

## Form -03: Students

1. Provide the number of student enrolments in the business school in the last three years on Table 3.1.

Note: Year includes both fall & spring sessions and no of enrollments are defined for the whole school, not just the program(s) under accreditation.

**Table 3.1. Student enrolment**

<b>Degree level</b>		<b>Enrollments (Total number of students)</b>		
		<b>Year t</b> (i.e.Fall t-1 to Spring t)	<b>Year t-1</b> (i.e.Fall t-2 to Spring t-1)	<b>Year t-2</b> (i.e.Fall t-3 to Spring t-2)
Bachelors/ Masters (16 years education)	Program-1			
	Program-2			
	Program-3			
18 years of education (MS/MPhil/ MBA/MPA/ M.Com)	Program-1			
	Program-2			
	Program-3			
PhD	Program-1			
	Program-2			
	Program-3			
Total				

1. *t represents the latest year for which data is available. Please replace column headers with actual years.*

2. Provide the last three year's intake in the business school for all programs, whether the programs are under accreditation process or not. Provide the detail in Table 3.2.

**Table 3.2. Student intake**

<b>Degree level</b>		<b>Intake (Total number of students)</b>		
		<b>Year t</b> (i.e.Fall t-1 to Spring t)	<b>Year t-1</b> (i.e.Fall t-2 to Spring t-1)	<b>Year t-2</b> (i.e.Fall t-3 to Spring t-2)
Bachelors/ Masters (16 years education)	Program-1			
	Program-2			
	Program-3			
18 years of education (MS/MPhil/ MBA/MPA/ M.Com)	Program-1			
	Program-2			
	Program-3			
PhD	Program-1			
	Program-2			
	Program-3			
Total				

1. *t represents the latest year for which data is available. Please replace column headers with actual years.*

3. Provide a description of the entry requirements and the selection processes, and show how these relate to the objectives set for the school's different programs.
4. Provide the average success percentage<sup>i</sup> of the last three years for the programs under accreditation in Table 3.3.  
Note: Success percentage is to be calculated for the last three batches that have graduated.

**Table 3.3. Average success percentage**

<b>Degree level</b>		<b>Year t</b> (i.e.Fall t-1 to Spring t)	<b>Year t-1</b> (i.e.Fall t-2 to Spring t-1)	<b>Year t-2</b> (i.e.Fall t-3 to Spring t-2)
Bachelors/ Masters (16 years education)	Program-1			
	Program-2			
	Program-3			
18 years of education (MS/MPhil/ MBA/MPA/ M.Com)	Program-1			
	Program-2			
	Program-3			
PhD	Program-1			
	Program-2			
	Program-3			

5. Provide the drop out percentage<sup>ii</sup> for academic reasons for the last three years for the programs under accreditation in Table 3.4.

**Table 3.4. Drop out percentage**

<b>Degree level</b>		<b>Year t</b> (i.e.Fall t-1 to Spring t)	<b>Year t-1</b> (i.e.Fall t-2 to Spring t-1)	<b>Year t-2</b> (i.e.Fall t-3 to Spring t-2)
Bachelors/ Masters (16 years education)	Program-1			
	Program-2			
	Program-3			
18 years of education (MS/MPhil/ MBA/MPA/ M.Com)	Program-1			
	Program-2			
	Program-3			
PhD	Program-1			
	Program-2			
	Program-3			

6. Provide a list of all scholarships (merit based, need based or any others) which have been available to the students for the last three years. Summarize the policy and process of disbursement of these scholarships and attach relevant policy documents as Appendix-3A.

7. If applicable, provide a summary of the amount dispersed through any other scholarship over the last three years for the program under review in Table 3.5.

**Table 3.5. Scholarships**

Scholarships(Amount)	<b>Year t</b> %	<b>Year t-1</b> %	<b>Year t-2</b> %
Need based			
Merit based			
Any Other			

8. List the channels which have been used to publicize these scholarships over the last three years.
9. How is student progression monitored through their course of study? What are the steps taken to supervise the student progression during the whole program e.g. program coordinator, in-built checks in the system.
10. Summarize the strategies and the initiatives taken to develop and grow the student body beyond classroom teaching. Attach a calendar of such activities for the current and the last three semesters as Appendix-3B.
11. How is the impact of these personal grooming and skills development initiatives measured?
12. To what extent is assistance provided to students who experience difficulties or problems e.g. through counsellors for weak students, remedial actions, extra tuitions. How is the effectiveness of this support evaluated? Attach any relevant document as Appendix-3C.
13. What are the counselling and guidance policies and processes adopted by the business school to provide guidance to student in studies or in personal issues? Provide an overview and attach any relevant document as Appendix-3D.
14. How does the impact and satisfaction of the counselling and guidance policies measured?
15. How does the business school encourage students to participate in any extra-curricular activities (sports, debates, dramas, music etc.) and co-curricular activities (conferences, presentations, business plan competition, case simulations etc.)? Summarize the policy, plan and process and attach any relevant documents as Appendix-3E.
16. Provide an overview of the budget allocated to extra-curricular and co-curricular activities.
17. Provide a list of participation of the business school's students in extra-curricular and co-curricular activities over the last three years as Appendix-3F.
18. Provide the calendar of extra-curricular (Appendix-3G) and co-curricular (Appendix-3H) activities of the business school for the last three years.
19. Is there an alumni association/ chapter/ cell in the business school? If yes, provide documents supporting the structure and by-laws as Appendix-3I.
20. What steps are taken to maintain updated records of alumni and their employment status? Summarize the process and provide the relevant policy documents and SOPs as Appendix-3J.
21. What are the resources provided by the business school to alumni association?
22. What types of inputs are taken from alumni association for improvement of the business school?

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<sup>i</sup>**Success percentage**

Success percentage is to be calculated for the last three batches that have graduated. [ { Registered students + Graduated students (same batch) } / admitted students ] x 100 (same batch).

<sup>ii</sup>**Dropout percentage is to be calculated for academic reason**

(Total number of students of the batch who have left because of academic warnings) x 100 / Total number of students admitted in that batch.  
Example: At the time of graduation of batch X, 45 students are graduating- they are graduated students. However, 15 students of batch X will not graduate with their batch as they have a few courses remaining - these are the registered students. However, at the time of admission, two or four years ago for masters or bachelor's degree program respectively, 70 students were admitted in batch X - these are the admitted students. 10 students (70-45-15) have left over the time period of the degree for various reasons and are neither graduating, nor registered i.e. they have dropped out. Out of these 10 students 08 have left for academic reason and 02 students transferred to other universities.

Thus,

Success percentage for batch X= [{15+45}/70]x100=85.71%

Drop out percentage for academic reason for batch X= (8/70) x100=11.43%