

MAHARAJA SURAJMAL TEACHERS TRAINING COLLEGE

PAKKA BAGH, BHARATPUR (RAJ.)

Internal Quality Assurance Cell (IQAC)

Notice for Meeting

Date: -1/9/2022

All the members of IQAC along with all faculty members are informed that the a is called out by Respected Principal on 3/9/2022 at 03:00 PM in administrative block of the Institution.

All the members are requested to share their valuable suggestion and progression report on the agenda points –

- Re-constitution of IQAC.
- Curriculum planning for B.Ed. part – II
- Preparation for upcoming collaborative Faculty Development Program.
- Suggestions are also welcomed for qualitative enrichment of the institution.
- Other issues related to functioning of IQAC.
- Preparation of Institutional Development Plan

Copy to –

- Principal Office
- Dr. Bharti Sharma (Faculty member)
- Dr. Jagriti Sharma Member (Faculty member)
- Dr. Deen Dayal Sharma Member (Faculty member)
- Mr. Harendra Kumar Sharma Member (Faculty member)
- Smt. Neelam Singh Member (Faculty member)
- Sh. Jeetendra Singh Member (Faculty Member)
- Dr. Omprakash Solanki (Associate Professor, Govt. PG College)
- Smt. Mamta Agrawal (Librarian)
- Mr. Daman Shanti (Student)
- Sh. Dinesh Singh (Alumni)
- File.


Coordinator IQAC


Principal
Maharaja Surajmal T.T. College
Bharatpur (Raj.)

MAHARAJA SURAJMAL TEACHERS TRAINING COLLEGE

PAKKA BAGH, BHARATPUR (RAJ.)

Internal Quality Assurance Cell (IQAC)

Minutes of Meeting

Date: 3/9/2022

A meeting of IQAC held on 3/9/2022 in administration block of the institution. The meeting is called and chaired by Principal Dr. Anil Kumar Srivastava.

The discussion and decision on agenda points were as follows-

• **Agenda point – Re-constitution of IQAC.**

Principal Dr. Anil Kumar Srivastava nominated Smt. Neelam Singh, Assistant Professor (Economics Teaching) as New Coordinator of IQAC. For three years from the date of nomination.

He also nominated Smt. Kamlesh (Alumni) and Sh. Dharmendra Singh (Alumni) Simran Yadav (Final Year Student) Ashish Sharma (Final Year Student) as new member of IQAC on place of Daman Shanti and Mr. Dinesh Singh.

• **Curriculum planning for B.Ed. part – II**

Co-Ordinator of curriculum planning committee guided by Principal that, the meeting of committee should be organized within a week for proper planning of curriculum implementation for B.Ed. second year because the session will be commenced from 12 September 2022. The committee will submit Academic calendar for B.Ed. II year till 9 September 2022 to Principal for approval.

• **Agenda point - Preparation for upcoming collaborative Faculty Development Program.**


Principal announced that, the college is going to organize faculty development program from 06/09/2022 and the coordinator Dr. Rashmi Srivastava and Co-coordinator Neelam Singh instructed to keep in contact with Dr. Amrita Bharadwaj -Coordinator TLC under Madan Mohan Malviya Mission, Sh. Lal Bahadur Shastri National Sanskrit University for successful organization of event and take responsibilities with coordination.

• **Agenda point - Other issues related to functioning of IQAC.**

The Principal appreciate the team of IQAC and the Dr. Rashmi Srivastava for former IQAC Co-Ordinator for well-functioning, he said that we are going to apply for second cycle accreditation process of NAAC the IQAC should fill all the pending AQAR so the college could apply for IIQA as soon as possible.

Copy to –

- Principal
- Dr. Bharti Sharma (Faculty member)
- Dr. Jagriti Sharma Member (Faculty member)
- Dr. Deen Dayal Sharma Member (Faculty member)
- Mr. Harendra Kumar Sharma Member (Faculty member)
- Sh. Jeetendra Singh Member (Faculty Member)
- Dr. Omprakash Solanki (Associate Professor, Govt. PG College)
- Smt. Mamta Agrawal (Librarian)
- Mr. Daman Shanti (Student)
- Sh. Dinesh Singh (Alumni)
- IQAC File.
-
- Office


Coordinator IQAC


Principal
Principal
Maharaja Surajmal T.T. College
Bharatpur (Raj.)

Action taken on decisions taken in meeting of IQAC held on 03/09/2022.

- Re-formation of IQAC
IQAC has been reform in meeting held on above date, Smt. Neelam Singh nominated as coordinator IQAC for three years.
- Academic plans subject wise and teacher wise prepared and submitted within three days by all teachers for Principal approval.


Principal
Maharaja Surajmal T.T. College
Bharatpur (Raj.)

MAHARAJA SURAJMAL TEACHERS TRAINING COLLEGE

PAKKA BAGH, BHARATPUR (RAJ.)

Internal Quality Assurance Cell (IQAC)

Notice for Meeting

Date: -29/10/2022

All the members of IQAC are informed that the meeting will be organized on 1/11/2022 at 03:00 PM in Principal Office.

- **Agenda –**
- Review of curriculum planning and implantation for B.Ed., - II year.
- Planning for student Orientation and induction program for new batch of 2022-22.
- Curriculum planning for B.Ed. – I year.
- Strategy for to identify diversity and learning needs of students.
- Review of AQAR

Copy to –

- | | |
|---|--------------|
| • Dr. Anil Kumar Srivastava Chairperson (Principal) | Chair Person |
| • Dr. Bharti Sharma (Faculty member) | Member |
| • Dr. Jagriti Sharma Member (Faculty member) | Member |
| • Dr. Deen Dayal Sharma Member (Faculty member) | Member |
| • Mr. Harendra Kumar Sharma Member (Faculty member) | Member |
| • Smt. Brajesh Kumari | Member |
| • Smt. Neelam Singh Member (Faculty member) | Member |
| • Sh. Jeetendra Singh Member (Faculty Member) | Member |
| • Dr. Omprakash Solanki (Associate Professor, Govt. P.G. College)
Representative | Management |
| • Smt. Mamta Agrawal (Librarian) | Member |
| • Simran Yadav (Student) | Member |
| • Ashish Sharma (Student) | Member |
| • Smt. Kamlesh (Alumni) | Member |
| • Sh. Dharmendra Singh (Alumni) | Member |
| • Smt. Neelam Singh | Coordinator |
| • Jwala Singh (OS) | |
| • File. | |


Coordinator IQAC


Principal
Maharaja Surajmal T.T. College
Bharatpur (Raj.)

MAHARAJA SURAJMAL TEACHERS TRAINING COLLEGE

PAKKA BAGH, BHARATPUR (RAJ.)

Internal Quality Assurance Cell (IQAC)

Minutes Meeting

Date: -1/11/2022

Meeting of IQAC was organized at 03:00 PM in Principal Office of the college. The meeting chaired by Principal and IQAC chair Dr. Anil Kumar Srivastava.

The meeting commenced with welcome address to chair and other participants by coordinator Neelam Singh.

The members who present in the meeting were- ,

Dr. Anil Kumar Srivastava Chairperson (Principal)	-	Chair
Dr. Bharti Sharma (Faculty member)	-	Member
Dr. Jagriti Sharma Member (Faculty member)	-	Member
Dr. Deen Dayal Sharma Member (Faculty member)	-	Member
Mr. Harendra Kumar Sharma Member (Faculty member)	-	Member
Sh. Jeetendra Singh Member (Faculty Member)	-	Member
Smt. Brajesh Kumari (Faculty member)	-	Member
Simran Yadav(Student)	-	Member
Ashish Sharma (Student)	-	Member
Smt. Kamlesh (Alumni)	-	Member
Sh. Dharmendra Singh (Alumni)	-	Member
Smt. Neelam Singh	-	Coordinator IQAC

The discussion and decision on agenda points were as follows-

• **Review of curriculum planning and implantation for B.Ed., - II year.**

Dr. Bharti Sharma stated that Curriculum planning and implementation done as per plan. Smooth and qualitative delivery of content in theory classes has done. Regular feedback about content delivery is collecting by respective teachers. Practice teaching and internship cell is going to start Micro teaching and teaching practice in month of November and December to develop teaching skills in student teachers.

- **Planning for student Orientation and induction program for new batch of 2022-24.**
It is decided that the academic session for new admitted students will start from 07 November 2022. An orientation program for new student to find out diversity and talent.
- **Curriculum planning for B.Ed. – I year.**
It is decided that Academic calendar for B.Ed. I year will prepare by Curriculum Planning Committee and submit to Principal till 10 November 2022 for approval.
- **Strategy to identify diversity and learning needs of students.**
Neelam Singh, presented the report made by admission committee. The admission committee taken entry level test on the time of reporting of new students in college 76 % students scored above and more 80% in this test 23% student scored less the above. Most of the students are brilliant in teaching aptitude some students are moderate only 1% students are below average on particular criteria. The report will share to all mentors to cater learning needs of students. Apart it, the other interest, skills and personality of students find out in orientation program on the introduction day, so we can provide them platform to develop their personality. Various curricula and co-curricula activities will be organized in the session for the purpose.
- **Review of AQAR**
Coordinator IQAC presented key points up to criteria 4 of AQAR 2021-22. For review the stakeholders.


Coordinator IQAC


Principal
Approved by
Maharaja Surajmal T.T. College
Bharatpur (Raj.)

Action taken on decisions taken in meeting of IQAC held on 01/11/2022.

- Review of Curriculum Planning and implementation for B.Ed. second year

Curriculum Planning for B.Ed. second year Academic calendar prepared and uploaded on college website. Time table prepared, approved, uploaded and followed.

Academic plan prepared and approved and followed

- Planning for student orientation and induction program for New Batch of 2022-24
Orientation program for new admitted students organized on 07 and 08 November 2022.


Principal
Maharaja Surajmal T.T. College
Bharatpur (Raj.)

MAHARAJA SURAJMAL TEACHERS TRAINING COLLEGE

PAKKA BAGH, BHARATPUR (RAJ.)

Internal Quality Assurance Cell (IQAC)

Notice for Meeting

Date: -02/01/2023

All the members of IQAC other faculty members are informed that the meeting of IQAC will be organized on 05/01/2023 at 03:00 PM in Principal Office.


Agenda –

- Feedback collection
- Internal Academic audit
- Organization of Workshop/Seminar.
- Publication of Yearly magazine.
- Submission of AQAR

Copy to –

- | | |
|---|------------|
| • Dr. Bharti Sharma (Faculty member) | Member |
| • Dr. Jagriti Sharma Member (Faculty member) | Member |
| • Dr. Deen Dayal Sharma Member (Faculty member) | Member |
| • Mr. Harendra Kumar Sharma Member (Faculty member) | Member |
| • Smt. Brajesh Kumari | Member |
| • Smt. Neelam Singh Member (Faculty member) | Member |
| • Sh. Jeetendra Singh Member (Faculty Member) | Member |
| • Dr. Omprakash Solanki (Associate Professor, Govt.P.G.College)
Representative | Management |
| • Smt. Mamta Agrawal (Librarian) | Member |
| • Simran Yadav (Student) | Member |
| • Ashish Sharma (Student) | Member |
| • Smt. Kamlesh (Alumni) | Member |
| • Sh. Dharmendra Singh (Alumni) | Member |
| • Jwala Singh (OS) | Member |
| • File. | |


Coordinator IQAC


Principal
Maharaja Surajmal T.T. College
Bharatpur (Raj.)

MAHARAJA SURAJMAL TEACHERS TRAINING COLLEGE

PAKKA BAGH, BHARATPUR (RAJ.)

Internal Quality Assurance Cell (IQAC)

Minutes of Meeting

Date: -05/01/2023

Meeting of IQAC was organized at 03:00 PM in Principal Office of the college. The meeting chaired by Principal and IQAC chair Dr. Anil Kumar Srivastava.

The meeting commenced with welcome address to chair and other participants by coordinator Neelam Singh.

The members who present in the meeting were-

Dr. Anil Kumar Srivastava Chairperson (Principal)	-	Chair
Dr. Bharti Sharma (Faculty member)	-	Member
Dr. Deen Dayal Sharma Member (Faculty member)	-	Member
Mr. Harendra Kumar Sharma Member (Faculty member)	-	Member
Sh. Jeetendra Singh Member (Faculty Member)	-	Member
Smt. Brajesh Kumari (Faculty Member)		
Smt. Neelam Singh	-	Coordinator IQAC

The discussion and decision on agenda points were as follows-

• **Feedback collection**

Smt. Neelam Singh stated that, feedback of students about teaching learning process is collecting regularly by respective teachers. Curriculum planning committee is also taking feedback from students about the implantation of curriculum and adherence of academic calendar in regular intervals. IQAC also planning to change the questionnaire of feedback of students. The overall structured feedback of students will be collected before end of the session. The IQAC is planning with the approval of Principal to adopt questionnaire of student satisfaction survey for collecting student feedback. The parent teacher association is going to organize parents' teacher meet on 31 January 2023, parent of feedback will be collected in that event. IQAC will collect the feedback of teaching and non-teaching staff in structured format in month of June, apart it suggestions are welcome from all stakeholders for qualitative functioning. The alumni association is going to conduct yearly alumni meet. Feedback of alumni will be collected in the event. IQAC also prepared the structured Performa to collect the feedback from teaching practice school during internship.

• **Internal Academic audit**

Internal Academic committee has been structured as-

Dr. Bharti Sharma

- Head

Dr. Jagriti Sharma

- Member

Dr. Samandar Singh

-Member

Smt. Brijesh Kumari

- Member

It is decided that internal academic audit will be done in the month of June and the committee will be submitted the report in next IQAC meeting.

- **Initiatives for Community Engagement**

Principal announced that the college has become a part of Unnat Bharat Abhiyan (UBA) a flagship program of Government of India as Participative Institution and adopted 05 villages. We have received welcome kit from UBA. It is the responsibility of teachers to conduct village survey and household survey under UBA.

- **Organization of Workshop/Seminar/FDP/Student Induction Program**

IQAC coordinator announced with the permission of Principal that the IQAC is planning to conduct more student induction program as quality initiative. Two student induction will be organized in month of January 1. – Student Induction Program on Fostering Social Responsibility & Community Engagement Under Unnat Bharat Abhiyan from 9 January to 14 January 2023. 2- One week student induction program from 16 to 21 January 2023 on Teaching skills and constructive approach of lesson plan. Two days Student Induction Programme on 'Diversity in Indian School System' will be organized as pre internship phase before the final year students will go to internship.

- **Publication of Yearly magazine.**

Dr. Harendra Kain Chief editor of yearly magazine stated that the committee has called the creations for publication from students, teachers and non-teaching staff the magazine will be published in month of February.

- **Submission of AQAR 2020-21**

Neelam Singh coordinator IQAC confirmed that the AQAR 2021-22 submission is in final stage and IQAC will be submitted before last date.


Coordinator

Principal


Principal
Maharaja Surajmal T.T. College
Bharatpur (Raj.)

Action taken on decisions taken in meeting of IQAC held on 05/01/2023.

- Feedback collection
Feedback of stakeholders has been collected analyzed and decision made. Report of feedback has uploaded on institutional website.
- Internal Academic Audit
Internal Academic Audit done in month of June.
- Initiative for Community Engagement
Institution has become the member of Unnat Bharat Abhiyan
- Organization of Workshop/Seminar/FDP/Student Induction Program
Student Induction Program on Fostering Social Responsibility and Community Engagement organized from 09 January to 14 January 2023. And One week another Student Induction Program organized from 16 to 21 January 2023 on theme Teaching Skills and Constructive Approach of lesson Plan.
- Publication of Yearly Magazine
Yearly Magazine 'Smriti' for session '2022-23 has been published and distributed to all stakeholders.


Principal
Maharaja Surajmal T.T. College
Bharatpur (Raj.)

MAHARAJA SURAJMAL TEACHERS TRAINING COLLEGE

PAKKA BAGH, BHARATPUR (RAJ.)

Internal Quality Assurance Cell (IQAC)

Notice for Meeting

Date: - 13/06/2023

All the members of IQAC along with all faculty members are informed that the meeting of IQAC will be organized on 17/06/2023 at 03:00 PM in administrative block of the Institution.

All the members are requested to share their valuable suggestion and progression report on the agenda points –

- Report of Internal Academic audit.
- Progression report of Placement cell and future plan.
- Progression report of Alumni committee and future plan.
- Progression report of Curriculum planning committee and future plan.
- Progression report of other committees and future plan.
- Suggestions are also welcomed for qualitative enrichment of the institution.
- Submission of AQAR by IQAC

Copy to –

- Office
- All members of IQAC and faculty members
- File.

Coordinator IQAC



Principal


Principal
Maharaja Surajmal T.T. College
Bharatpur (Raj.)

MAHARAJA SURAJMAL TEACHERS TRAINING COLLEGE

PAKKA BAGH, BHARATPUR (RAJ.)

Internal Quality Assurance Cell (IQAC)

Minutes of Meeting

Date: -17/06/2023


Meeting of IQAC held on 17/06/2023 at 03:00 PM in administrative block of the Institution.

Decision taken on agenda points were -

- **Internal Academic audit.**
Internal audit of all cell, labs and record etc. has been done by academic audit committee and report is submitted to IQAC for Principal approval.
- **Progression report of Placement cell and future plan.**
In charge Placement Cell Sh. Jeetendra Singh stated that 11 students has been appointed through placement cell. They could join the school after examination on probation. Their job will confirm after declaration of result.
- **Progression report of Alumni committee and future plan.**
- Dr. Bharti Sharma stated that association is regular touch in alumni and collecting feedback and suggestions for qualitative enrichment. We are going to organize alumni meet in last of June.
- **Progression report of Curriculum planning committee and future plan.**
Dr. Bharti Sharma confirmed that curriculum is completed as per plan and. Mid-course correction has done due to University examination. Extra classes had organized to full fill the needs of students. Internal evaluation has done and the marks communicated to students for transparency measures.
- **Progression report of other committees and future plan.**
- All committees given their report to IQAC. .
- **Organization of workshop/seminar/FDP**

- Principal announced that the Vice Chancellor has approved our request to jointly organize a Faculty Development Program from 12 to 16 September 2022.
- **Publication of Yearly Magazine.**
- Publication committee directed by principal to make all arrangements for publication of yearly magazine Smriti. So students can get a platform to express their ideas, views, fiction, what they explore, what they think etc.


Coordinator IQAC


Principal
Principal
Maharaja Surajmal T.T. College
Bharatpur (Raj.)

MAHARAJA SURAJMAL TEACHERS TRAINING COLLEGE

PAKKA BAGH, BHARATPUR (RAJ.)

Internal Quality Assurance Cell (IQAC)

Action Taken Report of IQAC

Published of Date 30 June 2023

Action taken on decisions taken in meeting of IQAC held on 17/06/2023.

- Internal Academic Audit
Internal Academic Audit of all cells, labs and record has been done from 08/06/2023 to 10/06/2023.
- Progression Report of Placement Cell
11 Students has been appointed through off campus mode.
- Organization of Faculty Development and Student Induction Program
A Faculty Development Program Conducted from 12 to 16 September 2022 with collaboration of Teaching Learning Centre under Pandit Madan Mohan Malviya Mission, Sh. Lal Bahadur National Sanskrit University, Central University, New Delhi. On Design Develop and Standardize Research Tools.
- Progression Report of Curriculum Planning Committee
Curriculum planning committee organized extra classes in month of May – June. Organized Internal Evaluation. Marks Communicated to student and Uploaded on University Exam portal.
- IQAC taken updates about progress from all in charges of different committee of the institution for quality measures.
- Publication of Yearly Magazine
Yearly Magazine 'Smriti' has been published and distributed to all stakeholders.


Principal
Maharaja Surajmal T.T. College
Bharatpur (Raj.)

MAHARAJA SURAJMAL TEACHERS TRAINING COLLEGE

PAKKA BAGH, BHARATPUR (RAJ.)

Internal Quality Assurance Cell (IQAC)

Notice for Meeting

Date: -22/08/2022

All the members of IQAC along with all faculty members are informed that the meeting of IQAC will be organized on 31/08/2022 at 03:00 PM in administrative block of the Institution.

All the members are requested to share their valuable suggestion and progression report on the agenda points –

- Internal Academic audit.
- Progression report of Placement cell and future plan.
- Organization of Faculty development and Student induction programmes.
- Progression report of Alumni committee and future plan.
- Academic plan subject wise for upcoming session.
- Progression report of Curriculum planning committee and future plan.
- Progression report of other committees and future plan.
- Suggestions are also welcomed for qualitative enrichment of the institution.
- Organization of workshop/seminar
- Publication of Yearly Magazine.
- Other issues related to functioning of IQAC.

Copy to –

- Principal Office
- Dr. Bharti Sharma (Faculty member)
- Dr. Jagriti Sharma Member (Faculty member)
- Dr. Deen Dayal Sharma Member (Faculty member)
- Mr. Harendra Kumar Sharma Member (Faculty member)
- Smt. Neelam Singh Member (Faculty member)
- Sh. Jeetendra Singh Member (Faculty Member)
- Dr. Omprakash Solanki (Associate Professor, Govt. PG College)
- Smt. Mamta Agrawal (Librarian)
- Mr. Daman Shanti (Student)
- Sh. Dinesh Singh (Alumni)
- File.


Coordinator IQAC

Principal 

Principal
Maharaja Surajmal T.T. College
Bharatpur (Raj.)

MAHARAJA SURAJMAL TEACHERS TRAINING COLLEGE

PAKKA BAGH, BHARATPUR (RAJ.)

Internal Quality Assurance Cell (IQAC)

Minutes of Meeting

Date: - 31/08/2022

Meeting of IQAC has been organized on 31/08/2022 at 03:00 PM in administrative block of the Institution.

Decision taken on agenda points were -

- **Internal Academic audit.**

Internal audit of all cell, labs and record etc. has been done by academic audit committee and report is submitted to IQAC for Principal approval.

- **Progression report of Placement cell and future plan.**

In charge Placement Cell Sh. Harendra Kumar Sharma stated that 05 students has been appointed through placement cell.

Sh. Jeetendra Singh Co-In charge stated that the Placement Cell is also planning to organize Placement fair in college.

- **Organization of Faculty development and Student induction programmes.**

Smt. Neelam Singh stated that we have asked to Prof. Amita Pandey Bharadwaj, Head - Teaching Learning Centre Under Pandit Madan Mohan Malviya Mission, Sh. Lal Bahadur Shastri National Sanskrit University, Central University to organize collaborative Faculty Development Program.

Soon we will send her a request mail for vice chancellor approval.

- **Progression report of Alumni committee and future plan.**

- Dr. Bharti Sharma stated that association is regular touch in alumni and collecting feedback and suggestions for qualitative enrichment. We are going to register alumni through goggle form. .

- **Progression report of Curriculum planning committee and future plan.**

Dr. Bharti Sharma confirmed that curriculum is completed as per plan . Extra classes had organized to full fill the needs of students. Internal evaluation has done and the marks communicated to students for transparency measures.

- **Progression report of other committees and future plan.**

- All committees given their report to IQAC. .

- **Organization of workshop/seminar/FDP**

- Principal announced that the Vice Chancellor has approved our request to jointly organize a Faculty Development Program from 12 to 16 September 2022.

- **Publication of Yearly Magazine.**

- Publication committee directed by principal to make all arrangements for publication of yearly magazine Smriti. So students can get a platform to express their ideas, views, fiction, what they explore, what they think etc.



Coordinator IQAC

Principal



Principal
Maharaja Surajmal T.T. College
Bharatpur (Raj.)