

INTERNAL QUALITY ASSURANCE CELL

Internal Members' Meeting on March 17, 2026

Minutes of the Meeting

A meeting with the internal members of IQAC was held on 17.03.2026 at 12:30 pm in the Principal's room. The following members were present:

1. Prof. Ashima Ghosh (Chairperson, IQAC)
2. Prof. Archana Paul (Bursar)
3. Prof. Kajal Deb (Teacher Member)
4. Dr. Ashish Mishra (Teacher Member)
5. Dr. Fatima Noori (Teacher Member)
6. Dr Anjali Shivhare (Teacher Member)
7. Dr. Anuj Kumar Verma (Teacher Member)
8. Dr. Aishwarya Singh (Teacher Member)
9. Dr. Prama Dwivedi (Teacher Member)
10. Dr. Madhuri Rathore (Teacher Member)
11. Dr. Anurag Pandey (Teacher Member)
12. Dr. Arpita Ghosh (Commerce-Teacher Member)
13. Dr. Kasturi Bharadwaj (Coordinator)

The meeting began with a formal reading and confirmation of the minutes of last IQAC meeting held on November 14, 2025 by Dr Kasturi Bharadwaj, Coordinator IQAC.

The following discussions were held according to the pre-determined agenda.

Agenda I: To review the compilation of AQAR 2024-25.

- As per the work division done amongst the members in the previous meeting, the criterion-wise progress was reviewed.

S. No.	Section of AQAR	Members Concerned
1.	CURRICULAR ASPECTS	Prof. Kajal Deb & Dr. Anjali Shivhare
2.	TEACHING-LEARNING AND EVALUATION	Dr. Kasturi Bharadwaj & Dr. Aishwarya Singh
3.	RESEARCH, INNOVATIONS	Dr. Darshan Kumar Jha & Dr. Anuj

	AND EXTENSION	Kumar Verma
4.	INFRASTRUCTURE AND LEARNING RESOURCES	Dr. Ashish Mishra & Prof. Archana Paul
5.	STUDENT SUPPORT AND PROGRESSION	Dr. Madhuri Rathore & Dr. Fatima Noori
6.	GOVERNANCE, LEADERSHIP AND MANAGEMENT	Dr. Anurag Pandey
7.	INSTITUTIONAL VALUES AND BEST PRACTICES	Dr. Fatima Noori & Dr. Prama Dwivedi

Prof. Kajal Deb reported that the data section of the **first** criterion has been completed; only the write-up section is left, which would be completed when the new NAAC criterion is announced. Dr Kasturi reported that the **second** criterion has been completed. **Third** and **fourth** sections too have been completed in totality. Dr Madhuri reported that **fifth** section is almost complete. Rest two sections are also complete.

Agenda 2: To review the submission of AISHE, NIRF.

Dr Kasturi Bharadwaj reported that the survey was timely and successfully submitted. However, the coordinator reported that the Employment data of students was found to be unavailable/scanty.

Agenda 3: To review the constitution of Student Clubs

- All the clubs, which were notified earlier, have been constituted and student representatives elected. Abhivyakti Club has been working very well. It was recommended that the information related to clubs will be updated and uploaded in the next session's prospectus. Dr. Noori recommended holding regular meetings with student representatives of clubs.

Agenda 4: To review the progress of Academic and Administrative Audit (AAA)

- Dr. Ashish reported that the circulated format of AAA was adopted and modified as per the NAAC Advisory issued in this regard. He also accepted the opinions of coordinator and other members regarding a further discussion-cum-meeting for Academic Audit. Following suggestions were made by the coordinator to be introduced in the existing format:
 - i) Time period: July 21 – June 26
 - ii) Papers taught to be listed

- iii) Date of joining to be mentioned
- iv) The Principal recommended preparing a standard format for departmental audit
- v) Student support to be included
- vi) Publication details to be provided year-wise, including h-index and i10-index.
- vii) Section on VAC/AEC/SEC courses has to be added.
- viii) Extension activities (NSS/NCC) to be included.
- ix) Academic awards and achievements (State/National/International) to be documented.
- x) Data to be provided by faculty members in consonance with the APRs submitted.
- xi) Departmental audit format to be developed.

Dr. Prama suggested seeking assistance from Dr. Manoj (University of Allahabad) for academic audit work

Agenda 5: To review the progress of Green Audit

Dr. Aishwarya reported that plants worth ₹5,000 have been purchased; more are required, but budget is yet to be released. Dr. Archana Paul recommended planting medicinal plants. Environmental Club to promote environmental awareness and energy conservation. Plastic-free zones to be established across the campus. Following suggestions were made by the members:

- i) Use of CFL/energy-efficient lighting instead of traditional bulbs/tubelights.
- ii) Proposal for installation of solar panels.
- iii) Implementation of zero water wastage practices.
- iv) RO wastewater to be reused for plants.
- v) Rainwater harvesting techniques to be implemented; open vessels suggested for student accessibility.
- vi) Discussions to be held with experts and the Chairperson regarding water conservation related practices.

were suggested, namely, National Cultural Legacy, Entrepreneurship and Skills Enhancement and Community Outreach.

**Agenda 12: Any other matter raised along with the kind permission of the Principal/
Chairperson of IQAC**

- a. MOOC & Course Planning:
 - i) Lists of MOOC courses to be prepared, Records of students opting for AEC, SEC, and VAC through MOOCs to be maintained. And prior permission to be sought from the University for students to join online courses (through conveners). Course design (VAC/SEC/AEC) to be discussed in staff meetings for proper scheduling.
 - ii) Students should be given the option to choose VAC/ SEC/ AEC during admission.
- b. The committee discussed several other issues for quality enhancement of the academic year.

The meeting concluded with directions to ensure timely compliance with IQAC requirements, improved coordination among departments and members, and implementation of sustainability and academic quality measures. Apart from the above discussions following recommendations/ suggestions were made by the committee members:

- a. The coordinator recommended mentioning the total strength of participants in all programmes and committee activities.
- b. Outcomes of all programmes and departmental or committee activities should be included in the syllabi and website.
- c. The Principal recommended organizing a workshop for faculty members to raise awareness regarding Academic Audit processes.
- d. Institutional Development Measures: Vision, Mission, and Objectives to be displayed in the campus.
- e. The coordinator proposed separate meetings with:
 - Academic Audit Sub-Committee
 - Green Audit Sub-Committee
- f. An extra table for teachers' to be put in library for access of library resources (physical and e-resources) to faculty members.

g. Dr. Arpita Ghosh suggested installing mounted projectors in the Commerce Faculty and ensuring its functionality

The meeting ended with vote of thanks to all the members.


(Prof. Ashima Ghosh)

Principal

Principal

Pravara Taran Girls' Degree College
Pravara



(Dr. Kasturi Bharadwaj)

Coordinator, IQAC

Coordinator

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