



Bhuvan Malti Teachers' Training College

(Affiliated to Aryabhata Knowledge University & Bihar School Examination Board, Patna)

Vill- Basatpur Bada Tola, Po- Rupdih, Chhatauni Dhaka -Road, Motihari East Champaran Bihar-845401

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Internal Quality Assurance Cell

Minutes of Meeting

The fifth meeting is of Internal Quality Assurance Cell (IQAC) members is scheduled on 05/02/2021 at 11:00 AM at Bhuvan Malti Teachers' Training College Conference Hall.

Present Members: (Names along with designation)

- 1) Dr. Sachchidanand Tiwari (Chairperson)
- 2) Mr. Mithilesh Kumar Shukla (Coordinator/Director of the IQAC)
- 3) Mrs. Anita Krishna (Management Representative)
- 4) Smt. Geeta Rani Jain, Asst. Prof. BMTTC
- 5) Shri Ajit Kumar, Asst. Prof. BMTTC
- 6) Shri Chandra Prakash, Asst. Prof. BMTTC
- 9) Dr. Navdeep Ranjan, Asst. Prof. BMTTC
- 10) Shri Anjani Kumar Gupta, Asst. Prof. BMTTC
- 11) Shri Praveen Babu, Asst. Prof. BMTTC,
- 12) Mr. Aashirvad Kumar (B.Ed. Session 2017-19) (Member of Alumni)
- 13) Shri Shivpujan Singh (Local Society Member)
- 14) Mr. Satyakam (Technical Assistant)

Present Absent Sign

Handwritten signatures:
 Geeta Rani Jain
 Ajit Kumar
 Chandra Prakash
 Navdeep Ranjan
 Anjani Kumar Gupta
 Praveen Babu
 Aashirvad Kumar
 Shivpujan Singh
 Satyakam

Agenda of Meeting:

- 1) Action Taken
- 2) Awareness Programme
- 3) School Internship Programme during Covid-19
- 4) Organizing Webinar

Handwritten signature:
 Co-ordinator
 IQAC Committee
 B.M.T.T.C., Motihari




- b) The NAAC Steering/Core Committee has been constituted with the unanimous approval of all members. Mrs. Navdeep Rajan 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- S: 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.


Co-ordinator
IQAC Committee
B.M.T.T.C., Motihari


Principal
Bhuvan Malti College of Education
Motihari



MINUTES OF MEETING

Dated: 05-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.