



# ST. PAUL TEACHERS' TRAINING COLLEGE BIRSINGHPUR

## MINUTES OF THE IQAC MEETING

Session -2023-24 (1<sup>st</sup> January 2024 to 31<sup>st</sup> May. 2024)

### MINUTES OF THE IQAC MEETING- 10

A meeting of Internal Quality Assurance Cell (IQAC) was held on 03.01.2024 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.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.Manoj Kumar (Assistant Professor,SPTTC)			
8. Mr. C.B. Mishra (Assistant Professor, SPTTC)		A	
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 9<sup>th</sup> meeting**

**Resolution** -The committee confirmed the proceedings of 9<sup>th</sup> meeting held on 30.06.2023.

**Agenda 2: Preparation for Starting 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 :Organisation of orientation programme of D.El.Ed.**

**Resolution** – It has been decided that the concern dept. will prepare presentation on the year plan and present on the day of the orientation.

**Agenda 4 :** Extensive training of new students on using College app ( Campus Cover) and digital lib.

**Resolution** – Mr. Nand Kishore & Mr. Suraj Kumar will ensure that students are extensively trained in using college app and digital Lib.

**Agenda 5 : Conducting Awareness Rallies and Celebrating National Priority Day.**

**Resolution :** Co-curricular committee and Day Celebration 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.

**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 : Organization of workshop and Nukkar-Natak.**

**Resolution:** The responsibility for the same be given to Cultural Committee, they will prepare complete plan by End of January.

**Agenda 8 : Preparation for D.El.Ed. Observation and Completion of SEP -2 for D.El.Ed. Student.**

**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 9 : Decision regarding conducting Planning & transaction of curriculum .**

**Resolution** – It was decided that a separate meeting will be organized in coming days to discuss about syllabus. The planning of coming session will be done by interlinking different activities with the syllabus topic of the college.

**Agenda 10: 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 11: 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 programme.

**Agenda 12 : Inviting alumni to give suggestions.**

**Resolution** – It was decided to invite alumni for curriculum planning , transaction and feedback.

**Agenda 13 : 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 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.

**Agenda 14 : Use of online library by faculty & students (N-List).**

**Resolution:** Library committee informed to the IQAC that N-List is activated, thus it has been decided that the library committee under guidance of the principal will ensure extensive use of N-List by faculties and students.

The meeting ended with vote of thanks.



**Smt. Arpana Kumari**  
Coordinator, IQAC