Form -02: Curriculum

1. Has the business school developed its curriculum as per the business education roadmap guidelines provided by Higher Education Commission?

   ○ Yes   ⦿ No

2. Describe the overall portfolio of programs that the school currently offers (number of semesters, credit hours, core/ elective/support courses, etc.)

Table 2.1. Programs portfolio

Program name	Number of semesters	Credit hours (No's)	Core courses (No's)	Elective courses (No's)	Support courses (No's)	Others (No's)

3. Provide a summary of key learning outcomes and objectives of the program under accreditation. How does the program objectives and intended learning outcomes aligned with the vision and mission of the business school?

4. How does the curriculum of the program contribute to the school's vision, mission and objectives?

5. Explain how the program portfolio has changed over the past five years.

6. Use Tables 2.2(which is at the end of their proformae) to fill in the details of each program.

7. Provide the standard template for course outline which may include course title, course objectives, learning outcomes, topics covered, number of lectures, reference material/book used and any other standard details as per university policy as Appendix-2A. Also provide course outlines of 2 to 3 core, 2 to 3 electives and 2 to 3 general courses each as Appendix-2B (all remaining outlines should be available during the peer review visit).

8. What process is undertaken to ensure that the design, content, delivery and objectives of the courses is up to date and of high quality?

9. Explain how the school ensures that the programs meet the needs of the employment market. Provide details of consultations with industry and other stakeholders, or other business schools, during the design, delivery and assessment of the curriculum.

10. Is there any policy to include indigenous teaching material in the form of local case studies etc.?

11. Summarize the key managerial skills (e.g. team work, interpersonal skills, presentation skills, project management, leadership skills, etc.) which the school promotes in students. Discuss the role of practical work, internships, projects in developing these skills.

12. Describe the teaching methods currently used in program delivery (e.g. lectures, case studies, business games, group work, project-based learning, tutorials).

13. Describe the assessment system for monitoring and grading students' work and progression through the program. What is the general policy for assessment of a course?

14. Provide the recommended breakdown of various evaluation methods in Table 2.3.

Table 2.3. Evaluation methods

Items	Frequency	Range of marks
Mid-term exam / hourly		
Final exam		
Quiz		
Case studies/role plays/ presentations		
Homework/journal article reviews/assignments		
Internships/ research thesis		
Lab work/ practical work		
Others (please specify)		

15. Attach the timetable of the current and previous semester as Appendix-2C.

16. Provide the policy and explain the process to conduct, review, monitor, evaluate and/or moderate the question papers and quality of examination results? Attach the policy as Appendix-2D.

17. Provide the policy and explain the process to monitor the quality of exam results. Attach the policy as Appendix-2E.

18. Does the business school have a policy to deal with academic dishonesty in the light of HEC guidelines or otherwise? Provide an overview and attach the policy as Appendix-2F.

19. Does the business school have a policy to deal with plagiarism in the light of HEC guidelines or otherwise? Provide an overview and attach the policy as Appendix-2G.

20. How is the academic dishonesty and plagiarism policy communicated to the students, faculty and other stakeholders?

21. Provide a list of all academic dishonesty/plagiarism cases in the business school in the last three years in Table 2.4.

Table 2.4. List of academic dishonesty and plagiarism cases

Date of incident	Initial of students	Degree program	Nature of dishonesty	Penalty/consequences

22. Explain how the school ensures the academic honesty. Is there any documented policy? What measures are taken against cheating or plagiarism? How does the school deal with such cases?

<center>Table 2.2. Program details</center>

Program name: _____

Category	Number of courses (required for program)	Credit hours	Cumulative credit hours
Business core courses			
Business elective courses			
Support courses			
Others			
Total			

Core courses

Course code	Course title	Credit hours	Prerequisite

Elective courses

Course code	Course title	Credit hours	Prerequisite

Support courses

Course code	Course title	Credit hours	Prerequisite

Others

Course code	Course title	Credit hours	Prerequisite