

Corrective Actions against Implementation Plan of Bachelor of Business Administration Program (BBA)

Program Review for Effectiveness and Enhancement (PREE) of BBA

By Quality Enhancement Cell- Dow University of Health Sciences

S. No.	AT Findings	Proposed Corrective Action	Implementation Date	Rectifications/Action Taken
1	In Standard 1, 1.1.1: The approval document for the program's Mission Statement was not included in the SAR report.	Include the approval of Mission Statement of the program as an annexure in the SAR report.	30-09-25	To be put up in the next upcoming Board of Studeis for recommendation
2	In Standard 1, 1.1.2: There was no evidence provided to support Program Objective No. 2.	Attach the Journal Club assessment form as supporting evidence in report's annexure.	30-09-25	Annexure attached
3	In Standard 1, 1.1.2: The industry exposure described in Objective No. 3 was implemented through internships.	Revise the evaluation criteria for the internships offered and provide documentation of student assessment scores as annexure.	30-09-25	Annexure Attached
4	In Standard 1, 1.1.4: Documentation related to the strategic plan was not provided during the inspection.	Provide supporting evidence dedicated exclusively to the BBA program, including records of guest lectures, workshops, field study trips, industry partnership MoUs, talk shows, relevant government policies, and student-published articles along with their details.	30-09-25	Annexure Attached
5	In Standard 1, 1.1.5: Retake midterm of the students taken in IBHM is against DUHS policy.	Revise the examination policy through the Board of Studies or Academic Council. Provide the Board of Studies (BoS) approval, and include the retake midterm class schedule and timetable as evidence in the annexure. Also, include tutorial classes' details in the report.	30-09-25	DUHS Exam Policy will be followed. Retake of Midterm has been discontinued
6	In Standard 1: Details of the Program's accreditation were not provided.	Submit the accreditation certificate of the program or any official correspondence confirming accreditation.	30-09-25	1) The last Pre-Review Mentor Visit was conducted on 18th October 2023, minutes of the
7	In Standard 1, 1.2: Documents related to Entrepreneurial & Intrapreneurial competencies were missing	Provide records demonstrating entrepreneurial and intrapreneurial competencies, such as poster presentations and related activities.	30-09-25	Annexure attached
8	In Standard 1, Table 1.2.1: Comparison of program objectives versus outcomes did not adhere to the revised program outcomes and objectives.	Revise Table 1.2.1 to align with the revised program outcomes and objectives.	30-09-25	Revised
9	In Standard 1, 1.2.2: The Employer Survey feedback form was missing	Conduct the Employer Survey in collaboration with the Quality Enhancement Cell (QEC) and incorporate the results and details accordingly.	30-09-25	In Process
10	In Standard 1, 1.3.1: The BBA program's Curriculum had not been modified in line with the new HEC undergraduate policy and supporting evidences were missing.	Revise Statement No. 3 to: "BBA curriculum modification is under process." Additionally, provide relevant evidence, including photographs and documentation of training sessions conducted inhouse and outside DUHS	30-09-25	Implemented. Minutes of 32nd / 33rd AC attached.
11	In Standard 1, 1.3.2: The statement regarding the upgradation of the Library and computer lab was incomplete	Complete the statement to: "Upgradation of the Library and computer lab as per HEC requirements"	30-09-25	Completed
12	In Standard 1, 1.3.3: The strengths and weaknesses section lacked clarity, did not adequately identify factors for improving the quality of the BBA program, contained repetitive statements, and was missing necessary approvals and documentation.	Revise the strengths and weaknesses section, eliminate repetition, maintain a consistent structure, provide a more detailed analysis of weaknesses, and ensure alignment with quality improvement goals for the BBA program. Include necessary approvals and supporting documentation.	30-09-25	Revised
13	In Standard 1, 1.3.4: The BBA program needs to revise its Future Program Improvements Plan.	The BBA program's Future Program Improvements Plan can be improved by incorporating specific, measurable objectives and clear timelines for each initiative.	30-09-25	Revised & improved
14	In Standard 1, 1.4: The average program completion time was incorrectly stated, and the journal publication statement required revision.	Update the program duration in accordance with the 2018 policy. Rephrase the statement "No. of journal publications as per faculty per year" to "Total publications."	30-09-25	Revised.
15	In Standard 3, Lab safety regulations were missing.	Include documented safety precautions and protocols implemented in the laboratory in SAR Report.	30-09-25	N/A

16	In Standard 3, 3.3.2: Benchmark statement with similar department was incorrect.	Revise the statement written under the benchmark heading.	30-09-25	Revised
17	In Standard 4, Student counselling system was in place, but its effectiveness and reach of this system were not fully clear.	Formalize the counselling program by hiring a qualified psychologist. Ensure structured counselling sessions are conducted and maintain clear documentation of student progress and challenges.	30-09-25	Psychologist already hired. Batch counselors are maintaining documentation of student progress and challenges. Annexure attached
18	In standard 5, 5.2.2: Faculty names and designations were included in the report, which is not permitted.	Revise the statement and remove faculty designations from the report.	30-09-25	Revised
Faculty advised	In standard 5, 5.2.3: Records of faculty members availing the VC Seed Funding Program were missing.	Provide proper documentation of faculty members who have received support under the VC Seed Funding Program	30-09-25	Names added of the faculty received support under the VC Seed Funding Program
20	In Standard 6, 6.1.3: The policy regarding credit transfer was incorrectly stated	Revise the credit transfer policy statement to accurately reflect current guidelines, ensuring it is accessible and aligned with student needs	30-09-25	Revised
21	In Standard 6: There was a gap in the effective utilization of feedback for continuous improvement. It is essential to ensure that feedback gathered from faculty and students is actively used to refine teaching methods and course content.	Schedule CRC/BOS meetings involving faculty and Heads to discuss feedback results and identify specific areas for improvement. Develop action plans based on the feedback, outlining concrete steps for implementing changes in teaching methods and course content. Assign responsibilities and set timelines for follow-up.	30-09-25	Implemented. Evidence available with the HoDs of IBHM. Further discussion to be done in the upcoming CRS/ BoS. Annexure Attached
22	In standard 6, 6.3.2 The methods to retain the staff members require revision	Update the reimbursement authority from the Internal Review Board (IRB) to the Office of Research, Innovation and Commercialization (ORIC), and revise the content to "as per DUHS reimbursement policy."	30-09-25	Revised
23	In standard 7: The financial support details were inaccurate, resources available for laboratories were missing, the uncovered area should not be provided	Remove the word 'BPS scale' and revise the statement to accurately reflect the financial support structure, include the laboratory details and do not provide the numbers in the report of area sq ft.	30-09-25	Revised
24	In standard 7: There were gaps in the clarity of information regarding dropout students, specifically the details on the reason for withdrawal from the current program	Provide a detailed list of currently enrolled students, a semester-wise list of dropout students, and the reasons behind their withdrawal. Include official records such as cancellation letters from the Admission Cell. Additionally, outline the retention incentives offered (e.g., scholarships), along with the number of students who have availed such support.	30-09-25	Annexure Attached

Dated 6 Oct, 2025

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