

MINUTES OF THE IQAC MEETING
Session -2023-24 (01 July 2023 to 31stDec. 2023)

MINUTES OF THE IQAC MEETING- 09

A meeting of Internal Quality Assurance Cell (IQAC) was held on 30.06.2023 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)		A	
2. Mr. Avinash Kumar (Secretary , SPTTC)	P		
3. Dr.Roli Dwivedi (Principal , SPTTC)	P		
4. Shree Maheshwar Thakur (Member, SPTTC)		A	
5. Dr. Zafar Aalam (Doctor)		A	
6. Mr. Manoranjan Kumar (NGO)		A	
7. Mr. Manoj Kumar (Assistant Professor ,SPTTC)			
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 8th meeting

Resolution -The committee confirmed the proceedings of 8th meeting held on 02.01.2023.


Agenda 2: Preparation for Starting B.Ed. Class and Academic Calendar .

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

Agenda 3 : Organisation of orientation programme of B.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.


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

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

Agenda 5 : Conducting Awareness Rallies and Independence Day

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 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 30th July.

Agenda 8 : 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 9 : 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.


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Agenda 10 : Decision regarding conducting Planning 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 11: Organizing Certificate course /Value added Course and FDP for Skill Development of Students 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 skill.

Agenda 12: 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 13 : Inviting alumni to give suggestions.

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

Agenda 14 : 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.


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Agenda 15 : 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.


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Biringhpur
Bhagalpur, Bihar


Smt. Arpana Kumari
Coordinator, IQAC
Co-ordinator
TTCB, Samastipur (Bihar)

MINUTES OF THE IQAC MEETING
Session -2022-23 (01st January 2023 to 31st May 2023)

MINUTES OF THE IQAC MEETING – 08

A meeting of Internal Quality Assurance Cell (IQAC) was held on 02.01.2023 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)		A	
2. Mr. Avinash Kumar (Secretary , SPTTC)	P		
3. Dr. Roli Dwivedi (Principal , SPTTC)	P		
4. Shree Maheshwar Thakur (Member, SPTTC)		A	
5. Dr. Zafar Aalam (Doctor)		A	
6. Mr. Manoranjan Kumar (NGO)	P		
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 7th meeting

Resolution -The committee confirmed the proceedings of 7th meeting held on 02.07.2022.


Agenda 2: Organisation of Sports week.

Resolution :The decided to organise sports week from 3rd Jan 2023 to 7th Jan 2023. The sports week will be organised by Sports committee of the college.

Agenda 3: Conducting Awareness Rallies and Republic Day

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


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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 Alumni Meet.

Resolution : The committee discussed on the organization of the Alumni meet in 2023. It has also been discussed that Alumni Committee of the college will take the support of Alumni of the college to organise this event.

Agenda 6: Agenda 6: Organization of Twoday National seminar.

Resolution :As we did last year the committee decided that Two Day National Seminar on the topic " Educational Transformation : Crisis , Resilience and Opportunities " 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


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available to examination committee , the vendor for the same will be Zip computer. The committee also have to ensure exams are conducted smoothly.

Agenda 10: Organizing Certificate course /Value added Course and FDP for Skill Development of Students 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 skill.

Agenda11: 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 : Organisation of Educational Excursion Programme.

Resolution : The responsibility of the same given to Tour Committee. The committee will decide dated and venue in discussion with students.

The meeting ended with vote of thanks.

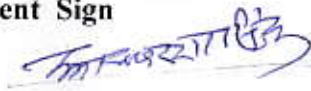




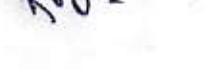


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Smt.Arpana Kumari
Coordinator, IQAC
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Co-ordinator
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MINUTES OF THE IQAC MEETING
Session -2022-23 (01st July 2022 to 31st Dec. 2022)

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 6th meeting

Resolution -The committee confirmed the proceedings of 6th 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.


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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.


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Agenda 9 –Inviting alumni to give suggestions.

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

Agenda 10 : Decision regarding conducting Planning 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 11 : In House Discussion on different topic .


Resolution – It was decided that there are some topics especially current one needs attention every year. Thus decision taken in the meeting that seminars, lecture, In-house discussion will be held on those topics.

Agenda 12 : Regarding Diversity in Indian and International School System and a comparative Perspective.

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 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.







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Smt. Arpana Kumari
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SPITCB, Samastipur (Bihar)

MINUTES OF THE IQAC MEETING
Session -2021-22 (01 Jan. 2022 to 31 May. 2022)

MINUTES OF THE IQAC MEETING-06

A meeting of Internal Quality Assurance Cell (IQAC) was held on 04.01.2022 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)		A	
2. Mr. Avinash Kumar (Secretary , SPTTC)	P		
3. Dr. Roli Dwivedi (Principal , SPTTC)	P		
4. Shree Maheshwar Thakur (Member, SPTTC)		A	
5. Dr. Zafar Aalam (Doctor)		A	
6. Mr. Manoranjan Kumar (NGO)	P		
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 5th meeting

Resolution -The committee confirmed the proceedings of 5th meeting held on 03.07.2021

Agenda 2: Organization of Yoga Programme for the students.

Resolution: It has been decided as a part of physical training programme a 10 days Yoga programme will be conducted at our college.

Agenda 3: Organization of Extension Lecture for the students.

Resolution: RDC will organise a extension lecture on different topics. Name of guests and topic will be confirmed by the concern committee.

Agenda 4: Organising Science Exhibition

Resolution – It has been decided that co curricular committee will organise Science exhibition on National Science Day. The details of the exhibition will be informed by the committee.


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Agenda 5: Organizing Certificate course /Value added Course for Skill Development of Students .

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 to enhance students skill.

Agenda 6: 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 7 : Conducting Awareness Rallies

Resolution : Co curricular committee will organise few awareness rallies in accordance UGC and NCTE guidelines. The committee has to ensure the participation of faculty member and students of SPTTC .

Agenda 8 : Agenda 6: Organization of Two day Institutional seminar.

Resolution :Team decided in the meeting that it is important that awareness with regard to NEP2020 needs to be created among the stake holders. Therefore, a Institutional seminar will be organized on the topic “NEP 2020: Key challenges in Implementation”. Discussion on Guest names and distribution of work was done.

Agenda 9 : 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 10 : Preparation for B.Ed. Internship, Observation and SEP -2 for D.EEd. 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 11: Preparation of Internal Exams of B.Ed. and D.El.Ed.

Resolution - It has been decided that Exam committee will prepare exam sechedule , 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

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MINUTES OF THE IQAC MEETING

Session -2021-22 (01st July 2021 to 31st Dec. 2021)

MINUTES OF THE IQAC MEETING- 05

A meeting of Internal Quality Assurance Cell (IQAC) was held on 03.07.2021 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. Roli Dwivedi (Principal , SPTTC)	P 		
4. Shree Maheshwar Thakur (Member, SPTTC)		A	
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 4th meeting

Resolution -The committee confirmed the proceedings of 4th meeting held on 02.01.2021.

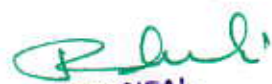
Agenda 2: Development of admission strategies.

Resolution: Publicity should be done at large scale for ensuring 100% admissions of both the courses B.Ed. and D.El.Ed. Medium to be used for publicity pamphlets, newspaper advertisements, notices, circulars and website update.

Agenda 3: Review the orientation Programme

Resolution: Regarding conduction of Orientation programme was discussed, all students needs to be informed. Details of the programme will be shared by Admission committee. Also, decided that 16th Nov 2021 will the date for B.Ed. orientation.


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Agenda 4: Preparation for Starting D.El.Ed. Class and Academic Calender

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

Agenda 5 : Conducting Awareness Rallies

Resolution : As a part Co curricular activities it has been decided that some awareness rallies will be conducted. The committee has to ensure the participation of faculty member and students.

Agenda 6 : Organising Game Week for student

Resolution - The committee authorised sports committee to organise sports week , the sports committee will inform date and support required for organising the event.

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.


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Agenda 10 : Decision regarding conducting Planning 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 11 : In House Discussion on different topic .

Resolution – It was decided that there are some topics especially current one needs attention every year. Thus decision taken in the meeting that seminars, lecture, In-house discussion will be held on those topics.

Agenda 12 –Inviting alumni to give suggestions.

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

The meeting ended with vote of thanks.



Smt. Arpana Kumari
Coordinator, IQAC
IQAC
Co-ordinator
SPTTCB, Samastipur (Bihar)








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Biratnagar
Jharkhand, Jharkhand

MINUTES OF THE IQAC MEETING
Session -2020-21 (01st January 2021 to 31st May 2021)

MINUTES OF THE IQAC MEETING -04

A meeting of Internal Quality Assurance Cell (IQAC) was held on 02.01.2021 at 11:00 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)		A	
5. Dr. Zafar Aalam (Doctor)		A	
6. Mr. Manoranjan Kumar (NGO)	P		
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 3rd meeting

Resolution -The committee confirmed the proceedings of 3rd meeting held on 03.07.2020.

Agenda 2: Development of admission strategies.


Resolution: Publicity should be done at large scale for ensuring 100% admissions of both the courses B.Ed. and D.El.Ed. Medium to be used pamphlets, newspaper advertisements, notices, circulars and website update.

Agenda 3: Review the orientation Programme and Maintaining Social Distance .

Resolution :

Discussion regarding conduction of Orientation programme was discussed , the committee will ensure social distancing is maintained during Orientation.


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Agenda 4: Preparation for Starting D.El.Ed. Class and Academic Calendar

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

Agenda 5 : Organising Placement drive for B.Ed. and D.El.Ed students

Resolution : The Placement cell will ensure maximum participation of schools. Timely preparation is the key for the success of the drive.

Agenda 6: 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 7 : Preparation for B.Ed. Internship 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 school. They will also ensure 95% attendance in teaching practice.

Agenda 8: Organizing Certificate course /Value added Course for Skill Development of Students .

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 to enhance students skill.

Agenda 9: 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.

The meeting ended with vote of thanks.

Smt. Arpana Kumari

Coordinator, QAC

Co-ordinator

SPTTCB, Samastipur (Bihar)

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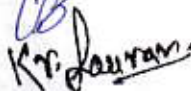

Birsinghpur

Jhahuri, Samastipur

MINUTES OF THE IQAC MEETING
Session -2020-21 (01st JULY 2020 to 31st Dec.2020)

MINUTES OF THE IQAC MEETING- 03

A meeting of Internal Quality Assurance Cell (IQAC) was held on 03.07.2020 at 11:00 p.m. through online on zoom app . 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. 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 2nd meeting

Resolution -The committee confirmed the proceedings of 2nd meeting held on 04.01.2020 .


Agenda 2: Decision on continuation of online classes and responsibility

Resolution – As per govt. Notification it has been decided to continue online classes and following person will give Technical support Amarjeet Kumar and Nand Kishore.

Agenda 3: Organisation of One Day National Webinar

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


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Jhahuri, Samastipur

Agenda 4: Preparation for organising 6 days online technical training Programme

Resolution – It has been decided that Co-curricular team will organise six days technical programme on ICT.

Agenda 5 : Organising Game Week for student

Resolution - The committee authorised sports committee to organise sports week , the sports committee will inform date and support required for organising the event.

Agenda 6 : Decision regarding conducting Planning 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 7: In House Discussion on different topic .

Resolution – It was decided that there are some topics especially current one needs attention every year. Thus decision taken in the meeting that seminars, lecture, In-house discussion will be held on those topics.

Agenda 8: Regarding Diversity in Indian and International School System and a comparative Perspective.

Resolution – It was agreed in the meeting that Indian Education System consist of lots of diversity. Thus, it was decided that Institute will organize meeting, lecture, seminars, debate on this topic to give broad knowledge about diversity in Indian Education System.

Agenda 9 : Inviting alumni to give suggestions.

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

The meeting ended with vote of thanks.



Smt. Arpana Kumari

Coordinator, IQAC

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Co-ordinator

SPTTCB, Samastipur (Bihar)



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Samastipur








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.


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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.

Agenda 7: Organizing Certificate course /Value added Course for Skill Development of Students .

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 to enhance students skill.

Agenda 8: 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.

The meeting ended with vote of thanks.



Smt. Arpana Kumari
Coordinator, IQAC
Co-ordinator
SPTTCB, Samastipur (Bihar)



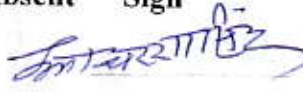

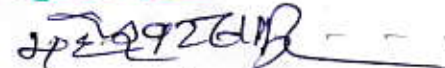



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MINUTES OF THE IQAC MEETING

Session (2019-20) 01 July 2019 to 31 December 2019)

Meeting No-01

A meeting of Internal Quality Assurance Cell (IQAC) was held on 14.08.2019 at 2:00 P.M. at IQAC office. 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: Screening of Action Plan for the session 2019-20

Resolution: Screening and revision of the Action Plan for the new academic session was done for B.Ed. and D.El.Ed.

Agenda 2: Development of admission strategies.

Resolution: Publicity should be done at large scale for securing 100% admissions of both the courses B.Ed. and D.El.Ed. through pamphlets, newspaper advertisements, notices, circulars and website update.

Agenda: Distribution of work to committees


Resolution: Committee wise work distributed and action was discussed

Agenda 3: Review the orientation Programme and Educational Programme.

Resolution :

Discussion regarding conduction of orientation programme with admission committee also discussion happened on different educational programmes to be conducted in college.


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Agenda 4: Conduct Two days faculty development Programme.

Resolution:

Discussion on Programme theme "ICT Skills in Education" was done. Development of ICT skills in teachers and non-teaching staff members were discussed.

Agenda 5: Organization of Extension Lecture for the students.

Resolution: A Extension Lecture will be organized for students of B.Ed. and D.El.Ed. for developing a soft skill language on 13.09.2019. An Extension Lecture on National Education Day on 11th Nov. 2019 and a Lecture on Human Right Day on 10th Dec 2019 will be organized.

Agenda 6: Organization of a one day National Seminar.

Resolution : A one day national seminar will be organized on the topic "E-governance and delivery of public services in India: Emerging Issues and Challenges". Discussion on Guest names and distribution of work was done .

Agenda 7: Holding Awareness Rallies and Drives by the students

Resolution : Ensuring the participation of faculty members and students of SPTTC in Rally on Jal -Shakti Abhiyan on 14th September 2019 and Swachhta abhiyan 01st.October 2019 were discussed.

Agenda 8: Celebration of Birth anniversaries and Observance of National and International Day

Resolution :Following programmes will be organized to observe the National & International Days: 73rd Independence Day, Hindi Diwas, Human Right Day , Dr.Rajendra Prasad Jayanti , Dinkar Jayanti, Teachers Day.

Agenda 9 : Decision regarding internal college magazine

Resolution :The committee took the decision that our college should have own magazine. All member agreed that the name of the magazine will be ' Aprajita' and will be published annually. The committee agreed to have separate committee who will handle magazine and news letter.


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SPTTCB, Samastipur (Bihar)


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Samastipur

Following programmes will be organized to observe the National & International Days: 73rd Independence Day, Hindi Diwas, Human Right Day , Dr.Rajendra Prasad Jayanti , Dinkar Jayanti, Teachers Day.

Agenda 10 : Decision regarding conducting Planning 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 11: In House Discussion on different topic .

Resolution – It was decided that there are some topics especially current one needs attention every year.Thus decision taken in the meeting that seminars, lecture, In-house discussion will be held on those topics.

Agenda 12 : Regarding Diversity in Indian and International School System and a comparative Perspective.

Resolution – It was agreed in the meeting that Indian Education System consist of lots of diversity. Thus, it was decided that Institute will organize meeting, lecture, seminars, debate on this topic to give broad knowledge about diversity in Indian Education System.

Agenda 13 : Inviting alumni to give suggestions.

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

The meeting ended with a vote of thanks to chair.



Smt. Arpana Kumari

Coordinator, IQAC

Co-ordinator

SPTTCB, Samastipur (Bihar)



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Birsinghpur

Jhahuri, Samastipur

St. Paul Teachers' Training College, Birsinghpur

Internal Quality Assurance Cell (IQAC)

Session (2019-20)

The IQAC committee was reorganised in a meeting dated on 10th July 2019 time 2:00 pm under chairmanship of principal Dr. Roli Dwivedi held in principal office

The Internal Quality Assurance Cell (IQAC) of St. Paul Teachers' Training College plays a pivotal role towards the realization of quality enhancement in improving and assuring quality in academic and related activities of the College. The cell meets from time to time at frequent intervals to plan and evaluate the functioning and progress of every activity of the college. Internal Quality Assurance Cell (IQAC) can channelize all efforts and measures of the institution towards promoting its holistic academic excellence. The IQAC Plays a key role in improving and maintaining the quality of education in our institute. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in overall performance of institutions .

IQAC – Vision

To ensure quality culture as the prime concern for the Higher Education Institutions through institutionalizing and internalizing all the initiatives taken with internal and external support.

Objectives of IQAC:


- To promote measure for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.
- To build and ensure a quality culture aimed at all round excellence at the institutional level .
- To be the driving force for ushering in quality to remove deficiencies and enhance quality .
- It is the prime responsibility of IQAC to initiate, plan and supervise various activities that are necessary to increase the quality of the education imparted in college.

Strategies

The IQAC shall evolve the mechanisms and procedures for ensuring:

- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;


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- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
- Relevant and quality academic/ research programmes;
- Equitable access to and affordability of academic programmes for various sections of society;
- Optimization and integration of modern methods of teaching and learning;
- The credibility of assessment and evaluation process;
- Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- Sharing of research findings and networking with other institutions in India and abroad.

Functions of IQAC:


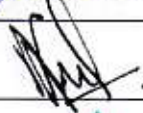
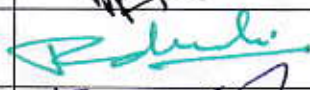
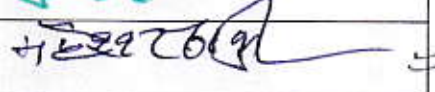
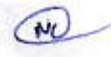

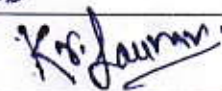
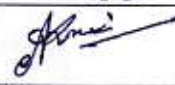
- Development and application of quality benchmarks.
- Parameters for various academic and administrative activities of the institution.
- Dissemination of information on various quality parameters to all stakeholders.
- Documentation of the various programmes /activities leading to quality improvement.
- Periodical conduct of Academic and Administrative Audit and its follow up .
- Arrange for feedback from students, parents and other stakeholders on quality related institutional processes .
- Development of quality culture in the institution .
- Acting as a Nodal agency of the institution for quality – related activities.
- Preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.
- Arrange for Internal and external academic auditing .

Members of Committee


IQAC
 Co-ordinator
 SPTTCB, Samastipur (Bihar)


 PRINCIPAL
 St. Paul Teachers' Training College
 Birsinghpur
 Bahari Samastipur

MEMBER OF IQAC

S.NO	MEMBER NAME	SIGN
1	Shree Uma Charan Singh (Chairman SPTTC)	
2	Mr. Avinash Kumar,(Secretary , SPTTC)	
3	Dr. Roli Dwivedi (Principal , SPTTC)	
4	Shree Maheshwar Thakur (Member, SPTTC)	
5	Dr. Zafar Aalam (Doctor)	
6	Mr.Manoranjan Kumar (NGO)	
7	Mr.Manoj Kumar (Assistant Professor,SPTTC)	
8	Mr. C.B.Mishra (Assistance Professor , SPTTC)	
9	Mr.Kumar Saurav (Account Assistant ,SPTTC)	
10	Smt.Arpana Kumari (Coordinator, IQAC)	


IQAC
Co-ordinator
SPTTCB, Samastipur (Bihar)

Sign
Principal

Principal
St. Paul Teacher Training College
Binnahur
Jhahuri Samastipur
848102 (Bihar)

MINUTES OF THE IQAC MEETING

Session -2017-18 (01st January 2018 to 31st May 2018)

MINUTES OF THE IQAC MEETING: A meeting of Internal Quality Assurance Cell (IQAC) was held on 04.01.2018 at 2:00 p.m. Following were present in the meeting:

Name of the Member

1. Shree Uma Charan Singh (Chairman SPTTC)
2. Mr. Avinash Kuma, (Secretary , SPTTC)
3. Dr. Roli Dwivedi ,Principal SPTTC (Coordinator, IQAC)
4. Shree Maheshwar Thakur (Member, SPTTC)
5. Dr. Zafar Aalam (Doctor)
6. Mr. Manoranjan Kumar (NGO)
7. Mr. Manoj Kumar (Assistant Professor, SPTTC)
8. Mr. C.B.Mishra (Assistance Professor, SPTTC)
9. Mr. Kumar Saurav (Account Assistant, SPTTC)

Agenda 1: Confirmation of the proceedings of 1st meeting

Resolution -The committee confirmed the proceedings of 1st meeting held on 3rd July 2017.


Agenda 2: Responsibilities assigned to conduct Rally

Resolution - Mrs. Meena Kumari , Mr. Narendr Kumar , Mr. Chandr Bhushan Mishra, 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.(2017-19) 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 .


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Co-ordinator


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Agenda 4: Conduct Two days faculty development Programme.

Resolution :

Discussion on Programme theme "ICT Skills in Education" was done. Development of ICT skills in teachers and non-teaching staff members were discussed.

Agenda 5: Organization of Extension Lecture for the students.

Resolution :

A Extension Lecture will be organized for students of B.Ed.

Agenda 6: Celebration of Birth anniversaries and Observance of National and International Day

Resolution :

• Following programmes will be organized to observe the National & International Days: 73rd Independence Day, Hindi Diwas, Human Right Day , Dr.Rajendra Prasad Jayanti , Dinkar Jayanti, Teachers Day.

The meeting ended with a vote of thanks to chair.

Dr. Roli Dwivedi

Coordinator, IQAC

IQAC
Co-ordinator
SPTTCP, Samastipur (Bihar)

MINUTES OF THE IQAC MEETING

Session (2018-19 / 03 July 2018 to 31-December 2018)

A meeting of Internal Quality Assurance Cell (IQAC) was held on 05.07.2018 at 2:00 p.m. at IQAC office. Following were present in the meeting:

Member Name

1. Shree Uma Charan Singh (Chairman SPTTC)
2. Mr. Avinash Kumar,(Secretary , SPTTC)
3. Dr. Roli Dwivedi , Principal SPTTC(Coordinator, IQAC)
4. Shree Maheshwar Thakur (Member, SPTTC)
5. Dr. Zafar Aalam (Doctor)
6. Mr.Manoranjan Kumar (NGO)
7. Mr.Manoj Kumar (Assistant Professor,SPTTC)
8. Mr. C.B.Mishra (Assistance Professor , SPTTC)
9. Mr.Kumar Saurav (Account Assistant ,SPTTC)

Agenda 1: Confirmation of the proceedings of 2nd meeting

Resolution -The committee confirmed the proceedings of 2nd meeting held on 4th January 2018.

Agenda 2 :Development of admission strategies.

Resolution :Publicity should be done at large scale for securing 100% admissions of the courses B.Ed. through pamphlets, newspaper advertisements, notices, circulars and website update.

Agenda : Distribution of work to committees

Resolution : Committee wise work distributed and action was discussed

Agenda 3: Review the orientation Programme and Educational Programme.

Resolution :

Discussion regarding conduction of orientation programme with admission committee also discussion happened on different educational programmes to be conducted in college.

Agenda 4: Conduct Two days faculty development Programme.

Resolution :

Discussion on Programme theme "ICT Skills in Education" was done. Development of ICT skills in teachers and non-teaching staff members were discussed.

Agenda 5: Organization of Extension Lecture for the students.

Resolution :

A Extension Lecture will be organized for students of B.Ed.

Agenda 6: Celebration of Birth anniversaries and Observance of National and International Day

Resolution :

• Following programmes will be organized to observe the National & International Days: 73rd Independence Day, Hindi Diwas, Human Right Day , Dr.Rajendra Prasad Jayanti , Dinkar Jayanti, Teachers Day.

The meeting ended with a vote of thanks to chair.

Dr. Roli Dwivedi
Coordinator, IQAC

IQAC
Co-ordinator
SPTTCB, Samastipur (Bihar)