

**Internal Quality Assurance Cell**  
**Internal Members' Meeting on March 11, 2024**

**Minutes of the Meeting**

A meeting with the internal members of IQAC was held on **11.03.2024** at **12.00** noon in the Principal's room. The following members were present-

1. Prof. Ashima Ghosh (Chairperson, IQAC) *Ashima Ghosh*
2. Dr. Sushma Srivastava (Teacher Member) *Sushma Srivastava*
3. Dr. Shikha Dikshit (Proctor) *Shikha*
4. Dr. Kasturi Bharadwaj (Teacher Member) *Kasturi*
5. Dr. Fatima Noori (Teacher Member) *Fatima Noori*
6. Dr. Darshan Kumar Jha (Website Incharge) *Darshan*
7. Dr. Anurag Pandey (Teacher Member) *Anurag Pandey*
8. Dr. Prabhat Ranjan (Librarian) *Prabhat Ranjan*
9. Dr. Sangeeta Agarwal (Commerce) *Sangeeta*
10. Dr. Ashish Mishra (Coordinator, IQAC) *Ashish Mishra*

Dr. Ashish Mishra, Coordinator, IQAC welcomed all the honorable members of the Committee and the meeting proceeded as follows-

**Agenda 1: To distribute the workload among members for submitting the AQAR 2022-23.**

- The same has been decided as follows:-

S. No.	Section of AQAR	Member Concerned
1	CURRICULAR ASPECTS	Dr. Kajal Deb & Dr. Sushma Srivastava
2	TEACHING-LEARNING AND EVALUATION	Dr. Kasturi Bharadwaj
3	RESEARCH, INNOVATIONS AND EXTENSION	Dr. Darshan Kumar Jha
4	INFRASTRUCTURE AND LEARNING RESOURCES	Dr. Ashish Mishra & Dr. Kajal Deb

*Ashish Mishra*

5	STUDENT SUPPORT AND PROGRESSION	Dr. Rama Gupta
6	GOVERNANCE, LEADERSHIP AND MANAGEMENT	Dr. Anurag Pandey
7	INSTITUTIONAL VALUES AND BEST PRACTICES	Dr. Fatima Noori

**Agenda 2: To discuss about quality enhancement initiatives and ways to improve the NAAC Grading of the College.**

- The IQAC coordinator Dr. Ashish Mishra suggested to introduce various Audits like; Academic, Energy, Green, Environment etc. for improvement in infrastructure, Dr. Anurag Pandey proposed feedback from other stakeholders like Management, Teachers, Parents, Alumni, Employers, etc., along with students' feedback regarding assessment of academic and allied functioning of the college. Dr. Prabhat Ranjan, College Librarian suggested to procure 'e-books' and 'e-journals' to augment the library infrastructure. These suggestions should be incorporated as soon as possible.

**Agenda 3: To discuss and decide the date of Advisory Committee Meeting 2023-24.**

- It was unanimously decided to organize the Advisory Committee Meeting 2023-24 during the first week of May, 2024.

**Agenda 4: Any other matter raised during the meeting, along with the permission of the Chairperson, IQAC.**

- The IQAC Coordinator proposed to include at least one member from every department to form IQAC composition so that coordination regarding data exchange may be efficiently executed, and this was agreed upon by all the members of IQAC.
- It was also decided that Plan of Action (2024-25) and Action Taken Report (2023-24) should be submitted up to 10<sup>th</sup> April, 2024 by all the departments.

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

  
**(Dr. Ashish Mishra)**  
**Coordinator**  
**Coordinator**  
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