



ST. PAUL TEACHERS, TRAINING COLLEGE BIRSINGHPUR

(NAAC ACCREDITED with Grade B++)

Under Aegis of Parmeshwar Neeta Educational Trust

Recognized by NCTE, Bhubaneswar

Affiliated from L.N. Mithila University, Darbhanga (B.Ed.) & Bihar School Examination Board Patna (D.El.Ed.)

MINUTES OF THE IQAC MEETING

Session -2024-25

(1st July 2024 to 31st December 2024)

MINUTES OF THE IQAC MEETING- 12

A meeting of Internal Quality Assurance Cell (IQAC) was held on **12th July 2024** at 11:00 A.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.RoliDwivedi (Principal , SPTTC)	p		
4. Shree Maheshwar Thakur (Member, SPTTC)	P		
5. Dr. Zafar Aalam (Doctor)	P		
6. Mr.Manoranjan Kumar (NGO)	P		
7. Mr. Nandesh Kumar Thakur	p		
8. Mr.Manoj Kumar (Assistant Professor,SPTTC)	P		
9. Mr. Kumar Saurav (Account Assistant, SPTTC)	P		
10. Mr.Amarjeet Kumar (Alumni)	P		
11. Mr. Raunak Kumar Singh (Almuni)	P		
12. Smt.Arpana Kumari (Coordinator, IQAC)	p		

Agenda 1: Confirmation of the proceedings of 10th meeting

Resolution -The committee confirmed the proceedings of 10th meeting held on 03.01.2024.

Agenda 2: Preparation for Starting 2nd Year B.Ed. & D.El.Ed. Class and Academic Calendar.

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

Agenda 3: Curriculum implementation and Completion in B.Ed 2nd year (2023-25)

Resolution – It was decided that time to time review meeting will be held to check curriculum implementation.

Agenda 4 : Discussion on seminar sponsorship

Resolution – It was decided that IQAC coordinator will send detail proposal to NAAC Director for seminar sponsorship.

Agenda 5 : Planning for development of SLM (Study learning material) and enrichment of ERP system.

Resolution : IQAC coordinator will overlook the development and enrichment of current SLM. The coordinator will have to ensure timely implementation.

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 : Promote faculty member to join National / International seminar and paper publication .

Resolution: It was decided that principal madam motivate time to time to faculty members on self-development through participating in seminars and paper publications.

Agenda 8 : Preparation for B.Ed & D.El.Ed. Observation and Internship .

Resolution - The office will ensure to get required permission from DO office for Observation. Teaching practice committee will allocate students to different schools. They will also ensure 95% attendance in teaching practice. It was decided that SEP-2 certificates will be given only after 16 weeks.

Agenda 09: Organizing Certificate course /Value added Course and FDP for Skill Development of Students and Faculty.

Resolution –It was decided in meeting that Institute will do everything possible to upgrade skills of students. Focus will be given on organizing Value-added courses and Certificate courses and FDP to enhance students and Faculty skills.

Agenda 10: Organizing Competition to develop competence and capability building programme.

Resolution –Considering that we are living in competitive world, Institute will ensure holistic development of students. Thus, it was decided that Institute will work on organizing competency and capability building programme.

Agenda 11 : Inviting alumni to give suggestions & Discussion on students/faculty/internship schools/Alumni and parents' feedback.

Resolution - The Alumni Committee will invite alumni to provide feedbacks on aforesaid topics.

Agenda 12 : Preparation of Internal Exams of B.Ed. and D.El.Ed and conducting Remedial classes for slow learner .

Resolution - It has been decided that Exam committee will prepare exam schedule, question paper and duty chart. It has 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 decision was also taken on providing remedial classes to students who does not score expected marks in internal exams. A list for the same will be prepared by examination committee after result will be published.

The meeting ended with vote of thanks.



Smt.ArpanaKumari

Coordinator, ICAC
Co-ordinator
SPTTCB, Samastipur (Bihar)