



# 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)

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Phone: 09431333265, 09155061255

No. - IQAC/11/2024

Date: 06.01.2024

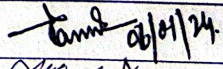
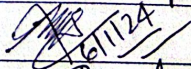
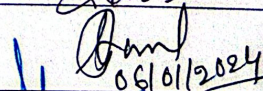
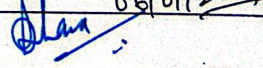
## Meeting Notice-11

The IQAC members are hereby requested to attend the IQAC meeting on **08<sup>th</sup> January, 2024 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 16.12.2023.
2. Regarding academic calendar for calendar year 2024.
3. Discussion on enhancing the learning & teaching resources.
4. Regarding organising several competitions in the calendar year 2024.
5. Regarding conducting activities under national service scheme in the calendar year 2024.
6. Regarding conducting internal examination of B.Ed. in the calendar year 2024.
7. To Redevelop online & offline feedback system & collect data from all stake holders.
8. Planning for registration in UTSAH portal, ABC portal & SWAYAM portal.
9. Regarding registration for ISO certificate and starting value added courses.

**Following members are requested to attend the meeting:**

Sl. No.	Name of the member	Designation	Signature
01	Dr. Samapti Paul (Secretary)	Chairperson	 06/01/24
02	Dr. Shashikant Yadav	Principal	 06/01/24
03	Mrs. Soma Paul	Institute Management Committee Member	 06/01/2024
04	Mr. Sishir Kumar Shaw	Society Member	

05	Dr. Parikshit Layek	Stake Holder	<i>[Signature]</i>
06	Mr. Pankaj Kumar	Teacher Representative	<i>[Signature]</i> 06/01/24
07	Mr. Kunal Kumar Yadav	Teacher Representative	<i>[Signature]</i> 06/01/24
08	Mr. Pratap Singh	Teacher Representative	<i>[Signature]</i> 6/1/24
09	Dr. Sushma Kumari	Teacher Representative	<i>[Signature]</i> 06/01/24
10	Mrs. Mita Rani Sil	Teacher Representative	<i>[Signature]</i> 06/01/24
11	Dr. Rupa Rani	Teacher Representative	<i>[Signature]</i> 06/01/24
12	Mr. Sudhir Kumar (Cashier)	Senior Administrative Officer	<i>[Signature]</i> 06.01.2024
13	Mr. Vivek Kumar Ravi	Administrative Officer	<i>[Signature]</i> 06/01/24
14	Alka Suman	Student of B.Ed. Session 2022-24	<i>[Signature]</i>
15	Mrs. Manjari Kumari	Alumni	<i>[Signature]</i> 6/1/2024

*[Signature]*  
06/01/2024  
Mr. Amit Singh  
IQAC Co-ordinator



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No.-IQAC/11/2024

Date- 08.01.2024

## Meeting Proceedings-11

The IQAC meeting held on 08/01/2024, 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

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9. Regarding registration for ISO certificate and starting value added courses.

**Action taken report of action points recommended in the last meeting held on 16.12.2023:**

Sl. No.	Action points recommended on 16.12.2023	Action taken report (ATR)
1.	Clean & green Campus, beautification of college campus.	Several Seasonal flower saplings were planted in gardens and also along pavements and maintained for flowering, time to time. Old trees in the campus were taken care by providing manures and removing weeds and watering time to time as and when needed.
2.	Report Submission of School Internship, Observation and Enhancing the Learning & Teaching Resources.	Coordinator, Mr. Amit Singh informed that Review meeting was held in December, 2023 to review the reports of Practice of Teaching in different schools, the review report has been placed before the competent authority for necessary consideration for approval. All reports have been submitted on time to the IQAC by respective Incharge.
3.	Cultural Activity report submission and Planning for organising several competitions.	All Cultural activities reports were submitted to IQAC and the other several competitions have been planned to organise which were approved by the Principal for the upcoming calendar year.
4.	Conducting Activity under National Service Scheme.	All NSS Activity Reports have been submitted to the IQAC and all activities recommended were conducted which are as follows: Plantation, Anniversary Celebration of National Leaders, and Celebration of National Days & Special Days.
5.	Report Submission by Admission Committee.	Reports on Admission of B.Ed. Students have been submitted on time by Mr. Pankaj Kumar (Admission Incharge) to the IQAC.
6.	Monitoring functioning of different cells & committees and ensuring submission of reports.	All Committee reports have been successfully submitted on time by the respective Committee Incharge to the IQAC.
7.	Planning for submitting IQA report to NAAC.	The IQAC Coordinator discussed on all the 7 criterions and responsibilities were distributed accordingly among the committee members regarding submission of IQA report of NAAC as soon as possible.

## 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 16.12.2023.	The action taken report of action points recommended in the meeting held on 16.12.2023 was presented and was approved by the house.
2.	Regarding academic calendar for calendar year 2024.	Honourable Principal of the college discuss in the house that Dr. Rupa Rani (academic calendar incharge), prepared the academic calendar for the calendar year 2024 in which all activities such as celebration of Birthday's and other special days, various competitions, value based education programs, examination schedule, internship periods, breaks or holidays, specific details like date of orientation, lecture series, workshops, assessment, Welcome (Nabin Baran Utsav), farewell etc. has been included and detail time table for the current year had been prepared and submitted to the IQAC.
3.	Discussion on enhancing the learning & teaching resources.	<p>The IQAC Co-ordinator informed the house that planning to conduct Lecture Series, Faculty Development Program, Inter House Quiz to be conducted in this calendar year 2024.</p> <p>The house urged to the faculties that teaching is to promote learning so they should emphasize more on FIP, FDP, Research Articles &amp; other training programs. Even management will encourage faculties by providing special leave and also financially if they participate in various programmes which promote teaching learning.</p>
4.	Regarding organising several competitions in the calendar year 2024.	<p>The following other several competitions have been planned to organise which were approved by the honourable Principal as per academic calendar year framed by Dr. Rupa Rani (academic calendar incharge).</p> <ol style="list-style-type: none"><li>1. Inter-House display decoration competition.</li><li>2. Pot decoration competition.</li><li>3. Rangoli &amp; Diya making competition.</li><li>4. Debate, Speech &amp; Quiz competition.</li></ol>

		<p>5. Poster Making Competition.</p> <p>6. Group Folk Dance Competition.</p> <p>7. Christmas Gathering.</p>
5.	Regarding conducting activities under national service scheme in the calendar year 2024.	<p>All activities recommended were conducted such as :</p> <p>Plantation, Anniversary Celebration of National Leaders, and Celebration of National Days &amp; Special Days and any others programs which will be guided by VBU, NCTE, UGC, etc. time to time for the calendar year 2024.</p>
6.	Regarding conducting internal examination of B.Ed. in the calendar year 2024.	<p>As per suggestion given by honourable Principal and IQAC coordinator regarding tentative months for internal examinations of the B.Ed. course for the calendar year 2024, examination committee members decided to conduct various examination, semester wise as per given below:</p> <ul style="list-style-type: none"> <li>➤ The Examination Committee members decided that the 2<sup>nd</sup> Semester Internal Examinations of B.Ed. Session: 2022-24 would be conducted in the month of January 2024.</li> <li>➤ IQAC Co-ordinator advised the Examination Incharge to conduct the Mid Sem. Test of 3<sup>rd</sup> Semester B.Ed. Session: 2022-24 would be conducted in the month of May 2024 and to conduct the Internal Examination of 3<sup>rd</sup> Semester B.Ed. Session: 2022-24 in the month of June 2024.</li> <li>➤ IQAC Co-ordinator also advised the Examination Incharge to conduct the Mid Sem. Test of 4<sup>th</sup> Semester B.Ed. Session: 2022-24 in the month of September 2024 and also to conduct the Internal Examination of 4<sup>th</sup> Semester B.Ed. Session: 2022-24 in the same month.</li> <li>➤ The principal instructed that the upcoming revised and extended B.Ed. syllabus would be implemented in the current year .</li> </ul>