



S.B.M. Teachers' Training College

Babhanbay, Hazaribag- 825302 (Jharkhand)

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

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

Phone: 09431333265, 09155061255

No. - IQAC/03/2020

Date: 04.01.2020

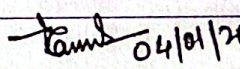

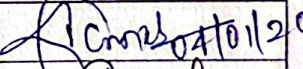
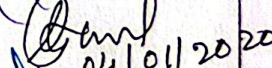
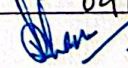



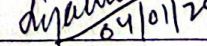
Meeting Notice-03

The IQAC members are hereby requested to attend the IQAC meeting on **08th January, 2020 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 16.12.2019.
2. To develop offline feedback system for all stakeholders.
3. Conducting Internal Examination of B.Ed. Session: 2018-20 & 2019-21.
4. Activity of National Service Scheme.
5. Reformation of IQAC.
6. Orientation Program for Fresher's of B.Ed. Session: 2020-22.

Following members are requested to attend the meeting:

Sl. No.	Name of the member	Designation	Signature
01	Mr. Samapti Paul (Secretary)	Chairperson	 04/01/20
02	Dr. Shashikant Yadav	Principal	 04/01/20
03	Mr. Pankaj Kumar	IQAC Co-ordinator	 04/01/20
04	Mrs. Soma Paul	Institute Management Committee Member	 04/01/20
05	Mr. Sishir Kumar Shaw	Society Member	
06	Mr. Parikshit Layek	Stake Holder	
07	Mr. Amit Singh	Teacher Representative	 04/01/20
08	Mr. Rakesh Prasad	Teacher Representative	
09	Mr. Kunal Kumar Yadav	Teacher Representative	 04/01/20

10	Mr. Pratap Singh	Teacher Representative	<i>Pratap Singh</i> 4/1/20
11	Mrs. Sushma Kumari	Teacher Representative	<i>Sushma Kumari</i> 04/01/2020
12	Mrs. Mita Rani Sil	Teacher Representative	<i>Mita Rani Sil</i> 04/01/2020
13	Mr. Sudhir Kumar (Cashier)	Senior Administrative Officer	<i>Sudhir Kumar</i> 04-01-2020
14	Mr. Satyajeet Bera	Administrative Officer	<i>Satyajeet Bera</i> 04/01/2020
15	Mr. Vivek Kumar Ravi	Administrative Officer	<i>Vivek Kumar Ravi</i> 04/01/2020
16	Akshita Robert	Student of B.Ed. Session 2018-20	<i>Akshita Robert</i>
17	Mrs. Manjari Kumari	Alumni	<i>Manjari Kumari</i>

Pankaj Kumar
04/01/2020

Mr. Pankaj Kumar
IQAC Co-ordinator



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No.-IQAC/03/2020

Date- 08.01.2020

Meeting Proceedings-03

The IQAC meeting held on 08/01/2020, 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.

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Action taken report of action points recommended in last meeting which was held on 16.12.2019:

Sl. No.	Action points recommended on 16.12.2019	Action Taken Report (ATR)
1.	Review Meeting with each department on Teaching-Learning & Internal Evaluation Process.	Coordinator, Mr. Pankaj Kumar informed that all faculty members performing their roles and responsibilities and are assured for smooth functioning of Practice of Teaching in different schools.

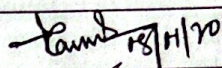
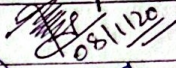
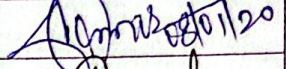
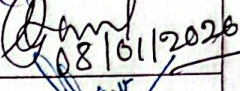
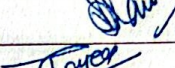
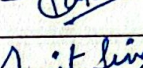
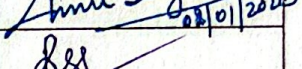

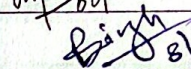
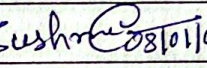
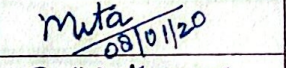
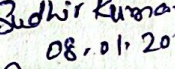
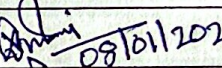
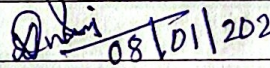
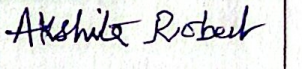
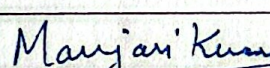

2.	Prepare Academic Calendar for Calendar Year 2020.	Mr. Pankaj Kumar & Mrs. Rupa Rani has successfully prepared the Calendar of activities for Year 2020 and all activities were conducted accordingly.
3.	Composition of National Service Scheme (NSS) Unit.	NSS Program Officer Mr. Sanjay Kumar informed that he is organizing all NSS activities time to time.
4.	Discussion regarding organizing several competitions.	All Cultural activity reports have been submitted on time which was conducted earlier. Dr. Shashikant Yadav, Principal of the college appointed Mrs. Sushma Kumari, Assistant Professor as Cultural Incharge, Mr. Kunal Kumar Yadav & Mrs. Mita Rani Sil, Assistant Professor as Cultural Committee members.

Proceedings of the meeting:

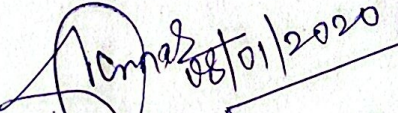
Sl. No.	Agenda	Action points recommended
1.	Presentation of ATR, Action Points recommended in last meeting held on 16 th December, 2019.	The ATR of action points recommended in the meeting held on 16.12.2019 was presented and was approved by the house.
2.	To develop offline feedback system for all stakeholders.	Offline feedback form will be prepared soon and data will be collected from all stake holders.
3.	Conducting Internal Examination of B.Ed.	Tentative Examination dates were proposed as mentioned in Academic Calendar which is as follows: ➤ The Examination Committee members decided that the 1 st Semester Internal Examinations of B.Ed. Session: 2019-21 would be conducted in the month of January 2020. ➤ IQAC Co-ordinator advised the Examination In-Charge to conduct the 3 rd Semester Internal Examination of B.Ed. Session: 2018-20 in the month of February, 2020 and the 4 th Semester Internal Examination in the month of July,


		2020 with the approval of Principal.
4.	Planning for organizing several competitions & events.	<p>Mrs. Sushma Kumari being the Incharge of Cultural Committee has been introduced in IQAC by Mr. Pankaj Kumar.</p> <p>The following other several competitions & events have been planned to organise which were approved by the Principal & Cultural Committee.</p> <ol style="list-style-type: none"> 1. National Youth Day Celebration. 2. Fit India Programme. 3. Inter House Seminar. 4. Republic Day. 5. Saraswati Puja. 6. Inter House Quiz Competition. 7. Van Mahotsava. 8. Independence Day. 9. Teacher's Day Celebration. 10. Inter House Speech Competition.
5.	Activity of National Service Scheme.	Activities recommended were- Plantation, Anniversary Celebration of Personalities and National Leaders, Celebration of National Days, etc.
6.	Reformation of IQAC.	<p>Dr. Shashikant Yadav, Principal introduced four new members Mrs. Sushma Kumari, Assistant Professor, Mrs. Mita Rani Sil, Assistant Professor, Mr. Vivek Kumar Ravi, Librarian and Mr. Sudhir Kumar, Office Assistant in the IQAC Committee.</p> <p>Mr. Pankaj Kumar, IQAC Co-ordinator welcomed all three new members.</p>
7.	Orientation Program for Fresher's of B.Ed. Session: 2020-22.	A Fresher's Orientation Program (NABIN BARAN UTSAV) has been scheduled to take place in the month of August, 2020.

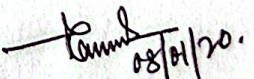
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16	Akshita Robert	Student of B.Ed. Session 2018-20	
17	Mrs. Manjari Kumari	Alumni	 08/11/20

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.


Mr. Pankaj Kumar
IQAC Co-ordinator


Dr. Shashikant Yadav
Principal
S.B.M. Teachers' Training College
Babhanbay, Hazaribagh, Jharkhand-825302


Mr. Samapti Paul
Secretary
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