



K.K. TEACHERS TRAINING COLLEGE

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

MINUTES OF THE MEETING OF IQAC HELD ON 30th JANUARY 2024

A Meeting of IQAC was held on 30th January 2024. The meeting was attended by the following members.

- Dr. Chandra Kumar Singh, Principal KKTTC Chairperson, IQAC
- Mr. Brijesh Kumar, 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. Nawal Singh Chaudhary, Social Worker, Nominee from Local Society
- Mr. Arju Kumar, Student, B.Ed. Session 2023-25, Nominee from Student
- Mr. Omkar Mitra, Student, B.Ed. Session 2021-23, Nominee from Alumni
- Mr. Akash Rai, Principal K. K. Public School, Nominee from Employer
- Mrs. Shalineer Burman, Asst. Professor KKTTC Dhanbad, Coordinator, IQAC

The following members could not attend the meeting:

- Dr. Pravin Singh, Nominee from Stakeholders
- Dr. Rati Bhan Maurya, Asst. professor KKTTC member, IQAC
- Mr. Suman Kumar Chaudhary, Nominee from Industrialist

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. Planning of Academic session 2023-24
2. Review of Admission Status
3. Co-curricular activities
4. Outreach program / excursion
5. Website update
6. Professional Development of faculty

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30.1.24

Agenda 1: Planning of Academic session 2023-24

General discussion on academic planning for the session 2023-24 was discussed in the meeting. It was informed that class Schedule need to be prepared more judiciously so that the academic load of faculty members is equally balanced. Moreover, in the Academic Load Chart of faculty Members, activities like scheduled class as per time table, Tutorial, Practical, Assignments projects, Practice teaching etc. should be mentioned column wise.

Academic Load chart should be prepared every time the Classes Schedule is made/ revised.

Decision Taken

Dr. C. K. Singh is advised to prepare an academic calendar for the session 2023-24. It was decided that the 1st semester practice test will be conducted on from 20 to 25 February 2024 before their university exam.

Agenda 2: Review of admission status

D.El.Ed. (2023-25): 100 Students were admitted.

B.Ed. (2023-25): 62 Students were admitted till the open counseling.

Admission for the session 2023-25 for all the courses of B.Ed. and D.El.Ed. has been completed and closed.

Decision Taken

It is decided that department of Higher Education, Jharkhand and JCECEB could be requested for approval to take necessary steps to take admission of those candidates also who have not participated in the entrance examination.

Agenda 3: Co-curricular activities

IQAC coordinator has asked the event coordinator to chalk out the plan for coming months.

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

1. National Science Day
2. Women's Day
3. Debate Competition
4. Field trip

C. K. Singh
30.1.24

Decision Taken

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.

Agenda 4: Outreach program / excursion

Members were informed that a series of outreach program have been conducted by the Program Advisory Committee. It was advised that for any such activity in future, Annual Plan for Outreach activities should be prepared beforehand and all the data/information/ photos of activities should be forwarded to IQAC on a regular basis after the program.

Decision Taken

Program Advisory Committee

It was informed that the excursion for students will be organized soon.

Agenda 5: Website update

It was informed that Mr. Mahfooz Alam has been assigned the responsibility of the Website Coordinator who shall be supported by IT cell of KKGI for maintaining / updating the KKTTC website.

It was also informed that the website update is a continuous process and it is going on. If anything is missing, that is because the information is not directed to the website Committee. Hence, it was suggested that all Committees should share the responsibility and relevant information should be directed to the principal for website update.

Decision Taken

Website Committee / IT Cell


30.1.24

Agenda 6: Professional Development of faculty

- a. It was informed that members of the faculty attending any FDP are being given facilities by the management.
- b. Participation in
 - Workshops
 - Courses or other academic studies
 - Seminars
 - Webinars
- c. Continuing medical education activities
- d. Completion of mandatory training programs/modules
- e. Participation in mentoring programs as a mentor or mentee
- f. Participation as a chair/member of a study section

Decision Taken

Confirmed


30-1-24