



TAIYAB MEMORIAL TEACHERS' TRAINING INSTITUTE

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Ref. No.- TMTTI/IQAC/MTG/23/02

Dated: 29-10-2023

Internal Quality Assurance Cell (IQAC)

Minutes of the 2nd Meeting

Date: 29th October 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**

Agenda:

1. Welcome and Introduction
2. Follow-up on Action Items from Inaugural Meeting
3. Progress Reports
 - o Departmental Reports
 - o NAAC Preparation Committee Update
4. Discussions and Action Items
 - o Implementation of the Quarterly Plan
 - o Approval of College Expert Panel for Online Teaching-Learning Methods
 - o Evaluation of IQAC Quarterly Plan for the Present Academic Year
 - o Review of Safety Norms and Infrastructure Resources
 - o Organizing Event of Social Awareness as per the University Notification
 - o Guidelines and Monitoring Committee for Outreach Activities Conducted by the Students
 - o Strategy for Organizing Seminars, MoUs, and Visits

5. Next Steps
6. Closing Remarks

1. Welcome and Introduction

The meeting commenced with a welcome address by Mr. Abdus Samad, Chairperson of the IQAC. He briefly reviewed the key outcomes from the inaugural meeting and highlighted the importance of continuous collaboration in quality enhancement initiatives.

2. Follow-up on Action Items from Inaugural Meeting

The IQAC Coordinator, Dr. Reena Bharti, provided an update on the progress made on action items from the inaugural meeting, including:

- **Finalization of the IQAC Quarterly Plan:** The revised quarterly plan for the academic year 2023-2024, incorporating committee feedback, was presented for review and approval. The plan outlines key activities and timelines for various quality enhancement initiatives.
- **Formation of NAAC Preparation Committee:** The composition of the NAAC preparation committee was announced, along with their designated roles and responsibilities. The committee will lead the institution's effort towards achieving NAAC accreditation.
- **Initiation of Expert Panel for Online Teaching-Learning Methods:** The establishment of an expert panel to evaluate and suggest improvements for online teaching-learning methods was discussed. Committee members were invited to nominate faculty members with relevant expertise to participate.

3. Progress Reports

- **Departmental Reports:** Heads of Departments (HODs) from various departments (e.g., B.Ed., D.El.Ed.) presented brief reports on their respective department's activities related to quality enhancement. This may include faculty development initiatives, student support programs, or curriculum improvement efforts.
- **NAAC Preparation Committee Update:** The NAAC preparation committee representative provided an update on their initial activities, including familiarization with NAAC criteria and the development of a work plan.

4. Discussions and Action Items

Following the reports, the committee members engaged in discussions on various topics related to quality enhancement, including:

- **Implementation of the Quarterly Plan:** Strategies and timelines for implementing the various activities outlined in the quarterly plan were discussed. Specific action items were assigned to committee members or relevant departments with deadlines.
- **Approval of College Expert Panel for Online Teaching-Learning Methods:** The committee members reviewed nominations for the college expert panel tasked with evaluating and improving online teaching methods. The final composition of the panel was approved.

- **Evaluation of IQAC Quarterly Plan for the Present Academic Year:** The committee reviewed the progress made on the quarterly plan and discussed any necessary revisions based on current needs and priorities.
- **Review of Safety Norms and Infrastructure Resources:** The committee members reviewed the existing safety norms and infrastructure resources to ensure a safe and conducive learning environment for students and staff. Suggestions for improvement or upgrades may be discussed.
- **Organizing Event of Social Awareness as per the University Notification:** The committee discussed plans for organizing a social awareness event in accordance with the university notification. Specific themes, target audience, and implementation strategies were considered.
- **Guidelines and Monitoring Committee for Outreach Activities Conducted by the Students:** The committee deliberated on establishing guidelines and a monitoring committee to oversee and ensure the quality and effectiveness of outreach activities conducted by students.
- **Strategy for Organizing Seminars, MoUs, and Visits:** The committee discussed strategies for organizing seminars, establishing MoUs with other institutions, and facilitating educational visits to enhance student learning and exposure.

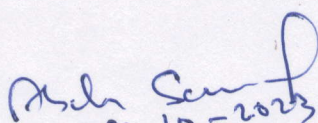
5. Next Steps

The IQAC Coordinator outlined the next steps, including:

- Dissemination of the final approved quarterly plan and action items to all departments and stakeholders.
- Facilitation of meetings between the NAAC preparation committee and departmental representatives for data collection and information sharing.
- Scheduling workshops or seminars as outlined in the quarterly plan (e.g., code of conduct workshop for staff, personality development workshops, etc.).
- Compilation of committee member suggestions for revisions to the code of conduct and student induction program.
- Convening a meeting with the designated members of the college expert panel for online teaching-learning methods to establish their work plan and timeline.
- Collaborating with relevant departments to develop a plan for the social awareness event, considering the university notification's guidelines.
- Drafting guidelines and establishing a monitoring committee for student outreach activities.
- Brainstorming specific themes and formats for organizing seminars, identifying potential collaborators for MoUs, and exploring options for educational visits, considering the quarterly plan and available resources.

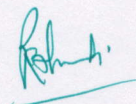
6. Closing Remarks

The Chairperson concluded the meeting by expressing his appreciation for the committee's active participation and emphasizing the importance of ongoing collaboration for achieving TMTTI's quality enhancement goals. The meeting ended with a vote of thanks to all attendees.


29-10-2023
Chairperson

Managing Director
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