

**Internal Quality Assurance Cell**  
**Internal Members' Meeting on July 22, 2024**

**Minutes of the Meeting**

An Emergent meeting with the internal members of IQAC was held on **22.07.2024** at **12.00** noon in the Principal's room. The following members were present-

1. Prof. Ashima Ghosh (Chairperson, IQAC)
2. Dr. Shikha Dikshit (Proctor)
3. Dr. Kajal Deb (Teacher Member)
4. Dr. Kasturi Bharadwaj (Teacher Member)
5. Dr. Fatima Noori (Teacher Member)
6. Dr. Darshan Kumar Jha (Website In-charge)
7. Dr. Rama Gupta (Teacher Member)
8. Dr. Anurag Pandey (Teacher Member)
9. Dr. Prabhat Ranjan (Librarian)
10. Dr. Sangeeta Agarwal (Commerce)
11. Dr. Ashish Mishra (Coordinator, IQAC)

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

The sole agenda was to discuss the submission of lapsed AQAR 2022-23. The Co-ordinator reported the matter to the Principal that Revised AQAR 2021-22 was submitted during the first week of February 2024 and the submission process of AQAR 2022-23 begun only after the first week of the February, 2024 according to work distribution as previously decided in the internal meeting of IQAC dt. 03.11.2022. A notice on official WhatsApp group was shared by Co-ordinator just to remind the same dt. 22.02.2024. Another internal meeting dt. 11.03.2024 was arranged to ensure the work-distribution for timely submission of AQAR 2022-23. Again, the Minutes of the previous meeting dt. March 11, 2024 were shared in the official WhatsApp group on 21<sup>st</sup> March, 2024 just to remind the same and members were asked to do the needful.

Co-ordinator has also reported that the assigned section of AQAR 2022-23 to him had been completed but could not be submitted as other sections were not completed. The last date was 15<sup>th</sup> May, 2024.

The Principal asked other members to tell the reason of not completing their respective sections and the same was presented as follows-



Dr. Kasturi Bharadwaj told that due to lack of information regarding the last date to submit the AQAR 2022-23 she was not able to finish her assigned part, presently she procured all the required data for the same.

Dr. Kajal Deb told that data template is not yet finished but numerical/qualitative write-up is ready.

Dr. Darshan Kumar Jha emphasized that he is an invited member of IQAC as Website in-charge so he is not supposed to fill the AQAR individually and prioritized P.G. teaching and other official works assigned to him, that is why he was unable to finish his part of AQAR 2022-23 before the last date. He further requested that at least one member should be nominated to assist him in this work and the same was agreed upon by all the members therefore, Ms. Nisha Srivastava (Faculty, Computer Section, JTGDC) was co-opted as technical support to IQAC for facilitating the submission of AQAR 2022-23 with Dr. Darshan Kumar Jha.


Dr. Rama Gupta said that she was not confirmed about the last date and she completed her Refresher course during March 2024 and was also engaged in Flying Squad Duty assigned to her during final examinations 2023-24 of under graduates conducted by University of Allahabad. Therefore, she could not submit the required data before the last date.

Dr. Anurag Pandey reported that he had finished his part before the last date.

Dr. Fatima Noori requested the help of senior member for data management thus, she was unable to submit the required data individually before the last date.

It was resolved that the data for AQAR 2022-23 will be ready by 10<sup>th</sup> August, 2024 as per previously agreed work distribution and it will be kept ready to be submitted in future whenever the NAAC portal will be available for that. The AQAR 2023-24 needs to be submitted well before the last date i.e. the first week of December 2024, and the work distribution for the same will be done through an Internal Meeting during the first week of August 2024. The review of submission of AQAR 2022-23 will also be done during the said meeting.

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

  
Principal  
Jagat Taran Girls' Degree College  
Prayagraj

  
(Dr. Ashish Mishra)  
Coordinator  
Coordinator  
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