

## Tarkeshwar Narain Agrawal Teachers' Training College



VIII- Harigaon, P.O.- Sanya Barhatta, Dist- Bhojpur (Ara) 802162 (Bihar) 9507865058/7070091227

Website: [www.tnabedcollege.com](http://www.tnabedcollege.com)

Email: [info@tnabedcollege.com](mailto:info@tnabedcollege.com)

(Affiliated to Veer Kunwar Singh University, Ara & Bihar School Examination Board, Patna)

Established- 2009

Reference: TNATC/IQAC/001-2018

Date: 09.05.2018

### Internal Quality Assurance Cell

### Meeting for formation of IQAC Committee

#### Notice

It is hereby informed to cell and the faculty members that; a meeting will call by honorable Secretary Sir in Principal Office on 11.05.2018 (Friday) at 02:30 PM. The Purpose of aforesaid meeting is formation of IQAC in T.N.A. Teachers' Training College, Harigaon.

All faculty will present in due time without any fail.

**Principal**

Tarkeshwar Narain Agrawal  
Teachers' Training College  
Harigaon, Ara

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Established- 2009

Reference: TNATTC/IQAC/002-2018

Date: 11.5.2018

### **IQAC COMMITTEE FORMATION**

**VENUE-Secretary's Chamber**

**TIME: 02:30 PM**

**As per the guidelines of NAAC for establishment of Internal Quality Assurance Cell (IQAC)- IQAC should be constituted in every institution under the chairmanship of Head of the Institution with heads of important academic and administrative units along with few teachers and a few distinguished educationists, representatives of local management and stakeholders.**

**The composition of the IQAC may be as follows:**

1. Chairperson: Head of the institution-**Chairman**
2. Teachers to represent all level (Three to eight)-as **Members**
3. One member from the Management-**Member**
4. Few senior administrative officers-as **Members**
5. One nominee each from local society, Students and Alumni-as **Member**
6. One nominee each from Employers/industrialists/ Stakeholders- **Member**
7. One of the senior teachers as the coordinator/Director of the IQAC-**Member**



Principal of TNATTC requested all to suggest names the members of Internal Quality Assurance Cell according to the above-mentioned category. IQAC team was constituted after discussion with all the present members. The composition of the IQAC declared by Principal of TNATTC is as follows:

**1. Chairperson**

Dr. M.L. Raju  
Principal, Harigaon

**2. Co-Ordinator:**

Smt. P. M. Jena Asst. Prof. TNATTC, Harigaon

**3. Teacher Representative:**

- Sri Ajit Kr. Singh Asst. Prof. TNATTC, Harigaon (**Member**)
- Dr. M. K. Upadhyay Asst. Prof. TNATTC, Harigaon (**Member**)

**4. Office Administrative**

Rahul Kumar

**5. Management Representative:**

Er. Dhirendra Singh

**6. Student Representative: - Sri Om Prakash Sinha (B.Ed. Session 2018-20)**

**7. Member of Alumni: - Smt. Priti Shukla (B.Ed. Session 2015-17)**


**8. Local Society Member:**


Sri Ramakant Choubey

**7. IQAC expert:**

Dr. Kaushelendra  
Asst. Prof. J.J. College, Ara

**The meeting ended with thanks to the chair.**

  
IOAC Co-Ordinator  
T.N.A. Teachers' Training College  
Tarkeshwar Narain Agrawal  
Teachers' Training College  
Harigaon, Ara

  
Principal  
T.N.A. Teachers' Training College  
Tarkeshwar Narain Agrawal  
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Established- 2009

Reference: TNAITC/IQAC/003-2018

Date 23/5/2018

### Internal Quality Assurance Cell

#### Notice


**The first meeting of Internal Quality Assurance Cell (IQAC) members is scheduled to held on Thursday (31.05.2018) at 02:30 PM at conference hall of T.N.A. Teachers' Training College, Harigaon.**

#### Agenda of Meeting:

- 1) Introductory speech by IQAC Co-Ordinator.**
- 2) Discussion and finalization of roles and responsibilities of IQAC.**

**Members are requested to present their opinion and suggestions for the discussion according to the agenda.**

  
**IQAC CO-ORDINATOR**  
T.N.A. Teachers' Training College  
Tarkeshwar Narain Agrawal  
Teachers' Training College  
Harigaon, Ara

  
**Principal**  
T.N.A. Teachers' Training College  
Tarkeshwar Narain Agrawal  
Teachers' Training College  
Harigaon, Ara



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Established- 2009

Reference: TNATTC/IQAC/04-2018

Date: 31.5.2018

## Internal Quality Assurance Cell

### Minutes of Meeting

A meeting of IQAC Member was held on 31.05.2018 at 02:30 PM in Conference Hall of TNATTC to discuss the latest development and assignment of tasks. Co-Ordinator of IQAC address the meeting-

### Role and Responsibilities of IQAC cell:

Internal Quality Assurance Cell of TNATTC, Harigaon has been formed with the objective to enhance the academic and administrative performance of the institution.

### Strategies of IQAC

- 1) Ensuring timely, efficient progressive performance of academic, administrative and financial tasks.
- 2) Enhance relevant and quality academic programs.
- 3) Equitable access to affordability of academic programs for various sections of the society.
- 4) Optimization and integration of modern methods of teaching and learning.
- 5) Emphasize on credibility of assessment and evaluation process.
- 6) Ensuring the adequacy, maintenance and proper allocation of support structure and services.

## Functions of IQAC Cell

1. Development and application of quality benchmarks
2. Parameters for various academic and administrative activities of the institution.
3. Collection and analysis of feedback from all stakeholders on quality-related institutional processes
4. Documentation of the various programs/activities leading to quality improvement.
5. Acting as a nodal agency of the Institution for co-ordinating quality-related activities, including adoption of best practices.


The IQAC Expert, Dr. Kaushledra welcomed all the members for the first IQAC meeting followed by the presentation on activities and functions of IQAC.

Present Members: (Names along with designation)

- 1) Smt. P. M. Jena (Co-Ordinator)
- 2) Sri Ajit Kr. Singh (Asst. Prof.)
- 3) Dr. M. K. Upadhyay (Asst. Prof.)
- 4) Rahul Kumar (Office Administrative)

Meeting ended with thanks to all the presented respective.

  
**IQAC CO-ORDINATOR**  
T.N.A. Teachers' Training College  
Tarkeshwar Narain Agrawal  
Harigaon, Ara (Bhojpur)  
Teachers' Training College  
Harigaon, Ara

  
**Principal**  
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Teachers' Training College  
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Established- 2009

Reference: TNATTC/IQAC/005-2018

Date: 06.7.2018


## Internal Quality Assurance Cell Notice


The second meeting of Internal Quality Assurance Cell (IQAC) members, is scheduled to held on Tuesday (10.07.2018) at 02:30 PM in conference hall of TNATTC.

### Agenda of Meeting:

- 1) Finalization of Mission, Vision and Core Values of the Institution.
- 2) Preparation of Internal committee.
- 3) Academic and Administrative planning for the running session.

Members are requested to suggest their valuable suggestion at the time of discussion according to the agenda.

  
IQAC Co-ordinator  
T.N.A. Teachers' Training College  
Tarkeshwar Narain Agrawal  
Teachers' Training College  
Harigaon, Ara

  
Principal  
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Established- 2009

Reference: TNATTC/IQAC/006-2018

Date: 10.7.2018

## Internal Quality Assurance Cell

### Minutes of Meeting

A Second meeting of IQAC was held on Tuesday, 10.07.2018 at 02:30 PM Conference Hall of TNATTC to discuss the latest development and assignment of tasks.

#### Agenda of Meeting:

- 1) Finalization of Mission, vision and Core Values of the Institution.
- 2) Preparation of Internal Committee.
- 3) Academic and Administrative planning for the running session.

#### Present Members: (Names along with designation)

- 1) Smt. P. M. Jena (Co-Ordinator)
- 2) Sri Ajit Kr. Singh (Asst. Prof.)
- 3) Dr. M. K. Upadhyay (Asst. Prof.)
- 4) Mr. Rahul Kumar (Office Administrative)

**Note:** - Attached the formatted list of new formatted committee.



## **Minutes of the Meeting:**

### **Finalization of Mission, Vision and Core Values of the Institution.**

Mission and Vision and Core values of the institution is discussed and finalized by IQAC members. These are approved by Chairperson of IQAC.

Mission and Vision of the Institution submitted by Co-Ordinator of IQAC was discussed. It was checked that the mission and vision of Institution are aligned with the mission and vision of the institute.

### **Formation of Internal committee**


Discussion regarding formation of the following committees:


- 1) Grievance redressal committee.
- 2) Anti-Ragging committee.
- 3) Student welfare committee.
- 4) Training of placement cell.
- 5) Library Committee.

### **Academic and Administrative planning for running session.**

- 1) Discussion done for academic calendar and class time table was reviewed.  
The review was found that work was going on according to the time table.
- 2) Formation of Question paper was discussed and finalized.
- 3) Faculty are instructed to take unit test and give assignment before internal Test.

Meeting ended with thanks by the co-ordinator.

  
IQAC Co-Ordinator  
T.N.A. Teachers' Training College  
Tarkeshwar Narain Agrawal  
Teachers' Training College  
Harigaon, Ara

  
Principal  
Tarkeshwar Narain Agrawal  
T.N.A. Teachers' Training College  
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