



## MAHARAJA AGRASEN INTERNATIONAL COLLEGE

NAAC Accredited B+

(Run By Shree Maharaja Agrasen Charitable Trust)  
Affiliated to Pt. Ravishankar Shukla University, Raipur  
Shree Ramnath Bhonsam Marg, Samta Colony Raipur - 492001 (C.G.) INDIA  
Contact No: 0771 4024459, 4066664, 9770971121  
Email: maic\_raipur@yahoo.co.in Website: www.maicindia.org



### NAAC 2023-24 Monthly Report October-2023

Work in progress for submitting the AQAR for this year.

Due to some technical issue in the portal of NAAC (had not resolved by the NAAC TEAM), process of AQAR submission has yet not started.

In the monthly meeting chaired by Principal sir, it is discussed with all the faculty members that all the formats new documents will be prepared as per the NAAC requirement.

Dr. ILA DIXIT

IQAC Co-ordinator

  
20/11/23

Dr. M. S. MISHRA

PRINCIPAL MAIC

  
20/11/23



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### NAAC Committee Meeting

**Date of Meeting – 11/11/2023**

**Time - 1:30 AM**

#### **Minutes of Meeting: -**

1. It is discussed to kindly go through to the Roles of IQAC members.
2. It is instructed by Principal sir to take the necessary actions as soon as possible to the NAAC team for opening the portal of NAAC for AQAR Submission.
3. It instructed to by Principal sir to sign MOUs with reputed University and conduct the Guests lectures.
4. It is suggested by principal sir to conduct the researched -based FDP ,

#### **Members Present: -**

Name of Member	Designation	Signature
Dr.M.S Mishra	Principal	
Dr. Ila Dixit	IQAC Coordinator	
Hassan Raza	IQAC Member	
Himani Yadav	IQAC Member	

**Dr. M.S Mishra**  
**Principal**



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**NAAC 2023-24**  
**November Month**  
**Report**

Work in progress for submitting the AQAR for this year.

Due to some technical issue in the portal of NAAC (had not resolved by the NAAC TEAM), process of AQAR submission has yet not started.

In the monthly meeting chaired by Principal sir, it is discussed with all the faculty members that all the formats new documents will be prepared as per the NAAC requirement.

*ila*  
20/11/2023

Dr ILA DIXIT

IQAC Coordinator

*B/S*  
11-XI-23

Dr M. S. MISHRA

PRINCIPAL MAIC



## MAHARAJA AGRASEN INTERNATIONAL COLLEGE

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### NAAC Committee Meeting

**Date of Meeting – 23/12/2023**

**Time - 1:30 AM**

#### **Minutes of Meeting: -**

1. It is discussed to kindly go through to the Roles of IQAC members.
2. It is instructed by Principal sir to take the necessary actions as soon as possible to the NAAC team for opening the portal of NAAC for AQAR Submission.
3. It is suggested by principal sir to conduct the researched -based FDP .

#### **Members Present: -**

Name of Member	Designation	Signature
Dr. Ila Dixit	IQAC Coordinator	
Hassan Raza	IQAC Member	
Himani Yadav	IQAC Member	

**Dr. M.S Mishra**  
**Principal**



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### NOTICE-IQAC Meeting

Date: 12.01.2024

This to inform about an upcoming meeting scheduled for:

Date: 18.01.2024

Time: 01:30 pm

Location: Principal's Office

#### Agenda:

1. Curricular Aspects.
2. Teaching – Learning and Evaluation
3. Research, Innovation and Extension
4. Infrastructure and Learning Resources

  
Dr. M.S. Dixit  
IQAC Coordinator

  
Principal  
Dr. M.S. Mishra





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### IQAC

#### Minutes of Meeting

#### AGENDA:

Date: 18.01.2024

1. Curricular Aspects.
2. Teaching – Learning and Evaluation
3. Research, Innovation and Extension
4. Infrastructure and Learning Resources

#### Agenda No. 1: To discuss the Curricular Aspects of the Academic programs and suggest improvements.

- Dr. M.S Mishra discussed about the online courses like NPTEL, bridge courses, Technology-based Learning, Project-based Learning which are conducted as a part of added knowledge to curricular aspects of the Academic programs.
- However, he added that the response and interests from students are low to which all Hods organizes, Alumni and industry interface being done which may benefit the students.
- Dr M.S Mishra asks HODs about the activities being planned for slow -learner students with respect to their regular class.
- Principal also enquired about the internship facility and workshops provided by TNP and HODs and how its feedback is taken care of, to and also mentioned that faculty members are sent to the industry to enquire about the overall progress of the students during the training period.

#### Agenda No. 2: To discuss the innovative processes adopted by the institution in Teaching, Learning and Evaluation.

- Dr. M. S Mishra asked the department heads to share their innovations in teaching learning process. He highlighted about the use of ICT IN Classroom and Flipped Classroom
- It is discussed about the practice of revising the content of the lecture at the end of a particular week and conducting extra sessions for slow-learners.
- Dr. Ila dixit has highlighted about identifying the slow learners and working towards improving their performance.
- Ms Himani Yadav mentioned about the concept of unit-test which is taken on after completion of each unit and Mr Hassan Raza has shared that every week the students are given a set of questions from 2 subjects to prepare for entire week on which they will be evaluated.
- It is discussed that doubt clearing sessions that are conducted often and tests based on MCQs

- Dr. M. S. Mishra suggested about taking industry-based examples during lectures. Faculty-Members are given knowledge on what is the current trend in the industry related to the subject.

**Agenda No. 3: To discuss the initiatives of IQAC in sensitizing/promoting Research climate in the Institution.**

- Dr. Ila Dixit, started by mentioning about FDP session organized by IQAC and Report has been presented during the meeting. • She also highlighted that 45 faculty members have attended the FDP for research- based domain
- IQAC Member, highlighted about the innovative project of EVS Commerce Department students under her mentoring of Mr. Gopi Sonkar.
- IQAC Member spoke about the participation of faculty members in Pt. Ravi Shankar University in short term development program on online basis.

International Science Festival and online content development.

- After keenly listening to the highlights of every dept., Dr. Mishra suggested about compiling and sharing the department level innovations by IQAC.
- Mr. M.S. Mishra also enquired about any Institute-Industry Interactions of ID Department and Commerce Department.

**Agenda No. 4: To discuss the increase in infrastructure facilities and library facilities as Learning Resources.**

- As for learning resources, resource books have been read on made online through ERP for which the students have been provided with login-id and password.
- Principal also suggested that videos as learning resources could also be uploaded through ERP and Swayam Prabha Classes must be Monitor by the Librarian.

IQAC Coordinator:

Dr. Ila Dixit

*[Signature]*  
26/2/24

IQAC Member:

Mr. Hassan Raza

Ms. Himani Yadav

*[Signature]*  
*[Signature]*

*[Signature]*  
Principal

Dr. M. S. Mishra



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## IQAC

Month- February

### AGENDA:

Date: 16.02.2024

1. Student Feedback Analysis.
2. Student Satisfaction Survey.
3. All India Survey on Higher Education (AISHE) 2023-24.
4. Seats Increment for PG and UG programmes.
5. New Program Proposal
6. College Website

### Minutes of Meeting

1. Student Feedback Analysis: Reporting on feedback to Faculty and seeking action for betterment. Collection of feedback from students from all departments complete. Feedback analysis in progress.
2. Student Satisfaction Survey Student satisfaction survey is to be conducted.
3. IQAC Decision: Resolved to undertake Student Satisfaction Survey through IQAC All India Survey on Higher Education (AISHE) 2023-24 The All India Survey on Higher Education (AISHE) for the year 2023-24 has commenced from December 2023.  
All the institutions of higher education are required to upload the data on AISHE portal (aishe.gov.in) by March 2024, which is the closing date of the survey.  
IQAC Decision: Resolved to nominate to Mr. Jitendra Sahu, Dr. Degree Lal Patel, Department of Education and Mr. Mallikarjun Department of Management as the coordinator to upload the data.
4. Marginal increase in seats for PG and UG programmes: Proposal put forward for approval by Principal Dr. M.S. Mishra
5. Proposal put forward for approval by Principal Dr. M.S. Mishra for New Program M.Sc and MCA.
6. Updating of College Website Decided to update the existing website urgently and also resolved to explore the possibility of developing a new dynamic and user-friendly website.

IQAC Coordinator:  
Dr. Ila Dixit

IQAC Member:

Mr. Hassan Raza

Ms. Himani Yadav

Principal  
Dr. M.S. Mishra





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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

(A. Y. 2023-24) – 9<sup>th</sup> IQAC Meeting (No. 9)

**Date: 07.03.2024, Time: 3:00 P.M.,**

### **AGENDA**

1. Review of minutes of Previous IQAC Meeting and subsequent action taken
2. Result Analysis of BBA Program in A.Y.2023-24 (Sem-I, III & V)
3. Discussion on Admission Counselling
4. Any other



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Ref No.: MAIC/IQAC/2023-24/09

Date: 20/03/2024

**INTERNAL QUALITY ASSURANCE CELL**  
**(IQAC) (A. Y. 2022-23) – 9<sup>th</sup> IQAC**  
**Meeting (No. 9)**

**Date: 20.03.2024, Time: 3:00 P.M., Venue: IQAC Room**

The IQAC meeting for AY 2023-24 was conducted on 20<sup>th</sup> March 2024. The following members attended the meeting.

Sr. No.	Designation & Affiliation	Name of Person
1	Principal (as Chairperson)	Dr. M.S. Mishra
2	Coordinator of IQAC, H.O.D. Management	Dr. Ila Dixit
3	Member, Assistant Professor, Management	Mr. Hassan Raza
4	Member, Assistant Professor, Commerce	Ms. Himani Yadav

The Chairperson Dr. M.S. Mishra welcomed the members.  
Dr. Ila Dixit Coordinator of IQAC, presented a review:

The following points were discussed in the meeting:

**Agenda 1: Review of minutes of Previous IQAC Meeting and subsequent action taken**

**Resolution 1:** The Previous IQAC meeting was conducted on 8/3/2024. The minutes of the meeting were read out with a formal discussion with all IQAC members. These minutes of the meeting were approved by the IQAC members.



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Sr. No.	Recommendation given by IQAC Committee	Action Taken for Implementation & Outcomes
	To improve the performance of the staff members and to maintain discipline in the class room. Ongoing activities and Planning for activities in AY 2023-24 Sem -	<p><b>Discussions -</b> Staff member should not use mobile phone in the class room during class hour and adhere time schedule. Staff members should go for ICT enabled Teaching aids wherever necessary. HoDs are requested to monitor the Teaching Methodology of their respective staff member and guide them to improve their performance. Planning for activities of all semester report will be Prepared.</p> <p><b>Action Taken -</b> HoDs have monitored the Teaching Methodology of their respective staff member and guide them to improve their performance and shared the improvement point to the faculty-members.</p> <p><b>Activities</b> The purpose of this event will be to provide a platform for students to gain knowledge and to create awareness. Report of the planned and conducted of the activities has been submitted.</p>
2	Bridging Gap of Industry-Institute	<p><b>Discussions -</b> It is discussed that we need to initiate further measures for bridging the gap between Industry and the Institute. Faculties are visiting different companies for Liasioning for exploring the possibilities of activities such as Internship, Industry Projects, Guest /Expert Lecture, Placements, etc. Also, further efforts are required for Identification of Industry for MoUs / Consultancy /Collaborative work.</p> <p><b>Action Taken -</b> Various guest lectures like Validity of Contract and Working Capital Management, Workshop on Advance Excel, were conducted by departments and Student development program on Start-up seminar. Industrial visits are planned to conduct on April Month.</p>
3	To promote research activities among the staff and students	<p>Staff members those who have completed Ph.D were encouraged to take necessary efforts to publish research articles in UGC care list/ Scopus/ Web of science and different journals.</p> <p>Students were motivated to join online courses offered by MOOC/SWAYAM/NPTEL platform.</p>
4	Discussion on Increase in Intake of Departments	<p>Procedure and the draft of the Seat increment has been submitted to authorities and Principal Dr M. S. Mishra has thoroughly involved and assessing the work in progress promptly.</p>

Above action taken report is noted by all the IQAC Members.

**Proposed By: Dr.Ila Dixit**

**Resolution passed  
unanimously.**



## **Agenda 2: Result Analysis of the BBA Program in FY 2023-24 (Sem-I, III, and V)**

**Resolution:** It is discussed that a comprehensive result analysis report for a Bachelor of Business Administration (BBA) program will be prepared to consider various aspects such as student performance, course effectiveness, areas for improvement, and overall program outcomes.

**Proposed By: Principal Dr M.S. Mishra**

## **Agenda 3: Discussion on Admission Counselling**

**Resolution:-** To create an effective admission counselling for all UG and PG program and to ensure clarity, fairness, and efficiency a comprehensive outline for the admission counselling session need to be prepared including

- Establish clear eligibility criteria, including academic requirements (such as minimum GPA, standardized test scores), language proficiency (if applicable), and any other prerequisites.
- Determine any additional criteria such as extracurricular activities, leadership qualities, or personal statements.
- Develop an online application system for prospective students to submit their applications.
- Provide detailed instructions and guidelines for completing the application form.
- Set deadlines for application submission to ensure timely processing.
- Assign trained admissions officers or committees to review applications.
- Evaluate each application based on the established criteria.
- Consider holistic factors beyond academic performance, such as personal statements, letters of recommendation, and extracurricular achievements.

## **Agenda 4: Discussion on Institute Performance Assessment by University Pt. RSU**

**Resolution:**

A significant step for our institution! Going through a performance assessment by University Pt. RSU indicates a commitment to maintaining or improving educational standards and overall quality. Being involved in the process shows our institution's dedication to transparency and accountability. It's typical for a committee to review various aspects such as faculty qualifications, curriculum relevance, infrastructure, student outcomes, and more.

**Proposed By: Dr. M.S. Mishra**

**Resolution passed unanimously.**





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**Agenda 5: Any other point with permission from the chair.**

## **Resolution:**

It is discussed by the NAAC Coordinator about the next NAAC cycle III initiatives/working, staffing the committee members and preparing the reports as per the requirement.

**Proposed By:** Dr. Ila Dixit

**Resolution passed**

**unanimously.**

Dr. Ila Dixit, IQAC Coordinator, proposed the vote of thanks to all IQAC members.

Sr. No.	Designation & Affiliation	Name of Person	Signature
1	Coordinator of IQAC, H.O.D. Management	Dr. Ila Dixit	
2	Member, Assistant Professor, Management	Mr. Hassan Raza	
3	Member, Assistant Professor, Commerce	Ms. Himani Yadav	

Dr. Ila Dixit  
Coordinator (IQAC)

Dr. M.S. Mishra  
Principal



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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

(A. Y. 2023-24) – 10<sup>th</sup> IQAC Meeting (No. 10)

Date: 17.04.2024, Time: 3:00 P.M.,

### AGENDA

1. Review of minutes of previous IQAC Meeting and subsequent action taken
2. Result Analysis of BBA Program in A.Y.2023-24 (Sem-I, III & V)
3. Focus on rigorous implementation of Objective Based Learning
4. Revision of Institute Level Policies
5. Any other

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Ref No.: MAIC/IQAC/2023-24/10

Date: 18/04/2024

**INTERNAL QUALITY ASSURANCE CELL (IQAC)****(A. Y. 2022-23) – 10<sup>th</sup> IQAC Meeting (No. 10)****Date: 18.04.2024, Time: 3:00 P.M., Venue: IQAC Room**

The IQAC meeting for AY 2023-24 was conducted on 20<sup>th</sup> March 2024. The following members attended the meeting.

Sr. No.	Designation & Affiliation	Name of Person
1	Principal (as Chairperson)	Dr. M.S. Mishra
2	Coordinator of IQAC, H.O.D. Management	Dr. Ila Dixit
3	Member, Assistant Professor, Management	Mr. Mallikarjun
4	Member, Assistant Professor, Management	Mr. Hassan Raza
5	Member, Assistant Professor, Commerce	Ms. Himani Yadav

The Chairperson Dr. M.S. Mishra welcomed the members.  
 Dr. Ila Dixit Coordinator of IQAC, presented a review:

The following points were discussed in the meeting:

**Agenda 1: Review of minutes of Previous IQAC Meeting and subsequent action taken**

**Resolution 1:** The Previous IQAC meeting was conducted on 8/3/2024. The minutes of the meeting were read out with a formal discussion with all IQAC members. These minutes of the meeting were approved by the IQAC members.

**Agenda 2: Result Analysis of the BCA Program in FY 2023-24.**

(BCA) program will be prepared to consider various aspects such as student performance, course effectiveness, areas for improvement, and overall program outcomes.

**Proposed By:** Dr. Ila Dixit

**Agenda 4: Focus on rigorous implementation of Objective Based Education Resolution**

It is discussed that the institute has already started implementation of OBE in the regular teaching-learning process. However, it is discussed that an orientation session may be scheduled for additional guidance and suggestions. Accordingly, CO-PO attainment methodologies can be revised, if necessary.

**Proposed By:** Dr. M.S. Mishra



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## Agenda 5: Revision of Institute Level Policies

It is discussed that a few policies need to be revised. Hence it is further discussed to take a review of all existing policies. Also, for the functional committees, SOPs and guidelines can be framed.

**Proposed By:** Dr. M.S.Mishra.

## Agenda 5: Any other point with permission from the chair.

### Resolution:

It is discussed by the NAAC Coordinator about the next NAAC cycle III initiatives/working, staffing the committee members and preparing the reports as per the requirement.

**Proposed By:** Dr. Ila Dixit

Dr. Ila Dixit, IQAC Coordinator, proposed the vote of thanks to all IQAC members.

Sr. No.	Designation & Affiliation	Name of Person	Signature
1	Coordinator of IQAC, H.O.D. Management	Dr. Ila Dixit	
2	Member, Assistant Professor, Management	Mr. Mallikarjun	
3	Member, Assistant Professor, Management	Mr. Hassan Raza	
4	Member, Assistant Professor, Commerce	Ms. Himani Yadav	

**Dr. Ila Dixit**  
Coordinator (IQAC)

**Dr. M.S. Mishra**  
Principal





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**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**(A. Y. 2023-24) – 11<sup>th</sup> IQAC Meeting (No. 11)**

**Date: 18.06.2024, Time: 3:00 P.M.**

**AGENDA**

1. Session Review
2. Internal and External Audit
3. New session planning 2024-25
4. Committee for Next Session:
5. Planning for AQAR



Ref No.:MAIC/IQAC/2023-24/10

Date: 18/06/2024

**INTERNAL QUALITY ASSURANCE CELL(IQAC)**

(A. Y. 2022-23) – 11<sup>th</sup> IQAC Meeting (No. 11)

**Date: 18.06.2024, Time: 3:00 P.M., Venue: IQAC Room**

The IQAC meeting for AY 2023-24 was conducted on 18<sup>th</sup> June 2024. The following members attended the meeting.

Sr.No.	Designation & Affiliation	Name of Person
1	Principal (as Chairperson)	Dr. M.S. Mishra
2	Coordinator of IQAC, H.O.D. Management	Dr. Ila Dixit
3	Member, Assistant Professor, Management	Mr. Hassan Raza
4	Member, Assistant Professor, Commerce	Ms. Himani Yadav

The Chairperson Dr.M.S.Mishra welcomed the members.

Dr. Ila Dixit Coordinator of IQAC, presented a review:

The following points were discussed in the meeting:

### 1. Session Review:

- **Discussion:** The academic and extracurricular activities of the past session were reviewed. The achievements, challenges, and areas for improvement were discussed in detail.
- **Key Points:**
  - **Academic Performance:** Overall performance was satisfactory, with a slight increase in the pass percentage.
  - **Extracurricular Activities:** Participation in extracurricular activities saw an increase. Events were successfully organized with significant student involvement.
  - **Challenges:** Issues such as student attendance and engagement were identified. Some courses had lower completion rates.

**Action Items:**

- Develop strategies to improve student attendance and engagement.
- Introduce additional support for students in courses with low completion rates.

## 2. Internal and External Audit:

- **Discussion:** The findings from the recent internal and external audits were presented.
- **Key Points:**
  - **Internal Audit:** Highlighted areas for process improvement in administrative and academic functions.



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- **External Audit:** Positive feedback on compliance with statutory requirements but recommended enhancing documentation and data management.

### Action Items:

- Implement recommendations from both audits to improve efficiency and compliance.
- Enhance training for staff on documentation and data management practices.

### 3. New Session Planning 2024-25:

- **Discussion:** Plans for the upcoming academic session were discussed, focusing on curriculum updates, research, NEP, infrastructure, and student services.
- **Key Points:**
  - **Curriculum Updates:** Introduction of new courses, curriculum and revision of existing ones to meet industry standards.
  - **Research Work:** Strategies for enhancing research work among faculty and students were discussed.
  - **Infrastructure:** Planned upgrades to laboratories, libraries, and classroom facilities.
  - **Student Services:** Expansion of counseling services and career guidance.

### Action Items:

- Finalize the new curriculum and obtain necessary approvals.
- Encourage interdisciplinary and industry collaborations for research projects.
- Increase support for publishing research in reputable journals and conferences.
- Schedule infrastructure upgrades during the semester break.
- Recruit additional counselors and career advisors.

### 4. Committee for Next Session:

- **Discussion:** Formation of committees for the next session to oversee various academic and administrative functions.
- **Key Points:**
  - **Committee Formation:** Identified key committees such as Academic Affairs, Extracurricular Activities, Student Welfare, Discipline, Anti-Ragging, Women Development, Grievances, etc.
  - **Membership:** Nominations for committee members were discussed and finalized.

### Action Items:

- Notify selected members and schedule the first committee meetings.
- Define clear roles and responsibilities for each committee.

### 5. Planning for AQAR:

- **Discussion:** Strategies for preparing the Annual Quality Assurance Report (AQAR) were outlined.
- **Key Points:**
  - **Data Collection:** Assign responsibilities for data collection and report preparation.
  - **Timeline:** Establish a timeline for completing the AQAR.



## MAHARAJA AGRASEN INTERNATIONAL COLLEGE

NAAC Accredited B+

(Run by Shree Maharaja Agrasen Charitable Trust)  
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- **Submission:** Ensure timely submission to the accrediting body.

### Action Items:

- Distribute the AQAR template and guidelines to relevant departments.
- Set deadlines for data submission and draft report completion.
- Organize a review meeting before the final submission.

Sr.No	Designation & Affiliation	Name of Person	Signature
1	Coordinator of IQAC, H.O.D. Management	Dr. Ila Dixit	
2	Member, Assistant Professor, Management	Mr. Hassan Raza	
3	Member, Assistant Professor, Commerce	Ms. Himani Yadav	

**Dr. Ila Dixit**  
**Coordinator (IQAC)**

**Dr. M.S. Mishra**  
**Principal**