



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)

December 30, 2020

Minutes of Meeting

An IQAC meeting was held on December 30, 2020 at 11:00 AM. Following members of IQAC were present in the meeting:

1. Prof. Dr. Ravi Kumar Gupta, Director - Chairman, IQAC
2. Mr. Rajnish Gupta, Secretary, MATES
3. Mr. Anand Gupta, Director – Indian Packways Pvt. Ltd.
4. Prof. (Dr.) S. K. Garg, Director General, Maharaja Agrasen Institute of Management Studies
5. Prof. (Dr.) G. P. Govil, Advisor, MATES
6. Prof. (Dr.) Vijay Kumar Khurana, IQAC Coordinator
7. Prof. (Dr.) Vinita Gupta, HoD, Journalism
8. Dr. Manju Gupta, HoD, Commerce
9. Dr. Praveen Kumar Gupta, HoD, Law
10. Dr. Sanjay Mangla, HoD, Economics
11. Ms. Sarita Bansal Garg, Assistant Professor, Business Administration
12. Dr. Manoj Verma, Assistant Professor, Business Administration
13. Dr. Shaveta Gagneja, Assistant Professor, Law
14. Mr. Surender Garg, Administrative Officer
15. Mr. Yash Khatri, Alumni Representative
16. Mr. Sagar Bhatia, Student Representative

The agenda of the meeting were:

1. Approvals of Minutes & Presentation of Action Taken Report of Previous Meetings

Members appraised the Action Taken Report of the previous IQAC meeting held on August 20, 2020. All the members were satisfied by the report.

2. Introduction of new IQAC member.

Dr. Sanjay Kumar Mangla, HoD, Economics was introduced as new member of IQAC in light of resignation of Dr. Lokesh Jindal, Associate Professor, Business Administration. All the IQAC members welcomed newly appointed IQAC member.

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

The institute has to adapt online teaching-learning methodologies in view of possible lockdown in future. In the previous odd semester, various initiatives were taken such as conduction of classes in online mode, sharing of recorded video lectures, additional teaching materials, e-books, etc.

Taking into view the experience of pandemic situations in the previous year, the institute has an ample database for video lectures and online teaching material. It is discussed to further enhance the quality of material in the coming semester/AY.

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

Because of the pandemic situation, admissions in the current AY delayed and the process completes in late December only. With out any delay, all HoDs already get the classes started for all First Semesters Students in the online mode. As the admissions were delayed and as per instructions from the GGSIP University, classes need to be held on 6 days a week. Orientation Programmes also will be organized online to appraise students about the institute, programme and courses.

5. CO, PSO and PO attainment calculation.

HoDs update the IQAC about the CO attainment calculations for their respective departments. They were asked to submit the CO Attainment Calculation sheet and analysis thereof. As the process starts from the AY 2019-20, it was finalized that the Program attainment will be evaluated for students admitted in AY 2019-20 and so on for all the programmes. It must be an regular activity for all departments and must carry out as soon as GGSIPU declares results for any semesters.

6. Resources and Infrastructure requirement for various Departments.

As MAIMS had been shifted to Block 9, the institute would work for fulfilling the requirement of different departments. The re-arrangement in the location of various departments is worked out and different floors has been allocated to different departments.

Ground floor is reserved for all Admin departments and for library; Floor 1, 2 & 3 is allocated to Business Administration Department; Floor 4, 5 & 6 is allocated to Department of Law; Floor 7 is for BAJMC department; Floor 8 & 9 are allocated to Department of Commerce and Economics respectively.

HoDs were asked to prepare a list of Infrastructural Requirements for their respective departments so that classes can be conducted in smooth manner whenever situation permits.

7. Assess the preparation of NAAC SSR.

Criteria Heads presented data for their respective criteria. They were asked to prepare the Gap Report for their criteria. As Dr. Lokesh Jindal resigned who was looking after Criteria 6, the criteria was reassigned to Ms. Riya Sharma, Assistant Professor, Department of Business Administration.

8. Any other point with permission from the chair.

Looking into the Pandemic COVID-19 scenario almost all the activities of Academic as well as administrative activities were shifted to online mode.

Our Institute has adapted remarkable change and shifted to an online platform to the fullest extent from the day 1 of Lockdown. All the faculties were conducting all the classes and activities in online mode. Efforts of faculty and staff were well appreciated.

HODs also appraised the IQAC members about the various Skill Enhancement Certificate Courses started by their departments. They are asked to submit the Detailed Report of the Course after the completion.

The Meeting ended with thanks to all

Vijay Kumar

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