



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: igac@maims.ac.in

Ph: +91-9811418667

Ms. Sarita Bansal Garg

IQAC Coordinator

Internal Quality Assurance Cell (IQAC)

August 23, 2023

Minutes of Meeting

An IQAC Meeting was held on July 4, 2023 at 10:30 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.

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 July 4, 2023. All the members were satisfied by the report.

1. Result Sharing: Accreditation with A++ Grade

- The Chairperson congratulated the entire MAIMS community for achieving the prestigious A++ grade in NAAC accreditation.
- It was acknowledged as a significant milestone reflecting the institute's commitment to academic excellence, infrastructure, and holistic development.
- The members discussed celebrating this achievement through a formal event involving faculty and staff.

2. Review of Admission Status

- The Admission Committee presented the status of admissions for the 2023-24 session, highlighting the increase in student enrollment.
- Members discussed strategies to fill remaining seats, if any, and emphasized promoting the institute's reputation to attract quality students.

3. Ensuring Smooth Conduct of Classes

- Members emphasized the importance of uninterrupted teaching and learning during the session.
- Key measures discussed included maintaining academic discipline, monitoring class schedules, and addressing technical or infrastructural issues promptly.
- It was suggested that HoDs themselves or form a monitoring committee at the department level to oversee the regular conduct of classes.

4. Discussion on Academic Calendar for 2023-24

- The draft academic calendar was presented by the HoDs.
- Suggestions were invited from the members to incorporate inter-departmental activities.
- Special emphasis was placed on aligning assessment schedules and planning cultural and sports events in advance.

5. Suggestions for Enhancing Co-Curricular and Extra-Curricular Activities

- Members highlighted the importance of clubs and societies in holistic development.
- Suggestions were made to organize inter-college competitions, workshops, and guest lectures.
- It was agreed to strengthen collaboration with industry and alumni for skill-based initiatives.

6. Miscellaneous

- The need to integrate more digital tools for teaching-learning was discussed.
- Members proposed conducting regular faculty development programs (FDPs) to update teaching methods.

The meeting ended with a vote of thanks to the Chairperson and the members for their active participation.



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