



K.K. TEACHERS TRAINING COLLEGE

Recognised by NCTE, Govt. of India, Affiliated to BBM KU, Dhanbad & JAC, Ranchi

MINUTES OF THE MEETING OF IQAC HELD ON 06th May 2024

A Meeting of IQAC was held on 06th May 2024. The meeting was attended by the following members.

- Dr. Chandra Kumar Singh, Principal KKTTC Chairperson, IQAC
- Dr. Rati Bhan Maurya, Asst. professor KKTTC member, IQAC
- Mr. Nar Singh Patel, Asst. professor KKTTC member, IQAC
- Mrs. Sonali Kumari, Asst. professor KKTTC member, IQAC
- Mr. Sandeep Prasad, Asst. professor KKTTC member, IQAC
- Mr. Kumar Saroj Singh, Member Samajik Kalyan Sanstha, IQAC
- Mr. Amit Kumar Ojha, Senior Administrative Officer, KKTTC, IQAC
- Mr. Arju Kumar, Student, B.Ed. Session 2023-25, Nominee from Student
- Mr. Omkar Mitra, Student, B.Ed. Session 2021-23, Nominee from Alumni
- Mrs. Shalineer Burman, Asst. Professor KKTTC Dhanbad, Coordinator, IQAC

The following members could not attend the meeting:

- Dr. Pravin Singh, Stakeholder Nominee
- Mr. Nawal Singh Chaudhary, Social Worker, Nominee from Local Society
- Mr. Suman Kumar Chaudhary, Nominee from Industrialist
- Mr. Brijesh Kumar, Asst. professor KKTTC member, IQAC
- Mr. Akash Rai, Principal K. K. Public School, Nominee from Employer

The Meeting was chaired by Dr. C. K. Singh. The Meeting commenced with formal welcome by Mrs. Shalineer Burman, Coordinator, IQAC.

Following deliberation of the agenda points and the following resolutions were adopted for necessary action:

1. Review of last meeting
2. Purchase of Library Resources
3. Review of academic activities
4. Introducing Value Added Courses
5. Co-curricular Activities

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6.5.24

Agenda 1: Review of last meeting

As per the last meeting held on 30th Jan 2024 the classes are being reviewed and status of syllabus has been checked. It is being instructed to the faculty members to prepare students well for the upcoming exam. Notes must be provided to the students and special attention should be given to poor students with remedial classes.

Decision taken by the website committee in the last meeting, the website update work is in progress. On the advice of professional development program a few faculties have attended the seminars and webinars.

Annual plan for outreach activities is not getting positive response from students. Hence, it couldn't be organize on the regular basis.

Decision Taken

IQAC Committee

All the Coordinators are informed to submit the complete Plan of the activities to the IQAC office. The plan shall include Day, Date, Time, and Venue, Expected number of participants, targeted audience and tentative budget.

Website update work should be done regularly under the guidance of Mr. Mahfooz Alam by the support of IT team of KKGI.

Outreach activities should be organize in more interesting way which may leads to positive response from students.

Agenda 2: Purchase of Library Resources

It was informed that the issues viz. Purchase of Journals (Print and E Journals), DELNET and SOUL of library which was raised during the IQAC meeting will be discussed separately by Library Committee.

It was informed that faculty members were notified to recommend some relevant books on different subject areas for the library however their responses are still awaited. The faculty Members were urged to suggested books Within 15 days for procurement in the library

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committee was also suggested to contact good publishers and ask for new books published in different subject areas so that a final list can be prepared and books procured within this financial year without any further delay.

Decision Taken:

IQAC committee

Action: Principal/Librarian/All faculty members

Agenda 3: Review of Academic activities

a. Admission: Already discussed in Last meeting held on 30th Jan 2024

b. Attendance – Students:

- i. In view of the Continuing low attendance of students versus the minimum attendance required by students for appearing in CIA letters will be issued to students and their parents intimidating the need for attending classes regularly to avoid exclusion of students with less attendance from appearing in CIA and End semester examination.
- ii. It was noted that while taking daily class attendance, faculty members are not marking "A" for the absent students and are merely putting a 'Dot' against their name for dates of absence from the class. It was strongly felt that putting Dots and not marking "A" should be stop immediately. While taking attendance, all students must be present in class.

Moreover, as done by Mrs. Sonali Kumari, the total no. of students present and also absent should be mentioned below on a daily basis.

Attendance – Teachers : It was noticed that with concern that some teachers are not taking prior permission before taking leave and are merely informing about it thorough WhatsApp. It was informed that information rendered by any means would not be accepted. They are advised to take form approval before taking leave. Any violation of the same will be dealt with strictly, any without expectations.

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- c. **Delay in /implementation of decisions:** It was suggested that decisions taken in differing meetings should be implemented without delay.

Decision Taken:

IQAC Committee

Agenda 4: Introducing Value Added Course

Value Added courses (of one hour duration) should be slotted during the time presently kept for morning yoga sessions being done just after the prayer Assembly.

Course Structure

- i. **Credit Score**
- ii. **Assessment Score**

Decision Taken:

Academic Committee

Agenda 5: Co-Curricular Activities

As discussed in last meeting held on 30th Jan 2024. Some of activities are intimidated by UGC and BBMKU. Following co-curricular activities are successfully completed in the month of February, March, and April.

1. Field trip
2. National Science Day
3. Women's Day
4. Sports meet
5. Digital Awareness Program
6. Holi Celebration
7. Voting Awareness Program
8. Debate Competition

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All the Coordinators are informed to submit the complete Plan of the activities to the IQAC office. The plan shall include Day, Date, Time, Venue, Expected number of participants, targeted audience and tentative budget.

After the discussion, the forum has decided to conduct the following co-curricular activities in month of May, June & August for session 2023-25.

1. Rabindro Nath Tagore Jayanti
2. World Environment Day
3. International Day of Yoga
4. Independence Day

From 3rd July 2nd semester Classes of 23-25 will commence.

Decision Taken

Confirmed

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6-5-24