



Sri Arvind Mahila College, Patna
Accredited by NAAC with B Grade
(A Constituent Unit of Patliputra University, Patna)



Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting

Date: 16th July 2025

Time: 12:30 P.M.

Venue: Seminar Hall, Sri Arvind Mahila College, Patna

Present:

S.No.	Name of the Members	Signature
1.	Prof. Sadhana Thakur, Chairperson, IQAC	<i>Sadhana Thakur</i> 16/07/25
2.	Prof. Anjali Prasad, Co-ordinator, IQAC	<i>Anjali Prasad</i> 16/07/25
3.	Mr. Aditya Bhardwaj, Deputy Co-ordinator	<i>Aditya Bhardwaj</i> 16/07/25
4.	Prof. Yogendra Kumar, Member	
5.	Dr. Ajay Kumar Singh, Member	
6.	Mr. Rajeev Shankar Sinha, Member	<i>Rajeev Shankar Sinha</i> 16.07.25
7.	Dr. B. Maurya, Member	
8.	Mr. Gopal Kumar, Co-ordinator, NAAC	<i>Gopal Kumar</i> 16.7.25
9.	Dr. Priya Kumari, Deputy Co-ordinator, NAAC	<i>Priya Kumari</i> 16/7/25

Agenda of the Meeting:

1. Discussion on the Annual Quality Assurance Report (AQAR) for the Academic Years 2023–24 and 2024–25.
2. Discussion on other qualitative initiatives for the College.
3. Discussion on the Preparation of Academic Calendar for 2025-26

Proceedings:

The meeting commenced with a welcome address by the Prof. In-charge Prof. Sadhana Thakur, who emphasised the importance of maintaining and enhancing the quality standards of the institution through collective effort.

1. Review of AQAR 2023–24:

- It was informed that the AQAR for 2023–24 had been submitted on the last day of January 2025.
- NAAC has now opened the report for editing, as some required data were missing due to delayed submissions from a few departments.
- The Prof. In-Charge urged all concerned departments to promptly provide the pending data to ensure the AQAR can be updated and finalised at the earliest.

2. Preparation for AQAR 2024–25:

- The IQAC has distributed the data collection formats for AQAR 2024–25 to all teachers and relevant departments.
- All data and information must be compiled and submitted to the IQAC within 15 days.
- The importance of timely and accurate data submission was stressed to avoid last-minute challenges.

3. Proposal to Re-start Certificate Course in ICT:

- A proposal was unanimously passed to re-start the Certificate Course in ICT for students.
- This decision comes after the successful development of a new ICT Lab with the support of the Department of Education, Government of Bihar, a few days ago.
- It was also decided to motivate other departments to initiate certificate courses relevant to their subjects to enhance students' skill development and employability.

4. Discussion on Qualitative Initiatives:

- Members discussed new initiatives to foster research culture, including workshops on research methodology and academic writing.
- Suggestions were made to conduct regular out-reach programmes, organise national seminars and encourage publication in reputed journals.

- The need for strengthening student support services, including mentoring and counselling, was also highlighted.

5. Concluding Remarks:

- The Prof. In-Charge expressed appreciation for the active participation of all members.
- All departments were requested to remain proactive in quality enhancement activities and to co-operate fully with the IQAC.
- Members were reminded that collective responsibility and timely action are key to the institution's sustained growth and NAAC accreditation process.

The meeting concluded with a vote of thanks to the Chair.

Meeting Adjourned at 03:00 P.M.

Anjali
16/07/25

Co-ordinator, IQAC

Sri Arvind Mahila College, Patna

Sad
16/07/25

Chairperson, IQAC

Sri Arvind Mahila College, Patna