

**JAIPURIA INSTITUTE OF MANAGEMENT**

**JAIPUR**

**IQAC Policy 2024 - 2025**

## Jaipuria Institute of Management Jaipur Internal Quality Assurance Policy and Process Guidelines

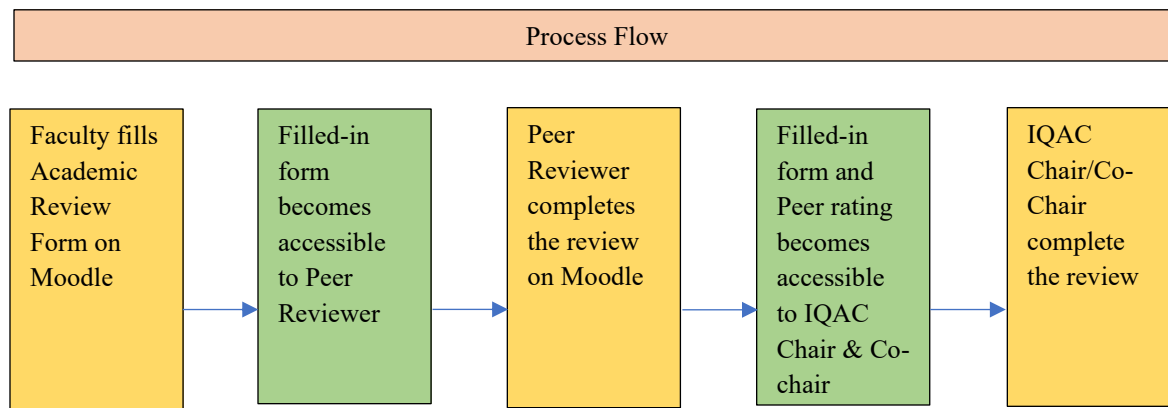
### Vision and Philosophy

The quality assurance policy of Jaipuria Institute of Management Jaipur is rooted in its vision: to promote human wellbeing through continuous learning. The Internal Quality Assurance Cell (IQAC) ensures that academic processes and outcomes are continuously improved through evidence-based evaluation and reflection. This aligns with UGC guidelines that emphasize an internal mechanism for sustenance, assurance, and enhancement of quality culture.

The IQAC integrates structured processes to gather feedback, conduct academic audits, and promote a culture of outcome-based education and self-improvement, ensuring the effectiveness and relevance of the curriculum for all stakeholders.

### IQAC Process Flow

#### IQAC – Academic Review | Process Guidelines (Overall)



- Faculty fills the **IQAC Academic Review Form (IARF)** on **Moodle**, uploading all required attachments following file name protocols.
- **For Program Core courses:** Faculty must fill the IARF **program-wise** (e.g., PGDM, PGDM-M, PGDM-SM) even if multiple sections are taught, due to NBA requirements. For example, if a faculty teaches Marketing Management-I to multiple programs, they fill separate forms per program.

- **For Specialization Core and Elective courses:** Only one IARF is needed, as students from multiple programs may be enrolled, and the course delivery and assessment are generally uniform.
- Faculty should prepare folders program-wise/course-wise to organize attachments for bulk upload when the Moodle window opens.
- Peer Reviewer (assigned by IQAC Chair/Co-Chair) reviews the form and attachments on Moodle (single-blind process).
- IQAC Chair/Co-Chair conducts final review; final IQAC Rating per course is the average of Peer Reviewer and Chair/Co-Chair ratings.
- Annual IQAC Rating is the average of all course ratings taught by a faculty member.
- For Pan-Jaipuria courses, the review is conducted at the faculty's home campus.
- Process must be completed within **one month** after provisional results are declared.

### Academic Audit Process

Faculty submit the following to the program office at course completion:

- Course profile
- Self-audit / Course Audit Form
- Readings, quizzes, cases, assignments, and other support materials

The program office cross-verifies submissions against a checklist. IQAC reviews these documents to ensure alignment with course outlines and learning outcomes. If gaps are found, IQAC may discuss directly with faculty.

IQAC generates quarterly reports. Specific remarks and action points are communicated to individuals/departments, and follow-up actions are tracked.

Common terminologies like PO (Program Outcomes), CO (Course Outcomes), and CG (Competency Goals) are used across documentation, ensuring clarity. Faculty ensure one-to-one mapping between COs and POs/CGs.

### Student Feedback Mechanism

- **Course Feedback:** Conducted twice per term (mid-term and end-term), managed by the Dean (Academics). Feedback is analyzed to identify average, below-average, and above-average performance.
- Faculty with significantly below-average scores have one-to-one meetings with Program Chairs, Dean, or Director for counseling and improvement planning.
- Feedback collected from Student Council Heads after each term.

- **Student Satisfaction Survey:** Conducted online with 12 attributes (e.g., faculty availability, industry relevance, infrastructure, placement support, hostel, library, IT services, etc.). Open suggestions are also collected and acted upon.

### **Open Class and Peer Observation**

Faculty sessions are observed by Director/Dean/Faculty Peers. Feedback covers:

- Compliance with session plans and pedagogy
- Class engagement and energy
- Quality and depth of content
- Suggestions for improvement

Feedback is shared directly with faculty.

### **Academic Programme Committee (APC)**

The APC meets periodically to review course progress, discuss feedback, and convene meetings of instructors to ensure coherence and identify areas for improvement.

### **Informal Mechanisms**

- **Open House:** Director meets students for open discussions; feedback is shared with IQAC and relevant departments.
- **Class Representatives (CRs):** Provide continuous informal feedback to faculty and administration.
- **Student Council (SC):** Participates in feedback, decision-making, and submits structured exit feedback covering academics, facilities, placement, co-curricular activities, and more.

### **Reporting and Follow-Up**

IQAC compiles quarterly reports post-term. Suggestions and corrective measures are shared, and action taken reports are included in subsequent IQAC reports.