

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



6.5 INTERNAL QUALITY ASSURANCE SYSTEM (IQAC)

Metric 6.5.2



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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- 6.5 Internal Quality Assurance System

Supporting Documents 6.5.2

Proceedings of meetings of IQAC and Action taken Report

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





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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 apprised 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


Director
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Dr. Sanjay Mangla

IQAC Coordinator

Internal Quality Assurance Cell (IQAC)

Thursday, May 05, 2022

Minutes of the IQAC Meeting

A Meeting of IQAC was held in Committee Room No. 902 at 11:00 Am on **Thursday, May 5, 2022**. The followings attended the meeting:

1. Prof. (Dr.) Ravi Kumar Gupta, Director, MAIMS – 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.) S. K. Garg, Director General, MAIMS – Honorary Invitee
5. Prof. (Dr.) G. P. Govil. Advisor, MAIMS – Honorary Invitee
6. Prof. (Dr.) Rajni Malhotra Dhingra, Principal, Department of Law, MAIMS – Member
7. Prof. (Dr.) V. K. Khurana, Head, Department of Business Administration, MAIMS – Member
8. Prof. (Dr.) Vinita Gupta, Head, Department of Journalism, MAIMS – Member
9. Prof. (Dr.) Manju Gupta, Head, Department of Commerce, MAIMS – Member
10. Ms. Sarita Garg, Associate Professor, Deptt. of Business Administration, MAIMS – Member
11. Dr. Sumedha Dutta, Associate Professor, Deptt. of Business Administration, MAIMS – Member
12. Ms. Rashi Aggarwal, Assistant Professor, Deptt. of Business Administration, MAIMS – Member
13. Ms. Sakshi Gupta, Assistant Professor, Deptt. of Economics, MAIMS – Member
14. Mr. Deepak Sharma, Administrative Officer, Deptt. of Law, MAIMS – Member
15. Mr. Yash Khatri, Alumni Representative, MAIMS – Member (in absentia)
16. Ms. Deepti Kapoor, BBA 2nd Year, Student Representative, MAIMS – Member
17. Dr. Sanjay Kumar Mangla, Associate Professor & Head, Deptt. of Economics, MAIMS - Coordinator

Minutes and action taken report of previous IQAC Meeting held on 16 April 2022 were briefed to the members present and approved.

The following items were discussed and approved:

A. NAAC Preparedness

- 1st Draft of SSR which was submitted on April 21, 2022 was discussed and the same to be finalized by May 23, 2022.
- Preparation for Provisional Accreditation of the Institute (PAC) was discussed and NAAC Committee will prepare Draft of PAC along with SSR.
- The institute may apply for PAC if it is opened by the UGC before ending of the current Academic Year, otherwise the institute may apply for normal NAAC Accreditation in September 2022 covering assessment period from AY 2017-18 to AY 2021-22.

B. Academic Audit


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- Departmental Academic Audit held during April 4-8, 2022 were discussed and the initiative was well appreciated. Principal/Heads of Departments were required to cover the gaps brought out in Academic Audit for timely completion of SSR.
- Principal/Heads of Departments will submit complete data of their respective departments including End Term Results with analysis to IQAC and Website Admin
- Academic Audit of all Academic Departments and Offices was made mandatory at the end of every semester.
- Administrative and other offices audit is to be conducted on May 16 and May 17, 2022.
- All academic data at Department Level for II and III years of Academic year 2021-22 to be ready by May 23, 2022 and its audit to be conducted during last week of May 2022.
- All academic data at Department Level for 1 year of Academic year 2021-22 to be ready by August 6, 2022 and its audit to be conducted during 3rd week of August 2022.

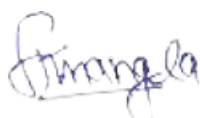
C. Internal Evaluation

- Minor Exams of II Semester, Academic Year 2021-22 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.
- The question paper of all internal/minor examination must be vetted by a departmental level committee, chaired by Principal / Head of the Department.
- Bloom's Taxonomy should be followed for preparation of Question Paper.
- Minor Exams will be of 10 marks covering 75% syllabus with 4-5 CO's, MCQ paper/viva will be of 10 marks covering remaining syllabus and CO's. Remaining 5 marks will be given by the respective subject teachers. Proper documentation is to be maintained regarding internal evaluation.
- Proper documentation regarding grievances of the students must be maintained in a structured format.

D. Miscellaneous

- All kinds of surveys related to teacher / student etc. will be conducted in an online mode and its record must be maintained by respective Heads of the Departments.
- All data prepared at different levels departmental / administrative / library etc. must be shared with Website Admin and IQAC.
- The Schedule of all kinds of co-curricular activities will be announced in the beginning of Academic Year and be strictly adhered to. Further, all such and other community development related events should be conducted under the banner of IQAC, NSS, NCC, Unnat Bharat Abhiyan etc.
- All employees will submit their respective appraisal forms for 2021-22 to their reporting authority by June 30, 2022.
- Discussion on infrastructure requirement including software & IT from departments.

The meeting ended with thanks to the Chair.



IQAC Coordinator



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Prof. (Dr.) Vijay Kumar Khurana
IQAC Coordinator

Internal Quality Assurance Cell (IQAC)

April 16, 2021

Minutes of Meeting

An IQAC meeting was held on April 16, 2021 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, MAIMS
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. Yash Khatri, Alumni Representative
15. Mr. Sagar Bhatia, Student Representative

The agenda of the meeting were:

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

IQAC Coordinator briefed the IQAC members about the minutes of the previous IQAC meeting along with the Action Taken Report. All the members were satisfied by the report.

2. Reallotment of NAAC SSR Criterion.

Heads of various departments who happened to be the criterion leaders requested IQAC Coordinator for reallotment of the NAAC SSR's 7 criterion as because of dual duties they were not able to devote the required time in the preparation of the SSR. It was decided that a new team would be appointed which will look after the preparation of SSR.


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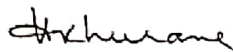
3. Faculty Development Program by the different departments

Faculty Developments Programs are essential for keeping the faculty abreast about the recent developments in research and teaching pedagogy. FDP was one important channel through which faculty can interact with the top academicians and industrialists. Keeping this in view, It was proposed by the IQAC Coordinator to organize Faculty Development Programs by the different departments. He asked the HoDs to submit proposals for the same.

4. Any other point with permission from the chair.

Dr. Sanjay Mangla, Head, Department of Economics update the IQAC about the forthcoming International Conference 'Drivers of Global Economic Recovery' organized by the Economics Department. He informed the cell that Waljat College of Applied Sciences, Oman agreed to be the partner for the conference and provide financial help. Also, Thammasat University of Thailand agrees to be academic partner of International Conference. Around 100 papers are received by the organizers for the conference.

The Meeting ended with thanks to chair.



Prof. (Dr.) Vijay Kumar Khurana

IQAC Coordinator



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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.


Director
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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.


Director
Maharaja Agrasen Institute
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The Meeting ended with thanks to all

[Signature]

Prof. (Dr.) Vijay Kumar Khanna

IQAC Coordinator

[Signature]

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Prof. (Dr.) Vijay Kumar Khurana
IQAC Coordinator

Internal Quality Assurance Cell (IQAC)

August 20, 2020

Minutes of Meeting

An IQAC meeting was held on August 20, 2020 in online mode 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. Ms. Sarita Bansal Garg, Assistant Professor, Business Administration
11. Dr. Manoj Verma, Assistant Professor, Business Administration
12. Dr. Lokesh Jindal, Associate Professor, Business Administration
13. Dr. Shaveta Gagneja, Assistant Professor, Law
14. Mr. Surender Garg, Administrative Officer
15. Mr. Sanjeev Garg, Alumni Representative

The agenda of the meeting were:

1. Online Platform for Classes in the current odd semester.

Institute has purchased the Institute domain (maims.ac.in) from Google Domain. So, from the forthcoming semester onwards, all the classes in online mode would held on Google Meet Platform. Institute will issue the official email ids to all the faculty, staff and students and from now onwards all will use these ids only for all the institute related work.

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

MAIMS requires four new classrooms to accommodate the increase intake of students in BALLB, BA Eco (H) and second shift of BAJMC courses. Proposal is to assess the possibility of shifting MAIMS building to Block 9 so that all the courses can be accommodated.

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

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Sector 22 Rohini, Delhi-86



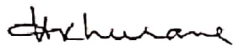
MAIMS always works for the benefit of its students. There is some gap between the curriculum of various courses and what Industry actually expects from the students. To bridge this gap, it is unanimously decided that every department will explore the industry requirements and design the Certificate Courses to be offered to students. Students from any programme can enroll for these courses and departments can open the enrollment to the students of other institutes also. The course must be of minimum 30 hours and must have proper assessment criteria. Looking at the current pandemic situation it is decided that the courses must be offered in online mode.

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

To check for the success or failure of Outcome Based Education, it is necessary to check whether the students have attained the COs, PSOs and POs and work for the improvement of it. For this, it is instructed to all the HODs they must get the calculations done for the attainment of all the COs for the AY 2019-20 for all the programmes.

5. Assess the preparation of NAAC SSR.

It was assessed that the criteria leaders didn't get the sufficient resources and time to prepare for SSR because of lockdown imposed. So, all were requested to submit the preliminary report by the end of the year i.e. December 30, 2020.



Prof. (Dr.) Vijay Kumar Khurana

IQAC Coordinator


Director
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March 17, 2020

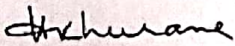
Minutes of the Meeting

An emergency meeting was called on March 17, 2020 in Director's Room. Because of Covid 19, Government has declared lock-down for the entire country. As it is the mid of semester and there should not be any loss in the studies of the students, it was decided that:


- Classes of the students will continue in the online mode.
- Faculty will use Zoom platform to deliver the lectures.
- Proper records (Attendance, recordings, screenshot) of the class were maintained by the faculty.

Following members were present:

1. Prof. Dr. Ravi Kumar Gupta, Director - Chairman, IQAC
2. Prof. (Dr.) S. K. Garg, Director General, MAIMS
3. Prof. (Dr.) G. P. Govil, Advisor, MATES
4. Prof. (Dr.) Vijay Kumar Khurana, IQAC Coordinator
5. Prof. (Dr.) Vinita Gupta, HoD, Journalism
6. Dr. Manju Gupta, HoD, Commerce
7. Dr. Praveen Kumar Gupta, HoD, Law
8. Ms. Sarita Bansal Garg, HoD, Economics
9. Dr. Manoj Verma, HoD, Business Administration
10. Dr. Lokesh Jindal, Associate Professor, Business Administration
11. Dr. Shaveta Gagneja, Assistant Professor, Law



Prof. (Dr.) Vijay Kumar Khurana
IQAC Coordinator



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Ms. Sarita Bansal Garg

IQAC Coordinator

Internal Quality Assurance Cell (IQAC)

Friday, July 22, 2022

Action Taken Report of the IQAC Meeting held on July 8, 2022

1. Academic Audit

Internal Academic Audits of all the departments and Admin Office were successfully done by the IQAC for the AY 2021-22. All the HoDs submitted the Audit Forms for their respective departments and Administrative Officer for the Admin Office.

2. Evaluation/Assessment

- Departments conducted the Minor Exams as per schedule.
- For previous academic years Dr. Manoj Verma, COE and Head, Department of Business Administration provided all the documents related to exam grievances to Dr. Shaveta Gagneja, Associate Professor, Department of Law which were required for NAAC SSR Criteria 2.

3. NAAC Preparedness

Departments are preparing all the documents as per NAAC SSR. Appraisal Forms of faculty and staff need to be filled by 31st July, 2022.

4. Principal / HoDs have submitted the Academic Calendar for Academic Session 2022-23 and after discussion with the Director, Academic Calendars of Departments were integrated to prepare Institute's Calendar and uploaded on the Institute Website.

Sarita Bansal Garg

IQAC Coordinator

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



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


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Prof. (Dr.) Vijay Kumar Khurana
IQAC Coordinator

Internal Quality Assurance Cell (IQAC)

April 28, 2021

Action Taken Report for Meeting Held on April 16, 2021

1. Reallotment of NAAC SSR Criterion.

After due deliberation, following faculty members were given the duty of preparation of 7 criterion of NAAC SSR.

Criterion 1: Ms. Rashi Agarwal, Assistant Professor, Department of Business Administration

Criterion 2: Dr. Shaveta Gagneja, Assistant Professor, Department of Law

Criterion 3: Ms. Sarita Bansal Garg, Assistant Professor, Department of Business Administration

Criterion 4: Dr. Rachna Jain, Assistant Professor, Department of Commerce

Criterion 5: Ms. Kamna Vaid, Assistant Professor, Department of Economics

Criterion 6: Ms. Riya Sharma, Assistant Professor, Department of Business Administration

Criterion 7: Ms. Neha Bhagat, Assistant Professor, Department of Journalism

2. Faculty Development Program by the different departments

Department of Business Administration along with the ThinkQuest Club submitted the proposal for the One week Research Congress. It was proposed in the month of May, 2021. The prime focus of the Congress is Research, analysis skills and exploring the different publications opportunities.

Department of Commerce and Economics submitted the proposal for the Faculty Development Program on Academic & Research Social Media Websites in the month of June, 2021. The prime objective of the FDP is to apprise the faculty with the various research oriented academic social networking sites and role it can play in making the academic social profile more stronger.

Looking at the current pandemic scenarios it is decided that FDPs will be organized in online mode.

Prof. (Dr.) Vijay Kumar Khurana

IQAC Coordinator

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





Maharaja Agrasen Institute of Management Studies

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Prof. (Dr.) Vijay Kumar Khurana
IQAC Coordinator

Internal Quality Assurance Cell (IQAC)

January 15, 2021

Action Taken Report for Meeting Held on December 30, 2020

1. Introduction of new IQAC member.

No Action Required.

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

Faculties were asked to strengthen the Course Material. As GGSIPU is shifting to online MCQ based examination system for maximum programmes, Faculties were instructed to provide MCQ Question bank to the students.

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

As GGSIPU didn't issue the enrollment number of the newly admitted students, so, Ms. Rashi Aggarwal, Assistant Professor, Department of Business Administration was instructed to form the mail id of students with application no of the students for the smooth conduct of classes on Google meet platform.

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

All the HODs submitted CO calculation attainment sheet and its analysis. It is a matter of pride for the institute that we achieve the set target for each course and students of MAIMS do us proud.

5. Resources and Infrastructure requirement for various Departments.

HoDs submitted the list of requirements for their departments which has been forwarded to the Management Committee of MATES. They have also instructed the Mr. Sharma and Mr. Arun Roy for the procurement and implementation of the necessary things/material.

6. Assess the preparation of NAAC SSR.

Ms. Riya Sharma, Assistant Professor, Department of Business Administration has taken the charge of Criteria 6. She has formed her team and informed the IQAC coordinator about the same.

7. Any other point with the permission of chair.

HoDs will submit the detailed report as soon as the Certificate Course culminates.

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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 Aggarwal.

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.

Vijay Khurana

Prof. (Dr.) Vijay Kumar Khurana

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Prof. (Dr.) Vijay Kumar Khurana

IQAC Coordinator

Internal Quality Assurance Cell (IQAC)

March 30, 2020

Action Taken Report of the Meeting held on March 17, 2020

- Faculties were trained on using the Zoom platform to deliver the lectures.
- Faculty started using the Zoom platform for delivering the lectures from day 1 of lockdown.
- Proper records (Attendance, recordings, screenshot) of the class were maintained by the faculty. Google form was created in which the faculty were asked to fill in the report of the lecture delivered by them and upload all the records.

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