



Annex I- Checklist of mandatory appendices



I, the undersigned _____ (name)

_____ (position)

representative of _____ (name of organization)

have provided the mandatory appendices listed in Annex I along with the SAR. I understand that if any of the appendices have not been provided, the NBEAC peer review team will assume that these documents do not exist. I have also clearly indicated whether an appendix is available or not in the attached checklist.

Signature of the focal person: _____

Date: ____/____/____

Signature of the HoD: _____

Date: ____/____/____

Stamp:

Name	Description	Attached (please tick the box)		No. of pages of the appendix
		Yes	No	
Appendix-1A	CV of the dean, HoD and focal person			
Appendix-1B	Copy of the charter			
Appendix-1C	Parent institution's organogram			
Appendix-1D	School's organogram			
Appendix-1E	Composition, role and functions of statutory bodies			
Appendix-1F	Approval of the business schools' vision and mission			
Appendix-1G	Complete strategic plan of the business school			
Appendix-1H	Approval of the business schools' strategic plan			
Appendix-1I	Byelaws/SoPs of the business school			
Appendix-2A	Standard template for course outline			
Appendix-2B	Course outlines of 2 to 3 core, 2 to 3 electives and 2 to 3 general courses			
Appendix-2C	Timetable of current and previous semester			
Appendix-2D	Policy to conduct, review, monitor, evaluate and/or moderate the question papers and quality of examination results			
Appendix-2E	Policy to monitor the quality of exam results			
Appendix-2F	Academic dishonesty policy			
Appendix-2G	Plagiarism policy			
Appendix-3A	Policy and process of scholarships disbursement			
Appendix-3B	Calendar of activities and the initiatives taken to develop and grow the student body beyond classroom teaching for the current and the last three semesters			
Appendix-3C	Any relevant document to evaluate the effectiveness of assistance provided to students who experience difficulties or problems e.g. through counsellors for weak students, remedial actions, extra tuitions			
Appendix-3D	Student counselling and guidance policy			
Appendix-3E	Policy to encourage students to participate in any extra-curricular activities and co-curricular activities			
Appendix-3F	List of participation of the business school's students in extra-curricular and co-curricular activities over the last three years.			
Appendix-3G	Calendar of extra-curricular activities of the business school for the last three years.			
Appendix-3H	Calendar of co-curricular activities of the business school for the last three years.			
Appendix-3I	Structure and by-laws alumni association/ chapter/ cell in the business school			
Appendix-3J	Policy documents and/or SOPs to maintain updated records of alumni and their employment status			
Appendix-4A	Policy of faculty planning			
Appendix-4B	Faculty selection and hiring policy			
Appendix-4C	Faculty retention and promotion policy			
Appendix-4D	Faculty annual evaluation and assessment policy			
Appendix-4E	Faculty consultancy and training policy			
Appendix-4F	Policy to increase faculty exposure to the corporate world and to social organizations			
Appendix-4G	Policy of increasing international exposure of faculty			
Appendix-5A	R&D policy			

Appendix-5B	Aim/scope, submission guidelines and volumes per years of the business journal			
Appendix-5C	List the name of the project, the name of the principal investigator, the name of funding agency, amount of funding and completion stage of the project			
Appendix-5D	Attach a complete list of items mentioned in Table.5.2 using APA end-text referencing. For each academic research article, clearly mention the impact factor and/or HEC category at the end of the reference.			
Appendix-6A	Schools' policy and/or guidelines of community services and social activities			
Appendix-6B	Schools' code of moral principles and ethics			
Appendix-6C	Policy documents which relate to improving the quality of working life of the internal community including health and safety policy, anti-sexual harassment policy, loan schemes, welfare funds.			
Appendix-8A	Policy of international linkages			
Appendix-8B	Policy of national linkages			
Appendix-8C	Policy of corporate linkages			
Appendix-8D	Policy of student and faculty exchange programs			
Appendix-8E	List of MoUs for student and/or faculty exchange			
Appendix-8F	Profiles of the staff working in the placement office/center			
Appendix-8G	Policy of management of internships and placements			
Appendix-8H	Calendar of activities carried out by the placement office over the last three years and the calendar of activities for the current semester			
Appendix-9A	Profiles of the staff working in the admission office			
Appendix-9B	Admission policy			
Appendix-9C	Semester/academic calendar for last three years			
Appendix-9D	Credit transfer and the credit exemption policy			
Appendix-9E	Migration/student transfer policy			
Appendix-9F	Documentary evidence to support that the examination rules implemented continuously over the last three years			



Annex II- Documents required during peer review visit



I, the undersigned _____ (name)

_____ (position)

representative of _____ (name of organization)

take the responsibility that my team and I will provide the material listed in Annex II during the peer review visit. We will ensure that the material is present in the meeting room before the peer review team arrives for the visit. We understand that the peer review team may also ask for additional material during the visit.

Signature of the focal person: _____

Date: ____/____/____

Signature of the HoD: _____

Date: ____/____/____

Stamp:

Proformae 1:

1. Minutes of last three meetings of Governing bodies (Deans Committee, Board of Faculty, Board of Studies, Board of Advanced Studies and Research, Academic Council, Board of Governors, Executive Council)
2. Minutes of faculty departmental meetings of last two months (if any)
3. Last strategic plan (if any)
4. Auditors report (last three years)
5. Approved budget of the university and/or of the school for the last three years

Proformae 2:

1. Minutes of last three meetings of statutory bodies (Deans Committee, Board of Faculty, Board of Studies, Academic Council, Board of Governors, Executive Council)
2. Course folders of all courses of the program under review for last two years for fulltime as well as visiting faculty
3. QEC audit report of the program(s) under accreditation.
4. A copy of the current semesters' timetable.
5. Evidence of monitoring and evaluation of the question papers and exam results.
6. Record of any academic dishonesty cases

Proformae 3:

1. Blank student feedback form (course feedback and/or faculty feedback)
2. Student handbook (Student code of moral ethics and principles)
3. Evidence of activities performed by student clubs/societies
4. Students' internship/ project reports (last three years; random sample will be requested during the visit)
5. Alumni details (last two years; separately mention entrepreneurs)
6. List of batch advisors or student councilors
7. List of student scholarships, including details of distribution of need and merit base scholarships
8. Evidence of extracurricular activities
9. Evidence of placement activities
10. Evidence of alumni activities
11. List of students who have dropped out over the last three years (along with reasons, if available)
12. Evidence of announcements of scholarships

Proformae 4:

1. Minutes of last three meetings of the Selection Board
2. List of updated faculty (in case there are any changes since SAR submission)
3. A folder of CVs of all faculty members listed in Table 4.2.
4. A folder of CVs of all visiting and adjunct faculty named in Table 4.5.
5. Faculty Handbook
6. A copy of blank performance appraisal form (few completed forms may be requested during the visit)
7. Grad Plan- Pay Structure
8. Question Papers (Midterms and finals of last two semesters; a few samples may be requested during the visit)
9. A list of guest speakers of the last three years (if any)
10. Job descriptions of course coordinators (if any)
11. Job description of batch advisors (if any)
12. Evidence of penalty of cheating and plagiarism cases

Proformae 5:

1. Minutes of the last three meeting minutes of Board of Advanced Studies and Research
2. Copies of the schools management or business journals for the last three years (if applicable)
3. Copy of any publication of the faculty (a few random publications to be provided upon request)
4. Details of R&D budget and expenses
5. Details of travel grants availed by the faculty over the last three years

Proformae 6:

1. Evidence of activities of various student clubs/societies listed in Table 6.1.
2. Evidence of activities listed in Table 6.2
3. Copy of all MoUs listed in Table 6.3
4. Documentary evidence of the activities carried out under the MoU listed in Table 6.3
5. File of cases/complaints relating to code of moral principles and ethics
6. File of cases/complaints relating to any item covered under Q-7 of Proformae -06
7. Financial evidence of any initiatives taken to improve the quality of life of internal community

Proformae 7:

1. Budget and Accounts (Audited) for the last three years
2. The quality audit reports prepared by QEC for the school over the last three year

Proformae 9:

1. Written details about the fee structure
2. Two samples of the entry exams
3. Merit lists of the last three years
4. Records of students' admission process including marks and lists of accepted and rejected candidates
5. Gazette Results