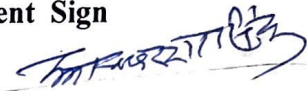








**MINUTES OF THE IQAC MEETING**  
**Session -2022-23 (01<sup>st</sup> July 2022 to 31<sup>st</sup> Dec. 2022)**

**MINUTES OF THE IQAC MEETING-: 07**

A meeting of Internal Quality Assurance Cell (IQAC) was held on 02.07.2022 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 )		A
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 6<sup>th</sup> meeting**

**Resolution** -The committee confirmed the proceedings of 6<sup>th</sup> meeting held on 04.01.2022

**Agenda 2: Organization of Cultural Activities and Pariksha pe Charcha programme**

**Resolution** : The committee decided that the Institute will organise cultural programme in year 2022. The responsibility of the same given to Culture committee. This will provide complete details cultural activities. It has also been decided that Guidance and Counselling committee will organise counselling session with students on Pariksha pe Charcha before final exam.

**Agenda 3: Conducting Awareness Rallies**

**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 exhibition on TLM**

**Resolution :** It was decided in the meeting that Co -curricular committee will organise exhibition on Teaching Learning Material ( TLM). The committee has to ensure the maximum participation of students.

**Agenda 6 : Organization of one day National seminar.**

**Resolution :**As we did last year the committee decided that One Day National Seminar on the topic “ Achieving SDG through education 4.0” 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.

The meeting ended with vote of thanks.

  
**Smt. Arpana Kumari**  
Coordinator, IQAC

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