

Internal Quality Assurance Cell
Advisory Committee Meeting on May 25, 2022

Minutes of the Meeting

The Advisory Committee Meeting of the Internal Quality Assurance Cell was held on **May 25, 2022** at 11:00 a.m., in Seminar Room. The following members were present-

1. Dr. Deepshikha Banerji, Principal- Chairperson
2. Prof. Ashim Kumar Mukherjee, Chairperson, Governing Body
3. Prof. P. K. Sahoo, Former Vice-Chancellor, University of Allahabad, Prayagraj
4. Mr. Sanjeev Chanda, Secretary, Jagat Taran Education Sociey (Special Invitee)
5. Dr. Shikha Dikshit (Proctor)
6. Dr. Darshan Kumar Jha (Computer Incharge)
7. Dr. Prabhat Ranjan (Librarian)
8. Mr. S K Banerjee (Office-staff, Commerce)
9. Dr. Sushma Srivastava (Teacher Member)
10. Dr. Kajal Deb (Teacher Member)
11. Dr. Fatima Noori (Teacher Member)
12. Dr. Rama Gupta (Teacher Member)
13. Dr. Anurag Pandey (Teacher Member)
14. Dr. Sangeeta Agrawal (Commerce) (Teacher Member)
15. Ms. Deeksha M.A. Sem.-I Geography (Student)
16. Ms. Sweta Kumari (Alumnus)
17. Dr. Ashish Mishra (Coordinator of IQAC)

Dr. Ashish Mishra, Coordinator, IQAC welcomed all the honorable members of the Committee along with Chairperson Dr. Deepshikha Banerji, Principal, JTGDC, Prayagraj and the meeting proceeded as follows-

- i) The minutes of the last Advisory Committee meeting held on August 24, 2021 were read and confirmed.
 - ii) Action Taken Report was presented by the Coordinator which was read and confirmed. The Honorable members of the Advisory Committee specially our Chairperson, Governing Body Prof. Ashim Kumar Mukherjee appreciated the action taken on the Plan of Action 2021-2022 regarding Innovation in the field of teaching-learning and evaluation through e-initiative during the critical times of COVID-19 Pandemic. He also focused that such initiatives must be highlighted through Action-taken reports and other publication.
 - iii) The proposed Plan of Action for the session 2022-23 was prepared by IQAC by including the suggestions from experts, faculty members, students and stakeholders; the same was presented in the Advisory Committee meeting by the Coordinator and approved. The following suggestions were made by the honorable members regarding Plan of Action 2022-23.
1. Prof. Ashim Kumar Mukherjee, Chairperson, Governing Body emphasized that all extra-curricular activities done previously should be continued as per prevailing situations of pandemic/COVID 19. He also suggested that, office should be fully automated. Following actions have also been planned as per his advice-
 - A Value Added Course of Spoken English may be started for students who wish to undergo such training and as per requirements of the course an Instructor will be appointed for the same.
 - A Value Added Course of App development on Girls' Information System may be started after considerations regarding practicalities and availability of Finance.
 - A new section of B.Com. to be started i.e. Section 'B'.
 - Two Desktops/Terminals may be purchased and given to Admission Committee for its smooth functioning.

- A one-week Faculty Development Programme may be conducted by the IQAC, as per the availability of funds.
 - The college campus may be provided with an Integrated Wi-Fi system.
 - The Seminar Room needs renovation and it will be renovated as per availability of the funds.
2. Prof. P. K. Sahoo suggested that continuous feedback system regarding outcome of actions taken in the past must be ensured. As far as Outreach Activities are concerned they must be conducted in accordance with the National Education Policy 2020 and these activities should be decided in advance for a Session along with the extent of benefit to be provided to the society or as the case may be.
- Prof. Sahoo also suggested that at least 40% of the course must be covered through online mode.
3. Principal Dr. Deepshikha Banerji, proposed that, Post Graduate Programmes must be reconsidered and more popular Subjects may be given opportunity.
4. Coordinator proposed that Printed Attendance Sheet be provided to the faculty members so that manual entries can be phased out.
5. The coordinator informed that the suggestions made by the Advisory Committee will be included in the Plan of Action and it will be placed in the meeting of the Staff Council and Governing body for approval.

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


(Dr. Ashish Mishra)
Coordinator
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