



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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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

- 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.

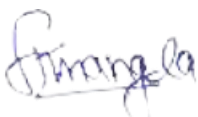
C. Internal Evaluation

- 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