

Minutes of the 1st meeting of IQAC, 2019-20

The *first* IQAC meeting for Academic Session 2019-20 was held on 13/08/2019 at 02:00 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:

S. No.	Name	Designation	Department / Institution
01	Dr. S. D. Singh	Principal	DAV PG College
02	Sri Govind Kejriwal	Industrialist	Varanasi
03	Sri Priyank Dev	Industrialist	Varanasi
04	Dr. S. B. Singh	Associate Professor	Political Science
05	Dr. Mishri Lal	Associate Professor	Sanskrit
06	Dr. Mukesh Kumar Singh	Assistant Professor	AIHC & Arch
07	Dr. Mayank Kumar Singh	Assistant Professor	Economics
08	Dr. Parul Jain	Assistant Professor	Economics
09	Dr. Anand Singh	Assistant Professor	Commerce
10	Dr. Taru Singh	Assistant Professor	Commerce
11	Kunwar S. Shekhar	S. O. (Admin.)	DAV PG College
12	Mr. Surjeet	P. A. to Principal	DAV PG College
13	Sri Anuj Kumar Singh	Research Scholar	AIHC & Arch

Padma Bhushan Pandit Raajan Mishra, famous Vocalist and Prof. Anil Kumar Singh, Ex-Principal, Hindu P.G College, Zamania 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: *The members of the committee were of the opinion that the College Librarian should ensure highly enriched library with good ambience. E-resources and CDs of downloaded Video lectures should also be maintained in the college library. Dr. P. K. Sen, Coordinator - IQAC informed the members that, the college has already constituted a Library committee for assisting College Librarian. Dr. Sen was of the opinion that, the same committee may be extended for one more session, i.e., for 2019-20. Dr. P. K. Sen also informed the members that the college is very soon going to upgrade the library facilities with the help of experts of 'Campus Technology'.*

Agenda Item No. 02: *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.*

All the members were of the view that, 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.

c) All the data's collected should be duly updated on the College website

Agenda Item No. 03: *the members discussed upon the matter in detail and were of the opinion that the college office should be automated with the help of experts of "Campus Technology". It was resolved that:*

a) College office should be equipped with latest software's for collecting fees

b) All the documentation in office should be fully computerised

c) From the current session, i.e., session 2019-20 the fees from the students 2nd Year and Final Year of Graduation and Post Graduation shall be college on on-line mode only.

Agenda Item No. 04: *Resolved that all the filled-in feedback forms from different stakeholders (i.e., Parents, Alumni's and Students) for the session of 2019-20 shall be collected from all the Departments. The members of the Feedback Committee shall make an analysis of the same.*

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