KES' Pratibha Institute of Business Management
ACADEMIC AUDIT

For the Academic Year 2023-24
Academic Summary Report Checklist

Date 23-March-2024

Sr.No	Assessment type	Assessment Parameters	Documents
1	Teaching Learning	Time Tables Documents	Documents
		Choice of Electives	List of Students
		Average percentage of syllabus completed	Course File
		Average percentage of sessions conducted vis a vis planned number of sessions across all	Course File
		Variety of Pedagogical Approaches across	Course File
		Customized Self Learning Material across	Course File
		Number of Value Added Modules Offeredacross courses and semesters	Notices, Syllabus, List of Students, Assessment
		MOOCs Offered across courses andsemesters	List,Certificate, Policy Documents
2	Concurrent Assessment	Concurrent Assessment Calendar	Documents
		Number of Concurrent Assessment Methods	Records
		Rubrics	Sample Documents
		Concurrent Assessment Answer Key	Sample Documents
		Policy, Sample Answer Sheets	Policy Letters
		External Evaluators involved in Term End	Policy Letters
		Number of Courses for which Moderation of Concurrent Assessment carried out	Policy, Sample Answer Sheets
		Result Analysis	Notices, Syllabus, List of Students
		Bridge / Remedial / Foundation CoursesOffered across all semesters	Policy, Records
		Answer Scripts shared with Learners	Notices, Policy
3	Outcomes Based	Learning outcomes communicated to staff	Notices, Policy

		Education	Blooms Taxonomy Based Concurrent	Sample CIE Question Papers
			CO Coverage in Concurrent Assessment	CIE Papers & Syllabus
			Course Outcomes Attainment	Co Calculation
			Course Exit Survey	Sample Survey Format
			Continuous Improvement	Co-attainment
			Weak Learners	List and policy action taken
			Bright Learners	List and policy action taken
4			Curriculum Gaps	Identifi cation and action
			Opportunities for Self Learning	Policy, List, Sample
		Feedback	Student Feedback	Form, Analysis, Action
			Course Teacher feedback	Form, Analysis, Action
			Recruiter Feedback	Form, Analysis, Action
			Internal / External Peer Review of Course	Form, Analysis, Action
			Curriculum Benchmarking	Policy Action
5		Student Holistic Development	Project based Learning across all coursesand	List of courses
			Technology Assisted learning across all	Sample Evidence
			Peer Learning across all courses and all	Policy, Course File
			Professional Society Activities across all	List, Photos, MotJ
			Research Based Learning across all course	Sample Records
6		Statutory committees and compliances	Number of full time teachers appointed (dateof visit) as an o% of reouirement as per the	Approval Letters appointment orders, Muster. Paysheet
			No of Regular & approved teachers (againsttotal required)	Approval Letters appointment orders, Muster. Paysheet
			No of Adhoc and CHB approved teachers forthe past academic year (against total required)	Appointment orders, Paysheet
			Principal / Director	Approval, Appointment Order P ay sheet
			Librarian	Approval, Appointment Order P ay sheet
			College Development Committee	Register, Minutes
			Grievance Cell (students)	Register, Minutes, ATR
			Women Arrti Sexual Harassment Cell	Register, Minutes
			IQAC	Register, Minutes
			Anti-ragging comm ittee	Register, Minutes
7		Progressive Quantitatives	Admission	Verification with documents duly signed by the head of institute/collese

		Result		Verification with documents duly signed by the head of institute/college
		Placement		Verification with documents duly signed by the head of institute/college
		Activities		Activity Report
8	**Clearances**	Salary		Verification with documents duly signed by the head of institute/college
		Payscale		Verification with documents duly signed by the head of institute/college
		University Dues		Verification with documents duly signed by the head of institute/college

Overall Remarks

1. The institution ensures all records, reports, syllabi, assessment plans, and student outcomes data is consistently updated, accurate, and systematically organized.

2. The curriculum, instructional approaches, and assessment methods are aligned with and support the achievement of the institution's goals and learning outcomes

3. The institution adheres to all regulatory requirements, institutional policies, and accreditation mandates and appropriate compliances.

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