



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/14/2024

Date: 25.01.2025

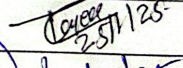
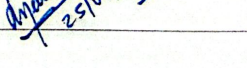
Meeting Notice-14

The IQAC members are hereby requested to attend the IQAC meeting on 28th January, 2025 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 16.12.2024.
2. Regarding academic calendar for calendar year 2025
3. Regarding curriculum planning committee meeting
4. Regarding organising several competitions in the calendar year 2025
5. Regarding conducting activities under national service scheme in the calendar year 2025
6. Regarding conducting internal examination of B.Ed. in the calendar year 2025.
7. Regarding organising National seminar.
8. Regarding matter related to NAAC.

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	Dr. Soma Paul	Institute Management Committee Member	
04	Mr. Sishir Kumar Shaw	Society Member	
05	Dr. Parikshit Layek	Stake Holder	
06	Dr. Pankaj Kumar	Teacher Representative	
07	Mr. Kunal Kumar Yadav	Teacher Representative	

08	Mr. Pratap Singh	Teacher Representative	<i>Pratap Singh</i> 25/1/25
09	Dr. Sushma Kumari	Teacher Representative	<i>Sushma Kumari</i> 25/01/2025
10	Mrs. Mita Rani Sil	Teacher Representative	<i>Mita Rani Sil</i> 25/01/25
11	Dr. Rupa Rani	Teacher Representative	<i>Rupa Rani</i> 25/01/25
12	Mr. Sudhir Kumar (Cashier)	Senior Administrative Officer	<i>Sudhir Kumar</i> 25.01.2025
13	Mr. Vivek Kumar Ravi	Administrative Officer	<i>Vivek Kumar Ravi</i> 25/01/25
14	Dilip Tudu	Student of B.Ed. Session 2023-25	<i>Dilip Tudu</i>
15	Mrs. Manjari Kumari	Alumni	<i>Manjari Kumari</i> 25/1/25

Amit Singh
25/01/2025
Mr. Amit Singh
IQAC Co-ordinator



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No.-IQAC/14/2024

Date- 28.01.2025

Meeting Proceedings-14

The IQAC meeting held on 28/01/2025, 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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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	Under the guidance of IQAC one week lecture series (Orientation Program) was conducted

	development program/workshop, etc.	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 attached 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 effective 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 16.12.2024.	The action taken report of action points recommended in the meeting held on 16.12.2024 was presented and was approved by the house.
2.	Regarding academic calendar for calendar year 2025	Honourable Principal of the college discussed in the house that Dr. Rupa Rani (academic calendar incharge), prepared the academic calendar for the calendar year 2025 in which all co-curricular activities including celebration of Birthday's and other special days, various competitions, value based education programs, examination schedule,

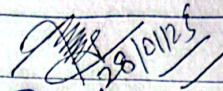
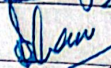
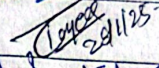
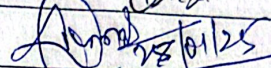

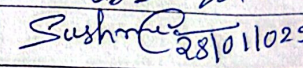
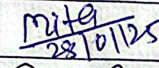
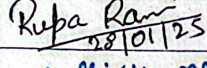
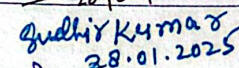
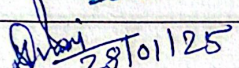
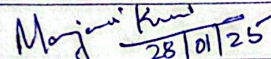
		internship periods, breaks or holidays, specific details like date of orientation, lecture series, workshops, assessment, welcome (Nabin Baran Utsav), farewell etc. has been included and detail time table for the current year has been prepared and submitted to the IQAC for its implementation.
3.	Regarding curriculum planning committee meeting	<p>The members of the curriculum planning committee discussed in detail the curricular transactions and planning based on the discussions and feedback received from the teachers and students of the college on 18.01.2025. Curriculum planning calendar and transaction time table were finalized and approved by the members. For this syllabus was distributed among faculty members and time table was finalized for classes of B.Ed. session 2023-25, 2024-26 and 2025-27 in the year 2025.</p> <p>It was also decided to take feedback from previous session stake holders and to have discussions for the enhancement of teaching learning process time to time as and when needed. For this all faculty members were requested to take necessary steps.</p>
4.	Regarding organising several competitions in the calendar year 2025	<p>The following other several competitions have been planned to organise which were approved by the honourable Principal as per academic calendar framed by Dr. Rupa Rani (academic calendar incharge):</p> <ol style="list-style-type: none"> 1. Inter-House decoration competition. 2. Pot decoration competition. 3. Rangoli & Diya making competition. 4. Debate, Speech & Quiz competition. 5. Poster Making Competition. 6. Group Folk Dance Competition. 7. Christmas Gathering.
5.	Regarding conducting activities under national service scheme in the calendar year 2025	<p>All activities recommended would be conducted such as :</p> <p>Plantation program, Anniversary Celebration of National Leaders/Freedom Fighters and Celebration of National Days & Special Days and any others programs which will be guided by VBU, NCTE, UGC, etc. time to time for the calendar year 2025.</p>

6.	Regarding conducting internal examination of B.Ed. in the calendar year 2025.	<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 2025, examination committee members decided to conduct various examination, semester wise as per given below:</p> <ul style="list-style-type: none"> ➤ 1st Semester mid test-I and mid test-II for B.Ed. Session: 2024-26 would be conducted in the month of January & February 2025. ➤ 3rd semester Mid Test – I & Mid Test – II for B.Ed. Session: 2023-25 would be conducted in the month of March & April 2025. ➤ Internal Examination of 1st Semester for B.Ed. Session: 2024-26 and Internal Examination of 3rd Semester for B.Ed. Session 2023-25 would be conducted in the month of March & April 2025. ➤ 4th Semester mid test-I and mid test-II for B.Ed. session 2023-25 would be conducted in the month of May & June 2025. ➤ 2nd Semester mid test-I and mid test-II for B.Ed. session 2024-26 would be conducted in may & July 2025. ➤ Internal Examination of 4th Semester for B.Ed. session 2023-25, and internal examination of 2nd Semester for B.Ed. session 2024-26 would be conducted in the month of July and August 2025. ➤ The principal instructed that the upcoming revised and extended B.Ed. syllabus would be implemented in the current year.
7.	Regarding organising National seminar.	Honourable secretary, Principal and all the committee members decided that national seminar will be organised in the calendar year 2025.
8.	Regarding matter related to NAAC.	Honourable secretary of the college suggested principal Dr. Shashikant Yadav, IQAC coordinator Mr. Amit Singh that it is essential to get the college NAAC accerdiated hence all should work efficiantly and according to

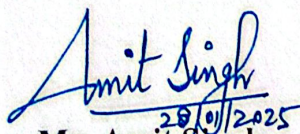
the guidelines so that we can get accredited and fulfill the norms.

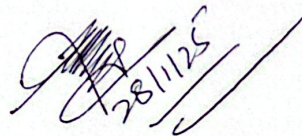
All the committee members agreed with the opinion of the secretary sir and decided to work efficiently and prepare all the documents according to the guideline provided by the NAAC so, that our college also get accredited soon.

Following members attended the meeting:

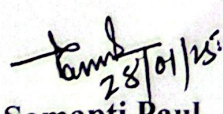
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14	Mr. Vivek Kumar Ravi	Administrative Officer	
15	Dilip Tudu	Student of B.Ed. Session 2023-25	
16	Mrs. Manjari Kumari	Alumni	

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.


Mr. Amit Singh
IQAC Co-ordinator


Dr. Shashikant Yadav
Principal

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Dr. Samapti Paul
Secretary

Secretary
S.B.M. Teachers' Training College
Masipirhi, Hazaribagh, (Jharkhand)