



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

Review and follow up Meeting

MINUTES OF THE IQAC MEETING- 13

A meeting of Internal Quality Assurance Cell (IQAC) was held on **05th Oct. 2024** 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)	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)		A	
12. Smt.Arpana Kumari (Coordinator, IQAC)	p		

Agenda 1: Confirmation of the proceedings of 12th meeting.

Resolution -The committee confirmed the proceedings of 12th meeting held on 12.07.2024.

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 Planning for Completion in B.Ed 1st year (2024-26)

Resolution – All members decided that review meeting will be held to check curriculum implementation. It was also agreed that few new techniques will apply in curriculum implementation and outcome too will be monitored on the basis of CLO

Agenda 4 : Discussion on seminar sponsorship

Resolution – IQAC coordinator informed to members that proposal for seminar is already sent but no response received from NAAC, it was decided that a reminder letter will be sent to NAAC.

Agenda 5 : Planning for development of SLM and development of contents through faculty.

Resolution : IQAC coordinator will overlook the development and enrichment of current SLM. Principal madam is given responsibility to communicate and discuss with all faculty to create contents for SLM

Agenda 6: Follow up for academic calendar implementation.

Resolution: All members unanimously agreed that special focus is required on academic calendar implementation, it was agreed in the meeting that Principal madam along with IQAC coordinator will have to improve coordination to ensure 100percent implementation of academic calendar. Members suggested that monthly meeting with faculty should be conducted to discuss about academic calendar.

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 . .

Resolution - Kumar Saurav will ensure to get required permission from DO office for Observation. Teaching practice committee will allocate students to different school. They will also ensure 95% attendance in teaching practice. It was suggested in the meeting that proper monitoring should be

done to ensure and check whether our students are participating and conducting activities with students of the school.

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.

Members also proposed that our Institute should try to organise FDP in collaboration with UGC's MMTC program. The committee discussed on requirements for collaboration. The IQAC coordinator was given responsibility to look into the possibilities.

Agenda 10: Planning for AQAR submission and discuss with Member.

Resolution – All members discussed on submission of AQAR on time , the responsibility for the same is given to IQAC coordinator.

Agenda 11 : Planning for 2F and 12B.

Resolution – It was discussed in the meeting that since Institute has received NAAC accreditation thus we should also plan for getting 2F and 12B from UGC. Principal madam and IQAC coordinator will be responsible for applying to UGC

Agenda 12 : Identify slow learner & advanced learner & remedial classes for slow learner .

Resolution - It was discussed in the meeting that our faculty Shri Surender Choudhary and examination controller Dr. Pawan Kumar will identify slow learner and advance learner. They will also organise remedial classes for slow learner in discussion with Principal of the College.

The meeting ended with vote of thanks.



Smt. Arpana Kumari

Coordinator, IQAC

SPTTCS, Samastipur (Bihar)