

NCTE Code No. APE01012 (B.Ed.)
ERCAPP2431 (D.El.Ed.)

☎ : 9771432727 (Secretary)

☎ : 9771458919 (Principal)

Tarkeshwar Narain Agrawal Teachers' Training College



VIII- Harigaon, P.O.- Sanya Barhatta, Dist- Bhojpur (Ara) 802162 (Bihar) 9507865058/7070091277

Website: www.tnabedcollege.com

Email: info@tnabedcollege.com

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

Established- 2009

Reference: TNATTC/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

Organised by: - Tarkeshwar Narain Agrawal Educational and Social Welfare Foundation, Rajendra Nagar, Ara, Bihar.

Patna Office: - B5, Third Floor, Grand Chandra Apartment, Infront of Prasar Bharti, Fraser Road, Patna-1 :0612-2542885

Website: www.tnafoundation.org, Email: secretary@tnafoundation.org

Tarkeshwar Narain Agrawal Teachers' Training College



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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. Dharendra 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.


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Established- 2009

Reference: TNATTC/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
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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.


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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.


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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.


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Established- 2009

Reference: TNATC/IQAC/007-2019

Date: 02/01/2019

Internal Quality Assurance Cell

Notice


The third meeting of IQAC member will be scheduled to be held on 03.01.2019 (Thursday) in T.N.A.T.T.C Conference Hall at 02:30 PM.

Agenda of the meeting –

1. Analysis to feedback collection after completion of major activities.
2. Regarding infrastructure development.
3. Review of previous meeting works.

All members are requested to present in time and participate in the discussion, give suggestions according to the agenda.


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Reference: TNATTC/IQAC/008-2019

Date: 03/01/2019

List of Initiative on IQAC Meeting

Report on Action Taken –

Smt. P.M. Jena, Co-Ordinator IQAC proposed the meeting. She Presented the proceedings of the last meeting which was anonymously accepted and confirmed.

Assistant Prof. Sri Ajit Kumar Singh was nominated to act as program officer in National Service Scheme (NSS). The nomination was approved by the IQA Cell.


It has been discussed that with the Co-Operation of the faculty several competitions i.e., Quiz Contest, Speech Competition, Essay Writing, Debate, Drawing Competition, Soil and wooden work would be planned and organized.


1. Smt. P.M. Jena informed that Blood donation program was successfully organized on the occasion of Late T.N. Agrawal's Purnya tithi.

On day field trip to Nalanda and Rajgir, Annual Function, Year End Programs were organized successfully.

2. Students' involvement needed to be strengthened in academic planning and activities. It was recommended that the vacant posts for faculty would be filled in eligible candidates with prior information by the higher authority.
3. Asst. Prof. Dr. Manoj Kumar Upadhyay make the suggestion for development of infrastructure concern. Wall Putty and repairing work for boundary wall should prepare earlier before Holi Holidays.
4. A report on the successfully conduct the Co-Curricular events was presented by the committee.

Further decision taken to prepared feedback form and collect feedback from Alumni for the academic improvement.


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Established- 2009

Reference: TNATTC/IQAC/ 009-2019

Date: 01/8/2019

Internal Quality Assurance Cell


Notice

The fourth meeting of IQAC will schedule to held on 06.08.2019 (Thursday) in TNATTC Conference Hall at 02:00 PM.

Agenda of the meeting

1. Organizing Dental Camp and Motivational speech.
2. Organizing two days National Seminar.
3. Organizing on campus Open Air Session.
4. Discussion regarding Field Trip.
5. Discussion regarding principal's Leave concern.


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Established- 2009


Reference: TNATTC/IQAC/010-2019

Date: 6/8/2019

List of Initiative of IQAC Meeting Action Taken Report –

1. On the occasion of T.N. Agrawal Ji's Punya tithi - Dental camp and same day one motivational speech session by Raj Kumar, Sub-Editor of TOI (Times of India) will Organized.
 2. Before end of the year 2019 , two day National Seminar will organised
 3. Arrangement for on campus Open Air Session is declared to held in the month of November.
 4. The responsibilities for organizing Field Trip on month of December is allotted the Co-Curricular Committee.
 5. According to the suggestion of management, due to chronical health issue of principal , before he leave the college one advertisement will published as earlier for appointment of new one.
- Organized Quiz Competition, Rangoli Competition, Community Awareness Work and students' involvement in all Labs. i.e.- Math's, Science, ICT., Psychology, SST made well equipped and training will conducted.
 - The principal gave suggestion that there is need for an urgent campus cleaning drive as well as initiating infrastructure services and campus beautification projects. The proposal was approved by IQAC.


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Established - 2009

Reference: TNATTC/IQAC/01-2020

Date: 03/1/2020

Internal Quality Assurance Cell

Notice

The fifth meeting is commenced to held on 03.01.2020 (Friday) in TNATTC Conference Hall at 02:30 PM.

Agenda of the Meeting –

1. Discussion regarding reformation of Committee.
2. Discussion regarding Internship program at different schools.
3. Discussion regarding taken precautional steps for COVID-19.


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Established- 2009

Reference: TNATTC/IQAC/012-2020

Date: 03/1/2020

Report of Action Taken

The minutes of previous meeting held on 06.08.2019 was presented and confirmed by the IQAC.

Dr. R.N. Hudda, New Principal joined at 15.10.2019.

1. The meeting was presented by the Co- Ordinator of IQAC and confirmed by the committee. Principal gave emphasis that students involvement needed to be strengthened in Academic Planning and activities.

The principal further emphasized on counselling the mentees during Covid session regarding health care, academic issues and democratic principles etc. Mentoring system act as a mechanism to improve the bond between students and teachers and it should continue as one of the best practices.


2. Discussion about issuing letters from DEO office for school observation and Internship program was held.

3. Report of Co-Curricular activities was presented by the Co-Curricular Committee. Further, a feedback form was decided to be prepared for collect feedback from Alumni make institutional improvement.
4. During the upcoming situation of COVID-19 the IQAC gave suggestion that- during precaution period the faculty will look, after their academic work through online.
5. Information about use of ICT in education process would be emphasized for the reports and online events.

The meeting was concluded with thanks by Co-Ordinator for to all the presentees.

Name of the Members –

1. Dr. Manoj Kumar Upadhyay (Member)
2. Sri Ajit Kumar Singh (Member)


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Established- 2009

Reference: TNATTC/IQAC/013-2020

Date: 13/8/2020

Internal Quality Assurance Cell

Notice

The sixth meeting of IQAC member will schedule to held on 14.08.2020 (Friday) in TNATTC Conference Hall at 01:30 PM.

Agenda of the Meeting –

- ❖ Reports of online Academic/Classwork.
- ❖ Extension of outreach programs.
- ❖ Discussion regarding offline class work.
- ❖ Library Report.

All members are requested to attend the meeting with serving their valuable suggestions regarding above.


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Established- 2009

reference: TNATTC/IQAC/04-2020

Date: 14/8/2020

Action Taken Report

Smt. P.M. Jena, Co-Ordinator proposed the meeting. She proceeding the last meeting which was accepted and confirmed by all members.


❖ Asst. Prof. A.K. Singh was nominated to act as program officer in National Service Scheme (NSS). The nomination was accepted by the IQAC.


TNATTC will prepare for make documentation of NAAC. The following points were highlighted by the Co-Ordinator –

Documentation strategy would be as follows –

- By next meeting of IQAC a detailed scheme and format for documentation would be proposed for the approval by the committee.
- Use of ICT in education process would be emphasized in the reports and events.
- Annual Library Report was discussed.
- Discussion regarding Complete the academic plan of year 2021.
- Project based classroom activities was emphasized.

- Strengthening WhatsApp and e-mail groups for interaction with each session.
- Usages of Library training to be part of induction.
- Master plan for campus was discussed.
- Exam., Finance, Planning forms to be designed and discussed by the committee.
- IQAC must take pro-active regarding quality issues.
- It was resolved the feedback form would be developed and analyzed by the IQAC.
- Responsibility of Planning for the upcoming Co-Curricular events was allotted to the Concern committee.


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Established- 2009

Reference: TNATTC/IQAC/015-2021

Date: 04/01/2021

Internal Quality Assurance Cell


Notice

The seventh meeting of IQAC member will schedule to held on 04.01.2021 (Monday) in TNATTC Conference Hall at 02:30 PM.

Agenda of the Meeting –

- ❖ Proposal for reformation of the all committees.
- ❖ Instruction regarding Co-Curricular activities
- ❖ Discussion regarding well furnish the laboratories before arrival the inspection team of Aryabhata Knowledge University, Patna.
- ❖ Discussion regarding issuing DEO permission letter for internship program.


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Established- 2009

Reference: TNATTC/TAAC/016-2021

Date: 4/1/2021

Minutes of Meeting


- The minutes of previous meeting 14.08.2020 was presented and confirmed.
- The responsibility of planning for the upcoming cultural activities are allotted to the concern committee.
- The principal suggested the co-convenor of academic committee to improvised academic calendar of 2021 which will completed within two days.

The principal emphasized on counselling the mentees regarding health issues, social awareness and democratic principle etc. because mentoring system act as a mechanism for improve the bond between students and teachers which will continue as one of the best practices.


- It was decided management committee Joining - the new Principal and new teaching staff. Reformation of all committees should enhance.
- It was decided that all laboratory in charge will maintain their equipment within a week. Every laboratory in charge will present their lab status before the visit of inspection team by Aryabhata Knowledge University, Patna.

- Before preside the internship program supervisors of School visit will give the information about internship to the concern School's Head master.

The meeting was concluded with acceptance all above at 04:10 PM.



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Established- 2009

Reference: ...TNATTC/IQAC/07-2021

Date: 01/07/2021


Internal Quality Assurance Cell Notice

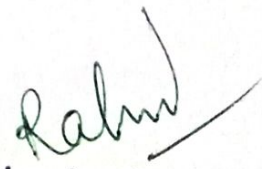
The eighth meeting of IQAC member will schedule to held on 02.07.2021 (Friday) in TNATTC Conference Hall at 02:30 PM.

Agenda of the Meeting –

- ❖ Discussion regarding well organized Internal examination.
- ❖ Co-Curricular programs for practice activities.
- ❖ Initiating infrastructure maintenance services.
- ❖ Discussion regarding training for library uses.

All members are requested to give their valuable suggestions by which action will be taken the above.


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

Website: www.tnabedcollege.com

Email: info@tnabedcollege.com

(Affiliated to Aryabhata Knowledge University, Patna & Bihar School Examination Board, Patna)



Established- 2009

Reference: TNATIC/IQAC/018-2021

Date: 02/7/2021

Minutes of Meeting


IQAC Co-Ordinator proposed the meeting-

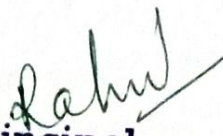
The principal started that there was need for cleaning drive in the college campus as well as initiating infrastructure maintenance services. The proposal was accepted by the committee.

By the next meeting of IQAC a detailed scheme and format for documentation would be proposed for the approval by the committee.

- The initiative required from institutional level to expedite the NAAC process has been discussed and it was resolved the matter be given for prime important in upcoming governing body meeting.
- Extension of outreach programs to be strengthened.
- IQAC must take pro-active role regarding quality issues for internal assessment.
- It was resolved that feedback form would be developed online and analyzed by the academic committee.

The meeting was concluded with acceptance all above at 04:00 PM.


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


Principal
Tarkeshwar Narain Agrawal
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Harigaon, Ara

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Established- 2009

Reference: TNATTC/IQAC/020-2022

Date: 04/11/2022

Internal Quality Assurance Cell


Notice

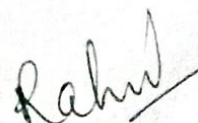
The ninth meeting of IQAC member will schedule to held on 06.01.2022 (Thursday) in TNATTC Conference Hall at 01:30 PM.

Agenda of the Meeting –

- ❖ Discussion regarding National Seminar.
- ❖ Invite to RFRF team for NAAC Preparation.
- ❖ Discussion School observation work of 1st Year B.Ed., Session 2021-23 trainees.

All members are requested to present in due the above time and actively participate with the discussion by which forward step will taken for quality concern of the institution.


IQAC CO-ORDINATOR
T.N.A. Teachers Training College
Tarkeshwar Narain Agrawal
Harigaon, Ara (Bhojpur)
Teachers Training College
Harigaon, Ara


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Teachers Training College
Harigaon, Ara (Bhojpur)
Teachers Training College
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Established- 2009

Reference: TNATTC/IQAC/021 - 2022

Date: 06/11/2022


Minutes of Meeting

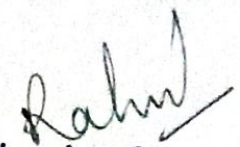
The Meeting was proposed by IQAC Coordinator.

IQAC unanimously approved the minutes of the previous meeting held on the 02.07.2021. It was decided in the Governing body meeting to create new post of H.O.D (B.Ed.). So, Dr. Manoj Kumar Upadhyay, Asst. Prof. was take the post of H.O.D, B.Ed. wing.

- According to the suggestions of managing committee before Holi Holidays, two days National Seminar was finalized to be held.
- For preparation of NAAC, IQAC of TNATTC request to the principal for invite RFRF by which NAAC work of the institution run in a positive direction.
- Apply the permission letter from DEO for both observation and Internship program of B.Ed. Session 2021-23 was finalized.

The meeting was concluded with acceptance all above at 03:00 PM.


IQAC CO-ORDINATOR
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