



TAIYAB MEMORIAL TEACHERS' TRAINING INSTITUTE

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Ref. No.- TMTTI/IQAC/MTG/23/01

Dated: 30-07-2023

Internal Quality Assurance Cell (IQAC)

Minutes of the Inaugural Meeting (1st)

Date: 30th July 2023

Time: 12:00 pm

Venue: Conference hall, TMTTI Campus

Members Present:

1. Mr. Abdus Samad, Managing Director - **Chairperson**
2. Dr. Reena Bharti, Principal - **IQAC Coordinator**
3. Md. Shahid, Nodal Officer - **Member**
4. Prabal Pratap Singh - **Member**
5. Subhash Chandra Gautam - **Member**
6. Dr. Mausooof Ahmed – **Member**
7. Md. Jasim Ahmad – **Member**
8. Dr Ezaz Ahmad - **Member**

1. Welcome and Introduction

The meeting commenced with a welcome address by Mr. Abdus Samad, Chairperson of the IQAC. He briefly introduced the IQAC, its objectives, and its role in promoting quality assurance at TMTTI.

2. Approval of IQAC Functioning and Objectives

Dr. Reena Bharti, IQAC Coordinator, presented the proposed functioning and objectives of the Internal Quality Assurance Cell (IQAC) for TMTTI. The presentation outlined the IQAC's role in:

- Establishing and implementing a quality assurance framework for the institution.
- Promoting continuous improvement in academic and administrative processes.
- Fostering a culture of quality among faculty, staff, and students.
- Facilitating self-assessment and review mechanisms.
- Coordinating quality enhancement initiatives.

Following the presentation, the committee members engaged in a discussion to ensure clarity and alignment with TMTTI's needs. Subsequently, the committee formally approved the IQAC's functioning and objectives as outlined.

3. IQAC Quarterly Plan for the Academic Year 2023-2024

Dr. Reena Bharti, IQAC Coordinator, presented a proposed quarterly plan for the academic year 2023-2024. The plan outlined key activities and initiatives focused on various aspects of quality enhancement, including:

- **Faculty Development Programs:**
 - Workshops on topics like "Code of Conduct" and "Effective Online Teaching-Learning Methods."
- **Student Development Programs:**
 - Review and improvement of the Student Induction Program.
 - Organization of seminars and workshops aligned with NEP goals.
- **Infrastructure and Learning Resources Review:**
 - Assessment of physical infrastructure, ICT facilities (computer labs, broadband), and learning management systems (LMS, LMS content, PLOs, CLOs).
 - Evaluation of online learning platforms and tools used for teaching and assessment.
- **Quality Assurance Initiatives:**
 - Formation of a NAAC preparation committee to oversee accreditation-related activities.
 - Establishment of an expert panel to evaluate and improve online teaching methods.

The committee discussed the proposed plan and provided suggestions for further refinement. A final version of the quarterly plan was adopted.

4. Resolutions

Following discussions, the committee passed the following resolutions:

1. The IQAC will offer support and expertise to all departments, cells, and committees in organizing events related to quality enhancement.
2. Quarterly workshops on the "Code of Conduct" will be conducted for the staff.
3. A NAAC preparation committee will be formed to lead the institution's effort towards NAAC accreditation.
4. An expert panel will be established to evaluate and suggest improvements for online teaching-learning methods.
5. The Student Induction Program will be reviewed and aligned with the institute's vision, mission, and the code of conduct.
6. The IQAC will provide timely support and resources for all quality enhancement initiatives.
7. Regular faculty development programs and internal seminars will be organized to promote professional development.

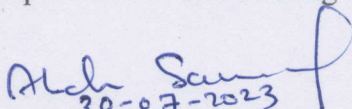
5. Next Steps

The IQAC coordinator outlined the next steps, including:

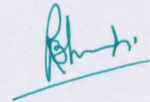
- Finalizing the revised quarterly plan with specific deadlines and responsible personnel.
- Initiating the formation of the NAAC preparation committee and the expert panel.
- Scheduling workshops and seminars as outlined in the quarterly plan.

6. Closing Remarks

The Chairperson concluded the meeting by expressing his appreciation for the committee's active participation and emphasizing the importance of the IQAC in ensuring TMTTI's continuous improvement. The meeting ended with a vote of thanks to all attendees.


30-07-2023
Chairperson

Managing Director
Taiyab Memorial Teachers' Training Institute
Barhadih Sarkardih, Govindpur
Dhanbad-828109



IQAC Coordinator
Dr. Reena Bharti
Principal
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