

Dadabhoy Institute of Higher Education

Department of Business Administration

Program Review for Effectiveness and Enhancement (PREE)

Compliance Implementation Plan for PREE Recommendations

Bachelor of Business Administration (BBA)

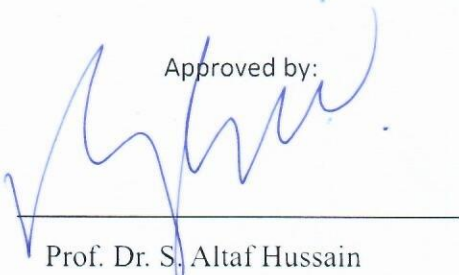
2026 – 27

Prepared by:



Waheed Ahmed
Director QEOLC
DIHE

Approved by:



Prof. Dr. S. Altaf Hussain
Rector and Chair IQC
DIHE

Compliance Implementation Plan Committee (CIPC):

1. Prof. Dr. S. Altaf Hussain – Rector and Chair IQC
2. Dr. Ameer Haider – Registrar
3. Waheed Ahmed – Director QEOLC
4. Head of Department (Business Administration)
5. Program Team of Department Business Administration

Recommendation 1:

Develop and formalize the program strategic plan, mission, vision, objectives, and strengthen the Assurance of Learning (AoL) framework.

Implementation Plan:

The Department of Business Administration will review and update the Program's strategic plan, mission, vision, objectives, Program Educational Objectives (PEOs), and Program Learning Outcomes (PLOs) to ensure alignment with the Institution's Strategic Plan and HEC requirements. An Assurance of Learning (AoL) framework will be strengthened through systematic CLO–PLO mapping and periodic assessment of learning outcomes. The department will also review technology-oriented courses and implement outreach and marketing initiatives to improve student enrolment and engagement.

Responsibility: Head of Department, Board of Studies (BoS) and QEC

Timeline: 2026 – 27

Expected Evidence: Approved Strategic Plan, AoL Mapping Matrix, Board of Studies Minutes, Updated Curriculum Documents.

Recommendation 2:

Systematically collect, analyze, and document the results of Final Year Project evaluations.

Implementation Plan:

The Department will establish a structured mechanism for evaluating Final Year Projects through standardized assessment rubrics. Evaluation results will be compiled and analyzed at the end of each semester, with findings presented in Board of Studies meetings. The analysis will be used to identify areas for improvement in research supervision, project quality, and student learning outcomes, thereby supporting evidence-based decision-making and continuous quality improvement.

Responsibility: Head of Department, FYP Coordinator, QEC

Timeline: Every Semester

Expected Evidence: FYP Evaluation Rubrics, Semester-wise Analysis Reports, Board of Studies Minutes, Action Taken Reports.

Recommendation 3:

Establish a formal curriculum review mechanism and policy.

Implementation Plan:

The Department will develop and implement a formal curriculum review policy that ensures periodic evaluation of the Program with the active participation of faculty, students, alumni, employers, and industry representatives. Recommendations arising from stakeholder feedback and Program evaluation will be presented to the Board of Studies and Academic Council for review and approval before implementation.

Responsibility: Head of Department, Board of Studies, Academic Council, QEC

Timeline: 2026 – 27

Expected Evidence: Curriculum Review Policy, Stakeholder Feedback Reports, Board of Studies Minutes, Academic Council Approval.

Recommendation 4:

Enhance faculty and staff resources.

Implementation Plan:

The University will continue strengthening the department by recruiting qualified faculty members and ensuring adequate academic and administrative support staff. Faculty professional development activities, including training, workshops, and research capacitybuilding Programs, will be organized to improve teaching quality and maintain an appropriate student-to-faculty ratio.

Responsibility: Human Resource Department, Registrar, Dean, Head of Department

Timeline: Throughout Academic Year 2026–27

Expected Evidence: Faculty Appointment Letters, Faculty Development Records, Updated Faculty Profile, HR Reports.

Recommendation 5:

Strengthen academic and student support systems.

Implementation Plan:

The Department will enhance academic advising, student mentoring, career counselling, internship facilitation, and placement support. Standard Operating Procedures (SOPs) will be

developed for academic advising and student support services. Guest speaker sessions, industry engagement activities, and internship opportunities will be expanded to improve students' academic and professional development. All supporting records will be systematically maintained for quality assurance purposes.

Responsibility: Head of Department, Career Services Office, QEC

Timeline: Throughout Academic Year 2025–26

Expected Evidence: Academic Advising SOPs, Mentoring Records, Internship Reports, Guest Speaker Reports, Student Support Documentation.

Recommendation 6:

Develop a comprehensive research and faculty development policy.

Implementation Plan:

The Department will formulate a departmental research and faculty development plan to encourage research productivity, publications, conference participation, and professional development. Faculty members will be encouraged to undertake collaborative research projects and attend research methodology workshops and training Programs to strengthen the research culture within the department.

Responsibility: Head of Department, ORIC, QEC

Timeline: Throughout Academic Year 2025–26

Expected Evidence: Research Policy, Faculty Development Plan, Workshop Reports, Research Publications, Conference Participation Records.

Monitoring Summary:

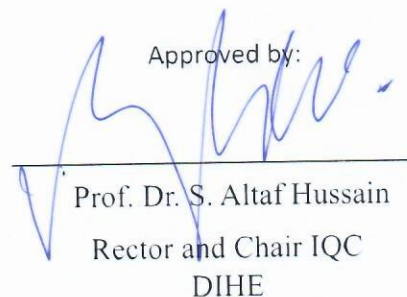
The implementation of these recommendations will be monitored by the Compliance Implementation Plan Committee. Progress will be reviewed periodically through Board of Studies meetings and reported to the Institutional Quality Circle (IQC). Supporting evidence and Action Taken Reports (ATRs) will be maintained to demonstrate continuous quality improvement and will be incorporated into the HEC Yearly Progress Report (YPR) 2026–27.

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