



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: 08-08-2024

Agenda :-01: Welcome and Opening Remarks

The Welcome and Opening Remarks effectively set a welcoming atmosphere, engaged participants, and provided clear direction for the event. Future improvements will focus on incorporating attendee feedback to enhance engagement further.

Agenda :-02: Review of Previous Meeting Minutes

The updates on the NAAC accreditation process confirmed that significant progress has been made, with many tasks on track. The review of previous meeting minutes was conducted thoroughly, leading to a clear understanding of past actions and facilitating effective planning for current and future initiatives. Further follow-up on action items will be monitored in subsequent meetings. 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: Updates on NAAC Accreditation Process

The updates on the NAAC Accreditation Process have been thoroughly addressed, resulting in several key actions:

- 1- Progress Monitoring: Regular updates were provided on the status of accreditation documentation and submission timelines, ensuring all members are informed and aligned.

2- Task Assignment: Specific responsibilities were assigned to team members to facilitate the preparation of required materials, promoting accountability and efficiency.

3- Stakeholder Engagement: Efforts were made to involve faculty and staff in the process, encouraging their input and participation in preparing the self-study report.

4- Feedback Integration: Input from previous assessments and stakeholder feedback was incorporated to enhance the quality of the accreditation documentation.

5- Timeline Adherence: A clear timeline for the accreditation process was established, with milestones set to ensure that all tasks are completed in a timely manner.

Agenda :-04 Documentation and Evidence Collection

1- Identification of Required Documents:

Compiled a comprehensive list of documents needed for each criterion set by NAAC, including policies, reports, and data.

2- Assignment of Responsibilities:

Assigned specific tasks to team members for gathering relevant documentation, ensuring accountability and clarity in roles.

3- Collection of Evidence:

Gathered quantitative and qualitative evidence, such as:

Academic performance data

Faculty qualifications and professional development records

Student feedback and survey results

Financial statements and audits

Infrastructure and facilities documentation.

Agenda :-05 Addressing Challenges and Concerns

These actions have fostered a collaborative environment where challenges are addressed proactively, enhancing the overall readiness for the NAAC accreditation process. Continued monitoring and open communication will be essential to navigate any future concerns effectively, ensuring a cohesive effort towards achieving accreditation goals.


Principal
Basundhara Teachers
Training College, Silout
Muzaffarpur, Bihar


Coordinator
IQAC
BTTC, Muzaffarpur