

# MINUTES OF THE IQAC MEETING

Session -2022-23 (01<sup>st</sup> January 2023 to 31<sup>st</sup> May 2023)

## MINUTES OF THE IQAC MEETING – 08

A meeting of Internal Quality Assurance Cell (IQAC) was held on 02.01.2023 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)		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)	P		
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 7<sup>th</sup> meeting

**Resolution** -The committee confirmed the proceedings of 7<sup>th</sup> meeting held on 02.07.2022.

### Agenda 2: Organisation of Sports week.

**Resolution** :The decided to organise sports week from 3<sup>rd</sup> Jan 2023 to 7<sup>th</sup> Jan 2023. The sports week will be organised by Sports committee of the college.

### Agenda 3: Conducting Awareness Rallies and Republic 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 4: 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 5 : Conducting Alumni Meet.**

**Resolution :** The committee discussed on the organization of the Alumni meet in 2023. It has also been discussed that Alumni Committee of the college will take the support of Alumni of the college to organise this event.

**Agenda 6: Agenda 6: Organization of Twoday National seminar.**

**Resolution :**As we did last year the committee decided that Two Day National Seminar on the topic “ Educational Transformation : Crisis , Resilience and Opportunities ” will be organised. The responsibility for the same is given to RDC.

**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.

**Agenda 10 : Organisation of Educational Excursion Programme.**

**Resolution :** The responsibility of the same given to Tour Committee. The committee will decide dated and venue in discussion with students.

The meeting ended with vote of thanks.

**Smt.Arpana Kumari**  
Coordinator, IQAC

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