



# Maharaja Agrasen Institute of Management Studies

Affiliated to GGSIP University; Recognized u/s 2(f) of UGC

Recognized by Bar Council of India; ISO 9001 : 2015 Certified Institution

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Prof. (Dr.) Vijay Kumar Khurana  
IQAC Coordinator

Internal Quality Assurance Cell (IQAC)

January 15, 2021

## Action Taken Report for Meeting Held on December 30, 2020

### 1. Introduction of new IQAC member.

No Action Required.

### 2. Review of Odd Semesters of current AY i.e. 2020-21 and Action plan for improvement.

Faculties were asked to strengthen the Course Material. As GGSIPU is shifting to online MCQ based examination system for maximum programmes, Faculties were instructed to provide MCQ Question bank to the students.

### 3. Assess and Implementation of preparations for Newly Admitted students of Batch 2020.

As GGSIPU didn't issue the enrollment number of the newly admitted students, so, Ms. Rashi Aggarwal, Assistant Professor, Department of Business Administration was instructed to form the mail id of students with application no of the students for the smooth conduct of classes on Google meet platform.

### 4. To start with the process of CO, PSO and PO attainment calculation.

All the HODs submitted CO calculation attainment sheet and its analysis. It is a matter of pride for the institute that we achieve the set target for each course and students of MAIMS do us proud.

### 5. Resources and Infrastructure requirement for various Departments.

HoDs submitted the list of requirements for their departments which has been forwarded to the Management Committee of MATES. They have also instructed the Mr. Sharma and Mr. Arun Roy for the procurement and implementation of the necessary things/material.

### 6. Assess the preparation of NAAC SSR.

Ms. Riya Sharma, Assistant Professor, Department of Business Administration has taken the charge of Criteria 6. She has formed her team and informed the IQAC coordinator about the same.

### 7. Any other point with the permission of chair.

HoDs will submit the detailed report as soon as the Certificate Course culminates.

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