



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: iqac@maims.ac.in

Ph: +91-9811418667

Ms. Sarita Bansal Garg

IQAC Coordinator

Internal Quality Assurance Cell (IQAC)

Friday, July 8, 2022

Minutes of the IQAC Meeting held on July 8, 2022

A meeting of IQAC was held in Committee Room No 902 at 11:00 AM on Friday, July 8, 2022. The followings attended the meeting:

1. Prof. (Dr.) Ravi Kumar Gupta, Director, MAIMS – IQAC Chairperson.
2. Mr. Anand Gupta, Director Indian Packways Pvt. Ltd. – Employer Representative, Maharaja Agrasen Institute of Management Studies – Member
3. Mr. Rajnish Gupta, Secretary Administration – MATES Management Representative, MAIMS – Member.
4. Prof. (Dr.) Rajni Malhotra Dhingra, Principal, Department of Law, MAIMS – Member.
5. Dr. Manoj Verma, Head, Department of Business Administration – Member.
6. Dr. Gaurav Agarwal, Head, Department of Economics – Member.
7. Prof. (Dr.) G. P. Govil, Advisor, MAIMS – Special Invitee.
8. Ms. Riya Sharma, Associate Professor, Department of Business Administration – Special Invitee.
9. Dr. Shaveta Gagneja, Associate Professor, Department of Law – Special Invitee.
10. Dr. Rachna Jain, Associate Professor, Department of Commerce – Special Invitee.
11. Dr. Monica Sharma, Assistant Professor, Department of Business Administration – Special Invitee.
12. Dr. Umesh Pathak, Associate Professor, Department of Journalism – Special Invitee.
13. Ms. Sarita Bansal Garg, Associate Professor, Department of Business Administration – IQAC Coordinator.

The Meeting started with seeking blessings of God by reciting Gayatri Mantra.

Ms. Sarita Bansal Garg, IQAC Coordinator welcomes the members and the minutes and action taken report of previous IQAC Meeting held on 5 May 2022 were briefed to the members present and approved.

The items of the agenda were discussed and approved:

1. Academic Audit

Audit Forms were presented in the meeting and it was decided to conduct the Audits in the coming week through these forms as per following schedule:

S. No.	Department	Date
1	Law	Monday, 11 July, 2022
2	Journalism	Tuesday, 12 July, 2022
3	Commerce	Thursday, 14 July, 2022

4	Economics	Friday, 15 July, 2022
5	Business Administration	Monday, 18 July, 2022
6	Administrative Office	Tuesday, 19 July, 2022

2. Evaluation/Assessment

- Minor Exams to be conducted as per schedule communicated and all the grievances (if any) of the students for the said exams are to be properly documented.
- Documentation of grievances of students for the End Term Examination also needs to be done. For the current Academic Year 2021-22, HoDs of the respective departments and for previous academic years Dr. Manoj Verma, COE and Head, Department of Business Administration will provide the details to Dr. Shaveta Gagneja, Associate Professor, Department of Law.

3. NAAC Preparedness

All the HoDs appraised the members present about the Department's preparation for the NAAC SSR.

4. Appraisal Forms of faculty and staff need to be filled by 31st July, 2022.

5. Principal / HoDs are advised to prepare the Academic Calendar for Academic Session 2022-23 well in advance.

Meeting ended with thanks to the chair.



Sarita Bansal Garg

IQAC Coordinator