

Bachelor In Business Administration (BBA) Quality Assurance Policy

Responsible Officer	The CEO, PIDC
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Preamble

The institution requires a system of program monitoring and quality assurance to ensure effective implementation of Bachelor in Business Administration programme.

Purpose & Scope

PIDC has an established quality assurance policy to continually improve its Bachelor in Business Administration programme. Quality Assurance (QA) Committee is the responsible committee which has the primary goals of:

- Monitoring, maintaining and enhancing the quality of the Bachelor in Business Administration programme and faculty members.
- To determine the areas of strengths and opportunities for improvement as well as to recommend strategies to achieve desired objectives.
- Analyse logistic and academic requirements thereby to help obtain necessary resources for improvement of the curriculum and faculty members.

QA Committee

- **Chairman: Mr Vijayendiran Subramanian**

- **Coordinators:**
- Mr. Gunalan Nachiappan

- **Members-:**
- Ms. Suba Paramasivam
- Mr. Muhamad Hazly

Components of Quality Assurance for Bachelor in Business Administration

1. School Assessment

The school evaluation by students is conducted online by end of every semester. The outcome of the evaluation is discussed by the Programme Director with the respective school member. Then the outcome and summary are submitted to QA Department to prepare semiannually report for management's further action and improvement. This report also used by the department for faculty annual appraisal, self-improvement plan and used for training needs analysis. This is done to improve accountability and stress on improvement of the teaching methods instead of improvement of content in specific.

2. Internal and External Moderator Report

All the final examination questions, marking schemes and randomly selected answer scripts (3 Top, 3 Average and 3 Below Average answer scripts) are moderated by internal and external moderators. All their feedback, suggestions and inputs are discussed with the respective lecturers by the Programme Director and Coordinator and necessary actions are taken if required the suggestions and feedback provided by the moderators provide a valuable input for continual quality improvement in the teaching and learning as well as assessment process of students.

3. Alumni Survey

Alumni Survey of Bachelor in Business Administration will be conducted to assess the Strengths, Weaknesses and Opportunities for improvement other PIDC's BBA Programme and their valuable feedback is discussed by the QA committee to improve the curriculum.

4. **Monitoring of 's Continuous Professional Development**

The academic staff are expected to keep abreast with the latest developments in teaching and learning. Lecturers are encouraged to attend training that is relevant to their area of expertise. A report of CPD activities is forwarded to QA coordinators to be included in their report.

5. **Feedback from industry advisor** is taken during curriculum review to assist CQI.

6. **Monitoring student performance, progression and attrition analysis for the purpose of continual quality improvement.**

REVIEW

This policy will be reviewed periodically and updated as necessary.

APPROVALS

History

Version	Authorized by	Approval Date	Effective Date	Sections modified
1.0	CEO	25 TH NOV 2024	---	--