



# Minutes of the IQAC Committee Meeting



Internal Quality Assurance Cell (IQAC)  
D. B. S. (P.G.) College

**Date:** 14-2-2025. **Time:** 11:45

**Venue:** IQAC Room, D. B. S. (P.G.) College

## 1. Opening Remarks by the Chairperson

The meeting of the Internal Quality Assurance Cell (IQAC) was convened under the Chairmanship of **Prof. Anil Kumar, Principal, D. B. S. College**. The Chairperson welcomed all members and emphasized the need to strengthen institutional quality initiatives in accordance with NAAC guidelines and benchmarks.

## 2. Confirmation of the Minutes of the Previous Meeting

The formation of the newly constituted IQAC Committee for the academic session 2025-26 was discussed. It was proposed that the committee will function under the Chairmanship of Prof. Anil Kumar (Principal) and the coordination of Prof. K. K. Shrivastava (IQAC Coordinator).

The proposal was unanimously approved by the members.

## 3. Agenda of the Meeting :

- Implementation of the Binary System for Quality Monitoring and Academic Review
- Strengthening Quality Assurance and Academic Monitoring Mechanisms
- Preparation and Timely Submission of AQAR
- Documentation for NAAC and Other Accreditation Bodies
- Organization of Seminars, Workshops, and Faculty Development Programmes (FDPs)
- Any other topic with the permission of the Chairperson

## 4. Discussion of the Meeting:

- The committee resolved to adopt a Binary System for systematic academic monitoring and review of departmental activities. The system aims to ensure transparency, accountability, and proper documentation of academic and administrative processes across departments.
- A detailed discussion was held on enhancing institutional quality assurance and monitoring mechanisms. The committee identified the following priority areas:
  - Strengthening quality assurance in teaching–learning and evaluation processes.
  - Conducting regular academic monitoring and review meetings at departmental and institutional levels.
- The committee discussed the preparation and submission of the Annual Quality Assurance Report (AQAR). It was resolved that data collection, compilation, and verification would be carried out in accordance with NAAC requirements and within the stipulated timelines.
- The committee stressed the importance of systematic documentation and data management for NAAC and other accreditation processes. All departments were instructed to maintain complete, accurate, and verifiable records of academic and administrative activities.
- The committee discussed organizing seminars, workshops, and Faculty Development Programmes (FDPs) to promote academic excellence and strengthen research culture in the institution. It was recommended that such activities be planned in a structured manner with proper documentation of outcomes.

## 5. Conclusion

The committee held detailed discussions on strengthening quality assurance and academic monitoring at the institutional level. Key focus areas were identified as follows:

- Strengthening quality assurance in teaching-learning and evaluation processes.
- Conducting regular academic monitoring and review meetings.

All members expressed their commitment and assured active cooperation in achieving institutional quality benchmarks. There being no other item on the agenda, the meeting concluded with a vote of thanks to the Chair. Signatures

## 6. Photograph of the Meeting

Photograph of the meeting are to be attached below for official record and NAAC documentation.



IQAC Coordinator: \_\_\_\_\_

*K.K.K.*  
**Prof. K. K. Srivastava**

Coordinator  
IQAC

Principal/Chairperson: \_\_\_\_\_

*D.A.S.*  
**Prof. Anil Kumar Mishra**

Date: 14/02/2025

## List of attendees :

1. Prof. Anil Kumar Mishra
2. Prof. K.K. Srivastava *K.K.K.*
3. Prof. Sandeep Shukla *S.S.*
4. Prof. Vivek Pandey *V.P.*
5. Prof. Indrani Dubey *I.D.*
6. Dr. Deepali Dwivedi *Dr. Deepali Dwivedi*
7. Dr. Tamanna Begam *T.B.*
8. Dr. Anita Nigam *Anita Nigam*
9. Dr. Shikha Saxena

10. Dr. Rekha Rani *Rekha Rani*
11. Dr. Upendra *Upendra*
12. Dr. Abhisek Jauhari *JOHRI*
13. Dr. Sandeep Pal *S.P.*
14. Dr. Swadesh Gupta *S.G.*
15. Dr. Soumya Deep *Soumya Deep*
16. Dr. Anurag Misra *Anurag Misra*
17. Dr. Anupam Dubey *Anupam Dubey*
18. Dr. Sudheer Verma *Sudheer Verma*
19. Dr. Rajneesh kumar *Rajneesh*
20. Dr. Shiv Narayana Singh
21. Dr. Manju Bhaskar