



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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IQAC Coordinator

Internal Quality Assurance Cell (IQAC)

Thursday, May 31, 2022

Action Taken Report for Meeting Held on May 5, 2022

A. NAAC Preparedness

- After due discussion with the concerned authorities, it was finalized that institute will go for normal NAAC Accreditation.
- There are still many gaps in the finalized SSR. Department Heads and MACS President were given the responsibility of fulfilling those gaps and to file SSR in the next Academic Session covering assessment period from AY 2017-18 to AY 2021-22.

B. Academic Audit

- Academic Audits of all departments and Administrative Office for last AY year was successfully completed. It was felt that a proper Form must be developed to conduct the Audits. IQAC will prepare the Academic Audit form and same will be used for Auditing the AY 2021-22.

C. Internal Evaluation

- Proper Intimation about the Minor Exams of II Semester, Academic Year 2021-22 given to students. Exams will be conducted during July 4-9, 2022 by the respective departments and composition of internal evaluation to be based on scheme/syllabus of respective program.

D. Miscellaneous

- All departments and clubs will adhere to the instructions regarding conduct of events and maintenance of records related to them.
- Department Heads will make sure that Course Exit Survey, Program Exit Survey and Feedback will get collected and analysed in time bound manner.
- Academic Calendar will be prepared in the beginning of the next AY which will include all kinds of co-curricular activities.
- HoDs will collect the appraisal forms for 2021-22 of all teaching and non-teaching staff of their respective department.

IQAC Coordinator