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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**

## **MINUTES OF MEETING**

### **IQAC**

<b>Dated:</b>	10-February-2022
<b>Venue:</b>	Conference Hall
<b>Minutes Taken by:</b>	IQAC Coordinator
<b>Chair Person:</b>	Chairperson, IQAC

The Chairperson welcomed all the IQAC members and the other faculty members and asked the IQAC Coordinator to begin the meeting. The meeting covered the following agenda items, and resolutions were adopted accordingly.

All the points of agenda were discussed and the resolutions were made as below:

**Agenda:- 01 : Review and approval of MOM of IQAC meeting held on 10-February-2022.**

**Resolution:** The Action Taken Report on the agenda items from the previous meeting was presented to the members and reviewed to assess the progress made on each point. As all the points were addressed as decided/directed, the ATR was approved.

**Agenda-2: Review and finalize the Strategic Perspective Plan and form a roadmap for deployment of Strategic Perspective Plan.**

**Resolution:** The Strategic Perspective Plan encompassing both long-term and short-term perspectives underwent a comprehensive review by the members. Subsequently, it was resolved to finalize the plan.

**Agenda-3: Review of feedback taken and discussion on new format of feedback form according to NAAC.**

**Resolution:** The Feedback Analysis Report was presented to the members, and upon reviewing it, it was found to be in order. Therefore, it was resolved to accept the report. Additionally, it was decided to implement the NAAC prescribed feedback forms from the next session onwards.

**Agenda-4: Review measures to be taken for Academics: -**

- a) Syllabus completion report.
- b) Discussion on the results of Internal/ Mid-term exams.
- e) Monitoring of progress of teaching practice of final year students.

**Resolution:** a) The Cell reviewed the Syllabus Completion Report and found it to be satisfactory; therefore, it was resolved to approve it.

b) Following the assessment of the report submitted by the College Committee on the outcomes of Internal/Mid-term exams, it has been directed to Examination committee required to submit their plans for remedial classes

c) The committee will be responsible for monitoring the progress reports of teaching practice and the deadline for submission.

**Agenda-5: Evaluation of Activities planned for the session:**

- a) Workshop on Training & Development for Placement Assistance.
- b) Sports Activities: Inter-departmental -Indoor & Outdoor team and individual events.
- c) Activities according to academic calendar for each committee.

**Resolution:** a) The coordinator of career guidance & placement cell is instructed to organised a orientation programme. The committee is tasked with formulating the action plan and submitting the pre-activity report, followed by the post-activity report later.

b) The sports incharge is advised to take necessary steps to organize various sports activities.

c) All activity in-charges are directed to submit detailed reports for the activities already conducted. For forthcoming activities the in-charges are required to submit probable dates and other relevant details.

*Munish*  
Coordinator  
IQAC  
BTTC, Muzaffarpur

*Basundhara*

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



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**IQAC**

## **MINUTES OF MEETING**

**Dated:** 15-July-2021

**Venue:** Conference Hall

**Minutes Taken by:** IQAC Coordinator

**Chair Person:** Chairperson, IQAC

The Chairperson welcomed all the IQAC members and the other faculty members and asked the IQAC Coordinator to begin the meeting.

All the points of agenda were discussed and the resolutions were made as below:

### **Agenda:**

#### **1. Reformation of Quality in Academics and Administration.**

##### **A) Review the measures to be taken for Academics: -**

- a) Activity Calendar.
- b) Internal /Mid Term Examination.
- c) Academic/Annual Calendar, Timetable.
- d) The Orientation programs.

### **Resolution:**

a) The activity calendars prepared by the Time Table Committee Coordinator of their respective members helps for reviewing the same which the members found in were order. The activity calendars formulated and reviewing, the members determined that the calendars were in order and subsequently resolved to approve them.

b) The Committee examined the Internal and Mid-Term Examination schedules prepared by the Examination Committee for their respective courses. After confirming their compliance with the requirements, the schedules were approved.

c) The development and completion of the Academic/Annual Calendar and time table as proposed by the time table committee were observed to be in order. Hence, they were approved.

d) The Committee decided to approve the customary orientation programs, to be carried out by the respective committee under the overall supervision of coordinator time table committee.

**B) Measures to be taken for Administration: -**

a) Analysis of feedback on Central facilities, such as Library and Computer lab requirements.

b) ISO Certification.

**Resolution:**

a) Recognizing the justification for the need, it was resolved to start the procurement process for some new computers for the computer lab. Simultaneously, the acquisition of library books will latest and new edition promptly in accordance with approved budgets.

b) Preparations for the annual ISO surveillance audit and recertification will be initiated.

**Agenda-2: Draft Strategic Perspective plan and SWOC of College.**

**Resolution:** Recognizing the significance of this agenda item, a resolution was made to entrust the preparation of the strategic plan and SWOC analysis to senior faculty members. They are to work closely with the principal and submit the documents at the earliest convenience.

**Agenda-3: Measures to be taken for NAAC.**

a) Discussion about NAAC process.

b) Formation of NAAC Steering/Core Committee.

**Resolution:** a) Each member of the teaching staff was provided with the National Assessment and Accreditation Council (NAAC) Manual, a comprehensive guide that plays a pivotal role of facilitating a basic understanding and thorough study of the accreditation process.

NAAC an autonomous body established by the University Grants Commission (UGC) of India, is entrusted with the evaluation and accreditation of higher education institutions across the country.

b) The NAAC Steering/Core Committee has been constituted with the unanimous approval of all members. IQAC Committee coordinator has been designated as the NAAC Coordinator.

c) The details of the NAAC Steering/Core Committee are as all the teachers and accountant.


**Agenda- 4: Faculty Development: Organize Faculty Development Programs and Workshops for faculty members.**

**Resolution:** Coordinator Research & Development committee has been assigned the responsibility of planning and organizing valuable Faculty Development Programs and workshops.

Agenda : Any other issue with the permission of the chairperson. Resolution: As there was no any other issue to discuss the meeting was concluded with vote of thanks to all present.



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



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