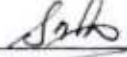

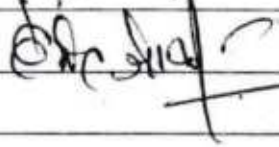
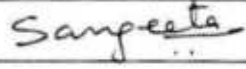


ACADEMIC SESSION 2023-24

**REPORT OF JOINT
ASSESSMENT COMMITTEE
(EXISTING INSTITUTES - TECHNICAL
& NON-TECHNICAL COURSES)**

Department of Higher Education, Government of NCT of Delhi
and Guru Gobind Singh Indraprastha University, Delhi

Committee Members:

	NAME (BLOCK LETTERS)	SIGNATURE
Chairperson:	S. N. JHA	
Expert 1:	PROF. JAGDISH CHANDER KAPUR	
Expert 2:	Prof HEMANT JOSHI	
Expert 3:		
Expert 4:		
Expert 5:		
Convenor:	Prof. SANGEETA CHAUHAN	

INSTITUTION: Technia Institute of Advanced Studies

DATE OF VISIT: 24.05.2023

Affiliation Branch
Guru Gobind Singh Indraprastha University
Sector-16C, Dwarka, New Delhi-110078

This report comprises of three parts.

Part I – Deals with parameters relating to physical infrastructure of an institute (carries no marks).

Part II – Evaluates several parameters that concern academic standards & infrastructure of an institute. Total of Max. Marks of Part II will depend upon the number of courses being run in an Institute.

Part III – Deals with the efforts made by the institute in complying with the terms and conditions of grant of NOC of the Government of NCT of Delhi, academic audit report and conditions of affiliation with GGSIPU during the previous year.

GGSIPU shall provide the Inspecting Teams, the proposals as submitted by the Institute along with copies of letter/s indicating the terms and conditions of NOC and affiliation along with the report of the last academic audit which were to be complied with by the institute, if any, and other relevant documents like concerned guidelines of the Govt. of NCT of Delhi, norms of the concerned statutory bodies (if applicable), etc.

Depending upon the marks obtained by the institute in **Part II** and **Part III** SEPARATELY of the Assessment Report, it may be placed in one of the following categories:

Category 'A'	75% marks or more
Category 'B'	65% marks or more but less than 75%
Category 'C'	50% marks or more but less than 65%
Category 'D'	Less than 50% marks and will be put in No Admission Category

Affiliation Branch
Guru Gobind Singh Indraprastha University
Sector-16C, Dwarka, New Delhi-110078

General Guidelines for the JAC Members

1. If the concerned department of the State Government or the University is of the opinion that NOC/ Provisional affiliation is not justified, the issuance of such NOC/provisional affiliation may be revoked after following proper procedure.
2. The inspection team should evaluate facilities available on the date of inspection and should not take into account promises made by the Society/ Trust Managing the College/ Institution.
3. Wherever required additional pages may be attached in the Report.
4. While calculating the requirement of space, norms for space mentioned in Policy Guidelines of Govt. of NCT of Delhi conveyed vide letter no. DHE-4(60)/Policy/GGSIPU/2014-15/5890-5904, dated 12.01.2016 & its amendment dated 03.02.2017 and norms of the concerned Statutory Body, if any, have to be referred.
5. All pages of the JAC Report must be signed by all Members of the Committee.
6. Any cuttings/ over writings should be avoided; if any such cutting is unavoidable the same may be authenticated only by countersignatures of the Chairman of the Committee.
7. The names in capital letters of all the members of the Committee should be indicated below their respective signatures at the end of Part I and at the last page of the Report.
8. The copy of the JAC Report will be sent through e-mail to the Institute after 07 days of date of Inspection.
9. If the University has received any complaint with regard to Land / Infrastructure, safety issue, the same has to be verified.
10. JAC may obtain declaration by the authorized signatory of the Institute as per Clause 12 of the Govt. Policy Guidelines dated 12.01.2016, as per the format given by the Affiliation branch.
11. General Undertaking to be submitted by the Institute on Rs. 100/- Stamp paper at the time of inspection, as per the format given by the Affiliation branch.

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S.No.	PARTICULARS	MAXIMUM MARKS	PAGE NO.
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4.	Part – II (Academic Standards & Infrastructure)	--	07
5.	Parameter – IIA: Status of Director/ Principal	100	07
6.	Parameter – IIB: Status of Teacher Student Ratio & Faculty Cadre Ratio	--	08
7.	Parameter – IIB(i) Teacher Student Ratio	100	08
8.	Parameter – IIB(ii) Faculty Cadre Ratio	100	09
9.	Parameter – IIC: Computer Centre	100	10
10.	Parameter – IID: Status of Library	250	11
11.	Parameter – IIE(i): Status of Labs./ Workshops, wherever applicable	100	12
12.	Parameter – IIE(ii): Practical Training	100	13
13.	Parameter – IIE(iii): Applicable for 5 years Integrated LLB Programme	100	14
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16.	Summary of Marks of Part II	--	17
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18.	Recommendation regarding Category	--	19
19.	Recommendation regarding Programme(s) with justification on the basis of space factor as stipulated by the concerned Statutory Body/ University/ Policy Guidelines of GNCTD	--	20
20.	Remarks/ Observation(s)	--	21
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6. Details of the Existing / Proposed Programmes

(i) Proposal for Revalidation of NOC / Continuation of Provisional Affiliation & Variation, if any, in Intake

S. No.	Existing programmes	Detail of Intake & Actual Number of Students Admitted during the last two Academic Years				Intake applied for Academic Session 2023-24
		Academic Session 2021 - 2022		Academic Session 2022 - 2023		
		Intake	Admitted	Intake	Admitted	
1.	MBA	120	15	120	27	60
2.	MBA (2nd shift)	120	-	120	9	60
3.	BBA	180	168	180	165	120
4.	BBA (2nd shift)	180	178	180	134	120
5.	BAJMC	120	109	120	103	120
6.	BAJMC (2nd shift)	120	105	120	62	120
7.	BCA	60	60	60	58	120
8.	BCA (2nd shift)	60	60	60	57	120
9.						
10.						

(ii) Proposal for Grant of NOC/ Grant of Provisional Affiliation for New/ Additional Programme(s).

S.No.	Programme(s)	Duration (in years)	Intake
1	MCA	2	30

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Shilpa
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Subject Expert

Shilpa
Chairman

PART- I: (PHYSICAL INFRASTRUCTURE)

Parameter 1 A : Legality of ownership and possession of land, land use

Parameters		Yes	No
(1)(a) The land and building owned by the Society/Trust/Company (acquisition by allotment/ procurement)	a)	✓	
(b) Rented building in conforming area	b)		✓
(2)(a) The land available as per norms in conforming area	a)	✓	
(2)(b) Land use certificate of institutional area	b)	✓	
(2) (c) The land available in non-conforming area and as per norms of relevant statutory bodies (like UGC, AICTE, NCTE, BCI etc.)	c)		✓

P.S.:- Duly attested copies of relevant documents to be enclosed. For existing Government colleges, a certificate from the competent authority/Head of Institution to be provided that the norms have been complied with.

Parameter 1B: Availability of space and sanctioned building plan

Parameters	Yes	No
Sanctioned building plan as approved by DDA/ MCD/ Govt. Body Name of the Sanctioning Authority: <u>DDA</u>	✓	
Building Occupancy Certificate	✓	
Availability of space as per the norms of Statutory Body/ University/ Govt. for proposed programme(s).	✓	

P.S.:- Duly attested copies of relevant documents to be enclosed.

Parameter 1C: Safety Measures

Parameters	Yes	No
(1) Structural Safety Certificate of building of the Institute/College issued by Registered Architect/ Structural Engineer	✓	
(2) Certificate indicating that the building is earthquake resistant	✓	
(3) Availability of fire fighting devices at the Institute.	✓	
(4) Fire Safety Certificate by Delhi Fire Service or concerned department of the State (NCR) where the Institute is located: Valid upto <u>20.05.2025</u>	✓	
(5) Use of basement for other than approved purpose, if any in the Institute:		
(a) Use of Basement (approved)	✓	
(b) Use of Basement other than approved purpose		✓

P.S.:- Duly attested copies of relevant documents to be enclosed.

NOC from the concerned department of the concerned State Government for relevant programme(s) (wherever applicable).	Copy Attached: <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO
--	--

Note: All above details to be verified.

Remarks, if any:

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(g/b)
Affiliation Branch Chairman

PART-II: (ACADEMIC STANDARDS & INFRASTRUCTURE)

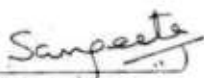
PART-II: Academic Standards

Parameter II A: Status of Director/Principal: (Max. Marks 100)

Criteria	Yes / No	Marks awarded out of 100
<p>Is the Director/Principal (in position), as per norms of Statutory Body (NMC, AYUSH, Homoeopathy Council, Dental Council etc.) UGC / University.</p> <p>(A) Private/ Self-Financing Institute has to provide all the documents as mentioned below:</p> <p>1. Following documents are to be submitted by the Institute for the Director/Principal in position during the last 2 years in reverse chronological order.</p> <ul style="list-style-type: none"> • Name • PAN No. • Copy of AADHAR Card • Attested Copies of Educational Qualifications. • Attested copy of Experience Certificate. • Copy of Advertisement. • Composition of the Selection Committee. • Minutes of the Selection committee. • Offer of Appointment. • Acceptance by the incumbent. • Proof of salary transfer in his/her bank account since joining. <p>(B) In case of Govt. Institute/ College</p> <ul style="list-style-type: none"> • Appointment Letter given by the Authority. • PAN No. • Copy of AADHAR Card • Self-certified copy of the experience in a tabular form • Self-certified certificate from the Head of the Institution that he fulfills the eligibility criterion as per the regulatory authority's regulations • Relieving letter/Joining letter in case the Head of Institution has joined since the last assessment 	<p>Yes</p>	<p>100</p> <hr style="border-top: 1px dashed black;"/> <p>Note:</p> <p>(i) Award 100 marks, if eligible and all documents are provided.</p> <p>(ii) Award zero marks, if the Director/ Principal is not as per norms and non-submission of any of the desired certificates/documents.</p>

Note: Documents required if there is change in occupancy of the post from last inspection, when the above documents had been verified by the JAC team.

Remarks, if any:


Convenor

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Chairman

IB(ii): Faculty Cadre Ratio:

Note: The teachers appointed must be in the cadre of Professor, Associate Professor and Assistant Professor, in all programme of studies. The cadre ratio shall be as per the cadre ratio specified by the specific statutory / regulatory body for the programme of study, wherever applicable. Please see the guidelines for calculation of award of marks.

S. N.	Programme of Study	Intake upto Academic Session 2023-24	Number of Teachers required					No. of Teachers in position		CRF (As per Guideline) $\frac{K-SF}{SF}$	Programme-wise MARKS (Max. Marks 100 per programme) – (to be awarded as per guidelines) (C)
			Total Faculty (K)	Professor	Associate Professor	Assistant Professor	Professors + Associate Professor(s) (A) (SF)	Assistant Professor(s) (B)			
1.	MBA	120		01	02	06	01+03	05	1.25	100	
2.	MBA 2 nd year	120		01	02	06	01+03	05	1.25		
3.	BBA	180		03	05	16	03+06	15	1.66		
4.	BBA 2 nd year	180		01	04	08	03+03	08	1.16		
5.	BAJMC	120		02	04	12	02+04	12	2		
6.	BAJMC 2 nd year	120		01	03	06	01+03	06	1.5		
7.	BSCA	60		01	02	06	01+02	06	2		
8.	BSCA 2 nd year	60		00	01	04	0+02	04	1.5		
9.											
10.											
11.											
12.											
13.											
14.											
15.										100	

Marks Awarded (Average of the Column C) out of 100: 100

NOTE: Marks are to be awarded as per guidelines. Remarks, if any:

Sangeeta
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Parameter IID: Status of Library: (Max. Marks 250)

Criteria	Parameters	Maximum Marks	Marks Awarded
Number of titles and volumes may be in the ratio of 1:8 for U.G. prog. and 1:4 for P.G. prog. OR as approved by concerned statutory body.	Total Titles/ Volumes (Existing)	60	40
	Total Titles/ Volumes (New)		
<u>Books – U.G. Programme (per prog.) -</u> Titles:200; Volume:1600.	Number of journals (national/ international) (Existing)	60	33
	<u>P.G. Programme (per prog.) -</u> Titles:200; Volume:800.		
Journals: For U.G./ P.G. Prog. - Indian-12; International- 03.	Number of journals (national/ international) (New)	30	23
	Number of magazines / newspapers		
	Computerization / online subscription	25	20
	Reading Room and Reprographic facilities (photocopier and book binding)	25	20
	Subscription of e-books	50	40
Total Marks		250	176

Note: The JAC should verify the purchases from the Invoices/ Bills.

Remarks, if any:

Sangeeta

Convenor

Subject Expert

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Parameter IIE(i) : Status of Labs./ Workshops, wherever applicable: (Max. Marks 100)

Criteria	Parameters, wherever applicable	Maximum Marks	Marks Awarded
Norms of Statutory Body will be followed for their concerned programmes. For other programmes, the subject experts will assess as per the requirement of experiment recommended in the syllabus for the programme.	Availability of equipments / instruments, work table / work stations shall be as per the requirement	50	39
	(1) Minimum Technical Lab staff shall be:- One Lab Assistant & One Lab Attendant (for each lab) AND/ OR (2) Minimum Technical Staff for Workshop: One Workshop Superintendent One Senior Technician One Junior Technician	30	20
	Size of the Lab as per norms of the Statutory Body	20	17
Total Marks		100	76

Remarks, if any:

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Parameter IIE(iii): Applicable for 5 year integrated LLB programme: (Max. Marks 100)

Criteria	Parameters	Maximum Marks	Marks Awarded
The subject experts will assess on the basis of extent of participation of students and involvement of the Institute in arranging such programmes (a report to this effect be submitted by the respective institute).	Moot Court, Pre-trial preparation, participation in trial proceedings etc.	40	
	Public interest lawyering/ Group discussions/ home assignments/ case studies/ case analysis/ Lok Adalats, etc.	20	
	Drafting, pleading, conveyancing and visits to the Courts.	20	
	Participation of students in workshops, seminars and conferences organized by the Institute/ College.	20	
Total Marks		100	

Remarks, if any:

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 Chairman

Parameter IIF: Ancillary and Other Essential Facilities: (Max. Marks 200)

Criteria	Parameters	Maximum Marks	Marks Awarded
Physical verification by the Committee	Medical/ First-Aid facility with Medical Room and availability of Doctors	10	8
	Sports and games (indoor / outdoor)	10	5
	Computer and Internet facility for the faculty members/ students/ staff	30	24
	Facilities for differently abled	10	8
	Separate common rooms for boys and girls with wash room facility (separate/ attached)	20	15
	Students canteen	20	18
	Availability of Power Backup	10	10
	Potable water and water coolers for summer season	10	10
	Faculty cubicles	10	8
	Solar Energy utilization	10	5
	Environmental Upgradation (Tree plantation, greenery etc.)	10	5
	Building Maintenance	10	7
	General Cleanliness & Hygiene	10	7
	Rain Water Harvesting	10	7
	Record Maintenance	10	7
Display of Boards & Signages	10	7	
Total Marks		200	151

Remarks, if any:

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SUMMARY OF MARKS OF PART II

A	B	C
Unit	Maximum Marks	Marks Awarded
Part II:-		
Parameter II A (Status of Director/ Principal)	100	100
Parameter II B(i) (Teacher Student Ratio)	100	100
Parameter II B(ii) (Faculty Cadre Ratio)	100	100
Parameter II C (Computer Centre)	100	74
Parameter II D (Status of Library)	250	176
Parameter IIE(i) (Status of Labs/ Workshops, wherever applicable)	100	76
Parameter IIE(ii) (Practical Training)	100	80
Parameter IIE(iii) (for 5 years integrated LLB Programme)	100	—
Parameter II F (Ancillary and other Essential Facilities)	200	151
Parameter II G (Framework for Students' Grievance Redressal Mechanism)	100	88
TOTAL OF PART II	1150	945

Percentage of Marks obtained in Part II $\left\{ \frac{\text{Total of C} \times 100}{\text{Total of B}} \right\} = 82.17$

Sangeeta

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Part III: Status of Compliance with the terms and conditions of the Academic Audit and NOC for grant of affiliation (JAC/ NOC/ Conditions of Affiliation Order) during the previous Academic year (Marks 200).

S. No.	Terms and conditions to be complied with by the Institute	Maximum Marks	Marks Obtained
A	Compliance of observations of last Academic Audit	100	80
B	Compliance of observations of JAC/ NOC/ Conditions of Affiliation Order of previous Academic Year	100	80
Total Marks		200	160

Note: 100 Marks are to be awarded after assessment if all terms and conditions are met otherwise, as proportionate to terms and conditions met. Reasons for the award of marks to be recorded in writing:

PS: For award of Category please refer the instructions on first page of the report..

Maximum marks in Part III = 200
 Marks obtained in Part III = 160

Percentage obtained in Part III $\left\{ \frac{\text{Marks Obtained} \times 100}{\text{Maximum Marks}} \right\} = 80\%$

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 Chairman

Affiliation Branch
 Guru Gobind Singh Indraprastha University
 Sector-16C, Dwarka, New Delhi-110078

REMARKS/ OBSERVATION(S)

Name of the Institute: Technia Institute of Advanced Studies

- 1.) In house faculty development programmes may be encouraged.
- 2.) Faculty profile could be improved and attempt should be made to retain the faculty
- 3.) Attempt should be made by the institute to procure books in Hindi in the Journalism course and make the course Hindi and Indian language ready also the curriculum of the University is in English

Date of Visit: 24.05.2023

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Chairman

GUIDELINES FOR THE JAC MEMBERS

PART ONE

For calculating the marks to be awarded for Faculty Cadre Ratio (FCR):-

SF = Senior Faculty (Professors + Associate Professors)
JF = Junior Faculty (Assistant Professors)
TS = Teachers Students Ratio as defined by the AICTE / other bodies
S = Number of students per division
N = No. of Divisions approved
D = Duration of the programme
t = Reciprocal of Teachers Students Ratio = 1/TS
K = Total Teaching Faculty Required as per the Norm = $\frac{S \times N \times D}{t}$
f = Cadre Ratio Factor (CRF) = $\frac{K - \text{SF actually in position}}{\text{SF actually in position}}$

If the required FCR is 1:2 and the worst FCR acceptable is 1:7, the marks will be awarded as per following formula :-

$$\text{Awarded Marks} = 50 + 10(7-f)$$

(Cap to 100)

However, when the term within the parenthesis (7-f) becomes negative, the marks awarded will be zero. Therefore, an institute having Actual FCR 1:8, then CRF (f) becomes 8, the Marks Awarded will be '0' (Zero).

For more explanation, please see the example on next page.

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Example

For any programme of 03 years duration with one division of 60 students, where Teachers Students Ratio is 1:20

1. Total teaching faculty required $K = (S \times N \times D) / (t) = (60 \times 1 \times 3) / (20) = 9$
2. Here, in Ideal Case, the requirement of SF & JF, CRF and Awarded Marks will be calculated as under:-
 - a) Requirement of SF = $1 \times (K/3) = 1 \times (9/3) = 1 \times 3 = 3$ (if the value is in decimal, the value shall be considered in next whole number),
 - b) Requirement of JF = $2 \times (K/3) = 2 \times (9/3) = 2 \times 3 = 6$ (if the value is in decimal, the value shall be considered in whole number only and value in decimal shall be ignored)
 - c) CRF (f) = $(K - \text{SF actually in position}) / (\text{SF actually in position}) = (9 - 3) / 3 = 6 / 3 = 2$ (the value shall be considered 2, in case it is less than 2)
 - d) Awarded Marks = $50 + 10(7 - f) = 50 + 10(7 - 2) = 50 + 10 \times 5 = 50 + 50 = 100$
3. Suppose, in above case any institute having 1 SF, then
 - a) CRF (f) = $(K - \text{SF actually in position}) / \text{SF actually in position} = (9 - 1) / 1 = 8 / 1 = 8$
 - b) Awarded Marks will be $50 + 10(7 - f) = 50 + 10(7 - 8)$. As parenthesis (7-f) is -1, hence, the marks awarded will be '0'.

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PART TWO

FOR CALCULATING THE MARKS TO BE AWARDED FOR TEACHERS STUDENTS (TS) RATIO

Case One

(For BBA, BCA, B.A.-Economics, B.A.-English, B.Sc-Yoga Science, B.Com, BJMC, B.Tech, BHMCT, MCA & MBA)

Where the Required TS ratio is 1:20, the worst TS ratio acceptable will be 1:25

And the Awarded Marks will be as per the formula given below:

$$\text{Awarded Marks for TS ratio} = 50 + 10(25-t)$$

(Cap to 100)

Where the t = Reciprocal of Teachers Students Ratio.

For example, for an institute having Actual TS ratio 1:20, $t=20$, and the Awarded marks= $50+10(25-20)=50+50=100$

For an institute having Actual TS Ratio 1:21, $t=21$, and the Awarded marks= $50+10(25-21)=50+40=90$, and so on

However, the moment the term within the parenthesis $(25-t)$ becomes negative, the marks awarded will be zero, for example, for an institute having Actual TS ratio 1:26, $t=26$, the Marks Awarded **WILL BE ZERO**

Case Two

(For B.Arch & B.Plan)

Where the Required TS ratio is 1:16, the worst TS ratio acceptable will be 1:20

And the Awarded Marks will be as per the formula given below:

$$\text{Awarded Marks for TS ratio} = 50 + 12.50(20-t)$$

(Cap to 100)

Where t = Reciprocal of Teachers Students Ratio.

For example, for an institute having Actual TS ratio 1:16, $t=16$, and the Awarded marks= $50+12.50(20-16)=50+50=100$

For an institute having actual TS ratio 1:17, then $t=17$, and the Awarded marks= $50+12.50(20-17)=50+37.50=87.50$ and so on

But for an institute having Actual TS ratio beyond 1:20 i.e. $t=21$, the term within parenthesis $(20-t)$ becomes negative and the Marks Awarded **WILL BE ZERO**, as explained earlier.

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Govt. College of Arts, Science & Commerce
Sector-160, Dwarka, New Delhi-110078

Case Three

(For M.A.-Criminology, M.Sc-Forensic Science, MAHM & MCPHM)

Where the Required TS ratio is 1:15, the worst TS ratio acceptable will be 1:20

And the Awarded Marks will be as per the formula given below:

Awarded Marks for TS ratio = $50 + 10(20-t)$

(Cap to 100)

But for an institute having Actual TS ratio beyond 1:20 i.e. $t=21$, the term within parenthesis $(20-t)$ becomes negative and the Marks Awarded **WILL BE ZERO, as explained earlier.**

Case Four

(For M.Tech & MHMCT)

Where the Required TS ratio is 1:12, the worst TS ratio acceptable will be 1:15

And the Awarded Marks will be as per the formula given below:

Awarded Marks for TS ratio = $50 + 16.67(15-t)$

(Cap to 100)

But for an institute having Actual TS ratio beyond 1:15 i.e. $t=16$, the term within parenthesis $(15-t)$ becomes negative and the Marks Awarded **WILL BE ZERO, as explained earlier.**

Case Five

(Only for Law Programmes)

Where the Required TS ratio is 1:20, the worst TS ratio acceptable will be 1:40

And the Awarded Marks will be as per the formula given below:

Awarded Marks for TS ratio = $50 + 2.5(40-t)$

(Cap to 100)

But for an institute having Actual TS ratio beyond 1:40 i.e. $t=41$, the term within parenthesis $(40-t)$ becomes negative and the Marks Awarded **WILL BE ZERO, as explained earlier.**

Any institute not obtaining at least 75% for 'A' Category and 65 % for 'B' Category in Part III shall be placed in the immediate succeeding category.

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VERY IMPORTANT NOTE:

The above calculation has been done keeping in view the requirement of Teachers for the complete duration of the course. However, in cases where new programme has been started or to be started or for programmes where atleast one batch of students has not passed out, the requirement of teachers shall be calculated proportionately.

Amritsar Branch
Guru Gobind Singh Indraprastha University
Sector-14B, Okhla, New Delhi-110078