



TM

**BASUNDHARA TEACHERS' TRAINING COLLEGE**  
(A UNIT OF NORTH BIHAR EDUCATIONAL TRUST)  
RECOGNISED BY NCTE-ERC, BHUBANESHWAR  
AFFILIATED B.R.A BIHAR UNIVERSITY, MUZAFFARPUR  
DR. U.S. ROY KNOWLEDGE PARK, SILOUT (NEAR MARKAN CHOWK) N.H. 28,  
MUZAFFARPUR (BIHAR) PIN-843119

Dated: 11-5-2023

## Minutes of Meeting

### Admission Committee

### Academic Year (2022-2023)

Today on 11.05.2023 at 11:45am, the meeting of Admission committee was held in Principal Office of Basundhara Teachers' Training College in which the agendas were kept as follows:

#### Agenda 1: Review and Update of Admission Criteria

##### Answer:

Ensure criteria align with the institution's goals and current educational standards. To ensure that the admission criteria are relevant, fair, and aligned with the institution's strategic objectives, thereby attracting high-quality candidates who are well-suited for the institution's programs.

#### Agenda 2: Promotion and Outreach

Develop strategies to attract a diverse and talented pool of applicants.

##### Answer:

To increase the visibility of the institution and attract a diverse and talented pool of applicants from various backgrounds and regions.

#### Agenda 3: Application Processing and Evaluation

Implement efficient and fair processes for reviewing applications.

##### Answer:

To make the application process more efficient, transparent, and equitable, ensuring that all applicants are evaluated fairly based on the updated criteria.

#### Agenda 4: Student Support and Communication

Provide clear and comprehensive information to prospective students.

##### Answer:

To provide clear, accurate, and accessible information to prospective students, helping them navigate the admission process and make informed decisions about their education.

**Principal**  
Basundhara Teachers  
Training College, Silout  
Muzaffarpur, Bihar

**Coordinator**  
In-House Committee  
BTTC, Muzaffarpur.



TM

# **BASUNDHARA TEACHERS' TRAINING COLLEGE** **(A UNIT OF NORTH BIHAR EDUCATIONAL TRUST)**

**RECOGNISED BY NCTE-ERC, BHUBANESHWAR**  
**AFFILIATED B.R.A BIHAR UNIVERSITY, MUZAFFARPUR**  
**DR. U.S. ROY KNOWLEDGE PARK, SILOUT (NEAR MARKAN CHOWK) N.H. 28,**  
**MUZAFFARPUR (BIHAR) PIN-843119**

Dated: 17/06/2023

## **MINUTES OF MEETING**

**Cultural Committee**  
**Academic Year (2022-2023)**

Today on 17.06.2023 at 1:00pm, the meeting of Cultural committee was held in Staff Room of Basundhara Teachers' Training College in which the agendas were kept as follows:

**Agenda: 01: BTTC Cultrual committee encourage and plan extracurricular events that will highlight students' artistic abilities in performance.**

**Execution:** - Dr. Pratibha, the Cultural Committee's coordinator, greeted everyone and presented the recently appointed members and discuss about the encourage the Cultural Activities in students.

**Agenda: 02: To Encourage the students to take activities participation in various activities.**

**Execution:** -Committee member Mr. Chunchun Kumar discussed regarding the Encourage the Student for Participation in Various activities & regular update of the committee. He said that the Programme should be reviewed and conduct sincerely.

**Agenda: 03: To enable students, to show their skill, in dance, music, vocal /music/songs/mimicry/ drama/rangoli/fashion/etc.**

**Execution:** Committee member Dr. D.C.Pandey discussed regarding the Organized Cultural Programme. He said that the Cultural Events will be enable students to show their skill in Every Cultural Events and improved their skill if necessary.

**Agenda: - 04: The Cultural Committee Promote team spirit among the students community.**

**Execution:** - Committee member Mr. Pankaj Kumar Gupta said that the team spirit in student community should be necessary. It is necessary to monitor student performance and make suggestions for improvement.

**Principal**  
**Basundhara Teachers**  
**Training College, Silout**  
**Muzaffarpur, Bihar**

**Coordinator**  
**Co-Curricular Committee**  
**BTTC, Muzaffarpur**



TM

**BASUNDHARA TEACHERS' TRAINING COLLEGE**  
(A UNIT OF NORTH BIHAR EDUCATIONAL TRUST)  
RECOGNISED BY NCTE-ERC, BHUBANESHWAR  
AFFILIATED B.R.A BIHAR UNIVERSITY, MUZAFFARPUR  
DR. U.S. ROY KNOWLEDGE PARK, SILOUT (NEAR MARKAN CHOWK) N.H. 28,  
MUZAFFARPUR (BIHAR) PIN-843119

Dated: 22.5.2023

**MINUTES OF MEETING**

Academic Year (2022-2023)

**Maintenance and Campus Development committee**

Today on 22.5.2023 at 11:00am, the meeting of Purchase Maintenance and Campus Development committee was held in staff room in which the agendas were kept as follows

**Agenda: - 01: Welcoming of new appointed members of the website committee**

**Execution:** - Purchase Maintenance and Campus Development committee Manisha Kumari welcomed all the members and introduced newly appointed members.

**Agenda: - 02: Regarding to discuss this matter "it was ensured that floor and wall tiles are installed in all toilets after discussing this matter."**

**Execution:** - Committee member Mrs. Manisha Kumari Discussed regarding all toilets were completed by installing floor and wall tiles. The committee members suggested that the tiles in the toilets be cleaned thoroughly on a daily basis.

**Agenda: - 03: To discussion about laying paver tiles from the college gate to the main gate of the college.**

**Execution:** - Committee Assistant Co-ordinator Mrs. Anupam Kumari to discuss the subject of paver tiles were laid from the college gate to the main gate of the college.

**Agenda: - 04: Regarding to discuss this matter "it was ensured that curtains were installed on all windows and doors."**

**Execution:** - Committee member Mrs. Pankaj Kumar mentioned that curtains have been installed on all doors and windows.

**Principal**  
Basundhara Teachers  
Training College, Silout  
Muzaffarpur, Bihar

Coordinator  
IQAC  
BTTC, Muzaffarpur



TM

# **BASUNDHARA TEACHERS' TRAINING COLLEGE** (A UNIT OF NORTH BIHAR EDUCATIONAL TRUST)

RECOGNISED BY NCTE-ERC, BHUBANESHWAR  
AFFILIATED B.R.A BIHAR UNIVERSITY, MUZAFFARPUR  
DR. U.S. ROY KNOWLEDGE PARK, SILOUT (NEAR MARKAN CHOWK) N.H. 28,  
MUZAFFARPUR (BIHAR) PIN-843119

Dated: 7-05-2022

## **MINUTES OF MEETING** **Research and Development Committee** Academic Year (2022-2023)

Today, 07-05-2022 at 11:00 am our college Research and Development Committee held on a meeting in our college staff room for discussion some agendas on.

Agenda as follows:

**Agenda 1-** This agenda item involves sharing updates on recent research in education and pedagogy. By discussing the implications of this research for teacher training, we can identify potential adjustments to the curriculum that align with evidence-based practices.

**Execution-** Facilitate a brainstorming session to generate ideas for implementing the identified adjustments in the curriculum.

Encourage creativity and collaboration among participants to explore innovative solutions.

**Agenda 2-** We'll identify professional development opportunities for faculty members to enhance their teaching skills and stay updated on best practices in education. This ensures that our faculty remains highly qualified and equipped to deliver quality instruction.

**Execution-** Collaborate with faculty members to prioritize and select the most relevant and beneficial professional development opportunities.

Ensure that the chosen activities cater to a diverse range of teaching skills and methodologies.

**Agenda 3-** We'll review the assessment methods used in our teacher training programs and discuss ways to ensure alignment with program objectives. Continuous evaluation and improvement are essential for maintaining the quality and effectiveness of our programs.

**Execution-** Gather information on the assessment methods currently used in teacher training programs. This may include exams, assignments, presentations, portfolios, and classroom observations.

**Agenda 4-** We'll discuss long-term goals and objectives for the improvement of our teacher training programs. Developing a roadmap for implementing changes and measuring progress over time will guide our efforts towards continual improvement.

**Execution -** Develop a roadmap or action plan outlining the steps required to achieve the identified long-term goals and objectives. Break down the goals into smaller, actionable tasks with assigned responsibilities and timelines.

**Principal**  
Basundhara Teachers  
Training College, Silout  
Muzaffarpur, Bihar

**Coordinator**  
Research and Development Committee  
BTTC, Muzaffarpur



TM

# BASUNDHARA TEACHERS' TRAINING COLLEGE (A UNIT OF NORTH BIHAR EDUCATIONAL TRUST)

RECOGNISED BY NCTE-ERC, BHUBANESHWAR  
AFFILIATED B.R.A BIHAR UNIVERSITY, MUZAFFARPUR  
DR. U.S. ROY KNOWLEDGE PARK, SILOUT (NEAR MARKAN CHOWK) N.H. 28,  
MUZAFFARPUR (BIHAR) PIN-843119

Dated: 05/11/2023

## MINUTES OF MEETING SC/ST/OBC Development Committee Academic Year (2022-2023)

Today on 05.11.2023 at 2:30pm, the meeting of Sc, St, OBC Committee was held in Principal Office of Basundhara Teachers' Training College in which the agendas were kept as follows:

**Agenda 1-** The committee identifies and discusses the issues and challenges faced by SC, ST, and OBC students within the institution. This may include academic, social, financial, or administrative challenges.

**Execution-** Organize focus group discussions involving SC, ST, and OBC students to delve deeper into their experiences and challenges in academic, social, financial, and administrative domains.

**Agenda 2-** A report is presented on the progress of ongoing initiatives and programs aimed at benefiting SC, ST, and OBC students. This includes discussions on achievements, challenges faced, and areas needing improvement.

**Execution-** collect data on the ongoing initiatives and programs targeted towards SC, ST, and OBC students, including details on their objectives, implementation strategies, and outcomes.

**Agenda 3-** Strategies are discussed for enhancing engagement with relevant stakeholders, including faculty, administration, student organizations, and external agencies. This may involve collaborative efforts to address the needs of SC, ST, and OBC students.

**Execution-** Identify relevant stakeholders, including faculty members, administrators, student organizations, and external agencies, who play a role in supporting SC, ST, and OBC students.

**Principal**  
Basundhara Teachers  
Training College, Silout  
Muzaffarpur, Bihar

**Coordinator**  
SC/ST/OBC Committee  
BTTC, Muzaffarpur



TM

# **BASUNDHARA TEACHERS' TRAINING COLLEGE** (A UNIT OF NORTH BIHAR EDUCATIONAL TRUST)

RECOGNISED BY NCTE-ERC, BHUBANESHWAR  
AFFILIATED B.R.A BIHAR UNIVERSITY, MUZAFFARPUR  
DR. U.S. ROY KNOWLEDGE PARK, SILOUT (NEAR MARKAN CHOWK) N.H. 28,  
MUZAFFARPUR (BIHAR) PIN-843119

Date: 16/5/2023

## **MINUTES OF MEETING**

### **Women Development Cell**

**Academic Year (2022-2023)**

Today on 16.05.2023 at 11:00am, the meeting of Cultural committee was held in Meeting Room of Basundhara Teachers' Training College in which the agendas were kept as follows:

#### **Agenda 1: Formation and Structure of the Committee**

- Define roles and responsibilities.
- Appoint members from various departments.

**Execution-:** To create a structured and representative committee capable of addressing women's issues comprehensively.

#### **Agenda 2: Awareness and Advocacy Programs**

- Plan and organize workshops, seminars, and campaigns.
- Collaborate with external experts and organizations.

**Execution-** To educate and empower women within the institution and foster a culture of gender sensitivity and equality.

#### **Agenda 3: Support and Resources**

- Establish support systems for women students and staff.
- Provide resources for counselling and legal advice.

**Execution-** To provide a safe and supportive environment where women can seek help and guidance without fear of judgment or retaliation.

#### **Agenda 4: Policy Development and Implementation**

- Develop policies addressing gender sensitivity and harassment.
- Ensure the implementation and monitoring of these policies.

**Execution-** To create clear, enforceable guidelines that promote a respectful and safe environment for all members of the institution.

**Principal**  
**Basundhara Teachers**  
**Training College, Silout**  
**Muzaffarpur, Bihar**

**Coordinator**  
**Women Development Cell**  
**B TTC, Muzaffarpur**