



# **S.T. COLLEGE of Education**

Recognized by ERC, NCTE, Bhubaneswar & Affiliated to MMHA&PU, BSEB, Patna

## **Minutes of the Meeting No. - 01**

Date - 22/02/2022  
Time - 02:00 PM  
Venue - Conference Room

Presided over by  
Dr. Dharmendra Shukla  
Principal (STCE)

### **⇒ Introduction:-**

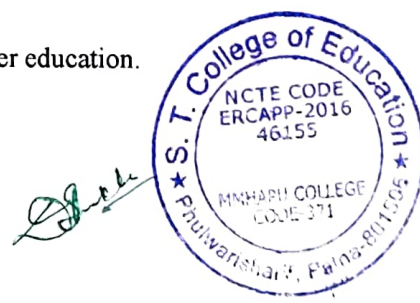
The NAAC Steering Committee and Internal Quality Assurance Cell (IQAC) of S.T. College of Education is formulated on 22nd, February (Tuesday) at 02:00 PM in the presence of Dr. Dharmendra Shukla and the members who participated is mentioned below. The meeting was conducted at Conference Room. As per the discussion in the meeting the following are the objectives and functions of the NAAC Steering Committee and IQAC as follows:-

### **Objectives:-**

- To aim for being a college with excellence.
- To achieve Academic and Administrative excellence.
- To enhance infrastructure for Teaching, Learning and Administration.
- Creating a student-centric atmosphere for holistic learning.
- To aim for National & International collaborations and International programmes.
- To organise one Pedagogy or skill development training per year under the Research & Development Cell.
- Upgrading Teaching Learning and Evaluation methods by analysing the current trends in education field.
- To promote collegiality among the different stakeholders to remain for the benefit of the students and better benefit of society as a whole.

### **Functions:-**

- Development and application of quality benchmark parameters for the various Academic and Administrative activities of the college.
- Facilitating the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
- Arrangement for feedback responses from students, parents and other stakeholders on quality-related institutional processes.
- Organization of inter and intra institutional Workshops, Seminars on quality-related themes and promotion of quality circles.
- Documentation of the various programmes / activities of the college, leading to quality improvement.
- Development of quality culture in the college.
- Dissemination of information on the various quality parameters of higher education.



**Vision:-**

“To build and ensure a quality culture aimed at all round excellence at the institutional level.”

**Mission:-**

“To chanelize and systematize the efforts and measures of an institution towards academic excellence.”

“To be the driving force for ushering in quality to remove deficiencies and enhance quality.”

**Goals:-**

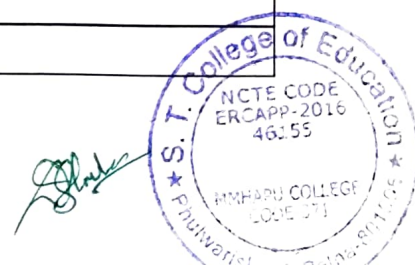
“To develop a system for conscious, consistent and catalytics action to improve the Academic and Administrative performance of the institution.”

“To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.”

⇒ **Members Present:-**

The list of members present in the above meeting is as follows :-

Sl. No.	Name of Members (Present)	Signature
1.	Dr. Dharmendra Shukla (Principal)	
2.	Mr. Chandrashekhar Nath Jha (HOD/Principal in-charge)	
3.	Mr. Tarique Raza Khan (Chairman)	
4.	Dr. Shahina Khan (Secretary)	
5.	Ms. Tanu Sinha (CAO)	
6.	Mr. Narendra Kumar (Asst. Prof.)	
7.	Mr. Shilnidhi (Asst. Prof.)	
8.	Mr. Saroj Kumar (Lecturer)	
9.	Mr. Prashant Kumar (Technical Asst.)	
10.	Md. Ali Perwez (Office cum Account Asst.)	
11.	Mr. Rahul Kumar (Librarian)	
12.	Mr. Pintu Kumar (Asst. Prof.)	
13.	Mr. Sandeep Kumar (Asst. Prof.)	
14.	Mr. Mozammil Haque Khan (Asst. Prof.)	
15.	Mr. Haseen Khan (Asst. Prof.)	
16.	Ms. Sagufta Nishat (Asst. Prof.)	
17.	Dr. Kuldeep Kumar Pandey (Asst. Prof.)	
18.	Mr. Satish Chandra Mishra (Asst. Prof.)	



• **Agenda 1 :-**

Formation of NAAC Steering Committee (according to Seven Criteria) & IQAC.

• **Resolution:-**

In this context, it was decided that keeping in view the Seven Criteria of NAAC and to carry out all the related functions the following members were elected :-

Sl. No.	Name of Members (Present)	Department	Designation
1.	Dr. Dharmendra Shukla (Principal)	B.Ed.	Principal & Chairperson of NSC
2.	Mr. Chandrashekhar Nath Jha (HOD/Principal in-charge)	D.El.Ed.	NAAC/IQAC Co-ordinator
3.	Mr. Narendra Kumar (Asst. Prof.)	B.Ed.	NAAC/IQAC Jt. Co-ordinator
4.	Mr. Shilnidhi (Asst. Prof.)	B.Ed.	Criterion – I, Convener (Curricular Aspects)
5.	Mr. Narendra Kumar (Asst. Prof.)	B.Ed.	Criterion – II, Convener (Teaching Learning & Evaluation)
6.	Mr. Saroj Kumar (Lecturer)	D.El.Ed.	Criterion – III, Convener (Research & Outreach Activities)
7.	Mr. Rahul Kumar (Librarian)	B.Ed.	Criterion – IV, Convener (Infrastructure & Learning Resources)
8.	Md. Ali Perwez (Office cum Account Asst.)	B.Ed.	Criterion – V, Convener (Student Support & Progression)
9.	Mr. Sandeep Chakraborty (Asst. Prof.)	B.Ed.	Criterion – VI, Convener (Governance, Leadership & Management)
10.	Mr. Mozammil Haque Khan (Asst. Prof.)	B.Ed.	Criterion – VII, Convener (Institutional Values & Best Practices)
11.	Mr. Tarique Raza Khan	B.Ed. & D.El.Ed.	Chairman & Member (Management Representative)
12.	Dr. Shahina Khan	B.Ed. & D.El.Ed.	Secretary & Member (Management Representative)
13.	Dr. Sanjeeta Kumari	B.Ed. & D.El.Ed.	Member of Expert Representative (Principal, Grizzly College of Education)
14.	Ms. Farhina Khanam	B.Ed.	Member of Students Representative

• **Agenda 2 :-**

Registration in NAAC portal and Institutional Information for Quality Assessment (IIQA) submission for 1st Cycle.

• **Resolution :-**

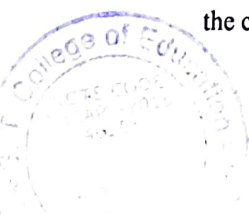
As per discussion it has been decided that the process of NAAC registration will be started by the college in the year 2025 as per the guidelines of NAAC.

• **Agenda 2 :-**

Preparation and filling of Self Study Report (SSR) with NAAC.

• **Resolution :-**

In this context, it has been decided that the Self Study Report will be submitted to NAAC by the college after the process of NAAC registration in the year 2025 as per the guidelines of NAAC.



- **Agenda 4 :-**

Formation of various Cells & Committies with objectives & Functions.

- **Resolution :-**

In this context it has been decided that as per the guidelines of UGC, Mr. C.N. Jha (NAAC/ IQAC Co-ordinator) will constitute Cell & Committees as well as explain all the objectives and functions related to it, by meeting with all the employees of S.T. College of Education.

- **Agenda 5 :-**

Uploading of all information at college Website as per NAAC guidelines.

- **Resolution :-**

As per discussion, it has been decided that Mr. Prashant Kumar (Technical Assistant) will prepare all necessary documents related to NAAC by the college and get the college Website up to date after getting approved by NAAC/IQAC Co-ordiantor & Principal.

- **Other (if any) :-**

- **Agenda :-**

Regarding providing Weekly report related to NAAC work.

- **Resolution :-**

In this context, it has been decided to submit the weekly written report to the NAAC/ IQAC Co-ordinator (MR. C.N. Jha) after all the staff of the college have done the work related to NAAC.

- **Agenda :-**

Regarding organising a meeting with college employees related to NAAC work & responsibilities.

- **Resolution :-**

As per the discussion, it has been decided to organize a special meeting with all the college employees as per the guidance of NAAC/IQAC Co-ordinator (MR. C.N. Jha) to perform the given work and responsibilities related to NAAC.

- **Adjournment :-**

Meeting was adjourned at 04:00 PM and give vote of thanks by Mr. C.N. Jha.

- **Minutes submitted by :- Mr. C.N. Jha.**

- **Approved by :- Dr. Dharmendra Shukla.**

*Shukla*

**Principal**  
**Principal**

S. T. College of Education  
Ahmed Raza Nagar, Phulwari  
Phulwari Sharif, Patna-805 005

