Govt. College Women University, Sialkot

Faculty: Faculty of Administrative and Management Sciences
Department: Department of Business Administration
Program: Bachelor of Business Administration

IMPLEMENTATION PLAN

Sr. No.	Assessment Team Finding	Proposed / Corrective Action	Implementation Date	Responsible Body	Resources Needed
1.	No information regarding the accreditation status of Bachelor of Business Administration program is presented anywhere in this SAR. It seems that this program is neither accredited nor has any zero visit/application for the accreditation been submitted to the National Business Education Accreditation Council (NBEAC) yet. Appropriate steps are urgently required in this regard.	Department of Business Administration has submitted its case to NBEAC for the accreditation of the program. In this regard, we have fulfilled all the statutory requirements except the number of faculty members required to proceed for the case. Initially, department has deposited Rs. 50,000/- for the registration purpose and we are expecting zero visit with in couple of months.		University accreditation body	Yes
2.	More than 150 pages containing unnecessary information have been included in the SAR. On the other hand, required information in many areas is missing in the SAR.	Changes have been incorporated in the SAR according to findings.	Already implemented	PT members	Nil

Sr. No.	Assessment Team Finding	Proposed / Corrective Action	Implementation Date	Responsible Body	Resources Needed
3.	Degree title is mentioned incorrectly in this SAR. The correct degree title is "Bachelor of Business Administration".	Degree title has been corrected in the SAR.	Already implemented	PT members	Nil
4.	The program objectives need paraphrasing while program outcomes have been mapped incorrectly against the program objectives.	Program objectives have been paraphrased and program outcomes have been mapped correctly.	Already implemented	PT members	Nil
5.	The student-teacher ratio should be re-calculated by providing the total number of Bachelor of Business Administration students (for all the batches) enrolled in a particular academic year divided by the actual number of permanent/full-time faculty members available for this program.	The student-teacher ratio has now been included in the SAR according to given criteria.	Already implemented	PT members	Nil
6.	Tables 1.2, 2.2 and 4.6 need thorough revision (refer to the tables 4.1, 4.3 and 4.6 of HEC Self-Assessment Manual respectively).	These tables have been revised properly according to the assessment team findings and HEC SAR manual.	Already implemented	PT members	Nil
7.	Only one copy of each type of actual filled survey/report/questionnaire/proforma should be used as a sample in the SAR. Original documents should not be annexed in the SAR.	Required sample survey forms have been annexed in the SAR.	Already implemented	PT members	Nil
8.	Several sample survey forms (employer, alumni and graduating students' survey) are missing in the SAR.	Filled survey forms have been annexed in the SAR.	Already implemented	PT members	Nil
9.	All required survey results are missing in the SAR.	Required survey results have been added in the SAR.	Already implemented	PT members	Nil
10.	LMS based sample students' course/teacher evaluation results are missing.	Students' course/Teacher evaluation results have now been added in the	Already implemented	PT members	Nil

Sr. No.	Assessment Team Finding	Proposed / Corrective Action	Implementation Date	Responsible Body	Resources Needed
11.	The departmental performance measures for research activities e.g., journal publications, funded projects and conference publications etc. should be presented per faculty member per year for the last three years (*refer to Standard 1-4 of the HEC Self-Assessment Manual*). These performance measures are missing in this SAR.	Departmental performance measures for research activities of each faculty member have now been presented in the SAR according to HEC SAR manual.	Already implemented	PT members	Nil
12.	The departmental performance measures for community services should also be presented on yearly basis (*refer to Standard 1-4 of the HEC Self-Assessment Manual*). These performance measures are also missing in this SAR.	The Departmental performance measures for community services have been presented in the SAR.	Already implemented	PT members	Nil
13.	The credit hour has been defined incorrectly in this SAR.	The credit hour has been defined correctly in the SAR.	Already implemented	PT members	Nil
14.	Different number of total credit hours for Bachelor of Business Administration program is mentioned in the SAR.	Changes regarding credit hours have been incorporated in the SAR.	Already implemented	PT members	Nil
15.	"Teaching of Holy Quran" course is not mentioned in the scheme of studies.	This course has now been mentioned in the scheme of studies.	Already implemented	PT members	Nil
16.	Six different areas of specialization along with their related courses have been mentioned in the SAR; however, no information is presented which can show how the students will select different areas of specialization	Details have been mentioned in the SAR.	Already implemented	PT members	Nil

Sr. No.	Assessment Team Finding	Proposed / Corrective Action	Implementation Date	Responsible Body	Resources Needed
17.	No information is presented for Criterion 3 in this SAR. Appropriate details are also required for standard 8-2.	Appropriate details regarding Criterion 3 and standard 8-2 have been incorporated in the SAR.	Already implemented	PT members	Nil
18.	A dedicated departmental computer lab with all necessary software is required to support students' learning.	A proposal to use university central computer lab has been submitted and the students will be able to use this lab.	From Fall 2023 onwards	IT Department	Infrastructure and computers
19.	More classrooms equipped with multimedia projectors are required.	Department has two classrooms for this program and needs one more permanent classroom with multimedia projector because we always adjust our extra credit hours in different allotted rooms.	From Fall 2023 onwards	University Venue Management Committee	Infrastructure
20.	Well-trained administrative/clerical staff is required for the smooth working of the department.	Department already has clerical staff but their training is required. Furthermore, additional supporting staff is also required for the smooth working of the department. The request will be sent to the office of registrar.	Till June, 2024	Office of the Registrar	Financial
21.	Separate offices/cabins are required for the faculty members.	All faculty members have their separate cabins.	Already Implemented	University Venue Management Committee	Infrastructure

Implementation Plan for the Ist (N)de

Comments & Signature:

Comments & Signature:

Chairperson, Department of Business Administration

Head of the Department
Department of Business Administration
GC Women University
SIALKOT

Comments & Signature:

Incharge, Faculty of Administrative and Management Sciences

Director, Quality Enhancement Cell