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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

Internal Quality Assurance Cell

Action Taken

Dated: 5/2/2021

Agenda of Meeting:

Agenda 1- Awareness Programme through IQAC.

Action taken- Organizing an awareness program through the Internal Quality Assurance Cell (IQAC) involves promoting understanding and engagement among stakeholders regarding quality assurance practices and initiatives within the institution

Agenda 2- School Internship Programme during Covid-19

Action Taken- Provide orientation sessions and training workshops for participating students to prepare them for virtual internship roles and responsibilities.

Include sessions on remote work etiquette, communication skills, project management, and technology use.

Agenda 3-Organizing Webinar through IQAC related

Action Taken- Develop a timeline with specific milestones for planning, promotion, execution, and follow-up activities related to the webinar.

Principal
Basundhara Teachers
Training College, Sitout
Muzaffarpur, Bihar

Coordinator
IQAC
BTTC, Muzaffarpur



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Internal Quality Assurance Cell

Action Taken

Dated: 23/8/2020

Agenda:

Agenda 1-Review of previous meeting works

Action Taken- Ensure accurate and up-to-date documentation of meeting minutes, action item statuses, and progress reports.

Agenda 2- Internship Programme related to IQAC

Action Taken- Prepare comprehensive reports documenting the impact of the internship programme on interns, IQAC initiatives, and institutional goals.

Agenda 3-Consolidation of Examination cell

Action Taken- Provide training programs and workshops for examination cell staff, invigilators, and faculty members on best practices, ethical considerations, and use of examination technologies.

Offer professional development opportunities to enhance skills in assessment design, and evaluation.

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