

Assessment Results Implementation Plan Summary – MBA KSBL

S. No	AT Finding	Corrective Action	Implementation Date	Responsible Body	Resources Needed	Implementation Status	Remarks
1.	Updated list of active and past entrepreneurial ventures is missing. The Department should maintain a list of all active and past students' entrepreneurial ventures for better accounting. Moreover, the Department should regularly update the employment of its students and graduates in key positions in SMEs, Government Departments and Service Organizations etc.	Maintain a list of all current and past students who have established or are running entrepreneurial ventures	30-June-2022	Dean	Support from the Alumni Office	Completed	List attached Annexure 1
2.	Course evaluation is done by the students once every semester. The Department should conduct students' course evaluation twice in a semester so that feedback of the first evaluation can be used to improve course delivery on an immediate basis. Moreover, the mechanism of HOD and Dean observation of lectures does not exist. Such a mechanism shall be instituted.	Establish the practice of second course evaluation by students	31-May-2022	Provost	Support from QEC and Student Services	Completed	We are conducting course and teacher evaluations twice in a semester, list attached Annexure 2
		Develop a feedback mechanism to timely apprise the faculty member of the results of the first evaluation for immediate corrections (if required)	15-June-2022	Dean	Support from QEC and Student Services	In Process	

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		Establish the policy and practice of class visit by the Cluster Head, HoD, Dean, and/or Provost	15-June-2022	Provost and Dean	Support from Student Services	Completed	Approved Effective Curriculum Delivery Policy has been introduced. Annexure 3
3.	Employer feedback is present; but evidence of actions taken against input is missing. The Department shall keep regular track of employer feedback and demonstrate actions taken against each feedback item.	Develop the process of follow-up against Employer feedback	31-Aug-2022	Dean	Support from Career Placement Office	In Process	
4.	The list of updated and obsolete electives is not available in one place. The Department should maintain a list of all elective courses along with their approvals available for ready reference.	Develop a directory of all electives with dates approved and date of removal (if applicable)	30-June-2022	Registrar	Support from Student Services	Completed	The record of approval of the electives and subsequent addition / removal through academic council is attached Annexure 4
5.	Oral presentations, discussions, role-play etc. are employed for assessment, however, their grading mechanism may be improved. For oral presentations, discussions, role-plays, etc. the Department shall formally develop grading rubrics that shall be shared with those assessed before the assessments are held.	Develop a centralized mechanism of grading of oral presentation, discussions, role-play etc. with rubrics	31-July-2022	Dean		In Process	



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6.	Course outlines are present for every course. However, the Department should develop a clear policy on how the course outlines are to be developed and how and which CLOs are to be mapped on a course.	Develop a procedure of how a new course outline is to be developed or an existing course outline is to be modified	31-July-2022	Dean and Cluster Heads		Completed	Curriculum Review Policy approved by the Academic Council has been introduced Annexure 5
7.	The computer lab has 24 computers. The Department should explore the possibility of increasing the number to 30 so that all students in a class have access to a computer when needed.	Develop the feasibility of increasing computers in the lab to 30	30-June-2022	Head of IT	Budget provision for the purchase of six additional computers	Completed	Upgraded - 30 laptops with dual screen – Core i7 11th Generation – 32 GB RAM – 1TB NVME Storage – 2 GB Graphics Card, have been Installed in the lab. Annexure 6
8.	A system of faculty advising students exists. However, the Department should ensure that the process of formalized, regulated, and periodically evaluated for effectiveness.	Develop a formal procedure of organizing and monitoring faculty advisors	30-June-2022	Dean		Completed	Academic Advisement, Assistance, & Personal Counseling Policy approved by the academic council has been introduced Annexure 7
9.	Events like guest speaker sessions, and mock interviews are conducted. However, the Department should maintain a regularly updated list of all such activities	Maintain a list of all guest speaker sessions, and mock interviews	30-June-2022	Manager Student Services	Support from Career Services Department	Completed	List of Guest Speakers, and Mock Interviewers 2022-2023 is attached Annexure 8



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10	<p>KMAT is conducted for admission process. The development of the examination, who designs it, and how is it to be conducted shall be formalized as a policy.</p>	<p>Formally adopt the KSBL admission policy with details of the KMAT exam</p>	31-May-2022	Dean		Completed	<p>Revised Admission Policy comprising provision about the conducting KMAT is attached Annexure 9</p>
11	<p>Examinations are conducted on the LMS. Grading policy and examination rules are present as separate documents. The Department may develop a clear comprehensive policy of examination paper development, moderation, secrecy, grading, retention of examination scripts, process control, and announcement of result.</p>	<p>Consolidation of distinct policies into one comprehensive examination policy and rules document; and addition of any missing elements to the policy and rules</p>	31-May-2022	Head of Examinations	Support from Student Services Department	Completed	<p>Examination Rules and Assessment and Grading Policy have been revised and attached. Annexure 10</p>
12	<p>Documented departmental policies of faculty hiring, development, and promotion are missing. The Department should develop or adapt a faculty hiring policy applicable to all faculty members in its purview. The Department should also develop a formal policy and procedure to address promotion cases. The Department should also keep record of faculty trainings</p>	<p>Adaption of all relevant existing policies and development of those policies are that not available or suitable for adaption</p>	30-June-2022	Dean	Support from HR and QEC Departments	Completed	<p>Faculty planning and hiring, Faculty performance management, Faculty Promotion Policy and other policies have been approved and attached Annexure 11</p>
		<p>Develop faculty training policy and training needs assessment mechanism</p>	30-June-2022	Dean	Support from the HR Department	Completed	<p>Faculty Development Policy has been developed and approved by the Academic Council Annexure 12</p>

	conducted (both inhouse and outside the Institute).						
13	The faculty performance evaluation process needs improvement. The Department should define policies for how faculty members' performance will be evaluated and how such performance will impact the faculty members in terms of rewards and redressal.	Development of a comprehensive faculty evaluation process	30-June-2022	Head of HR	Support from the QEC Department	Completed	Faculty performance management policy has been developed and attached. Annexure 13

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