

**Implementation Plan Summary of BBA, Bachelors of Business Administration Program**

**Program Review for Effectiveness and Enhancement (PREE) of BBA**

**By Quality Enhancement Cell- Dow University of Health Sciences**


S. No.	AT findings and recommendation	Intended corrective action	Intended implementation period	Responsible body	Resources needed
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.	September-15th-2025	Program Team	Available
2	In Standard 1, 1.1.2: There is no evidence provided to support Program Objective No. 2.	Attach the Journal Club assessment form as supporting evidence in report's annexure.	September-15th-2025	Program Team	Available
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.	September-15th-2025	Program Team	Available
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.	September-15th-2025	Program Team	Available
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.	September-15th-2025	Program Team	Available
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.	September-15th-2025	Program Team	Available
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.	September-15th-2025	Program Team	Available
8	In Standard 1, Table 1.2.1: Comparison of program objectives versus outcomes does not adhere to the revised program outcomes and objectives.	Revise Table 1.2.1 to align with the revised program outcomes and objectives.	September-15th-2025	Program Team	Available
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.	September-15th-2025	Program Team	Available
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 of the trainings.	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	September-15th-2025	Program Team	Available
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"	September-15th-2025	Program Team	Available
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.	September-15th-2025	Program Team	Available
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.	September-15th-2025	Program Team	Available

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."	September-15th-2025	Program Team	Available
15	In Standard 3, Lab safety regulations were missing.	Include documented safety precautions and protocols implemented in the laboratory in SAR Report.	September-15th-2025	Program Team	Available
16	In Standard 3, 3.3.2: Benchmark statement with similar department was incorrect.	Revise the statement written under the benchmark heading.	September-15th-2025	Program Team	Available
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.	September-15th-2025	Program Team	Available
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.	September-15th-2025	Program Team	Available
19	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	September-15th-2025	Program Team	Available
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	September-15th-2025	Program Team	Available
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.	September-15th-2025	Program Team	Available
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."	September-15th-2025	Program Team	Available
23	In standard 7: The financial support details were inaccurate, resources available for laborites were missing, the uncovered area should not 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.	September-15th-2025	Program Team	Available
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.	September-15th-2025	Program Team	Available

Dated 24 June, 2025

Chairperson's Comments

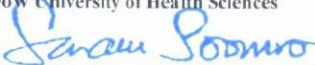
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