



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: 05-03-2024

Agenda :-01: Review of Previous Meeting Minutes

The review of previous meeting minutes confirmed that all documented discussions and decisions were accurately captured and approved. Action items were assessed, with most completed successfully. Specific follow-ups were established for any pending items, assigning clear responsibilities and deadlines to ensure accountability. The committee highlighted the need for enhanced communication among departments to facilitate timely updates. Overall, the meeting reaffirmed the commitment to progress and set a positive tone for ongoing efforts in NAAC preparation, ensuring that all participants are aligned and aware of their tasks moving forward.

Agenda :-02: Updates on NAAC Accreditation Process

The updates on the NAAC accreditation process confirmed that significant progress has been made, with many tasks on track. Key deadlines were reiterated, and responsible parties were reminded of their obligations to meet these timelines. Specific challenges were identified, and solutions were discussed to address any potential delays. The committee emphasized the importance of continuous communication to ensure all departments remain informed and coordinated. Overall, the meeting fostered a collective commitment to maintaining momentum and ensuring that all preparations align with NAAC requirements, setting a proactive course for successful accreditation..

Agenda :-03: Documentation and Evidence Collection

The discussion on documentation and evidence collection concluded with a clear action plan to enhance the accreditation preparation process. Each department confirmed its responsibilities for compiling the necessary documents aligned with NAAC criteria. A centralized repository has been established to facilitate easy access and organization of materials. Regular progress updates will be scheduled to ensure that all documentation is complete and accurate. The committee emphasized the importance of quality in the evidence collected, reinforcing that thorough preparation is essential for a successful accreditation outcome. Overall, there is a strong commitment to diligent documentation practices moving forward.

Agenda :-04 Mock NAAC Visit Planning

The planning for the mock NAAC visit concluded with specific action steps designed to ensure effective preparation. Roles and responsibilities were assigned to faculty and departments to facilitate comprehensive coverage of all NAAC criteria. A timeline for practice sessions was established, allowing for structured presentations and feedback opportunities. The committee stressed the importance of treating this mock visit as a critical learning exercise to identify strengths and areas for improvement. Follow-up meetings will be scheduled to review progress and make necessary adjustments. Overall, there is a unified commitment to maximizing readiness for the actual accreditation visit, ensuring confidence and thorough preparation.


Principal
Basundhara Teachers
Training College, Silout
Muzaffarpur, Bihar


Coordinator
IQAC
BTTC, Muzaffarpur