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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

MINUTES OF MEETING-

IQAC

Dated: 21-February-2023
Venue: Conference Hall
Minutes Taken by: IQAC Coordinator
Chair Person: Chairperson, IQAC

The Chairperson welcomed all the IQAC members and the other faculty members and asked the IQAC Coordinator to begin the meeting.

All the points of agenda were discussed and the resolutions were made as below:

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

Execution:- 01: Executed a comprehensive review of the institution's progress towards accreditation goals. Identified areas of strength and improvement, implementing targeted strategies for advancement. Monitored milestones and benchmarks closely to ensure alignment with accreditation standards and facilitate successful accreditation attainment.

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

Execution:- 02: Conducted a thorough assessment of existing quality assurance mechanisms. Identified strengths and weaknesses to inform targeted improvements. Implemented strategies to enhance effectiveness and ensure sustained quality standards.

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

Execution:- 03: Engage faculty in tailored professional development programs blending pedagogical innovation and research methodologies, fostering a culture of continuous improvement. Implement mentorship frameworks to support faculty growth, leveraging

collaborative networks and interdisciplinary approaches to enrich teaching and research endeavors. Prioritize resource allocation for technology integration, scholarly support, and inclusive practices, promoting excellence across academic domains.

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

Execution:- 04: Analyze academic performance data comprehensively, identifying trends and areas for improvement to refine student support strategies. Implement targeted interventions such as tutoring, counseling, and academic workshops to address specific challenges and enhance student outcomes. Foster a supportive campus environment through proactive communication and personalized support mechanisms, ensuring every student has the opportunity to thrive academically.

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

Execution:- 05: Regularly communicate updates on the institution's strategic plan, ensuring alignment of IQAC activities with overarching goals, thereby optimizing resources and enhancing institutional effectiveness. Foster a culture of collaboration and transparency, integrating IQAC initiatives seamlessly into the strategic framework to drive continuous improvement and sustainable development.



Principal
Basundhara Teachers
Training College, Sitout
Muzaffarpur, Bihar



Coordinator
IQAC
BTTC, Muzaffarpur



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MINUTES OF MEETING

IQAC

Dated: 12-July-2022
Venue: Conference Hall
Minutes Taken by: IQAC Coordinator
Chair Person: Chairperson, IQAC

The Chairperson welcomed all the IQAC members and the other faculty members and asked the IQAC Coordinator to begin the meeting.

All the points of agenda were discussed and the resolutions were made as below:

Agenda: 01: Review ATR and approval of MOM of IQAC meeting held on 12-July-2022.

Resolution: The Action Taken Report (ATR) from the previous meeting was presented and reviewed. As all the resolutions were successfully addressed, the ATR is considered approved.

Agenda-

2: Status work progress of NAAC.

Resolution: The chairperson inquired with the NAAC coordinator, about the status of ongoing NAAC-related activities. The coordinator provided an overview of the progress. Upon which Principal, the chairperson, instructed her to convene a meeting with all the criteria in-charges to thoroughly assess the actual progress of NAAC work.

Agenda-

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

Resolution: The Cell reviewed Time table and work load chart found to be satisfactory hence approved.

Agenda-

4: Faculty Development:

A) **Strategies to motivate faculty for research and publication. Resolution:** Following a comprehensive discussion, the Research Policy and Incentive Scheme have been approved. This signifies a significant step forward in promoting and fostering a research-oriented culture within the organization. This aligns with the institution's commitment to advancing knowledge, contributing to academic excellence, and fostering innovation.

B) **Organize a workshop for faculty members.**

Resolution: Mr. Navdeep is assigned to work out and workshop with a vote of organize some useful faculty development

Agenda-

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

Resolution: Considering the diverse needs and interests of slow learner & fast learner. comprehensive plan for additional activities has been formulated for the academic year 2022-23. These activities aim to cater to various preferences,

B) **Designing additional activities related to campaign, talent hunt etc.**

Resolution: Following discussions, there was a decision to introduce a greater number of offline activities for the upcoming session.



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MINUTES OF MEETING

IQAC

Dated:	10-February-2022
Venue:	Conference Hall
Minutes Taken by:	IQAC Coordinator
Chair Person:	Chairperson, IQAC

The Chairperson welcomed all the IQAC members and the other faculty members and asked the IQAC Coordinator to begin the meeting. The meeting covered the following agenda items, and resolutions were adopted accordingly.

All the points of agenda were discussed and the resolutions were made as below:

Agenda:- 01 : Review and approval of MOM of IQAC meeting held on 10-February-2022.

Resolution: The Action Taken Report on the agenda items from the previous meeting was presented to the members and reviewed to assess the progress made on each point. As all the points were addressed as decided/directed, the ATR was approved.

Agenda-2: Review and finalize the Strategic Perspective Plan and form a roadmap for deployment of Strategic Perspective Plan.

Resolution: The Strategic Perspective Plan encompassing both long-term and short-term perspectives underwent a comprehensive review by the members. Subsequently, it was resolved to finalize the plan.

Agenda-3: Review of feedback taken and discussion on new format of feedback form according to NAAC.

Resolution: The Feedback Analysis Report was presented to the members, and upon reviewing it, it was found to be in order. Therefore, it was resolved to accept the report. Additionally, it was decided to implement the NAAC prescribed feedback forms from the next session onwards.

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.

Resolution: a) The Cell reviewed the Syllabus Completion Report and found it to be satisfactory; therefore, it was resolved to approve it.

b) Following the assessment of the report submitted by the College Committee on the outcomes of Internal/Mid-term exams, it has been directed to Examination committee required to submit their plans for remedial classes

c) The committee will be responsible for monitoring the progress reports of teaching practice and the deadline for submission.

Agenda-5: Evaluation of Activities planned for the session:

- a) Workshop on Training & Development for Placement Assistance.
- b) Sports Activities: Inter-departmental -Indoor & Outdoor team and individual events.
- c) Activities according to academic calendar for each committee.

Resolution: a) The coordinator of career guidance & placement cell is instructed to organised a orientation programme. The committee is tasked with formulating the action plan and submitting the pre-activity report, followed by the post-activity report later.

b) The sports incharge is advised to take necessary steps to organize various sports activities.

c) All activity in-charges are directed to submit detailed reports for the activities already conducted. For forthcoming activities the in-charges are required to submit probable dates and other relevant details.

Munish
Coordinator
IQAC
BTTC, Muzaffarpur

Principals

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IQAC

MINUTES OF MEETING

Dated: 15-July-2021

Venue: Conference Hall

Minutes Taken by: IQAC Coordinator

Chair Person: Chairperson, IQAC

The Chairperson welcomed all the IQAC members and the other faculty members and asked the IQAC Coordinator to begin the meeting.

All the points of agenda were discussed and the resolutions were made as below:

Agenda:

1. 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.

Resolution:

a) The activity calendars prepared by the Time Table Committee Coordinator of their respective members helps for reviewing the same which the members found in were order. The activity calendars formulated and reviewing, the members determined that the calendars were in order and subsequently resolved to approve them.

b) The Committee examined the Internal and Mid-Term Examination schedules prepared by the Examination Committee for their respective courses. After confirming their compliance with the requirements, the schedules were approved.

c) The development and completion of the Academic/Annual Calendar and time table as proposed by the time table committee were observed to be in order. Hence, they were approved.

d) The Committee decided to approve the customary orientation programs, to be carried out by the respective committee under the overall supervision of coordinator time table committee.

B) Measures to be taken for Administration: -

a) Analysis of feedback on Central facilities, such as Library and Computer lab requirements.

b) ISO Certification.

Resolution:

a) Recognizing the justification for the need, it was resolved to start the procurement process for some new computers for the computer lab. Simultaneously, the acquisition of library books will latest and new edition promptly in accordance with approved budgets.

b) Preparations for the annual ISO surveillance audit and recertification will be initiated.

Agenda-2: Draft Strategic Perspective plan and SWOC of College.

Resolution: Recognizing the significance of this agenda item, a resolution was made to entrust the preparation of the strategic plan and SWOC analysis to senior faculty members. They are to work closely with the principal and submit the documents at the earliest convenience.

Agenda-3: Measures to be taken for NAAC.

a) Discussion about NAAC process.

b) Formation of NAAC Steering/Core Committee.

Resolution: a) Each member of the teaching staff was provided with the National Assessment and Accreditation Council (NAAC) Manual, a comprehensive guide that plays a pivotal role of facilitating a basic understanding and thorough study of the accreditation process.

NAAC an autonomous body established by the University Grants Commission (UGC) of India, is entrusted with the evaluation and accreditation of higher education institutions across the country.

b) The NAAC Steering/Core Committee has been constituted with the unanimous approval of all members. Mrs. Navdeep Rajan has been designated as the NAAC Coordinator.

c) The details of the NAAC Steering/Core Committee are as all the teachers and accountant.

Agenda- 4: Faculty Development: Organize Faculty Development Programs and Workshops for faculty members.

Resolution: Coordinator Research & Development committee has been assigned the responsibility of planning and organizing valuable Faculty Development Programs and workshops.

Agenda : Any other issue with the permission of the chairperson. Resolution: As there was no any other issue to discuss the meeting was concluded with vote of thanks to all present.



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Dated: 11/02/2021

Internal Quality Assurance Cell

Minutes of Meeting

The fifth meeting of Internal Quality Assurance Cell (IQAC) members is scheduled on 11/02/2021 at 11:00 AM at Bhuvan Malti Teachers' Training College Conference Hall.

Present Members: (Names along with designation) Present Absent Sign

- 1) Dr. S. P Dwiedi (Chairperson)
- 2) Dr. Garima Kumari (Coordinator of the IQAC)
- 3) Dr. U.S. Roy- Chairman (Management Representative)
- 4) Dr. Manoranjan Kumar, Asst. Prof. BTTC
- 5) Shri. Harish Kumar Pandey, Asst. Prof. BTTC
- 6) Shri. Dilep Kumar, Asst. Prof. BTTC
- 9) Dr. Rekha Chaudhary, Asst. Prof. BTTC
- 10) Shri. Parshant Kumar, Accountant. BTTC
- 11) Mr. Suryakant Chaudhary (Member of Alumni)
- 13) Shri. Sharad Kumar Singh (Local Society Member)
- 14) Mr. Akhlesh Kumar (Technical Assistant)

Agenda of Meeting:

- 1) Action Taken
- 2) Awareness Programme
- 3) School Internship Programme during Covid-19
- 4) Organizing Webinar

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Dated: 18/7/2020

Internal Quality Assurance Cell

Minutes of Meeting

A meeting of IQAC was held on 18-07-2020 at 02:00 PM in Bhuvan Malti Teachers' Training College, Conference Hall.

Present Members: (Names along with designation)

- 1 Dr. S. P Dwiedi (Chairperson)
- 2) Dr. Garima Kumari (Coordinator of the IQAC)
- 3) Dr. U.S. Roy- Chairman (Management Representative)
- 4) Dr. Manoranjan Kumar, Asst. Prof. BTTC
- 5) Shri. Harish Kumar Pandey ,Asst. Prof. BTTC
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- 12) Shri. Sharad Kumar Singh (Local Society Member)
- 13) Mr. Akhlesh Kumar (Technical Assistant)
- 14) Dr. Prabhat Kumar, Principal, L.P.Sahi Institute, Muzaffarpur (IQAC expert)

Agenda:

1. Review of previous meeting works
2. Internship Programme
3. Consolidation of Examination cell

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Dated: 8/2/2020

Internal Quality Assurance Cell

Minutes of Meeting

A meeting of IQAC Co-ordinator was held on 8/02/2020 at 11:30 AM to discuss the latest development and assignment of IQAC in Bhuvan Malti Teachers' Training College Conference Hall

Present Members: (Names along with designation)

- Dr. S. P Dwiedi (Chairperson)
- 2) Dr. Garima Kumari (Coordinator of the IQAC)
- 3) Dr. U.S. Roy- Chairman (Management Representative)
- 4) Dr. Manoranjan Kumar, Asst. Prof. BTTC
- 5) Shri. Anil Kumar, Asst. Prof. BTTC
- 6) Shri. Dilep Kumar, Asst. Prof. BTTC
- 9) Dr. Rekha Chaudhary, Asst. Prof. BTTC
- 10) Shri. Parshant Kumar, Accountant. BTTC
- 11) Mr. Suryakant Chaudhary (Member of Alumni)
- 12) Shri. Sharad Kumar Singh (Local Society Member)
- 13) Mr. Akhlesh Kumar (Technical Assistant)
- 14) Dr. Prabhat Kumar, Principal, L.P.Sahi Institute, Muzaffarpur (IQAC expert)

Agenda of Meeting:

- 1) Finalization of Mission, Vision, Objective and Core Values of the Institution.
- 2) Preparation of Internal committee.
- 3) Academic and Administrative planning for the running session.
- 4) Institutional Challenges.

1)Finalization of Vision, Mission, Objective and Core Values of the Institution

Vision, Mission, Objective and Core Values of the Institution is discussed and

finalized by IQAC members and the same has been approved by IQAC Co-Ordinator after discussion with the Chairperson of IQAC.

1) Formation of internal committee

The college has developed several internal committees according to NAAC guideline to look into the overall development of the college. The internal committee is constituted with the following headings:

Convenor - Principal

Co-convenor -Principal's nominee

Members: Nominated by the principal from among the teaching staff

After the discussion following internal committees are constructed:

1. Meeting Of Managing And Advisory Committee
2. Academic Committee
3. Co-Curricular Activity
4. NAAC & Educational Development& Research Innovation (Internal Quality Assurance Cell)
5. Internal Exam & Assessment Evaluation Committee
6. Guidance Counselling & Placement Service Committee
7. Alumni & Students Achievements Committee
8. Lab Committee
9. Disciplinary, Anti Ragging and Student Grievance Committee
10. Office Records, Meetings of Official Communication Committee
11. Non-Teaching Staff Skill Development Committee
12. College, Building and Campus Maintenance Committee
13. Library, Magazine and Wall Magazine Committee
14. Teaching Staffs Grievances/ Well Fare/Discipline/Skill Development Committee
15. Canteen And Mess Committee
16. Women's Cell
17. Scholarship Scheme
18. Game & Sports
19. Sc, St & Divyang Grievances Committee
20. Internship Record Maintain Committee

3-Academic and Administrative planning for the running session.

Following points have been discussed under this agenda:

- 1) Academic calendar.
- 2) Class time table
- 3) Question paper format is discussed and finalized.
- 4) Unit test after completing a unit and give assignment before exam.

4. Institutional Challenges

Following points have been discussed for the challenges of institution:

- Introduction of new programmers
- Overall maintenance of Institution with amenities.
- Construction of separate hostel for boys and girls.

Meeting ended with thanks to the coordinator.



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Dated: 10/07/2019

Internal Quality Assurance Cell

Minutes of Meeting

A meeting of IQAC was held on 10/07/2019 at 02:00 PM at Bhuvan Malti Teachers' Training College Conference Hall to discuss the roles and responsibilities of IQAC.

Present Members: (Names along with designation)

- Dr. S. P Dwiedi (Chairperson)
- 2) Dr. Garima Kumari (Coordinator of the IQAC)
- 3) Dr. U.S. Roy- Chairman (Management Representative)
- 4) Dr. Manoranjan Kumar, Asst. Prof. BTTC
- 5) Shri. Anil Kumar ,Asst. Prof. BTTC
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- 13) Mr. Akhlesh Kumar (Technical Assistant)
- 14) Dr. Prabhat Kumar, Principal, L.P.Sahi Institute, Muzaffarpur (IQAC expert)

Agenda of Meeting:

- 1) Introductory speech by IQAC director.
- 2) Discussion and finalization of roles and responsibilities of IQAC.

Minutes of Meeting

The IQAC Coordinator, Mr. Mithilesh Kumar Shukla welcomed all the members in the first IQAC meeting and gave introductory speech followed by his presentation on roles and responsibilities of IQAC.

Roles and Responsibilities of IQAC cell

Internal Quality Assurance Cell has been formed with the objective to enhance the academic and administrative performance.

IQAC Strategies

- 1) Ensuring timely, efficient, and progressive performance of academic, administrative, and financial tasks.
- 2) Relevant and quality academic/ research programmers.
- 3) Equitable access to and affordability of **academic programmers** for various sections of society.
- 4) Optimization and integration of **modern methods of teaching and learning**.
- 5) The credibility of **assessment and evaluation process**.
- 6) Ensuring the **adequacy, maintenance and proper allocation** of support structure and services.

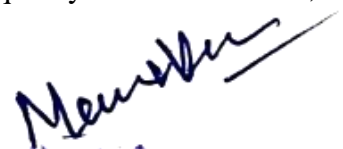
Functions of IQAC Cell

1. Development and application of quality benchmarks
2. Parameters for various academic and administrative activities of the institution
3. Collection and analysis of feedback from all stakeholders on quality-related institutional processes.
4. Documentation of the various programmes/activities leading to quality improvement.
5. Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.

Meeting ended with thanks to the coordinators.



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Dated; 7/2/2019

Internal Quality Assurance Cell

Minutes of Meeting

A meeting of IQAC was held on 7-02-2019, 02:30PM in Basundhara Teachers' Training College, Conference Hall.

Present Members: (Names along with designation)

- Dr. S. P Dwiedi (Chairperson)
- 2) Dr. Garima Kumari (Coordinator of the IQAC)
- 3) Dr. U.S. Roy- Chairman (Management Representative)
- 4) Dr. Manoranjan Kumar, Asst. Prof. BTTC
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- 13) Mr. Akhlesh Kumar (Technical Assistant)
- 14) Dr. Prabhat Kumar, Principal, L.P.Sahi Institute, Muzaffarpur (IQAC expert)

Agenda:

1. Review of previous meeting works
2. Introductory speech by IQAC Co-Ordinator.
3. Discussion and finalization of roles and responsibilities of IQAC.

A meeting of IQAC was held on 5/07/2018 at 11:30 AM in Basundhara Teachers' Training College, Conference Hall.

Agenda of Meeting:

- 1) Introductory speech by IQAC director.
- 2) Discussion and finalization of roles and responsibilities of IQAC.

Minutes of Meeting

The IQAC Coordinator, Mr. Mithilesh Kumar Shukla welcomed all the members in the first IQAC meeting and gave introductory speech followed by his presentation on roles and responsibilities of IQAC.

Roles and Responsibilities of IQAC cell

Internal Quality Assurance Cell has been formed with the objective to enhance the academic and administrative performance.

IQAC Strategies

1. Ensuring timely, efficient, and progressive performance of academic, administrative, and financial tasks.
2. Relevant and quality academic/ research programmes.
3. Equitable access to and affordability of **academic programmes** for various sections of society.
4. Optimization and integration of **modern methods of teaching and learning**.
5. The credibility of **assessment and evaluation process**.
6. Ensuring the **adequacy, maintenance and proper allocation** of support structure and services.

Functions of IQAC Cell

1. Development and application of quality benchmarks
2. Parameters for various academic and administrative activities of the institution
3. Collection and analysis of feedback from all stakeholders on quality-related institutional processes.
4. Documentation of the various programmes/activities leading to quality improvement.

5. Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.

Meeting ended with thanks to the coordinators.

Munish
Coordinator
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Principa
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