



6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Additional Information Uploaded

Name of document / File
6.5.1_1: IQAC composition
6.5.1_2: IQAC major initiatives
6.5.1_3: Internal Evaluation Policy
6.5.1_4: Template of Activity report

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INTERNAL QUALITY ASSURANCE CELL(IQAC)

Introduction

The Oriental Institute of Management (OIM), in steadfast alignment with the visionary principles set forth by the National Assessment and Accreditation Council (NAAC), has established an Internal Quality Assurance Cell (IQAC) as an instrumental component of its commitment to the perpetual enhancement of excellence across all facets of its educational spectrum. With a dedicated focus on elevating the realms of academics, research and development, academic administration, and a wide array of extra and co-curricular activities, OIM's IQAC stands as a vibrant and dynamic entity. Its paramount mission is to meticulously oversee, nurture, and continuously elevate the quality of education and holistic growth within the institution. This introduction sets the stage for OIM's unyielding dedication to sustaining and fortifying the highest standards of quality in education.

Objectives and Roles

The objectives of the Internal Quality Assurance Cell (IQAC) at the Oriental Institute of Management (OIM) are crafted in line with the broader objectives outlined by the National Assessment and Accreditation Council (NAAC). These objectives serve as the cornerstone for our commitment to enhancing the overall quality and performance of our institution:

1. Catalyze Continuous Improvement: OIM's IQAC strives to develop a systematic approach that encourages conscious and consistent efforts to enhance both the academic and administrative performance of the institution. It acts as a catalyst for positive change by

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identifying areas of improvement and devising strategies to address them effectively. Following are the initiatives of IQAC about improvements in academics and administration

2.Foster a Quality Culture: One of our primary objectives is to promote a pervasive culture of quality within the institution. The IQAC at OIM aims to instill a sense of commitment to quality at all levels of the organization, fostering an environment where excellence becomes an integral part of our institutional DNA.

3.Institutionalize Best Practices: OIM is dedicated to institutionalizing the adoption of best practices across various facets of its functioning. The IQAC plays a pivotal role in identifying, documenting, and disseminating these best practices to ensure that they become the norm, leading to continuous enhancement in all aspects of our educational endeavors.

4.Promote Internalization: We aspire to promote the internalization of quality culture, ensuring that quality becomes an inherent part of our daily operations. This includes encouraging faculty, staff, and students to actively engage in quality-related initiatives, thereby contributing to the sustained betterment of OIM.

5.Enhance Overall Quality: Ultimately, the overarching objective of OIM's IQAC is to enhance the overall quality of education and institutional functioning. By diligently pursuing these objectives, we aim to provide a learning environment that empowers our students, fosters innovation, and continually elevates the standards of education and research within our institution.



Composition of IQAC:

Sr. No	Name of Members	Designation	Role	Mobile Number	Email Id.
1	Dr.Mukesh Goyal	Director	Chairperson	9823873870	director@oim.edu.in
2	Dr.Azeem Khan	Treasurer	Member/Representative of Management	9819061585	azeem@oes.ac.in
3	Dr.Maumita Roy	Associate Professor	IQAC coordinator	9833778224	maumita.roy@oim.edu.in
4	Dr.Raghavendra .B	Associate Professor	Member	9820313695	raghavendra.bendigeri@oim.edu.in
5	Mrs.Swati Ghosh	Placement Manager	Faculty Representative	9820641003	placements@oim.edu.in
6	Mrs.Nirmala Falke	Admin.Officer	Member/ Sr.Administrative officer	9869846223	nirmala.falke@oim.edu.in
7	Ms.Shyamla Mohan	---	Member/Representative of Local Society	9168493273	shyamla.mohan3@gmail.com
8	Akshat Ojha	Student	Member/Student Representative	7021448655	akshatojha@yahoo.com
9	Mrs.Ankikta Sharma	President of OIMAA	Member/ Alumni Representative	9323246401	sankita978@gmail.com
10	Mr.Rahul Kumar	--	Industrialist	9619609410	rahul.kumar1@gmail.com



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Internal Quality Assurance Cell

Major Initiatives

1. Academic and administrative audit

The Institutional Quality Assurance Cell (IQAC) at Oriental Institute has taken a proactive approach towards enhancing the quality of academics, student services, and the overall institute environment. As part of our commitment to continuous improvement, we have instituted an annual system of academic and administrative audit. This comprehensive audit process serves as a valuable tool to evaluate and refine our educational programs, administrative practices, and the holistic experience we offer to our students. By conducting these audits regularly, we aim to identify strengths, areas for enhancement, and best practices, allowing us to implement strategic changes that elevate the quality of education and support services we provide. Through this ongoing commitment to self-assessment and growth, we strive to ensure that Oriental Institute remains a centre of excellence in education and an institution that fosters a conducive and enriching environment for all its stakeholders. The academic and administrative audit for the academic year 2022-23 is attached under sub criterion 6.5.2

2. Internal Evaluation Policy with SOP with respect to all the types of CIE

The Institutional Quality Assurance Cell (IQAC) has diligently formulated a comprehensive internal evaluation policy, delineating specific evaluation criteria, sub-criteria corresponding to each criterion, and respective weightages. This meticulously crafted policy has been widely disseminated among our esteemed faculty members with the aim of fostering standardized procedures in internal evaluation. This not only serves to

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establish uniformity in the evaluation process but also significantly enhances transparency in our academic operations. We have provided the attached OIM Internal Evaluation Policy herewith for your reference and compliance. The internal evaluation policy is attached herewith.

3. Standardization of reports of extra and cocurricular activities

The Institutional Quality Assurance Cell (IQAC) at Oriental Institute of Management (OIM) has implemented a standardized reporting format for extracurricular and cocurricular activities. This strategic initiative serves the purpose of maintaining meticulous records of all events and activities conducted within the institute, ensuring transparency, consistency, and efficient documentation. The template of activity report is attached herewith for perusal.

4. Organizing One National Conference during the academic year

The IQAC has established an annual tradition of convening a national-level conference, bringing together esteemed academicians, researchers, and corporate leaders to engage in discourse surrounding emerging business matters. This conference has become an integral component of our academic calendar, serving as a pivotal forum for the exchange of ideas and insights concerning contemporary challenges in the field of business and management.

5. Institutionalizing best practices

The Institutional Quality Assurance Cell (IQAC) at Oriental Institute of Management (OIM) has formalized the adoption of industry-leading practices, which include the implementation of a Students' Service Charter and the establishment of Certification Programs. These initiatives, along with several other best practices, are diligently executed in accordance with our standardized Standard Operating Procedures (SOPs).

Anurag

IQAC Co-ordinator

[Signature]

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Internal Evaluation Policy

Version 1.0	11 th April 2023
Approved by	Dr R.G.Ratnawat

Preamble:

The new internal evaluation policy is based on continuous evaluation policy as suggested by UGC for the MMS / MBA programme of universities. It provides a comprehensive calendar of evaluation of students in both, full credit subjects and half credit subjects. Every student shall be evaluated as follows:

Full credit subjects: 4 evaluations of 10 marks each as mentioned in the format for session plan

Half credit subjects: 5 evaluations of 10 marks each

Evaluation criteria: This document contains an illustrative list of evaluation criteria meaning that the faculty is free to choose any other criteria in addition to what is described in this document duly approved by Director. The faculty shall choose the criteria suitable for the respective subjects(s). However, 'presentation' should be included as one of the evaluation criteria as far as possible.

- Subject wise criteria of evaluation are reflected in the session plans of individual subjects. The evaluation shall be conducted as per standard format and the records shall be submitted by the respective faculty to the academic coordinator / exam section as the case may be.
- Each session plan shall have a summary of the plan on the first page (A typical summary is given below)
- In each of the assessments if the students fail, the students should be given enough opportunity for improvement for which reassessment can be conducted as per feasibility.
- In case of any ambiguity or difference of perception / opinion about the internal evaluation criteria, weightage etc, the Director's decision shall be final.

Summary of Session Plan

Class:

Sem: I / II / III / IV


Subject:

Name of the Faculty :.....

Sr.No.	Unit	Teaching (Hours)	Enrichment activity*(Hours)	Evaluation Activity (Hours)

- Enrichment activities shall include all the activities other than conventional teaching

Signature of the Faculty



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Format: Detailed Session Plan

Academic Year : 2021-22

Semester :

Name of course : MMS / MMM/MFM/MHRDM

Name of Subject : (Core/ elective)

Name of Faculty :

Program outcomes:

- 1.
- 2.
- 3.

Mode of Assessment:

Examination	Marks
End term exam	60
IEV1:Mid-term examination	10
IEV2:Attendance & Class participation	10
IEV3:.....(pl specify)	10
IEV4:.....(pl specify)	10
Total	100

Session Schedule

Session No	Date	Topic	Alignment with Program outcome no.	Pedagogy	References

* No. of program outcomes may vary with subjects

Signature of faculty



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Guidelines: criteria-wise evaluation

1. Case let / Case study / Situation Analysis

Small cases can be given for analysis as a group activity. The group may have 4 to 5 students each.

Evaluation criteria shall be as follows:

Sr. No.	Name of students	Case facts	Understanding of problem	In-depth Analysis of problem	Solution recommended	Presentation	Total
		(5)	(15)	(15)	(10)	(5)	(50)

50 marks evaluation shall be scaled down to 10 marks.

2. Class Test (Preannounced / Surprise)

Two set of question paper may be drawn for maximum 20 marks having five questions carrying 5 marks each with an internal option which means the students shall be asked to attempt any four questions, based on the syllabus covered till date of test. These questions should preferably be indirect so that students are made to apply the knowledge. Alternatively, an online MCQ type test can be conducted giving 20 questions of 1 marks each and it then be scaled down to 10 marks evaluation

3. Mini / Small group projects and viva:

Students shall be allotted small projects in groups of four-five students each well in advance and viva shall be conducted on the date of evaluation. The final marks shall be equally divided into project report and viva. Evaluation of small group project shall comprise of

- i) A project report (5 marks) to be evaluated on the content adequacy, relevance, structure, and overall design.(equal marks to each student in the group assuming that each one has contributed equally)
- ii) Viva (5 marks) there shall normally be five questions asked for 1 mark each (marks to each student will depend upon his/ her performance in viva).

4. Scrap Book:

Scrap book is collection of news / articles / blogs / presentations and other relevant published material pasted in a notebook having no rulers. The items shall be pasted in sequential order.

Evaluation of scrap book shall be based on **story board** and **tidiness** with 5 marks each.



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5. Group Discussion:

Evaluation shall be based on criteria as tabulated below and total 50 marks evaluation shall be scaled down to 10 marks

Communication skills (Language, speaking, listening, body language)	Leadership skills (confidence, initiation, Conceptualizing)	Team Skills (Collaboration, Time mgt, Persuasion)	Reasoning Skills	Overall performance
10	10	10	10	10

6. Role play / Story telling: evaluation shall be based on criteria as tabulated below:

Understanding and analysis of Situation	Presentation of ideas and concepts	Use of proper terminology	Overall Performance (Appropriate appearance, poise, confidence, presentation technique.)
[10]	[10]	[10]	[10]

- Total 40 marks evaluation shall be scaled down to 10 marks

7. Individual term paper / Thematic presentation

Individual term paper shall consist of a short and concise presentation of subject concepts taught in the class preferably with examples. At least **ten terms** shall be included in the term paper.

Each term presentation shall be evaluated for 10 marks on the topics allotted in advance.

8. Literature review / Book review:

The literature review shall be evaluated as per the following format. Total 50 marks evaluation shall be scaled down to 10 marks

Quality of sources of Literature review	Quality of Literature	Relevance with topic	Quality of writing Lit review / summarizing	Bibliography(style)
(10)	(10)	(10)	(10)	(10)

For book review, the students shall be asked to write book reviews and the same shall be evaluated for 10 marks. The evaluation criteria shall normally be

- Introduction
- Body / explanation – conciseness
- Ending / wrap up / conclusion and author information



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9. Model Development / Marketing Simulation:

Students shall be evaluated for 10 marks based on models of products they prepare / develop for which the students shall be asked to start this activity right from beginning.

For simulation – the students shall be asked to hard sell the products and evaluation shall be based on selling and negotiation / convincing skills.

10. In-depth Viva:

Students shall be evaluated for 10 marks based on question answer session. The questions shall be subject related and important from the placement perspective. Number of questions to be asked may be decided by the faculty.

11. Quiz

The students shall be evaluated individually based on 10 MCQ /objective type questions each question shall carry 1 mark.

12. Presentation:

Topic based group presentation by students with a group size of 4 to 5 students each. The presentation shall be evaluated for max. 50 marks as per the following format.

Sr. No.	Name of student	Content			Presentation	
		Adequacy	Relevance	Structure	Communication skills including Body Language	Q & A

13. Assignment / Reports:

Individual students shall be asked to write analytical report on the given topic. Alternatively, they shall be given a set of questions to which they must write the answers and submit. The questions should preferably be application oriented.

14. Industry visit / Field visit / Market survey:

The students may be given some topic to conduct the market research and submit group wise report. Else, they can be asked to visit industry and submit the report in the format suggested by faculty. The report shall be evaluated for 10 marks

15. Class participation: The student's in-class performance shall be one of the compulsory criteria of evaluation.



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- In addition to above, if the subject teacher devises some other evaluations criteria, it should be properly incorporated in the session plan, explained to students, and documented.
- Any deviation in evaluation parameters should be pre-approved by Director.
- The detailed session plan including evaluation criteria should be notified to students in the first session only. The session plan should also be mailed to the students with a cc to academic coordinator/ exam section as the case may be.
- The course faculty should display the marks obtained by the students within 3 days of each component of internal evaluation and simultaneously submit a copy of the result to the academic coordinator / exam section as the case may be.
- At the time of final internal evaluation, cumulative marks of all the evaluations till date should be displayed so that the students can understand their final result in internal evaluation.
- All the faculty members are requested to keep all the records updated and produce as and when asked for. At the end of semester they should submit the records on internal evaluation with supporting documents if any to exam section.



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Subject-wise internal evaluation criteria as finalized by faculty.

Sem I:

Sr. No	Subject Code	Subject Name	Evaluation Criteria				Name of Faculty
1							
2							
3							
4							
5							
6							
7							
8							

Sem II :

Sr. No	Subject Code	Subject Name	Evaluation Criteria				Name of Faculty
1							
2							
3							
4							
5							
6							
7							
8							

Sem III: Finance

Sr. No	Subject Code	Subject Name	Evaluation Criteria				Name of Faculty
1							
2							
3							
4							
5							
6							
7							
8							



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Sem III: Marketing

Sr. No	Subject Code	Subject Name	Evaluation Criteria				Name of Faculty
1							
2							
3							
4							
5							
6							
7							
8							

Sem III: HR

Sr. No	Subject Code	Subject Name	Evaluation Criteria				Name of Faculty
1							
2							
3							
4							
5							
6							
7							
8							

Sem III: Operation

Sr. No	Subject Code	Subject Name	Evaluation Criteria				Name of Faculty
1							
2							
3							
4							
5							
6							
7							
8							

Sem III: Systems

Sr. No	Subject Code	Subject Name	Evaluation Criteria				Name of Faculty
1							
2							
3							
4							
5							
6							
7							
8							



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Sem IV: Marketing

Sr. No	Subject Code	Subject Name	Evaluation Criteria				Name of Faculty
1							
2							
3							
4							

Sem IV: Finance

Sr. No	Subject Code	Subject Name	Evaluation Criteria				Name of Faculty
1							
2							
3							
4							

Sem IV: HR

Sr. No	Subject Code	Subject Name	Evaluation Criteria				Name of Faculty
1							
2							
3							
4							

Sem IV: Operation

Sr. No	Subject Code	Subject Name	Evaluation Criteria				Name of Faculty
1							
2							
3							
4							

Sem IV: System

Sr. No	Subject Code	Subject Name	Evaluation Criteria				Name of Faculty
1							
2							
3							
4							


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Activity / Event report

Name of event :

Date(s) of conduction :

Class / Sem :

No. of students participated :

Faculty coordinator :

Student coordinator/ committee :

Resource person :

organization, designation, contact no, mail ID:

Description:

Glimpses:

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