

# Sri Ramakrishna Sarada Ashrama Teacher's Training College

Rabindra path, Hazaribag -825301

## Meeting Minute

No.-IQAC/07/2019

Date- 2<sup>nd</sup> October 2019

Time- 1:30 PM

Venue- IQAC Room, Ground Floor

The IQAC meeting was held on 02/10/2019, under the Chairmanship of Revered Swami Tapananda Maharaj, Founder President of the organisation. The meeting started with a prayer to our Lord by the members present in the meeting for guidance and blessings by Lord Shri Ramakrishna to perform our task properly entrusted to the members of IQAC.

The proceeding of the last meeting held on 07/01/2019 was presented by Mr. Samapti Paul and the same was confirmed unanimously by the members of the IQAC .

Member Secretary, IQAC started the meeting by welcoming and introducing the new members. He briefed the role and importance of the IQAC and stated the purpose of re- composition of the Quality Assurance Committee.

The following members attended the meeting:

1. Swami Tapananda	President	Swami Tapananda
2. Mr. Samapti Paul	Member Secretary (Coordinator)	Paul
3. Ms. Apolina Baxla	Member	Apolina
4. Mr. Parikshit Layek	Member	Parikshit
5. Mrs. Soma Sarkar	Member	Soma Sarkar
6. Mrs. Saroj Yadav	Member	Saroj
7. Ms. Tanima Priya	Member	Tanima Priya
8. Mr. Dayanand Kr. Yadav	Member	Dayanand
9. Mr. Vivekanand Pandey	Member	Vivekanand
10. Mrs. Priya Deo	Member	Priya Deo

Swami Tapananda  
02/10/2019.

ATR of the action points recommended in the last meeting (7 January 2019)

Sl	Action points / recommendations	ATR
1.	Conduct of important programs	<p>The following programs were conducted during the period under report.</p> <ol style="list-style-type: none"> <li>1. National Youth Day Celebration: Organized <i>Prabhat Feri</i> and Blood donation camp (12 Jan., 2019)</li> <li>2. Netaji Subhas Bose Jayanti (23 Jan 2019): organized annual sports besides garlanding and celebration program.</li> <li>3. Republic Day celebration (26 Jan 2019)</li> <li>4. Educational tour (B.Ed. &amp; D.El.Ed students) to RIE Bhubaneswar &amp; Puri, Odisha</li> <li>5. Saraswati Pooja (10 Feb 2019)</li> <li>6. Rangoli competition (6 April 2019)</li> <li>7. Health awareness program (20 May 2019)</li> <li>8. Independence Day celebration (15 August 2019)</li> <li>9. Freshers' welcome (21 August 2019)</li> <li>10. Teachers' Day celebration and Inter House Seminar (The Role of Teachers in Society) (5 Sept. 2019)</li> <li>11. <i>Swacha Bharat Abhijan</i> (2 October, 2019)</li> </ol>
2.	Preparation of Academic Calendar 2019-20	The Academic calendar was prepared during Jan 2 <sup>nd</sup> . week and finalized (approved by the competent authority) on 11 January 2019
3.	Students' mentoring	Apart from academic curriculum, following awareness programs were

Jyoti Tapsananda  
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		<p>conducted for the students.</p> <ol style="list-style-type: none"> <li>1. Personality development program</li> <li>2. Preparatory classes for CTET and JTET exams.</li> <li>3. Skill development program</li> </ol>
4	Composition of National Service Scheme (NSS) Unit	Vinoba Bhave University allotted one unit of NSS to this Institute. Mr Dayanand Kr Yadav, Asst Prof. Was identified as Program coordinator. The house approved the proposal
5.	Campus cleaning drive; infrastructure maintenance services and campus beautification projects	<ol style="list-style-type: none"> <li>1. Automated floor cleaning machine (campus) and vacuum cleaner (room floor) were procured (one each)</li> <li>2. Plantation program in rainy season was organised.</li> </ol>

<u>Sl No.</u>	<u>Discussion points</u>	<u>Action Taken</u>
1.	Teacher's Day Celebration	<p><b>Mr. Samapti Paul</b>, Coordinator IQAC proposed the meeting:</p> <p>Teacher's day has been successfully celebrated by the Cultural Department.</p>
2.	Confirmation of the proceedings of the last meeting (IQAC)	<p><b>Mr. Samapti Paul</b>, Coordinator, SRSA TTC &amp; Member Secretary, IQAC presented the proceedings of the last meeting which was anonymously accepted and confirmed.</p>

*Jyoti Tapaswini*  
02/10/2019.

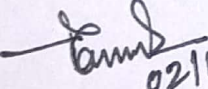
3.	Review Meeting with each department on Teaching-Learning & Internal Evaluation Process.	<u>Point was noted by the Coordinator.</u>
4.	Introducing the Programme Officer of National Service Scheme (NSS) Unit	Assistant Professor Mr. Dayanand Kr. Yadav was nominated to act as programme officer in National Service Scheme (NSS) Unit. The nomination was approved by the House  It was resolved to initiate enrolment of students in NSS.
5.	Introducing new IQAC members	The Coordinator proposed the name of new members of IQAC Cell:  <ul style="list-style-type: none"> <li>• Mr. Dayanand Kr. Yadav, Program Officer, NSS</li> <li>• Mr. Vivekanand Pandey, Assistant Professor</li> <li>• Mrs. Priya Deo, Assistant Professor</li> </ul> <u>The House accepted the proposal</u>
6.	Organizing several competitions	It has been discussed that with the cooperation of the teachers all departments several competitions (Quiz Competition, Speech competition, Essay writing competition, Painting competition/Pot Decoration competition) would be planned and organized.
7.	Orientation program for fresher's (2019-20)	Mr. Samapti Paul informed that Orientation Programme for

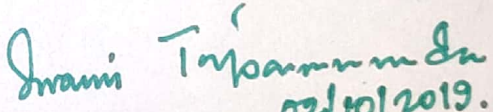
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B.Ed. & D.El.Ed. Session 2019-21 Semester-I were successfully organised by the IQAC.

All teachers and students have participated in program, The program was organised to make the students aware of different curricular & Co-curricular activities and discipline of the College.

The meeting ended with prayer to our Lord Sri Ramakrishna Dev to give us courage and strength to carry out the responsibility given to us. Vote of thanks offered by Mr. Samapti Paul.

  
02/10/19.  
Mr. Samapti Paul  
IQAC  
Co-ordinator

  
02/10/2019.  
Chairman  
President  
Sri Ramakrishna Sarada Ashrama  
Teacher's Training College  
Rabindra Path, Hazaribag (Jharkhand)