

MINUTES OF THE IQAC MEETING
Session -2023-24 (01 July 2023 to 31stDec. 2023)

MINUTES OF THE IQAC MEETING- 09

A meeting of Internal Quality Assurance Cell (IQAC) was held on 30.06.2023 at 02:00 P.M.
Following were present in the meeting:

Name of the Member	Present	Absent	Sign
1. Shree Uma Charan Singh (Chairman SPTTC)		A	
2. Mr. Avinash Kumar (Secretary , SPTTC)	P		
3. Dr.Roli Dwivedi (Principal , SPTTC)	p		
4. Shree Maheshwar Thakur (Member, SPTTC)		A	
5. Dr. Zafar Aalam (Doctor)		A	
6. Mr. Manoranjan Kumar (NGO)		A	
7. Mr. Manoj Kumar (Assistant Professor ,SPTTC)			
8. Mr. C.B. Mishra (Assistant Professor, SPTTC)	P		
9. Mr. Kumar Saurav (Account Assistant, SPTTC)	P		
10. Smt. Arpana Kumari (Coordinator, IQAC)	p		

Agenda 1: Confirmation of the proceedings of 8th meeting

Resolution -The committee confirmed the proceedings of 8th meeting held on 02.01.2023.

Agenda 2: Preparation for Starting B.Ed. Class and Academic Calendar .

Resolution – The Admission Committee was given responsibility to prepare Academic calendar and Time-Table. The same needs to be prepared before Orientation.

Agenda 3 : Organisation of orientation programme of B.Ed.

Resolution – It has been decided that the concern dept will prepare presentation on the year plan and present on the day of the orientation.

~ **Agenda 4 :** Extensive training of new students on using College app (Campus Cover) and digital lib.

Resolution – Mr. Nand Kishore & Mr. Amarjeet Kumar will ensure that students are extensively trained in using college app and digital Lib.

Agenda 5 : Conducting Awareness Rallies and Independence Day

Resolution : Co curricular committee will organise few awareness rallies in accordance with UGC and NCTE guidelines. The committee needs to organise one rally each month. Topics will be suggested by the concern committee. The committee has to ensure the participation of faculty member and students of SPTTC .

Agenda 6: Organization of Extension Lecture for the students in Different informative topic.

Resolution :RDC will organise extension lectures on different topics. The committee will submit complete plans with schedule and topics.

Agenda 7 : Organization of workshop and Nukkar-Natak.

Resolution :The responsibility for the same be given to Cultural Committee , they will prepare complete plan by 30th July.

Agenda 8 : Celebration of Birth anniversaries and Observance of National and International Day

Resolution :Day Celebration committee & Co Curricular committee will ensure all important days are celebrated and documented.

Agenda 9 : Preparation for B.Ed. Internship, Observation and SEP -2 for D.El.Ed. Student

Resolution - The office will ensure to get required permission from DO office. Teaching practice committee will allocate students to different schools. They will also ensure 95% attendance in teaching practice.

Agenda 10 : Preparation of Internal Exams of B.Ed. and D.El.Ed.

Resolution - It has been decided that Exam committee will prepare exam schedule , question paper and duty chart. It is also been decided to ensure that required no of exam copies made available to examination committee , the vendor for the same will be Zip computer. The committee also have to ensure exams are conducted smoothly.

Agenda 11 : Use of online library by faculty & students (N-List).

Resolution : Library committee informed to the IQAC that N-List is activated , thus it has been decided that the Library committee under guidance of the Principal will ensure extensive use of N-List by faculties and students.

The meeting ended with vote of thanks.


Principal
St. Paul Teacher Training College
Birsinghour
Jhahuri Samastipur
848102 (Bihar)


Smt. Arpana Kumari
Coordinator, IQAC