

## ANNEXURE VI

### Format for Annual Quality Assurance Report (AQAR)

Higher Education Institutions accredited by Bhutan Accreditation Council are mandated to submit the Annual Quality Assurance Report to the Secretariat of the Council through the Focal Person responsible for Internal Quality Assurance. The report is primarily to share the progress made by the institutions with respect to the recommendations made in assessors' report for all the eight Standards and also to update the Council on the changes, if any. More importantly, the report aims to improve the overall teaching-learning experience and ensure continuous quality enhancement from year to year.

The report comprises of three parts: **Part A** (*Follow up on the assessors' report*), **Part B** (*Update on changes, if any*), and **Part C** (*Future plans to strengthen IQA mechanism*). There is no exact word limit requirement for providing the details. The details may be provided through hyperlinks to websites and any additional supporting documents may be added along with the AQAR. Please submit the AQAR and any additional relevant documents or email the scan copy to the Secretariat of the Council at [qaad@moe.gov.bt](mailto:qaad@moe.gov.bt) on or before the end of the academic year annually.

#### Part A: Follow-up on the Assessors' Report

Details of the institution	
<b>1. Name of the institution</b>	
<b>2. Name of the Head of the Institution</b> <ul style="list-style-type: none"><li>● Contact number (<i>Office/mobile</i>)</li><li>● Email address</li></ul>	
<b>3. Institutional status</b> <ul style="list-style-type: none"><li>● Constituent/ affiliated/ others</li><li>● Name of the affiliating University, if applicable</li></ul>	
<b>4. Name of IQA Focal Person</b> <ul style="list-style-type: none"><li>● Contact number (<i>Office/mobile</i>)</li><li>● Email address</li></ul>	
<b>5. Website</b>	
<b>6. Telephone number</b>	

**7. Fax number, if any**

Cycle	Grade	Date of site visit	Validity Period	
			From:	to:
1 <sup>st</sup>				
2 <sup>nd</sup>				
3 <sup>rd</sup>				
4 <sup>th</sup>				

**Accreditation Details**

**Internal Quality Assurance System**

1. Give an overview of the Internal Quality Assurance system in place within the HEI. *(The response for this may not change much from year to year unless there is a substantial change in the system)*  
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2. List the quality assurance initiatives carried out during the academic year to enhance quality as recommended in assessors' report.  
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3. Highlight the recommendations that could not be implemented and the reason thereof.  
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4. Provide details of any internal quality review activity that was carried out during the academic year to fulfill the assessors' recommendations.  
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5. Outline the initiatives taken by the institution to strengthen the IQA system during the current year.  
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**Part B: Update on changes, if any**

**Instructions:**

Describe institutional-level quality related innovations and enhancement activities implemented for each of the Standards during the reporting period. Please include reference to any amendments made to institutional-level quality assurance or quality enhancement mechanisms, activities, policies or governance arrangements during the period.

<b>Standard</b>	<b>Updates</b>	<b>Remarks</b>
Governance, Leadership, and Management	<i>e.g. There has been a change in the management Board</i>	<i>e.g. It was decided that 2 students shall now be included in the Board during the recent meeting held on ...</i>
Curriculum Design and Review		
Teaching, Learning, and Assessment		
Human Resources and Services		
Research, Publications, and Linkages		
Infrastructure & Learning Resources		
Student Services		
Internal Quality Assurance and Enhancement System		

**Part C: Future Plans**

1. Describe the overall future plans to strengthen the IQA mechanism and ensure continuous quality enhancement.

.....Share the action plans developed by the institution for the upcoming academic year.

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 This AQAR was submitted to the Secretariat, Bhutan Accreditation Council on: \_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_\_

We hereby confirm that the information in this AQAR is accurate to the best of our knowledge.

**Submitted by:**

Name & dated Signature of the IQA Focal Person

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Name & dated Signature of the Head of the institution

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.....*For official use*.....

Received by: Mr./Ms. \_\_\_\_\_ on \_\_\_\_/\_\_\_\_/20\_\_\_\_

Dated signature: \_\_\_\_\_

Comments/necessary follow-up: \_\_\_\_\_

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