

**Internal Quality Assurance Cell Advisory Committee Meeting on 06.12.2024**

**Minutes of the Meeting**

The Advisory Committee meeting of the Internal Quality Assurance Cell was held on 06.12.2024 at 01:00 PM.

Coordinator IQAC, Prof. Nilanjana Jai welcomed all the members of the committee and read out the minutes of the last meeting held on 31.07.2024 and confirmed.

Action Taken Report was also presented by the IQAC Coordinator.

**Agenda: To organize a programme in Annual Function by Alumni**

Chairperson Governing Body, Shri Pankaj Jaiswal said that this year Annual Function of the college will be celebrated in Mid-January 2025. As on 3<sup>rd</sup> and 4<sup>th</sup> January 2025, Arya Kanya English Medium will organize Annual Function.

He also informed that a seven-days programme of Annual Function will be organized next year to celebrate the 200<sup>th</sup> birth anniversary of Maharshi Dayanand Saraswati.

**Agenda: To organize Parent-Teacher Meet, Annual Sports, Alumni Meet**

It was resolved by all the members that Parent-Teacher Meet will be held on December 12<sup>th</sup>, 2024, in which the parents of all the students of B.A, M.A., B.COM, B.A.L.L.B will participate and attend the meeting.

It was also decided that Annual Sports will be organized in the college in January, 2025.

The members discussed about the Alumni Meet and a programme by alumni in Annual Function. At the same time, it was discussed that the alumni association should be registered by the competent authority. The procedure was discussed by all the members whereupon Prof. Manoj Kumar said that registration of alumni association can be done initially by minimum seven members only.

**Agenda: To discuss the submission of NIRF/AISHE 2024-25**

IQAC Coordinator asked external expert Prof. Manoj Kumar on to how improvement can be done in fulfilling the form of NIRF/AISHE. She also discussed about Swayam Portal related questions.


Prof. Manoj Kumar said that on Swayam Portal Roll number filling related problems can be solved by using ABC ID. He also suggested that if students do not want to do courses on Swayam Portal, they must be motivated to join the courses related to their syllabus. The students will get expert knowledge as well as certificate.

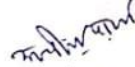
**Agenda: To organize a Capacity Building Programme for the teaching/ non-teaching staff of the college**

All the members discussed that for teaching staff several programmes are organized in the college but for non-teaching staff there is no programme.

Prof. Manoj Kumar suggested that programme on Hindi/English typing and translation related work on Hindi Diwas can be organized for them.

No matter was raised by the chair. Principal Prof Archana Pathak gave vote of thanks.

  
CO-ORDINATOR  
Internal Quality Assurance Cell (IQAC)  
Arya Kanya Degree College  
Prayagraj-211003 (U.P.)

  
प्राध्यापक  
अर्य कन्या डिग्री कालेज  
इलाहाबाद

**Internal Quality Assurance Cell**  
**Advisory Committee Meeting**

**AGENDA**

1. A review of last IQAC meeting minutes.
2. To organize Annual Function and programme by Alumni in Annual Function.
3. To organize Parent-Teacher Meet, Annual Sports, Alumni Meet.
4. To discuss the submission of NIRF/AISHE 2024-25.
5. To organize a capacity building programme for the teaching/non teaching Staff of the college.

The following members are present :

1. Chairperson Governing Body : Shri Pankaj Jaiswal *Pankaj Jaiswal*
2. Head of the Institution (Chairperson) : Prof. Archana Pathak, Principal (Chairperson) *Archana Pathak*
3. Advisor : Dr. Mamta Gupta *Mamta Gupta*
4. Nominees from local society : Mr. Krishna Chandra, Add. Commissioner
5. External Expert : Prof. Manoj Kumar, Department of English A.U. *Manoj Kumar*
6. Nominees from Employers/Industrialists/Stakeholders : Mr. Alok Arora, Treasurer, Governing Body *Alok Arora*
7. A few senior Administrative Officers/Technical Staff :
  - a. Shri. R. S. Verma, Commissioner (Retd.)
  - b. Dr. Ranjana Tripathi (Chief Proctor) *Ranjana Tripathi*
  - c. Dr. Archana Singh - Documentation Work & Website *Archana Singh*
  - d. Dr. Daminee Srivastava - Documentation Work
  - e. Mrs. Shikha Jaiswal (Librarian)
  - f. Dr. Aarti Saroj - Documentation Work *Aarti Saroj*
  - g. Dr. Bharati Devi - Website *Bharati Devi*
  - h. Ms. Sriya Jaiswal - Website *Sriya Jaiswal*
8. Eight Teacher Members :
  - i. Dr. Priyanka Shrivastava *Priyanka Shrivastava*
  - ii. Dr. Mudita Tiwari *Mudita Tiwari*
  - iii. Dr. Nazneen Farooqi *Nazneen Farooqi*
  - iv. Dr. Daminee Srivastava
  - v. Dr. Shashi Kumari *Shashi Kumari*
  - vi. Dr. Sonmati Patel *Sonmati Patel*
  - vii. Dr. Smita *Smita*
  - viii. Dr. Amit Kumar *Amit Kumar*
9. IQAC Coordinator : Prof. Nilanjana Jain *Nilanjana Jain*
10. Student Representative :
  - i. Priya Mishra (M.A. 3<sup>rd</sup> Sem)
  - ii. Anshika Shrivastava (M.A. 3<sup>rd</sup> Sem) *Anshika Shrivastava*
11. Alumni :
  - i. Dr. Shilpi Shrivastava *Shilpi Shrivastava*
  - ii. Ms. Mohini Shrivastava

**Internal Quality Assurance Cell**  
**Advisory Committee Meeting**

The Advisory Committee meeting of Internal Quality Assurance Cell is going on 06.12.2024 at 1.00 P.M. in the Chairperson Room. The meeting is chaired by Shri. Pankaj Jaiswal, Chairperson, Governing Body.

The following members are present :

Pankaj Jaiswal  
Chairperson  
M. Gupta  
6-12-24  
6-12-24

~~Shri. Jaiswal~~  
~~Shri. Jaiswal~~  
N. Faruq  
S. Singh  
Sudita Mishra  
T. Singh  
S. Phani  
S. Singh  
Anshika Srivastava  
Shilpi Srivastava