Action Taken Report (ATR)

Based on the Internal Academic and Administrative Audit Report (Academic Year: 2024–2025)

Department: Faculty of Management Studies

Sl. No.	Audit Observation	Action Taken	Present Status
1	ERP course creation completed, but question papers, course files, attainments and other academic records were incomplete.	All pending course-related documents including question papers, course files, attainments and supporting academic records have been uploaded in the ERP. Verification of uploaded records was completed by the departmental ERP Coordinator.	**Ongoing Monitoring**
2	Minimum four Course Outcomes (COs) were not defined for all MBA courses as per NBA norms.	All faculty members revised the Course Outcomes to ensure a minimum of four COs for each course. The revised COs have been incorporated in the course files and ERP.	**Ongoing Monitoring**
3	Question papers required better alignment with Bloom's Taxonomy, particularly higher-order cognitive levels.	Faculty members were oriented on Outcome-Based Education (OBE) and Bloom's Taxonomy. Question paper templates were revised, and moderation was introduced to ensure proper cognitive-level mapping.	**Ongoing Monitoring**
4	Course files for AY 2024–2025 were pending upload.	All course files were uploaded to the ERP and verified before the external academic audit.	**Ongoing Monitoring**
5	Lesson plans for AY 2025–2026 had not been uploaded.	Lesson plans for all courses have been prepared, uploaded to the ERP, and faculty members have been instructed to update them regularly throughout the semester.	**Ongoing Monitoring**
6	Continuous updating of ERP academic records was required.	A departmental ERP monitoring mechanism has been established. Faculty members have been instructed to update attendance, assessments, CO attainment, and other academic records on a regular basis.	**Implemented (Continuous Process)**
7	Student-Faculty Ratio (SFR) required improvement and proper documentation.	Faculty strength and SFR details have been updated and documented as per AICTE/NBA requirements. Recruitment requirements have been communicated to the competent authority for future improvement.	**Completed / Under Review**
8	Employee records and academic documents required verification and updating.	Faculty records along with supporting academic documents have been updated. Pending verification, if any, has been communicated to the Registrar's Section for necessary action.	**Ongoing Monitoring**
9	Research publications were not completely updated in the ERP.	Faculty members uploaded publication details, including journal papers, conference proceedings and book chapters, with necessary supporting documents in the ERP.	**Ongoing Monitoring**
10	Documentation for conference proceedings and book chapters required proper supporting evidence.	Faculty members uploaded first page, ISBN/ISSN details, DOI page (where applicable), and author details as prescribed. Publication records were verified for compliance.	**Ongoing Monitoring**
11	Conference publications should not be reported as SCI-indexed journals.	Publication categorization has been reviewed and corrected according to recognized indexing agencies and institutional reporting norms.	**Completed**

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12	LMS (Canvas) implementation required wider adoption.	Faculty members have initiated the use of Canvas LMS, with at least one course being offered through the platform. Learning materials, assignments, and assessments have been uploaded.	**Ongoing Monitoring**
13	Budget utilization required proper documentation with justifications.	Budget utilization records have been updated with detailed expenditure statements and supporting justifications for audit purposes.	**Completed**
14	DAC, BoS and Budget Committee records required updating and documentation.	Departmental Academic Committee (DAC) was reconstituted as per institutional norms. DAC minutes, Budget Committee details, and Board of Studies (BoS) composition and meeting minutes have been updated and maintained in departmental records/ERP.	**Ongoing Monitoring**

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Action Taken Report (ATR)

Based on the External Academic and Administrative Audit Report

Faculty of Management Studies (MBA)

Academic Year: 2024–2025

Sl. No.	Audit Observation	Action Taken	Present Status
1	The department has 10 regular faculty members, of whom 6 possess Ph.D. qualifications.	Existing faculty strength and qualification records have been verified and updated in the ERP. The department continues to encourage faculty members to pursue doctoral studies and recruit qualified faculty as per institutional requirements.	**Complied / Continuous Process**
2	Average annual publications per faculty need enhancement. Faculty collaboration with other universities for ABDC/Scopus publications and participation in FDPs, workshops and GIAN courses should be increased.	Faculty members have been encouraged to undertake collaborative research with reputed institutions, target ABDC- and Scopus-indexed journals, and actively participate in FDPs, Workshops, GIAN programmes and international conferences. A departmental research mentoring mechanism has also been initiated to improve publication quality and quantity.	**Implemented (Continuous Process)**
3	Student enrolment has improved (59 students in 2023–25 and 60 students in 2024–26). Sustained efforts are required to maintain and improve admissions.	The department strengthened admission outreach through enhanced digital marketing, college connect programmes, webinars, career counselling sessions, alumni engagement, and industry interaction programmes to improve visibility and attract quality applicants.	**Implemented**
4	Placement performance requires improvement by increasing recruiter diversity, particularly from FMCG, IT and Technology sectors. Placement norms should be clearly documented.	The department, in coordination with the Training & Placement Cell, has expanded industry outreach to FMCG, IT, Analytics and Technology companies. Placement guidelines and eligibility norms have been documented and communicated to students. Industry interaction, corporate sessions and skill development programmes have also been intensified.	**Implemented (Continuous Process)**
5	Curriculum is well structured; however, courses such as Qualitative Research Techniques, Neuromarketing, FinTech, and Recruitment & Selection may be introduced.	The Board of Studies (BoS) reviewed the recommendations. The proposed courses have been considered during curriculum revision under the respective specializations. Existing value-added courses and Classroom-to-Corporate initiatives have also been strengthened to enhance industry relevance.	**Implemented / Under Curriculum Revision**
6	Budget utilization was 68.49%. Licensed software (IBM SPSS, NVivo), additional reference books, e-books, e-journals, and increased international conference participation were recommended. Budget utilization should target at least 90%.	A detailed departmental expenditure plan has been prepared to improve budget utilization. Additional allocations have been proposed for licensed software, library resources, research and development, and faculty conference participation. The department continues to utilize open-source software (Python, R) while pursuing procurement of specialized software subject to institutional approval.	**Implemented (Continuous Process)**
7	Minutes of departmental committee meetings are well maintained with clear action points and follow-up.	The department continues to maintain systematic documentation of all committee meetings, including DAC, BoS, Academic Committee and Budget Committee, with clearly defined action points and compliance tracking.	**Complied**

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Conclusion

The Faculty of Management Studies has taken appropriate corrective and developmental measures in response to the observations made during the External Academic and Administrative Audit for Academic Year 2024–2025. Emphasis has been placed on enhancing research productivity, strengthening industry engagement and placements, enriching the curriculum with contemporary and industry-oriented courses, improving budget utilization, and sustaining effective academic governance. Continuous monitoring mechanisms have been instituted to ensure progressive improvement and compliance with institutional quality assurance standards.

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