

Tools for Monitoring Academic Programs

Checklist

Year of Self-Assessment:

Name of the Institute/Faculty:

Direction:

Assess and Mark YES or NO in the column with comments after verification of evidences.

Sl. No.	Items	Frequency / Who	Yes/No	Comments / Evidence
Standard 1: Curriculum Design and Review				
1	Is there a committee for design and review of the curriculum?	Annually by AA		
2	Is the curriculum for all the programs validated? <i>Annexure I: List of Programs Offered.</i>	Annually by AA		
3	Are there elective options (module/program) available for students, if applicable?	Annually by AA		
4	Is there a system of credit transfer with other institution?	Annually by AA		
Standard 2: Teaching, Learning and Assessment				
1	Is there a semester plan in place?	Semesterly by AA		
2	Is there a module plan in place?	Semesterly by PL/CC		
3	Is there a lesson plan in place? <i>Annexure II: Lesson Plan Format</i>	Semesterly by TF		
4	Are there documented evidences of different teaching-learning methodologies used by each teaching faculty? <i>(Annexure to Checklist)</i>	Semesterly by AA/TF		
5	Are there documented evidences of integration of simulations in Curriculum and its application by each teaching Faculty <i>(Annexure to Checklist)</i>	Semesterly by AA/TF		

6	Curriculum Delivery (Classroom Teaching Observation & Student Feedback)	Annually by M & E Team		
7	Are there documented evidences of students' feedback for all faculties maintained? <i>Annexure III: Student Feedback Form</i>	Semesterly by ADM/ HR/ IT		
8	Are there documented evidences of peer evaluation (observation) maintained by each teaching faculty? (at least one peer observation) <i>Annexure IV: Peer Observation Form</i>	Semesterly by TF		
9	Are there documented evidences of different formative assessment methodologies used by each teaching faculty? (Annexure to Checklist)	Semesterly by AA/TF		
10	Are there documented evidences of different continuous assessment methodologies used by each teaching faculty? (Annexure to Checklist)	Semesterly by AA/TF		
11	Is there moderation of question items for each module?	Semesterly by AA		
13	Are blue prints used for preparing questions in each module?	Semesterly by AA		
14	Is there marking scheme for every question for each module?	Semesterly by AA		
15	Are there evidences of item analysis conducted by faculties for the module they teach? Result Analysis	Semesterly by AA/TF		
16	Is there standard guideline for thesis?	Annually by AA		
17	Is there committee for thesis?	Annually by AA		
18	Is there system of proposal evaluation by the committee for thesis?	Annually by AA		

19	Is there identified thesis supervisor/mentor and co-supervisor for each student?	Annually by AA		
	Standard 3: Teaching Faculty			
1	Are there teaching faculties with the following qualifications? (Regular/Core/Adjunct) - Verify with staff CV.	Total Number		
1.1	PhDs	Annually by Dean		
1.2	Masters			
1.3	Bachelors			
	Total			
2	Are there adequate number of teaching faculties as per the BMHC requirement?			
2.1	Regular	Annually by Dean		
2.2	Core			
2.3	Adjunct			
2.4	Visiting (Appointed)			
3	Are there teaching faculties certified in basic pedagogy? Annexure V: CPD statement of faculties	Annually by Dean		
4	Did the faculties attend refresher’s pedagogy training in past one year? Annexure V: CPD statement of faculties	Annually by Dean		
5	Is there record of the teaching faculties who attended continuous professional development (CPD) training in the past one year? Annexure V: CPD statement of faculties.	Annually by Dean		
6	Is there monitoring system for faculty availability? Annexure VI: Faculty Availability Record	Semesterly by Adm/AA		

7	Is there documented record of semester module distribution as per academic regulation?	Semesterly by Dean		
8	Are there documented records of teaching faculties involved in the following academic meetings? <i>(tick where relevant)</i> – verify with Minutes of Meetings			
8.1	General staff meeting	Annually by Dean		
8.2	Academic Committee Meeting			
8.3	Board of Examination Meeting			
8.4	Clinical meeting			
8.5	Mortality Meeting, if applicable			
8.6	Senior Management Team/Faculty HRC			
8.7	Quality Assurance Meeting			
9	Is there system for award and recognition of teaching faculties?	Annually by Dean		
Standard 4: Research, Publication, and Linkages				
1	Is there clear research policies in place?	Annually by Dean		
2	Is there a research committee in place?	Annually by AA		
3	Is there a dedicated fund allocated for research?	Annually by Dean		
5	Did the institute receive research grant(s) from external funding in the past one year?	Annually by Dean		
6	Are the teaching faculties trained in research and its related activities? <i>Annexure V: CPD statement of faculties</i>	Annually by Dean		
7	Did the students conduct research?	Annually by Dean		
8	Did the institute organize research events in past one year?	Annually by Dean		If yes, list:

	(conferences, seminars, workshops, training programmes, etc.)			
9	Did faculty publish in the form of monographs, peer reviewed books, books edited and book chapters in the last one year? <i>Annexure VIII: (List of Publications by Faculty)</i>	Annually by Dean		
10	Did the faculties present papers in national and international conferences? <i>Annexure VIII: (List of Publications by Faculty)</i>	Annually by Dean		
11	Is there a research database maintained in the institute?	Annually by Dean		
12	Is there consultancy policy document in place?	Annually by MECRIT		
13	Did the institute provide any major consultancy services in the past one year?	Annually by Dean		If yes, list:
14	Did the institute generate any revenue from consultancy services in the past one year?	Annually by Dean		If yes, mention amount:
15	Is there student exchange program in place?	Annually by Dean		
16	Are there formal collaborations, partnership/ linkages with other institutions? (e.g. MoU, MoA, MoC, other documentary evidence, etc.).	Annually by Dean		If yes, list
17	Are the established collaboration/partnership/linkages active?	Annually by Dean		
Standard 5: Infrastructure and Learning Resources				
1	Is there adequate academic infrastructure?			
1.1	Lecture halls	Semesterly by Dean		
1.2	Classroom/Tutorial/Discussion Rooms			
1.3	Skill laboratory			

1.4	Spacious library			
1.5	Any others (<i>specify</i>):			
2	Is there adequate Teaching and Learning Resources?			
2.1	LCD Projector	Annually by Dean		
2.2	Smart board			
2.3	AV Aids			
2.4	Models			
2.5	Computers			
2.6	e-learning resources			
2.7	Reliable internet and Wi-Fi facilities			
2.8	Text books/reference books/Library books			
2.9	Any others (<i>specify</i>):			
Standard 6: Student Progress and Support System				
1	Is there documented information for student completion and attrition rate for each program <i>Annexure IX: Completion and attrition information for each program</i>	Annually by SA		
2	Is there system for award and recognition of the students?	Annually by SA		If yes, list:
3	Does the faculty/institute provide following academic support services to the students?			
3.1	Remedial/Coaching	Semesterly by AA		
3.2	Counselling	Semesterly by SA		
4	Does the institute conduct student satisfaction (exit) survey? <i>Annexure X: Student Satisfaction Survey Form</i>	Annually by SA		
Standard 7: Governance				
1	Are the teaching faculties aware of the following academic policies and regulations in place?			

1.1	University Act	Annually by Dean		
1.2	Academic Regulations			
1.3	Quality Management Standards			
1.4	Condition of service (COS)/Internal Service Rules			
1.5	Strategic Plan			
1.6	HR Master Plan			
3	Are the documents made accessible to faculty?			
4	Is there dedicated fund allocated for the following academic activities?			
4.1	Design and review of curriculum	Annually by Dean/HR		
4.2	Validation of Curriculum			
4.3	Assessment			
4.4	M & E of academic Activities			
4.5	CPD Activities			
4.6	Student support activities			
5	Is there disaster management plan?	Annually by Dean		If YES, implementation records:
6	Is there QA mechanism in place? <i>(Eg. Tools/TOR/SOPs/Guidelines)</i>	Annually by Dean		
6	Does the institute conduct teaching faculty satisfaction survey? <i>Annexure VII: Faculty Satisfaction Survey Form</i>	Annually by ADM/IT		
7	Is Annual Monitoring and Evaluation Report generated and disseminated? <i>Annexure XI: Annual Monitoring and Evaluation Report Form</i>	Annually by Dean		

Note: AA = Deputy Dean, Academic Affairs; SA = Deputy Dean, Student Affairs; PL = Program Leader; CC = Course Coordinator; and TF = Teaching Faculty.

Name and Signature of Dy. Dean:

Name and Signature of Assessors: