



TM

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

Date:	14-07-2023
Venue:	Conference Hall
Minutes Taken by:	IQAC Coordinator
Chair Person:	Chairperson, IQAC

The chairperson welcomed all the IQAC members and ask the IQAC Coordinator to begin the meeting.

All the point of agenda where discussed and the resolutions where made as below:

Agenda

1. Review of previous meeting minutes
2. Updates on NAAC preparation and timeline
3. Review of action items related to NAAC
4. Discussion on documentation and evidence collection

Execution

1. Review of Previous Meeting Minutes

The minutes from the meeting on 14-07-2023 were reviewed and approved.

2. Updates on NAAC Preparation and Timeline

The Chairperson provided a detailed update on the NAAC preparation status and emphasized the importance of adhering to timelines.

3. Review of Action Items Related to NAAC

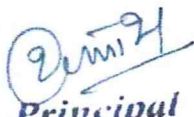
Compile departmental documents.

All departments submitted preliminary documents.

Repository established on the institution's shared drive. Departments instructed to upload relevant documents.

4. Discussion on Documentation and Evidence Collection

Each department presented their progress on collecting evidence for NAAC criteria.


Principal
Basundhara Teachers
Training College, Silout
Muzaffarpur, Bihar


Coordinator
IQAC
B TTC, Muzaffarpur



TM

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

Date:	05-03-2024
Venue:	Conference Hall
Minutes Taken by:	IQAC Coordinator
Chair Person:	Chairperson, IQAC

The chairperson welcomed all the IQAC members and ask the IQAC Coordinator to begin the meeting.

All the point of agenda where discussed and the resolutions where made as below:

Agenda

1. Review of Previous Meeting Minutes
2. Updates on NAAC Accreditation Process
3. Documentation and Evidence Collection
4. Mock NAAC Visit Planning

Execution

Agenda :-01: Review of Previous Meeting Minutes

The review of the previous meeting minutes concluded with unanimous approval, confirming the accuracy of the recorded discussions and decisions. Action items were assessed, with many successfully completed while a few remain pending.

Clear responsibilities and deadlines were reaffirmed for outstanding tasks. The committee emphasized the need for improved communication among departments to ensure timely updates and follow-ups. Overall, the review provided a constructive opportunity to reflect on progress and set a focused agenda for the current meeting, reinforcing the commitment to effective collaboration in the NAAC preparation process

Agenda :-02: Updates on NAAC Accreditation Process

The updates on the NAAC accreditation process highlighted significant progress and clarified upcoming deadlines. The committee reviewed the current status of documentation and preparation efforts, noting areas of achievement and identifying specific challenges that need addressing. A reminder was issued regarding critical submission dates to ensure compliance with NAAC requirements. The committee stressed the importance of ongoing communication and collaboration among departments to maintain momentum. Overall, there is a shared commitment to staying on track for successful accreditation, with plans for regular updates to monitor progress and resolve any issues promptly.

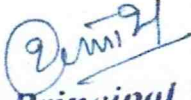
Agenda :-03: Documentation and Evidence Collection

The discussion on documentation and evidence collection underscored its critical role in the NAAC accreditation process. Each department is tasked with ensuring that all necessary documents are accurately compiled and aligned with the NAAC criteria. The establishment of a centralized repository for easy access and organization was confirmed, facilitating efficient document sharing. Regular check-ins will be conducted to track progress and address any challenges. The committee emphasized the need for attention to detail and quality in the evidence collected, reinforcing the commitment to presenting a strong case for accreditation. Overall, the collective effort is vital for a successful outcome..

Agenda :-04 Mock NAAC Visit Planning

The planning for the mock NAAC visit concluded with clear objectives and a defined timeline. Roles and responsibilities were assigned to ensure comprehensive preparation across departments. The committee emphasized the importance of treating the mock visit as a serious exercise to identify strengths and areas for

improvement ahead of the actual accreditation. A schedule for practice sessions was established, allowing departments to present their documentation and receive constructive feedback. Overall, the collaborative approach aims to enhance readiness and confidence for the upcoming accreditation process, ensuring that the institution is well-prepared for the official NAAC visit..


Principal
Basundhara Teachers
Training College, Silout
Muzaffarpur, Bihar


Coordinator
IQAC
BTTC, Muzaffarpur