|  |  |
| --- | --- |
| Name of University: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name of Business School: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Program(s) for Review:  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Submission Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Self

Assessment

Report

(SAR)

The SAR is to be completed by the business school seeking accreditation from the

National Business Education Accreditation Council (NBEAC) of the Higher Education Commission, Pakistan

|  |  |
| --- | --- |
|  |  |

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|  |  |
| --- | --- |
|  |  |

#  Preface

This document guides accreditation applicants in the provision of information based on which NBEAC may make an accreditation decision. Information is sought for nine standards listed below together with their weights in the total accreditation score in parentheses. The more complete the data provided, the more accurate the assessment.

1. Strategic Management (15%)
2. Curriculum (15%)
3. Students (15%)
4. Faculty (20%)
5. Research and Development (10%)
6. Social Responsibility (5%)
7. Resources (10%)
8. Students Placement and External Linkages (5%)
9. Admission & Examination Policy (5%)

Senior Program Manager - Accreditation

National Business Education Accreditation Council

Islamabad

# Preparation Instructions

1. To ensure that the SAR is prepared in accordance with the relevant guidelines, please consult Section IV of the NBEAC Accreditation Process Manual <https://www.nbeac.org.pk/images/Accreditation/accreditation-process-manual-2019.pdf> before starting.
2. Please do not change the original text and structure of the SAR. However, where some illustrative data is shown in colored font, you are expected to replace it with actual data.
3. Information may be asked for in the form of a table, an appendix, or descriptive text paragraphs. Please provide the information in exactly the form in which it is requested. Where information is not available, please indicate this by writing “Not Available” in the relevant space.
4. Please submit the completed copy of the SAR to the NBEAC Secretariat for desk review. Once you receive the initial comments from the desk review, please revise accordingly.
5. Please submit six copies of the SAR to the NBEAC Office after receiving a final positive review.
6. In case of a re-visit, an updated SAR should be sent to the NBEAC office along with the Progress Report (PR) at least four weeks before the start of peer review visit.
7. In case of re-accreditations, an updated SAR should be sent to the NBEAC office along with the Continuous Improvement Report (CIR) at least four weeks before the start of peer review visit.
8. The NBEAC Secretariat is available to respond to questions pertaining to the SAR.
9. Please address all correspondence to the following address:

National Business Education Accreditation Council
201, 2nd Floor, HRD Division, Higher Education Commission

H-8 Islamabad, Pakistan
Phone: +92 51 9080 0206, Fax: +92 51 9080 0208

# Undertaking

I, the undersigned, fully understand and agree with the terms and conditions of the NBEAC given below.

1. I confirm the accuracy of the information provided in the Self-Assessment Report (SAR).
2. I confirm that my institution will pay the NBEAC an accreditation fee as defined in the NBEAC Fee Schedule <https://www.nbeac.org.pk/index.php/accreditation-2/accreditation-fee-2> together with this application form.
3. I confirm that my institutions will provide all relevant documents and data requested by the NBEAC Peer Review Team before, during or after the accreditation assessment visit.
4. I confirm that my institution will not hold the NBEAC, its directors, employees and consultants, liable for any direct or indirect, foreseeable or unforeseeable damages resulting from the accreditation process or the final decision of the NBEAC about accreditation.
5. I confirm that my institution will provide the following arrangements for the PRT team: room and board at a local hotel or guest house and all local transport.
6. In confirm that, in case we need to interrupt the accreditation process, we will submit a cancellation request in writing to the NBEAC Secretariat at least 4 weeks before the PRT visit.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Stamp of the organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of the signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position of the signatory \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of University/Institute: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department/Business School under review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postal address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City and country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# 1. Strategic Management

* 1. Provide basic information about the business school in Table 1.1.The term “school” is used in the NBEAC process to designate the entity that is applying for NBEAC accreditation, whether it is a free standing business school or a faculty, school or department within a university*.*

Table 1.1. Basic information of business school

|  |  |
| --- | --- |
| 1. Name of the university/parent institution
 |  |
| 1. Year of establishment (university/parent institution)
 |  |
| 1. Chief administrative officer
 | * Rector
* Vice chancellor
* Principal/ Dean/ Director
 |
| 1. Name of Chief Administrative Officer
 |  |
| 1. Name of the business school and campus (if relevant)
 |  |
| 1. Year of establishment of the business school
 |  |
| 1. Address of the business school
 |  |
| 1. Website URL
 |  |
| 1. Date on which Charter granted
 |  |
| 1. Reference number of Charter
 |  |
| 1. Charter type
 | * Azad Jammu Kashmir
* Baluchistan
* Federal
* Gilgit Baltistan
* International
* Khyber/Pakhtunkhwa
* Punjab
* Sindh
 |
| 1. Institution type
 | * University
* Degree awarding institute
 |
| 1. Sector
 | * Public
* Private
 |
| 1. Profit/Non-profit status
 | * Not for profit
* For profit
 |
| 1. Hierarchical context
 | * Affiliated
* Constituent part
 |
| 1. Number of other campuses (if any)
 |  |
| 1. Location of other campuses (if any)
 |  |

* 1. Provide scope of accreditation in Table 1.2.

Table 1.2. Scope of accreditation

|  |  |  |
| --- | --- | --- |
| Degree Program | Level (Graduate/Undergraduate) | Program Commencement Date |
|   |  |   |
|   |  |   |
|   |  |   |

* 1. Provide contact information in Table 1.3 and attach CVs of the dean, head of the business school, and focal person as Appendix-1A.

Table 1.3. Contact information

|  |  |  |  |
| --- | --- | --- | --- |
|   | Dean of school | Head of school | Focal person for NBEAC |
| Name:  |   |  |   |
| Job title:  |   |  |   |
| Tel (off):  |   |  |   |
| Tel (cell): |  |  |  |
| Email:  |   |  |   |

* 1. Provide information about statutory bodies in Table 1.4. Also attach documentary information about the composition, name of members, role and functions of each statutory body as Appendix-1B.

Table 1.4. Business school’s statutory committees

|  |  |  |
| --- | --- | --- |
| Body name | Name and designation of Chairperson | Dates of last four meetings |
| Meeting 1 | Meeting 2 | Meeting 3 | Meeting 4 |
| 1. Senate
 |  |  |  |  |  |
| 1. Board of Trustees
 |  |  |  |  |  |
| 1. Syndicate/ Board of Governors/ Executive Board
 |  |  |  |  |  |
| 1. Academic Council
 |  |  |  |  |  |
| 1. Board of Faculty
 |  |  |  |  |  |
| 1. Board of Studies
 |  |  |  |  |  |
| 1. Selection Board
 |  |  |  |  |  |
| 1. Other (please specify in separate rows)
 |  |  |  |  |  |

* 1. Provide details in Table 1.5 about the names, designations and affiliations of all external members (academic/corporate/international) in each of the statutory bodies listed in Table 1.4.

Table 1.5. Affiliations of any external (academic and corporate), national or international members

|  |  |  |  |
| --- | --- | --- | --- |
| Name of member | Designation | Affiliation | Name of statutory body |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

* 1. Summarize policy of the business school to ensure administrative, academic financial autonomy to a reasonable extent.
	2. Provide budgetary information of the business school in Table 1.6 (note that year t refers to the fiscal year in which the accreditation assessment visit is taking place)

Table 1.6. Budgetary information

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Year | University budget  | Budget proposed by business school | Budget received by business school | Budget type |
| Year t-2 |  |  |  | - Explicit / Implicit |
| Year t-1 |  |  |  | - Explicit / Implicit |
| Year t |  |  |  | - Explicit / Implicit |

* 1. Provide information on funding sources of the business school in Table 1.7.

Table 1.7. Sources of funding

|  |  |  |
| --- | --- | --- |
| Sources of funding(A) | Amount in million rupees(B) | Percent share |
| Tuition fee |  |  |
| Sponsorship(s) |  |  |
| Endowment fund(s) |  |  |
| Consultancy |  |  |
| Research projects |  |  |
| Executive education |  |  |
| Any other (specify) |  |  |
| Total |  |  |

* 1. Provide the latest audit report of the business school as Appendix -1C.
	2. State the vision and mission of the university and of the business school. Describe the process of formation and approval of the vision and mission statements. Attach relevant pages of the official documents as Appendix-1D.
	3. Provide the approved strategic plan including critical success factors and key performance indicators of the business school as Appendix-1E. Fill in the required information on approval of the strategic plan in Table 1.8.

Table 1.8. Approval of strategic plan

|  |  |  |
| --- | --- | --- |
| Period of the strategic plan | Date of approval | Approving authority  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

* 1. Provide organograms of the business school and the parent institution as Appendix-1F.

# 2. Curriculum

1. Provide the portfolio of the program(s) under review in Table 2.1.

Table 2.1. Programs portfolio

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Program(s) under review  | Number of semesters | Course category  | Number of courses in program | Credit hours |
| Program 1  |  | Core  |   |   |
| Elective  |   |   |
| Support  |   |   |
| Total  |   |   |
| Program 2  |  | Core  |   |   |
| Elective  |   |   |
| Support  |   |   |
| Total  |   |   |

1. Provide information on individual courses of each program under review in Table 2.2.

Table 2.2. Program courses

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Course code and title | Credit hours | Prerequisite if any |
|  | Core course |  |  |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| . |  |  |  |
| . |  |  |  |
|  | Support course |  |  |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| . |  |  |  |
| . |  |  |  |
|  | Electives |  |  |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| . |  |  |  |

1. Provide data on curriculum review meetings in Table 2.3.

Table 2.3. Curriculum review

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Curriculum review meeting | Date | Composition | Reviewer names | Designation & affiliation |
| Meeting 1 |  |  |  |  |
| Meeting 2 |  |  |  |  |
| Meeting 3 |  |  |  |  |

1. List the objectives of each program under review in Table 2.4.

Table 2.4. Program Objectives (PO)

|  |  |
| --- | --- |
| PO1:  |  |
| PO2: |  |
| PO3: |  |
| PO4: |  |
| PO5: |  |

1. List the learning outcomes of each program under review in Table 2.5.

Table 2.5. Program Learning Outcomes (PLO)

|  |  |
| --- | --- |
| PLO1:  |  |
| PLO2: |  |
| PLO3: |  |
| PLO4: |  |
| PLO5: |  |

1. Provide the alignment of POs and PLOs for each program under review in Table 2.6.

Table 2.6. Mapping of POs and PLOs

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | PLO1 | PLO2 | PLO3 | PLO4 | PLO5 |
| PO1 |  |  |  |  |  |
| PO2 |  |  |  |  |  |
| PO3 |  |  |  |  |  |
| PO4 |  |  |  |  |  |
| PO5 |  |  |  |  |  |

1. Explain how the POs and PLOs of each program under review are aligned with the vision and mission of the business school.
2. Provide course outlines[[1]](#endnote-1) for one core course, one elective course and one support course for each program under review as Appendix-2A.
3. List and provide details of any ten courses which have been carefully designed in line with corporate needs during last three years.
4. List indigenous and culturally relevant materials and recent courses in which such materials were used in Table 2.7

Table 2.7. Indigenous and culturally relevant material

|  |  |
| --- | --- |
| Indigenous and culturally relevant material | Course title |
|  |  |
|  |  |
|  |  |

1. Provide a checklist of all documents required to prepare the course files as per university policy.
2. Explain how the program curriculum helps develop managerial skills[[2]](#endnote-2) in Table 2.8.

Table 2.8. Managerial skills

|  |  |
| --- | --- |
| Main managerial skill | Course Title |
| Team work |  |
| Leadership skills |  |
| Other skills (please specify) |  |

1. List the courses in table 2.9 in which variety of program delivery methods are predominantly used.

Table 2.9. Program delivery methods

|  |  |
| --- | --- |
| Teaching Method | Course code and title |
| Case studies |  |
| Business games & role play |   |
| Film and video clips |   |
| Journal article reviews |   |
| Project based learning |   |
| Others (specify) |   |

1. List evaluation methods by frequency of use in Table 2.10. Attach grading policy as Appendix-2B.

Table 2.10. Evaluation methods

|  |  |  |
| --- | --- | --- |
| Items | Frequency | Range of marks |
| Mid-term exam  |  |  |
| Final exam | NA |  |
| Quiz |  |  |
| Assignment |  |  |
| Presentation/Role play |  |  |
| Case studies |  |  |
| Internship |  |  |
| Research thesis |  |  |
| Others (please specify) |  |  |

1. Provide the policy and implementation details of the process to monitor, evaluate and improve the quality of program delivery. Attach any relevant policy as Appendix- 2C.
2. Provide the policy explaining the processes of moderation of question papers, conducting and monitoring examination, and evaluating the quality of exam results as Appendix-2D.
3. Provide a list of all academic dishonesty/plagiarism cases in the business school in the last three years in Table 2.11. Attach the policy of business school on academic honesty and plagiarism as Appendix-2E.

Table 2.11. List of academic dishonesty and plagiarism cases

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date of incident | Initial of students | Degree program | Nature of dishonesty | Penalty/consequences |
|  |  |  |  |  |
|  |  |  |  |  |

# 3. Students

1. Provide data on student enrolment[[3]](#endnote-3) of the business school for the last three years in Table 3.1.

Table 3.1. Student enrolment

|  |  |  |
| --- | --- | --- |
| Year[[4]](#endnote-4) | Enrollment in all study programs | Total annual enrollment[[5]](#endnote-5)A+B+C |
| 16 years programs(A) | 18 years programs(B) | Doctoral programs(C) |
| Year t-2 |  |  |  |  |
| Year t-1 |  |  |  |  |
| Year t |  |  |  |  |
| Total |  |  |  |  |

1. Provide data on student intake[[6]](#endnote-6) of the business school for the last three years in Table 3.2.

Table 3.2. Student intake

|  |  |  |
| --- | --- | --- |
| Year | Intake in all study programs | Total annual intake[[7]](#endnote-7)A+B+C |
| 16 year programs(A) | 18 year programs(B) | Doctoral programs(C) |
| Year t-2 |  |  |  |  |
| Year t-1 |  |  |  |  |
| Year t |  |  |  |  |
| Total |  |  |  |  |

1. Provide the average class size of each program under review in Table 3.3.

Table 3.3. Class size

|  |  |  |
| --- | --- | --- |
| Semesters | Program (1) | Program (2) |
| Fall t |  |  |
| Spring t |  |  |

1. Provide the average success percentage and drop-out percentage of the last three batches which have graduated in the program(s) under accreditation in Table 3.4. The highlighted row at the bottom of the table provides an example on how to calculate the ratios.

Table 3.4. Average success percentage and drop-out Percentage[[8]](#endnote-8)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Programunder review | Batch | Intake of the passing out batch(A) | Dropped out due to academic reasons(B) | Dropped out due to any other reasons(C) | Passed out already(D) | Pending to pass out(E) | Success percentage=(D+E)/A\*100 | Dropout percentage=B/A\*100 |
| Program 1 | Batch t-2 |   |   |   |   |   |   |   |
| Batch t-1 |  |  |  |  |  |  |  |
| Batch t |  |  |  |  |  |  |  |
| Program 2 | Batch t-2 |   |   |   |   |   |   |   |
| Batch t-1 |  |  |  |  |  |  |  |
| Batch t | 120 | 8 | 2 | 90 | 20 | 91.7 | 6.7 |

1. Summarize the policy and process of financial assistance[[9]](#endnote-9). Attach relevant policy documents as Appendix-3A.
2. Provide a summary of the amount in million rupees dispersed as financial assistance over the last three years for the program under review in Table 3.5.

Table 3.5. Financial Assistance (in PKR)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Programunder review | Year | Enrollment in program(A) | Tuition Revenue(B) | Merit Scholarship (C) | Need Scholarship(D) | Other Financial Assistance(E) | Total Financial Assistance(F) | Ratio of Financial AssistanceF/B |
| Program 1 | Year t-2 |  |  |  |  |   |   |   |
| Year t-1 |   |   |   |   |   |   |   |
| Year t |  |  |  |  |  |  |  |
| Program 2 | Year t-2 |  |  |  |  |  |  |  |
| Year t-1 |  |  |  |  |  |  |  |
| Year t |   |   |   |   |   |   |   |

1. Summarize the strategy for identifying and counselling of academically weak students though faculty advisors and remedial classes. Provide an analysis to show the impact of the strategy.
2. List activities aimed at personal grooming skills conducted during last year in Table 3.6.

Table 3.6. Personal grooming and skill development activities

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No | Date | Activity title | Grooming skill in focus  | Number of participants |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |

1. What counselling policies and processes are available to provide guidance to students in studies or in personal issues? Provide data on these activities conducted during last year in the Table 3.7.

Table 3.7. Counselling activity

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No | Counsellor’s name | Counselling hours | Counselling activity | Number of students covered |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |

1. Summarize the plan of business school to encourage student participation in extra-curricular and co-curricular activities[[10]](#endnote-10).
2. Provide data on extra-curricular and co-curricular activities conducted during last year in the Table 3.8.

Table 3.8. Extra-curricular and co-curricular activities

|  |  |  |  |
| --- | --- | --- | --- |
| No | Date | Activity title | Budget allocation |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |

1. Provide documents supporting the structure and bye-laws of alumni association of the business school as Appendix- 3B. Furthermore, provide data on alumni membership in the Table 3.9.

Table 3.9. Alumni membership

|  |  |  |  |
| --- | --- | --- | --- |
| Total number of graduates | Registered members of alumni association | Membership percentage | Major industries where alumni are placed |
|  |  |  |  |

1. Provide information on alumni participation in various activities in the Table 3.10.

Table 3.10. Alumni participation

|  |  |  |  |
| --- | --- | --- | --- |
| No | Activity engagement | Number of alumni participated | Major input |
| 1 | Curriculum development |  |  |
| 2 | Student mentoring |  |  |
| 3 | Program delivery |  |  |
| 4 | Industry linkages |  |  |
| 5 | Fundraising |  |  |
| 6 | Internships & placements |  |  |
| 7 | Others (specify) |  |  |

# 4. Faculty

1. Provide information about core business school faculty[[11]](#endnote-11) as follows: present aggregate numbers in Table 4.1(a) and information on individual faculty members in Table 4.1(b). Note that the data in grey font is given only for illustrative purposes; please replace it with actual data.

Table 4.1(a). Business School Faculty

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Business administration | Public administration | Managementsciences | Commerce/Economics | Others | Total |
| PhD |  |  |  |  |  |  |
| 18 years education (MS/MPhil/MBA/MPA/M.Com) |  |  |  |  |  |  |
| 16 years education (Bachelors/Masters) |  |  |  |  |  |  |
| Others (professional/industry experience) |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |

Table 4.1(b). Detailed information of business schools’ faculty

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| No | Name/CNIC | Designation[[12]](#endnote-12)/ Faculty type[[13]](#endnote-13) | Academic degree/Specialization | Degree awarding institution/Country | Teaching course type | Experience in highereducation/industry | Current job duration (years) |
|  1 | Firstname Lastname12345-1234567-1 | Professor/Permanent | PhDAccounting &Finance | Humboldt University of BerlinGermany  | Core | 123 | 2.5 |
| 2 | Firstname Lastname12345-1234567-1 | AssistantProfessor/adjunct | PhDMarketing | Cornell UniversityUnited States | Core | 20 | 2 |
|  3 | Firstname Lastname12345-1234567-1 | Lecturer/visiting | MAEnglish | Karachi UniversityPakistan | Support | 20 | 1 |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

1. Provide information of faculty workload over the last two semesters in Table 4.2a and 4.2b. Attach faculty workload policy as Appendix-4A.

Table 4.2a. Faculty workload (t)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No | Name | Designation | Number of courses taught in all programs | Number of students supervised | Administrative responsibility |
| PhD | Masters | Bachelors |
|  1 | Dr. Firstname Lastname | Asst. Professor |  3 |  2 |  4 |  0 |  Sports committee convener |
|  2 |   |   |   |   |   |   |   |
|  3 |   |   |   |   |   |   |   |

Table 4.2b. Faculty workload (t-1)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No | Name | Designation | Number of courses taught in all programs | Number of students supervised | Administrative responsibility |
| PhD | Masters | Bachelors |
|  1 | Dr. Firstname Lastname | Asst. Professor |  3 |  2 |  4 |  0 |  Sports committee convener |
|  2 |   |   |   |   |   |   |   |
|  3 |   |   |   |   |   |   |   |

1. Provide data on faculty turnover in Table 4.3.

Table 4.3. Faculty Turnover

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Year | Total faculty | Resigned | Retired | Terminated | New induction |
| Year t-2 |  |  |  |  |  |
| Year t-1 |  |  |  |  |  |
| Year t |  |  |  |  |  |

1. Provide data for Full Time Equivalent (FTE) for permanent, regular and adjunct faculty of last year in Table 4.4a and Visiting Faculty Equivalent (VFE) of last year in Table 4.4.b for the program under review.

Table 4.4a FTE for the permanent, regular and adjunct faculty in program(s)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No | Faculty name(A) | Designation(B) | Faculty type(C) | Maximum teaching courses allowed(E) | Program(s) under Review |
| Teaching courses in program 1(F) | Teaching courses in program 2 (G) | FTE for program 1=F/E | FTE for program 2=G/E |
| 1 | Abc Xyz | Professor | Permanent | 2 | 0 | 1 | 0 | 0.5 |
| 2 | Abc Xyz | Asst. Professor | Permanent | 6 | 2 | 2 | 0.33 | 0.33 |
| 3 | Abc Xyz | Asst. Professor | Adjunct | 6 | 4 | 2 | 0.66 | 0.33 |
|   |  |  |  |  |  |  |  |  |
| Total FTE |  |  |

Table 4.4b Visiting Faculty Equivalent (VFE) in program(s)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No | Faculty name(A) | Designation(B) | Maximum teaching courses allowed(C) | Program(s) under Review |
| Teaching courses in program 1(D) | Teaching courses in program 2 (E) | No. of faculty teaching program 1F=∑(D/C) | No. of faculty teaching program 2 G=∑(E/C) |
| 1 | Abc Xyz | Professor | 2 | 0 | 1 | 0 | 0.5 |
| 2 | Abc Xyz | Asst. Professor | 6 | 2 | 2 | 0.33 | 0.33 |
| 3 | Abc Xyz | Asst. Professor | 6 | 4 | 2 | 0.66 | 0.33 |
|  | 0.99 | 1.16 |
| Total VFE | ∑F/3 | ∑G/3 |

1. Fill in data to calculate student to teacher ratio for last year of each program under review in Table 4.5.

Table 4.5. Student to teacher ratio

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Program(s) under review | Total enrollment (B) | Total FTE(C) | Total VFE(D) | Student to teacher ratio=B/(C+D) |
| Program 1 | 480 | 26.5 | 2.15 | 18.11 |
| Program 2 |   |   |  |   |
|  |   |   |  |   |

1. Provide data on the gender mix of the business school faculty in Table 4.6.

Table 4.6. Gender mix

|  |  |  |  |
| --- | --- | --- | --- |
| Gender | Permanent/Regular | Adjunct | Visiting |
| Male |  |  |  |
| Female |  |  |  |

1. Attach policy documents related to faculty recruitment, retention, promotion and annual evaluation as Appendix-4B.
2. List of professional trainings/workshops organized by core business faculty in the last three years in Table.4.7.

Table 4.7. Training/workshops organized by core business faculty

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No | Date | Venue | Title | Name of faculty trainer | No. of participants |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. Attach faculty development policy as Appendix-4C.
2. List consultancy projects carried out by core business faculty during the last three years in Table.4.8. Attach policy for faculty consultancy and trainings as Appendix-4D.

Table 4.8. Consultancy projects of core business faculty

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No | Name of faculty | Name of project | Name of client | Start and end datemm/yy-mm/yy | Name of all partners in the project |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. Provide data on faculty participation in social and corporate organizations during last three years in Table 4.9.

Table 4.9. Faculty participation in social and corporate organizations

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No | Date | Faculty name | Social/Corporate organization | Title of activity |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. Provide a list of all professional memberships of core business faculty in Table 4.10.

Table 4.10. Professional memberships of core business faculty

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No | Name of faculty | Membership organization | Valid since (year) | Valid till (years) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. List international faculty members during the last three years in Table 4.11a.

Table 4.11 International faculty

|  |  |  |  |
| --- | --- | --- | --- |
| No | Faculty name | International association | Time periods (months) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. Provide details of international exposure of faculty during last three years in Table 4.11b. Attach policy relating to international exposure of faculty as Appendix-4E.

Table 4.11 International faculty

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No | Faculty name | Activity title | Date | Duration |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# 5. Research and Development

1. Provide basic information about ORIC in the Table 5.1

Table 5.1. Basic information of ORIC

|  |  |
| --- | --- |
| 1. Year of establishment
 |  |
| 1. Head/supervisor of the research center
 | * Director ORIC
* Director Research
* Dean
 |
| 1. Qualification of the main head/supervisor of research center
 |  |
| 1. Head/Supervisor reports to
 |  |

1. Provide basic information about research centers in the Table 5.2.

Table 5.2. Basic information of research centers

|  |  |
| --- | --- |
| 1. Name of research center
 |  |
| 1. Hierarchical position
 | * Under the central ORIC office
* Dedicated to business school
 |
| 1. Year of establishment
 |  |
| 1. Head/supervisor of research center
 | * Director ORIC
* Director Research
* Dean
 |
| 1. Qualification of head/supervisor of research center
 |  |
| 1. Head/Supervisor reports to
 |  |
| 1. Research committee composition
 |  |

1. How is the research agenda aligned with the vision and mission of the business school? Attach R&D policy as Appendix-5A.
2. Provide data on research funding by source over the last three years in Table 5.3.

Table 5.3. Details of research funding (in PKR)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Time | University’s R&D budget allocation(A) | Business school’s R&D budget allocation(B) | Funds secured by faculty | TotalR&D funds available to business school=B+C+D+E |
| Government grants(C) | Corporate grants(D) | International grants(E) |
| Year t-2 |  |  |  |  |  |  |
| Year t-1 |  |  |  |  |  |  |
| Year t |  |  |  |  |  |  |

1. List details of research projects of last three years in Table 5.4.

Table 5.4. Details of research projects

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Project title | Start & end dates (mm-yy/mm-yy) | Principal investigator | Funding agency | Funding amount (PKR) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. Provide a summary of research output[[14]](#endnote-14) of business school in last three academic years in Table.5.5. Attach a complete list of items mentioned in the table using APA end-text referencing along with clearly mentioning type of each item as impact factor or HEC category, as Appendix-5B.

Table 5.5. Summary of research output

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Publication category | Publication type | Total number of items | Number of contributing core faculty members[[15]](#endnote-15) | Number of items jointly produced in collaboration with other institutions | Number of items jointly produced by more than 3 authors |
| Academic research articles[[16]](#endnote-16) | Impact factor journals |  |  |  |  |
| HEC category W |  |  |  |  |
| HEC category X |  |  |  |  |
| HEC category Y |  |  |  |  |
|  ABS or ABDC listing |  |  |  |  |
| Other listings |  |  |  |  |
| National conference papers |  |  |  |  |
| International conference papers |  |  |  |  |
| Books | Books or research monographs |  |  |  |  |
| Text books |  |  |  |  |
| Book chapters |  |  |  |  |
| Other Publications | Case studies |  |  |  |  |
| Consultancy project reports |  |  |  |  |
| Practice oriented research articles |  |  |  |  |
| MS/MPhil thesis  |  |  |  |  |
| Doctoral thesis |  |  |  |  |

1. List top ten research outputs of the business school noting impact in terms of solving real life problems and fulfilling industry needs in Table 5.6. Share the complete list during the peer review visit.

Table 5.6. Top ten research outputs with impact

|  |  |  |
| --- | --- | --- |
| No. | Title of research publication | Description of impact on real life and/or industry[[17]](#endnote-17) |
| 1 |  |  |
| . |  |  |
| . |  |  |
| . |  |  |
| 10 |  |  |

1. In order to provide evidence of R&D in curriculum, enlist 10 major R&D outputs of the business school and corresponding courses citing these publications as course material to be discussed in the class rooms in Table 5.7.

Table 5.7. Role of R&D in curriculum

|  |  |  |
| --- | --- | --- |
| No. | Title of research publication | Course title |
| 1 |  |  |
| . |  |  |
| . |  |  |
| . |  |  |
| 10 |  |  |

1. Provide data on R&D budget spending for faculty development in terms of providing them with opportunities for trainings, workshops and conferences at national and international level in the last three years.

Table 5.8. R&D budget allocation for faculty development

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Name of beneficiary faculty member | Description of training/workshop/conference | R&D fund spent (PKR) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Total R&D fund spent for faculty development |  |

1. Provide data on the conferences organized by the business school in the last three years Table 5.9., if any.

Table 5.9. Conferences

|  |  |  |
| --- | --- | --- |
| No. | Conference title and theme | Date |
|  |  |  |
|  |  |  |
|  |  |  |

# 6. Social Responsibility

1. Provide data on student societies/clubs in Table 6.1.

Table 6.1. Student clubs/societies

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Society/Club name | Total members | Number of members from business school | Purpose  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. List social initiatives[[18]](#endnote-18) carried out by the business school during the last three years in Table 6.2. Attach policy on community development and social responsibility as Appendix-6A.

Table 6.2. Project details

|  |  |  |
| --- | --- | --- |
| No. | Date | Title of activity/project |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. Enlist activities aimed at environmental protection and sustainability in Table 6.4. Attach policy on environmental protection as Appendix-6B.

Table 6.4. List of environmental protection activities

|  |  |  |
| --- | --- | --- |
| No. | Date | Activity description |
|  |  |  |
|  |  |  |
|  |  |  |

1. Provide a list of associations or MOUs with organizations or institutes (NGOs / Public / Private) extending CSR activities in Table 6.3.

Table 6.3. List of formal relationships

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. | Name of organization | Title of MoU | Date of signing MoU | Date of last activity | Description of last activity |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. Attach the business school’s code of moral principles and ethics applicable to faculty, students and staff as Appendix-6C. Provide data on complaint resolution in Table 6.5.

Table 6.5. Complaint resolution

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Date | Complaint description | Arbitrating authority | Solution |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. Provide data on internal community welfare programs in Table 6.6. Attach policy on internal community welfare as Appendix-6D.

Table 6.6. Internal community welfare programs

|  |  |  |
| --- | --- | --- |
| No. | Internal community welfare program | Number of individual covered |
|  | Health insurance |  |
|  | Housing  |  |
|  | Loan schemes |  |
|  | Welfare fund |  |
|  | Others |  |

1. Attach documentary evidence for surveys or any other mechanism applied to assess the impact of social activities carried out by the business school during last three years.

# 7. Resources

1. Provide financial information of the business school in Table.7.1 (in PKR millions). Attach the relevant policy to manage and plan financial resources as Appendix-7A.

Table 7.1. Financial information of the business school

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Particulars | Year t-3 | Year t-2 | Year t-1 | Year t | Year t+1 | Year t+2 |
| Revenue | Undergraduate programs fee |  |  |  |  |  |  |
| Graduate programs fee |  |  |  |  |  |  |
| Post graduate programs fee |  |  |  |  |  |  |
| Executive education fee[[19]](#endnote-19) |  |  |  |  |  |  |
| R&D income |  |  |  |  |  |  |
| Endowment/investment income |  |  |  |  |  |  |
| Grants by government |  |  |  |  |  |  |
| Grants by parent organization |  |  |  |  |  |  |
| Corporate sponsorships |  |  |  |  |  |  |
| Any other income |  |  |  |  |  |  |
| **TOTAL REVENUE (A)** |  |  |  |  |  |  |
| Expenses | Faculty salaries |  |  |  |  |  |  |
| Faculty development |  |  |  |  |  |  |
| Staff salaries |  |  |  |  |  |  |
| Marketing and promotion |  |  |  |  |  |  |
| IT facilities |  |  |  |  |  |  |
| Library |  |  |  |  |  |  |
| R&D |  |  |  |  |  |  |
| Scholarships/financial assistance |  |  |  |  |  |  |
| Co-Extracurricular activities |  |  |  |  |  |  |
| Educational visits/seminars |  |  |  |  |  |  |
| Repair and maintenance |  |  |  |  |  |  |
| Interest payments |  |  |  |  |  |  |
| Utilities |  |  |  |  |  |  |
| Other expenses |  |  |  |  |  |  |
| **TOTAL EXPENSES (B)** |  |  |  |  |  |  |
|  | ANNUAL BALANCE (A–B) |  |  |  |  |  |  |

1. Provide data on financial risks along with remedial measures in Table 7.2.

Table 7.2. Financial risks of the business school

|  |  |  |
| --- | --- | --- |
| Risk identified | Stakeholders involved | Remedial measures[[20]](#endnote-20) |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. Provide data of staff of various offices in Table 7.3.

Table 7.3. Administrative/support staff

|  |  |  |
| --- | --- | --- |
| Category | Total number of staff members | Qualification of head/supervisor |
| Administration |  |  |
| Laboratories |  |  |
| Libraries |  |  |
| Examination office |  |  |
| Admission office |  |  |
| Student affairs |  |  |
| Placement office |  |  |
| Research center |  |  |
| Others |  |  |

1. Provide basic information of Quality Enhancement Cell (QEC) in Table 7.4. Attach policy for enhancing the quality function of education delivery as Appendix-7B.

Table 7.4. Basic information of QEC

|  |  |
| --- | --- |
| 1. Hierarchical position
 | - At university level- Dedicated to business school |
| 1. Year of establishment
 |  |
| 1. Head/supervisor of the QEC office
 |  |
| 1. Head/Supervisor reports to
 |  |
| 1. Composition of QEC committee (if any)
 |  |
| 1. Total number of staff members
 |  |

1. Provide information about different facilities of the business school in Table 7.5.

Table 7.5. Business schools’ resources

|  |  |  |
| --- | --- | --- |
| Business school | Total area (sq.ft) |  |
| Covered area (sq.ft) |  |
| Open area (sq.ft) |  |
| Total student enrollment |  |
| Open area per student |  |
| Faculty offices | Total number of offices |  |
| Total faculty members |  |
| Average number of faculty members per office |  |
| Facilities available at faculty offices |  |
| 1. Workstations/laptops
 | Yes/No |
| 1. Printer/photocopier
 | Yes/No |
| 1. Air conditioning
 | Yes/No |
| 1. Safe cabinets
 | Yes/No |
| Lecture halls | Total number of lecture halls |  |
| Seating capacity (minimum-maximum) |  |
| Facilities available at lecture halls |  |
| 1. Multimedia
 | Yes/No |
| 1. Whiteboard/blackboard
 | Yes/No |
| 1. Proper lighting
 | Yes/No |
| 1. Air conditioning
 | Yes/No |
| Multimedia and whiteboard simultaneously useable? | Yes/No |
| Library | Number of libraries |  |
| Total seating capacity |  |
| Number of business text books (hardcopy) |  |
| Number of business reference books  | Hardcopies |  |
| Softcopies |  |
| Number of local journal subscriptions | Hardcopies |  |
| Softcopies |  |
| Number of new books added in current year  |  |
| Budget spent on new books in current year (PKR) |  |
| Number of international journal subscriptions |  |
| Number of business magazines |  |
| Access to HEC digital library | Yes/No |
| Access to other online databases | Yes/No |
| Database of research publications | Yes/No |
| Students to computers ratio in library |  |
| Laboratories | Number of laboratories |  |
| LAN/WAN networking | Yes/No |
| Internet bandwidth (GBs) |  |
| Total number of workstations in labs |  |
| Students to computers ratio |  |
| List of available softwares |  |
| Multipurpose hall/auditorium | Number of multipurpose halls |  |
| Seating capacity |  |
| Hostels/accommodation | Number of faculty hostels |  |
| Total capacity of faculty hostel(s) |  |
| Number of female student hostels |  |
| Total capacity of female student hostel(s) |  |
| Number of male student hostels |  |
| Total capacity of male student hostel(s) |  |
| Transportation | Number of vans for faculty transportation |  |
| Number of vans for students transportation |  |
| Other facilities | Female students common room | Yes/No |
| Male students common room | Yes/No |
| Prayer room | Yes/No |
| Canteen/cafeteria | Yes/No |
| Gymnasium | Yes/No |
| Playground | Yes/No |

# 8. External Linkages and Student Placement

1. Provide basic information of Placement Office in Table 8.1.

Table 8.1. Basic information of Placement Office

|  |  |
| --- | --- |
| 1. Hierarchical position
 | * At university level
* Dedicated to business school
 |
| 1. Year of establishment
 |  |
| 1. Head/supervisor of the placement office
 |  |
| 1. Head/Supervisor reports to
 |  |
| 1. Composition of placement committee (if any)
 |  |
| 1. Total number of staff members
 |  |
| 1. Resources available
 |  |
| Number of printers |  |
| Number of photocopiers |  |

1. Provide data of MoUs covering national, international, corporate or social linkages in Table 8.2. Attach the relevant policy as Appendix-8A.

Table 8.2. List of MoUs of national and international linkages

|  |  |  |
| --- | --- | --- |
| S.no | Partner institution details | MoU details |
| Name | Type[[21]](#endnote-21) | Location | Level[[22]](#endnote-22) | Signing date | Last activity date | Last activity title |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

1. Provide data of international representatives who have participated in formal meetings of any statutory bodies either as permanent members or through special invitation over the last three years in Table 8.3.

Table 8.3. List of international participants of statutory body meetings

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Participant name | Designation | Affiliation | Statutory body | Meeting date |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. Provide data of student and faculty exchange programs for last three years in Table 8.4a and 8.4b respectively. Attach the relevant policy as Appendix-8B.

Table 8.4a. Student exchange programs

|  |  |
| --- | --- |
| Students outflow | Students inflow |
| Destination country | Name of student | Source country | Name of student |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Table 8.4b. Faculty exchange programs

|  |  |
| --- | --- |
| Faculty outflow | Faculty inflow |
| Destination country | Name of faculty | Source country | Name of faculty |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. How many number of students obtained internships during last year. Attach policy on internship and placement as Appendix-8C.
2. List various activities conducted by the placement office during last year in Table 8.5.

Table 8.5. Placement activities

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Date | Title of activity[[23]](#endnote-23) | Participating organizations |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# 9. Admission and Examination Policy

1. Provide basic information about the admission and examination offices in Table 9.1. Attach the organizational structure of examination and admission offices as Appendix- 9A.

Table 9.1. Basic information of examination and admission offices

|  |  |  |
| --- | --- | --- |
| Particulars | Admission office | Examination office |
| 1. Hierarchical position
 | * Centralized
* Dedicated to business school
 | * Centralized
* Dedicated to business school
 |
| 1. System handling
 | * Manual
* Automated
 | * Manual
* Automated
 |
| 1. Name & designation of head/supervisor
 |  |  |
| 1. Qualification of head/supervisor
 |  |  |
| 1. Total number of staff members
 |  |  |
| 1. Resources available
 |  |  |
| Number of printers |  |  |
| Number of photocopiers |  |  |
| Number of secure cabinets |  |  |

1. Provide data on entry requirements for each program under review in Table 9.1. Attach admission policy including details of selection process as Appendix-9B.

Table 9.2. Entry requirements

|  |  |  |
| --- | --- | --- |
| Program(s) under review |  Eligibility criteria  |  Minimum requirements/relative weightage |
|  | Matric/O-levels or equivalent |  |
| Intermediate/A-levels or equivalent |  |
| SAT/NAT/GAT etc. score |  |
| Grades in specific subjects |  |
| Entry test |  |
| Candidacy interview |  |
| Work Experience |  |

1. Provide data on the number of students enrolled in the past three years for each program in Table 9.3.

Table 9.3. Student enrollment

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Program(s) under review | Semester[[24]](#endnote-24) | Applications received | Admissions offered | Student Intake | Semester commencement date |
|  |  Fall t-2 |  |  |  |  |
|  Spring t-2 |  |  |  |  |
|  Fall t-1 |  |  |  |  |
|  Spring t-1 |  |  |  |  |
|  Fall t |  |  |  |  |
|  Spring t |  |  |  |  |

1. Attach policy of business school for credit transfer and the credit exemption as Appendix-9C.
2. Attach policy of business school on migration/student transfer as Appendix-9D.
3. Provide documentary evidence to support that the examination rules have been implemented continuously over the last three years in Appendix-9E.
1. *A typical course outline may include course title, course objectives, course learning outcomes (CLOs), topics covered, number of lectures, reference material/book used and any other standard details as per university policy. Note that course outline of all courses should be available during the peer review visit.* [↑](#endnote-ref-1)
2. *Managerial skills e.g. team work, interpersonal skills, presentation skills, project management, leadership skills, etc.* [↑](#endnote-ref-2)
3. *Enrollment means total number of students enrolled from first semester to last semester of a program. 16 years study programs include BBA/B.Com; 18 years programs include MS/MPhil/MBA/MPA/M.Com et cetera.*  [↑](#endnote-ref-3)
4. *Year t, Year t-1, and Year t-2 correspond to last three years i.e. Year t means current year, Year t-1 is the last year, and Year t-2 is the year before last year. As annual data is required, therefore each year includes both fall & spring sessions. Please replace row headers with actual years.* [↑](#endnote-ref-4)
5. *This column shows the total annual enrollment of the school/department as a whole, not just the program(s) under accreditation.* [↑](#endnote-ref-5)
6. *Intake means the number of students taking admissions in the program in that year including total students of fall and spring semester.* [↑](#endnote-ref-6)
7. *This column shows the total annual intake of the school/department as a whole, not just the program(s) under accreditation.* [↑](#endnote-ref-7)
8. *Suppose there were total 120 students admitted in the first semester of a batch. During the course of the program, 8 students were dropped out due to academic reasons e.g. low CGPA, while there were 2 other students who disjoined the program due to reasons such as transferred to some other campus of the same university, joined some other university, or discontinued studies for any personal reasons et cetera. Out of the left over 110 students (110= 120-8-2), 90 students graduated in time while 20 students will graduate later as they might have a few courses remaining. In this way, success percentage is to be calculated as [(Already graduated student of the batch + Students of the same batch who will graduate later)/ Total admitted students in the first semester of the batch \* 100]. Similarly, drop out percentage is to be calculated as [Students dropped out due to academic reasons/ Total admitted students in the first semester of the batch \* 100].* [↑](#endnote-ref-8)
9. *Financial assistance types includes tuition grant on merit, tuition grant on need, loans and work study arrangements.* [↑](#endnote-ref-9)
10. *Extra-curricular activities such as sports, debates, dramas, music and co-curricular activities such as conferences, presentations, business plan competition, case simulations etc.* [↑](#endnote-ref-10)
11. *Core business faculty: Faculty with terminal degree in business, management and related areas and teaching core business courses.* [↑](#endnote-ref-11)
12. *By designation means professor, associate professor, assistant professor, and lecturer.* [↑](#endnote-ref-12)
13. *Type of faculty in terms of permanent/regular faculty, adjunct faculty, visiting faculty i.e.*

 *Permanent / Regular faculty: Qualified academic faculty employed on a permanent basis (remaining contract duration at least two more years) and for whom the institution is the sole employer. They have administrative and/or research responsibilities.*

*Adjunct faculty: Teaching faculty for whom the School is not the primary employer or sole employer. Thus they work for the School on a part-time basis under a permanent or an occasional contract. They have administrative and/or research responsibilities in proportion to their contractual time.*

*Visiting professors in current year: Visiting faculty are hired to teach courses on a course by course basis. Appointments are usually made for one semester at a time, but may be renewed. They are responsible for teaching the assigned course(s) in a semester, and do not have administrative or research responsibilities. They are not limited to work at the university only.* [↑](#endnote-ref-13)
14. *Report data on research and publication for the core faculty, defined as members of the faculty for whom the school is the principal employer. The report should not include publications of part-time staff from other schools or departments, adjunct faculty, visiting professors, or business practitioners.* [↑](#endnote-ref-14)
15. *Only include faculty members from within the school at the time of production* [↑](#endnote-ref-15)
16. *Articles, conference papers, journal articles, and other research work published in HEC recognized journals / ISI index journals, conference proceedings, and other reputable abstracting indexing service i.e. EMERALD, JSTOR, Science Direct, etc.* [↑](#endnote-ref-16)
17. *Description of the impact of research must not exceed 50 words, and it must particularly mention the name of relevant industry or business sector.* [↑](#endnote-ref-17)
18. *This includes activities such as tree plantation campaign, blood donation.* [↑](#endnote-ref-18)
19. *Income generated through various trainings and workshops conducted by the business school.* [↑](#endnote-ref-19)
20. *Describe concisely not exceeding 100 words.* [↑](#endnote-ref-20)
21. *Institution type includes national or international academic institution or the corporate/business organizations or social organizations* [↑](#endnote-ref-21)
22. *Business school or university* [↑](#endnote-ref-22)
23. *Such as resume writing, mock interviews, job fairs etc.* [↑](#endnote-ref-23)
24. *Replace the text with actual semester names. In case admission are taken biennially, mark “N/A” for the semester no admission is offered.*

# 10. Checklist of mandatory appendices

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Description | Attached (please tick the box) | No. of pages of the appendix |
|
	1. Appendix-1A | CV of the dean, head of school and focal person (max. four pages each) | Yes | No |  |
|
	1. Appendix-1B | Composition, name of committee members role and functions of statutory bodies  |  |  |  |
|
	1. Appendix-1C | Latest audit report |  |  |  |
|
	1. Appendix-1D | Approved vision and mission statements of the university and business school with evidence of approval |  |  |  |
|
	1. Appendix-1E | Approved strategic plan of the business school with evidence of approval |  |  |  |
|
	1. Appendix-1F | Organogram of the business school and parent institution |  |  |  |
|
	1. Appendix-2A | One course outline of core, elective and general courses for each program under review |  |  |  |
|
	1. Appendix-2B | Grading policy |  |  |  |
|
	1. Appendix-2C | Policy to monitor, evaluate and improve the quality of program delivery |  |  |  |
|
	1. Appendix-2D | Policy to conduct, review, monitor, evaluate and/or moderate the question papers  |  |  |  |
|
	1. Appendix-2E | Policy on academic dishonesty and plagiarism  |  |  |  |
|
	1. Appendix-3A | Policy and process of scholarships disbursement  |  |  |  |
|
	1. Appendix-3B | Structure and by-laws alumni association/ chapter/cell in the business school |  |  |  |
|
	1. Appendix-4A | Faculty workload policy |  |  |  |
|
	1. Appendix-4B | Faculty recruitment, retention, promotion and annual evaluation policy |  |  |  |
|
	1. Appendix-4C | Faculty development policy |  |  |  |
|
	1. Appendix-4D | Faculty consultancy and training policy |  |  |  |
|
	1. Appendix-4E | Policy of increasing international exposure of faculty |  |  |  |
|
	1. Appendix-5A | R&D policy  |  |  |  |
|
	1. Appendix-5B | List of items mentioned in Table.5.5 using APA end-text referencing. |  |  |  |
|
	1. Appendix-6A | Policy on community development and social responsibility |  |  |  |
|
	1. Appendix-6B | Policy on environment sustainability |  |  |  |
|
	1. Appendix-6C | Schools’ code of moral principles and ethics |  |  |  |
|
	1. Appendix-6D | Policy documents of the internal community including health and safety policy, anti-sexual harassment policy, loan schemes, welfare funds. |  |  |  |
|
	1. Appendix-7A | Financial policy to manage and plan financial resources |  |  |  |
|
	1. Appendix-7B | Policy for enhancing the quality function of education delivery |  |  |  |
|
	1. Appendix-8A | Policy of national, international and corporate linkages  |  |  |  |
|
	1. Appendix-8B | Policy of student and faculty exchange programs |  |  |  |
|
	1. Appendix-8C | Internships and placement policy |  |  |  |
|
	1. Appendix-9A | Organizational structure of examination and admission offices  |  |  |  |
|
	1. Appendix-9B | Admission policy |  |  |  |
|
	1. Appendix-9C | Credit transfer and the credit exemption policy |  |  |  |
|
	1. Appendix-9D | Migration/student transfer policy |  |  |  |
|
	1. Appendix-9E | Documentary evidence to support that the examination rules implemented continuously over the last three years |  |  |  |
|  |  |  |
|  |  |  |

# 11. Checklist of mandatory appendices in peer review visit

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Description | Attached (please tick the box) | No. of pages of the appendix |
|
	1. Appendix-1A | Minutes of last three meetings of statutory bodies (Deans Committee, Board of Faculty, Board of Studies, Board of Advanced Studies and Research, Academic Council, Board of Governors, Executive Council) | Yes | No |  |
|
	1. Appendix-1B | Minutes of faculty departmental meetings of last two months (if any) |  |  |  |
|
	1. Appendix-2A | Course folders of all courses of the program under review for last two years of fulltime as well as visiting faculty |  |  |  |
|
	1. Appendix-2B | QEC audit report of the program(s) under accreditation |  |  |  |
|
	1. Appendix-2C | A copy of the current semesters’ timetable |  |  |  |
|
	1. Appendix-3A | Blank student feedback form (course feedback and/or faculty feedback) |  |  |  |
|
	1. Appendix-3B | Student handbook (Student code of moral ethics and principles) |  |  |  |
|
	1. Appendix-3C | Students’ internship/ project reports (last three years; random sample will be requested during the visit) |  |  |  |
|
	1. Appendix-3D | List of batch advisors or student councilors |  |  |  |
|
	1. Appendix-3E | Evidence of extracurricular activities  |  |  |  |
|
	1. Appendix-3F | Evidence of placement activities  |  |  |  |
|
	1. Appendix-3G | Evidence of alumni activities  |  |  |  |
|
	1. Appendix-4A | Minutes of last three meetings of the selection board |  |  |  |
|
	1. Appendix-4B | A folder of CVs of all faculty members. |  |  |  |
|
	1. Appendix-4C | A folder of CVs of all visiting and adjunct faculty. |  |  |  |
|
	1. Appendix-4D | Faculty Handbook |  |  |  |
|
	1. Appendix-4E | A copy of blank performance appraisal form (few completed forms may be requested during the visit) |  |  |  |
|
	1. Appendix-4F | Grad Plan- Pay Structure |  |  |  |
|
	1. Appendix-4G | A list of guest speakers of the last three years (if any) |  |  |  |
|
	1. Appendix-4H | Job descriptions of course coordinators (if any) |  |  |  |
|
	1. Appendix-5A | Copy of any publication of the faculty (a few random publications to be provided upon request) |  |  |  |
|
	1. Appendix-5B | Details of R&D budget and expenses |  |  |  |
|
	1. Appendix-5C | Details of travel grants availed by the faculty over the last three years |  |  |  |
|
	1. Appendix-6A | Copy of all MoUs  |  |  |  |
|
	1. Appendix-6B | Documentary evidence of the activities carried out under the MoU |  |  |  |
|
	1. Appendix-6C | File of cases/complaints relating to code of moral principles and ethics |  |  |  |
|
	1. Appendix-6D | File of cases/complaints |  |  |  |
|
	1. Appendix-6E | Financial evidence of any initiatives taken to improve the quality of life of internal community |  |  |  |
|
	1. Appendix-7A | Policy related to upgradation of computers, laptops and IT facilities |  |  |  |
|
	1. Appendix-7B | Policy/SoPs related to administrative functions |  |  |  |
|
	1. Appendix-9A | Written details about the fee structure |  |  |  |
|
	1. Appendix-9B | Two samples of the entry exams |  |  |  |
|
	1. Appendix-9C | Merit lists of the last three years |  |  |  |
|
	1. Appendix-9D | Records of students’ admission process including marks and lists of accepted and rejected candidates |  |  |  |
|
	1. Appendix-9E | Gazette Results |  |  |  |
|  |  |  |
|  |  |  |

 [↑](#endnote-ref-24)