



S.B.M. Teachers' Training College

Babhanbay, Hazaribag- 825302 (Jharkhand)

(Recognised by NCTE, ERC-Bhubaneshwar, Affiliated to Vinoba Bhave University, Hazaribag and JAC Ranchi, Jharkhand)

E-mail: sbmttc@gmail.com; Website: www.sbmcolleges.com

Phone: 09431333265, 09155061255

No. - IQAC/01/2019

Date: 25.04.2019

Meeting Notice-01

Venue: Secretary Chamber

Subject: Convening the meeting on 29th April 2019 at 2:00 P.M.

All faculty members are hereby informed to attend the meeting on 29th April 2019 at 2:00 P.M. at Secretary Chamber (Ground Floor).

AGENDA

1. Formation of Internal Quality Assurance Cell for academic year 2019-20.
2. Discussion on role of Internal Quality Assurance Cell for academic year 2019-20.
3. To plan for adoption of various innovations in Teaching and Learning process.
4. To promote research and development culture among faculty & students.
5. Any other contents permitted by the Chair.

Sampti Paul
25/04/2019.
Sampti Paul
Secretary

Secretary
S.B.M. Teachers' Training College
Masipirhi, Hazaribag, (Jharkhand)



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No. - IQAC/01/2019

Date: 29.04.2019

Minute of First Meeting of IQAC

MEETING AGENDA

1. Formation of Quality Assurance Cell for academic year 2019-20.
2. Discussion on role of Quality Assurance Cell for academic year 2019-20.
3. To plan for adoption of various innovations in Teaching and Learning process with the faculty & students.
4. To promote research and development culture among faculty & students.
5. Any other contents permitted by the Chair.

Today on 29th April, 2019 a meeting was held under the chairmanship of Mr. Samapti Paul, Secretary, S.B.M. Teachers' Training College at Secretary Chamber. First of all in the meeting Aims & Objectives of Composition of Internal Quality Assurance Cell was discussed which are as following:

COMPOSITION OF INTERNAL QUALITY ASSURANCE CELL

The Internal Quality Assurance Cell should be constituted in every institution under the chairmanship of head of the institution / organization assisted by members including heads of academic and administrative units, representative from faculty, local distinguished educationists and society representatives.

The composition of the Internal Quality Assurance Cell as follows:

1. Chairperson: Head of the Institution.
2. Teachers to represent all level (Three to Eight).
3. One member from the Institute Management Committee.
4. Senior administrative officers (One to Three).

5. One nominee each from local society, Students and Alumni.
6. One nominee each from Employers /Industrialists / stakeholders.
7. One of the senior teachers as the Co-ordinator / Director of the IQAC.

The composition of the IQAC will depend on the size and complexity of the institution. It helps the colleges in planning and monitoring all developmental activities and policy issues. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines maintained in the document are only indicative and will help the institutions for quality sustenance activities. It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. Nomination of members should be made with utmost care to ensure Quality delivery by the committee. The broad guidelines (nomination of members) are listed below:

- It is advisable to choose/ nominate member's accross various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment towards improving the quality of teaching and learning.
- It would be appropriate to choose in- charges of institutional services such as library, computer lab, psychology lab, language lab, curriculum lab, science lab, maths lab, admission committee, examination committee, grievance redressal committee, academic planning and development committee.
- The management representatives should be persons who are very clearly aware of the institution's objectives, limitations and strengths and are committed to improvisation. The local society representatives should be of high standing and should have made significant contributions to society and in particular to education.

IQAC MISSION

To channelize and systematize the efforts and measures of the institution towards academic excellence. To be the driving force for ushering in quality to remove deficiencies and enhance quality.

IQAC VISION

To build and ensure a quality culture aimed at all round excellence at the institutional level.

IQAC OBJECTIVE

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

IQAC FUNCTIONS

- Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution.
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
- Arrangement for feedback response from students, parents, employees and other stakeholders on quality-related institutional processes.
- Dissemination of information on various quality parameters of higher education.

- Organization of inter and intra institutional workshops, seminars, lecture series, outreach activities on quality related themes and promotion of quality circles.
- Documentation of the various programmes/activities leading to quality improvement.
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.
- Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality.
- Development of Quality Culture in the institution.

ROLE OF IQAC COORDINATOR

The role of the coordinator of the Internal Quality Assurance Cell (IQAC) is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

After discussing aims and objectives of composition of Internal Quality Assurance Cell action points were recommended which are as follows:

Action Points recommended and action taken:-

1. Internal Quality Assurance Cell was formed to take up following activities:
 - a. Acting as a think tank of the college.

b. Acting as nodal agency for coordinating quality activities including adoption of good practices for smooth functioning & monitoring of the IQAC.

c. It has been discussed that Mrs. Rupa Rani and Mr. Rakesh Prasad would prepare Academic Calendar and Time Table for the academic session 2019-20, and to prepare yearly plans and programmes as per guidelines to channelize the academic & co-curricular activities.

d. Keeping close track on the college activities (regular evaluation and monitoring).

e. Preparing yearly plans and programmes as per guidelines to channelize the academic & co-curricular activities.

f. Development and application of quality parameters for the various academic and administrative activities of the college.

g. To make arrangements and prepare framework of feedback responses from students & parent on quality related process.

h. Conducting of various programmes and activities of the college leading to quality enhancement.

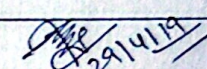
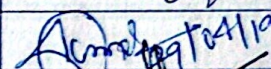
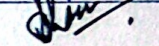
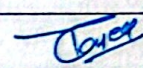

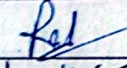
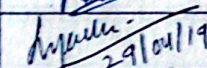
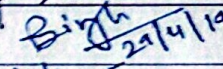
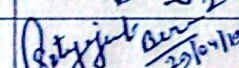

2. The name of Mr. Pankaj Kumar has been designated as IQAC Co-ordinator. The IQAC was proposed to be functioned with following members.

The structure of IQAC-SBMTTC will be as follows:-

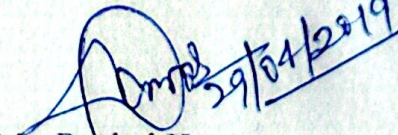
Sl. No.	Name of the member	Designation	Position in IQAC
01	Mr. Samapti Paul	Secretary	Chairperson
02	Dr. Shashikant Yadav	Principal	Principal
03	Mr. Pankaj Kumar	Asst. Professor	IQAC Co-ordinator
04	Mr. Sishir Kumar Shaw	Asst. Professor	Society Member
05	Mr. Parikshit Layek	Asst. Professor	Stake Holder
06	Mr. Amit Singh	Asst. Professor	Member Executive

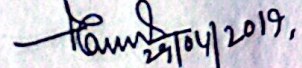
07	Mr. Rakesh Prasad	Asst. Professor	Member Executive
08	Mr. Kunal Kumar Yadav	Asst. Professor	Member Executive
09	Mr. Pratap Singh	Asst. Professor	Member Executive
10	Mr. Satyajeet Bera	Lab. Assistant	Member
11	Shashi Rani Baxla	Student of Session: 2015-17	Alumni

The following members attended the meeting:

Sl. No.	Name of the member	Designation	Signature
01	Dr. Shashikant Yadav	Principal	 29/04/19
02	Mr. Pankaj Kumar	Asst. Professor	 29/04/19
03	Mr. Sishir Kumar Shaw	Society Member	
04	Mr. Parikshit Layek	Stake Holder	
05	Mr. Amit Singh	Asst. Professor	 29/04/19
06	Mr. Rakesh Prasad	Asst. Professor	
07	Mr. Kunal Kumar Yadav	Asst. Professor	 29/04/19
08	Mr. Pratap Singh	Asst. Professor	 29/04/19
09	Mr. Satyajeet Bera	Lab. Assistant	 29/04/19
10	Shashi Rani Baxla	Student of Session: 2015-17	

The meeting ended with prayer to our Lord Sri Ramakrishna Dev to give us courage and strength to carry out the responsibilities given to us. Vote of thanks was offered by Mr. Pankaj Kumar.


29/04/2019
Mr. Pankaj Kumar
IQAC Co-ordinator


29/04/2019,
Mr. Samapti Paul
Secretary
Secretary
S.B.M. Teachers' Training College
Masipirhi, Hazaribag, (Jharkhand)