

Minutes of the 3rd meeting of IQAC, 2017-18

The *third* IQAC meeting for Academic Session 2017-18 was held on 27/01/2018 at 02:00 p.m. in chamber of Principal, DAV PG COLLEGE under Chairmanship of Dr. S. D. Singh, Principal, DAV PG College, Varanasi.

Members Present:

S. No.	Name	Designation	Department / Institution
01	Dr. S. D. Singh	Principal	DAV PG College
02	Prof. Anil Kumar Singh	Ex-Principal	Hindu P.G College, Zamania
03	Sri Govind Kejriwal	Industrialist	Varanasi
04	Sri Priyank Dev	Industrialist	Varanasi
05	Dr. Lallan Jaiswal	Associate Professor	Sanskrit
06	Dr. Satyagopal Jee	Associate Professor	Psychology
07	Dr. Mukesh Kumar Singh	Assistant Professor	AIHC & Arch
08	Dr. Mayank Kumar Singh	Assistant Professor	Economics
09	Dr. Akhilendra Kumar Singh	Assistant Professor	Psychology
10	Dr. Parul Jain	Assistant Professor	Economics
11	Dr. Anand Singh	Assistant Professor	Commerce
12	Kunwar S. Shekhar	S. O. (Admin.)	DAV PG College
13	Mr. Surjeet	P. A. to Principal	DAV PG College
14	Sri Anuj Kumar Singh	Research Scholar	AIHC & Arch
15	Dr. P. K. Sen	Coordinator	IQAC

Padma Bhushan Pandit Raajan Mishra, Vocalist could not attend the meeting.

The meeting started with welcome note to all IQAC members, especially to Principal Sir, Joint Secretary and 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: *The minutes of the second IQAC meeting held on 05/11/2017 were confirmed by the IQAC members*

Agenda Item No. 02: *Collection of data related to IQAC activities: Even though a lot has been achieved by the College in all spheres of academic, administrative, and financial aspects, these could not be highlighted for want of proper documentation. A definite master plan for documentation has to be charted out immediately. The IQAC shall take initiative for distributing the data collected through IQAC uniformly in the AQAR, Annual Report and the Report to the Principal.*

The Coordinator, 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.

Agenda Item No. 03: Seminar on quality: *IQAC to organize, seminar for creating awareness on the importance of accreditation of NAAC and other external agencies among the College teachers, students and non-teaching staff, once in a year. The Coordinator / Director, IQAC shall take initiatives towards conducting a one day seminar focusing on quality, excellence etc., and for creating awareness of the importance of accreditation by NAAC and other external agencies, once in 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