



S.B.M. Teachers' Training College

Babhanbay, Hazaribag- 825302 (Jharkhand)

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

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

Phone: 09431333265, 09155061255

No. - IQAC/02/2019

Date: 13.12.2019

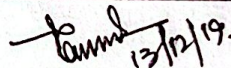
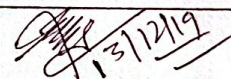
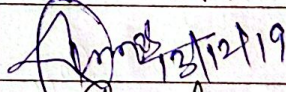
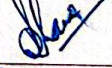
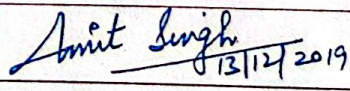
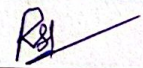
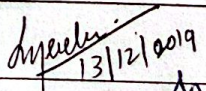
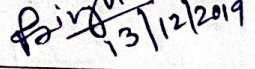
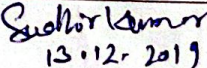
Meeting Notice-02

IQAC members are hereby requested to attend IQAC meeting on **16th December, 2019** at **03:00 PM** in the IQAC room. The meeting has been scheduled with the approval of the honourable Secretary and the Principal.

AGENDA

1. Presentation of Action taken report of action points recommended in last meeting held on 29.04.2019.
2. Review Meeting on Teaching-Learning & Internal Evaluation Process.
3. Prepare Academic Calendar for calendar year 2020.
4. Composition of National Service Scheme (NSS) Unit.
5. Discussion regarding organising several competitions.
6. Regarding appointing members of Internal Quality Assurance Cell (IQAC).

Following members are requested to attend the meeting:

Sl. No.	Name of the member	Designation	Signature
01	Mr. Samapti Paul (Secretary)	Chairperson	 13/12/19.
02	Dr. Shashikant Yadav	Principal	 13/12/19
03	Mr. Pankaj Kumar	IQAC Co-ordinator	 13/12/19
04	Mrs. Soma Paul	Institute Management Committee Member	 13/12/2019
05	Mr. Sishir Kumar Shaw	Society Member	
06	Mr. Parikshit Layek	Stake Holder	
07	Mr. Amit Singh	Teacher Representative	 13/12/2019
08	Mr. Rakesh Prasad	Teacher Representative	
09	Mr. Kunal Kumar Yadav	Teacher Representative	 13/12/2019
10	Mr. Pratap Singh	Teacher Representative	 13/12/2019
11	Mr. Sudhir Kumar (Cashier)	Senior Administrative officer	 13.12.2019

12	Mr. Satyajeet Bera	Administrative Officer	<i>Satyajeet Bera</i> 13/12/2019
13	Akshita Robert	Student of B.Ed. Session 2018-20	<i>Akshita Robert</i>
14	Mrs. Manjari Kumari	Alumni	<i>Manjari Kumari</i>

Pankaj Kumar
13/12/2019
Mr. Pankaj Kumar
IQAC Co-ordinator



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Phone: 09431333265, 09155061255

No.-IQAC/02/2019

Date- 16.12.2019

Meeting Proceedings-02

The IQAC meeting was held on 16/12/2019, under the Chairmanship of Mr. Samapti Paul, Secretary of the organisation. The meeting started with the prayer to our lord Sri Ramakrishna Dev by the members present in the meeting for guidance & blessings to perform our task properly. Mr. Pankaj Kumar, IQAC Coordinator welcomed all the members and proceeded with the agenda.

AGENDA

1. Presentation of Action taken report of action points recommended in last meeting held on 29.04.2019.
2. Review Meeting on Teaching-Learning & Internal Evaluation Process.
3. Prepare Academic Calendar for calendar year 2020.
4. Composition of National Service Scheme (NSS) Unit.
5. Discussion regarding organising several competitions.
6. Regarding appointing members of Internal Quality Assurance Cell (IQAC).

Action Taken Report (ATR) of action points recommended in last meeting held on 29.04.2019:

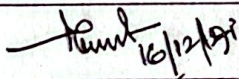
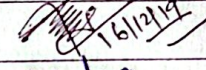
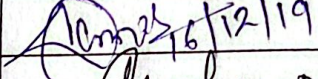

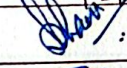
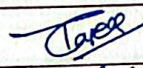
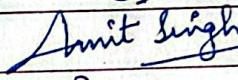
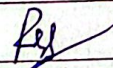
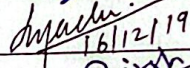
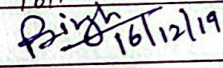
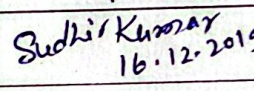
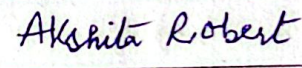
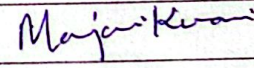
Sl. No.	Action points recommended on 29.04.2019	Action Taken Report
1.	Formation of Internal Quality Assurance Cell	Formation of IQAC was done on 29.04.2019 and the roles were further clarified by the Chairman. It was specified that the IQAC would carry out delineated activities as per set roles for the Academic Year 2019-20. a. Successful formation of various committee and Cells were done which are as follows:

		<ul style="list-style-type: none"> (i) Admission Committee. (ii) Examination Committee. (iii) Cultural Committee. (iv) Library Committee. (v) Grievance Redressal Cell. (vi) ST/SC/OBC Cell. <p>b. All Committee Co-ordinators, helping IQAC Co-ordinator for smooth functioning of various activities.</p> <p>c. IQAC Co-ordinator Mr. Pankaj Kumar informed the house that the Academic Calendar and detailed Time Table and different Co-curricular activities have been fixed and framed and are organised accordingly.</p> <p>d. IQAC Co-ordinator strictly monitored the functioning of different cells & committees to ensure submission of reports on time.</p> <p>e. Time to Time all the various academic and administrative activities of the college have been done.</p> <p>f. Feedback forms have been collected on time.</p> <p>g. Following competitions were organised and conducted successfully:</p> <ol style="list-style-type: none"> 1. Inter House Seminar: 17.05.2019 2. Rangoli & Poster Making Competition on Hindi Diwas: 14.09.2019 3. Essay & Debate Competition on National Education Day: 11.11.2019 4. Pot Decoration (Inter House Competition): 26.11.2019
2.	Mr. Pankaj Kumar has been designated as an IQAC Co-ordinator.	The IQAC Co-ordinator Mr. Pankaj Kumar is executing his roles & responsibility very efficiently.

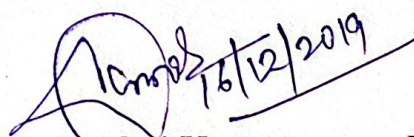
Proceedings of the meeting:


Sl. No.	Agenda	Action points recommended
1.	Presentation of ATR, Action Points recommended in last meeting held on 29 th April, 2019.	The ATR of action points recommended in the meeting held on 29.04.2019 was presented and was approved by the house.
2.	Review Meeting on Teaching-Learning & Internal Evaluation Process.	It has been discussed that the cooperation of the faculty members for Practice of Teaching in different schools for monitoring of students is essential and should be done by the faculty members as specified from time to time.
3.	Prepare Academic Calendar for calendar year 2020.	Honourable Principal instructed Mrs. Rupa Rani, that with consultation of Mr. Pankaj Kumar she would prepare the Academic Calendar and detail time table in which dates for Quiz, Debate, Speech competitions, Sports, Inter-House Competition, and different Outreach Activities must be included by 6 th January, 2020.
4.	Composition of National Service Scheme (NSS) Unit.	College has successfully established the National Service Scheme (NSS) unit as per letter issued by V.B.U., Hazaribag and Principal Dr. Shashikant Yadav introduced Mr. Sanjay Kumar, Assistant Professor who is working as an NSS Program Officer efficiently.
5.	Discussion regarding organising several competitions.	The IQAC Co-ordinator Mr. Pankaj Kumar informed that the responsibility of planning for the upcoming Cultural Event & CCA was allotted to the Cultural Committee.
6.	Regarding appointing members of Internal Quality Assurance Cell (IQAC).	Under the guidance of honourable chairperson Mr. Samapti Paul and Principal of the college it was decided that the composition of internal quality assurance cell must be according to the NAAC guidelines. For this IQAC coordinator Mr. Pankaj Kumar was instructed to follow the guidelines and other members were also appointed by the chairperson.

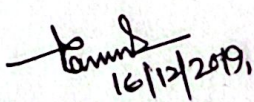
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13	Akshita Robert	Student of B.Ed. Session 2018-20	
14	Mrs. Manjari Kumari	Alumni	

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, IQAC Co-ordinator.


16/12/2019
Mr. Pankaj Kumar
IQAC Co-ordinator


16/12/19
Dr. Shashikant Yadav
Principal
Principal
S.B.M. Teachers' Training College
Babhanbag, Hazaribagh, Jharkhand-825302


16/12/2019
Mr. Samapti Paul
Secretary
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