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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: 17-07-2023**

#### **Agenda :-01: Review of Previous Meeting Minutes**

The meeting moved forward with confidence in the progress made and a clear understanding of the next steps required for successful NAAC preparation.

#### **Agenda :-02: Conduct Training Sessions on NAAC Criteria**

The committee is committed to equipping all staff with the necessary knowledge to support a successful accreditation process, fostering a culture of quality and continuous improvement within the institution.

#### **Agenda :-03: Review of Action Items Related to NAAC**

A follow-up meeting will be scheduled to track progress on pending items and to ensure that all action items are addressed ahead of the upcoming accreditation deadlines.

The meeting concluded with a strong commitment to enhancing collaboration among departments and ensuring that all preparations for the NAAC accreditation process remain on track.

## **Agenda :-04 Discussion on Documentation and Evidence Collection**

The discussion on documentation and evidence collection for NAAC preparation emphasized the importance of thoroughness and accuracy. Each department is tasked with compiling relevant materials that align with NAAC criteria. A checklist was provided to ensure all necessary documents are included. The establishment of a central repository for easy access was confirmed, and departments were encouraged to regularly update their submissions. The committee will conduct periodic reviews to monitor progress. Overall, there is a strong commitment to maintaining high standards of documentation to support a successful accreditation process.

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

  
**Coordinator**  
**IQAC**  
**BTTC, Muzaffarpur**