



# GLOBAL ACADEMY OF TECHNOLOGY

Autonomous Institution Affiliated to Visveswaraya Technological University  
Approved by UGC, AICTE and Govt of Karnataka



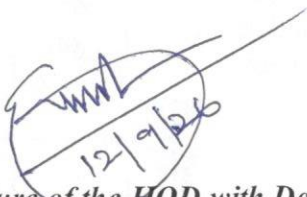
## Office of the Internal Quality Assurance Cell

### ACTION TAKEN REPORT ON THE OUTCOMES OF SEMESTER PREPAREDNESS AUDIT FOR THE AY 2026-27 (ODD SEMESTER)

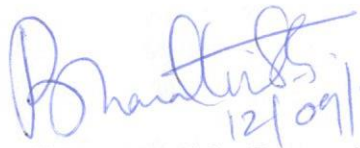
Name of the Department: Management Studies

| Parameter No. | Page No. | Key attributes to be addressed<br>(As notified in the audit report)                                                                           | Action taken on the key attributes                                                                                                                                                                                                                                                                       | Proposed timelines to achieve the desired results, if any |
|---------------|----------|-----------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|
| 2             | 98       | A consolidated course allotment document is available; however, the faculty members' competencies were not recorded in the consolidated file. | Faculty competency details were compiled and mapped with the allotted courses. The consolidated course allotment document was updated to record the competency basis for each faculty-course allocation and retained in the Department records.                                                          | Completed immediately / before commencement of classes    |
| 3             | 98       | For the pre-commencement meeting, an email and generalised minutes are available; however, there was no evidence of domain-level proceedings. | Domain-wise pre-commencement meetings were conducted with separate agendas and minutes covering curriculum review, teaching-learning augmentation, assessment planning and course-specific requirements. Attendance records and supporting evidence were archived in the respective domain/course files. | Completed immediately / before commencement of classes    |
| 4             | 98       | MS Teams tracks were created for III Semester; however, the I Semester MBA MS Teams classroom was yet to be created.                          | MS Teams classrooms for I Semester MBA will be created with individual channels for each course. Faculty access, student enrolment and course-wise communication channels were verified before commencement of regular teaching.                                                                         | Will be completed by 01-10-2026                           |
| 6             | 99       | III Semester attendance registers are ready; however, I Semester records were not ready with the required academic details.                   | I Semester attendance registers will be completed and verified with Strategic Statements, COs, target levels, average matrix scores and instructional plans.                                                                                                                                             | Will be completed by 01-10-2026                           |
| 7             | 99       | III Semester lab experiment/program details are intact with rubrics; however, I Semester records are yet to be prepared.                      | I Semester lab experiments/programs will be documented in a structured Lab Manual. Standardised rubrics for lab experiments and alternate assessment                                                                                                                                                     | Will be completed by 01-10-2026                           |

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|---------------|----------|-----------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
|               |          | It was suggested to create the material in the form of a Lab Manual.                                                        | tools will also be prepared/revisited and aligned with the continuous comprehensive evaluation requirements.                                                                                                                                                                                |                                                                             |
| 12            | 99       | The consolidated notional teaching hours document has not been prepared by the Department.                                  | A consolidated Self-Learning/Notional Teaching Hours document was prepared covering all courses, course credits, self-learning activities, expected deliverables, learning outcomes and corresponding notional learning hours, as applicable to the National Credit Framework requirements. | Completed immediately / before commencement of classes                      |
| 13            | 99       | There was no evidence of developing cases/caselets.                                                                         | Faculty members were directed to develop and deploy course-specific business cases/caselets aligned with the course outcomes. A structured repository of cases/caselets and related teaching-learning activities was initiated for use in the semester.                                     | Initiated before commencement and will be continued throughout the semester |
| 14            | 100      | The III Semester workload document is yet to be ratified; the I Semester workload is not factored in the workload document. | The workload document was revised to incorporate the workload of both I and III Semesters and submitted for ratification as per institutional and applicable regulatory requirements. The revised document was retained as the approved departmental workload record.                       | Completed immediately / before commencement of classes                      |

  
Signature of the HOD with Date

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Signature of the Dean with Date

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Signature of the Principal with Date

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