

SCHOOL OF MANAGEMENT SCIENCES, VARANASI

Minutes of the IQAC Meeting

Date: February 15, 2019, Time: 1:30 pm

Venue: Meeting Room

A meeting of the members of the Internal Quality assurance cell of School of Management Sciences, Varanasi was held in the meeting room at the campus today, the 15th February, 2019 at 1.30 PM to discuss matters under the agenda. The Following Members were present :

1. Prof. P. N. Jha, Director	-	Chairperson
2. Dr. Sandeep Singh	-	Member
3. Dr. K.S.Mishra	-	Member
4. Mr. Amitabh Pandey	-	Member
5. Mr. Atish Khadse	-	Member
6. Dr. A.K.Singh	-	Member
7. Dr. M.P. Singh	-	Representative of Management
8. Dr. K.K.Agrawal		Stakeholder's Nominee
9. Mr. Sanjay Gupta	-	From Administration
10. Mr. Rohit Mehta	-	Alumni
11. Dr. (Mrs.) Pallavi Pathak	-	Coordinator

Agenda :

1. Stock taking of the preparation for International Conference 2019
2. Discussion regarding timely completion of syllabus along with few guest sessions on Subject matter as well as soft skills
3. Procurement of more e books and enrich the database of library and
4. Discussion about the need of remedial classes and career counselling sessions for the interested students

Discussion :

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

- a) Since the International Conference was just a week away, detailed review about the same was done. Discussion about the Conference sessions, Key speakers & Participants, arrangements for their stay and transportation Conference kits, souvenir, Mementoes, Certificates etc were made.

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- b) Even semester being shorter and eventful too, it was decided that coordinators will brace themselves up for the timely completion of syllabus and will also arrange for remedial classes if needed. They will also be directed to arrange guest lectures and soft skill training programmes for the students.
- c) The library staffs were to be instructed to focus on procuring more E-Books and enrich the database.
- d) As per the director's notification dated 17.01.2019, .a career counselling Cell was constituted. It was decided in the meeting that this cell should conduct more counselling sessions especially for Final year students with immediate effect

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)
Chairman

Copy to : All Concerned