

**Agenda of the Internal Quality Assurance Cell (IQAC) Meeting to be held  
on 29<sup>th</sup> May 2024**

1. To confirm the minutes of the IQAC last meeting held on 11.03.2024
2. Preparation for the Meeting of Board of Studies of Department of Computer Science, Commerce, Management and Mass Communication, Academic Council and Governing body
3. To review examination preparation
4. To plan and finalize development programs for Support staff and Class IV employees
5. 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  
29<sup>th</sup> May 2024**

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 11th March 2024 at 3.30 PM to discuss pertinent matters.

The Following Members were present:

- |                              |   |                           |
|------------------------------|---|---------------------------|
| 1. Prof. P. N. Jha, Director | - | Chairperson               |
| 2. Prof. 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 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 01.03. 2024 were confirmed

**Item No. 2:** - (A) Stocktaking of agenda and the preparations for the Meeting of Board of Studies, Academic Council and Governing body was done.  
(B) Pending tasks according to the agenda of both were discussed and resolved.


**Item No. 3:** - Controller of Examination Mr. Sanjay Gupta apprised members about the preparedness for the End Semester examination.

**Item No. 4:** - It was decided to organise one programme each for Non-teaching staff and Class IV employees

**Item No. 5:** - It was decided to organise International Yoga Day like previous years' despite examinations. The session would be kept in second half

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







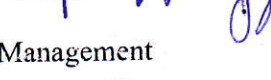


  
(Dr. Pallavi Pathak)  
Coordinator

  
(Prof. P.N. Jha)  
Chairperson

*Copy to:* All Concerned

The Internal Quality Assurance Cell (IQAC) at School of Management Sciences, Varanasi held on 29<sup>th</sup> May 2024 at 3.30 PM in the meeting room

Members present:

S. No	Name	Post	Signature
1.	Prof. P. N. Jha, Director	- Chairpersen	
2.	Prof. 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	