5.	BCA	2021	DHE	60	60	120	279
(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).							

Aggarwal

1. Status of Accreditation

1(a)	Applicability of Accreditation:		
	NBA Only	:	☐ Yes ☒ No (Applied for)
	NAAC Only	:	☒ Yes ☐ No
	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)	:	Accredited
	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	:	1261					
	In PG	:	119					
2(b)	Number of Regular* Teachers							
	In UG	:	63					
	In PG	:	15					
	In UG and PG	:	78					
	Total	:	78					
	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.	MBA-I	240	12	9	3	0.33	20
	2.	MBA-II	120	3	2	1	0.5	20
	3.	BBA-I	540	22	14	8	0.5	24.5
	4.	BBA-II	360	7	5	2	0.4	25.7
	5.	BA(JMC)-I	240	12	9	3	0.33	20
	6.	BA(JMC)-II	240	6	2	2	1	30
	7.	B.COM(H)	180	9	6	3	0.5	20
8.	BCA-I	160	7	5	2	0.4	22.8	
9.	BCA-II	120	2	1	1	1	30	
Total			80	53	25			
							Marks (Max. Marks: 115)	

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3. Quality of Teachers and Teaching

		No.	Details	Marks
3(a)	No. of teachers with Ph. D. (awarded)	43	List uploaded	
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	40	Details uploaded	
	No. of publications only in UGC-CARE (Category-I) listed journals in the assessment year (List to be uploaded under mandatory disclosures) P2	38	List uploaded	
	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	53	List uploaded	
3(c)	(i) No. of publications in conferences in the assessment year (List to be uploaded under mandatory disclosures)			
	• Indexed by WoS/SCOPUS	10	List uploaded	
	• With ISBN Number	20	List uploaded	
	• Any other	-		
	No of Patents Published/Granted	18		
3(d)	No. of Books Authored/ Edited Books / Book Chapters published with ISBN (List to be uploaded under mandatory disclosures)	75	List uploaded	
3(e)	Course/teaching plan with details of number of lectures on each unit of curriculum, in the assessment year	303	Details uploaded	
3(f)	No. of courses on Learning Management System (LMS) Software other than you tube, ppt, etc. (List to be uploaded under mandatory disclosures)	303	Screenshots Uploaded	
3(g)	Classrooms available with mounted projectors and ICT facilities (Geo tagged photos should be uploaded and available under mandatory disclosures)	44	Geo tagged Photos uploaded	
3(h)	Percentage of teachers using ICT for teaching (having PPTs, Videos, etc.)	100%	Details uploaded	
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)	: YES, AVAILABLE	
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)	: YES, AVAILABLE (3 FACULTY)	
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)	: YES, AVAILABLE	
4(d)	Individual computing facilities with Internet provided to teachers	: YES, AVAILABLE	
			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, AVAILABLE	
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, AVAILABLE	
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	
5(g)	Whether reports of the proceedings of SGRC is sent to the University every semester	: YES	
			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%	
			Marks (Maximum Marks: 10)

7. Status of Library

Books					Total Books Added During the year: 2025 Total Volumes Added During the Year: 2025		Marks	
S No	Programme	Title (a)	Volume (b)	Score	Details			
1	MBA	1511	8001		As per list uploaded			
2	BBA	1381	10542					
3	B COM(H)	410	2018					
4	BCA	2316	9085					
5	BA(JMC)	812	3274					
6	MGMT E-BOOKS (MBA, BBA, B COM(H))	3914	12055					
7	IT E-BOOKS	1077	3215					
8	BA(JMC) E-BOOKS	190	414					
TOTAL		11641	48607					
Total Score					Marks (Maximum Marks: 70)			

Journals					No of Journals Added or Discontinued during the year: Added <u>58</u> - Discontinued <u>----</u> 0-		Marks	
Does the Journals cover all the disciplines offered by the College: Yes/No					Upload the list of all Journals under mandatory disclosures			
S. No.	Type of Journal	No. of Journals	Ratio (Cap to 1)	Details				
1.	Indian	a = 113	a/12 = 1	AVAILABLE				
2.	International	b = 795	b/3 = 1	Delnet, NDL Online Journals				
				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.	PRINT MEDIA LAB AUDIO LAB AUDIO VIDEO LAB VIDEO EDITING LAB			
	(i)	Number of Labs	4				
	(ii)	Status of Instruments / Equipments	92				
	(iii)	Up-gradation undertaken as per new technological developments and requirements of the course curriculum (Provide Details)	5	AVAILABLE			
				LATEST UPDATED SOFTWARE(ADOBE, COREL DRAW, CANVA PROFESSIONAL)			
				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	233	AVAILABLE			
	(ii)	Total number of available licensed software required as per course curriculum (as required by statutory body)	28	AVAILABLE			

Signature

(iii)	Quality of Internet connectivity	VERY GOOD	600mbps	
				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 (Brochures, Proceedings, Resource persons/session chairs to be provided under disclosures)	No.	Details	Marks
	International / National Conferences	:	3	India's Relations with Central & South East Asia : Challenges & Opportunities : 8 November, 2024 Round Table conference : Elections At Uzbekistan -12, Nov,2024 IT Conference- 26, April,2025
	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). <i>Guest Lectures not to be included.</i>			
	No. of One Day Seminar	:	32	AVAILABLE
	No. of Half Day Seminar	:	5	AVAILABLE
9(c)	Faculty / Management Development Programme Organized (At least one week/5days duration). Details to be provided with Brochures, Resource persons, etc. under disclosures. <i>Guest Lectures not to be included</i>			
	FDP/MDP	:	2	International FDP on Empowering Research with AI Tools & Techniques : 22.02.2025 to 27.02.2025 India's & East Asia Challenges Opportunities 1 February, 2025 - 7 February, 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	:	30	AVAILABLE
9(e)	Short Term / Value Added Programmes Organised (Details to be provided with Brochure, Participants, etc. under disclosures)			
	No. of Programme	:	30	
9(f)	Webinars / Online Extension Lectures Organised (Details to be provided under disclosures)			
	No. of Lectures	:	50	
				Marks (Max Marks: 100)

10. Publications of the Institutions

10(a)	Publication of Journal(s)	No.	Details	Marks
	International / National Journal	:	01	MERI JOURNAL OF MGMT & IT
	Frequency	:	Monthly / Quarterly / ☒ Half Yearly / Yearly	
	Publisher	:	MERI	
	Indexed at WoS/SCOPUS	:	☐ Yes ☒ No	

Journal

	Indexed in UGC-CARE	:	☐ Yes ☒ No	J- GATE, CABELL'S, ROOT INDEXING
	Any other Indexing (please specify)	:	☒ Yes ☐ No	
	No indexing	:	☐ Yes ☐ No	

10(b)	Publication of Newsletters and Magazines			
	Magazine	:	04	ECONOMY WATCH HR BUZZ BHUTAN PANORAMA MARKETING QUEST MERI MIRROR MERI DRISHTI
	Frequency	:	Monthly / Quarterly / Half Yearly / Yearly(☒)	
	Publication Type	:	☒ Print ☐ Online	
	Newsletter	:	02	
	Frequency	:	Monthly / Quarterly / Half Yearly / Yearly	
	Publication Type	:	☒ Print ☐ Online	
				Marks (Max. Marks: 40)

11. Students' Personality Development Activities				
Activities like mock interview, role play, group discussions, quizzes, workshops, competitions, etc.				
11(a)				
	Activities	No.	Details	Marks
	Mock Interview	: 52	List Uploaded	
	Role Play	: 80		
	Group Discussion	: 140		
	Workshop	: 58		
	Competition	: 50		
11(b)	Personality development labs, Provisions for trained faculty to conduct practical sessions and existence of qualified student counselors			
	Personality development labs	: 1	List Uploaded	
	Availability of trained faculty to conduct practical sessions	: 20		
	Existence of NSS/NCC Technical and Cultural Clubs/Societies	Yes	2 units registered under NSS/NCC. 14 Clubs list uploaded	
11(c)	Sports facilities in the Institutions			
	Indoor facilities	: YES	Details uploaded	
	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)	436	Details Uploaded	
(ii)	Total No. of Students, who are eligible and have registered for Placements (a)	436		
(iii)	Total No. of students going for Higher Education (b)	142		
(iv)	Total No. of Students having been placed (c)	294		
(v)	Total No. of Students placed + Higher Education (d=b+c)	436		
(vi)	Total Percentage (%age) of Placements + Higher Education {e= (d/a) * 100}	100%		
(vii)	No. of companies visited the campus	241		
(viii)	Average salary offered	4.75 Lac p.a.		
(ix)	Existence of training and placement office with TP Officer	☒ Yes ☐ No		
(x)	No of Entrepreneurship activities conducted with any Startups (provide details)	20		
				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 ☐ No	Details uploaded	
(ii)	Institution Website URL	☒ Yes ☐ No	www.meri.edu.in/meri	
(iii)	Common rooms for girls (separate)	☒ Yes ☐ No	Details uploaded	
(iv)	Cleanliness of toilets	☒ Good ☐ Bad	GOOD	
(v)	Students' canteen and drinking water arrangements	☒ Yes ☐ No	Details Uploaded	
				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 ☐ No ☒ Yes ☐ No ☒ Yes ☐ 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) Details of Feedback analysis and action taken if any to be provided under disclosures	☒ Yes ☐ No ☒ Yes ☐ No ☒ Yes ☐ No	
			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.

deficiencies, as deviations from the standard norms, to be considered.

		No.	Details	Marks			
	(i)	No. of deficiencies identified in last report (a)	:	3			
	(ii)	No of deficiencies removed / completed (b)	:	3			
						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)