



Maharaja Agrasen Institute of Management Studies

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

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Ms. Sarita Bansal Garg

IQAC Coordinator

Internal Quality Assurance Cell (IQAC)

April 9, 2024

Minutes of Meeting

An IQAC Meeting was held on April 9, 2024 at 11:00 AM. Following members of IQAC were present in the meeting:

1. Prof. (Dr.) Rajni Malhotra Dhingra, 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.) Manju Gupta, Head, Department of Commerce – Member.
5. Dr. Praveen Kumar Gupta, Head, Department of Law – Member.
6. Dr. Umesh C. Pathak, Head, Department of Journalism – Member.
7. Dr. Manoj Verma, Head, Department of Business Administration – Member.
8. Dr. Gaurav Agarwal, Head, Department of Economics – Member.
9. Dr. Sumedha Dutta, Associate Professor, Department of Business Administration – Member.
10. Dr. Nisha Dhanraj Dewani, Associate Professor, Department of Law – Member.
11. Ms. Rashi Aggarwal, Assistant Professor, Department of Business Administration – Member.
12. Mr. Deepak Sharma, Administrative Officer – MAIMS
13. Dr. Simran Kaur, Alumni Representative – Member.
14. Ms. Sarita Bansal Garg, Associate Professor, Department of Business Administration – IQAC Coordinator.

Agenda Items and Discussions:

1. Filling AQAR for AY 2023–24

- The Coordinator informed the members that preparations for the Annual Quality Assurance Report (AQAR) for the academic year 2023–24 are underway.
- A timeline for data collection and report preparation was shared with the members.
- All departments were asked to submit their respective inputs by the deadline to ensure timely submission.

2. Reporting about Center for Competitive Exams

- Members were briefed about the progress of the Center for Competitive Exams, which was initiated to prepare students for government and private competitive exams such as Judiciary, CAT, and others.

- It was reported that various preparatory sessions are being conducted by the experts of Career Gurukul India for the preparation of CAT exam on campus.
- Also, Vidhi Judicial Services are providing the services for Judicial exam offcampus.
- The need to increase participation and enhance resources for the center was discussed.

3. Academic Audit for AY 2023–24

- The Coordinator proposed the conduct of an academic audit for the academic year 2023–24 to evaluate the effectiveness of teaching-learning practices, curriculum delivery, and faculty performance.
- Members suggested forming an audit committee comprising senior faculty members and IQAC.
- It was decided that the audit will take place post the even semester examinations.

4. Internal Assessment of Even Semester for AY 2023–24

- The Heads of Departments (HoDs) reported that internal assessments for the even semester were scheduled and would be conducted as per the academic calendar.
- Members emphasized strict adherence to the schedule and timely uploading of marks on the university portal.
- The importance of providing timely feedback to students on their performance was also discussed.

5. Infrastructure Requirements Including Software & IT from Departments

- HoDs were asked to submit their infrastructure requirements, including software and IT tools, for the upcoming academic year.
- Members discussed the prioritization of needs based on budgetary constraints and operational necessity.
- It was decided that a consolidated list of requirements would be shared with the management for approval.

6. Establishment of New Department for BCA

- Members were updated on the progress of establishing the new BCA department, including the infrastructure setup and faculty recruitment process.
- It was shared that the department would be operational from the next academic session with an intake of 60 students.



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