

Internal Quality Assurance Cell
Internal Members' Meeting on August 16, 2024

Minutes of the Meeting

A meeting with the internal members of IQAC was held on **16.08.2024** at **12.00** noon in the Principal's room. The following members were present-

1. Prof. Ashima Ghosh (Chairperson, IQAC)
2. Dr. Nilima Misra (Bursar)
3. Dr. Kajal Deb (Teacher Member)
4. Dr. Kasturi Bharadwaj (Teacher Member)
5. Dr. Fatima Noori (Teacher Member)
6. Dr. Rama Gupta (Teacher Member)
7. Dr. Anurag Pandey (Teacher Member)
8. Dr. Prabhat Ranjan (Librarian)
9. Dr. Ashish Mishra (Coordinator, IQAC)

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

Agenda 1: To review the data compilation for AQAR 2022-23.

- The Coordinator reported that all the data for AQAR 2022-23 has been compiled and the same will be submitted as and when the NAAC Portal opens in future.

Agenda 2: To distribute the workload among members for submission of the AQAR 2023-24.

- The same has been decided as follows: -

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

Ashima Ghosh

Ashish Mishra

4	INFRASTRUCTURE AND LEARNING RESOURCES	Dr. Ashish Mishra & Dr. Kajal Deb
5	STUDENT SUPPORT AND PROGRESSION	Dr. Rama Gupta & Dr. Anurag Pandey
6	GOVERNANCE, LEADERSHIP AND MANAGEMENT	Dr. Nilima Misra & Dr. Anurag Pandey
7	INSTITUTIONAL VALUES AND BEST PRACTICES	Dr. Fatima Noori

- Dr. Fatima Noori suggested that details in Departmental Progress Report (DPR) and Annual Progress Report (APR) should be integrated with the data requirements of AQAR. In response to the same Coordinator proposed the modification in DPR & APR formats in accordance with the UoA formats (as per the formats of SAMARTH portal).

Agenda 3: To discuss the Composition of IQAC 2024-25.

- The members have unanimously decided that the Composition will be changed in accordance with the latest guidelines of NAAC and the same will be done within a month or two. Coordinator, Dr. Ashish Mishra proposed the name of Prof. Manoj Kumar, Department of English, University of Allahabad as Nominee from local society.

Agenda 4: To discuss the submission of NIRF-2025.

- The members have unanimously agreed upon the submission of NIRF-2025 within due date and for the same Dr. Ayushi Agarwal (Guest Faculty, Commerce) and Ms. Nisha Srivastava (Computer) will be co-opted as technical support with Dr. Ashish Mishra.

Agenda 5: To discuss the submission of AISHE-2023-24.

- It was decided by the members that to submit AISHE-2023-24 Mr. Sumit Sharma will be co-opted for technical support with Dr. Ashish Mishra.

Agenda 6: To discuss about the arrangement of Geo-tagged photographs of physical and allied facilities on College-Website.





- It was resolved that Dr. Rama Gupta will be collecting the above-mentioned details as per requirements of the NAAC/AQAR and for the same Ms. Sneha Singh, Guest Faculty, Department of English will be co-opted as technical support to cover Arts Faculty. From Commerce Faculty Dr. Ayushi Agarwal and Mr. Sumit Sharma will be co-opted to collect the required data and submit the same to Dr. Rama Gupta.

Agenda 7: Any other matter raised along with the kind permission of the Principal/Chairperson of IQAC.

- The members have unanimously resolved that the Workshop separately for teaching and non-teaching staff may be organized during the first week of February, 2025 but before the Annual Function. This workshop may be organized on a single day with two sessions or it may have two different dates. The resource persons will also be separate for both the sessions/dates. The estimated budget will be around ₹ 6000-7000 (Six thousand to Seven thousand) approximately.
- Dr. Ashish Mishra also proposed the provision of Academic Audit and its documentation for quality enhancement and sustenance.

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



Principal

Agat Taran Girls' Degree Colleg:
Prayagraj

 16-08-2024

(Dr. Ashish Mishra)

Coordinator

Internal Quality Assurance Cell (I.Q.A.C.)
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