



TAIYAB MEMORIAL TEACHERS' TRAINING INSTITUTE

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Ref. No.- TMTTI/IQAC/MTG/24/01

Dated: 28-01-2024

Internal Quality Assurance Cell (IQAC)

Minutes of the 3rd Meeting

Date: 28th January 2024

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 Second Meeting
3. Presentations
 - o College Expert Panel on Online Teaching-Learning Methods
 - o Review of Feedback Mechanism for Teaching Staff, Non-Teaching Staff, Trainees, and Supervisors (POTs)
4. Discussions and Action Items
 - o Implementation Updates on the Quarterly Plan
 - o Review of Code of Conduct Revisions
 - o Student Induction Program Improvement Strategies
 - o Planning for NAAC Self-Study Report (SSR) Development
 - o Review of Social Awareness Event and Outreach Activities Guidelines
 - o Brainstorming for Upcoming Seminars and Visits
 - o Enhancing Student Learning Outcomes
 - o Fostering a Quality Culture

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 recapped the key discussions and outcomes from the second meeting, emphasizing the importance of continued progress in quality enhancement initiatives.

2. Follow-up on Action Items from Previous Meeting

The IQAC Coordinator, Dr. Reena Bharti, provided an update on the progress made on action items from the second meeting. This may include:

- Dissemination of the final approved quarterly plan and action items.
- Convening meetings between the NAAC preparation committee and departmental representatives (ongoing process).
- Scheduling workshops or seminars as outlined in the plan (ongoing process).
- Progress on establishing the student outreach activities monitoring committee (if applicable).

3. Presentations

- **College Expert Panel on Online Teaching-Learning Methods:** The newly formed College Expert Panel presented their initial findings and recommendations for improving online teaching methods at TMTTI. This may include suggestions for faculty development programs, resource allocation, or technological advancements.
- **Review of Feedback Mechanism:** A representative presented a review of the existing feedback mechanism used to gather feedback from teaching staff, non-teaching staff, trainees (student teachers), and supervisors (Practice Observation Trainers). The review highlighted strengths, weaknesses, and potential areas for improvement in the feedback process.

4. Discussions and Action Items

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

- **Implementation Updates on the Quarterly Plan:** Committee members discussed the progress made on implementing various activities outlined in the quarterly plan. Adjustments to timelines or responsibilities were addressed as needed.
- **Review of Code of Conduct Revisions:** The committee reviewed the proposed revisions to the code of conduct for faculty, staff, and students, considering suggestions from the previous meeting.
- **Student Induction Program Improvement Strategies:** Based on the feedback received, the committee discussed and brainstormed strategies to improve the content, delivery, and overall effectiveness of the Student Induction Program.
- **Planning for NAAC Self-Study Report (SSR) Development:** The NAAC preparation committee representative provided an update on their progress and initiated discussions on the development of the Self-Study Report (SSR), a crucial document for NAAC accreditation.

- **Review of Social Awareness Event and Outreach Activities Guidelines:** The committee reviewed the implementation of the social awareness event and discussed the finalized guidelines for student outreach activities, ensuring clarity and effective monitoring.
- **Brainstorming for Upcoming Seminars and Visits:** Committee members brainstormed potential themes and formats for upcoming seminars, identified potential collaborators for MoUs, and explored options for educational visits, considering the quarterly plan and available resources.

Enhancing Student Learning Outcomes: The committee discussed strategies for utilizing the feedback mechanisms and program improvement discussions to directly impact student learning outcomes. This could involve analyzing trends in feedback and using them to identify areas where the curriculum or teaching methods need improvement.

Fostering a Quality Culture:

To cultivate a culture of quality, the committee explored initiatives like:

- Recognizing and rewarding excellence in teaching and service.
- Encouraging student participation in quality improvement efforts.
- Establishing clear channels for open communication and feedback.

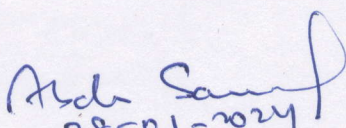
5. Next Steps

Based on the committee's discussions, the IQAC Coordinator outlined the next steps:

- Assigning specific tasks or projects to relevant departments or committees to address identified areas for improvement in student learning outcomes, research culture, or the overall quality culture at TMTTI.
- Establishing timelines and deadlines for the completion of these tasks or projects.
- Identifying potential resources or budget allocations needed to support these initiatives.

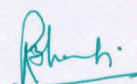
6. Closing Remarks

The Chairperson concluded the meeting by expressing his appreciation for the committee's contributions and emphasizing the ongoing commitment to quality enhancement at TMTTI. The meeting ended with a vote of thanks to all attendees.


28-01-2024
Chairperson

Managing Director
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