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|  | Annex I- Checklist of mandatory appendices |  |

I, the undersigned \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(name)*

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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: \_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_

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| Name | | Description | | Attached (please tick the box) | | No. of pages of the appendix | |
| Appendix-1A | | CV of the dean, HoD and focal person | | Yes | No |  | |
| 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 | |  |  |  | |
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|  | | Annex II- Documents required during peer review visit | | | |  |
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I, the undersigned \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(name)*

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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: \_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_

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**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