

**Agenda of the Internal Quality Assurance Cell (IQAC) Meeting to be held
on 14th January 2023**

1. To confirm the minutes of the IQAC last meeting held on 02.11.2022
2. To induct new members in the NAAC team of the institute
3. To Apprise all the IQAC team members about AQAR/SSR for Autonomous
 - i. colleges including the Sops
4. To keep the AQAR ready for approval in GB meeting
5. To deliberate on the health Insurance for employees
6. To plan Outreach programs and Alumni interaction series in the coming days
7. To discuss any other item(s) with permission of the Chair



Dr. Pallavi Pathak
(IQAC Coordinator)

**Minutes of the Internal Quality Assurance Cell (IQAC) Meeting held on
14th January 2023**

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. Dr. Amit Kishore Sinha	-	Member
7. Mr. Ram Gopal Gupta	-	Member
8. Mr. Saurabh Kumar Srivastava	-	Member
9. Mr. Veeresh Tripathi	-	Member
10. Mr. Sanjay Gupta	-	From Administration
11. Dr. Pallavi Pathak	-	Coordinator
12. Dr Shivendra Pathak	-	Invited Guest
13. Dr Vishal Kumar Singh	-	Invited Guest
14. Dr Sofia Khan	-	Invited Guest
15. Dr Ishan Tripathi	-	Invited Guest
16. Dr Shikha Agarwal	-	Invited Guest
17. Mr. Himanshu Upadhyay	-	Invited Guest
18. Mr. Suraj Singh	-	Invited Guest

After a formal welcome by the IQAC Chairperson & Director, SMS Varanasi, Prof. P.N. Jha, IQAC Coordinator, Dr. Pallavi Pathak conducted further proceedings. Following business was transacted –

Item No. 1: - The minutes of the IQAC meeting held on 02.11. 2022 were confirmed


Item No. 2 (a) In view of the intricacies of NAAC criterion, one co coordinator was additionally, assigned with each criterion.
(b) All of them were inducted during the meeting.

Item No. 3 (a) detailed discussion was done regarding changes required by the institution under various heads to abide by the norms as per the requirements of the autonomous college.

(b) All the NAAC criteria coordinators were apprised of the data now required to be collected and maintained in light of the modified SoPs
(c) It was decided in the meeting to conduct workshop on NAAC details in the near future.

- Item No. 4** All the criterion coordinators and co coordinators were instructed to share all the attachments and data template so that final version could be placed in forthcoming Governing body meeting for the approval.
- Item No. 5** The members proposed to provide Health insurance along with other welfare schemes.
- Item No. 6 (a)** All the members agreed to increase the frequency of outreach programmes under the aegis of Rainbow Club and NSS and involve more students.
(b) It was also proposed to invite Alumni on continuous basis as a part of Alumni Interaction series

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 14th January 2023 at 3.30 PM.

Members present:

S. No	Name	Post	Signature
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.	Dr. Amit Kishore Sinha	- Member	
7.	Mr. Ram Gopal Gupta	- Member	
8.	Mr. Veeresh Tripathi	- Member	
9.	Mr. Saurabh Srivastava	- Member	
10.	Dr. Shivendra Pathak	- Invited Member	
11.	Dr. Vishal Kumar Singh	- Invited Member	
12.	Dr. Sofia Khan	- Invited Member	
13.	Dr. Ishan Tripathi	- Invited Member	
14.	Dr. Shikha Agarwal	- Invited Member	
15.	Mr. Himanshu Upadhyay	- Invited Member	
16.	Mr. Suraj Singh	- Invited Member	
17.	Mr. Sanjay Gupta	- From Administration	
18.	Dr. Pallavi Pathak	- Coordinator	