

INTERNAL QUALITY ASSURANCE CELL

Internal Members' Meeting on August 03, 2026

Minutes of the Meeting

A meeting with the internal members of IQAC was held on 03.08.2026 at 11:15 am 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. Fatima Noori (Teacher Member)
5. Dr. Anjali Shivhare (Teacher Member)
6. Dr. Aishwarya Singh (Teacher Member)
7. Dr. Madhuri Rathore (Teacher Member)
8. Dr. Anurag Pandey (Teacher Member)
9. Dr. Arpita Ghosh (Commerce-Teacher Member)
10. Dr. Kasturi Bharadwaj (Coordinator)
11. Dr. Reena Yadav (Invited Member of NAAC Steering Committee)
12. Dr. Vijalaxmi (Invited Member of NAAC Steering Committee)

The meeting began with a formal reading and confirmation of the minutes of the last IQAC meeting held on March 17, 2026, by Dr. Kasturi Bharadwaj, Coordinator IQAC.

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

Agenda I: To distribute work among members to compile data for AQAR 2025-26.

- It was decided to keep the AQAR ready in the old format of 7 criteria for the timely submission of AQAR whenever official portal will Open. Work distribution will as follow:

S. No.	Section of AQAR	Members Concerned
1.	CURRICULAR ASPECTS	Prof. Kajal Deb & Dr. Arpita Ghosh (For Commerce Data)
2.	TEACHING-LEARNING AND EVALUATION	Dr. Kasturi Bharadwaj & Dr. Arpita Ghosh

3.	RESEARCH, INNOVATIONS, AND EXTENSION	Dr. Anjali Shivhare & Dr. Anurag Pandey
4.	INFRASTRUCTURE AND LEARNING RESOURCES	Dr. Aishwarya Singh
5.	STUDENT SUPPORT AND PROGRESSION	Dr. Madhuri Rathore
6.	GOVERNANCE, LEADERSHIP AND MANAGEMENT	Dr. Anurag Pandey
7.	INSTITUTIONAL VALUES AND BEST PRACTICES	Dr. Fatima Noori

It was decided in the meeting that Sri Vinod Patel and Ms. Nisha Srivastava will be supporting all the technical work. It was mutually decided to complete the preparation of the same by September 07, 2026.

Agenda 2: To discuss the composition of IQAC 2026-27

Dr Kasturi Bharadwaj reported that Prof Manoj Kumar has completed his 2 years, and his tenure as a member will be renewed with the approval of Principal. It was suggested one new external member from the local bodies such as Nagar Nigam or Environmental NGO etc. will be incorporated after taking consent from the concern person. Rest of the member will remain the same.

Agenda 3: Submission of NIRF 2027.

Dr Kasturi Bharadwaj reported that she, along with Ms. Nisha, shall submit the survey.

Agenda 4: Submission of AISHE 2025-26

It was resolved that Dr. Anurag Pandey will submit the survey. Mr. Ashwani will support him with the data.

Agenda 5: To discuss the updation of Mission and Vision of the institute in accordance with the NEP 2020

It was resolved that Prof. Kajal Deb and Dr. Fatima Noori shall undertake this work.

Also, this was brought to notice that the website too needs to be updated in accordance with the changes introduced. Website committee along with Mr. Ashwani Kumar was proposed to look after this.

Dr. Anurag Pandey recommended collecting Unit Outcomes by all the departments for all the courses taught and departmental newsletters to be updated on the college website.

Agenda 6: To discuss the Academic and Administrative Audit (AAA), Green Audit and Gender Audit for the upcoming NAAC Process and workload distribution for the same.

Prof. Nilima Misra, Prof. Kajal Deb, Prof. Archana Paul, Dr. Arpita Ghosh to coordinate academic audit. Dr. Kasturi Bharadwaj & Dr. Anurag Pandey to coordinate administrative audit. Prof. Ashima Ghosh recommended a pilot project cum workshop for facilitating Academic Audit by the IQAC to discuss the nuances involved. For academic audit, the committee, which will be constituted, will comprise the following members: Principal, IQAC Coordinator, NAAC Steering Committee Coordinator, an Expert, and convener of the concerned departments.

In Administrative Audit, Administrative office, Governing body office, Principal Office, Library Office, IQAC office etc. shall be audited, and an administrative officer will be called as expert. The committee which will be constituted, will comprise of following members: Principal, IQAC Coordinator, NAAC Steering committee coordinator, Expert, Bursar, Librarian and Office Staff. The principal also suggested holding a meeting with the office and library staff to discuss the same. She also suggested inviting former Principals from other colleges as Experts.

Green Audit will be conducted by Dr. Aishwarya Singh, Prof. Nilima Misra and Dr. Kasturi Bharadwaj.

Gender Audit will be conducted by Dr. Anjali Shivhare and Dr. Fatima Noori.

Agenda 7: To discuss the formation of Committee for Equality: Prof. Ashima Ghosh recommended the constitution of a Committee for Equity on the basis of UGC rules. It was further discussed that the committee will comprise the following:

- i) Principal
- ii) 3 Professors/Senior Faculty Members
- iii) 1 Nonteaching staff
- iv) Civil Society- 2 Business Persons
- v) 2 Student Representatives
- vi) Convener

These members are to be selected in such a manner that they include SC/ ST/ OBC/ PwD/ Woman categories.

Agenda 8: To discuss MoU with TERI and other environmental organizations

Dr. Kasturi Bharadwaj recommended an MoU with TERI (The Energy and Resources Institute, New Delhi). She also recommended student internships in the same institute. Dr. Kasturi to coordinate the same. Prof. Ashima Ghosh suggested inviting 'Skill Institutions' for training programs and Dr Reena was asked to coordinate the same.

Agenda 9: To discuss Student Progression Data Collection for NAAC purposes

For the NAAC, 5 years' detailed data of Student Progression are required. The details required for student progression thereof have been listed in the revised DPR format. Dr. Vijaylaxmi and Dr. Reena Yadav to coordinate the same for SSR submission. Dr. Fatima Noori recommended posting a formal message to all the faculty members for employment data. She also suggested assigning a timeline for Academic audits.

Prof. Ashima Ghosh suggested September end to be the deadline for submission of data to the IQAC. And also recommended talking to the conveners about providing departmental records in the prescribed format.

Agenda 10: Any other matter raised along with the kind permission of the Principal/ Chairperson of IQAC

Dr. Kasturi recommended reviewing the student Clubs: registration and activities. This will be coordinated by Dr. Fatima Noori

The installation of a *sanitary tissue vending machine* and *incinerator* was discussed which shall be coordinated by Dr. Madhuri.

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


(Prof. Ashima Ghosh)

Principal
Principal
Jagat Taran Girls' Degree College,
Prayagraj


(Dr. Kasturi Bharadwaj)
Coordinator, IQAC
Coordinator
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