



TAIYAB MEMORIAL TEACHERS' TRAINING INSTITUTE

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Ref. No.- TMTTI/IQAC/MTG/24/02

Dated: 21-04-2024

Internal Quality Assurance Cell (IQAC)

Minutes of the 4th Meeting

Date: 21st April 2024

Time: 11:00 am

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 Third Meeting
3. NAAC Self-Study Report (SSR) Development Update
4. Integration of Technology in Teaching and Learning
5. Review of Social Awareness Event and Outreach Activities Report
6. Brainstorming for Upcoming Seminars and Visits
7. Next Steps
8. Closing Remarks

1. Welcome and Introduction

The meeting commenced with a welcome address by Mr. Abdus Samad, Chairperson of the IQAC. He congratulated the committee on the successful approval of the Internal Institutional Quality Assurance (IIQA) report on April 12, 2024. He emphasized the importance of maintaining the momentum by diligently completing the NAAC Self-Study Report (SSR) within the stipulated 45 days.

2. Follow-up on Action Items from Third Meeting

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

- Progress reports on departmental activities related to curriculum review, faculty research initiatives, and student participation in quality improvement projects.
- Confirmation of timelines and task assignments for outstanding action items.

3. NAAC Self-Study Report (SSR) Development Update

The NAAC preparation committee representative presented a detailed update on the SSR development process. This included:

- Progress on data collection from various departments regarding faculty qualifications, student enrollment, infrastructure, and other key performance indicators.
- Development of a timeline for drafting and finalizing various sections of the SSR.
- Plans for internal review and revisions before submission to NAAC.

4. Integration of Technology in Teaching and Learning

The committee discussed the ongoing implementation of technology-based initiatives to enhance teaching and learning:

- **Smartboard Installation:** The progress made in installing smartboards in classrooms was reviewed. Committee members emphasized maximizing the utilization of these tools through faculty development workshops and content creation strategies.
- **Learning Management System (LMS) Implementation:** The development of the institute's LMS was discussed, encompassing features like:
 - Lecture Capturing System (LCS) to enable remote access to recorded lessons.
 - Internal communication channels for faculty and student interaction.
 - Integration of Library Management System, preferably KOHA, and installation of dedicated PCs for e-learning resources.
- **Enhanced Library Resources:** The committee acknowledged the importance of subscription to DELNET and NDLI (National Digital Library of India) for facilitating access to a wider range of digital learning materials. They also discussed strategies to promote awareness and usage of these resources among faculty and students after the subscription has been made.

5. Review of Social Awareness Event and Outreach Activities Report

The committee reviewed a report on recently conducted social awareness events and student outreach activities. Positive outcomes and areas for improvement were discussed, focusing on maximizing community engagement and student participation.

6. Brainstorming for Upcoming Seminars and Visits

Continuing with the theme of technological advancements, committee members brainstormed potential topics for upcoming seminars related to effective integration of technology in teacher education. They also explored options for educational visits to institutions recognized for their innovative use of technology in teaching and learning.

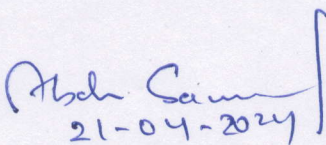
7. Next Steps

The IQAC Coordinator outlined the next steps based on the discussions:

- Continued focus on finalizing the NAAC SSR within the deadline.
- Scheduling workshops and training sessions for faculty on utilizing smartboards and the LMS effectively.
- Developing a comprehensive strategy for promoting awareness and utilization of DELNET, NDLI, and other digital library resources post subscription.
- Finalizing details for upcoming seminars and educational visits, considering budget constraints and available resources.

8. Closing Remarks

The Chairperson concluded the meeting by expressing his appreciation for the continued commitment of the IQAC committee. He emphasized the collective responsibility of ensuring a successful NAAC accreditation process. The meeting ended with a vote of thanks to all attendees.

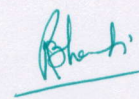

21-04-2024

Chairperson

Managing Director

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IQAC Coordinator

Dr. Reena Bharti
Principal

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