



B.B.M. B.Ed. COLLEGE

SARDAHA, CHAS, BOKARO

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& J.A.C. Ranchi (D.El.Ed.)

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NOTICE

A meeting was conducted on 10-03-2021 at 02: 00 PM at conference hall for the formation of IQAC Cell to enhance and to develop the quality education in our institution. The following members were present in this meeting are as follows:-

Sl.No.	Name of the Members	Designation	Signature
1	Dr. Manoj Kumar	Principal In Charge	
2	Mr. Ajit Prasad Mahato	Secretary	
3	Mr. Basant Kumar Mahato	Treasurer	
4	Dr. Kumud Ranjan	Assistant Professor	
5	Mrs. Mousumi Chakraborty	Assistant Professor	
6	Mrs. Gayatri Kumari	Assistant Professor	
7	Mr. Bharat Mahato	Assistant Professor	
8	Mr. Gulab Chandra Maurya	Assistant Professor	
9	Mr. Prakash Kumar	Assistant Professor	
10	Miss Suman	Assistant Professor	
11	Mrs. Pushpa Kumari	Assistant Professor	
12	Mr. Janmeyjay Mahato	Assistant Professor	

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After the vast discussion, following members were selected as the members of IQAC by the proposal of the meeting: -

List of Selected Members of IQAC for Academic Year 2020-2021

SL. NO.	NAME OF THE MEMBERS	COLLEGE DESIGNATION	IQAC DESIGNATION	SIGNATURE
1	Dr. Manoj Kumar	Principal In charge	Chairman	
2	Mrs. Mousumi Chakraborty	Assistant Professor	Co-ordinator	
3	Mr. Ajit Prasad Mahato	Secretary (Management Representative)	Member	
4	Mrs. Gayatri Kumari	Assistant Professor	Member	
5	Dr. Kumud Ranjan	Assistant Professor	Member	
6	Mr. Bharat Mahato	Assistant Professor	Member	
7	Mr. Dhananjay Kumar	Lab Assistant cum Computer Admin.	Member	
8	Mr. Amulya Mahato	Local Society Representative (Govt. Teacher)	Member	
9	Mrs. Chhaya Rani	Alumni	Member	
10	Ms Tumpa Shree Mahato	Student	Member	

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Minutes of internal quality assurance cell (IQAC)

Meeting for the academic year 2020-2021

A meeting was held on 17-03-2021 for academic year 2020-2021 at conference hall at 2:00 PM in our institution under the chairmanship of Dr. Manoj Kumar. All IQAC member were present in this meeting.

AGENDA:-

1. Discussion about the covid guidelines.
2. Discussion regarding Time Table and completion of syllabus.
3. Discussion on function of different committee.
4. Discussion on orientation programme for the B.Ed. Session 2020-2022.

RESOLUTION:-

- ❖ A temporary committee was formed to follow the covid guidelines as per instruction of university.
- ❖ Time table will be prepared by the academic committee for the present and upcoming session and also the committee oversees about the completion of syllabus.
- ❖ The members of different committees play the role actively.
- ❖ Duty chart has been prepared for the orientation programme of the B.Ed. Session 2020-22.

Kunjal Panjan
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List of Members in IQAC for Academic Year (2021-2022)

SL. NO.	NAME OF THE MEMBERS	COLLEGE DESIGNATION	IQAC DESIGNATION	SIGNATURE
1	Dr. Mousumi Chakraborty	Principal	Chairman	Mousumi
2	Dr. Kumud Ranjan	Assistant Professor	Co-ordinator	Kumud Ranjan
3	Mr. Ajit Prasad Mahato	Secretary (Management Representative)	Member	Ajit Mahato
4	Dr. Manoj Kumar	Assistant Professor	Member	Manoj
5	Mrs. Gayatri Kumari	Assistant Professor	Member	G. Kumari
6	Mr. Bharat Mahato	Assistant Professor	Member	Bharat
7	Mr. Amulya Mahato	Local Society Representative (Govt. Teacher)	Member	Amulya Mahato
8	Mr. Dhananjay Kumar	Lab Assistant cum operator.	Member	Dhananjay
9	Mrs. Chhaya Rani	Alumni	Member	Chhaya Rani
10	Ms. Shruti Shikha	Student	Member	Shruti Shikha

Kumud Ranjan
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Minutes of internal quality assurance cell (IQAC)

Meeting for the academic year 2021-2022

IQAC of B.B.M. B.Ed. College conducted a meeting on 08th October, 2021 at 02:30 PM at IQAC room under the chairmanship of Dr. Mousumi Chakraborty. All the members of IQAC were present in this meeting.

AGENDA:-

1. Regarding inclusion of new members in IQAC.
2. Discussion about value added course.
3. Discussion on administrative training programme for Non-teaching staffs.
4. Discussion on Azadi ka Amrit Mahotsav, as per NCTE Guidelines.

RESOLUTION:-

- ❖ As Dr. Mousumi Chakraborty joined as a new Principal, She was selected as new chairman of IQAC. And Dr. Kumud Ranjan was selected as New Co-ordinator of IQAC and Shruti Shikha was selected as Student Representative.
- ❖ Value added course on Yoga will be conducted very soon for the B.Ed. Session 2019-2021.
- ❖ A Computer based training will be conducted in the month of December for the Non- Teaching Staffs.
- ❖ Duty Chart has been prepared regarding Azadi ka Amrit Mahotsav, as per NCTE Guidelines.
- ❖ MOU will be conducted with teacher education institute within two month to enhance the teaching learning process.

Kumud Ranjan
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Minutes of internal quality assurance cell (IQAC)

Meeting for the academic year 2021-2022


A meeting was conducted on 8th January 2022 by the IQAC of B.B.M. B.Ed. College at 1:30 PM at IQAC room under the chairman ship of Dr. Mousumi Chakraborty. All the members were present in this meeting.

AGENDA:-

1. Discussion on Orientation Programme for the B.Ed. Session 2021-2023.
2. Discussion on second National Seminar.
3. Discussion on E-content development workshop.
4. Discussion on Conduction of Value Added Course.

RESOLUTION:-

- ❖ Orientation Programme for B.Ed. Session 2021-2023 will be conducted in the first week of February.
- ❖ It was discussed that a meeting will be conducted for the planning of National Seminar.
- ❖ It was discussed that E-Content development workshop will be conducted from 02-03-2022 to 05-03-2022 in our institution.
- ❖ Value Added Course on spoken English will be conducted for the B.Ed. Session 2021-2023.


Principal
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Minutes of internal quality assurance cell (IQAC)

Meeting for the academic year 2021-2022


IQAC of B.B.M. B.Ed. College conducted a meeting for the academic year 2021-2023 on 7th April, 2022 at 02:00 PM at IQAC room by the chairmanship of Dr. Mousumi Chakraborty. All the Member were present in this meeting.

AGENDA:-

1. Discussion about NAAC (National Assessment & Accreditation Council)
2. Regarding Discussion on Micro Teaching and POT.
3. Discussion about conduction of Remedial classes for promoted students.

RESOLUTION:-

- ❖ It was discussed that a meeting will be conducted with NAAC expert next week.
- ❖ Duty Chart will be prepared for Micro teaching and POT.
- ❖ It was decided that Remedial Classes will be taken for promoted students for the B.Ed. Session 2020-22, Second Semester.


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List of Members in IQAC (2022-2023)

SL. NO.	NAME OF THE MEMBERS	COLLEGE DESIGNATION	IQAC DESIGNATION	SIGNATURE
1	Dr. Kumud Ranjan	Principal In charge	Chairman	
2	Mrs. Gayatri Kumari	Assistant Professor	Co-ordinator	
3	Mr. Ajit Prasad Mahato	Secretary (Management Representative)	Member	
4	Dr. Manoj Kumar	Assistant Professor	Member	
5	Mr. Bharat Mahato	Assistant Professor	Member	
6	Mrs. Pushpa Kumari	Assistant Professor	Member	
7	Mr. Sufal Mahato	Local Society Representative (Retd. Govt. Teacher)	Member	
8	Mr. Dhananjay Kumar	Lab Assistant cum operator.	Member	
9	Ms. Rinki Kumari	Alumni	Member	
10	Mr. Amarjit Mahato	Student	Member	

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Minutes of internal quality assurance cell (IQAC)

Meeting for the academic year 2022-2023

An IQAC meeting was held on 06-08-2022 for academic year 2022-2023 at IQAC room for meeting at 2:00 PM in our institution under the chairmanship of Dr. Kumud Ranjan.

AGENDA

Sl. No	Agenda	Presenter
1	Inclusion of New Members in IQAC	Dr. Kumud Ranjan
2	Discussion on Faculty Development Programme	Mrs. Gayatri Kumari
3	Discussion on Alumni Meet	Mr. Bharat Mahato
4	Discussion on Community Engagement Programme	Mrs. Pushpa Kumari

Action Taken Report

❖ Dr. Kumud Ranjan, Principal In Charge was selected as new chairman instead of Dr. Mousumi Chakraborty and Mrs. gayatri Kumari was selected as new IQAC Co-Ordinator instead of Dr. Kumud Ranjan, Rinki Kumari Was selected as Alumni Representative and Amarjit Mahato was selected as student representative.
❖ Faculty Development Programme will be conducted on 07-10-2022 to 09-10-2022.
❖ Alumni Association will conduct, Alumni meet in the last week of august.
❖ Anand Marg was selected for community engagement and for that consent letter will be sent to the organization.

Kumud Ranjan
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Minutes of internal quality assurance cell (IQAC)

Meeting for the academic year 2022-2023


IQAC of B.B.M. B.Ed. College conducted a meeting on 10-12-2022 at 2:30 PM at IQAC Room under the chairmanship of Dr. Kumud Ranjan. All the members were present in the meeting.

AGENDA

Sl. No	Agenda	Presenter
1	Distribution of NAAC Criteria	Dr. Kumud Ranjan
2	Discussion on Free Medical Health Camp	Mr. Ajit Prasad Mahato
3	Regarding Online Registration of Grievance Redressal Cell	Mr. Bharat Mahato
4	Discussion on Professional Development Programme	Mrs. Pushpa Kumari

Action Taken Report

❖ NAAC Criteria is divided and distributed among the teaching faculties
❖ Free Health Camp will be organized on 25-12-2022.
❖ ICT based professional development programme will be conducted in the month of January and for that expert will be decided.
❖ Grievance will be taken both offline & Online.


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Minutes of internal quality assurance cell (IQAC)

Meeting for the academic year 2022-2023

IQAC of B.B.M. B.Ed. College conducted a meeting on 01-04-2023 at 2:30 PM at IQAC Room under the chairmanship of Dr. Kumud Ranjan. All the members were present in this meeting.

AGENDA

Sl. No	Agenda	Presenter
1	Regarding review on progress of NAAC Criteria.	Dr. Kumud Ranjan
2	Discussion on school internship for the B.Ed. Session 2021-2023	Mrs. Gayatri Kumari
3	Discussion on PPT presentation & TLM workshop.	Mrs. Pushpa Kumari
4	Discussion on upgradation of Library and classroom.	Dr. Kumud Ranjan
5	Discussion on community engagement programme	Mrs. Pushpa Kumari

Action Taken Report

❖ In this meeting, all the supervisors of NAAC criteria showed their progress report and they were instructed to speed up their work.
❖ Supervisor will be deputed in the school for the school internship, They will supervised and check lesson plan regularly.
❖ In this meeting, It was decided that all the teachers will take class with PPT presentation and TLM workshop, Will be Conducted according to Academic Calendar in proper way.
❖ Library will be transform into E-library by KOHA software and classroom will be digitalized by smart T.V. To enhance the Teaching Learning Process.
❖ Ashalata Viklang Kendra was selected for community engagement and for that consent letter will be sent to the organization.

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List of Members in IQAC (2023-2024)

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1	Dr. Kumud Ranjan	Principal	Chairman	
2	Mrs. Gayatri Kumari	Assistant Professor	Co-ordinator	
3	Mr. Ajit Prasad Mahato	Secretary (Management Representative)	Member	
4	Dr. Manoj Kumar	Assistant Professor	Member	
5	Mr. Bharat Mahato	Assistant Professor	Member	
6	Mrs. Pushpa Kumari	Assistant Professor	Member	
7	Mr. Sufal Mahato	Local Society Representative (Retd. Govt. Teacher)	Member	
8	Mr. Dhananjay Kumar	Lab Assistant cum Computer Admin.	Member	
9	Ms. Rinki Kumari	Alumni	Member	
10	Ms. Puja Kumari	Student	Member	

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Minutes of internal quality assurance cell (IQAC)

Meeting for the academic year 2023-2024


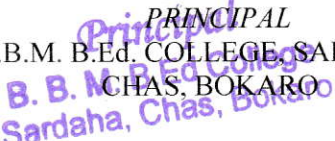
A meeting was conducted on 2nd August, 2023 at 2:30 PM at IQAC Room by the IQAC of B.B.M. B.Ed. College under the Chairmanship of Dr. Kumud Ranjan. All the member of IQAC were present in this meeting.

AGENDA

Sl. No	Agenda	Presenter
1	To encourage the student to use ICT support.	Mrs. Gayatri Kumari
2	Discussion on Annual Sports for Academic Year 2023-24.	Mr. Bharat Mahato
3	Discussion on Action Research according to the syllabus.	Mrs. Pushpa Kumari
4	Discussion on Outreach Activities.	Dr. Manoj Kumar

Action Taken Report

❖ Maximum Use of ICT classes will be taken by ICT teacher for the best utilization of modern technology in their learning environment.
❖ Annual Sports will be organized in the month of December and several meetings regarding this will be conducted before Annual Sports.
❖ Supervisor will be deputed for action research and student will be divided into several groups.
❖ Swachhta Abhiyan Will be organized in the nearby village.


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Minutes of internal quality assurance cell (IQAC)

Meeting for the academic year 2023-2024

A meeting was conducted on 04th December, 2023 at 2:30 PM at IQAC Room by the IQAC of B.B.M. B.Ed. College under the Chairmanship of Dr. Kumud Ranjan. All the member of IQAC were present in this meeting.

AGENDA0

Sl. No	Agenda	Presenter
1	To review and discussion on all criteria of NAAC in Coherent manner.	Dr. Kumud Ranjan
2	Discussion on Community Engagement	Mr. Bharat Mahato
3	Discussion on IIQA Submission	Dr. Kumud Ranjan
4	Discussion on Co-Curriculum Activity and any others.	Mrs, Pushpa Kumari & Miss Suman

Action Taken Report

❖ All the supervisors progressive work of the NAAC criteria has been submitted and these will justified by Principal and Co-Ordinator and then it will be approved for final submission.
❖ A blanket distribution programme will be conducted in the next month and second visit of Ashalata will be conducted under community engagement.
❖ After justification of NAAC criteria, IIQA will be submitted within two months.
❖ Different Co-Curricular activities will be conducted according to the academic calendar.

Kumud Ranjan
Principal
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Minutes of internal quality assurance cell (IQAC)

Meeting for the academic year 2023-2024

IQAC of B.B.M. B.Ed. College conducted a meeting on 20th February, 2024 at 3:00 PM at IQAC Room under the Chairmanship of Dr. Kumud Ranjan. All the members of IQAC were present in this meeting.

AGENDA

Sl. No	Agenda	Presenter
1	Discussion on IIQA Submission	Dr. Kumud Ranjan
2	Discussion on Planning regarding E-Resources in library	Mrs. Pushpa Kumari
3	Discussion on organization of PTA for the B.Ed. Session 2022-24 & 2023-25	Dr. Kumud Ranjan
4	Discussion regarding conduction of Alumni meet and Farewell	Mr. Bharat Mahato

Action Taken Report

❖ Criteria of NAAC has been justified and we are satisfied about the work and we are ready for IIQA submission and it was decided IIQA will be submitted in the month of March.
❖ PTA will be organized for B.Ed. Session 2022-24 and 2021-23 and feedback will be taken.
❖ Subscription of N-List will be initiated for e-library.
❖ Alumni meet will be conducted in the next month and also Farewell for the B.Ed. Session 2021-23 will be conducted in the next month.

Kumud Ranjan
Principal
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