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# **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: 12/9/2023

## **Action Taken** **Admission Committee** Academic Year (2022-2023)

### **Agenda 1- Finalization of Vision, Mission, Objective and Core Values of the Institution.**

**Action Taken-** Conducted extensive consultations with key stakeholders, including faculty, students, alumni, industry partners, and community members through surveys, focus groups, and town hall meetings.

### **Agenda 2- Formation of internal committee**

**Action Taken-** Identified and appointed committee members from various departments, including faculty, administrative staff, and student representatives.

### **Agenda 3- Academic and Administrative planning for the running session**

**Action Taken-** Reviewed and updated the academic curriculum and class schedules based on current educational trends, student feedback, and faculty input.

Assessed and allocated necessary resources, including technology, classroom materials, and support services. Upgraded infrastructure to support both in-person and online learning environments.

### **Agenda 4- Institutional Challenges**

**Action Taken-** Developed and executed targeted action plans for each identified challenge, involving relevant stakeholders and setting specific, measurable goals. This included initiatives like securing additional funding, upgrading facilities, enhancing faculty development programs, and improving student support services.

Conducted a thorough needs assessment through surveys, interviews, and data analysis to identify key institutional challenges, including financial constraints, infrastructure deficits, and academic gaps.

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

*Menther*  
**Coordinator**  
**IQAC**  
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## **Action Taken** **Cultural Committee** Academic Year (2022-2023)

Date: 26-06-2022

Mr. Pankaj Kumar, Co-Ordinator IQAC proposed the meeting. He Presented the proceedings of the last meeting which was anonymously accepted and confirmed.

It has been discussed that with the Co-Operation of the faculty several competitions i.e., Quiz Contest, Essay Writing, Debate and Drawing Competition would be planned and organized.

Assistant Prof. Monika Kumari discussed for building maintenance and development of infrastructure of college.

### **(1) Internship Programme:**

Mr. Chunchun Kumar discussed about the Internship Programme for session B.Ed. 2020-23 1<sup>st</sup> Year. The preparations are going for arranging necessary activities.

### **(1) Consolidation of Examination cell:**

Coordinator of IQAC discussed the need of examination cell as per the guidelines of UGC and NAAC.

*Meenu*  
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*Principals*  
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## **Action Taken**

Academic Year (2022-2023)

### **Maintenance and Campus Development committee**

**Dated: 21-07-2021**

#### **Agenda :- 01: Reformation of Quality in Academics and Administration.**

##### **A) Review the measures to be taken for Academics: -**

- a) Activity Calendar.
- b) Internal /Mid Term Examination.
- c) Academic/Annual Calendar, Timetable.
- d) The Orientation programs.

**Action Taken :- 01:** Reviewed academics, activity calendar, and timetable for necessary adjustments and enhancements.

#### **Agenda:- 02: Draft Strategic Perspective plan and SWOC of College.**

**Action Taken :- 02:** The Draft Strategic Perspective plan for the college has been reviewed and refined, incorporating insights from a comprehensive SWOC analysis. This iterative process has enabled the identification of key strengths, weaknesses, opportunities, and challenges, guiding strategic decisions towards the college's long-term growth and success.

#### **Agenda-3: Measures to be taken for NAAC.**

- a) Discussion about NAAC process.
- b) Formation of NAAC Steering/Core Committee.

**Action Taken:- 03:** Implemented measures to enhance NAAC accreditation, facilitating detailed discussions on the NAAC process for comprehensive understanding and effective planning.

#### **Agenda:- 04: Faculty Development: Organize Faculty Development Programs and Workshops for faculty members.**

**Action Taken :- 04:** Faculty Development initiatives are being bolstered through the organization of tailored programs and workshops aimed at enhancing the skills and knowledge

base of faculty members. These engagements provide opportunities for professional growth, fostering a dynamic learning environment conducive to academic excellence and innovation. By investing in faculty development, the institution ensures continuous improvement and sustains a culture of lifelong learning among its educators.

*Member*  
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*Principal*  
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## **Action Taken** **Research and Development Committee** **Academic Year (2022-2023)**

**Dated; 26/7/2022**

**Agenda: 01: Review and approval of MOM of IQAC meeting held on 7 May 2022.**

**Action Taken: 01:** The Minutes of Meeting (MOM) from the IQAC meeting conducted on 07 May 2022, have undergone thorough review and received official approval. This ensures accuracy in recording discussions, decisions, and action items, fostering transparency and accountability within the institution's quality assurance processes.

**Agenda: 02: Review and finalize the Strategic Perspective Plan and form a roadmap for deployment of Strategic Perspective Plan.**

**Action Taken: 02:** The Strategic Perspective Plan has been meticulously reviewed and finalized, incorporating stakeholder input and aligning with institutional goals. A comprehensive roadmap has been developed for the systematic deployment of the Strategic Perspective Plan, ensuring clear direction, accountability, and progress tracking towards achieving strategic objectives.

**Agenda: 03: Review of feedback taken and discussion on new format of feedback form according to NAAC.**

**Action Taken: 03:** The feedback received was thoroughly reviewed, and discussions were held to assess its alignment with NAAC requirements. As a result, a new format for the feedback form has been developed, tailored to meet NAAC standards and enhance the effectiveness of feedback collection processes.

**Agenda-4: Review measures to be taken for Academics: -**

- a) Syllabus completion report.
- b) Discussion on the results of Internal/ Mid-term exams.
- e) Monitoring of progress of teaching practice of final year students.

**Action Taken: 04:** Measures for academic enhancement were reviewed and implemented, including:

- a) Completion reports for syllabi were generated to ensure timely coverage of course content.
- b) Results of internal/mid-term exams were analyzed to identify areas for improvement and inform instructional strategies.
- c) Progress monitoring mechanisms were established to track the teaching practice of final-year students, facilitating their development and readiness for the field.

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*Sumit*  
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Dated: 6/12/2023

## **Action Taken** **SC/ST/OBC Development Committee** **Academic Year (2022-2023)**

**Agenda: 01: Review ATR and approval of MOM of IQAC meeting held on 05-11-2023.**

**Action Taken: 01:** The Action Taken Report (ATR) was comprehensively reviewed, incorporating feedback and updates from the IQAC meeting held on January 13, 2022. Following thorough scrutiny, the Minutes of Meeting (MOM) were officially approved, ensuring accurate documentation of discussions and decisions for institutional reference.

**Agenda: 02: Status work progress of NAAC.**

**Action Taken: 02:** The status of work progress for NAAC accreditation was diligently assessed, with updates gathered and analyzed for further advancement. Comprehensive measures were implemented to address any identified gaps or areas requiring improvement, ensuring a structured approach towards achieving accreditation goals.

**Agenda: 03: Quality Assurance Framework- Academics: Review measures to be taken for preparation of time table and work load chart.**

**Action Taken: 03:** The Quality Assurance Framework for academics underwent a detailed review, specifically focusing on measures for preparing the timetable and workload chart. Adjustments were made to ensure efficiency and balance in scheduling, addressing faculty workload distribution and optimizing resource utilization for enhanced academic delivery.

**Agenda: 04: Faculty Development: A) Strategies to motivate faculty for research and publication.**

**Action Taken: 04:** Initiatives were implemented to motivate faculty towards research and publication, including personalized mentorship, recognition programs, and access to resources and funding opportunities. These strategies aim to foster a culture of scholarly engagement, enhancing faculty's professional development and institutional research output.

**Agenda: 05: Student- Centric Initiatives: A) Developing plans for increased engagement of both slow and fast learners.**

**Action Taken: 05:** Efforts were made to develop inclusive plans for increased engagement of both slow and fast learners, such as personalized learning pathways, peer tutoring programs, and differentiated instruction techniques. These initiatives aim to cater to diverse learning needs, fostering a supportive and enriching educational environment for all students.

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## **Action Taken** **Women Development Cell** **Academic Year (2022-2023)**

Dated: 21/8/2023

**Agenda: 01: Review of the institution's progress towards achieving accreditation goals.**

**Action Taken: 01:** The institution's progress towards accreditation goals was comprehensively reviewed, with a focus on identifying achievements and areas needing improvement. Measures were taken to address identified gaps, ensuring alignment with accreditation standards and timelines for enhanced institutional advancement.

**Agenda: 02: Assessment of the effectiveness of quality assurance mechanisms in place.**

**Action Taken: 02:** Reviewed quality assurance mechanisms, identifying strengths and weaknesses. Implemented targeted improvements to enhance effectiveness. Monitored outcomes to ensure sustained quality standards.

**Agenda: 03: Discussion on faculty development initiatives and strategies for enhancing teaching and research quality.**

**Action Taken: 03:** Engaged in comprehensive discussions on faculty development initiatives, exploring innovative strategies. Implemented tailored programs to foster both teaching and research excellence. Continuously evaluated outcomes to refine approaches and elevate overall quality standards.

**Agenda: 04: Review of academic performance indicators and measures to support student success.**

**Action Taken: 04:** Conducted a thorough review of academic performance indicators, identifying key areas for enhancement. Implemented targeted measures to provide comprehensive support for student success, including personalized interventions and resources. Monitored progress closely to adapt strategies and ensure continuous improvement.



**Agenda: 05: Updates on the institution's strategic plan and alignment of IQAC activities with institutional goals.**

**Action Taken: 05:** Aligned IQAC activities with institutional goals through regular updates on the strategic plan. Implemented strategic adjustments to ensure synergy between IQAC initiatives and overarching institutional objectives. Monitored progress closely to maintain alignment and maximize impact on institutional development.



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