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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**

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 Basundhara 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

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 Sekhar (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) Introductory speech by IQAC director.

2) Discussion and finalization of roles and responsibilities of IQAC.

**Minutes of Meeting**

The IQAC Coordinator, 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.

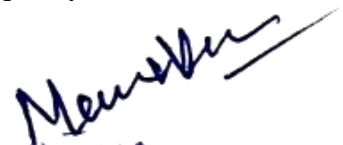
### Functions of IQAC Cell

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.



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



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