





MINUTES OF THE IQAC MEETING

Session -2019-20 (01st January 2020 to 31st May 2020)

MINUTES OF THE IQAC MEETING: 02

A meeting of Internal Quality Assurance Cell (IQAC) was held on 04.01.2020 at 2:00 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)	P		
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 1st meeting

Resolution -The committee confirmed the proceedings of 1st meeting held on 14th July 2019.

Agenda 2: Responsibilities assigned to conduct Rally

Resolution - Mrs. Meena Kumari , Mr. Narendr Kumar , Mr. Chandr Bhushan Mishra, Mr. Aadity Prakash will submit the plan and list of Rallies to be conducted by the team.

Agenda 3: Distribution of responsibilities to D.El.Ed. faculty for SEP-2

Resolution - As 2nd Yr D.El.Ed.(2018-20) Student is going to School for SEP-2 be from 10th January 2020, the faculty members will prepare the Duty Chart and distribute responsibility regarding SEP-2 work .

Agenda 4: Preparation for celebration of Sarswati Puja & Republic Day

Resolution - Preparation will be done for organizing Scout and Guide Camp in the first week of March for the students of B.Ed. and D.El.Ed.


Agenda 5: 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 6: Organisation of Extension lecture and One Day National Seminar

Resolution - The committee decided to authorise RDC to organise both events, they will also confirm the name guests and the seminar topic.

The meeting ended with vote of thanks.


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Smt. Arpana Kumari
Coordinator, IQAC