



# MAHARAJA SURAJMAL TEACHERS TRAINING COLLEGE

(RUN BY MAHARAJA SURAJMAL EDUCATIONAL SOCIETY)  
PAKKA BAGH, BHARATPUR - 321001 (RAJASTHAN)

PERMANENT AFFILIATED TO MS BRIJ UNIVERSITY, BHARATPUR (RAJ.), PERMANENT NOC FROM GOVERNMENT OF RAJASTHAN  
APPROVED BY N.C.T.E., RECOGNIZED UNDER SECTION 2 (F) & 12 (B) OF UGC ACT - 1956, & ACCREDITED BY NAAC-B

Ph.: 05644-231576 | E-mail: msttcollege\_btp21@rediffmail.com | Website : www.mstt.co.in

Ref. No.: M.S.T.T./202 /

Date: 08/07/2023

## Internal Quality Assurance Cell (IQAC)

### Minutes of Meeting

Date: 8/7/2023

A meeting of IQAC held on 8/7/2023 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-

- **Curriculum planning for B.Ed. part – II**  
Dr. Bharti Sharma stated that the final examinations of B.Ed. part – I are going on and the classes will start for B.Ed. – II after examinations from first week of August. So the curriculum planning committee is preparing Academic calendar for this session and it will submit to Principal office for kind approval till 15 July 2023.  
Principal guided all the faculty members will prepare their annual teaching plan to adherence to academic calendar and will submit these to Principal.
- **Progression report of AQAR**  
Smt. Neelam Singh, as coordinator of IQAC, stated that the AQAR filling is delayed because of her and one another faculty member's road accident. Now the IQAC is working on documentation of all the events decisions. The IQAC will submit the AQAR within three months.
- **Re-constitution of staff council**  
Dr. Harendra Kain and Dr. Jagriti Sharma given the responsibility to re-constitute the staff council including all the committees of the college in view of decentralized management system of college with consent of staff members with in 7 days.  
  
New members of IQAC for session 2023 – 24 – Rahul Sardar Singh, Saurabh Sharam (final year students) and Sh. Dharmendra Singh, Sh. Narendra Satruk (Alumni) nominated by Principal.
- **Discussion for more innovative practices to enhance the skills of students for more employability.**  
It is decided with consent of all teaching staff that the value-added courses introduced in session 2022-23 will remain continue in session 2023-24 for new students.  
The IQAC will plan more innovative practices to enhance the skills and employability of students in coming session.
- Members present in this meeting were –  
(members of IQAC)

- Dr. Bharti Sharma
- Dr. Jagriti Sharma
- Dr. Deen Dayal Sharma
- Sh. Harendra Kumar Sharma
- Smt. Neelam Singh
- Sh. Jeetendra Singh
- Smt. Brajesh Kumari
- Smt. Mamta Agrawal
- Rahul Sardar Singh
- Saurabh Sharma
- Sh. Dharmendra Singh
- Sh. Narendra Satruk
- (Other faculty members)
- Dr. Harendra Kain
- Smt. Krishna Sharma
- Sh. Yogendra Kumar
- Smt. Arti Sorout
- Sh. Bachchu Singh
- Sh. Satyendra Singh
- Sh. Shankar Lal
- Smt. Pratibha Singh
- Dr. Samandar Singh
- Smt. Akriti Kulshreshtha
- Smt. Shweta Rai
- Sh. Gautam Singh

The meeting ended with vote of thanks by Neelam Singh (IQAC coordinator)

Coordinator IQAC

**Approved by**



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



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Date.....

## MAHARAJA SURAJMAL TEACHERS TRAINING COLLEGE

PAKKA BAGH, BHARATPUR (RAJ.)

Internal Quality Assurance Cell (IQAC)

Action Taken Report of IQAC

Published of Date 31 July 2023

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

- **Curriculum planning for B.Ed. part – II**  
Academic calendar prepared, approved and uploaded on college website.
- **Progression report of AQAR**  
AQAR writing for 2021-22 is in progress
- **Re-constitution of staff council**  
Staff council including all the committees of the college is re-constituted with consent of staff members.
- **Discussion for more innovative practices to enhance the skills of students for more employability.**  
IQAC is planning to adopt more innovative practices like feedback collection in google form and to organize more student induction programmes to enhance the skills of college.

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



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Date: 02/09/2023

## Internal Quality Assurance Cell (IQAC)

### Minutes Meeting

Date: -2/9/2023

Meeting of IQAC was organized at 03:00 PM in Principal Office of the college. The meeting chaired by Principal and IQAC chair Prof. 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
Rahul Sardar Singh (Student)		Member
Saurabh Sharma (Student)		Member
Sh. Dharmendra Singh (Alumni)	-	Member
Sh. Narendra Satruk (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 2023-25**

It is decided that the academic session for new admitted students will start from 06. An orientation program for new student to find out diversity and talent. An entry level test will also organized diagnose different learning needs of students. More induction programmes will organize by the teachers and committees of the college.

- **Curriculum planning for B.Ed. – I year.**

Dr. Bharti Sharma stated that curriculum planning for new batch of B.Ed. – I is already done.

- **Value – added course**

It is decided that the 05 value added courses introduced in session 2022-23 will remain continue and the students of B.Ed. – I will provide opportunity to opt any one course from the pool. The registration capacity in each course will 30 students only which will given on first come first serve basis.

- **Strategy for creation of ABC account of students.**

Sh. Harendra Kumar Sharma informed that the New Education Policy is introduced in Rajasthan State from this session. The University send a circular that each student have to create an digital of ABC id before filling the exam form. So the IQAC will organize an orientation program to made student aware and skill in creation of ABC id and the importance of the same.

- **Review of AQAR**

Coordinator IQAC presented key points up to criteria 5 & 6 of AQAR 2021-22. For review the stakeholders. She stated that the Documentation for AQAR session 2022-23 is also doing by the members of IQAC so the AQAR of session 2022-23 could be uploaded with in time line given by NAAC

Coordinator IQAC

Approved by



**Principal**

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



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## Internal Quality Assurance Cell (IQAC)

### Action Taken Report of IQAC

Published of Date 30 September 2023

#### **Action taken on decisions taken in meeting of IQAC held on 2/9/2023.**

- **Review of curriculum planning and implantation for B.Ed., - II year.**  
Review of curriculum implementation and adherence of academic calendar was done by curriculum planning committee. Curriculum is in progress according to academic calendar.
- **Planning for student Orientation and induction program for new batch of 2023-25**  
Orientation program and entry level test organized to identify different learning needs of students.
- **Curriculum planning for B.Ed. – I year.**  
Academic calendar, Time table and course wise teaching plans were made and followed.
- **Strategy for creation of ABC account of students.**  
Students were personally provided guidance and support in creation of ABC account on Digi locker. No of students have created their ABC id with active support of official staff. Sh. Harendra Kumar Sharma and Smt. Neelam Singh.
- **Review of AQAR**  
Online filling of AQAR 2021-22 is in progress on NAAC portal and for 2022-23 on manually to upload after the AQAR 2021-22.

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



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Ref. No.: M.S.T.T./202 /

Date: 02/01/2024

## Internal Quality Assurance Cell (IQAC)

### Minutes of Meeting

Date: -02/01/2024

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
Sh. Om Prakash Solanki	-	Member
Rahul Sardar Singh		Member
Saurabh Sharma		Member
Narendra Satruk		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 has changed

the questionnaire of feedback form of students. The feedback form is created in digital mode for all stakeholders in google form and shared with stakeholders to collect the feedback for ongoing academic session.

- **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 submit the report in next IQAC meeting.

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

**Jeetendra Singh announced on previous approval of Principal that 03 days student induction programme will be organized from 04 to 06 January 2024.**

IQAC coordinator announced with the permission of Principal that the IQAC is going to organize Departmental Seminar on occasion of Youth Day as on 12 January 2024 to enhance the knowledge and skills of teachers and students.

- **Publication of Yearly magazine.**

Sh. Shankar Lal said that the content writing and selection will be done by team of publication. We will present the all the selected content for publication in month of June.

- **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.

Principal

Coordinator

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





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Date.....

## Internal Quality Assurance Cell (IQAC)

### Action Taken Report of IQAC

Published of Date 31 January 2024

#### **Action taken on decisions taken in meeting of IQAC held on 2/1/2024.**

- **Feedback collection**  
Digital form for feedback collection is shared to stake holders.
- **Organization of Workshop/Seminar/FDP/Student Induction Program**  
Three days student induction programme on Teaching Skill and Constructive Approach of Lesson Plan organized from 04 to 06 January 2024.  
Departmental Seminar on Swami Vivekanand and Indian Knowledge organized on 12 January 2024.
- **Review of AQAR**  
Online filling of AQAR 2021-22 is in progress on NAAC portal and for 2022-23 on manually to upload after the AQAR 2021-22.

  
**Principal**  
Maharaja Surajmal T.T. College  
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Ref. No.: M.S.T.T./202 /

Date. 12/03/2024

## Internal Quality Assurance Cell (IQAC)

### Minutes of Meeting

Date: -12/3/2024

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. Bharti Sharma
- Dr. Jagriti Sharma
- Dr. Deen Dayal Sharma
- Sh. Harendra Kumar Sharma
- Smt. Neelam Singh
- Sh. Jeetendra Singh
- Smt. Brajesh Kumari
- Smt. Mamta Agrawal
- Rahul Sardar Singh
- Saurabh Sharma
- Sh. Dharmendra Singh
- Sh. Narendra Satruk  
(Other faculty members)
- Dr. Harendra Kain
- Smt. Krishna Sharma
- Sh. Yogendra Kumar
- Smt. Arti Sorout
- Sh. Bachchu Singh
- Sh. Satyendra Singh
- Sh. Shankar Lal
- Smt. Pratibha Singh
- Dr. Samandar Singh
- Smt. Akriti Kulshreshtha
- Smt. Shweta Rai
- Sh. Gautam Singh

Sh. Om Prakash Solanki	-	Member
Rahul Sardar Singh		Member
Saurabh Sharma		Member
Narendra Satruk		Member
Smt. Brajesh Kumari (Faculty Member)		
Smt. Neelam Singh	-	Coordinator IQAC

The meeting chaired by Principal Prof. Anil Kumar Srivastava. Coordinator IQAC presented the measure points of AQAR 2021-22 in this meeting on Projector. . Some suggestions are given that are made on time. After the discussion the AQAR is approved by the Principal by final submission.


All the team of IQAC is appreciated by the Principal and other stake holders for succession.

The Principal directed that the college is going to apply for second cycle accreditation process. So the team of IQAC is directed to fill the QAAR 2022-23 as soon as possible.

Coordinator IQAC assured to all stake holders that we are already working in documentation process for AQAR 2022-23. It will be started on NAAC portal by tomorrow and the IQAC will submit it before the last date given by NAAC.

Coordinator

Approved by

  
**Principal**  
**Maharaja Surajmal T.T. College**  
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## MAHARAJA SURAJMAL TEACHERS TRAINING COLLEGE

PAKKA BAGH, BHARATPUR (RAJ.)

Internal Quality Assurance Cell (IQAC)

Action Taken Report of IQAC

Published of Date 15 March 2024

Action taken on decisions taken in meeting of IQAC held on 12/3/2024.

Submission of AQAR 2021-22

The AQAR of session 2021-22 is successfully submitted to NAAC on 14/3/2024.

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



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Ref. No.: M.S.T.T./202 /

Date: 12/05/2024

## Internal Quality Assurance Cell (IQAC)

### Minutes of Meeting

Date: -12/5/2024

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 meeting chaired by Principal Prof. Anil Kumar Srivastava. Coordinator IQAC presented the measure points of AQAR 2022-23 in this meeting on Projector. Some suggestions are given that are made on time. After the discussion the AQAR is approved by the Principal by final submission.

All the team of IQAC is appreciated by the Principal and other stake holders for succession.

The Principal announced that the college will apply for IIQA within 2 or 3 days.

The members who present in the meeting were-

- Dr. Bharti Sharma
- Dr. Jagriti Sharma
- Dr. Deen Dayal Sharma
- Sh. Harendra Kumar Sharma
- Smt. Neelam Singh
- Sh. Jeetendra Singh
- Smt. Brajesh Kumari
- Smt. Mamta Agrawal
- Rahul Sardar Singh
- Saurabh Sharma
- Sh. Dharmendra Singh
- Sh. Narendra Satruk  
(Other faculty members)
- Dr. Harendra Kain
- Smt. Krishna Sharma
- Sh. Yogendra Kumar
- Smt. Arti Sorout

- Sh. Bachchu Singh
- Sh. Satyendra Singh
- Sh. Shankar Lal
- Smt. Pratibha Singh
- Dr. Samandar Singh
- Smt. Akriti Kulshreshtha
- Smt. Shweta Rai
- Sh. Gautam Singh

Sh. Om Prakash Solanki

Member

Rahul Sardar Singh

Member

Saurabh Sharma

Member

Narendra Satruk

Member

Smt. Brajesh Kumari (Faculty Member)

Smt. Neelam Singh

Coordinator IQAC

Coordinator

Approved by

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



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Date.....

## Internal Quality Assurance Cell (IQAC)

### Action Taken Report of IQAC

Published on Date 22 May 2024

Action taken on decisions taken in meeting of IQAC held on 12/5/2024.

Submission of AQAR 2022-23

The AQAR of session 2022-23 is successfully submitted to NAAC on 14/5/2024.

The IQAC is filling IQA for cycle-2 accreditation process.

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