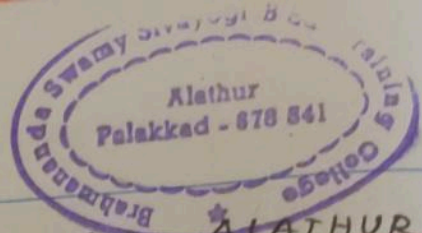


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BSS B.Ed., TRAINING COLLEGE, ALATHUR



### IQAC Meeting Circular

Circular No.: BSS - IQAC / 012 / 2022-2023

Date: 08.06.2023

Respected BSS IQAC Members, Greetings.

This is to inform you that, there will be an official IQAC Meeting on 9<sup>th</sup> June 2023 at 03:00 pm in the Principal's chamber.

Meeting Agendas:

1. Previous IQAC Meeting Minutes - Review and ATR
2. NAAC Peer Team Visit
3. School Initiatory Programme (2022-2024 Batch)
4. University Semesters Examinations
5. University Valuation Camps
6. Feedback from Stakeholders
7. Teachers and Non-Teaching Staff performance
8. Cells and committees Annual Report
9. IQAC Annual Report
10. Academic calendar for 2023-2024
11. School Internship programme (2022-2024 Batch)
12. Admission - 2023-25 Batch
13. IQAC proposals for 2023-24
  - i) Establishment of Publication
  - ii) Lift facilities
  - iii) Introduce of New courses
  - iv) New Camps
  - v) Quality accreditation other than NAAC
  - vi) Establishment of additional cells
  - vii) Library development

F. Chinn  
27/6/23

B. S. S.

Principal

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PRINCIPAL,  
B. S. S. B.Ed, Training College,  
Alathur (PO), Palakkad-District  
Kerala - 678 841.

[Signature]



B.S. B.Ed., TRAINING COLLEGE, ALATHUR

IQAC MEETING

Date: 09.06.2023

The official Internal Quality Assurance Cell's (IQAC) meeting was held on 9<sup>th</sup> June 2023 in the Principal's chamber at 03:00 pm headed by the principal Dr. K.S. Balambika mam.

PRAYER

Minutes of Meeting

Members Present: 12

Decisions / Discussions / Resolutions:

Agenda-1: Review of previous IQAC meeting minutes

IQAC co-ordinator Mr. Charles F, reported the Action Taken on the agendas of the previous meeting held on 8<sup>th</sup> February 2023.

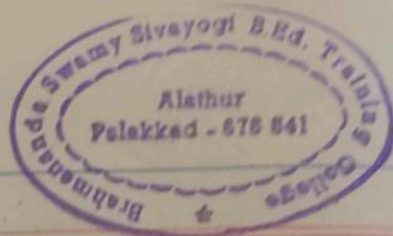
Agenda-2: NAAC Peer Team Visit

It was decided to form a committee for the smooth functioning of NAAC Peer Team Visit. Also decided the frame a procession to receive NAAC Peer Team Visit members. Also decided to utilize Seminar Hall in the ground floor as NAAC Document cum IQAC Room. Also decided to prepare Institution's schedule of Peer Team Visit.

Agenda-3: Initiatory School Experience (2022-24 Batch)

It was decided to execute the school-based curricular activity EDV 201.5 by getting proper permission from DE as well as respective schools Headmaster/Principal concern. Also decided to collect convenient school list from students. Also decided to conduct orientation programme.





#### Agenda - 4 : University Semester Examinations

The cell understood that the Calicut University's second semester examination for the Batch (2022-2024) will be in the month of August-2023 and the fourth semester examination will be in the month of July-2023.

It was decided to recommend the examination cell to conduct model examinations well in advance.

#### Agenda-5 : University Valuation Camp

It was decided to attend the University Examination Valuation Camp at Nee Training College, Ottapalam with due consideration with NAAC Peer Team Visit. Also it was decided to allow the teacher-educators to change their valuation centres with the approval of the Principal.

#### Agenda-6 : Feedback from Stakeholders

It was decided to collect necessary feedbacks from all the respected stakeholders and do analysis for the better implementation of 2023-24 academic activities.

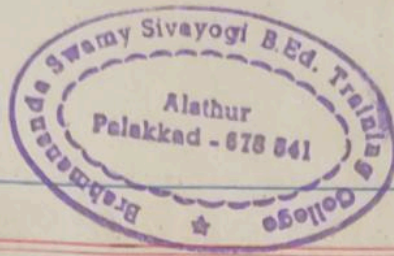
#### Agenda-7 : Staff Performance and Appraisal

It was decided to collect both teaching and non-teaching staff performance for the academic year 2022-2023 in the month of August-2023 and submit the same to the principal for appraisal.

#### Agenda-8 : Cells and committees Annual Report

It was decided to prepare annual report of each cell and committee in the month of August 2023.





### Agenda-9: IQAC Annual Report

It was decided to prepare BSS-IQAC annual report for the academic year 2022-2023.

### Agenda-10: Academic calendar (2023-2024)

- \* It was decided to assign roles and responsibilities of staff for the academic year 2023-2024
- \* It was decided to collect activities with date from each cell and committee for 2023-2024.
- \* It was decided to prepare academic calendar for the academic year 2023-2024 with the consideration of feedback analysis report of 2022-23.

### Agenda-11: School Internship (2022-2024 Batch)

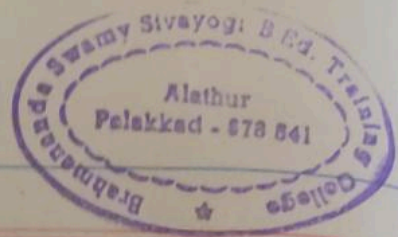
It was decided to collect convenient schools list from student-teachers regarding 80 working days school Internship programme. Also decided to commence internship from 16<sup>th</sup> August 2023 with necessary permissions. Also decided to observe the clauses five times. Also decided to get student's internship certificate in new format.

### Agenda-12: Admission (2023-25 Batch)

It was decided to scrutinize the applications under Management seats with the admission guidelines by the University of Calicut and finalize the Management seats for the academic year 2023-25 Batch.

Also decided to follow the Merit seats and its higher option until the finalization of merit seats for the Batch 2023-25.



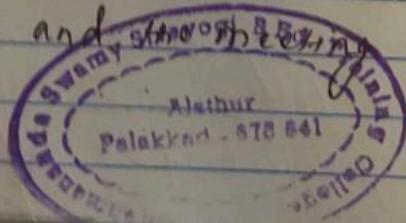


### Agenda-13: IQAC - Quality proposals

It was discussed to consider the followings as quality proposals under IQAC for the academic year 2023-2024.

- i) Establishment of BES - Publication
- ii) Installment of Lift facilities
- iii) Introduction of Integrated programmes, M.Ed.,
- iv) Shifting to new own premises
- v) Acquiring quality accreditation other than NAAC like NIRF, State Accreditation, ISO, etc.,
- vi) Establishment of new cells for students' self-study/value added courses, Career guidance,
- vii) Augmentation and refinement of library.

The above discussions and decisions were accepted by all the IQAC members present in the meeting. IQAC co-ordinator Mr. Charles F delivered the vote of thanks and the meeting concluded at 05:05 pm.



PRINCIPAL,  
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Kerala - 678 541.

No.	NAME	DESIGNATION	SIGNATURE
1	Sri CHARLES F	Co-ordinator	F Charles
2	Smt NEEMA SURENDRAN	Co-ordinator	Neema
3	Smt RASMI V M	Member	Rasmi
4	Smt MEERA T N	Member	Meera
5	Smt JINI M GEORGIE	Member	Jini
6	Sri SANTHOSH T	Member	Santhosh
7	Sri PRIJITH EP	Member	Prijith
8	Sel JACABHA B	Member	Jacabha
9	Sri SANTHOSH V	Member	Santhosh
10	Sri ANUMOD M DAC	Member	Anumod
11	Sri SAGIAR DAC	Member	Sagi