

**CIRCULAR****ARKA JAIN**  
**University**  
Jharkhand**SCHOOL OF COMMERCE & MANAGEMENT****Department of Management**  
**INTERNAL CIRCULAR**Ref No: AJU/SCoM/DoM/2025/971

Date: 04.03.2025

This is to inform all the faculty & staff of the **MBA Department** we will be conducting a session on **"Document Quality Enhancement"** in association with the **Internal Quality Assurance Cell**, **ARKA JAIN University**.

**Details of the Session-****Resource Person-** Dr. Manoj Pathak, Member, IQAC Cell, AJU**Date of the event-** 05-03-2025**Time of the event-** 12:00 am onwards**Venue-** Block F, Room No. – 632**Event Convener-** Dr. Urvashi Thakur, HoD, MBA, Department of Management**Dr. Urvashi Thakur**

HoD, MBA

Dept. of Management

School of Commerce &amp; Management

HOD, MBA

School of Commerce and Management

ARKA JAIN University, Jharkhand

**Copy for the information:**

1. PS to the Vice-Chancellor
2. PS to the Director
3. PS to the Registrar
4. Controller of Examinations
5. In charge Web services for Website Updation
6. Notice Board
7. Guard File

Page 1 of 1

## SESSION ON THE DOCUMENT QUALITY ENHANCEMENT BY THE INTERNAL QUALITY ASSURANCE CELL, AJU

Date of Event	05.03.2025
Name of the Event	Session On The Document Quality Enhancement By The Internal Quality Assurance Cell, AJU
Type of the Event	Experiential Learning/ Problem Solving Methodologies/Language & Communication Skills
Conducted by	MBA, Department of Management
No. Of Participants	10

### OBJECTIVE:

The objective of the session on **Document Quality Enhancement** conducted by the **Internal Quality Assurance Cell (IQAC)**, ARKA Jain University is to foster a culture of continuous improvement in academic and administrative processes. The session aims to enhance quality communication and performance by implementing best practices, ensuring compliance with quality benchmarks, and promoting quality documentation for departmental processes. It also focussed on monitoring and evaluating quality standards, set by IQAC and encouraging faculty and staff to take proactive measures to reduce discrepancies, absence and wrong data. Also, understanding and collaborating towards standardisations as per national and global accreditation frameworks.

### DETAILS:

The Internal Quality Assurance Cell (IQAC) of ARKA Jain University conducted an insightful session on **Document Quality Enhancement** for the faculty and staff of MBA, Department of Management. The session aimed to strengthen academic and administrative excellence by fostering a culture of continuous improvement. The session was taken by Dr. Manoj Pathak sir, member, IQAC cell and the key discussions revolved around **best practices in higher education, outcome-based learning, and strategic quality initiatives** and proper and immaculate documentation to elevate the overall standards. Faculty members actively participated, gaining valuable insights into quality benchmarks and accreditation standards essential for institutional growth. The session reinforced AJU's commitment to delivering **holistic and industry-relevant education**.

**TAKEAWAY (OUTCOMES):**

The session on **Document Quality Enhancement** by the **Internal Quality Assurance Cell (IQAC)**, **ARKA Jain University**, provided valuable insights into maintaining and improving academic and administrative excellence within the **MBA department**. Key takeaways included the importance of right documentation, choice of right written expressions along with an understanding of right procedures. The session emphasized the role of **faculty** in fostering a culture of quality, commitment to maintaining standards and benchmarks determined by the university and compliance to accreditation standards. It reinforced the need for correct and timely documentation of the processes and activities conducted by the department

## POSTER OF THE EVENT

The poster features a dark background with a geometric pattern of hexagons and triangles. At the top left, the logos for JGI, ARKA JAIN University Jharkhand, and NAAC Grade A Accredited University are displayed. Below these, a white banner reads "SESSION BY IQAC CELL AJU ON THE DOCUMENT QUALITY ENHANCEMENT". The main text, in large white letters, states "ORGANISED BY MBA DEPARTMENT OF MANAGEMENT". To the left of a portrait of Dr. Manoj Pathak, the text identifies him as the "Resource Person" and a "Member, IQAC Cell, ARKA Jain University". A calendar icon indicates the event is on "MARCH 5<sup>TH</sup> 2025" from "12 PM - 1 PM". A white box specifies the location as "ROOM NO.- 632 BLOCK F". At the bottom, it lists the "EVENT CONVENOR- DR. URVASHI THAKUR, HoD, MBA, DEPARTMENT OF MANAGEMENT".

**JGI** | **ARKA JAIN University** Jharkhand | **NAAC GRADE A** ACCREDITED UNIVERSITY

**SESSION BY IQAC CELL AJU ON THE DOCUMENT QUALITY ENHANCEMENT**

**ORGANISED BY MBA DEPARTMENT OF MANAGEMENT**

Resource Person:  
Dr. Manoj Pathak  
Member, IQAC Cell, ARKA Jain University

 **MARCH 5<sup>TH</sup> 2025**  
12 PM - 1 PM

**ROOM NO.- 632**  
**BLOCK F**

**DR. MANOJ PATHAK**  
MEMBER IQAC CELL, AJU

**EVENT CONVENOR- DR. URVASHI THAKUR**  
HoD, MBA  
DEPARTMENT OF MANAGEMENT

**Poster on the Session on the Quality Enhancement by the Internal Quality Assurance Cell, AJU**



## PHOTOS OF THE EVENT



**Figure 1- Dr. Manoj Pathak Sir giving explanation on the creation of event report**



**Figure 2- Faculty member of the MBA Department clarifying their queries regarding the documentation process on the creation of event report**





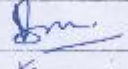


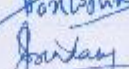
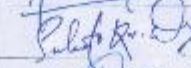

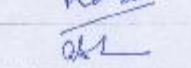



**Figure 3- Faculty member of the MBA Department taking notes on the important points regarding the documentation process on the creation of event report**

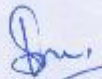


**Figure 4- Faculty member of the MBA Department clarifying their queries regarding the categories of the event for the creation of event report**



## LIST OF PARTICIPANTS

 <b>ARKA JAIN University</b> Jharkhand 			
DEPARTMENT OF MANAGEMENT (MBA)			
NAME OF THE EVENT- SESSION FOR THE INTERNAL QUALITY ASSURANCE BY IQAC CELL, AJU			
RESOURCE PERSON- DR. MANOJ KUMAR PATHAK			
DATE- 05-03-2025			
Sl No.	Employee Id	Name of the Faculty	Signature
1	ARKA/AJU/1273	Dr. Urvashi Thakur	
2	ARKA/AJU/1075	Dr. Chetan Wadhwani	
3	ARKA/AJU/1041	Mr. Mukul Pandey	
4	ARKA/AJU/1248	Abhishek Sarna	
5	ARKA/AJU/1205	Harshith K.M	
6	ARKA/AJU/1526	Arindam M.	
7	ARKA/AJU/1550	Dr. Subho Kumar Dey	
8	ARKA/AJU/17	Shailash Kh. Dubeey.	
9	ARKA/AJU/1484	Rana Jyoti Perween	
10	ARKA/AJU/1088	Dr. Abhishek Upadhyay	



Dr. Urvashi Thakur

HoD, MBA

Department of Management

HoD, MBA

School of Commerce and Management

ARKA JAIN University, Jharkhand