



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.sbmcolleges.com

Phone: 09431333265, 09155061255

No. - IQAC/10/2023

Date: 15.12.2023

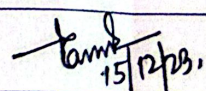
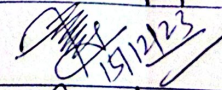
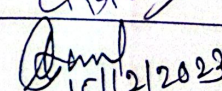
Meeting Notice-10





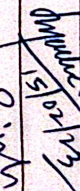
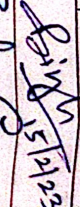


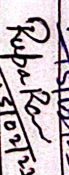
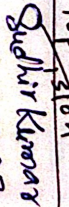
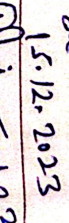

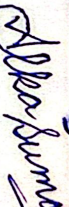
The IQAC members are hereby requested to attend the IQAC meeting on **20th December, 2023 at 02:00 PM** in the IQAC room. The meeting has been scheduled with the approval of the honourable Secretary and the Principal.

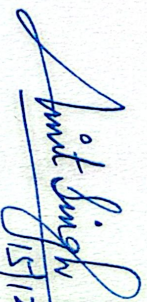
AGENDA

1. Presentation of action taken report of action points recommended in last meeting held on 16.01.2023.
2. Clean green Campus and beautification of college campus.
3. Report Submission of School Internship, Observation and Enhancing the Learning & Teaching Resources.
4. Cultural Activity report submission and Planning for organising several competitions.
5. Conducting Activity under National Service Scheme.
6. Report Submission by Admission Committee.
7. Monitoring functioning of different cells & committees and ensuring submission of reports.
8. Planning for submitting IIQA report to NAAC.

Following members are requested to attend the meeting:

Sl. No.	Name of the member	Designation	Signature
01	Dr. Samapti Paul (Secretary)	Chairperson	 15/12/23
02	Dr. Shashikant Yadav	Principal	 15/12/23
03	Mrs. Soma Paul	Institute Management Committee Member	 15/12/2023

04	Mr. Sishir Kumar Shaw	Society Member	
05	Dr. Parikshit Layek	Stake Holder	
06	Mr. Pankaj Kumar	Teacher Representative	
07	Mr. Rakesh Prasad	Teacher Representative	
08	Mr. Kunal Kumar Yadav	Teacher Representative	
09	Mr. Pratap Singh	Teacher Representative	
10	Mrs. Sushma Kumari	Teacher Representative	
11	Mrs. Mita Rani Sil	Teacher Representative	
12	Mrs. Rupa Rani	Member Executive	
13	Mr. Sudhir Kumar (Cashier)	Senior Administrative Officer	
14	Mr. Vivek Kumar Ravi	Administrative Officer	
15	Alka Suman	Student of B.Ed. Session 2022-24	
16	Mrs. Manjari Kumari	Alumni	


 Mr. Amit Singh
 IQAC Co-ordinator
 15/12/2023



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No.-IQAC/10/2023

Date- 20.12.2023

Meeting Proceedings-10

The IQAC meeting held on 20/12/2023, 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. Amit Singh, IQAC Coordinator welcomed all the members and proceeded with the agenda.

AGENDA

1. Presentation of action taken report action points recommended in last meeting held on 16.01.2023.
2. Clean green Campus and beautification of college campus.
3. Report Submission of School Internship, Observation and Enhancing the Learning & Teaching Resources.
4. Cultural Activity report submission and Planning for organising several competitions.
5. Conducting Activity under National Service Scheme.
6. Report Submission by Admission Committee.
7. Monitoring functioning of different cells & committees and ensuring submission of reports.
8. Planning for submitting IIQA report to NAAC.

Action taken report of action points recommended in the last meeting held on 16.01.2023 :

Sl. No.	Action points recommended on 16.01.2023	Action taken report (ATR)
1.	Plan for activities calendar, curriculum activity & student progression.	The IQAC Co-ordinator informed the house that the activities calendar and detail time-table for calendar year 2023 has been framed in the month of January, 2023 with the approval of the Principal and all activities are held as per activities calendar of the institution.

2.	Plan for Upcoming cultural activity.	<p>➤ As per the agenda the following cultural activities were organised and conducted successfully:</p> <ol style="list-style-type: none"> 1: Swami Vivekananda Jayanti (National Youth Day): 12.01.2023. 2. Republic Day Celebration: 26.01.2023. 3. Saraswati Puja celebration: 26.01.2023 to 27.01.2023. 4. Programs during Lecture Series: 24.02.2023 to 02.03.2023. 5. Holi Milan Samaroh: 04.03.2023. 6. Rangoli & Poster making competition on the occasion of Rabindra Nath Tagore Jayanti: 09.05.2023. 7. Nabin Baran Utsav (Session: 2022-24): 30.05.2023. 8. International Yoga Day Program on: 21.06.2023. 9. Farewell Ceremony (Session: 2021-23): 08.08.2023. 10. Independence Day Celebration on: 15.08.2023. 11. Programs during Faculty Development Program: 21.08.2023 to 26.08.2023. 12. Teacher's Day Celebration: 05.09.2023. 13. Nabin Baran Utsav (Session: 2023-25): 18.10.2023.
3.	To discuss about School Internship, Observation and Enhancing the Learning & Teaching Resources.	<p>IQAC coordinator, Mr. Amit Singh informed that meeting was held earlier to review the reports of practice teaching in different schools and the review reports has been placed before the internship Incharge for necessary consideration and approval. All reports have been submitted on time to IQAC by respective Incharge.</p>
4.	Conducting the Internal Examination of B.Ed.	<p>Internal examinations were successfully conducted on time and report submitted by Mr. Kunal Kumar (Examinations Incharge) to IQAC, which are as follows :</p> <ul style="list-style-type: none"> ➤ B.Ed. Session: 2021-23, Semester 3rd Internal Examination was conducted on 14.03.2023. ➤ B.Ed. Session: 2022-24, Semester 1st Internal Examination was conducted from 24.06.2023 to 28.06.2023. ➤ B.Ed. Session: 2021-23, Semester 4th Internal Examination was conducted from 26.06.2023 to 01.07.2023.

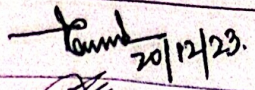
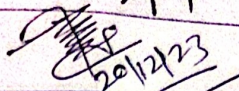
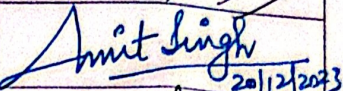
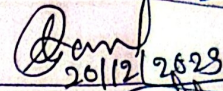


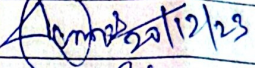

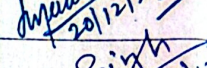

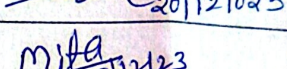
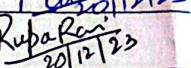
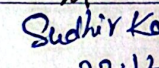
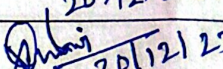
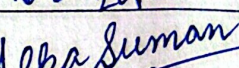
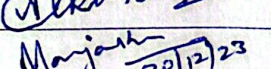
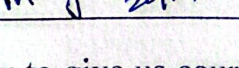
	Activity of National Service Scheme.	<p>➤ All activities recommended in the guidelines were conducted which are as following :</p> <ol style="list-style-type: none"> 1. National Youth Day & Blood Donation Camp: 12.01.2023. 2. Netaji Subhash Chandra Bose Jayanti: 23.01.2023. 3. Republic Day: 26.01.2023. 4. Poshan Pakhwada: 29.03.2023. 5. Plantation Program: 12.08.2023. 6. Swachta Hi Seva Program: 13.09.2023. 7. Mera Mati Mera Desh Program: 12.10.2023. 8. National Unity Day: 31.10.2023. 9. National Education Day: 11.11.2023. 10. Constitution Day: 26.11.2023.
6.	Planning for Green, Environmental & Energy Audit Report.	IQAC Coordinator informed the house that the Audit report for Green Audit, Environmental Audit & Energy Audit was successfully Audited by M/S Empirical Exergy Private Limited on 20.06.2023.
7.	Upgradation of Library & Infrastructure.	E-library subscription on N-LIST & KOHA was successfully subscribed & installed in the Library on 30.05.2023 & 02.08.2023 respectively.
8.	Appointment of new IQAC coordinator	Mr. Amit Singh was appointed as a new IQAC Coordinator with the approval of the honourable secretary, Principal, faculty members and all members of the IQAC on 16.01.2023 and performing his task accordingly.
9.	Monitoring functioning of different cells & committees and ensuring submission of reports.	The IQAC Co-ordinator meticulously monitored functioning of different cells & committees to ensure submission of reports on time to the IQAC.

Proceedings of the meeting:

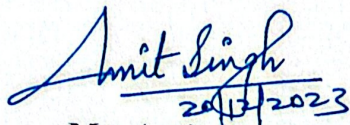
Sl. No.	Agenda	Action points recommended
1.	Presentation of action taken report of action points recommended in the last meeting held on 16 th January, 2023.	The action taken report of action points recommended in the meeting held on 16.01.2023 was presented and was approved by the house.

2.	Clean green campus and beautification of college campus.	It was discussed in the house that to keep the campus clean and green all necessary steps should be initiated under the guidance of honourable principal and IQAC coordinator. Also waste management strategies should be implemented.
3.	Report submission of school internship, observation and enhancing the learning & teaching resources.	All reports related to school internship, observation and enhancing the learning & teaching resources have been submitted successfully to IQAC.
4.	Cultural Activity report submission and Planning for organising several competitions.	Dr. Sushma Kumari as Cultural Program Incharge submitted all Cultural activities reports on time, after conduct to the IQAC.
5.	Conducting Activity under National Service Scheme.	All Reports have been submitted on time by Mr. Sanjay Kumar, NSS Program Incharge to the IQAC.
6.	Report submission by admission committee.	Mr. Pankaj Kumar, Admission Incharge has been successfully submitted the Admission report to IQAC as follows: i. Admission Report of B.Ed. Students Session: 2022-24 (100 Students) was submitted to the IQAC on: 20.04.2023. ii. Admission Report of B.Ed. Students Session: 2023-25 (95 Students on the basis of 5 th round online counselling) was submitted to the IQAC on: 14.12.2023.
7.	Monitoring functioning of different cells & committees and ensuring submission of reports.	The IQAC Co-ordinator Strictly monitored the functioning of different cells & committees to ensure submission of reports.
8.	Planning for submitting IQA report to NAAC.	Information compiled by the committee members on all 7 points of NAAC was reviewed and discussed. It was realized that the information need to be further searched and compiled for all points for which all documents need to be critically searched. The document needs further improvement.

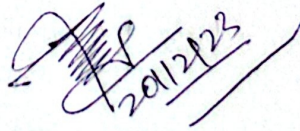
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16	Alka Suman	Student of B.Ed. Session 2022-24	
17	Mrs. Manjari Kumari	Alumni	 20/12/23

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. Amit Singh.

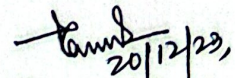

20/12/2023

Mr. Amit Singh
IQAC Co-ordinator


20/12/23

Dr. Shashikant Yadav
Principal
Principal

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Dr. Samapti Paul
Secretary

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