

Jaipuria Institute of Management, Noida
A-32A, Institutional Area Sector-62,
Noida 201 309, UP

MINUTES OF THE IQAC MEETINGS HELD

2019-20

Report by Internal Quality Assurance Committee on the courses audit for the courses taught in Trimester I & Trimester IV of the Academic Year 2019-20.

Course Audit Committee meeting was held on 21st November, 2019 by Internal Quality Assurance Committee for the courses taught in Trim I & Trim IV of the Academic Year 2019-20 at 2:00 pm to 5:00 pm in Vimarsh, Jaipuria Institute of Management, Noida.

Members Present

1. Prof. Abdul Qadir
Area Chair (HR)
2. Dr. Rajesh Sharma
Area Chair (Marketing)
3. Dr. Pragya Gupta
Area Chair (Business Communication)
4. Dr. Pratibha Wasan
Dean Academics
5. Dr. Vranda Jain
Area Chair (Economics)
6. Dr. Swati Agrawal
Professor

Member

Member

Member

Member

Member

IQAC, Chair

Dr Swati Agrawal (Chair-IQAC) extended a warm welcome to the members in the first review meeting for AY 2019-20. Committee deliberated on the benefits and challenges in the Moodle based self-assessment form submission. The committee discussed and mutually agreed on the broad perspective for the audit of courses taught in trim I & trim IV. Committee discussed the benefits and challenges in the digitization process of IQAC. The members then as task forces took a close scrutiny of the course audit reports and area review reports.

The specific observations of courses according to area are submitted below:

Term I

Business Communication

S.No	COMPONENTS	Business Analysis - A+ B + MA	Business Analysis - C	Business Analysis - SM
	Faculty	Prof. Pragya Gupta	Prof. Saurabh Das	Prof. Abhijit Nair
1	Evaluation Components			
	a. Quizzes	Not applicable as per course outline	Not applicable/ Not part of the course outline	Not Applicable/ Not part of course outline
	b. Assignment	sample assignment uploaded	Turnitin based email assignment was submitted - as per the suggestive course assessment	Turnitin based assignment was given for email writing component
	c. Presentations	Sample upload is of activity of sketching minutes of the meeting, Group project is not applicable as per course outline	The group assignments have not been submitted as it was not part of course assessment plan	The group assignments have not been submitted as it was not part of course assessment plan
2	Sessions/ Cases/ Guest Talks (IQAC Peer Assessment)	1 as required	One guest talk was conducted- senior editor of News18 was called	* Case studies were discussed in the class * One guest talk was conducted- the guest speaker is a regular visitor in various other events in the organization such as IDP, guest talks, etc.

4	Area Of Improvement	one of the upload/components can be group-based since assessment task 1 and 2 seems similar	The course assessment components mentioned in the course outline must be rigorously followed	* The course assessment components mentioned in the course outline must be rigorously followed * As per institute policy, the guest speakers must not be repeated also they must not be utilized for any other institutional event or activity - more speakers must be introduced
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Human Resource & Organisation Behaviour

S.No	COMPONENTS	Organizational Behaviour- A+C +MB	Organizational Behaviour- B	Organizational Behaviour- MA
	Faculty	Prof. Shalini Srivastava	Prof. Abdul Qadir+SM	Prof. Rahul Singh
1	Evaluation Components			
	a. Quizzes	No discrepancy was found. The two mandated quizzes were conducted.	done and mapped with CLO	Conducted the desired number of quizzes as per CO however, the CLO mapping was not done in the IQC form.
	b. Assignment	No discrepancy was found. Turnitin based individual assignment was administered as slated in CO.	Individual instrument protfolio, turnitin based	No turnitin based individual assignment submission copy of student(s) was uploaded. The same was not mentioned as well in the IQAC form.

	c. Presentations	No group project activity report is submitted as mentioned in CO rather individual assignment copy was uploaded.	powerpoint of group presentation added and same mentioned in the course outline	No Group Activity report was uploaded against the mentioned submission.
	e. End Term	No midterm was part of the CO.	not applicable	No midterm was part of the CO.
	Moderation	Internally done, no discrepancy was found.	done	done
3	Sessions/ Cases/ Guest Talks (IQAC Peer Assessment)	<p>Done as planned, however, the second guest session wherein the same guest speaker (Dr. Supiya Dutta) has been getting repeated for quite some years which is not recommended as per Guest Session Policy.</p> <p>Additionally, the profile of the second guest was just briefly mentioned and not a detailed/proper one.</p>	2 guest talk as per plan	<p>Done as planned, however, consultants be avoided for as guest speakers. Additionally, the profile of the second guest was just briefly mentioned and not a detailed/proper one.</p>
4	Best Practices (IQAC Peer Assessment)	No concrete best practice other than the planned ones were introduced (as mentioned in form).	Group Project was well designed integrated with entrepreneurship	Nothing has been mentioned, however, it is expected to introduce such practices.

7	Area Of Improvement	Need to comply with proper document(s) submissions/upload (Group Project Activity Report). Besides that, concrete practices for the development and learning of students may also be planned and executed separately.	Since it's a 1st trimester course, the delivery is fine	Need to comply with proper document(s) submissions/upload (Group Project Activity Report). Besides that, concrete practices for the development and learning of students may also be planned and executed separately.
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Economics & International Business

S.No	COMPONENTS	Managerial Economics- A	Managerial Economics- B
	Faculty	Prof. Ritika Gugnani	Prof. Vranda Jain
1	Evaluation Components		
	a. Quizzes	Quizzes were scenario based. There were two quizzes in this course belonging to CLO1 and CLO2. both the quizzes were conducted a per course outline. question bank has been uploaded	2 quizzes conducted as mentioned in course outline. question bank has been uploaded.
	b. Assignment	Two class tests were conducted, as mentioned in the course outline. Both were online.	No deviation
	c. Presentations	Group project has a plag report. Individual viva voice was conducted to understand the contribution of each group member	No deviation
	e. End Term	Done and mapped with the CLOs	Done and mapped with CLOs

	Moderation (IQAC Peer Assessment)	Moderation of question paper has been peer reviewed, as per the list shared by Dean's office.	Moderation of question paper has been peer reviewed, as per the list shared by Dean's office.
3	Sessions/ Cases/ Guest Talks (IQAC Peer Assessment)	24 sessions with 3 tutorials were conducted. 2 guest talks were done.	All done as mentioned in course outline. It has been discussed by the Dean earlier that working professionals should be more preferred choice.
4	Best Practices (IQAC Peer Assessment)	1. Field project as an assessment component. 2. revision quizzes for each module to enhance conceptual knowledge was undertaken 3. viva voice was conducted	The complete course assessment has been Moodle driven. All the quizzes, assignments, projects, end term were online
7	Area Of Improvement	There can be more questions added in question bank for quizzes.	-----

General Management

S.No	COMPONENTS	Principles of Management- C+MB+SM
	Faculty	Prof. Pragya Gupta
1	Evaluation Components	

3	Sessions/ Cases/ Guest Talks (IQAC Peer Assessment)	Done. As per CLO	Done. As per CLO	Done. As per CLO
4	Best Practices (IQAC Peer Assessment)	Normal	Normal	Normal
7	Area Of Improvement	Extra efforts are required	Extra efforts are appreciated	Extra efforts are required

Marketing

S.No	COMPONENTS	Fundamentals of Marketing- A+MA	Fundamentals of Marketing- B+SM	Fundamentals of Marketing- C+MB
		Prof. Vinita Srivastava	Prof. SR Singhvi	Prof. Deepak Singh
1	Evaluation Components			
	a. Quizzes	Yes, attached	Done. attachments missing	Yes attached
	b. Assignment	Yes, attached	attachments missing	Yes
	c. Presentations	Ok	Ok Done	Yes done
	d. Mid Term			
	e. End Term	no	No midterm as per CO	No as per CO
	Moderation (IQAC Peer Assessment)	No-internal	No-internal	No-internal
3	Sessions/ Cases/ Guest Talks (IQAC Peer Assessment)	done s per CO	Not mentioned	As per plan & CO
4	Best Practices (IQAC Peer Assessment)	not mentioned	Not mentioned	Yes, mentioned
5	Mirroring (Y/N)	not mentioned	Not mentioned	Not mentioned
6	Final Rating	3	3	4
7	Area Of Improvement	PI use discussion forum and introduce innovative practices	PI mention the detailed CLOs, attach necessary documents	PI mention discussion forums

TERM IV








Human Resource & Organisation Behaviour

S.No	COMPONENTS	Performance Management System	Talent Acquisition

1	Faculty	Evaluation Components	
		Prof. Swati Agrawal	Prof. Rahul Singh
	a. Quizzes	No discrepancy was found, conducted the required number of quizzes.	No discrepancy was found, conducted the required number of quizzes.
	b. Assignment	No discrepancy was found, administered the required assignment.	No discrepancy was found, administered the required assignment. Copy of the same though not uploaded but was shared with Area Chair via e-mail, found in place.
	c. Presentations	No discrepancy was found, administered the required assignment. However, going through the uploaded file of student's assignment, the statistical analysis part showed 11% copy paste job from XLRI source, which is discouraging. I'm sure the instructor has taken care of the fact.	No discrepancy was found, administered the required group assignment along with report submission.
	e. End Term	No discrepancy was found, as the midterm was not part of the course.	Was not part of CO, no discrepancy found.
	Moderation (IQAC Peer Assessment)	Internal, no discrepancy found	Internal, no discrepancy found.

3	Sessions/ Cases/ Guest Talks (IQAC Peer Assessment)	No discrepancy was found, administered the required number of sessions. The quality of guest speakers invited are appreciable. The profile of the second speaker was not properly formatted.	Conducted as deemed. In future, it is recommended to avoid Consultants as guest speakers, no other discrepancy was found. Additionally, profile formats of the guests are taken from LinkedIn which are not properly formatted.
4	Best Practices (IQAC Peer Assessment)	The tools used look good but these are part of pedagogy as required for an elective course like PMS. Students were trained in using Excel for "KRA/KPI formulation".	Nothing of sort introduced and mentioned here. Such practices are highly recommended at least in an elective course.
7	Area Of Improvement	More rigour on students' assignment is required w.r.t. plagiarism.	Need to introduce some best practices for elective course. Documentary evidence/uploads are mandatory, pls take care of these in future.

After the IQAC academic audit the meeting ended thanking the members for their deliberation and efforts in conducting the audit process of Term I & Term IV course.










Report by Internal Quality Assurance Committee on the courses audit for the courses taught in Trimester II & Trimester V of the Academic Year 2019-20.


Course Audit Committee meeting was held on 22/01/2020 by Internal Quality Assurance Committee for the courses taught in Trim II & Trim V of the Academic Year 2019-20 at 2.30pm in Vimarsh, Jaipuria Institute of Management, Noida.

Members Present

1. Prof. Abdul Qadir
Area Chair (HR)
2. Dr. Rajesh Sharma
Area Chair (Marketing)
3. Dr. Pragya Gupta
Area Chair (Business Communication)
4. Dr A K. Puri
Area Chair (Finance)
5. Dr. Pratibha Wasan
Dean Academics
6. Dr. Vranda Jain
Area Chair (Economics)
7. Dr. Swati Agrawal
Professor

Member 


Member 

Member 

Member 

Member 

Member 

 IQAC, Chair

Dr Swati Agrawal (Chair-IQAC) extended a warm welcome to the members in the second review meeting for AY 2019-20. Committee deliberated on the benefits and challenges in the Moodle based self-assessment form submission. The committee discussed and mutually agreed on the broad perspective for the audit of courses taught in trim II & trim V. Committee discussed the benefits and challenges in the digitization process of IQAC. The members then as task forces took a close scrutiny of the course audit reports and area review reports.

The specific observations of courses according to area are submitted below:

TERM-II

Business Communication

S.No	COMPONENTS	Professional Spoken Communication-B &A	Professional Spoken Communication-C	Professional Spoken Communication-MA	Professional Spoken Communication-MB
Evaluation Components					
1	a. Quizzes	N.A.	N.A.	N.A.	N.A.
2	b. Assignment	No evidence of Turnitin based assignment was found. Course audit was done on the basis of document submitted without any plagiarism check reporting	One turnitin based assignment was administered	No evidence of Turnitin based assignment was found. Course audit was done on the basis of document submitted without any plagiarism check	Evidence of Turnitin based assignment was not submitted. Course audit was done on the basis of document submitted without any plagiarism check
3	c. Presentations	There were 2 assessments to be based on group presentations based on cross sectoral topics - no evidence of the presentations were found uploaded, however it was mentioned that one set of group presentations were held	There were 2 assessments to be based on group presentations based on cross sectoral topics - no evidence of the presentations were found uploaded, however it was mentioned that one set of group presentations were held	There were 2 assessments to be based on group presentations based on cross sectoral topics - no evidence of the presentations were found uploaded, however it was mentioned that one set of group presentations were held	There were 2 assessments to be based on group presentations based on cross sectoral topics - no evidence of the presentations were found uploaded
4	Sessions/ Cases/ Guest Talks (IQAC Peer Assessment)	One guest talk was conducted as per the course requirement	One guest talk was conducted as per the course requirement	One guest talk was conducted as per the course requirement	One guest talk was conducted as per the course requirement
5	Best Practices (IQAC Peer Assessment)	Secondary data collection as best practices has been mentioned - its linkage with the course has not been clearly specified as this is spoken communication course and some intervention in this	Secondary data collection as best practices has been mentioned - its linkage with the course has not been clearly specified as this is spoken communication course and some intervention in	Secondary data collection as best practices has been mentioned - its linkage with the course has not been clearly specified as this is spoken communication course and some intervention in this	Secondary data collection as best practices has been mentioned - its linkage with the course has not been clearly specified as this is spoken communication course and some intervention in this direction would

		direction would have been preferred	this direction would have been preferred	direction would have been preferred	have been preferred
6	Area Of Improvement	*Specific interventions for the overall improvement in spoken communication of the students required as per the course nomenclature	Specific interventions for the overall improvement in spoken communication of the students required as per the course nomenclature	Specific interventions for the overall improvement in spoken communication of the students required as per the course nomenclature	*More interventions for the overall improvement in spoken communication of the students required

Economics & International Business

S.No	COMPONENTS	Business and Economic Environment-A	Business and Economic Environment-B	Business and Economic Environment-C	Business and Economic Environment-MA	Business and Economic Environment-SM
1	a. Quizzes	40 questions in each quiz	two quizzes were conducted as per course outline. Mapped with CLO. 50 questions were there in question bank and 10 were taken for evaluation in a shuffled way.	two quizzes were conducted as per course outline. Mapped with CLO. 50 questions were there in question bank and 10 were taken for evaluation in a shuffled way.	two quizzes were conducted as per course outline. Mapped with CLO. 50 questions were there in question bank and 10 were taken for evaluation in a shuffled way.	40 questions in each quiz
2	b. Assignment	the assignment was general awareness based on news clipping. Not Turnitin based	it was a group project assigned to students, as mentioned in the course outline. specimen copy has been attached.	it was a group project assigned to students, as mentioned in the course outline. specimen copy has been attached.	it was a group project assigned to students, as mentioned in the course outline. specimen copy has been attached.	the assignment was general awareness based on news clipping. Not Turnitin based

3	c. Presentations	group project was turnitin based	News log of economic news and their impact on businesses was made by students. Individual assessment.	News log of economic news and their impact on businesses was made by students. Individual assessment.	News log of economic news and their impact on businesses was made by students. Individual assessment.	group project was turnitin based
4	e. End Term	Done and mapped with CLO	Done and mapped with CLO	Done and mapped with CLO	Done and mapped with CLO	Done and mapped with CLO
5	Sessions/ Cases/ Guest Talks (IQAC Peer Assessment)	2 guest session held and details uploaded. 24 sessions and cases done	three guest talks were held	three guest talks were held	two guest talks were held	2 guest session held and details uploaded. 24 sessions and cases done
6	Best Practices (IQAC Peer Assessment)	focus on general awareness, news analysis	newspaper based assessments an additional guest talk held	newspaper based assessments an additional guest talk held,	newspaper based assessments	seems focus on general awarenes. News analysis
7	Area Of Improvement	In future more specific assignments can be included	guest talk profiles can be improved further.	guest talk profiles can be improved further.	guest talk profiles can be improved further.	In future more specific assignments can be included

COMPONENTS	Marketing Management-A	Marketing Management-B	Marketing Management-C	Marketing Management-MA	Marketing Management-MB	Marketing Management-SM	
	Evaluation Components						
1	a. Quizzes	Yes, ok as per CO	Ok as per CO	Ok as per CO	ok- 2 as per CO	2 quizzes as per CO	done
2	b. Assignment	Yes, Ok	Yes attached	Yes-attached	yes	yes, attached	yes attached
3	c. Presentations	Yes, attached	Yes mentioned	Yes as per CO	yes-done	Yes, attached	Yes, copy attached
4	e. End Term	No, as per CO	No-as per CO	No-as per CO	no-as per co	No-as per CO	no-as per CO
5	Sessions/ Cases/ Guest Talks (IQAC Peer Assessment)	Ok as per CO	Yes, as per CO	Yes Ok as per CO	ok	OK as per CO	2 as per CO
6	Area Of Improvement	discussion forum could have been mentioned				Discussion forum could have been introduced	discussion form snapshots can be added

General Management

S.No	COMPONENTS	Entrepreneurship -MA	Entrepreneurship -MB & SM
1	a. Quizzes	NA	Not part of course outline
2	b. Assignment	Done and Mapped with CLO	submitted and well related with CLO of the course
3	c. Presentations	done and mapped with CLO	Project on the business plan for which viva-voce was conducted.
5	Sessions/ Cases/ Guest Talks (IQAC Peer Assessment)	NA	Guest session was not conducted in the course
6	Best Practices (IQAC Peer Assessment)	NA	The course was conducted in workshop mode which aligns with the course objective
7	Area Of Improvement	The course has been taken in workshop mode with 8 sessions. Since there is no midterm and End term, quizzes can be included in future	Expert session/guest talk and discussion form can be included

Human Resource & Organisation Behaviour

S. No	COMPONENTS	Managing Human Resources-A	Managing Human Resources-B	Managing Human Resources-C	Managing Human Resources-MA	Managing Human Resources-MB	Managing Human Resources-SM
1	Evaluation Components						
	a. Quizzes	2 Quizzes were conducted as per CO but only 10-10 questions were used which were far too less as against benchmark of 40. To me, min. 20 questions should be there for a 10 marks quiz.	2 Quizzes were conducted as per CO but only 10-10 questions were used which were far too less as against benchmark of 40. To me, min. 20 questions should be there for a 10 marks quiz.	Done as per CO, no discrepancy was found, however, 20-20 questions were found in each of the quizzes which to me appear to be sufficient for a 10 marks quiz based on 10 questions.	Done as per CO, no discrepancy was found, however, 20-20 questions were found in each of the quizzes which to me appear to be sufficient for a 10 marks quiz based on 10 questions.	2 Quizzes were conducted as per CO but only 15-15 questions were used which were less as against benchmark of 40. To me, min. 20 questions should be there for a 10 marks quiz.	Done as per CO, no discrepancy was found, however, 20-20 questions were found in each of the quizzes which to me appear to be sufficient for a 10 marks quiz based on 10 questions.
	b. Assignment	Done as per CO, no discrepancy was found.	Done as per CO, no discrepancy was found.	Done as per CO, no discrepancy was found.	Done as per CO, no discrepancy was found.	Done as per CO, but somehow same files of assignment were uploaded as from Group Project.	Done as per CO, no discrepancy was found.
	c. Presentations	Done as per CO, no discrepancy was found.	Done as per CO, no discrepancy was found.	Done as per CO, no discrepancy was found.	Done as per CO, no discrepancy was found.	Done as per CO, but somehow same files of assignment were uploaded as from Turnitin based assignment.	Done as per CO, no discrepancy was found.
	e. End Term	No MT was part of course.	No MT was part of course.	MT was not part of the course.	MT was not planned in the course.	No MT was part of course.	No MT Exam was part of the course.
	Moderation (IQAC Peer Assessment)						

3	Sessions/ Cases/ Guest Talks (IQAC Peer Assessment)	Done as per CO, no discrepancy was found.	Done as per CO, no discrepancy was found.	Done as per CO, no discrepancy was found.	Done as per CO, no discrepancy was found.	Done as per CO, however number of cases was not mentioned, "Mary" is not standard. Additionally Guests, atleast one speaker from Pvt. Sector should be called to enrich diversified HR practices.	Appreciated.
4	Best Practices (IQAC Peer Assessment)	No such best practice was mentioned.	No such practice was mentioned.	Appreciated	Appreciated.	No novel practice was mentioned. Pedagogies mentioned are part of CO, it's not new.	Appreciated.
5	Mirroring (Y/N)	No discussion forum detail was uploaded, however, the same was conducted and shared separately.	No discussion forum detail was uploaded, however, the same was conducted and shared separately.	Done as per CO, no discrepancy was found.	Done as per CO, no discrepancy was found.	Missing, not conducted.	Done as per CO, no discrepancy was found,
6	Final Rating	8	8	8	8	7	8
7	Area Of Improvement	1. Number of Quiz questions. 2. Best practices	1. Number of Quiz questions. 2. Best practices	Appreciated, yet some novel practice be introduced.	Appreciated, but some novel practice be introduced.	1. Category of Guest (1 Sector) 2. Discussion Forum 3. Novel practices besides mentioned pedagogies to be introduced.	Appreciate the effort, however some more "novel" best practice can be introduced.

Finance		Corporate Finance-C	Corporate Finance-MB	Corporate Finance-SM	Management Accounting MB+MA+St+An+BtC
S.No	COMPONENTS	Evaluation Components			
1	a. Quizzes	Done as per CO, no discrepancy was found (15 MCQ questions)	Done as per CO, no discrepancy was found (15 MCQ questions)	Done however only 10 questions were included	done, 20 questions in each
2	b. Assignment	Done as per CO, no discrepancy was found.	Done	done	mentioned but no sample uploaded
3	c. Presentations	Done as per CO, no discrepancy was found.	Done (2 uploaded)	done, no discrepancy found	not done
4	e. End Term	NA	NA	NA	NA
5	Sessions/ Cases/ Guest Talks (IQAC Peer Assessment)	24	24	24	24
6	Best Practices (IQAC Peer Assessment)	online Excel-based exam	online Excel-based exam	none	not specified
7	Area Of Improvement	-----	---	Quizzes should have more questions as shared by Dean	discussion forum and Turnitin assignment as policy need to be done

Marketing (Electives)

S.No	COMPONENTS	Brand Management-GR-I	Brand Management-GR-II	Brand Management-GR-III	Business Forecasting	Customer Relationship Management -GR-I	Customer Relationship Management -GR-II
1	a. Quizzes	Conducted 2 quizzes, however Quiz 1 had just 10 question which was insufficient as decision taken in FCM.	Ok as per CO	MCOs missing	Conducted as per CO, however Quiz 1 had just 10 question which was insufficient as decision taken in FCM.	Yes, Ok	yes, attached
2	b. Assignment	excel assignment, no turnitin assignment	Yes Ok	Ok	Conducted as mandated, no discrepancy found.	Yes,OK	yes, ok
3	c. Presentations	not mentioned	Yes OK	Ok	Conducted as mandated, no discrepancy found.	Yes, attachments	yes, ok
4	e. End Term	mapped with planned CLO	done as per CLO planned	Done as per CLO planned	Done as planned	CLO mapped as planned	CLO mapped as planned
5	Sessions/ Cases/ Guest Talks	done as mandated	Ok as per guidelines	Yes, as per CO	Conducted as mandated, however, the profile of second guest is not uploaded	Yes, as per CO	Yes, Ok
6	Area Of Improvement	quizzes, discussion forum, group project needs improvement	Pl ensure discussion forum	MCOs in quiz to be given preferably	Must introduce some best practice to make the course more value add for students' benefit and personal enrichment and more questions in quiz question bank.		

Information Management & Operations

S.No	COMPONENTS	Managing Service Operations	Optimization Techniques in Business Operations	Web Analysis & Social Media-GR-I	Web Analysis & Social Media-GR-II
Evaluation Components					
1	a. Quizzes	Done	2 quizzes done	Done	Done
2	b. Assignment	Done	CLO mapped in course-outline and form are different	Done	Done
3	c. Presentations	Done	CLO mapped in course-outline and form are different	Done	Done
4	e. End Term	N/A	NA	Done	Done
5	Sessions/ Cases/ Guest Talks (IQAC Peer Assessment)	No	done	Done	Done
6	Best Practices (IQAC Peer Assessment)	nil	NA	nil	nil
7	Area Of Improvement	Industry projects and lectures can improve quality of present delivery	Assignment and group projects are not aligned with CLO planned. Each assessment should be well mapped with CLO so that to ensure relevance	More Industry projects and lectures can improve quality of present delivery	More Industry projects and lectures can improve quality of present delivery



Projects
 Projects

Report by Internal Quality Assurance Committee on the courses audit for the courses taught in Trimester III & Trimester VI of the Academic Year 2019-20.

Course Audit Committee meeting was held on 22/04/2020 by Internal Quality Assurance Committee for the courses taught in Trim III & Trim VI of the Academic Year 2019-20 at 2.30pm in Zoom Platform, Jaipuria Institute of Management, Noida.

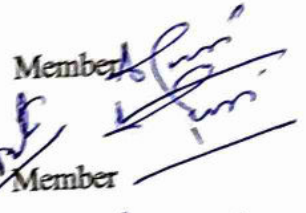
Members Present

1. Prof. Abdul Qadir
Area Chair (HR)
2. Dr. Rajesh Sharma
Area Chair (Marketing)
3. Dr. Pragya Gupta
Area Chair (Business Communication)
4. Dr A K. Puri
Area Chair (Finance)
5. Dr. Pratibha Wasan
Dean Academics
6. Dr. Vranda Jain
Area Chair (Economics)
7. Dr. Swati Agrawal
Professor


Member


Member


Member


Member


Member


Member


IQAC, Chair

Dr Swati Agrawal (Chair-IQAC) extended a warm welcome to the members in the second review meeting for AY 2019-20. The committee discussed and mutually agreed on the broad perspective for the audit of courses taught in trim III& trim VI. Committee discussed the benefits and challenges in the digitization process of IQAC. The members then as task forces took a close scrutiny of the course audit reports and area review reports.

The specific observations of courses according to area are submitted below:

Term-III

S. No	COMPONENTS	Applied Managerial Communication-A	Applied Managerial Communication-B	Applied Managerial Communication-MA+C	Applied Managerial Communication-MB
Evaluation Components					
1.	Quizzes	N.A.	N.A.	N.A.	N.A.
2.	Assignment	No evidence of the Turnitin based assessment has been provided	No evidence of the Turnitin based assessment has been provided	Group project report has been taken as Turnitin assignment	No evidence of the Turnitin based assessment has been provided
3.	Presentations	Two group projects and report submission has been included as assessment	Two group projects and report submission has been included as assessment	The evidence of group project report is internal business communication in form of a departmental meeting, and a meeting with the course instructor has been uploaded. The evaluation of such a report is not clear	Two group projects and report submission has been included as assessment
4.	End Term	Done a planned in CO	CLO mapped with questions	done a planned	CLO mapped with examination paper as per CLO
5.	Sessions/ Cases/ Guest Talks	Only one guest talk was conducted instead of mandatory two sessions	Only one guest talk was conducted instead of mandatory two sessions	Two guest sessions conducted as per course requirements	Only one guest talk was conducted instead of mandatory two sessions
6.	Best Practices (IQAC Peer Assessment)	It would be a good idea to introduce some innovative pedagogy to help in effective functioning in Corporate as this is the last trimester before a student begins his/ her SIP	It would be a good idea to introduce some innovative pedagogy to help in effective functioning in Corporate as this is the last trimester before a student begins his/ her SIP	Field visit to book fair has been organized.	It would be a good idea to introduce some innovative pedagogy to help in effective functioning in Corporate as this is the last trimester before a student begins his/ her SIP

COMPONENTS	Entrepreneurship-A	Entrepreneurship-B	Entrepreneurship-C	Strategic Management-A	Strategic Management-B	
Evaluation Components						
1	Quizzes	Not part of course outline	Not part of course outline	same as other sections	done with 20 questions in each quiz	Used twice to check progress and keep student learning on track. Questions coverage spread over topics
2	Assignment	submitted and well related with CLO of the course	submitted and well related with CLO of the course	same as other sections	done	Assignments spread over the course testing students in group mode on various topics. Good Coverage
3	Presentations	Project on the business plan for which viva-voce was conducted.	Project on the business plan for which viva-voce was conducted.	same as other sections	done and mapped with CLO	Well formulated project which gave students a birds eye of various chosen sectors and analysis with regard to KSF in specific industries
4	End Term	not applicable	not applicable	Not applicable	done as planned and CLO mapped	done as planned and CLO mapped
4	Sessions/ Cases/ Guest Talks (IQAC Peer Assessment)	Guest session was not conducted in the course	The guest session was not conducted in the course	same as other sections	24 sessions	Two well profiled Industry guests added a practitioner perspective to the theoretical lens of the course
5	Best Practices (IQAC Peer Assessment)	The course was conducted in workshop mode which aligns with the course objective	The course was conducted in workshop mode which aligns with the course objective	same as other sections	—	More best practices need to be highlighted
6	Area Of Improvement	Expert session/guest talk should be included in the course as a policy, can discussion form can be included	Expert session/guest talk should be included in the course as a policy. Also discussion form can be included	same as other sections	As per policy discussion forum need to be included. Also, all CLO from 1 to 5 should be reviewed to be mapped with CLO	Addition of more best practices needed .

S. No	COMPONENTS	Advance HRM-GR1	Advance HRM-GR2
Evaluation Components			
1.	Quizzes	done , however only 10 questions	Done as laid out and planned in course outline, no discrepancy was found.
2	Assignment	not uploaded, only title shared	Done as laid out and planned in course outline, no discrepancy was found. However, its important to see and put a standard to see Plag. %, in one of the assignments, it showed 19% which is far too high from allowed level.
3	Presentations	done	Done as laid out and planned in course outline, no discrepancy was found.
4	End Term	NA	Not planned in course, hence, no discrepancy was found.
5	Sessions/ Cases/ Guest Talks	24, 2 guest talk	Done as laid out and planned in course outline, no discrepancy was found. However, number of cases to be contained to balance out topics of sessions, which might shift undue focus of students from theory to more on practice. 2 guest talk
6	Best Practices (IQAC Peer Assessment)	---	Should have roped in some concrete best practice to align the essence of Advance HR for the extended learning of students from basic HR
7	Area Of Improvement	Turnitin assignment, discussion forum should be included	<ol style="list-style-type: none"> 1. Students must be exposed to some core and concrete HR practices at this level. 2. Creation of some HR processes could be one thought. 3. Strategic perspective based assignments could have helped.

COMPONENTS	Marketing Planning & Control-A	Marketing Planning & Control-B	Marketing Planning & Control-C	Marketing Planning & Control-MA	Marketing Planning & Control-MB	
Faculty	Prof. SR Singhvi	Prof. Poonam Sharma	Prof. Vinita Srivastava	Prof. Ajay Bansal	Prof. Deepak Singh	
Evaluation Components						
1	Quizzes	NA	done and mapped as per course outline	done and mapped as per course outline	questions mapped with CLO	Done and mapped with CLO
2	Assignment	NA	Yes submitted	yes, but no Turnitin support	yes Turnitin based	yes done
3	Presentations	Done and mapped	yes, submitted	Yes	Test attachments	Yes
4	Sessions/ Cases/ Guest Talks (IQAC Peer Assessment)	not done	Ok.	Yes	No	As per CO.
5	Best Practices (IQAC Peer Assessment)	---	Panel evaluation	Yes	Hands on projects	Extra tutorials

Term-VI

Business Communication

S. No	COMPONENTS	Career Advancement through Personal Effectiveness-GR1&GR2	Negotiation Skills
Evaluation Components			
1.	Quizzes	Done in 2 sets	N.A.
2.	Assignment	Done	It has been mentioned that Moodle-based assignments were taken, but no such reports have been uploaded, Only a document that specifies what is to be done has been uploaded. These individual assignments were not Turnitin based.
3	Presentations	Done and all uploaded	Although it was mentioned in the IQAC form about Turnitin assignment, yet no such assignment was uploaded as proof. Instead a ppt was uploaded with very generic items (not really depicting any traces of field visit as mentioned in the description)
4	Sessions/ Cases/ Guest Talks (IQAC Peer Assessment)	2 done as planned	Two guest talks were done as per requirement of the course
5	Best Practices (IQAC Peer Assessment)	Documents uploaded show good work done	Barter it up - A senior-junior negotiation game was introduced as per the instructor, however no report or assignment has been submitted.
6	Discussion Forum	Done	A screenshot of the discussion forum on Good Cop, Bad Cop Negotiation Strategy has been uploaded. Also, the same discussion forum has been included as part of Moodle based case assignment and evaluation.
7	Area Of Improvement	Quality of Guest, form core jobs will be more meaningful	<ul style="list-style-type: none"> * CLO mapping for 8 CLOs have been done in the IQAC form, although there were only 4 CLOs in the CO * Barter it up has been included as group project assessment as well as End term assessment - therefore twice the same assignment has been mentioned in two categories of assessments * Good Cop, Bad Cop Negotiation Strategy has been mentioned both as a discussion forum and also as case study based Moodle assignment
S.No	COMPONENTS	Financial Derivatives & Risk Management	
	Faculty	Prof. AK Puri	

Evaluation Components:	
1	Quizzes: As planned:
2	Assignment: Assignment not Turnitin based:
3	Presentations: As planned:
4	Exit Term: address planned and CCOD mapped:
5	Sessions/ Cases/ Guest Talks: (IQAC Peer Assessment): Only one guest session conducted instead of 2 standard:
6	Best Practices: (IQAC Peer Assessment): Satisfactory:
7	Area Of Improvement: Need to conduct two guest sessions and discussion forum as per campus policy. One Turnitin assignment could necessarily be conducted.

S. No.	COMPONENTS	Organization Change & Development	Organization Change & Development-1
Evaluation Components			
1	Quizzes	Done, no discrepancy was found, however, question bank should have been at least of 20 questions for 10 marks quiz, if not of 40, as prescribed.	done as per policy with a question bank of 25 questions
2	Assignment	Done, no discrepancy was found, plagiarism % to be kept at reasonable 10% which is hoped, instructor had applied while evaluating assignments.	done as mandated
3	Presentations	Not applicable to instructor under half course sharing plan.	done with Turnitin report.
4	End Term	Not part of the course plan.	NA.
3	Sessions/ Cases/ Guest Talks	Done, no discrepancy was found.	12 sessions, 1 guest talk done
5	Best Practices (QAC Peer Assessment)	The real time study of changes in last 1 year is appreciable	Exposed students to developing OD interventions with real-time cases/situations.
6	Area Of Improvement	satisfactory	satisfactory

S. No.	COMPONENTS	Evaluation Components	
		Project Management-GR1	Project Management-GR2
1	a. Quizzes	All the quizzes are conducted well on time	Quizzes are conducted well on time
2	b. Assignment	Turnitin based assignment are given to students	Turnitin based assignment are given to students
3	c. Presentations	Group project were appropriate enough and planned well in time.	Group project were appropriate enough and planned well in time.
4	e. End Term	CLO mapped well with questions in end term	CLO mapped well with questions in end term
5	Sessions/ Cases/ Guest Talks	Good quality guest sessions are conducted and delivered as per the course outline	Good quality guest sessions are conducted and delivered as per the course outline
6	Best Practices (IQAC Peer Assessment)	Engagement of class through lots of activities reflects good efforts	Engagement of class through lots of activities reflects good efforts
7	Area Of Improvement	Great Work Done. Overall delivery of course seems to be of good quality	Great Work Done. Overall delivery of course seems to be of good quality

After the IQAC academic audit the meeting ended thanking the members for their deliberation and efforts in conducting the audit process of Term III & Term VI course.

