







**MINUTES OF THE IQAC MEETING**  
**Session -2021-22 (01<sup>st</sup> July 2021 to 31<sup>st</sup> Dec. 2021)**

**MINUTES OF THE IQAC MEETING- 05**

A meeting of Internal Quality Assurance Cell (IQAC) was held on 03.07.2021 at 01:00 P.M.

Following were present in the meeting:

Name of the Member	Present	Absent	Sign
1. Shree Uma Charan Singh (Chairman SPTTC)	P		
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 )	P		
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 4<sup>th</sup> meeting**

**Resolution** -The committee confirmed the proceedings of 4<sup>th</sup> meeting held on 02.01.2021.

**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 for publicity pamphlets, newspaper advertisements, notices, circulars and website update.

**Agenda 3: Review the orientation Programme**

**Resolution:** Regarding conduction of Orientation programme was discussed, all students needs to be informed. Details of the programme will be shared by Admission committee. Also, decided that 16<sup>th</sup> Nov 2021 will the date for B.Ed. 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 : Conducting Awareness Rallies**

**Resolution** : As a part Co curricular activities it has been decided that some awareness rallies will be conducted. The committee has to ensure the participation of faculty member and students.

**Agenda 6 : Organising Game Week for student**

**Resolution** - The committee authorised sports committee to organise sports week , the sports committee will inform date and support required for organising the event.

**Agenda 7: 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 8: 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 9: 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.

The meeting ended with vote of thanks.

  
**Principal**  
**St. Paul Teachers' Training College**  
**Birsinghpur**  
**Jhahuri Samastipur**  
**848102 (Bihar)**

  
**Smt. Arpana Kumari**  
Coordinator, IQAC