



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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Ms. Sarita Bansal Garg

IQAC Coordinator

Internal Quality Assurance Cell (IQAC)

July 17, 2024

Minutes of Meeting

An IQAC Meeting was held on July 17, 2024 at 1:00 PM. 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 Discussed:

1. Approval of Minutes of the Previous Meeting & ATR Presentation

- The minutes and Action Taken Report (ATR) of the previous meeting held in April 9, 2024, were reviewed and approved by all members without any modifications.

2. FDP on "Empowering Faculty: Cultivating Research Excellence"

- Members discussed the upcoming Faculty Development Program (FDP) titled "*Empowering Faculty: Cultivating Research Excellence*" to be held from Tuesday, 23 July 2024, to Monday, 29 July 2024.
- The focus of the FDP includes Basics of Research methodology to Mapping Landscape of Mediation Practice in India, SEM, Ethics of media research, etc.

- Heads of Departments (HoDs) were encouraged to ensure maximum faculty participation.

3. Preparation for Admissions for the Next Academic Session (2024–25)

- Members deliberated on strategies to ensure a smooth and efficient admission process for the upcoming academic session.
- An admission counseling team will be formed to assist prospective students and parents during the admission process.
- Promotional campaigns for admissions will be conducted through targeted advertisements on social media platforms and the institution's official website. These efforts aim to engage a wider audience, provide detailed program information, and address queries of prospective students and parents effectively.

4. Review of Student Progression

- Members reviewed the progression of students from the current academic year in terms of academic performance, internships, placements, and higher studies.
- Placement data for the academic year 2023–24 was shared, and it was noted that number of students opted for higher studies this year compared to the previous year have increased.
- Departments were asked to document and track student progression regularly and submit detailed reports for review in the next meeting.

5. Update on BCA Department

- The BCA department will commence with an intake of 60 students.
- Members discussed strategies to enhance the department's visibility and attract students in the academic session.

6. Academic Calendar Review for AY 2024–25

- The academic calendar was presented by the respective HoDs and approved by the members.
- All departments were instructed to adhere strictly to the academic calendar.



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