



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
Maharaja Agrasen Chowk, Sector 22, Rohini, Delhi – 110086, INDIA www.maims.ac.in

Email: igac@maims.ac.in
Ph: +91-7988142771

Prof. (Dr.) Vijay Kumar Khurana
IQAC Coordinator

Internal Quality Assurance Cell (IQAC)

September 1, 2020

Action Taken Report for Meeting Held on August 20, 2020

1. Platform for Classes in the current even semester.

Ms. Rashi Aggarwal, Assistant Professor, Department of Business Administration is appointed as a coordinator for all G-Suite Ids. She will create and issue the email ids for all Faculty, staff and students of the Institute. The format finalized for the same is:

For Faculty/staff: Name of the faculty/staff.position@maims.ac.in

e.g.: rashiagarwal.faculty@maims.ac.in, kavitasethi.staff@maims.ac.in

For students: Name of the student.enrollmentno@maims.ac.in

e.g.: shivangarg.02114701718@maims.ac.in

For preparation of email ids of students/faculty/staff, HoDs will provide to list to Ms. Rashi Agarwal.

2. Assessing the possibility of shifting MAIMS building from Block 3,5 & 7 to Block 9.

After proper assessment of current and future intake of the MAIMS, it was finalized that a proposal will be submitted to the management of Maharaja Agrasen Technical Education Society for shifting the MAIMS to Block 9 as it full fills all the built up area requirements of GGSIPU and DHE norms.

3. Starting Add-On Certificate Courses for making the students Industry ready.

Initial proposals were submitted by the HoDs of all the departments for starting the Certificate Courses by their respective departments. After the due assessment as per NAAC requirement, they were asked to submit the Brochures of all the courses. Focus is to start all the courses in the current Academic year only i.e. 2020-21.

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

Dr. Deepak Dagar, Assistant Professor, Department of Business Administration and Mr. Nakul Anand, Assistant Professor, Department of Business Administration were assigned the task of developing the initial frame for calculating the attainment of Course Outcomes for various Courses in various Programmes. Prof. (Dr.) G. P. Govil, Advisor, MAIMS briefed them about the whole process of calculation. They were instructed to submit the framework by September 15, 2020.

5. Assess the preparation of NAAC SSR.

Criterion Leaders will submit the report by December 30, 2020.

Prof. (Dr.) Vijay Kumar Khurana