

Corrective Actions against Implementation Plan of BS-Nutrition Program at SPH

Program Review for Effectiveness and Enhancement (PREE) of BS Nutrition

By Quality Enhancement Cell- Dow University of Health Sciences

S. No.	AT Findings	Proposed Corrective Action	Implementation Date	Rectification/ 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	Appendix 1_ Approval of Mission Statement from SPH BOS
2	In Standard 1, 1.1.2: The record of student's internships related to Objective No. 1 was missing, and Objective No. 2 was incomplete.	Provide documentation of student assessment scores and internship records (satisfactory internship or unsatisfactory internship) as annexures. Complete the statement for Objective No. 2 by adding: "through report writing."	30-09-25	Appendix 2_ Internship Details and record of student internship
3	In Standard 1, 1.1.3: The alignment of the objectives with the institute mission statement lacked clarity and need revision.	Revise the objectives' alignment to ensure clarity, conciseness, and consistency with the institution's mission statement.	30-09-25	Rectification/ Action Taken
4	In Standard 1, 1.1.4: Evidences related to the strategic plan column was not provided during the inspection.	Provide supporting evidence dedicated exclusively to the BS Nutrition program, including records of Internships, participation in events(Seminars, Workshops, Conferences) field study trips, research and industry-oriented lab exercises.	30-09-25	Appendix 9_ Proof of Internships, participation in events(Seminars, Workshops, Conferences) field study trips, research and industry-oriented lab exercises.
5	In Standard 1, 1.1.5: The table requires revision. Additionally, an assessment committee was not mentioned in the report, and previous feedback evaluation summaries were not provided.	Revise the table and include approval from the Academic Council or Board of Studies (BoS). Ensure that faculty designations are excluded. Establish or indicate the existence of a formal assessment committee like IRC or DRC and also provide a summary of previous evaluation reports.	30-09-25	Table rectified and assessment committee is mentioned
6	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 write in process in the report.	30-09-25	Appendix 10
7	In standard 1,1.3.2: The BS Nutrition program's Future Program Improvements Plan needs revision. Additionally, there was no record of Board of Studies (BoS) meetings since 2021.	Conduct a Faculty Development Program in collaboration with the Professional Development Center (PDC) and include supporting evidence in the SAR. Avoid specifying that the MS Nutrition program is only for Clinical Dietetics students; refer to it broadly as a postgraduate program. Ensure that BoS meetings are held two to three times annually, and maintain proper documentation of all meetings.	30-09-25	Appendix 11
8	In Standard 1,1.3.3: The strengths and weaknesses section lacked clarity, did not adequately identify factors for improving the quality of the BS Nutrition program, and was missing necessary approvals and documentation.	Revise the strengths and weaknesses section, provide a more detailed analysis of weaknesses, and ensure alignment with quality improvement goals for the program. Include necessary approvals and supporting documentation.	30-09-25	Rectification/ Action Taken
9	In Standard 1, 1.5.3-1.5.6: The content requires revision, methods of communication to students were not comprehensive, "N/A" was used inappropriately and student involvement in committees lacked detail.	Include the use of notice boards along with other communication methods to inform students. Avoid using "N/A" in the report; instead, rephrase the statements to reflect current practices or plans. Clearly specify the committees in which students are involved, such as the Curriculum Review Committee (CRC) and Departmental Review Committee (DRC), and include the Terms of Reference (TORs) for each.	30-09-25	Rectified
10	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
11	In standard 2: The course outline required revision.	Revise the course outline to include detailed information on Laboratory details. Attach them as annexures rather than including them directly in the main report.	30-09-25	Revised (Appendix 6)
12	In Standard 3, Lab safety regulations were missing.	Include documented safety precautions and protocols implemented in the laboratory in SAR Report. Emergency contact number must be there in the safety regulations.	30-09-25	Appendix 17
13	In standard 2: 2.4: The credit hours mentioned were inaccurate and need revision.	Review and revise the credit hours to ensure they are correctly stated in accordance with the HEC approved curriculum.	30-09-25	Rectifies (Appendix 6)
14	In standard 2, 2.6: The statement required revision.	Revise the statement to include details of use of Information Technology courses offered in BS Nutrition and their relevance to software usage. Use the word "Digital Educational Tools"	30-09-25	Revised
15	In Standard 3, 3.1.3: Benchmark statement with similar department was incorrect.	Revise the statement written under the benchmark heading.	30-09-25	Revised
16	In Standard 4, 4.3.3: 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	Revised

17	In standard 5, 5.1.1: The teaching staff was incorrectly listed in the table.	Ensure that the listed teaching staff is specifically assigned and dedicated to the BS Nutrition program. Revise the table accordingly to reflect accurate program-specific faculty.	30-09-25	Revised
18	In standard 5, 5.2.1: The evaluation criteria statement requires revision.	Revise the statement to include the evaluation criteria outlined by HEC, DUHS, and AHPC, as these are already being implemented by the HR and QEC departments.	30-09-25	Revised
19	In standard 5, 5.3.1: Evidence of staff motivation enhancement was missing	Attach photographs as evidence of awards or recognition received by BS Nutrition Faculty members to demonstrate staff motivation and achievements.	30-09-25	Revised
20	In standard 6, 6.2.2: Detailed assessment criteria were inappropriately included.	Remove the detailed assessment criteria and instead state that formative and summative assessment methods are used in the BS Nutrition program.	30-09-25	Revised
21	In standard 6, 6.3.1: The centralized teacher recruitment process lacked reference to all relevant regulatory bodies.	In addition to other relevant authority bodies, update the statement to include AHPC as part of the centralized teacher recruitment process.	30-09-25	Revised
22	General: The report includes specific numbers of personnel and facilities, as well as names and designations, which should not be mentioned.	Remove all numerical data related to personnel and facilities, and omit names and designations from the report.	30-09-25	Revised

Dated 30-09-25

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