# MINUTES OF THE IQAC MEETING Session -2020-21 (01<sup>st</sup> January 2021 to 31<sup>st</sup> May 2021 )

### MINUTES OF THE IQAC MEETING -04

A meeting of Internal Quality Assurance Cell (IQAC) was held on 02.01.2021 at 11:00 p.m. Following were present in the meeting:

#### Name of the Member

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

## Agenda 1: Confirmation of the proceedings of 3rd meeting

**Resolution** - The committee confirmed the proceedings of 3<sup>rd</sup> meeting held on 03.07.2020.

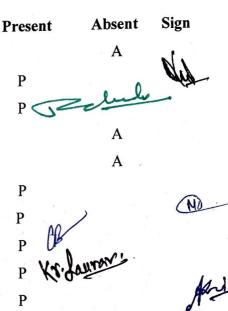
### Agenda 2: Development of admission strategies.

**Resolution:** Publicity should be done at large scale for ensuring 100% admissions of both the courses B.Ed. and D.El.Ed. Medium to be used pamphlets, newspaper advertisements, notices, circulars and website update.

## Agenda 3: Review the orientation Programme and Maintaining Social Distance .

#### **Resolution**:

Discussion regarding conduction of Orientation programme was discussed, the committee will ensure social distancing is maintained during Orientation.



Agenda 4: Preparation for Starting D.El.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 5 : Organising Placement drive for B.Ed. and D.El.Ed students

**Resolution :** The Placement cell will ensure maximum participation of schools. Timely preparation is the key for the success of the drive.

### Agenda 6: 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 7 : Preparation for B.Ed. Internship 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 school. They will also ensure 95% attendance in teaching practice.

The meeting ended with vote of thanks.

Smt. Arpana Kumari Coordinator, IQAC

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