



# Internal Quality Assurance Committee (IQAC)

## Academic Audit Form

School of Business  
Pokhara University

	<b>Date of Audit:</b>				
	<b>Audit Team:</b>				
	<b>Name</b>	<b>Contact Number</b>	<b>Address</b>		
	<b>1.</b>				
	<b>2.</b>				
	<b>3.</b>				
	<b>Infrastructure Details</b>	<b>Own Building/Not:</b>	<b>School area in Roopani:</b>	<b>Compound wall (Existing ✓/Not existing) :</b>	<b>Condition of Compund wall (Good ✓/requires repairs):</b>
		No.of Class rooms:	No.of Labs:	No.of Toilets for boys:	No.of Toilets for Girls:
		No.of Toilets for staff:	Boys Hostel:	Girls Hostel:	Indoor Stadium:
		Auditorium -			
	<b><u>Strength Particulars:</u></b>				
	<b>Name of the Course (UG/PG)</b>	<b>Sanctioned Strength</b>	<b>No of applications received</b>	<b>No of students joined</b>	<b>Remarks (compared to last year's)</b>
1	<b>M.B.A.</b>				
2	<b>B.B.A.</b>				
3	<b>B.B.A. (BI)</b>				
4	<b>Other</b>				

I -CURRICULAR ASPECTS				Weightage:
1.1 Curricular Planning and Implementation				Weightage:
				Grade/ Weightage (A-Excellent, B: Good, C: Average & D: Poor)
1	Annual School Plan Prepared : <input type="checkbox"/> Yes <input type="checkbox"/> No	Implementation of Annual School Plan : : <input type="checkbox"/> Yes <input type="checkbox"/> No		
2	Annual Curricular Plans Prepared : <input type="checkbox"/> Yes <input type="checkbox"/> No	Implementation of Annual Curricular Plan : : <input type="checkbox"/> Yes <input type="checkbox"/> No		
3	School & Program wise Activity Register ..... <input type="checkbox"/> Yes <input type="checkbox"/> No			
4	Has the school taken feedback from Teachers, Students, and Stakeholders on the syllabus and curriculum of the school : <input type="checkbox"/> Yes <input type="checkbox"/> No			
	Recommendation/Suggestions of Academic Advisors:	Feedback on curriculum from employers taken: <input type="checkbox"/> Yes <input type="checkbox"/> No		
1. 2 Academic flexibility				Weightage:
1	No. of Existing programs:	No. of New Courses Planned :		
2	No. of non-credit courses taken: Please Specify: .....			
3	Skill development trainings/workshops for students:			
	Recommendation/Suggestions of Academic Advisors:	New courses planned:		
1. 3 Curriculum Enrichment				Weightage:
1	Coverage of Syllabus (Average Percentage):	Maintenance of Student Attendance Registers (Yes/No): <input type="checkbox"/> Yes <input type="checkbox"/> No		
3	Teaching of Foundation Courses	No. of trained teachers:		
4	Teaching of Concentration Courses	No.of teachers involved:		
5	Teaching of Electives Courses	No. Conducted :	Registers maintained/not :	
6	Career Guidance Programmes	No. Conducted :	Registers maintained/not :	
	Recommendation/Suggestions of Academic Advisors:	-----		

<b>1.4 Feedback on curriculum</b>				<b>Weightage:</b>
1	Student feedback on Teachers conducted or not (Enclose proforma): <input type="checkbox"/> Yes <input type="checkbox"/> No	Date on which conducted :	Records maintained/not : <input type="checkbox"/> Yes <input type="checkbox"/> No	
2	Feedback on teachers was analyzed/ not: <input type="checkbox"/> Yes <input type="checkbox"/> No	Whether action taken by Director/ not : <input type="checkbox"/> Yes <input type="checkbox"/> No		
	<b>Recommendation/Suggestions of Academic Advisors:</b>	Feed Back mechanism should be improved : <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>II-TEACHING, LEARNING &amp; EVALUATION</b>				<b>Weightage:</b>
<b>2.1. Student enrollment and profile</b>				<b>Weightage:</b>
	Does the School has sufficient strength (Yes/No):	Action taken to improve the Strength:		
	Student attendance on the day of Academic audit (%):			
	Availability of Social Profile of the students (Yes/No): (Give the strength of the following): <input type="checkbox"/> Yes <input type="checkbox"/> No			
	Boys:	Janajati:      Dalit:      Madeshi:      EDJ:      Differently abled :      Others:		
	Girls:	Janajati:      Dalit:      Madeshi:      EDJ:      Differently abled :      Others:		
	Maintanance of student profiles by each Program	MBA:	BBA:	BBA-BI:
	No. of dropouts in the last two years (Course wise)	MBA:	BBA:	BBA-BI:
	<b>Recommendation/Suggestions of Academic Advisors:</b>	-----		
<b>2.2 Catering to diverse needs</b>				<b>Weight age:</b>
	Conduction of bridge courses?	No. of students attended :	Records Maintained/not:	
	Conduction of Remedial Classes	No. of students attended :	Records Maintained/not:	
	Programs for Advanced learners	No. of students attended :	Records Maintained/not:	
	Co-Curricular Activities ( School Level)	No. of students attended :	Records Maintained/not:	

	Academic Competitions ( School /Dist/State/ National level)	No. of students attended :	Records Maintained/not:	
	<b>Recommendation/Suggestions of Academic Advisors:</b>	Bridge Classes should be started		

<b>2.3 Teaching-learning process</b>				<b>Weightage:</b>
	Work Plan in the Prescribed Formats (Yes/No):		Are they maintained properly:	
	Evaluation plan in the Prescribed Formats (Yes/No):		Are they maintained properly:	
	Usage of Supplementary/ Innovative teaching methods by faculty	Type of Supplementary/innovative teaching methods used 1. 2. 3.	1.No.of innovative teaching methods prepared by faculty: 2.No.of innovative teaching methods prepared by students	
	Strategies used by the School to prepare students for the board examinations	1. 2. 3.	Are these programmes really conducted by the School/not :	
	Maintenance of Departmental Library by each Dept.			
	<b>Recommendation/Suggestions of Academic Advisors:</b>	ICT should be effectively used in Teaching and Learning process		
<b>2.4 Teacher quality</b>				<b>Weightage:</b>
	Staff Development Programs Provide the following details :			
2	Give the no.of programs conducted by the school for the following items	Workshops: Int.Nat: - - Nat: -- State:	Seminars: Int.Nat: Nat: State:	
		Conferences: Int.Nat: Nat: State:	Panel discussions:	

		Guest / Extension lectures:	Others:	
3	No.of faculty members attended (outside the school )	Workshops: Int.Nat:      Nat:      State:	Seminars: Int.Nat:      Nat:      State:	
		Conferences: Int.Nat:      Nat:      State:	Panel discussions:	
		Guest / Extension lectures:		

4	No.of faculty members presented papers in	Workshops: Int.Nat:      Nat:      State:	Conferences: Int.Nat:      Nat:      State:	
		Seminars: Int.Nat:      Nat:      State:		
5	No.of Faculty received awards in.....	International:	National:	State:      Dist :      University:
	<b>Recommendation/Suggestions of Academic Advisors:</b>			
<b>2.5 Evaluation process and reforms</b>				<b>Weightage:</b>
	Conduct of Internal Examinations	No ....		
		Others:	Maintanance of Internal marks registers by each department (Yes/No)	
	Are the internal examination marks communicated to parents (Yes/No):	Mode of communication of Internal marks to parents :		
	<b>Recommendation/Suggestions of Academic Advisors:</b>			
<b>2.6 Student performance and learning out comes</b>				<b>Weightage:</b>
1	<b>Results of the School for the year...</b>			

	Programs	School Averde	University Average		
A	MBA				
B	BBA				
C	BBA-BI				
D	Whether Subject wise result analysis done or not :				
E	Whether Teacher wise result analysis done or not :				
F	Is the result improved/decreased from last year result or not (give the % group wise) :				
	Recommendation/Suggestions of Academic Advisors:				
III-RESEARCH AND CONSULTANCY					Weightage:
3.1 Promotion of research					Weightage:
A	Does the school constituted RMC (Y/N) :	Date of formation:	No of RMC programs/Activities : No of meeting during the year:		
b	Is the School a Recognized Research Centre(Y/N):	No. of Research Guides in the School:	No. of Research Scholars working for M.Phil & Ph. D under them:		
c	No.of faculty which are Life members in at least one reputed International/ National research societies (Give Details):				
	Recommendation/Suggestions of Academic Advisors:				
3.2 Resource mobilization for research					Weightage:
a	No.of submitted/completed Research Projects	Collaborative:	Individual:	Other:	
b	No. of Research Projects applied to various funding agencies	Collaborative:	Individual:	Other:	
c	No.of Sanctioned/ ongoing Research Projects	Collaborative:	Individual:	Other:	
	Recommendation/Suggestions of Academic Advisors:				

<b>3.3 Research facilities</b>					<b>Weightage:</b>
a	For Faculty	Labs/Equipment:	Library :	Computer with Internet facility	
b	For Students to do in house projects like Study Projects/ Seminars/ Surveys etc.	Labs/Equipment:	Library :	Computer with Internet facility	
		Funds:	No. Of Study Projects:      Seminars:      Surveys:      other Research activities:      conducted by students		
c	<b>Recommendation/Suggestions of Academic Advisors:</b>				
<b>3.4 Research Publications &amp; Awards</b>					<b>Weightage:</b>
a	Give details of Research Publications of faculty:				
b	No. of papers published by faculty in peer viewed journals :	International:	National:	Others:	
		No. of Monographs published		No. of Chapter in Books published :	
		No. of Books Edited :		No. of Books published with ISBN/ISSN:	
c	No.of Faculty received Research awards during :	International:	National:	State:	
d	No. of papers published by Students :	International:	National:	State:                  Others:	
	<b>Recommendation/Suggestions of Academic Advisors:</b>				
<b>3.5 Consultancy and Institutional Social Responsibility</b>					<b>Weightage:</b>
1	List consultancy services provided by the institution	1. 2. 3.			
		Maintenance of Record of Consultancy :			
	<b>Recommendation/Suggestions of Academic Advisors:</b>				

3.6 Extension Activities and Institutional Social Responsibility				Weightage:
a	No. of Extension activities conducted by the School:		Maintenance of Records related to Extension Activities:	
b	No. of outreach programmes conducted by the School:		Maintenance of Records related to Outreach programmes:	
c	Any awards received by the institution for extension activities and/contributions to the social/community development during the present academic year :			
D	Students club	Name of the club Coordinator & Contact No.		
		No.of Club Activities conducted:	Maintenance of Club Activity Register:	

3.7 Collaboration				Weightage:
54	No.of MOUs/collaborative arrangements/linkages with the other institutes/ laboratories/organizations			
55	No.of Programmes/ activities conducted in the School by these institutes/ laboratories/organizations:	Maintenance of MOU/Collaboration registers :		
	Recommendation/Suggestions of Academic Advisors:			

IV-INFRASTRUCTURE & LEARNING RESOURCES				Weightage:
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4.1 Physical facilities				Weightage:
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	Give details of the facilities available in the School			
		Classrooms :	Technology enabled learning spaces:	
		Seminar hall :	Lab:	Equipment for teaching & learning :
		Equipment for research:	Sports:	Playground:
		Auditorium :	Indoor Stadium :	
		Garden :	Canteen:	Safe Drinking water :



	Toilets	No.of Toilets for Girls:	No.of Toilets for Boys:	No.of Toilets for Staff: Each department has one Toilet	
		Condition of toilets (Working/not working) :		Availability of Running water supply:	
		Does the existing toilets sufficient for the student strength:			
	Hostel	Masters students :		Bachelors students:	
	Health Centre (Existing/ Not):	No.of Programmes conducted through Health center :			
		Mainatance of activity register for Health center :			
	<b>Recommendation/Suggestions of Academic Advisors:</b>				

4.2 Library as a Learning Resource					Weightage:
1	Library (Provide the following details)	Working hours:-	On working days:      On holidays: Not working on Holidays		
		No.of Text books available:		No.of Reference books available:	
		No.of Journals/ Periodicals available:		e-resources:	
		Newspapers:	Computers in the Library:	Availability of Previous years Question papers :	
		Internet facility:	Xerox facility:	Printer facility:	
		Subscription to N-list made or not: If not state the reasons:	Library Automation:	Are seperate logbooks maintained for Student & staff visitors:	



D	Maintenance of equipment	
E	Maintenance of toilets	
5	Maintenance of furniture:	
	<b>Recommendation/Suggestions of Academic Advisors:</b>	

IV-STUDENT SUPPORT AND PROGRESSION					Weightage:
5.1 Student Mentoring and Support					Weightage:
	Does the institution publish its updated prospectus annually:	Is the Prospectus placed in the School website or not : If not state the reasons:			
	Career guidance & Placement Cell	No. Of students received support and guidance for preparation of competitive exams :			
		Maintenance of Career guidance & Placement Cell activity register :			
	Type of counselling services are made available to the students	Academic	Personal	career : psycho-social:	
		Maintenance of log book for counseling services of the institution			
	Provide the details	No.of students enrolled in the present academic year:		No.of students attended the interview :	
		No.of students selected through Job drives in the last academic year:			
	Student Grievance Redresses	No of grievances reported in the present academic year:		No of grievances redressed in the present academic year:	
	Internal Complaints Committee(ICC)	Name of the ICC Coordinator & Contact No.			
		No.of ICC Activities conducted:		Maintenance of ICC Activity Register:	
	Does the institution have a registered Alumni Association :	Maintenance of a Record of Alumni Association activities :			

	Any welfare schemes (other than Govt.) planned by the institution for students		
	<b>Recommendation/Suggestions of Academic Advisors:</b>		

5.2 Student Progression					Weightage:
	Details of the students passed out and progressing to higher education or employment (current academic year)				
	Give No.of Students	Joined MBA	BBA	Other courses:	
		Employed :	Self-employed :		
		Maintenance of a Record of Student progression :			
	Recommendation/Suggestions of Academic Advisors:				
5.3 Student Participation and Activities					Weightage:
	Sports/games	Name & Contact no of ECA:			
	No.of sports & games events conducted:	Record of Physical Education Department			
	Significant achievements in Sports & Games	International Level :	National Level :	State Level : District Level:	
	Record of activities of Clubs (if any)				
	Give the No.of Student Centric Activities conducted by the institution in the present academic year	Quizzes:	Student seminars:	Debates/discussions:	
		Literary activities: Sports/games:	Cultural activities:	any other:	
		Maintenance of records for all these activities:			
	Encouragement given by the institution for students to publish materials in				
	School magazine	Name of School magazine:		Year of publishing started:	

		No.of articles published by students this academic year:	
	Does each Department Display latest news clippings/articles in the concern subject:	Maintenance of records for this activity:	
	Existence of School wall magazine (Y/N)		
	<b>Recommendation/Suggestions of Academic Advisors:</b>		

IX-GOVERNANCE AND LEADERSHIP				Weightage:
6.1 Institutional Vision and Leadership				Weightage:
	Staff council and its activities	Whether School has a Staff Council or not		
		Is the Staff Council active or not		
		Maintenance of Staff Council Register		
92	List of Committees in the School			
		Maintenance of activity register for all these committees		
	Recommendation/Suggestions of Academic Advisors:			
6.3 Faculty Empowerment Strategies				Weightage:
1	Number of faculty nominated for (current academic year)	Orientation programmes	Refresher courses:	
		Staff training conducted:	Others :	
	Recommendation/Suggestions of Academic Advisors:			

6.4 Financial Management and Resource Mobilization				Weightage:
	When was the last financial audit conducted in the institution	Internal Audit :	External Audit :	
	List the efforts made by the institution in securing additional funding	By writing letters		
	Has the institution utilized all the funds	Amount mobilized/ received in Rs/- Amount Unutilized :	Amount Utilized : Amount recovered from Non - utilizer:	
	Recommendation/Suggestions of Academic Advisors:			
6.5 Internal Quality Assurance System (IQAS)				Weightage:
	Date of establishment of Internal Quality Assurance Cell (IQAC):			
	IQAC contribution: No.of Programmes conducted through School IQAC:	Maintenance of IQAC activity register		
	Recommendation/Suggestions of Academic Advisors:			

7.2 Best Practices				Weightage:
	List of Best practices adopted by the institution : 1. 2.	Maintenance of register for the same:		
	Recommendation/Suggestions of Academic Advisors:			
		Criteria I:	Criteria II:	Criteria III: Criteria IV:
		Criteria V:	Criteria VI:	Criteria VII: Criteria VIII:
				Overall Weightage:

<b>Signature of the Director (with School stamp)</b>	<b>Names &amp; Signatures of Academic Advisors along with contact numbers</b>
	1
	2
	3

Notes: *The audit team responsibilities are as follows:*

- i. To identify the weakness and strengths of the school.*
- ii. To perform the academic audit function as per the internal quality policy of the school.*
- iii. To submit audit report*