



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)

July 4, 2023

Minutes of Meeting

An IQAC Meeting was held on July 4, 2023 at 2:00 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. Prof. (Dr.) Vinita Gupta, 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 April 19, 2023. All the members were satisfied by the report.

2. Completion of DVV Queries

- The members were briefed on the timely and successful resolution of all DVV queries.
- Members were informed about the output received from NAAC after the submission of the DVV. All the queries regarding this were addressed by the IQAC coordinator, ensuring complete transparency and adherence to NAAC guidelines.

3. Preparations for NAAC Peer Team Visit (21st & 22nd July 2023)

- The committee discussed logistical and administrative arrangements for the peer team visit, including:
 - Accommodation and transportation for the peer team members.
 - Coordination of meetings with faculty, departments, and administrative staff.
 - Preparation of departmental presentations and display materials showcasing key achievements and outcomes.
 - Development of a comprehensive itinerary outlining sessions and meetings for the visit.
- Each department head was assigned specific responsibilities to ensure a smooth visit experience.
- A walkthrough presentation and mock sessions will be organized to ensure that every member is well-prepared to engage with the NAAC peer team.

Meeting ended with thanks to the chair.

A handwritten signature in black ink, appearing to read "Sarita", with a long horizontal stroke extending to the right.

Sarita Bansal Garg

IQAC Coordinator