



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.sbmcollges.com

Phone: 09431333265, 09155061255

No. - IQAC/07/2022

Date: 06.01.2022

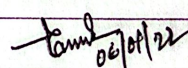
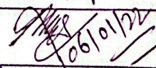
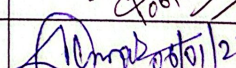
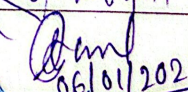
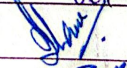

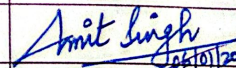

Meeting Notice-07

The IQAC members are hereby requested to attend the IQAC meeting on **08th January, 2022 at 02:00 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 22.12.2021.
2. Discussion on tentative Academic Calendar.
3. Clean Green Campus and beautification of college campus.
4. To develop Online Feedback system and collect data from all stake holder.
5. Monitoring the functioning of different cells & committees.
6. Plan for Upcoming cultural activity.
7. Activity of National Service Scheme.

Following members are requested to attend the meeting:

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

09	Mr. Kunal Kumar Yadav	Teacher Representative	<i>Kunal</i> 06.01.2022
10	Mr. Pratap Singh	Teacher Representative	<i>Pratap</i> 06/01/2022
11	Mrs. Sushma Kumari	Teacher Representative	<i>Sushma</i> 06/01/2022
12	Mrs. Mita Rani Sil	Teacher Representative	<i>Mita</i> 06/01/22
13	Mr. Sudhir Kumar (Cashier)	Senior Administrative Officer	<i>Sudhir Kumar</i> 06.01.2022
14	Mr. Satyajeet Bera	Administrative Officer	<i>Satyajeet Bera</i> 06/01/22
15	Mr. Vivek Kumar Ravi	Administrative Officer	<i>Vivek</i> 06/01/22
16	Meghna Chakravarti	Student of B.Ed. Session 2020-22	<i>Meghna Chakravarti</i>
17	Mrs. Manjari Kumari	Alumni	<i>Manjari</i> 6/01/2022

Pankaj
06/01/2022

Mr. Pankaj Kumar
IQAC Co-ordinator



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No.-IQAC/07/2022

Date- 08.01.2022

Meeting Proceedings-07

The IQAC meeting held on 08/01/2022, under the Chairmanship of Dr. 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 22.12.2021.
2. Discussion on tentative Academic Calendar.
3. Clean Green Campus and beautification of college campus.
4. To develop Online Feedback system and collect data from all stake holder.
5. Monitoring the functioning of different cells & committees.
6. Plan for Upcoming cultural activity.
7. Activity of National Service Scheme.

Action taken report of action points recommended in the last meeting held on 22.12.2021:

Sl. No.	Action points recommended on 22.12.2021	Action taken report (ATR)
1.	Discussion on enhancement of Resources and Infrastructure.	The Institute would work for the requirements of developing the resources and infrastructure. It was discussed that the proposal to install Solar Plant will be discussed with the management for approval.

2.	Functioning of different cells & committees.	All activity reports from all the committees and cells have been submitted on time to the IQAC.
3.	To discuss probable initiative towards quality enhancement of teaching learning.	Proposals for ICT based Micro-Teaching demonstration and Lesson Plan demonstrations were placed to be adopted for the students and were approved.
4.	Discussion on tentative Academic Calendar.	The IQAC Coordinator informed the house that the Academic Calendar and detail time table has been framed with the approval of the Principal.
5.	To discuss about School Internship & enhance the teaching learning process.	IQAC Coordinator, Mr. Pankaj Kumar informed that Review meeting was held on 23 rd December, 2021 to review the reports of Practice of Teaching in different schools and the review report has been placed before the competent authority for necessary consideration for approval. All reports have been submitted on time to IQAC by respective Incharge.

Proceedings of the meeting:

Sl. No.	Agenda	Action points recommended
1.	Presentation of action taken report action points recommended in last meeting held on 08 th January, 2021.	The action taken report of action points recommended in the meeting held on 08.01.2021 was presented and was approved by the house.
2.	Discussion on tentative activities for calendar year	The tentative activities for calendar year were discussed and Mrs. Rupa Rani was instructed to prepare the class routine (time-table) accordingly.
3.	Clean & Green Campus, beautification of college campus.	The NSS unit was sensitized for maintaining the campus garden with seasonal flowers.

4.	To develop Online Feedback system and collect data from all stake holders.	The Online feedback form was discussed and Mr. Amit Singh was assigned to develop the online feedback system to collect data from all stake holders.
5.	Monitoring the functioning of different cells & committees.	IQAC was sensitized to promote obtaining timely reports from different committees and cells through personal contacts for suggesting necessary amendments in overall functioning of the college.
6.	Plan for Upcoming cultural activity.	The list and work-plan of the cultural activities to be conducted through the year (2022) was chalked out.
7.	Activity of National Service Scheme.	Activities recommended were- Plantation, Anniversary Celebration of Personalities and National Leaders, Celebration of National Days, etc.

Following members attended the meeting:

Sl. No.	Name of the member	Designation	Signature
01	Dr. Samapti Paul (Secretary)	Chairperson	<i>Samapti Paul</i> 08/01/22
02	Dr. Shashikant Yadav	Principal	<i>Shashikant Yadav</i> 08/01/22
03	Mr. Pankaj Kumar	IQAC Co-ordinator	<i>Pankaj Kumar</i> 08/01/22
04	Mrs. Soma Paul	Institute Management Committee Member	<i>Soma Paul</i> 08/01/2022
05	Mr. Sishir Kumar Shaw	Society Member	<i>Sishir Kumar Shaw</i>
06	Dr. Parikshit Layek	Stake Holder	<i>Parikshit Layek</i>
07	Mr. Amit Singh	Teacher Representative	<i>Amit Singh</i> 08/01/2022
08	Mr. Rakesh Prasad	Teacher Representative	<i>Rakesh Prasad</i>
09	Mr. Kunal Kumar Yadav	Teacher Representative	<i>Kunal Kumar Yadav</i> 08/01/2022
10	Mr. Pratap Singh	Teacher Representative	<i>Pratap Singh</i> 08/01/2022
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14	Mr. Satyajeet Bera	Administrative Officer	<i>Satyajeet Bera</i> 08/01/22

15	Mr. Vivek Kumar Ravi	Administrative Officer	<i>[Signature]</i> 08/01/22
16	Meghna Chakravarti	Student of B.Ed. Session 2020-22	<i>[Signature]</i> Meghna Chakravarti
17	Mrs. Manjari Kumari	Alumni	<i>[Signature]</i> 8/01/22

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.

[Signature]
08/01/2022
Mr. Pankaj Kumar
IQAC Co-ordinator

[Signature]
08/01/22
Dr. Shashikant Yadav
Principal
Principal
S.B.M. Teachers' Training College
Babhanbay, Hazaribagh, Jharkhand-825302

[Signature]
08/01/22
Dr. Samapti Paul
Secretary
Secretary
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Masipirhi, Hazaribagh, (Jharkhand)