

Maharaja Agrasen Institute of Management Studies

(A unit of Maharaja Agrasen Technical Education Society)

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

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

Sector- 22, Rohini, Delhi- 110086, India



CRITERION 6



6.3 FACULTY EMPOWERMENT STRATEGIES

Metric 6.3.1



MAHARAJA AGRASEN INSTITUTE OF MANAGEMENT STUDIES

(A unit of Maharaja Agrasen Technical Education Society)

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

Maharaja Agrasen Chowk, Sector 22, Rohini, Delhi - 110086, INDIA

Tel. Office: 8448186947, 8448186950 www.maims.ac.in

Criteria 6- Governance, Leadership and Management

Key Indicator- 6.3 Faculty Empowerment Strategies

Supporting Documents 6.3.1

Appraisal System

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Maharaja Agrasen Institute of Management Studies

(A unit of Maharaja Agrasen Technical Education Society)

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Sector 22, Rohini, Delhi -110086, India; www.maims.ac.in

FACULTY PERFORMANCE APPRAISAL FORM

For Academic Year: _____

Name of Department.: _____

(To Be Submitted on/before 31st July in Each Academic Year)

PART -A

General Information and Academic Background		
1.	Name (in Block Letters)	
2.	Date of Joining the Institute	
3.	Date of Last Promotion / Increment	
4.	Current Designation	
5.	Marital Status	
6.	Address for Correspondence (With Pin Code)	
7.	Mobile No. & Email Id	

8. Academic Qualifications:

Degree(s)	Branch/ Specialization/ Title of Dissertation/Thesis	Year of Award	Institute/University	Percentage
Under Graduate				
Post Graduate				
M.Phil.				
Ph.D				
Any Other (NET / JRF)				

9. Period of Total Experience (in years and months): _____

Before Joining MAIMS	Teaching Experience
	Industry Experience
Total Experience at MAIMS	

PART- B

Contribution to Academic, Research and Institutional Activities

10. Courses Taught

S. No.	Course Code & Course Title	Class and Section	No. of Classes Taken/No. Of Classes as per Time Table	Lecture Plan Prepared (Y/N)	Number of Assignments / Quizzes / Practicals Given	Student Feedback (%age)	Average Marks Scored by Students

a) Reasons for shortfall of classes if any and how was it compensated?

.....

b) ICT tools Used (Google Classroom / PowerPoint / Video / Audio / etc.)

.....

c) No. of Projects Guided (Attach list):.....

d) Were Lesson Plan timely shared with the students? (Y / N)

e) Any Innovation in Curriculum or Teaching Methodology:

.....

11. Mentor's Role (please attach the proofs)

a) No. of students attached with you (Class & Section):

.....

b) Steps taken to solve academic and personal problems of students (Enlist the outcomes):

.....

.....

.....

12. Academic Achievements (Attach details for each category)

Member of Professional Society	
No. of Workshops/Conferences/Seminar/FDPs Attended (in assessment Year)	
No. of Research papers published in National / International Journals (Total & during Assessment Year)	
No. of Books /Articles or Chapters in Books Published (Total & during Assessment Year)	
No. of Research papers published in National/International Conferences (Total & during Assessment Year)	

13. Role in Institutional / Departmental Activities (Coordinator / Convenor / Member / Editor) (Attach Proof, if any)

a) Admission duty / Annual function / Sports activity / Orientation Program / Club / Alumni Meet / Training & Placement Cell / Anti-Ragging / External examination / Journal / Magazine / Conference / Seminar / Workshop / News Letter / NSS / NCC / YRC / Social Activity / Floor Incharge / Any other Activity

i)

ii).....

iii).....

iv).....

b) Institutional Support to GGSIPU (Attach Proof, if any)

I. No. of Days on Duty as University Representative during End-Term Theory Exams.....

II. No. of Days on Duty as External Examiner during End-Term Practical Exams.....

III. No. of Days on Duty as Invigilator/Reliever during End-Term Theory Exams.....

IV. No. of Days on Duty as Evaluator of Answer Sheets for End-Term Theory Exams.....

V. No. of Questions Papers set of End-Term Theory Exams.....

c) Any other contribution / departmental work

.....
.....

14. Creation of ICT-Mediated Teaching Learning Pedagogy / Content (e.g., You tube Channels / Videos / Website etc.)

Name of Channel / Video

Platform on which developed

Date of Launch

15. Design / Content Development of Add-On / Certificate Courses (Give Details)

.....
.....

16. Identification of Gaps in Courses

Name of the Course	Gap in Course	Action taken

17. Details of MOOCs Developed:

Development of Complete MOOCs in 4 Quadrant (4 Credit Course) (Give Details)	
MOOCs (Developed in 4 Quadrant) per Module/Lecture (Give Details)	
Content Writer/ Subject Matter Expert for each Module of MOOCs (At Least One Quadrant) (Give Details)	
Course Coordinator for MOOCs (Give Details)	

18. Details of MOOCs attended (Swayam / Coursera / Udemy / etc.):

.....
.....
.....

19. Details of Ph.D. Supervised:

.....
.....

20. Details of Research Projects:

Title	Funding Agency	Duration		Total Project Grant	PI/Co-PI
		From	To		

21. Patent- Filed/ Published/ Granted

Title of Patent	Funding Agency	Date of Filing/ Publishing/ Grant and Period	Filed/Published/ Granted	National/ International

22. Awards / Fellowship / Recognition / Member in Academic Bodies (Give Details)

.....

.....

23. Invited as Expert / Examiner / Resource Person in Organizations / Universities etc. (Give Details)

.....

.....

24. Details of Any Other Credential and Significant Contributions Not Mentioned earlier:

S. No.	Details

Note: Please attach self-attested copies of all relevant documents such as first page of research papers, certificates, sanction orders and notifications to substantiate your claims.

I hereby declare that the information/documents provided by me are correct and verifiable.

Date:

Place:

Signature & Name of the Faculty

Leave Record (to be filled by HOD office):

CL	EL	ML	LWP	Any Other Leave

Assessment Report to be enclosed

Remarks and Recommendations

.....
.....

Head of Department
(Signature with Date)

Recommendations

.....
.....

Director, MAIMS
(Signature with Date)



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PERFORMANCE APPRAISAL FOR NON-TEACHING STAFF

For Academic Year: _____

(To Be Submitted on/before 31st July for Every Academic Year)

S.No	Heads	
1	Name	
2	Post	
3	Department	
4	Length of service in the present or similar post	
5	Date of appointment	
6	Duration of Appraisal	
7	Brief Description about your duties with the objective for given period	
8	How do you assess your performance against the given target ?	
9.	Mention your special or good work against the given target	
10	Leave record	CL : ML : OD : EL : Others :
11	Number of professional development workshops attended (Attach Proofs)	

Date & Place

Name, Signature & Designation

Evaluation by Reporting Officer	
Questions	Comments
Do you agree with the self-assessment made by the staff	
Mention performance of the staff Performance Indicators A. Application of Skills B. Interpersonal relations with Students, Colleagues, Authorities, Parents & Others C. Intellectual abilities (General, technical & Special) D. Administrative capability & Ability (including judgement, initiative & drive) E. Integrity, Coordination & Character F. Any special work done of special consideration	Poor-1, Average-2, Good-3, Very Good-4, Excellent-5
Fitness to continue in the present post	
Fitness for promotion	
General assessment	

Remark on the Appraisal & assessment by the authority:

HOD

Director



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FACULTY PERFORMANCE APPRAISAL FORM

For Academic Year: 2021-22

Name of Department.: Commerce

(To Be Submitted on/before 31st July in Each Academic Year)

PART -A

General Information and Academic Background		
1.	Name (in Block Letters)	Dr. RACHNA JAIN
2.	Date of Joining the Institute	25/7/13
3.	Date of Last Promotion / Increment	1st July, 2021
4.	Current Designation	Associate Professor
5.	Marital Status	Married
6.	Address for Correspondence (With Pin Code)	Flat-228, Jyoti Apts, sec-14, Rohini, Delhi -110085
7.	Mobile No. & Email Id	9810407168, rachnain.faculty@maims.ac.in

8. Academic Qualifications:

Degree(s)	Branch/ Specialization/ Title of Dissertation/Thesis	Year of Award	Institute/University	Percentage
Under Graduate	B. com (H)	2004	Hansraj College	69.55
Post Graduate	Mcom	2006	D.S.E, D.U.	75.33
M.Phil.	—			
Ph.D	Finance	2014	Delhi University	
Any Other (NET / JRF)	NET	2006, June	UGC	

9. Period of Total Experience (in years and months): 14 years & 2 months

Before Joining MAIMS	Teaching Experience
	5 years & 2 months
Total Experience at MAIMS	Industry Experience
	9 years

PART- B

Contribution to Academic, Research and Institutional Activities

10. Courses Taught

S. No.	Course Code & Course Title	Class and Section	No. of Classes Taken/No. Of Classes as per Time Table	Lecture Plan Prepared (Y/N)	Number of Assignments/ Quizzes / Practicals Given	Student Feedback (%age)	Average Marks Scored by Students
1	BCom 105, Quantitative Techniques for Commerce	IA	52	Y	2-Assign Practicals		
2	BCom 105, Quantitative Techniques for Commerce	IB	52	Y	2-Assign Practicals		
3	BCom 301, Income Tax Law & Practice	VA	54	Y	4-Assign Practicals		
4	BCom 301, Income Tax Law & Practice	VB	54	Y	4-Assign Practicals		
5	BCom 108, Business Statistics	IA	50	Y	2-Assign		
6	BCom 108, Business Statistics	IB	50	Y	2-Assign		
7	BCom 304, Goods & Services Tax	VIA	52	Y	2-Assign		
8	BCom 304, Goods & Services Tax	VIB	52	Y	2-Assign		

a) Reasons for shortfall of classes if any and how was it compensated?

Due to college & departmental activities. It was compensated by taking extra classes.

b) ICT tools Used (Google Classroom / PowerPoint / Video / Audio / etc.)

Google Classroom, PPT, website links, etc.

c) No. of Projects Guided (Attach list):

Yes

d) Were Lesson Plan timely shared with the students? (Y / N)

Yes

e) Any Innovation in Curriculum or Teaching Methodology:

Real time exposure given like filing of return on e-portals, tax invoices, Bills copy etc.

11. Mentor's Role (please attach the proofs)

a) No. of students attached with you (Class & Section):

56 students, Batch 2019-22, Section A

b) Steps taken to solve academic and personal problems of students (Enlist the outcomes):

Attaching the student counselling Report sheet which includes issues of students and suggestions provided by me as mentor.

12. Academic Achievements (Attach details for each category)

Member of Professional Society	—
No. of Workshops/Conferences/Seminar/FDPs Attended (in assessment Year)	4
No. of Research papers published in National / International Journals (Total & during Assessment Year)	1
No. of Books /Articles or Chapters in Books Published (Total & during Assessment Year)	—
No. of Research papers published in National/International Conferences (Total & during Assessment Year)	—

13. Role in Institutional / Departmental Activities (Coordinator / Convenor / Member / Editor) (Attach Proof, if any)

a) Admission duty / Annual function / Sports activity / Orientation Program / Club / Alumni Meet / Training & Placement Cell / Anti-Ragging / External examination / Journal / Magazine / Conference / Seminar / Workshop / News Letter / NSS / NCC / YRC / Social Activity / Floor Incharge / Any other Activity

i) Peakhyan : Summer Training Report competition, Convenor

ii) Library Convenor

iii) Discipline Committee, Member

iv) Time Table Commerce, Convenor

(V) NAAC, Member, (VI) Research Council Committee member

b) Institutional Support to GGSIPU (Attach Proof, if any)

I. No. of Days on Duty as University Representative during End-Term Theory Exams.....—

II. No. of Days on Duty as External Examiner during End-Term Practical Exams.....3

III. No. of Days on Duty as Invigilator/Reliever during End-Term Theory Exams.....20

IV. No. of Days on Duty as Evaluator of Answer Sheets for End-Term Theory Exams.....—

V. No. of Questions Papers set of End-Term Theory Exams.....—

c) Any other contribution / departmental work

Skill Training Log, MS Excel & IT Applications, Resource Person
Time table Connected

14. Creation of ICT-Mediated Teaching Learning Pedagogy / Content (e.g., You tube Channels / Videos / Website etc.)

Name of Channel / Video Kausha Jain <https://www.youtube.com/channel/UCv5yugZ245eOXWV58N4hJhW>

Platform on which developed YouTube

Date of Launch 23rd May 2020

15. Design / Content Development of Add-On / Certificate Courses (Give Details)

MAER, School of Vocational Education & Training (SOVET),
IGNOU → (1) Innovation & Strategic Management (MER-14)
(2) Social Entrepreneurship Process - MER-15.

16. Identification of Gaps in Courses

Name of the Course	Gap in Course	Action taken
—		
—		
—		
—		

17. Details of MOOCs Developed:

Development of Complete MOOCs in 4 Quadrant (4 Credit Course) (Give Details)	—
MOOCs (Developed in 4 Quadrant) per Module/Lecture (Give Details)	—
Content Writer/ Subject Matter Expert for each Module of MOOCs (At Least One Quadrant) (Give Details)	—
Course Coordinator for MOOCs (Give Details)	—

18. Details of MOOCs attended (Swayam / Coursera / Udemy / etc.):

1) Goods & Services Tax, The Institute of Cost Accountants of India, May 2022
2) NPTEL Online Certificate Course, IIT Kharagpur, Applied Econometrics, July-Oct, 2021.

19. Details of Ph.D. Supervised:

20. Details of Research Projects:

Title	Funding Agency	Duration		Total Project Grant	PI/Co-PI
		From	To		
—					
—					

21. Patent- Filed/ Published/ Granted

Title of Patent	Funding Agency	Date of Filing/ Publishing/ Grant and Period	Filed/Published/ Granted	National/ International
—				
—				
—				

22. Awards / Fellowship / Recognition / Member in Academic Bodies (Give Details)

.....

.....

23. Invited as Expert / Examiner / Resource Person in Organizations / Universities etc. (Give Details)

- 1) Resource Person, Research Smith, Discriminant Analysis session, 7th Oct, 2021, Two weeks e-workshop.
- 2) Resource Person, Dr. B.R. Ambedkar National Law University with Dep of Law, MAINS, Statistical Analysis using SPSS.

24. Details of Any Other Credential and Significant Contributions Not Mentioned earlier:

S. No.	Details
1.	MICON(2021), MAINS, session co-chair.
2.	

Note: Please attach self-attested copies of all relevant documents such as first page of research papers, certificates, sanction orders and notifications to substantiate your claims.

I hereby declare that the information/documents provided by me are correct and verifiable.

Date:

Place: Delhi

Signature & Name of the Faculty

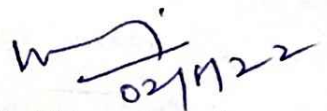
Leave Record (to be filled by HOD office):

CL	EL	ML	LWP	Any Other Leave
10	-	6	-	

Assessment Report to be enclosed

Remarks and Recommendations

Satisfactory performance and may be recommended
for annual increment


02/11/22

Head of Department

(Signature with Date)

Recommendations

.....
.....


Director, MAIMS
(Signature with Date)

MAIMS6thICON/221

MAHARAJA AGRASEN INSTITUTE OF MANAGEMENT STUDIES



(A UNIT OF MAHARAJA AGRASEN TECHNICAL EDUCATION SOCIETY)
Affiliated to Guru Gobind Singh Indraprastha University, Delhi
Maharaja Agrasen Chowk, Sector 22, Rohini, New Delhi - 110086, India

ARTHANOMICS CLUB

UNDER THE AEGIS OF IQAC
In association with

Brand Wagon Club, Compact Club, Enactus club, E-Cell, and Legal Services Clinic of
MAIMS CULTURAL SOCIETY
Presents



6th INTERNATIONAL CONFERENCE

on
Drivers of Global Economic Recovery

Friday, April 23, 2021

International Academic Partners



كلية ولجات للعلوم التطبيقية
WALJAT COLLEGE OF APPLIED SCIENCES

Waljat College of Applied Sciences,
Rusayl Oman



Thammasat
University -
ECON, BKK
Thailand

Publication Partner



CERTIFICATE OF PARTICIPATION

Awarded to

Dr. Rachna Jain

of " Maharaja Agrasen Institute of Management Studies, Delhi " for attending the
conference and Presenting the Paper titled " Policy Responses for Driving Indian Economy: COVID 19 "

The International Conference was held virtually on ZOOM Platform (<https://us02web.zoom.us/j/9097708196>) with
live telecast on MAIMS Youtube Channel (<https://www.youtube.com/c/MAIMSDelhiIN>)

Prof. (Dr.) S.L. Gupta
DEAN, WALJAT COLLEGE OF
APPLIED SCIENCES, OMAN

Prof. (Dr.) Supachai Srisuchart
DEAN, FACULTY OF ECONOMICS
THAMMASAT UNIVERSITY,
BKK, THAILAND

Dr. Sumedha Dutta
ASSOCIATE PROFESSOR
DEPT. OF BUSS. ADMIN. MAIMS
PRESIDENT, MAICS
CONFERENCE CO-CONVENER

Prof. (Dr.) V.K. Khurana
HEAD, DEPT. OF BUSS. ADMIN.
MAIMS
COORDINATOR, IQAC, MAIMS

Dr. Sanjay Kumar Mangla
HEAD, DEPARTMENT OF ECONOMICS,
MAIMS
CONFERENCE CONVENOR

Prof. (Dr.) Ravi Kumar Gupta
DIRECTOR, MAIMS
CONFERENCE CHAIR



Maharaja Agrasen Institute of Management Studies

Established by Maharaja Agrasen Technical Education Society & Affiliated to Guru Gobind Singh Indraprastha University, Delhi
Recognized under 2(f) of UGC and Bar Council of India; ISO 9001:2015 Certified Institution
Campus: Maharaja Agrasen Chowk, Sector-22, Rohini, New Delhi-110086, India www.malms.ac.in
Courses offered: BBA, B.Com (H), BA (Eco) (H), BA (JMC) & BA LLB



MAIMS Delhi IN



MAIMS Delhi IN



MAIMS Delhi IN



MAIMS Delhi IN



MAIMS Delhi IN

Dr. Nand Kishore Garg

Founder & Chief Advisor, Maharaja Agrasen Technical Education Society (MATES) New Delhi
Chancellor, Maharaja Agrasen University, Baddi, H.P., India

Sh. Vineet Kr. Gupta
Chairman, MATES

Sh. S.P. Aggarwal
Executive Chairman, MATES

Prof. (Dr.) M.L. Goyal
Vice-Chairman (Academics), MATES

Er. T.R. Garg
General Secretary, MATES

Sh. Rajnish Gupta
Secretary, MATES

Prof. (Dr.) S.K. Garg
Director General, MAIMS

Prof. (Dr.) G.P. Govil
Advisor, MATES

Prof. (Dr.) Vijay Kumar Khurana
Secretary, IQAC

Prof. (Dr.) Ravi Kumar Gupta
Director, MAIMS

Reg. No.: MAIMS/Conference/July 2020/241.

Under the Aegis of IQAC

International Conference

on

*Global Economic Order in the Post-COVID-19 Era:
Challenges, Opportunities and Strategies*

July 25, 2020

Certificate of Participation

Awarded to

Dr. Rachna Jain

of Maharaja Agrasen Institute of Management Studies for attending the Conference and presenting the paper titled "COVID-19 Pandemic: Promoting Welfare, Protection, and Care of Indian Citizens".

The International Conference was conducted on ZOOM Platform
(<https://us02web.zoom.us/j/9097708196>) and live on MAIMS YouTube Channel
(<https://www.youtube.com/c/MAIMSDelhiIN>).

Dr. Sanjay Kumar Mangla
Head, Department of Economics
Conference Convenor

Prof. (Dr.) Ravi Kumar Gupta
Director, MAIMS
Conference Chair



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Agrasen Chowk, Sector-22, Rohini, Delhi-110086 India(www.maims.ac.in)

Ref. No: MAIMS/MIC20_68

Under Aegis of IQAC & MACS

ThinkQuest Club Presents

MAIMS International Conference (MIC'2020)

CERTIFICATE OF PRESENTATION

This is to certify that

Dr. Rachna Jain

^{of}
Maharaja Agrasen Institute of Management Studies

has presented a paper titled

Impact Of Covid On Stock Market: A Study Of BRIC Countries

in Technical Session -IV "Financial Nexus & Banking Paradigm" of MIC'2020 on the theme,

Impact of Digitization on Education, Management Studies, Information Technology, Law Enforcement and Media

through ZOOM Platform <https://us02web.zoom.us/j/9097708196> and

YouTube Live <http://www.youtube.com/c/MAIMSDelhiIN> held on 3rd & 4th December, 2020.

Ms. Sumedha Dutta
Convener, MACS
Assistant Professor

Ms. Sarita Garg
Conference Convener
Assistant Professor

Dr. Parul Kumar
Conference Convener
Assistant Professor

Prof. (Dr.) Sangeeta Malik
Conference Co-chair
Dean, MAIMS

Prof. (Dr.) Vijay Kumar Khurana
Co-ordinator, IQAC
Head -Department of Business Admin.

Prof. (Dr.) Ravi Kumar Gupta
Conference Chair
Director, MAIMS



LINCOLN
UNIVERSITY COLLEGE



ISO 9001:2015 Certified

Maharaja Agrasen Institute of Management Studies

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Agrasen Chowk, Sector-22, Rohini, Delhi-110086 India(www.maims.ac.in)

Ref. No:MAIMS/MIC20_83

Under Aegis of IQAC & MACS

ThinkQuest Club Presents

MAIMS International Conference (MIC'2020)

CERTIFICATE OF PRESENTATION

This is to certify that

Dr. Rachna Jain

of
Maharaja Agrasen Institute of Management Studies

has presented a paper titled

COVID-19 Pandemic: Promoting Welfare, Protection, And Care Of Indian Citizens

in Technical Session -V "COVID - 19: Navigating the Uncharted" of MIC'2020 on the theme,

Impact of Digitization on Education, Management Studies, Information Technology, Law Enforcement and Media

through ZOOM Platform <https://us02web.zoom.us/j/9097708196> and

YouTube Live <http://www.youtube.com/c/MAIMSDelhiIN> held on 3rd & 4th December, 2020.

Ms. Sumedha Dutta
Convener, MACS
Assistant Professor

Ms. Sarita Garg
Conference Convener
Assistant Professor

Dr. Parul Kumar
Conference Convener
Assistant Professor

Prof. (Dr.) Sangeeta Malik
Conference Co-chair
Dean, MAIMS

Prof. (Dr.) Vijay Kumar Khurana
Co-ordinator, IQAC
Head -Department of Business Admin.

Prof. (Dr.) Ravi Kumar Gupta
Conference Chair
Director, MAIMS

MAHARAJA AGRASEN INSTITUTE OF MANAGEMENT STUDIES

(A UNIT OF MAHARAJA AGRASEN TECHNICAL EDUCATION SOCIETY)

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

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Campus: Maharaja Agrasen Chowk, Sector-22, Rohini, Delhi-110086 India (Est. 2003)

Website: www.maims.ac.in

Departments of Commerce & Economics

UNDER THE AEGIS OF IQAC & MACS

in association with

Maharaja Agrasen University, Baddi, HP

organized

ONE WEEK e-FACULTY DEVELOPMENT PROGRAM

(June 02 - 08, 2021)

on

ACADEMIC & RESEARCH SOCIAL MEDIA WEBSITES

(Academia.edu, ResearchGate, SSRN, ORCID, Google Scholar)

CERTIFICATE OF APPRECIATION

awarded to

DR. RACHNA JAIN

affiliation Maharaja Agrasen Institute of Management Studies for his/her valuable contribution as a Program Head in the One Week e-FDP on 'Academic & Research Social Media Websites' organized by Departments of Commerce & Economics, MAIMS, Delhi IN in association with MAU, Baddi, HP from June 02 - 08, 2021. The e-FDP was organized on Zoom platform (<https://us02web.zoom.us/j/9097708196>) and was live on Youtube Channel (<http://www.youtube.com/c/MAIMSDelhiIN>)

Kamra

MS. KAMNA VAID
Assistant Professor
Department of Commerce

Sumedha

DR. SUMEDHA DUTTA
Officiating Head
Department of Commerce

Vijay Kr. Khurana

PROF. (DR.) VIJAY KR. KHURANA
Head
Department of Business Admin., MAIMS

Sanjay Kumar Mangla

DR. SANJAY KUMAR MANGLA
Associate Professor & Head
Department of Economics, MAIMS

Ravi Kumar Gupta
8/6/2021

PROF. (DR.) RAVI KUMAR GUPTA
Director, MAIMS
Program Chair



Maharaja Agrasen Institute of Management Studies

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Maharaja Agrasen Chowk, Sector-22, Rohini, Delhi-110086 India (www.maims.ac.in)

Certificate of Appreciation

Awarded to

Dr. Rachna Jain

Associate Professor, Department of Commerce

for her valuable contribution to the growth and development of the Institute through her significant role as

Coordinator, 'Samagra'- The Theatre Club

under which following events/activities were conducted during Academic Session 2020 - 21

Cinespy: The Regional Movie Review Competition, July 10, 2021

Taal Se Taal: Percussion Based Musical Event, November 30, 2021

Dr. Sumedha Dutta

President, MAIMS Cultural Society

Prof (Dr.) Ravi Kumar Gupta

Director, MAIMS



Maharaja Agrasen Institute of Management Studies

Affiliated to Guru Gobind Singh Indraprastha University, Delhi, Recognised U/S 2(f) of UGC

Recognised by Bar Council of India, ISO 9001:2015 Certified Institution

Agrasen Chowk, Sector-22, Rohini, Delhi-110086 India (www.maims.ac.in)

Ref. No: MAIMS/MIC20_146

Under Aegis of IQAC & MACS

ThinkQuest Club Presents

MAIMS International Conference (MIC'2020)

CERTIFICATE OF APPRECIATION

This is to certify that

Dr. Rachna Jain

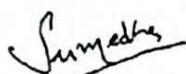
of **Maharaja Agrasen Institute of Management Studies** contributed as a **Rapporteur**

in Technical Session VI "Renewing Education" in MIC'2020 on the theme,

Impact of Digitization on Education, Management Studies, Information Technology, Law Enforcement and Media

through ZOOM Platform <https://us02web.zoom.us/j/9097708196> and

YouTube Live <http://www.youtube.com/c/MAIMSDelhiIN> held on 3rd & 4th December, 2020.



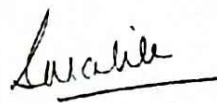
Ms. Sumedha Dutta
Convener, MACS
Assistant Professor



Ms. Sarita Garg
Conference Convener
Assistant Professor



Dr. Parul Kumar
Conference Convener
Assistant Professor



Prof. (Dr.) Sangeeta Malik
Conference Co-chair
Dean, MAIMS



Prof. (Dr.) Vijay Kumar Khurana
Co-ordinator, IQAC
Head -Department of Business Admin.



Prof. (Dr.) Ravi Kumar Gupta
Conference Chair
Director, MAIMS



Maharaja Agrasen Institute of Management Studies

A Unit of Maharaja Agrasen Technical Education Society
(Affiliated to Guru Gobind Singh Indraprastha University, Delhi)
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

Under the Aegis of IQAC



SKILL ENHANCEMENT CERTIFICATE COURSE

On

QUANTITATIVE RESEARCH & ANALYSIS USING MS EXCEL & SPSS

Certificate of Appreciation

Awarded to

Dr. Rachna Jain

Assistant Professor, Department of Commerce

for her valuable contribution as a Resource Person in Skill Enhancement Certificate Course on "Quantitative Research & Analysis using MS Excel & SPSS" under the aegis of IQAC, Maharaja Agrasen Institute of Management Studies held from February 22, 2021 to May 31, 2021.

Dr. Rachna Jain
Convener

Dr. Sumedha Dutta
Offtg. Head,
Department of Commerce

Prof (Dr.) V.K.Khurana
IQAC Coordinator & Head,
Department of Business
Administration

Prof (Dr.) Ravi Kumar Gupta
Director, MAIMS



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Sector 22, Rohini, Delhi -110086, India; www.maims.ac.in

PERFORMANCE APPRAISAL FOR NON-TEACHING STAFF

For Academic Year: 2021-22

(To Be Submitted on/before 31st July for Every Academic Year)

S.No	Heads	
1	Name	Rajesh kumar
2	Post	Office Assistant
3	Department	
4	Length of service in the present or similar post	Thirteen Year
5	Date of appointment	21/07/2009
6	Duration of Appraisal	One Year
7	Brief Description about your duties with the objective for given period	Prepare Notice, office order and etc
8	How do you assess your performance against the given target ?	Good
9	Mention your special or good work against the given target	-
10	Leave record	CL : 05 ML : NIL OD : NIL EL : NIL Others : N/A
11	Number of professional development workshops attended (Attach Proofs)	-

Date & Place Delhi

Rajesh Kumar
Name, Signature & Designation
Rajesh Kumar
Office Assistant

Evaluation by Reporting Officer	
Questions	Comments
Do you agree with the self-assessment made by the staff	Yes.
Mention performance of the staff Performance Indicators A. Application of Skills B. Interpersonal relations with Students, Colleagues, Authorities, Parents & Others C. Intellectual abilities (General, technical & Special) D. Administrative capability & Ability (including judgement, initiative & drive) E. Integrity, Coordination & Character F. Any special work done of special consideration	Poor-1, Average-2, Good-3, Very Good-4, Excellent-5 4 3 4 4 5 3
Fitness to continue in the present post	Yes.
Fitness for promotion	Recommended for Annual Increment.
General assessment	Dedicated & Sincere.

Remark on the Appraisal & assessment by the authority:


 HOD / A.O
DEEPAK SHARMA
 Administrative Officer
 Maharaja Agrasen Institute
 of Management Studies
 Sector-22, Rohini, Delhi-86

Director
 Director
 Maharaja Agrasen Institute
 of Management Studies
 Sector-22, Rohini, Delhi-86