



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/13/2024

Date: 14.12.2024

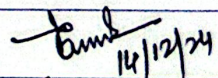
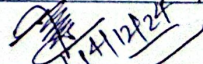
Meeting Notice-13

The IQAC members are hereby requested to attend the IQAC meeting on 16th December, 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 05.07.2024.
2. Report submission on School Internship, Observation and Enhancing the Learning & Teaching Resources.
3. Cultural Activity report submission.
4. Conducting Activity under National Service Scheme.
5. Report Submission by Examination Committee.
6. Report Submission by Admission Committee.
7. Monitoring the functioning of different cells & committee and ensuring submission of reports.
8. Report submission regarding conduct of value added courses.
9. Report submission regarding organising parent's teacher's meeting.
10. Report submission of anti-ragging form of guardian and student's as per UGC guideline.

Following members are requested to attend the meeting:

Sl. No.	Name of the member	Designation	Signature
01	Dr. Samapti Paul (Secretary)	Chairperson	 14/12/24
02	Dr. Shashikant Yadav	Principal	 14/12/24

03	Mrs. Soma Paul	Institute Management Committee Member	<i>Amit Singh</i> 14/12/2024
04	Mr. Sishir Kumar Shaw	Society Member	<i>Sishir</i> 14/12/24
05	Dr. Parikshit Layek	Stake Holder	<i>Parikshit</i> 14/12/24
06	Mr. Pankaj Kumar	Teacher Representative	<i>Pankaj</i> 14/12/24
07	Mr. Kunal Kumar Yadav	Teacher Representative	<i>Kunal</i> 14/12/24
08	Mr. Pratap Singh	Teacher Representative	<i>Pratap Singh</i> 14/12/24
09	Dr. Sushma Kumari	Teacher Representative	<i>Sushma</i> 14/12/2024
10	Mrs. Mita Rani Sil	Teacher Representative	<i>Mita</i> 14/12/24
11	Dr. Rupa Rani	Teacher Representative	<i>Rupa Rani</i> 14/12/24
12	Mr. Sudhir Kumar (Cashier)	Senior Administrative Officer	<i>Sudhir Kumar</i> 14.12.2024
13	Mr. Vivek Kumar Ravi	Administrative Officer	<i>Vivek</i> 14/12/24
14	Dilip Tudu	Student of B.Ed. Session 2023-25	<i>Dilip Tudu</i>
15	Mrs. Manjari Kumari	Alumni	<i>Manjari Kumari</i> 14/12/2024

Amit Singh
14/12/2024
Mr. Amit Singh
IQAC Co-ordinator



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No.-IQAC/13/2024

Date- 16.12.2024

Meeting Proceedings-13

The IQAC meeting was held on 16/12/2024, 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.

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8. Report submission regarding conduct of value added courses.
9. Report submission regarding organising parent's teacher's meeting.
10. Report submission of anti-ragging form of guardian and student's as per UGC guideline.

Action taken report of action points recommended in the last meeting held on 05.07.2024:

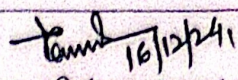

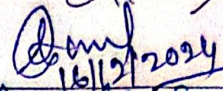
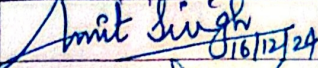

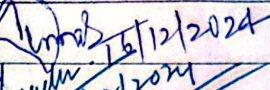
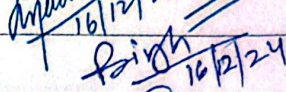
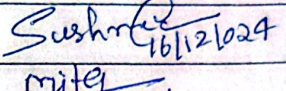
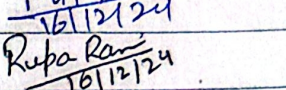
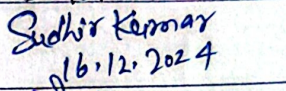
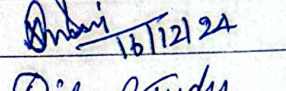
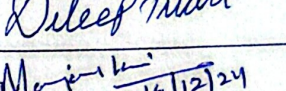
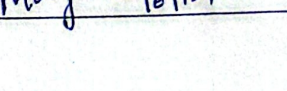
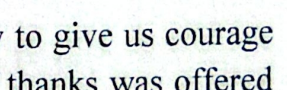
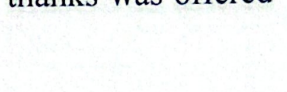

Sl. No.	Action points recommended on 05.07.2024	Action taken report (ATR)
1.	Regarding organizing lecture series/faculty development program/workshop, etc.	Under the guidance of IQAC one week lecture series (Orientation Program) was conducted successfully from 28.08.2024 to 03.09.2024 and all reports were submitted by the incharge to the IQAC coordinator.
2.	To organize parents teachers meeting.	Parent's teacher meeting was held on 11.12.2024 as per decision taken in the previous meeting. In this meeting feedback was taken from the parents regarding teaching learning process about trainee teacher's which was satisfactory and fruitful. All the reports regarding conduct of parents teacher's meeting was submitted to IQAC by the respective incharge.
3.	To enrol students for anti-ragging as per UGC guidelines.	Admission incharge Mr. Pankaj Kumar informed the house that all the students have submitted anti-ragging form of guardian and student's as per UGC guideline which is attested with the admission form of the student's.
4.	Regarding renovating/painting the building and infrastructure development.	The work regarding renovating/painting the building has been started and tentatively it may be completed in the year 2025. Infrastructure is also being developed so that we have all the required materials for the teaching learning process. Requisition has been made and has been sent to the college management committee for its approval.

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 05 th July, 2024.	The action taken report of action points recommended in the meeting held on 05.07.2024 was presented and was approved by the house.


2.	Report submission on School Internship, Observation and Enhancing the Learning & Teaching Resources.	Mr. Pankaj Kumar, School Internship In-charge has submitted all school internship reports (POT B.Ed. Session: 2022-24 & Observation B.Ed. Session: 2023-25) on time to IQAC. Dr. Shashikant Yadav, Principal also has submitted Micro Teaching Report to IQAC.
3.	Cultural Activity report submission.	All Cultural activities reports have been submitted by Dr. Sushma Kumari, Cultural committee Incharge to IQAC and are being submitted time to time, as and when conducted.
4.	Conducting Activity under National Service Scheme.	Mr. Sanjay Kumar, NSS Incharge has submitted all Programme Reports & B.Ed. NSS Student Enrolment data to IQAC.
5.	Report Submission by Examination Committee.	Dr. Sushma Kumari, Examination Incharge has submitted all Reports to IQAC on time.
6.	Report Submission by Admission Committee.	Mr. Pankaj Kumar, Admission Incharge has submitted all Reports to IQAC on time.
7.	Monitoring the 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.
8.	Report submission regarding conduct of value added courses.	Value added course CCC (Course on computer concept). Moral Values, Yoga and Spoken English have been introduced in the year 2024 and all participants have been given certificate after successful completion of the course. This is informed by the coordinator of the value added course to the IQAC coordinator.
9.	Report submission regarding organising parent's teacher's meeting.	Parent's teacher meeting which was held as per agenda on 11.12.2024. In which feedback was taken from the parent's regarding teaching learning process in the college and about trainee teacher's was satisfactory and fruitful. All the reports regarding conduct of PTM was submitted to IQAC.
10.	Report submission of anti-ragging form of guardian and student's as per UGC guideline.	Admission incharge Mr. pankaj kumar informed the house that all the students have submitted anti-ragging form of guardian and student's as per UGC guideline which is attached with the admission form of the student's.

Following members attended the meeting:

Sl. No.	Name of the member	Designation	Signature
01	Dr. Samapti Paul (Secretary)	Chairperson	 16/12/24
02	Dr. Shashikant Yadav	Principal	 16/12/24
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15	Dilip Tudu	Student of B.Ed. Session 2023-25	
16	Mrs. Manjari Kumari	Alumni	 16/12/24

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.


16/12/2024
Mr. Amit Singh
IQAC Co-ordinator


16/12/24
Dr. Shashikant Yadav
Principal
Principal
S.B.M. Teachers' Training College
Babhanbay, Hazaribagh, Jharkhand-825302

Dr. Samapti Paul
Secretary
Secretary
S.B.M. Teachers' Training College
Masipirhi, Hazaribag, (Jharkhand)