



# Maharaja Agrasen Institute of Management Studies

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

NAAC A++ accredited; Autonomous Status from UGC;

Recognized by Bar Council of India; ISO 9001 : 2015 Certified Institution

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Dr. Sarita Bansal Garg

IQAC Coordinator

## Internal Quality Assurance Cell (IQAC)

December 18, 2024

### Minutes of Meeting

An IQAC Meeting was held on December 18, 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. Ms. Disha Moitra, Alumni Representative – Member.
14. Ms. Mimansa, BALLB Final Year, Student Representative - Member
15. Dr. Sarita Bansal Garg, Associate Professor, Department of Business Administration – IQAC Coordinator.

Agendas of the meeting are:

#### **1. Approval of Minutes and Presentation of Action Taken Report (ATR) of Previous Meeting**

- The minutes and ATR of the previous IQAC meeting held in September 2024 were presented and reviewed by all members.
- Members expressed satisfaction with the implementation of decisions and actions taken.
- No modifications were suggested.

## **2. Review of the Odd Semester (AY 2023–24) and Action Plan for Improvement**

- The performance of students during the odd semester was reviewed, including academic achievements and attendance.
- HoDs shared observations regarding course delivery, student engagement, and challenges faced.
- Feedback from faculty indicated the need for enhanced digital tools and resources for effective teaching.

## **3. Internal Assessment and End-Term Exam Preparation**

- HoDs ensured that internal exams were conducted as per the Academic Calendar.
- Internal Marks were finalized through a transparent evaluation process and timely submitted to the university.
- Practical End Term Examination for all the programs were conducted as per the date sheet issued by the university.
- The GGSIP University allotted the institute as the examination centre for conducting the end-term exams for BBA and MCA programs.

## **4. Feedback from Students about the Course Objectives**

- Feedback from students regarding course objectives and content delivery was presented.
- It was noted that while most students appreciated the course structure, some suggested the inclusion of more practical examples and case studies.

## **5. Review of Accreditation and Compliance Requirements**

- Members were briefed about the status of compliance for NAAC, AICTE, and Bar Council regulations.
- Documentation requirements and evidence collection processes were discussed.
- It was emphasized that all departments must maintain updated records for accreditation.

## **6. Additional Intake in BA Eco.**

- We have applied for the additional intake of 30 seats in BA Eco. for both the shifts.
- Members discussed the feasibility, including faculty requirements, classroom availability, and resource allocation.

## **7. Student Progression and Placement Updates**

- Placement statistics for the current academic year were shared, with positive trends noted in BBA, B.Com and Law programs.
- It was observed that an increasing number of students are opting for higher studies and competitive exams.
- Members suggested enhancing soft skills training and interview preparation sessions.

## **8. Curriculum Review and Academic Planning for Even Semester (AY 2024–25)**

- HoDs presented the curriculum review reports, suggesting minor updates to enhance learning outcomes.
- Members discussed the academic calendar, including guest lectures, workshops, and co-curricular activities planned for the even semester.
- It was agreed to include industry-oriented modules to make the curriculum more relevant.

## **9. Introduction of Newly Appointed Student Representative and Alumni Representative**

- The IQAC Coordinator informed the members about the appointment of a Student Representative: Ms. Mimansa, BALLB Final Year and an Alumni Representative: Ms. Disha Moitra to the IQAC, in line with NAAC guidelines for inclusive and participatory quality assurance mechanisms.
- The newly appointed Student Representative and Alumni Representative were formally introduced to the members of the IQAC.
- Their roles and responsibilities in contributing to quality enhancement initiatives, feedback mechanisms, and institutional development were explained.
- Members welcomed the new representatives and emphasized their active participation in IQAC activities.

## **10. Any Other Item with Permission of the Chair**

- No additional items were raised.

Meeting ended with thanks to the chair.



Dr. Sarita Bansal Garg

IQAC Coordinator