

# Minutes of Meeting.

Date :- 22/06/23

Time :- 10:30 am

Venue :- PBAC

Meeting no :- 04

Presided by :-

Dr. Aawind Kumar Yadav

Principal

ABTC Hazaribag

## Introduction :-

The Internal Quality Assurance Cell conducted a meeting on 22-06-23 under the chairmanship of Dr. Aawind Kumar Yadav.

The members present in the meeting are :-

i) Dr. Aawind Kumar Yadav

Aawind  
22/06/23

ii) Mrs. Pushpa Kumari

Pushpa  
22/06/23

iii) Mrs. S. S. Maity

S. S. Maity

iv) Mr. Anil Kumar

Anil Kumar  
22/6/23

v) Mrs. Dashrath Kumar

Dashrath  
22.06.23

vi) Mr. Sandeep Kumar Xalxo

Sandeep Kumar Xalxo  
22/06/23

## Agenda of the meeting are :-

\* To hold an urgent meeting on the vacant post of PBAC co-ordinator

\* A proper planning has to be done on the teaching and micro-teaching before sending students



The preparation and understanding of lesson-plan. Also focus is to be given on the practical utility of planning of lesson.

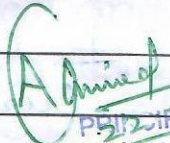
\* Discussion is done on providing the facility of regular health checkup for students and teachers along with meditation programs.

Adjournment :-

Meeting was adjourned at 12:00 noon with tea and snacks. Vote of Thanks is given by Mrs. Pushpa Kumari.

Minutes submitted by :- Mrs. Pushpa Kumari

Approved by :- Dr. Arvind Kumar Yadav.

  
Arvind  
23/06/23  
Gautam Buddha T.T. College  
Hazaribagh (Jharkhand)

## Minutes of Meeting

Date - 30.06.2023.

Time - 11:00 AM,

Venue - IQAC Room.

Meeting No. - 05

presided by -

Dr. Arvind Kr. Yadav.

Introduction :-

The IQAC conducted a meeting on 30.06.2023 under the chairmanship of Dr. Arvind Kr. Yadav. The members presented in the meeting are :-

1) Dr. Arvind Kumar Yadav.



- 3.) Dr. Pushpa Kumari .
- 4.) Mr. Ashok Kumar Sinha .
- 5.) Mr. Abraham Dhan .
- 6.) Mr. Dashrath Kumar .
- 7.) Mr. Anil Kumar .

30/06/2023

Ashok Kumar  
30.6.23

Abraham

30.6.23

Anil Kumar  
30.6.23

### Agenda of the meeting are:-

- \* To announcement the name of the co-ordinator.

As per the letter No. - 349/2023 dated - 26.06.2023. issued by the secretary of the CMC to the IQAC chairperson, that the new co-ordinator of IQAC will be Dr. Basundhara Kumari from 26.06.2023.

- \* Value added courses will be conducted.
  - \* PLOs & ELOs was to be implemented for the current session.
  - \* Lecture series was to be conducted in two month.
  - \* Evaluation process and reforms.
  - \* Collaboration
  - \* Library.
  - \* Gender Equity
- Chairperson, Dr. Arvind Kumar Yadav welcomed to the all members & informed about above agenda to the all.

The meeting ended with the vote of thanks by the chairperson.



Notice Number - 06

GBTTC/REG/2023/1QAC

Date: 01-07-2023

A meeting of IQAC will be held on 08-07-2023 at 11:00 AM in the IQAC under the chairmanship of the undersigned with the following Agenda:-

Agenda :-

1. To confirm the minutes and action taken report of the last meeting on 22-06-2023.
2. Reformation of the composition of the IQAC.
3. Formation of the Criteria Head and Member
4. Formation of the Cell Head and Members
5. Vacant Post of Teaching Faculty
6. School Internship
7. Workshop
8. Faculty Development Programme-2023
9. MoU:

The detailed agenda is enclosed. All the members are requested to kindly if convenient to attend the meeting.

*R. S. Singh*  
01-07-23

*B. K. Jha*

*Chairperson*  
Principal  
Gauhati Buddha Teachers' Training College  
Hazaribag (Jharkhand)

*B. Kumari*  
01-07-2023

*Singh*  
01/07/23

*Alim*  
01.07.23

*Jyoti*  
01/07/23

*Manish*  
01/07/23

*Singh*  
01-07-23

*Singh*  
01/07/23

*Manish*  
01/07/23

*Anyali*  
01/7/23

*Singh*  
01/7/23

*Singh*  
01/07/23

*Randou Rajak*  
01/07/23

*Singh*  
01/07/23

*Singh*  
01/07/23

*Singh*  
01/07/23



# Gautam Buddha Teachers Training College Hazaribag

## Minutes of Meeting and Action Taken Report

Meeting Number: 06

Venue: IQAC, Room

Date: 08.07.2023

Time: 11:00 AM

A meeting of IQAC was held on 08<sup>th</sup> of July, 2023 in the IQAC Room at 11:00 AM under the Chairmanship of IQAC Chairperson Dr. Arvind Kumar Yadav.

The following members were present :-

Sl. No.	Name	Designation / Signature
01	Dr. Arvind Kumar Yadav Principal, GB TTC	Chairperson, IQAC <i>[Signature]</i> 08.07.23
02	Mr. Ajay Kumar Singh Principal, Rosebud School Dipugarha, Hazaribag	Society Member as (Inclusivist) a Nominee <i>[Signature]</i> 08.07.23
03	Mr. Mithilesh Mishra Secretary, CMC, GB TTC	Member, IQAC <i>[Signature]</i> B.K. Jha
04	Dr. B.K. Jha Retd. Prof. Dept. of English, Vinoba Bhave University Hazaribag	Member from the Management
05	Mr. Ram Jyoti Singh Retd. Principal +2 Govt girls High School Hazaribag	Local Society <i>[Signature]</i> 08.7.23
06	Dr. Basundhara Kumari Asst. Prof., GB TTC	CO-Ordinator <i>[Signature]</i> B. Kumari 08.07.2023
07	Mr. Anjan Kumar Librarian, GB TTC	Member, IQAC As a Senior Administrative



S.No.	Name	Designation/Wgn.
08	Dr. Pushpa Kumari Asst. Prof., GB TTC	Member, IQAC 8/07/23
09	Smt. Pushpa Kumari Asst. Prof., GB TTC	Member, IQAC 8/07/23
10	Mr. Ashok Kumar Sinha Asst. Prof., GB TTC	Member, IQAC 8/07/23
11	Mr. Anil Kumar Asst. Prof., GB TTC	Member, IQAC 8/07/23
12	Mr. Sandeep Xalxo Asst. Prof., GB TTC	Member, IQAC Sandeep K Xalxo 8/07/23
13	Mr. Dashrath Kumar Asst. Prof., GB TTC	Member, IQAC 8/07/23
14	Mr. Abraham Dhan Asst. Prof., GB TTC	Member, IQAC Abhan 8/07/23
15	Mr. Mukesh Kumar Mandal Student of, GB TTC, Session-2022-24	Student, GB TTC Mukesh K. Mandal 8/07/23
16	Mr. Kundan Rajak Alumni, GB TTC, Session-2021-23	Alumni, GB TTC Kundan Rajak 8/07/2023
17	Mr. S. S. Maity Member, Asst. Prof.	Member, IQAC S. S. Maity

Dr. Arvind Kumar Yadav, chairperson, IQAC welcomed to all members and informed about action taken report of the meeting no. 04 which was held on 22-06-2023 and meeting no. 05, date . He has also discussed on the agenda of meeting no. 06, date 08-07-2023.

Agenda: 1 To confirm the minutes and action taken report of last meeting

- Vacant post of the IQAC co-ordinator has been fulfilled on 26-06-2023
- PLD and CLO has been implemented.
- Lesson Plan has been prepared.
- Meditation Programme Conducted.



# Minutes

Agenda: 2 Reformation of the Composition of the IQAC.

As per the Guidelines for the creation of the Internal Quality Assurance cell (IQAC) effect from the Academic Year 2020-2021.

Thus, All the members of the revised composition committee constituted consisting of following members:-

Sl. No.	Composition of the IQAC	Name of the Members
01	Chairperson: Head of the Institutions	Dr. Arvind Kumar Yadav Principal, GBTTC <i>Arvind</i>
02	Teachers to represent all level (Eight)	Faculty Members of the GBTTC  1. Dr. Pushpa Kumari <i>Dr</i> 2. Smt. Pushpa Kumari <i>Pushpa</i> 3. Smt. Kumari Anyali <i>Anyali</i> 4. Mr. S.S. Maiti <i>Society</i> 5. Mr. Dashrath Kumar <i>Dashrath</i> 6. Mr. Anil Kumar <i>Anil</i> 7. Mr. Sandeep Xaxro <i>Sandeep Xaxro</i> 8. Mr. Ashok Kumar <i>Ashok</i>
03	One member from the management	Dr. B.K. Jha <i>B.K. Jha</i> Retd. Prof. Dept. of English Vinoba Bhave University Hazaribag.
04	The Senior Administration officer	Mr. Anjan Kumar <i>Anjan</i> Librarian, GBTTC
05	One Nominee each from the local Society/Trust, student and Alumni	Mr. Ram Gopal Singh <i>Ram Gopal Singh</i> Retd. Principal + 2 Govt. Girls School, Hazaribag.



## Composition of the IQAC

## Name of the members

	- Mr. Mukesh Kumar Mondal Student, GBTC, Session-2022-24 Roll No. 32 Mukesh K. Mondal.
	- Mr. Kundan Rajak Alumni, B. Ed. Session - 2021-23, Roll No. 32, GBTC Kundan Rajak
One Nominee each from the Employer/Industrialist/ Stakeholders	- Mr. Ajay Kumar Singh Principal, Rosebud School, Dipugarha, Hazaribag.
One of the Senior Teacher as the Co-Ordinator of the IQAC	Dr. Basundhara Kumari Asst. Prof., GBTC B. Kumari 08.07.2023

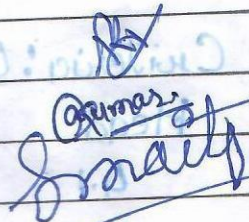
## Criteria: 3 Formation of the Criteria Head

Criteria wise committee members and head were made. The seven criteria to serve basis for assessment which is given below-

Criteria : I Curricular Aspects Committee  
Head Smt. Kumari Anyali, <sup>Anyali</sup> Asst. Prof., GBTC

- 1.1 Curriculum Planning and Implementation
- 1.2 Academic Flexibility
- 1.3 Curriculum Enrichment
- 1.4 Feedback System

Members:-  
1. Dr. Pushpa Kumari  
2. Mr. Anil Kumar  
3. Mr. S.S. Maity

  
Anurag Kumar



Criteria: 2 Teaching Learning and Evaluation  
Head Smt. Pushpa Kumari, Asst. Prof.  
Pushpa

- 2.1 Student Enrolment and Profile
- 2.2 Catering to Student Diversity
- 2.3 Teaching-Learning Process
- 2.4 Teacher Profile and Quality
- 2.5 Evaluation Process and Reforms
- 2.6 Student Performance and Learning Outcomes
- 2.7 Student Satisfaction Survey

Members

1. Mr. S.S. Maity, Asst. Prof., GB TTC S.S. Maity
2. Dr. Basundhara Kumari, Asst. Prof., GB TTC B.K.
3. Mr. Dashrath Kumar, Asst. Prof., GB TTC D.K.
4. Mr. Anil Kumar, Asst. Prof., GB TTC A.K.
5. Smt. Kumari Anjali, Asst. Prof., GB TTC A.

Criteria: 3 Research, Innovations and Extension  
Head Dr. Basundhara Kumari, Asst. Prof. GB TTC  
B.K.  
08.07.2023

- 3.1 Resource Mobilization for Research
- 3.2 Innovation Ecosystem
- 3.3 Research Publication and Awards
- 3.4 Extension Activities
- 3.5 Collaboration

Members

1. Dr. Pushpa Kumari, Asst. Prof., GB TTC Pushpa
2. Smt. Pushpa Kumari, Asst. Prof., GB TTC Pushpa
3. Mr. S.S. Maity, Asst. Prof., GB TTC S.S. Maity
4. Mr. Sandeep Xalxo, Asst. Prof., GB TTC Sandeep Xalxo
5. Smt. Kumari Anjali, Asst. Prof., GB TTC A.

Criteria: 4 Infrastructure and Learning Resources

Head Mr. Dashrath Kumar, Asst. Prof., GB TTC D.K.  
4.1 Physical Facilities



43 IT Infrastructure  
44 Maintenance of Campus Infrastructure

- Members:-
1. Mr. Sandeep Xalxo, Asst. Prof., GBTTTC <sup>Sandeep Xalxo</sup>
  2. Mr. Anil Kumar, Asst. Prof., GBTTTC <sup>Anil Kumar</sup>
  3. Mr. S.S. Maity, Asst. Prof., GBTTTC <sup>S.S. Maity</sup>

Criteria: 5 Student Support and Progression  
Head Mr. S.S. Maity, Asst. Prof., GBTTTC <sup>S.S. Maity</sup>

- 5.1 Student Support
- 5.2 Student Progression
- 5.3 Student Participation and Activities
- 5.4 Alumni Engagement

- Members:-
1. Smt. Pushpa Kumari, Asst. Prof., GBTTTC <sup>Pushpa Kumari</sup>
  2. Mr. Dashrath Kumar, Asst. Prof., GBTTTC <sup>Dashrath Kumar</sup>
  3. Mr. Anil Kumar, Asst. Prof., GBTTTC <sup>Anil Kumar</sup>
  4. Mr. Sandeep Xalxo, Asst. Prof., GBTTTC <sup>Sandeep Xalxo</sup>
  5. Dr. Basundhara Kumari, Asst. Prof., GBTTTC <sup>Basundhara Kumari</sup>
  6. Mr. Mukesh K. Mandal, Student, GBTTTC <sup>Mukesh K. Mandal</sup>
  7. Mr. Kundan Rajak, Alumni, GBTTTC <sup>Kundan Rajak</sup>

Criteria: 6 Governance, Leadership and Management  
Head Dr. Pushpa Kumari, Asst. Prof., GBTTTC <sup>Pushpa Kumari</sup>

- 6.1 Institutional Vision and Leadership
- 6.2 Strategy Development and Deployment
- 6.3 Faculty Empowerment Strategies
- 6.4 Financial Management and Resource Mobilization
- 6.5 Internal Quality Assurance System (IQAS)

- Members:-
1. Mr. S.S. Maity, Asst. Prof., GBTTTC <sup>S.S. Maity</sup>
  2. Mr. Anil Kumar, Asst. Prof., GBTTTC <sup>Anil Kumar</sup>
  3. Dr. Basundhara Kumari, Asst. Prof., GBTTTC <sup>Basundhara Kumari</sup>



# Criteria: 7 Institutional Values and Best Practices

Head Mr. Sandeep Xalxo

7.1 Institutional Values and Social Responsibility

7.2 Best Practices

7.3 Institutional Distinctiveness

- Members:-
- 1 Mr. Anil Kumar, Asst. Prof., GBTTC
  - 2 Mr. S.S. Maity, Asst. Prof., GBTTC
  - 3 Smt. Pushpa Kumari, Asst. Prof., GBTTC

## Agenda: Formation of the Cell Head and the Members

Sr. No.	Name of the Cell	Name of the Head
01	SC/ST Cell	Mr. Anil Kumar Asst. Prof., GBTTC

- Members:-
1. Mr. Sandeep Xalxo  
Asst. Prof., GBTTC. Sandeep Xalxo
  2. Mr. Abraham Dhan  
Asst. Prof., GBTTC. Abraham
  3. Smt. Pushpa Kumari  
Asst. Prof., GBTTC. Pushpa

02	Internal Quality Assurance Cell (IQAC)	Dr. Basunthara Kumari, Asst Prof., GBTTC <u>Basunthara</u> 08.07.2023
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- Members:-
1. Dr. Pushpa Singh, Asst. Prof.
  2. Smt. Kumari Anjali, Asst. Prof. Anjali
  3. Smt. Pushpa Kumari, Asst. Prof. Pushpa
  4. Mr. S.S. Maity, Asst. Prof. S.S. Maity
  5. Mr. Ashok Kumar Singh, Asst. Prof. Ashok Kumar Singh
  6. Mr. Anshu Kumar, Asst. Prof. Anshu Kumar



Name of the Cell

Student Grievances Redressal Committee

Dr. Pushpa Kumar, Asst. Prof., GBTTC

Dr. Anil Kumar, Asst. Prof., GBTTC

1. Mr. Dashrath Kumar

2. Mr. Sandeep Xelra

3. Dr. Basundhara Kumar

4. Mr. Anil Kumar

5. Mr. Ashok Kumar Sinha

Public Grievances Cell

Mr. Anil Kumar, Asst. Prof., GBTTC

1. Dr. Pushpa Kumar

2. Smt. Kumari Anjali

3. Mr. Ashok Kumar Sinha

4. Mr. Mahesh Prasad

5. Mr. Gulshan Kumar

05 National Service Scheme

Mr. S. S. Maity, Asst. Prof., GBTTC

1. Smt. Pushpa Kumar

2. Mr. Anil Kumar

3. Mr. Gulshan Kumar

4. Smt. Deepmala

5. Mr. Sandeep Kumar Sinha

06 Career Counseling Cell

Mr. S. S. Maity, Asst. Prof., GBTTC

1. Mr. Anil Kumar

2. Smt. Pushpa Kumar

3. Mr. Dashrath Kumar

4. Smt. Ashok Kumar Sinha

5. Mr. Mahesh Prasad



Sl.No. Name of the Cell Name of the Head

07 College Development Cell Dr. Pushpa Kumari Asst. Prof., GBTTC

- Members:-
- 1. Mr. S. S. Maity
  - 2. Dr. Basundhara Kumari
  - 3. Smt Pushpa Kumari
  - 4. Mr. Sandeep Xalxo
  - 5. Mr. Deleep Kumar Singh
  - 6. Mr. Sandeep Kumar Sinha
  - 7. Smt. Kumari Anyali

08 Right to Information Cell Mr. Anil Kumar Asst. Prof., GBTTC

- Members
- 1 Mr. Dashrath Kumar
  - 2 Smt. Kumari Anyali
  - 3 Mr. Mahesh Prasad

09 Student Faculty Exchange Cell Dr. Basundhara Kumari, Asst. Prof., GBTTC

- Members:-
- 1. Mr. S. S. Maity
  - 2. Smt. Pushpa Kumari
  - 3. Dr. Pushpa Singh
  - 4. Mr. Sandeep Kumar Sinha
  - 5. Smt. Kumari Anyali

10 International/National Scholars Cell Dr. Pushpa Kumari Asst. Prof., GBTTC

- Members:-
- 1. Dr. Basundhara Kumari
  - 2. Smt. Kumari Anyali
  - 3. Mr. Dashrath Kumar



Sl No. Name of the Cell Name of the Head

5. Mr. Anil Kumar Anil Kumar  
 6. Mr. Mahesh Prasad M Prasad  
 7. Mr. Sandeep Kumar Sinha S Sinha

Placement Cell

Anyali  
 Smt. Kumari Anyali  
 Asst. Prof., GBTTTC

Members:-

1. Mr. S. S. Maity S Maity
2. Smt. Pushpa Kumari Pushpa
3. Mr. Anil Kumar Anil Kumar
4. Mr. Anshu Rath Kumar Anshu
5. Smt. Kumari Anyali Anyali
6. Mr. Mukesh Kumar Mondal Mukesh K. Mondal

Hindi Cell

Smt. Pushpa Kumari  
 Asst. Prof., GBTTTC Pushpa

Members:-

1. Smt. Kumari Anyali Anyali
2. Mr. Gulson Kumar Gulson
3. Smt. Rachana Kumari Rachana
4. Mr. Sandeep Khatke Sandeep Khatke
5. Mr. Mahesh Prasad M Prasad

Minority Cell

Sandeep Khatke  
 Mr. Sandeep Khatke  
 Asst. Prof. GBTTTC

Members:-

1. Mr. Abrahman Dhan Abrahman
2. Mr. Anshu Rath Kumar Anshu
3. Smt. Kumari Anyali Anyali
4. Smt. Deepmala Deepmala
5. Mr. Anil Kumar Anil Kumar

OBC Cell

Abrahman  
 Mr. Abrahman Dhan  
 Asst. Prof., GBTTTC

Members

1. Mr. S. S. Maity S Maity
2. Smt. Pushpa Kumari Pushpa
3. Mr. Mahesh Prasad M Prasad



Sl.No. Name of the Cell Name of the Head

15

Digital Transformation Cell

Mr. Sandeep Xalxi  
Asst. Prof., GBTTC

Sandeep Xalxi

Members:-

1. Mr. S.S. Maity

2. Mr. Sandeep Kumar Sinha

3. Dr. Basundhara Kumari

4. Mr. Jageshwar Rajak

5. Mr. Gulshan Kumar

Sandeep Xalxi

B. Kumar

Am

Agenda: 5 Vacant Post of the Teaching Faculty

- Details given to the Secretary (GBTTC) member of CMC.

Agenda: 6 School Internship

- Recommended to the concern Body.

Agenda: 7 Workshop

- Recommended to organize

Agenda: 8 FDP - 2023

- Recommended to organize in November 2023

Agenda: 9 MOU

- Recommended to concern Body.

The decision taken in the last meeting has been confirmed and the meeting ended with vote of thanks by IQAC Co-ordinator

Am  
27.12.2022



Gautam Buddha Teachers' Training College, Hazaribag  
BTTC/REG/2023/IDAC

Notice Number - 07

Date:- 16.09.2023

A meeting of IDAC will be held on 23.09.2023 at 10:00 AM in the IDAC Room under the Chairmanship of the undersigned with the following Agenda -

Agenda :-

1. Action Taken Report of the last meeting
2. Discussion on AQAR
3. Feedback on POT
4. National Seminar
5. Academic Calendar, Holiday List, Programme list and NSS Calendar.

The detailed agenda is enclosed.

All the members are requested to kindly if convenient to attend the meeting.

*Advised*  
16.09.2023  
Chairperson, IDAC

PRINCIPAL  
Gautam Buddha T.T. College  
Hazaribagh (Jharkhand)

B. Kumari  
16.09.2023

*[Signature]*  
16.09.2023

*[Signature]*  
16.09.23

*[Signature]*  
16/09/23

*[Signature]*  
16.9.23

*[Signature]*  
16.09.23

*[Signature]*  
16.9.23

*[Signature]*  
Anjali  
16/09/23

*[Signature]*  
Sandeep Kumar  
16.9.23

*[Signature]*  
16/09/23



# Gautam Buddha Teachers Training College Hazratnagar

## Minutes of Meeting and Action Taken Report

Meeting No. 07

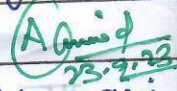

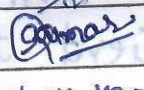

Venue! - IQAC, Room

Date! - 23-09-2023

Time! - 10:00AM

A meeting of IQAC was held on 23<sup>rd</sup> of September, 2023 in the IQAC Room at 10:00 AM under the Chairmanship of, Dr. Arvind Kumar Yadav, chairperson, IQAC

The following members were Present :-

Sr. No.	Name	Designation	Signature
1.	Dr. Arvind Kumar Yadav,	Chairperson, IQAC -	
2.	Dr. Basundhara Kumari,	Co-ordinator, IQAC -	B. Kumari
3.	Mr. Vashkath Kumar,	Member -	
4.	Mr. Anil Kumar,	Member -	
5.	Mr. Ashok Kumar Sinha,	Member -	Ashok m. Sinha 23-09-23
6.	Mr. Anjan Kumar,	Member -	Anjan 23/09/23
7.	Mr. Sandeep Kalra,	Member -	Sandeep Kalra
8.	Mr. Abiraham Khan,	Member -	

Dr. Arvind Kumar Yadav, Chairperson, IQAC. Welcomed to all members and informed about action taken report and discussed the agenda of meeting no. 07.

Agenda: 1 Action Taken Report of the last meeting

- Composition of the IQAC members



Head and Members of the Criteria has been reformed.

The Cell Head and Members has been formed.

The trainees of B.Ed. session 2022-24 has been sent to the selected school for four week from 21.09.2023 to 25.10.2023.

It was decided to conduct FDP-2023 from 31<sup>st</sup> ~~November~~ <sup>October</sup>, 2023 to 05<sup>th</sup> November 2023

Workshop has been conducted on 02 August 2023 to 04, August 2023.

The MOU has been done between "Gautam Buddha Teachers' Training College Hazaribag, Jharkhand and Social Research Foundation Kanpur, U.P. on 07.07.2023.

### Minutes

Agenda: 2 It was discussed on AGAR of the preceding academic year need to be submitted to the NAAC within three month i.e. committee should submit the AGAR before 31<sup>st</sup> of December 2023.

Agenda: 3 It was decided take Feedback Report from deputed school, on POT.

Agenda: 4 National Seminar <sup>was to</sup> ~~will~~ be conducted on december, 2023.



Agenda:- 5 The concerned committee head were instructed to prepare the Academic Calendar, NSS Calendar, Program list and Holiday list in two month.

The decision taken in the last meeting has been confirmed.

The meeting ended with the vote of thanks by the IOAC, CO-ordinator.

A. Kumari  
29.09.2023  
Co-Ordinator, IOAC

Agreed  
23.9.23  
Chairperson, IOAC

PRINCIPAL  
Gautam Buddha T.T. College  
Hazariabagh (Jharkhand)



# Gautam Buddha Teachers' Training College Hazaribag

GBTTC/REG/2023/IDAC

Date: 01.12.2023

Notice Number: 08

A meeting of IDAC will be held on 15<sup>th</sup> December, 2023 at 12:30 PM in the IDAC Room under the chairmanship of the undersigned with the following Agenda:-

Agenda :-

1. Action Taken Report of the last each meeting.
2. Discussion on AQAR
3. Chalk-Out the Future Plans of Action for next Academic Year
4. Brainstorm Among the Criteria Head and cell Head.
5. MoU, Collaboration and Orientation.
6. Physical facilities

The detailed agenda is enclosed.

All the members are requested to kindly it convenient to attend the meeting

~~R. J. Singh~~  
01.12.23

~~Sandeep Kumar~~  
B. Kumar  
01.12.2023

~~B. K. Jha~~

Chairperson, IDAC

PRINCIPAL  
Gautam Buddha T.T. College  
Hazaribagh (Jharkhand)

~~Singh~~

~~Prasanna~~  
11/12/23

~~Rahul~~  
11/12/23

~~Ashok Kumar~~  
01/12/2023

~~Pranav~~  
11/12/23

~~Rundun Rajale~~  
01/12/2023

~~Prasanna~~  
01/12/23

~~Young~~  
01.12.23

~~Anjali~~  
01/12/23

~~Mukesh Kumar~~  
01/12/23

~~Aditya~~

~~Prasanna~~  
11/12

~~Prasanna~~  
01.12.23

~~Prasanna~~  
01/12/23

~~Prasanna~~



# Gautam Buddha Teachers' Training College Hazaribag

## Minutes of the IQAC meeting and action taken reports

GBTTC/REG/2023/IQAC

Meeting Number - 08

Date: 15.12.2023

Time: 12:30 PM

Venue: IQAC Room

A meeting of IQAC was held on 15<sup>th</sup> December, 2023, at 12:30 PM in the IQAC Room under the chairmanship of the Chairperson, Dr. Arvind Kumar Yadav, Principal of the College.

The following members were present

Sl. No.	Name	Designation / signature
01	Dr. Arvind Kumar Yadav Principal, GBTTC	Chairperson, IQAC <i>(Arvind)</i> 15.12.23
02	Mr. Ram Gopal Singh Retd. Principal, +2 Govt Girls High School, Hazaribag.	Member, Local Society <i>R.G. Singh</i> 15.12.23
03	Mr. Ajay Kumar Singh Principal, Rosebud School, Dipugarcha, Hazaribag.	Society Member as a Nominee (Industrialist)
04	Mr. Mithlesh Mishra Secretary, College Management Committee, GBTTC	Member, CMC, GBTTC <i>M. Mishra</i> 15/12/23
05	Mr. Anjan Kumar Librarian, GBTTC	Member IQAC (as a senior adminis.) <i>Anjan</i> 15/12/23
06	Dr. Basundhara Kumari Assistant Professor, GBTTC	Co-ordinator, IQAC <i>B. Kumari</i> 15.12.2023



Sl. No	Name	Designation / Signature
07	Mr. Abraham Dhan Asst. Prof., GBTTTC	Member, IQAC <u>Adhan</u>
08	Mr. Sandeep Xalxo Asst. Prof., GBTTTC	Member, IQAC <u>Sandeep Kuxalxo</u>
09	Mr. Anil Kumar Asst. Prof. GBTTTC	Member, IQAC <u>Anil</u> 15.12.23
10	Dr. Pushpa Kumari <sup>B</sup> Asst. Prof., GBTTTC	Member, IQAC <u>Pushpa</u>
11	Mr. Ashok Kumar Sinha Asst. Prof. GBTTTC	Member, IQAC <u>Ashok</u> 15.12.23
12	Dr. Pushpa Kumari <sup>A</sup> Asst. Prof., GBTTTC	Member, IQAC <u>Pushpa</u> 15/12/23
13	Mr. Dashrath Kumar Asst. Prof., GBTTTC	Member, IQAC <u>Dashrath</u> 15.12.23
14	Mr. Gulson Kumar Asst. Prof., GBTTTC	Member, IQAC, Cell <u>Gulson</u> 15/12/23
15	Smt. Deepmala Asst. Prof. GBTTTC	Member, IQAC Cell <u>Deepmala</u>
16	Smt. Rachana Kumari Asst. Prof., GBTTTC	Member, IQAC Cell <u>Rachana</u> 15.
17	Mr. Deleep Kumar Singh Asst. Prof., GBTTTC	Member, IQAC Cell <u>Deleep</u> 15/12/23
18	Mr. Sandeep Kumar Sinha Asst. Prof., GBTTTC	Member, IQAC Cell <u>Sandeep</u> 15.12.23
19	Mr. Mukesh Kumar Mandal Student, GBTTTC, Session 2022-24	Member, IQAC <u>Mukesh Kumar Mandal</u> 15/12/23
20	Mr. Kundan Rajak Alumni, Session 2021-23, GBTTTC	Member, IQAC <u>Kundan Rajak</u> 15/12/2023
21	Mr. Mahesh Prasad Asst. Prof., GBTTTC (HOD, D. Ed. Ed.)	Member, IQAC Cell <u>M Prasad</u> 15/12/2023
22	Mr. Jageshwar Ruyek Asst. Prof., GBTTTC	Member, IQAC Cell <u>Jageshwar</u>



Dr. Arvind Kumar Yadav, chairperson, IQAC welcomed to all members and heads of the IQAC. He informed to all about action taken report of each agenda of last minutes of meeting of IQAC and discussed on the minutes and agenda of the meeting no. 08 (15.12.2023).

Agenda: 1 Action Taken Report of the last each minutes

Academic Year 2022-23 Action Taken Report

S.I. No.	Minutes and date	Action Taken and date
01	Objectives; 09.01.2023	
1.1	Curriculum Aspects (PLOs and CLOs)	01 July 2022 to 31 June 2023 12.01.2023
1.2	National Youth Day	23.01.2023
1.3	Subhash Chandra Boss Jayanti	25.06.2023 26.01.2023
1.4	Alumni Meet	
1.5	Republic Day and Saraswati Puja	26.01.2023 26.01.2023
1.6	Curriculum Enrichment	01. July 2023
1.7	Theory Class	16.01.2023
1.8	Holi Celebration	04.03.2023
1.9	Third Internal (2021-23)	13.03.2023
02	Agenda, 04.03.2023	
2.1	Admission for the new session 2023-25	21.07.2023
2.2	Gender Equality, Equal opportunity Cell	13.03.2023



	Minutes and Date	Action taken and Date
	of session 2022-24	
	familiarize the trainees to Code of conduct	28.10.2023
	weekly Sanitation Program	17.03.2023
	infrastructural develop.	01.04.2023
	Frameworking of NSS list	15.03.2023
	Development Facilities of Language Lab	developed
Report Date	discussion on Foundation day	29.04.2023
	03 Objectives, 16.05.2023	
	periodic publication of college magazine	01.07.2023
Time 2023	arrangement of newspaper i.e. Urdu...	27.03.2023
	renew the facility of wi-fi	29.11.2023
	discussion on Academic performance	discussed Briefly
	Student Teacher Welfare formation	formed on 08.07.2023
	Promoting Equality in Quers Code	1 <sup>st</sup> July-2023
	04 Agenda of the meeting, 22.06.23	
	Vacant post of the IOAC Co-ordinator	26.06.2023
	Teaching and Micro Teaching Plan	August 2023
	Lesson Plan	21.09.2023
	Health Check-up	30.06.2023



Sl. No.	Minutes and Date	Action Taken and date
05	Agenda of the meeting 30.06.2023	
5.1	Value added course	Conducted on 30.10.23 to
5.2	PLDs and CLOs will be implemented	implemented from 18.12.2023 from July 20
5.3	Lecture Series	Conducted from 02.12.23 to 07.12.2023
5.4	Evaluation Process & Reform	Conducted time to time
5.5	Collaboration	inter B.Ed. College from
5.6	Library	28.09.23 to
5.7	Gender Equity	E-Journal taken on 13.12.2023 programme conducted from 16.12.23 to
06	Agenda, 08.07.2023	
6.1	Reformation of the composition	Reformed on 08.12.23
6.2	of the IOAC	
6.2	Formation of the Criteria Head and Members	formed on 08.12.23
6.3	Formation of the Cell Head and Members	formed on 08.12.2023
6.4	Vacant Post of Teaching Faculty	given details to the Secretary of CMC
6.5	School Internship	sent to the selected School from 21.09.23 to 25.10.2023
6.6	Workshop	Conducted on 02.08.23 to 04.08.23
6.7	F&P - 2023	Conducted from 31.10.23 to 05.11.2023
6.8	MOU	done with SRP on 07.07.23 Kampur U.P.
07	Agenda, 23.09.2023	
7.1	discussion on AQAR	discussed and modifica tion were chalked out
7.2	Feedback on PDT	Taken 25.10.2023
7.3	National Seminar	Organized from 22.12.23 to 23.12.23
7.4	Academic Calendar	Created on 11.12.2023



No.	Minutes and Date	Action Taken and Date
08	Agenda, 15.12.2023	
8.1	Discussion on AQAR.	Review by CMC on 28.12.23
8.2	Chalk-Out the future Plans of Action for the next Academic Year	necessary plans were made
8.3	Brainstorm Among the criteria Head and Cell Head	works towards mutual participation
8.4	MoU, Collaboration & Orientation	taken initiative
8.5	Physical Facilities	taken initiative

Advised  
29.12.23

### Agenda: 2 Discussion on AQAR

PRINCIPAL  
Gautam Buddha T.T. College  
Hazariabagh (Jharkhand)

- AQAR was discussed and modification were chalked out

### Agenda: 3 Chalk-Out the future Plans and Action for next Academic Year

- It was to be decided to focused on Research, Innovation and Extension Activities
- Work was to be done on student support and Progression
- Decided to Organize Internal level Seminar in every quarter and National level Seminar in a year.
- Enhance Academic support services to cater the diverse needs of students



#### Agenda: 4 Brainstorm Among the Criteria Head and Cell Head

- For the betterment of college it is the seven criteria head with other cell head. This brainstorming will not only develop a sense of participation but will also improve the quality of the work.

#### Agenda: 5 MoU, Collaboration and Orientation

- It was decided. MoUs with other colleges and Certified Institutions
- Collaborate with local communities or NHO's to address societal challenges and contributions.
- Decided to promote students to participate outreach orientation Programme.

#### Agenda: 6 Physical Facilities

- To inculcate routine protocol amongst all teaching and non-teaching staff for keeping all the infrastructural facilities in working condition, so that student save their precious time

The decision taken in the last meeting has been confirmed and the meeting ended with the vote of thanks by IOAC co-ordinator.

B. Kumari  
15.12.2023

Approved  
15.12.23



ZTC/REG/2024/IOAC

Date: 20.04.2024

Notice Number: 09

A meeting of IOAC will be held on 23.04.2024 at 12:30 PM in the IOAC Room under the Chairmanship of the undersigned with the following agenda -

Agenda

1. Action taken report of the last meeting
2. Feedback on syllabus and Feedback on Semester End session
3. Prospectus of Plan for All Related criteria and Cells.
4. Preparation for Filling AQAR for session 2023-24.
- 5.

The detailed agenda is enclosed. All the members are requested to kindly at convenient to attend the meeting.

B. Kumari  
20.04.2024

~~20/04/2024~~  
~~Meena~~  
~~20/4/24~~

Alind  
20.04.2024

Chairperson  
IOAC  
Gautam Buddha T.T.C. College  
Hazaribagh (Jharkhand)

Vaisha  
20.4.24

Smriti  
20.04.2024

~~20.04.2024~~



# Govtom Buddha Teachers' Training College Hagenibag

## Minutes of Meeting and Action Taken Report

Meeting Number: 09

Date: 24.04.24

Time: 12:30 PM

GBTTC/REG/2024/ID

Venue: IQAC Room

A meeting of IQAC was held on 24<sup>th</sup> April, 2024 at 12:30 PM in the IQAC room under the chairmanship of the chairperson, Dr. Arvind Kumar Yadav, Principal of the college.

The following members were presented :-

Slo/No	Name with designation of GBTTC	Signature
01	Mr. Mithilesh Mishra, Secretary CMC Head	
02	Dr. Arvind Kumar Yadav, Principal, GBTTC	
03	Dr. Basundhara Kumari, IQAC, Co-ordinator	B. Kumari
04	Smt. Kumari Anjali, Head, Criteria - I	Anjali
05	Smt. Pushpa Kumari, Head, Criteria - II	Pushpa
06	Mr. Anil Kumar, Head, Criteria - III	Anil
07	Mr. S. S. Maity, Head - Criteria - IV	Smaity
08	Dr. Pushpa Kumari, Head - Criteria - V	Pushpakumari
09	Mr. Sandeep Chakraborty, Head - Criteria - VI	Sandeep Chakraborty
10	Mr. Sandeep Kumar Sinha, member of Cell	Sandeep Sinha (Core team Member)
11	Mr. Abiraham Dhan - Cell Head - 14 <sup>th</sup>	Abiraham
12	Dr. Anuramjan Kumar - <sup>Core</sup> Member, IQAC-Core	Anuramjan (Core Member)
13	Smt. Veerasha Kumari - Core Team Member IQAC	Veerashakumari (Core team member)
14	Mr. Anjan Kumar - Librarian - GBTTC, member	Anjan
15	Mr. Kundan Kumar Rajak - 8210746130 / Alumni President	Kundan Rajak
16	Mr. Pappu Kumar - 9934115628 / Alumni Vice-President	Pappu Kumar
17	Mrs. Kumari Vidya Lakshmi, Roll No. 72, 2023-25 Session	Vidya Lakshmi
18	Mr. Ujjawal Kumar - Roll No. (76), 2023-25 Session	Ujjawal Kumar member



Arvind Kumar Yadav, Chairperson IQAC, welcomed to all members and said about action taken report of each agenda of last minutes of meeting no. 09 (24.04.2024)

024/IQAC  
Room

### Agenda:

1. Action Taken Report of the last Meeting
  - The key point from the previous meeting were reviewed.
  - Updates on the action taken were shared by relevant members. Pending actions, if any were noted for follow-up.
2. Feedback on syllabus and Semester
  - Faculty and student feedback on the current syllabus and semester structure was discussed.
  - Suggestions for improvement including changes in curriculum and session scheduling were noted for further evaluation.
3. Prospects of Plans for Related Criteria and Cells
  - Progress on existing plans was reviewed and strategies for meeting goals under various (14) institutional criteria and 15<sup>th</sup> cells were discussed.
  - Future initiatives and potential areas of improvement were outlined.
4. Preparation for AQAR (2023-24)
  - A detailed discussion on the Annual Quality Assurance Report (AQAR) for



the session 2023-24 was conducted.

- Rules and responsibilities for data collection and documentation were assigned.
- A timeline for submission was finalized.

### Conclusion:

The meeting concluded with the assignment of tasks to specific team members and setting deadlines for their completion. The next meeting was tentatively scheduled for and the meeting ended with vote of thanks by IQAC co-ordinator.

PREPARED BY

B. Kumari

24.04.2024

Co-Ordinator

IQAC

*Abundhi*

Chairperson

IQAC

PRINCIPAL  
Gautam Puram, T.T. College  
(K. J. Somnath, Gandhinagar)