

# KES' Pratibha Institute of Business Management

## ACADEMIC AUDIT

For the Academic Year 2022-23

### Academic Summary Report Checklist

Date 21-08-2023

Sr No.	Assessment Type	Assessment Parameters	Documents
1	Teaching Learning	Time Tables	Documents
		Choice of Electives	List of Students
		Average percentage of syllabus completed	Course File
		Course Plans (Teaching Plan)	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 Offered across courses and semesters	Notices, Syllabus, List of Students, Assessment
		MOOCs Offered across courses and semesters	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
		External Paper Setters involved in Term End	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	Documents
		Bridge / Remedial / Foundation Courses Offered across all semesters	Notices, Syllabus, List of Students
		Answer Scripts shared with Learners	Policy, Records
		3	Outcomes Based

	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
		Curriculum Gaps	Identification and action
		Opportunities for Self Learning	Policy, List, Sample
4	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 courses and	List of courses, Course file
		Technology Assisted learning across all	Sample Evidence
		Peer Learning across all courses and all	Policy, Course File
		Professional Society Activities across all	List, Photos, MoU
		Research Based Learning across all courses	Sample Records
6	Statutory committees and compliances	Number of full time teachers appointed (date of visit) as an % of requirement as per the	Approval Letters appointment orders, Muster, Paysheet
		No of Regular & approved teachers (against total required)	Approval Letters appointment orders, Muster, Paysheet
		No of Adhoc and CHB approved teachers for the past academic year (against total required)	Appointment orders, Paysheet
		Principal / Director	Approval, Appointment Order Pay sheet
		Librarian	Approval, Appointment, Order Pay sheet
		College Development Committee	Register, Minutes
		Grievance Cell (students)	Register, Minutes, ATR
		Women Anti Sexual Harassment Cell	Register, Minutes
		IQAC	Register, Minutes
Anti-ragging committee	Register, Minutes		
7	Quantitative AutoGrading	Admission	Verification with documents duly signed by the head of institute/college

	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
	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. All necessary records, reports, syllabi, assessment plans and student outcomes data are up-to-date, accurate, and well-organized.
2. The curriculum, teaching methodologies, and assessment strategies contributed to the overall educational objectives.
3. All regulatory requirements and compliance standards are met. This includes institutional policies, and mandates set by accrediting bodies.

  
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