

**Agenda of the Internal Quality Assurance Cell (IQAC) Meeting to be held on  
22<sup>nd</sup> September 2023**

1. Confirmation of the minutes of the last IQAC meeting held on 20.06.2023
2. To approve the employability enhancement programmes for MBA students
3. To discuss and approve various events and competitions to be organized by Department of Computer Science
4. To discuss and approve various events and competitions to be organized by Department of Mass Communication
5. To finalise the Foundation Day - Adharshila celebration mode.
6. To discuss the Value added programmes for the semester
- 7 To discuss programmes to be organized for career counselling and competitive examination preparation of the students
8. Any other item(s) with permission of the Chair

*Pallavi*

**Dr. Pallavi Pathak  
(IQAC Coordinator)**

**Minutes of the Internal Quality Assurance Cell (IQAC) Meeting held on  
22<sup>nd</sup> September 2023**

A meeting of the members of the Internal Quality Assurance Cell (IQAC) of the School of Management Sciences, Varanasi was held in the Meeting Room at the campus today, the **22<sup>nd</sup> September 2023 at 02:30 PM** to discuss pertinent matters.

The Following Members were present:

- |                              |   |                              |
|------------------------------|---|------------------------------|
| 1. Prof. P. N. Jha, Director | - | Chairperson                  |
| 2. Dr. Sandeep Singh         | - | Member                       |
| 3. Dr. Kamal Sheel Mishra    | - | Member                       |
| 4. Dr. R. K. Singh           | - | Member                       |
| 5. Dr. Amitabh Pandey        | - | Member                       |
| 6. Mr. Ram Gopal Gupta       | - | Member                       |
| 7. Mr. Veeresh Tripathi      | - | Member                       |
| 8. Dr. M.P. Singh            | - | Representative of Management |
| 9. Mr. Sanjay Gupta          | - | From Administration          |
| 10. Dr. Pallavi Pathak       | - | Coordinator                  |

**The following matters were proposed to be discussed in the IQAC Meeting**

After a formal welcome by the IQAC Chairperson & Director. The following business was transacted –

**Item No. 1:** - The minutes of the IQAC meeting held on 20 .06. 2023 were confirmed.

**Item No. 2:** - (A) The details for the orientation sessions of BBA programme was finalised.

(B) All three Departmental Heads proposed the tentative dates and subjects for the bridge course classes

**Item No. 3:** - (A) Prof. Sandeep Singh, HoD Management informed the house about Placement Advancement & Career Empowerment workshop and Personality development starting shortly for MBA students.

(B) He also suggested to have workshop on SPSS for BBA students

**Item No. 4:** - (A) All the members applauded Prof. K.S. Mishra and Mr. R.G. Gupta for launching Techno-10: Software Interns successfully


(B) Prof. K.S. Mishra apprised the members about the upcoming Techno Camp 2023 and workshops on Web development, Python, coding, Java

**Item No. 5:** - (A) Prof. Sandeep Singh, HoD, Mass Communication informed about the debut Film screening event of the documentary made by a student.

(B) He further shared that department will host workshops on Basics of Photography, Graphic Designing, Artistry, content writing etc.

- Item No. 6:** - (A) Prof. R.K Singh, HoD Commerce department suggested tentative topics for UG students viz. Advanced Tally, Excel, Office skills  
(B) He further proposed to keep Financial Modelling, Advanced Excel, Interview preparation workshops for M.Com Students
- Item No. 7:** - It was decided to organise Adharshila this year along with Inter-institute competitive events which was ceased for three years due to COVID outbreak
- Item No. 8:** - It was decided to collect the list of Value added courses from all the course coordinators.
- Item No. 9:** - (A) Members suggested to organise a workshop on Company Secretary ship  
(B) It was decided to organise a Workshop on National Eligibility Test (NET) Preparation for the M.COM students  
(C) It was also proposed to organise a Workshop on Entrepreneurship as a Career Opportunity
- Item No. 10:** - (A) Members proposed to organise Alumni Meet Delhi and Mumbai chapters.  
(B) It was proposed to organise Industrial Visits and Excursions for all programmes

The meeting culminated with a formal Vote of thanks to the Chair and the Hon'ble members.

  
(Dr. Pallavi Pathak)  
Coordinator

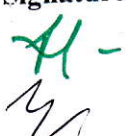



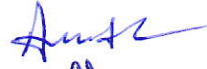




  
(Prof. P.N. Jha)  
Chairperson

*Copy to:* All Concerned



The Internal Quality Assurance Cell (IQAC) at School of Management Sciences, Varanasi held on the 22<sup>nd</sup> September 2023 at 2.30 PM.

Members present:

S. No	Name	Post	Signature
1.	Prof. P. N. Jha, Director	- Chairperson	
2.	Dr. Kamal Sheel Mishra	- Member	
3.	Dr. Sandeep Singh	- Member	
4.	Dr. R. K. Singh	- Member	
5.	Dr. Amitabh Pandey	- Member	
6.	Mr. Ram Gopal Gupta	- Member	
7.	Mr. Veeresh Tripathi	- Member	
8.	Dr. M.P. Singh	- Representative of Management	
9.	Mr. Sanjay Gupta	- From Administration	
10.	Dr. Pallavi Pathak	- Coordinator	