

## Minutes of the 1<sup>st</sup> meeting of IQAC, 2015-16

**The first IQAC meeting for Academic Session 2015-16 was held on 23/07/2015 at 01:00 p.m. in the Conference Hall, Old Building, DAV PG COLLEGE under the Chairmanship of Dr. S. D. Singh, Principal, DAV PG College, Varanasi.**

### **Members Present:**

1.	Dr. S. D. Singh	Principal	DAV PG College
2.	Prof. Anil Kumar Singh	Ex-Principal	Hindu P.G College, Zamania
3.	Sri Govind Kejriwal	Industrialist	Varanasi
4.	Dr. Pradeep Kamal	Associate Professor	Commerce
5.	Dr. Akhilesh Dubey	Associate Professor	Hindi
6.	Dr. Mukesh Kumar Singh	Assistant Professor	AIHC & Arch
7.	Dr. Mayank Kumar Singh	Assistant Professor	Economics
8.	Dr. Parul Jain	Assistant Professor	Economics
9.	Dr. Anand Singh	Assistant Professor	Commerce
10.	Sri Shiv Kr. Saxena	Administrative Officer	DAV PG College
11.	Kunwar S. S. Singh	Section Officer	DAV PG College
12.	Sri Mukesh Tripathi	Research Scholar	English
13.	Dr. P. K. Sen	Coordinator	IQAC

Padma Bhushan Pandit Raajan Mishra, Vocalist and Sri Priyank Dev could not attend the meeting.

**The meeting started with welcome note to all IQAC members, especially to the external members from society by Dr. P. K. Sen, Member Secretary- IQAC. The following agenda items were discussed during the meeting:**

**Agenda Item No. 01:** *Record of students' progress to be maintained properly: the agenda was discussed in detail and members of IQAC suggested that:*

- *Required data may be procured by concerned teachers*
- *The College Administration should send a letter to passed out students to seek their feedback*
- *Information about pass-out students may be traced from Social sites*
- *Alumni registration, feedback and information form should be available on the College website.*

**Agenda Item No. 02:** *A definite master plan to be charted out for ensuring that AQAR is prepared on time and submitted to NAAC each year.*

*Dr. P. K. Sen, the Coordinator / Director, IQAC shall:*

1. Chart out a master plan for ensuring that AQAR is prepared and submitted to NAAC on time each year, until the next visit of the NAAC.
2. Take immediate steps to submit the AQAR for the year 2015-16 in time.

**Agenda Item No. 03:** *Even though a lot has been achieved by the College in all spheres academic, administrative, and financial, these could not be highlighted for want of proper documentation. A definite master plan for documentation has to be charted out immediately. The IQAC under the leadership of Dr. P. K. Sen shall take initiative for including the data collected through IQAC uniformly in the AQAR, Annual Report.*

*The Coordinator / Director, IQAC shall be vested with all powers to call for all data related to IQAC activities.*

*The Coordinator / Director, IQAC shall:*

*A) Submit a master plan for documentation of College records, for presentation before NAAC and other external agencies.*

*B) Link and distribute data collected uniformly in the Annual Report, AQAR.*

**Agenda Item No. 04:** *The Coordinator / Director, IQAC shall submit proposals for:*

*i. Budget provision for IQAC for the financial year 2015-2016*

*ii. Budget provision for maintenance to be made every year*

The meeting ended with a vote of thanks to the Chair.

**Dr. P. K. SEN**  
Member Secretary

**Dr. S. D. SINGH**  
Principal  
DAV PG College