



# S.B.M. Teachers' Training College

Babhanbag, Hazaribag- 825302 (Jharkhand)

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

E-mail: [sbmttc@gmail.com](mailto:sbmttc@gmail.com); Website: [www.sbmcolleges.com](http://www.sbmcolleges.com)

Phone: 09431333265, 09155061255

No. - IQAC/09/2023

Date: 09.01.2023

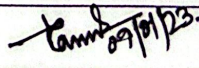
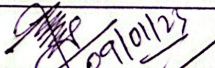
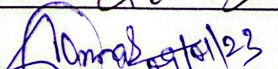
## Meeting Notice-09

The IQAC members are hereby requested to attend the IQAC meeting on **16<sup>th</sup> January, 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 the last meeting held on 23.12.2022.
2. Plan for Academic Calendar, Curriculum Activity & Student Progression.
3. Plan for Upcoming cultural activity.
4. To discuss about School Internship, Observation and Enhancing the Learning & Teaching Resources.
5. Conducting the Internal Examination of B.Ed.
6. Activity of National Services Scheme.
7. Planning for Green, Environmental & Energy Audit Report.
8. Up gradation of Library & Infrastructure.
9. Appointment of new IQAC coordinator.
10. Monitoring functioning of different cells & committees and ensuring submission of reports.

**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	<i>Soma Paul</i> 09/01/2023
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> 09/01/2023
08	Mr. Rakesh Prasad	Teacher Representative	<i>Rakesh Prasad</i>
09	Mr. Kunal Kumar Yadav	Teacher Representative	<i>Kunal Kumar Yadav</i> 09/01/2023
10	Mr. Pratap Singh	Teacher Representative	<i>Pratap Singh</i> 09/01/23
11	Mrs. Sushma Kumari	Teacher Representative	<i>Sushma Kumari</i> 09/01/2023
12	Mrs. Mita Rani Sil	Teacher Representative	<i>Mita Rani Sil</i> 09/01/23
13	Mrs. Rupa Rani	Teacher Representative	<i>Rupa Rani</i> 09/01/23
14	Mr. Sudhir Kumar (Cashier)	Senior Administrative Officer	<i>Sudhir Kumar</i> 09.01.2023
15	Mr. Vivek Kumar Ravi	Administrative Officer	<i>Vivek Kumar Ravi</i> 09/01/23
16	Soni Kumari	Student of B.Ed. Session 2021-23	<i>Soni Kumari</i>
17	Mrs. Manjari Kumari	Alumni	<i>Manjari Kumari</i> 9/01/2023

*Rankaj Kumar*  
09/01/2023  
Mr. Rankaj Kumar  
IQAC Co-ordinator



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No.-IQAC/09/2023

Date- 16.01.2023

## Meeting Proceedings-09

The IQAC meeting held on 16/01/2023, 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. 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 23.12.2022.
2. Plan for Academic Calendar, Curriculum Activity & Student Progression.
3. Plan for Upcoming cultural activity.
4. To discuss about School Internship, Observation and Enhancing the Learning & Teaching Resources.
5. Conducting the Internal Examination of B.Ed.
6. Activity of National Service Scheme.
7. Planning for Green, Environmental & Energy Audit Report.
8. Upgradation of Library & Infrastructure.
9. Appointment of new IQAC coordinator.
10. Monitoring functioning of different cells & committees and ensuring submission of reports.

**Action taken report of action points recommended in the last meeting held on 23.12.2022:**

Sl. No.	Action points recommended on 23.12.2022	Action taken report (ATR)
1.	Admission completion report submission.	Admission Committee has been successfully submitted the Admission report of B.Ed. Students Session: 2021-23 to IQAC.
2.	Cultural activity report submission.	Mrs. Sushma Kumari being the Incharge of Cultural Committee has been successfully submitted all the cultural activity reports on time, to IQAC Co-ordinator Mr. Pankaj Kumar.
3.	Examination report regarding Internal Examination of B.Ed.	Mr. Kunal Kumar Yadav Incharge of Examination Committee has been successfully submitted all the Examination report to IQAC.
4.	Discussion on conduction of Lecture Series & Faculty Development Program.	IQAC Co-ordinator Mr. Pankaj Kumar informed the house that the college will organise Lecture Series in the month of February, 2023 and Faculty Development Program (Hybrid Mode) in the month of August, 2023 for the betterment of teaching learning process. We will plan and discuss all together for the successful completion of the event.
5.	Reconstitution of IQAC.	IQAC Co-ordinator Mr. Pankaj Kumar welcomes Mrs. Rupa Rani as a new member in IQAC Committee.

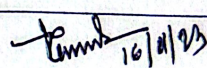

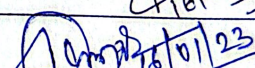
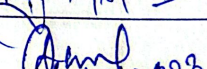


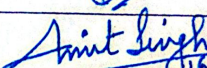

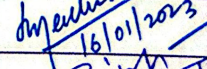
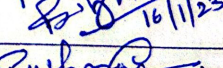
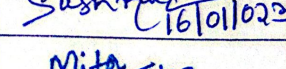
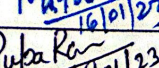
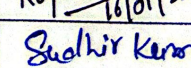
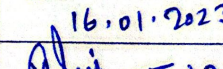
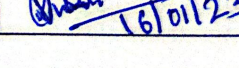
**Proceedings of the meeting:**

Sl. No.	Agenda	Action points recommended
1.	Presentation of action taken report of action points recommended in last meeting held on 23 <sup>rd</sup> December, 2022.	The action taken report of action points recommended in the meeting held on 23.12.2022 was presented and was approved by the house.

2.	Plan for Academic Calendar, Curriculum Activity & Student Progression.	Honourable Principal Dr. Shashikant yadav instructed that Mrs.Rupa Rani with consultation of IQAC coordinator Mr. Pankaj Kumar would prepare the activities calendar and detail time-table with Dates for quiz, Debate, Speech competitions, Sports, Inter-House competition and different Outreach Activities accordingly.
3.	Plan for Upcoming cultural activity.	The list and work-plan of the cultural activities to be conducted throughout the year 2023 was chalked out.
4.	To discuss about School Internship, Observation and Enhancing the Learning & Teaching Resources.	Coordinator, Mr. Pankaj Kumar informed that Review meeting was held on <b>02<sup>nd</sup> December, 2022</b> 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.
5.	Conducting the Internal Examination of B.Ed.	<ul style="list-style-type: none"> <li>&gt; The Examination Committee members decided that 3<sup>rd</sup> Semester Internal Examination of B.Ed. Session: 2021-23 would be conducted in the month of March, 2023.</li> <li>&gt; IQAC Coordinator advised the Examination Incharge to conduct the 1<sup>st</sup> Semester Internal Examination of B.Ed. Session: 2022-24 in the month of June, 2023 and to conduct the 4<sup>th</sup> Semester Internal Examination of B.Ed. Session: 2021-23 in the last week of June, 2023.</li> </ul>
6.	Activity of National Service Scheme.	These activities were recommended to conduct which are as following: Plantation, Anniversary Celebration of National Leaders and Celebration of National Days & Special Days.
7.	Planning for Green, Environmental & Energy Audit Report.	The house decided to plan for Green, Environmental & Energy Audit Report from this Year onwards.

8.	Upgradation of Library & Infrastructure.	On the recommendation of the Librarian, proposal for e-library subscription on N-LIST & KOHA was discussed in the house and necessary step would be taken soon for the Upgradation of the Library.
9.	Appointment of new IQAC coordinator	As Mr. Pankaj Kumar completed his term as IQAC coordinator hence honourable secretary sir, Principal of the college and other members recommended the name of Mr. Amit Singh as a new IQAC coordinator hence Mr. Amit Singh took over the charge as an IQAC Coordinator from Mr. Pankaj Kumar today itself.
10.	Monitoring functioning of different cells & committees and ensuring submission of reports.	Honourable Secretary sir, Principal of the college Dr. Shashikant Yadav sir reminded the IQAC coordinator Mr. Amit Singh to strictly monitor functioning of different cells & committees and to ensure submission of reports on time.

**The following members attended the meeting:**

Sl. No.	Name of the member	Designation	Signature
01	Dr. Samapti Paul (Secretary)	Chairperson	 16/01/23
02	Dr. Shashikant Yadav	Principal	 16/01/23
03	Mr. Pankaj Kumar	IQAC Co-ordinator	 16/01/23
04	Mrs. Soma Paul	Institute Management Committee Member	 16/01/2023
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09	Mr. Kunal Kumar Yadav	Teacher Representative	 16/01/2023
10	Mr. Pratap Singh	Teacher Representative	 16/1/23
11	Mrs. Sushma Kumari	Teacher Representative	 16/01/2023
12	Mrs. Mita Rani Sil	Teacher Representative	 16/01/23
13	Mrs. Rupa Rani	Teacher Representative	 16/01/23
14	Mr. Sudhir Kumar (Cashier)	Senior Administrative Officer	 16.01.2023
15	Mr. Vivek Kumar Ravi	Administrative Officer	 16/01/23

16	Soni Kumari	Student of B.Ed. Session 2021-23	<i>Soni Kumari</i>
17	Mrs. Manjari Kumari	Alumni	<i>Manjari</i> 16/01/2023

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.

*Amit Singh*  
16/01/2023  
**Mr. Amit Singh**  
IQAC Co-ordinator

*[Signature]*  
16/01/23  
**Dr. Shashikant Yadav**  
Principal  
**Principal**  
S.B.M. Teachers' Training College  
Babhanbay, Hazaribagh, Jharkhand-825302

*[Signature]*  
16/01/23.  
**Dr. Samapti Paul**  
Secretary  
*Secretary*  
S.B.M. Teachers' Training College  
Masipirhi, Hazaribag, (Jharkhand)