

Ursuline Women's Teachers' Training College, Lohardaga

The minutes of IQAC Meeting

Year	2015-2017	2016-2018	2017-2019	2018-2020	2019-2021
IQAC Meeting	1	2	1	2	2

Date : 07.11.2015

Venue: Common Room

Agenda for the meeting

1. Information regarding syllabus of B.Ed. Course
2. Seminar/workshop
3. NEP 2016
4. Text books for the new syllabus
5. Regularity in mentoring class

Discussions

- After a short prayer the minutes of the previous meeting was read out and confirmed.
- The chairperson informed the members about the NAAC visit and their few suggestions for upgrading the students and faculty with new technology.
- Regarding syllabus of B. Ed. Course, the Principal cum chairperson informed us that the syllabus has been prepared under the guidelines of NCTE and is approved by the Ranchi University. In preparing the new syllabus our college has played a vital role.
- Principal informed us that there will be 1 month of Practice Teaching and 4 months of Internship for B.Ed. students. These are compulsory for every institution to take it seriously.
- Some of the staff presented the paper in International Seminar; Srs. Clara Anand and Jacinta Kujur in Shillong and Srs. Nirmla Samuel, Prabha Toppo and Clara Anand in Patna.
- Dr. Sr. Shila and Sr. Sushanti attended the seminar on New Education Policy 2016. New Education Policy 2016 gives emphasis that the teachers must be NET qualified.
- Principal and the library incharge informed that for some courses books are not available but we are trying to find out the sources to purchase the books.

- Mentoring class for the students must be continued. Mentoring class is helpful for the slow learners. This is one of the best practices that our institution has adapted.
- Some of the suggestions were given by Class Representative and Assistant Class Representative regarding the Co- Curricular Activities, availability of the course books. It was suggested that the faculty will take the initiatives to organize the activities every month. Therefore, tentative Time Table will be prepared by some of the faculty members for the smooth running of the B.Ed. Programms.

Implementation

- Annual Tentative Calendar was prepared and displayed on the Notice Board of the College.
- Many faculty members took initiative to attend the seminar/workshop and present the paper.
- Teachers used the library resources and other resources for qualifying the NET.
- Initiatives were taken by the principal to organize workshop for the school teachers to make them understand about the Internship and the role of Intern.
- The 2nd year students were sent for the Internship to different schools of Lohardaga.

Meeting ended with the vote of thanks by Sr. Jacinta, Co-ordinator, IQAC.

Sr. Jacinta
 IQAC, Co-ordinator,
 Sr. Jacinta Kujur

COORDINATOR IQAC

Sr. Shila
 Principal,
 Dr. Sr. Shila

PRINCIPAL
 URSULINE WOMEN'S TEACHERS'
 TRAINING COLLEGE
 LOHARDAGA, JHARKHAND-835302

**INTERNAL QUALITY ASSURANCE CELL (IQAC)
URSULINE B.Ed. COLLEGE LOHARDAGA,
SESSION - 2015 - 2016**

Date: - 07.11.2015

Members of the Cell.

Signature

- | | | | |
|----------------------------|---|---|---------------------------------------|
| 1. Chairperson | - | Dr. Sr. Shila Ergat, Principal | <i>Sr Shila</i>
7/11/15 |
| 2. College Secretary | - | Sr. Placida Kispotta O.S.U | |
| 3. Coordinator | - | Sr. Jacinta Kujur, Lecturer | <i>Sr. Jacinta</i>
7/11/15 |
| 4. Member | - | Dr. Sr. Rani Beck, Vice Principal | <i>Rani Beck</i>
7/11/15 |
| 5. Member | - | Dr. Poonam Mishra, Lecturer | <i>Poonam</i>
07.11.15 |
| 6. Member | - | Sr. Clara Anand, Lecturer | <i>Sr. Clara</i>
7/11/15 |
| 7. Member | - | Sr. Regina Bando, Lecturer | <i>Sr. Regina</i>
7/11/15 |
| 8. Member | - | Mrs. Farhat Parween, Lecturer | <i>F. Parween</i>
7/11/15 |
| 9. Member | - | Sr. Nirmala Samuel, Lecturer | <i>Sr. Nirmala</i>
7/11/15 |
| 10. Member | - | Sr. Prabha Toppo, Lecturer | <i>Sr. Prabha</i>
7/11/15 |
| 11. Alumnae | - | Sr. Helen Bara (Principal)
Ursuline Girls' High School Loh. | |
| | - | Mrs. Harriet Tigga. Asst - Teacher
Ursuline Girls' High School Loh. | |
| 12. Public Representative | - | Dr. Prof. A.D. Sharma (Retd. Univ.
Ranchi University, Chhatar
Bagicha Lohardaga | <i>Dr. Sharma</i>
07/11/15 |
| 13. Public Representative | - | Mr. P. Agarwal (Rt. Principal)
B.S.College, Lohardaga | <i>P. Agarwal</i>
07/11/15 |
| | - | Dr. Sr. Eileen Kujur
St. Ursula Hospital, Lohardaga | <i>Eileen Kujur</i>
07/11/15 |
| | - | Ms. Samima Khattoon (Principal)
Madhusudan Lal Agarwal
Mahila College, Lohardaga. | |
| 14. Class Representative | - | Ms. Preeti Poonam Barwa | <i>Preeti Poonam Barwa</i>
7/11/15 |
| Asst. Class Representative | - | 1. Ms. Sushma Sweta Mundu | <i>Sushma S. Mundu</i>
7/11/15 |
| | | 2. Ms. Rachita Yadav | |
| 15. Member | - | <i>Sr. Sushanti Haro</i> Lecturer | <i>Sr. Haro</i>
07/11/15 |

Jacinta
COORDINATOR IQAC

Sr Shila
7.11.15
PRINCIPAL
URSULINE B.ED. COLLEGE & TEACHERS'
TRAINING COLLEGE
LOHARDAGA JHARHAND-835302

Minutes of IQAC Meeting

Date : 21.03.2016

Venue: Common Hall

Agenda of the meeting

1. Information
 - about Inspection of our Institution
 - Improvement test
 - Science day celebration
 - Information about educational tour
2. Further programmes
3. Any other

Meeting started with a short prayer led by Sr. Sushanti. Thereafter, the report of the previous meeting was read by the IQAC Co-ordinator. Thereby, the following agenda were discussed and resolved in the meeting.

1. Information

- Sr. Principal informed that a team of three members from Ranchi University came for an inspection to our college on 14.03.2016. All the staff members cooperated in different areas in preparation.
- Improvement test was conducted from 06.02.2016 to 19.02.2016. The improvement test was conducted for those students who could not do well in the internal examination. They are given opportunity to sit in the improvement test. It is also a best practice in our institution.
- Science day was organised by science faculty members together with science students on 20.03.2016. It was well organised with science exhibition.
- Educational tour was conducted from 5th March to 13th March 2016 to Jammu- Kashmir, Srinagar. 92 students and 6 staff went for the tour and students were instructed to make a project on educational tour.
- Annual Sports day was held on 29.02.2016. Annual sports day is organised every year in our institution which is the students to excel in the field of sports and game, developing their mental, physical and social quality.

2. Further Programmes

- Celebration of Social Science Day was discussed and was decided to celebrate on 14th April 2016.
- Entrance test and interview will be held in the month of June. The decision was made to distribute the form from 16th March 2016.

- Alumnac meeting which was used to hold in the 2nd week of December will be held in the month of April 10, 2017.
- Teacher in charge explained about different cells and work being carried out successfully through these cells. For instance, Placement cell, Grievance redressal cell, Counselling cell, and alumnae cell.

3. Any other

- The Class Representative put forward the problem regarding library books i.e., issue and return dates should be extended.
- Difficulties in getting the course book in the library.
- More required books are needed.

Implementation

- The rules were reformulated regarding issue and returning of the library books. The students can issue 4 books at a time and can return the books after a week. It was successfully implemented in the institution.
- Open access library was introduced so that the students could select the books according to their knowledge of the content and subject.
- Many course books were purchased according to the new syllabus.
- Every year the Annual Sports Day, Annual College Day, Educational Tour, Science Exhibition and Improvement test are conducted for the all- round development of the students.

Meeting wound up with vote of thanks by Sr. Jacinta, the Co-ordinator IQAC.

Sr. Jacinta
 IQAC, Co-ordinator,
 Sr. Jacinta Kujur

COORDINATOR IQAC

Sr Shila
 Principal,
 Dr. Sr. Shila

PRINCIPAL
 URSULINE WOMEN'S TEACHERS'
 TRAINING COLLEGE
 LOHARDAGA, JHARKHAND-835302

**INTERNAL QUALITY ASSURANCE CELL (IQAC)
URSULINE B.Ed. COLLEGE LOHARDAGA.
SESSION - 2015 - 2016**

Date:- 21.03.2016

Members of the		Signature
1. Chairperson	- Dr. Sr. Shila Ergat, Principal	<i>Sr. Shila</i> 21/3/16
2. College Secretary	- Sr. Placida Kispotta O.S.U	
3. Coordinator	- Sr. Jacinta Kujur, Lecturer	<i>Sr. Jacinta</i> 21.03.2016
4. Member	- Dr. Sr. Rani Beck, Vice Principal	<i>Rani Beck</i> 21.03.16
5. Member	- Dr. Poonam Mishra, Lecturer	<i>Poonam</i> 21.03.16
6. Member	- Dr. Sushanti Horo, Lecturer	<i>Sushanti</i> 20.3.16
7. Member	- Sr. Clara Anand, Lecturer	
8. Member	- Sr. Regina Bando, Lecturer	<i>RA</i> 21.3.16
9. Member	- Mrs. Farhat Parween, Lecturer	<i>F.P.</i> 21/3/16
10. Member	- Sr. Nirmala Samuel, Lecturer	<i>N Samuel</i> 21/3/16
11. Member	- Sr. Prabha Toppo, Lecturer	<i>Sr. Prabha</i> 21/3/16
12. Alumnae	- Sr. Helen Bara (Principal) Ursuline Girls' High School Loh.	<i>S. Helen</i> 21/3/2016
	- Mrs. Hariet Tigga Asst- Teacher Ursuline Girls' High School Loh.	
13. Public Representative	- Dr. Prof. A.D. Sharma (Retd. Univ. Ranchi University, Chhatar Bagicha Lohardaga	<i>A.D. Sharma</i> 21/3/16
14. Public Representative	- Mr. P. Agarwal (Rt. Principal) B.S. College, Lohardaga	<i>P. Agarwal</i> 21/3/16
	- Dr. Sr. Eileen Kujur St. Ursula Hospital, Lohardaga	<i>Eileen Kujur</i> 21/3/16
	- Ms. Samima Khattoon (Principal) Madhusudan Lal Agarwal Mahila College, Lohardaga	<i>Samima Khattoon</i> 21/3/16
15. Class Representative	- Ms. Preethi Poonam Barwa	<i>Preethi Poonam Barwa</i> 21/3/2016
Asst. Class Representative	- 1. Ms. Sushma Sweta Mundu	<i>Sushma Sweta Mundu</i> 21/3/16
	- 2. Rachita Yadav	<i>Rachita Yadav</i> 21/3/2016
16. Mrs. Sujata Majumdar	- Member	<i>Sujata Majumdar</i> 21/3/16

Sr. Jacinta
COORDINATOR IQAC

Sr. Shila
21.3.16
PRINCIPAL
URSULINE WOMEN'S TEACHERS'
TRAINING COLLEGE
LOHARDAGA JHARKHAND-835302

Minutes of IQAC Meeting

Date : 24.09.2016

Venue: Common Hall

Agenda of the meeting

1. Information
2. Discussion
3. Action/Implementation

Meeting started with a short prayer led by Sr. Regina. The chairperson welcomed all the members. Thereafter, the report of the previous meeting was read by co-ordinator. After some clarification the report was approved.

Information

- Sr. principal informed that 1st year university exam started from 24.09.2016 and will continue till 05.10.2016.
- Microteaching, demonstration and simulation classes will begin from 2nd November 2016.
- Principal informed that the infrastructure of the college is being extended to start M.Ed. course.
- Principal informed about elevator which will be installed in the college for the person with special need.

Discussion

- We discussed regarding Internship and Practice Teaching. According to the norms of NCTE there will 1 month of Practice teaching and 4 months of Internship. For the internship 12 schools from Lohardaga were selected.
- In the tenure of Internship, the students have to complete 12 assignments which all together carry 150 marks.
- We discussed about the Kiran hostel to provide accommodation for M.Ed. Students.
- There was discussion about how to go for Academic and Administrative Audit.

Any other

- Student's Mode of transportation
- Orientation programme for students and teachers before going for Internship.
- Some suggestions were made regarding Saturday class of being Half day.

Implementation

- For Academic and Administrative Audit, the team was formed which includes Principal, Vice- Principal, IQAC co-ordinator, and three experience faculty and they will be responsible for the internal Academic and Administrative Audit.

- Flander's Interaction Model was adopted in the institution for the improvement of teachers teaching behaviour.
- One day of orientation program was organised for the students and teachers of different school regarding internship programme.
- Respecting students' freedom, the time table for Saturday was rescheduled.
- Every Saturday mentoring classes will continue. This will help the students to clear their concept.
- The use of helmet was made compulsory for those students who come to the College by scooty/two wheelers.
- The institution provided the proper place to keep the bike/scooty near the main college entrance gate.

Meeting ended with the vote of thanks by Sr. Jacinta, the Co-ordinator, IQAC.

Sr. Jacinta
 IQAC, Co-ordinator,
 Sr. Jacinta Kujur

COORDINATOR IQAC

Sr. Shila
 Principal,
 Dr. Sr. Shila

PRINCIPAL
 URSULINE WOMEN'S TEACHERS'
 TRAINING COLLEGE
 LOHARDAGA, JHARKHAND-835302

**INTERNAL QUALITY ASSURANCE CELL (IQAC)
URSULINE B.ED. COLLEGE LOHARDAGA.
SESSION – 2016 – 2017**

Date:- 24.09.2016

Members of the Cell.

Signature

- | | | | |
|---|---|--|--|
| 1. Chairperson | - | Dr. Sr. Sheila Ergat, Principal | <u>Sr. Sheila</u>
24.9.16 |
| 2. College Secretary | - | Sr. Helen Bara O.S.U | <u>Ab</u> |
| 3. Coordinator | - | Sr. Jacinta Kujur, Lecturer | <u>Sr. Jacinta</u>
24.9.16 |
| 4. Member | - | Dr. Sr. Rani Beck, Vice Principal | <u>Rani Beck</u>
24.09.16 |
| 5. Member | - | Dr. Poonam Misara, Lecturer | <u>Poonam Misara</u>
24.09.16 |
| 6. Member | - | Sr. Clara Anand, Lecturer | <u>Ab</u> |
| 7. Member | - | Sr. Sushanti Horo Lecturer | <u>Sushanti</u>
24.09.16 |
| 8. Member | - | Sr. Regina Bando, Lecturer | <u>Regina Bando</u>
24.9.16 |
| 9. Member | - | Mrs. Farhat Parween, Lecturer | <u>Farhat Parween</u>
24.9.16 |
| 10. Member | - | Sr. Nirmala Samuel, Lecturer | <u>Nirmala Samuel</u>
24.9.16 |
| 11. Member | - | Sr. Prabha Toppo, Lecturer | <u>Sr. Prabha</u>
24.9.16 |
| 12. Alumnae | - | Mrs. Harriet Pigga. Asst - Teacher
Ursuline Girls' High School Loh. | <u>Ab</u> |
| 13. Public Representative | - | Dr. Prof. A.D. Sharma Rtd.
Ranchi University Professor
Chhatar Bagicha Lohardaga | <u>A.D. Sharma</u> |
| 14. Public Representative | - | Mr. P.N. Agarwal (Rt. Principal)
B.S.College, Lohardaga | <u>Ab</u> |
| 15. Public Representative | - | Dr. Sr. Eileen Kujur
St. Ursula Hospital, Lohardaga | <u>Eileen Kujur</u> |
| 16. Public Representative | - | Ms. Samina Khatoon (Principal)
Madhusudan Lal Agarwal
Mahila College, Lohardaga. | <u>Ab</u> |
| 17. Class Representative 1 st Year - | | 1. Shweta Shabnam Ekko
2. Shadiya Sami | <u>Shweta Shabnam Ekko</u>
24/09/16
<u>Shadiya Sami</u>
24/9/16 |

Jacinta

Sr. Sheila
24.09.16
PRINCIPAL

**URSULINE WOMEN'S TEACHERS'
TRAINING COLLEGE
LOHARDAGA JHARKHAND-835302**

Minutes of IQAC Meeting

Date : 23.09.2017

Venue: Common Hall

Agenda of the meeting

1. Information
2. Discussion
3. Any other
4. Action/Implementation

Meeting started with a short prayer led by Sr. Jacinta, IQAC, Co-ordinator. Thereafter, the minutes of the previous meeting was read by the Co-ordinator and were confirmed. Then, Sr. Principal informed about the following programmes to the members of IQAC, such as;

Information

- Internship of second year students from 12th September. The students were sent to the 12 government schools for internship.
- First terminal examination of first year students scheduled from 6th- 17th October 2017.
- Microteaching, practice, demonstration and simulation in November 2017.
- M.Ed. Inspection took place in May 17th 2017. Team member from Tamilnadu and Bhubaneswar went through each detail of the institution and found it very genuine. They gave very good report about the institution.
- P- Monitoring- affidavit – in which every detail of the college was filled online. It was done successfully.
- Principal also informed that the content test was conducted for the 2nd year students before they went for the internship.
- Biometric attendance was installed for the teachers as well as for the students.
- National Service Scheme (NSS) unit was formed in our institution. In the Unit I, 100 students were enrolled. The NSS volunteers were given the orientation programme regarding the aims and objectives of NSS, about the activity done by the volunteers in NSS. Dr. Brajesh Kumar, SNO and NSS Co-ordinator Ranchi University was called for the orientation programme.
- Sr. Nirmala Samuel was appointed as a Programme Officer of NSS by the Ranchi University.

Discussion

In this meeting some of the following discussions were held:

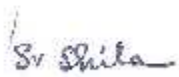
- According to NSS objectives, the institution was to adopt one village which will be at a distance of 2 Km from the college. And in the adopted village special camping for 7 days to be organised based on different themes.
- We also discussed about the regular activities organised in the college and keep the record.
The members in the NSS unit I and their roles of each member was explained.
- We discussed about celebrating 150th Birth anniversary of Mahatma Gandhi on 2nd of October.

Implementation

- Under the NSS section Juria Village was adopted which is 2 Km away from the College.
- In the adopted village we the NSS volunteers and Programme Officer together with the other members organised 7-day Special Camping based on different theme. Every day, different persons were invited as a chief guest.
- Under the NSS section for regular activity in the College, different competitions were organised such as, poster making, essay writing, speech competition, Rangoli competition, Creative Writing based on different themes, Blood donation awareness programme, Pulse polio awareness programme, Vote is our Right Programme. We also observed National and International Days.
- For the smooth running of NSS, two leaders were elected by the students and teachers, so that they can help the Programme Officer to execute the activity successfully.
- Different committees were formed to execute the activities for celebration of 150th Birth anniversary of Mahatma Gandhi. The students enacted the play on the life of Mahatma Gandhi, his education, his work and achievement. Then we had slogan writing competition, poster making competition, essay writing competition, speech competition and the favourite bhajan of Mahatma Gandhi was sung. There were 4 groups, each group consisted 25 students. It was group competition as well as individual such as; poster making, painting of Mahatma Gandhi, slogan writing, essay and Speech competition.


IQAC, Co-ordinator,
Sr. Jacinta Kujur

COORDINATOR IQAC


Principal,
Dr. Sr. Shila

PRINCIPAL
URSULINE WOMEN'S TEACHERS'
TRAINING COLLEGE
LOHARDAGA, JHARKHAND-835302

**INTERNAL QUALITY ASSURANCE CELL (IQAC)
URSULINE B.Ed. COLLEGE LOHARDAGA.
SESSION – 2017 – 2018**

Date:- 23.09.2017

Members of the Cell.

Signature

- | | | | |
|---|---|---|------------------------------------|
| 1. Chairperson | - | Dr. Sr. Shila Ergat, Principal | <u>Sr. Shila</u>
23-9-17 |
| 2. College Secretary | - | Sr. Helen Bara O.S.U | <u>Ab</u> |
| 3. Coordinator | - | Sr. Jacinta Kujur, Asst. Prof. | <u>Sr. Jacinta</u>
23/9/17 |
| 4. Member | - | Dr. Sr. Rani Beck, Vice Principal | <u>Sr. Rani Beck</u>
23.9.17 |
| 5. Member | - | Dr. Poonam Mishra, Asst. Prof. | <u>Poonam</u>
23-9-17 |
| 6. Member | - | Sr. Clara Anand, Asst. Prof. | <u>Ab</u> |
| 7. Member | - | Sr. Sushanti Horo Asst. Prof. | <u>Ab</u> |
| 8. Member | - | Sr. Regina Bando, Asst. Prof. | <u>Sr. Regina</u>
23-9-17 |
| 9. Member | - | Mrs. Farhat Parween, Asst. Prof. | <u>Farhat Parween</u>
23/9/17 |
| 10. Member | - | Sr. Nirmala Samuel, Asst. Prof. | <u>Ab</u> |
| 11. Member | - | Sr. Prabha Toppo, Asst. Prof. | <u>Ab</u> |
| 12. Alumnae | - | Mrs. Harriet Tigga. Asst - Teacher
Ursuline Girls' High School Loh. | <u>Ab</u> |
| 13. Public Representative | - | Dr. Prof. A.D. Sharma Rtd.
Ranchi University Professor
Chhatar Bagicha Lohardaga | <u>Ab</u> |
| 14. Public Representative | - | Mr. P.N. Agarwal (Rt. Principal)
B.S.College, Lohardaga | <u>Mr. P.N. Agarwal</u>
23/9/17 |
| 15. Public Representative | - | Dr. Sr. Pushpa Kujur
St. Ursula Hospital, Lohardaga | <u>Ab</u> |
| 16. Public Representative | - | Ms. Shamima Khatoon (Principal)
Madhusudan Lal Agarwal
Mahila College, Lohardaga. | <u>Ab</u> |
| 17. Class Representative 1 st Year - | | 1. Leena Jojo | <u>Leena Jojo</u> |
| | | 2. Deepika Dodray | <u>Deepika Dodray</u> |

Sr Shila

Sr. Jacinta
23/9/17
COORDINATOR IQAC

PRINCIPAL
URSULINE WOMEN'S TEACHERS
TRAINING COLLEGE,
LOHARDAGA, JHARKHAND-835302

Minutes of IQAC Meeting

Date : 23.01.2019

Venue: Staff Room

Agenda of the meeting

1. Information
2. Discussion
3. Implementation/Action

The meeting started with a prayer led by Sr. Prabha Toppo, Asst. Professor. Thereafter, the minutes of the previous meeting was read and confirmed.

Information

- Sr. principal informed that every year the College organises different Co-curricular activities like; folk dance competition, patriotic song Competition, speech competition to groom the students to overcome stage fear and gain self-confidence. Teachers play the best role in helping the students to come up with their talents and creativity.
- NSS volunteers will be marching on rally for National Voter's Day on 25th January. This is to make people aware of their rights towards vote.
- Sr. Principal informed that the blood donation awareness programme was organised under the NSS unit on 24th of April 2019 and on 28th of April there will be blood donation camp organised in our college. Therefore, we need to get the resource person and contact the CS of Lohardaga for the requirements for blood donation camp.
- Principal informed us to write down the articles for the college magazine.
- Inauguration of M.Ed. section was done on 5th December 2018. The number of students in the first batch was 35 in number.

Discussion

- Celebration of Science Day on 28th of February.
- Celebration of International Women's Day.
- Celebration of World health day on 4th of April.
- Two days National seminar on 16-17 March 2019.
- Inter University Competition of NSS Volunteers in Kolhan University Jamshedpur.

Implementation

- Teachers were sent to present their paper in the seminar at different places such as; Srs Rani and Clara to Jabalpur and Mrs. Farhat, Mrs. Shabnam Mrs. Punam to Dharti B.Ed. College. This was a good opportunity to develop their knowledge.

- The two new cells were introduced to the Institution. It was a communal decision made by the IQAC members such as; Anti Ragging Cells and vigilance cell.
- Different committees were formed to work in two days National Seminar.
- Sr. Nirmala took the responsibility to look after the NSS programme both Regular Activity and Special Camping in the adopted village.
- For health awareness programme Dr. Shailesh and Dr. Eileen were invited to our institution. And on 4th April the 50 NSS volunteers together with three staff went to the St. Ursula hospital, Lohardaga for the awareness campaign towards health and hygiene.
- We celebrated International Women's Day by enacting the role of women in the society. DC of Lohardaga was a chief guest delivered a powerful message that women are equal to Men in all the area.
- Blood donation awareness programme was held on 18.08.2018 and Blood donation camp on 24.08.2018.

Meeting ended with the vote of thanks by Sr. Jacinta the IQAC Co-ordinator.

Sr. Jacinta
 IQAC, Co-ordinator,
 Sr. Jacinta Kujur

COORDINATOR IQAC

Sr. Shila
 Principal,
 Dr. Sr. Shila

PRINCIPAL
 URSULINE WOMEN'S TEACHERS'
 TRAINING COLLEGE
 LOHARDAGA, JHARKHAND-835302

**INTERNAL QUALITY ASSURANCE CELL (IQAC)
URSULINE B.ED. COLLEGE, LOHARDAGA
SESSION - 2018 - 2019**

Date:- 23.01.2019

Members of the Cell.		Signature
1 Chairperson	- Dr. Sr. Shila Ergat, Principal	... Sr. Shila 23.01.19
2 College Secretary	- Sr. Helen Bara O.S.U	... Sr. Helen
3 Coordinator	- Sr. Jacinta Kujur, Asst. Prof.(B.Ed.)	... Sr. Jacinta
4 Member	- Dr. Sr. Rani Beck, Vice Principal (B.Ed.)	... Rani Beck
5 Member	- Dr. Poonam Mishra, Asst. Prof. (M.Ed.)	... Poonam
6 Member	- Dr. Sr. Clara Anand, Associate Prof.(M.Ed.)	... Clara Anand
7 Member	- Sr. Regina Bando, Asst. Prof. (B.Ed.)	... Regina Bando
8 Member	- Dr. Farhat Parween, Asst. Prof. (M.Ed.)	... Farhat Parween
9 Member	- Sr. Nirmla Samuel, Asst. Prof. (B.Ed.)	... Sr. Nirmla
10 Member	- Sr. Prabha Toppo, Asst. Prof. (B.Ed.)	... Sr. Prabha
11 Member	- Mrs. Shabnum Turkey (Asst. Prof. M.Ed.)	... Mrs. Shabnum
12 Member	- Ms. Shanti Benedicta Toppo (B.Ed.)	... Ms. Shanti
13 Member	- Ms. Premlata Kandulna (B.Ed.)	... Ms. Premlata
14 Alumnae	- Mrs. Geeta Mahto	... Mrs. Geeta
15 Member	- Mr. Rahul Pandey Asst. Prof. (M.Ed.)	... Mr. Rahul
16 Member	- Mr. Jay Anand Asst. Prof. (M.Ed.)	... Mr. Jay Anand
17 Member	- Ms. Sweta Smiriti Asst. Prof. (M.Ed.)	... Ms. Sweta 23/01/19
18 Public Representative	Dr. Prof. A.D. Sharma Rtd. Ranchi University Professor	... Dr. Prof. A.D. Sharma
19 Public Representative,	- Chhatar Bagicha Lohardaga Mr. P.N. Agarwal (Rt. Principal)	... Mr. P.N. Agarwal 23/01/19
20 Public Representative,	- B.S. College, Lohardaga Ms. Shamima Khatoon (Principal)	... Ms. Shamima Khatoon 23/01/19
	Madhusudan Lal Agarwal	
	- Mahila College, Lohardaga	
21 Class Representative 1st Year	- 1. Elwid Kerketta	... Elwid Kerketta
Class Representative 2nd Year	- 2. Secma Kachhap	... Secma Kachhap


 23.01.2019
COORDINATOR IQAC

Sr. Shila
PRINCIPAL
URSULINE WOMEN'S TEACHERS'
TRAINING COLLEGE
LOHARDAGA, JHARKHAND-835302

Minutes of IQAC Meeting

Date : 21.09.2019

Venue: Staff Room

Agenda of the meeting

1. Discussion
2. Best practices
3. Implementation/ Action

Meeting started with a short prayer led by Miss. Benedicta, Asst. professor. After some clarifications the minute was confirmed by the members of IQAC. Thereafter we proceeded to agenda of the meeting.

Discussion

- The discussion held regarding different existing cells and introducing two more cells as per the need. Therefore, the Institution added **Equal Opportunity Cell** and **Vigilance Cell**.
- The members of **Equal Opportunity Cell** are Srs. Regina, Prabha and Nirmala.
- Under the Equal Opportunity Cell, it will be observed that all students get equal opportunity in different activities.
- The IQAC resolved that the members would help the students to practice teaching skills throughout the year.
- Besides microteaching skill practice and simulation, the students should be encouraged to participate in debate, quiz, workshop and seminar to help them equip with all the qualities like a teacher.
- The members of **Vigilance Cell** are Mr. Anish, Dr. Farhat, Dr. Rani and Dr. Poonam. In the vigilance cell academic area especially punctuality and discipline will be observed.

Best practice


- **For the Students support and progression**, the members discussed some of the following points:
- **Campus environment congenial** by keeping the campus clean and eco-friendly.
- **Progress of the students at different stage** by providing them opportunity to develop their leadership quality through active participation and involvement in various activities like; giving them opportunity to anchor the programme, to say welcome speech, vote of thanks, teaching the songs, dance, directing them in decoration and making rangoli.
- During mentoring class helping them to make their concept clear through different modes of explaining.

- Provide them good text books in the library.
- The use of ICT in teaching will also be helpful to enhance their knowledge.


Implementation

- The students were involved in science exhibition to develop their knowledge, content, imagination and creativity. The science exhibition was organised on 28th February 2019.
- Students had the opportunity to have direct community experience in Juria village as the rally was initiated on the theme **Matdan Mera Adhikar, Pulse Polio and Rubella Vaccine** which is a life - saving medicines.
- The NSS volunteers together with Programme Officer organised **Swachhata Pakhawara** in the month of August from 1 to 15, 2019. The students were given opportunity to take part in different competitions like; poster making, slogan writing, essay and speech competition based on the theme Swachhata.
- The institution celebrated Van Mahotsav in the first week of July. The principal spoke about the benefits of Van and its protection. Thereafter, we planted the trees like; Mahogany, Litchi and Mango trees, some fruit trees like; Papaya and Sharifa.
- For the convenience, the register for the leave with the signature of the students were kept in the hostel. The students going home for any work have to mention the date and time of departure and return in the register.
- The institution installed CCTV in the campus for the safety of students.
- There was three days National Seminar, and Symposium and Inter University Competition for NSS Volunteers organised by the Directorate, Sports and youth Affairs, Govt. of Jharkhand with collaboration of NSS, Kolhan University, Chaibasa. The 10 students together with Programme Officer went to Jamshedpur as a part of Ranchi University.

With a few information, the meeting ended with vote of thanks delivered by Sr. Jacinta, the IQAC, Co-ordinator.


 IQAC, Co-ordinator,
 Sr. Jacinta Kujur

COORDINATOR IQAC


 Principal,
 Dr. Sr. Shila

PRINCIPAL
 URSULINE WOMEN'S TEACHERS'
 TRAINING COLLEGE
 LOHARDAGA, JHARKHAND-835302

**INTERNAL QUALITY ASSURANCE CELL (IQAC)
URSULINE B.ED. COLLEGE, LOHARDAGA
SESSION - 2019 - 2020**

Date:- 21.09.2019

Members of the Cell.		Signature
1. Chairperson	- Dr. Sr. Shila Ergat, Principal Sr. Shila 21/9/19
2. College Secretary	- Sr. Helen Bara O.S.U Sr. Helen Bara 21/09/2019
3. Coordinator	- Sr. Jacinta Kujur, Asst. Prof.(B.Ed.) Sr. Jacinta 21.9.19
4. Member	- Dr. Sr. Rani Beck, Vice Principal (B.Ed.) Dr. Sr. Rani Beck 21.9.19
5. Member	- Dr. Poonam Mishra, Asst. Prof. (M.Ed.) Dr. Poonam Mishra 21/9/19
6. Member	- Dr. Sr. Clara Anand, Associate Prof.(M.Ed.)
7. Member	- Sr. Regina Baudu, Asst. Prof. (B.Ed.) Sr. Regina Baudu 21.9.19
8. Member	- Dr. Farhat Parween, Asst. Prof. (M.Ed.) Dr. Farhat Parween 21.9.19
9. Member	- Sr. Prabha Toppo, Asst. Prof. (B.Ed.) Sr. Prabha Toppo 21/9/19
10. Member	- Mrs. Shabnum Turkey (Asst. Prof. M.Ed.) Mrs. Shabnum Turkey 21/09/19
11. Member	- Ms. Shanti Benedicta Toppo (B.Ed.) Ms. Shanti Benedicta Toppo 21/09/19
12. Member	- Ms. Premlata Kandulua (B.Ed.)
13. Alumnae	- Mrs. Geeta Mahto
14. Member	- Mr. Rahul Pandey Asst. Prof. (M.Ed.)
15. Member	- Mr. Jay Anand Asst. Prof. (M.Ed.) Mr. Jay Anand 21/09/2019
16. Member	- Ms. Aarti Tuti Asst. Prof. (M.Ed.) Ms. Aarti Tuti 21/09/19
17. Public Representative,	Mr. P.N. Agarwal (Rt. Principal) - B.S. College, Lohardaga
18. Public Representative,	- Ms. Shamima Khatoun Ms. Shamima Khatoun 21/9/19
19. Class Representative 2nd Year	- Tripti Vandana Soren Tripti Vandana Soren 21/9/19

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Sr. Jacinta
21.9.19
COORDINATOR IQAC

.....
Sr Shila
PRINCIPAL
URSULINE WOMEN'S TEACHERS'
TRAINING COLLEGE
LOHARDAGA, JHARKHAND-835302

Minutes of IQAC Meeting

Date : 19.04.2020

Venue: Staff Room

Agenda of the meeting

1. Information
2. Discussion
3. Implementation

Meeting started with a short prayer led by Sr. Prabha. Then the minute of previous meeting was read and confirmed.

Information

- Sr. principal informed that we have to start online classes for the students. Therefore, we should learn to operate the system in the laptop or on mobile phone.
- Every teacher should download the Zoom App and Google Meet App.
- Teachers and students were instructed to download Google Classroom App.
- The new time table should be prepared.
- The role of NSS during lockdown.
- Celebration of Ambedkar Jayanti on 14th of April 2020.

Discussion

- We decided to involve the NSS volunteers in different social activities during lockdown period.
- Some of the teachers were given charge to prepare the new time table for 1st and 2nd year B. Ed. Students.
- For. M.Ed. the separate time table would be prepared.
- Sr. Nirmala, the Programme Officer, Sr. Regina, the member of NSS took the responsibility to conduct the various activities during lockdown.

Implementation/Action

- During lockdown, the institution celebrated Ambedkar Jayanti on 14th April on virtual mode. The teachers organised speech competition on the life of Dr. Bhim Rao Ambedkar and thereafter, preamble was read together.
- During lockdown, the NSS volunteers did many social activities like; making mask and distributing to the people, made videos regarding safety measures for Corona Virus and uploaded in social media like you tube, Facebook and twitter.
- Some of the NSS volunteers went to the St. Ursula Hospital serve the sick and needy. They helped in making cotton ball, medicine packet, preparing bed and helping the nurse in giving bath to the newly born children.

- NSS volunteers adopted ten old men and women and helped them in their need every day, providing them fruits and egg, giving them bath, cleaning their rooms and giving them massage.
- NSS volunteers and all the teachers took part in Spit Free India movement Campaign through social media.

At the end Principal congratulated each one of us for taking initiatives to implement various activities in Lockdown.

Sr Jacinta
IQAC, Co-ordinator,
Sr. Jacinta Kujur

COORDINATOR IQAC

Sr Shila
Principal,
Dr. Sr. Shila

PRINCIPAL
URSULINE WOMEN'S TEACHERS'
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LOHARDAGA, JHARKHAND-835302

**INTERNAL QUALITY ASSURANCE CELL (IQAC)
URSULINE B.ED. COLLEGE, LOHARDAGA
SESSION - 2019 - 2020**

Date:- 19.04.2020

Members of the Cell,		Signature
1 Chairperson	- Dr. Sr. Shila Ergat, Principal	Sr Shila 19/4/2020
2 College Secretary	- Dr. Sr. Vandana Ekka O.S.U
3 Coordinator	- Sr. Jacinta Kujur, Asst. Prof.(B.Ed.)	Sr. Jacinta 19.04.2020
4 Member	- Dr. Sr. Rani Beck, Vice Principal (B.Ed.)	Dr. Rani Beck 19.04.2020
5 Member	- Dr. Poonam Mishra, Asst. Prof. (M.Ed.)	Poonam 19.04.2020
6 Member	- Dr. Sr. Clara Anand, Associate Prof.(M.Ed.)
7 Member	- Sr. Regina Bando, Asst. Prof. (B.Ed.)	Sr. Regina
8 Member	- Dr. Farhat Parween, Asst. Prof. (M.Ed.)	Dr. Farhat Parween 19/4/20
9 Member	Sr. Nirmala Samuel, Asst. Prof. (B.Ed.)	Nirmala
10 Member	- Sr. Prabha Toppo, Asst. Prof. (B.Ed.)	Sr. Prabha 19/4/2020
11 Member	- Mrs. Shabnum Tirkey (Asst. Prof. M.Ed.)
12 Member	- Ms. Shanti Benedicta Toppo (B.Ed.)	Shanti 19/04/2020
13 Member	- Mrs. Premlata Kandulna (B.Ed.)
14 Member	- Mr. Rahul Pandey Asst. Prof. (M.Ed.)
15 Member	- Mr. Jay Anand Asst. Prof. (M.Ed.)	Jay Anand
16 Member	- Ms. Priyanka Asst. Prof. (M.Ed.)
17 Member	- Ms. Shashi Toppo Asst. Prof. (B.Ed.)
18 Member	- Mrs. Archana Sharma Asst. Pro. (B.Ed.)
19 Public Representative,	Mr. P.N. Agarwal (Rt. Principal) - B.S. College, Lohardaga
20 Public Representative,	- Ms. Shamima Khatoon
21 Public Representative,	Dr. Sr. Eileen Kujur - St. Ursula Hospital Lohardaga
22 Class Representative 2nd Year	- 1. Alka Kispotta	Alka Kispotta
Class Representative 2nd Year	- 2.Nidhi Pathak	Nidhi Pathak

Sr. Jacinta
19/4/2020
COORDINATOR IQAC

Sr Shila
19/4/2020
PRINCIPAL
URSULINE WOMEN'S TEACHERS'
TRAINING COLLEGE
LOHARDAGA, JHARKHAND-835302

Minutes of IQAC Meeting

Date : 19.01. 2021

Venue: Staff Room

Agenda of the meeting

1. Review of the lockdown activities/online class/online examination
2. Attending Webinar and refresher course during lockdown organised by UGC/HRDC and paper writing.
3. Organising Webinar
4. Opening celebration of Golden Jubilee, UWTTT Lohardaga on 1st September 2020
5. Preparation of NAAC visit – Self Appraisal Report
6. Information about Memorandum of Understanding (MOU)
7. Admission for the session 2021-2023
8. Academic Calendar

Meeting started with a short prayer led by Sr. Nirmala. Thereafter, the minutes of the previous meeting was read and confirmed by the members of IQAC.

Information and Discussion

1. The principal informed that during lockdown we have accomplished various activities through NSS. We are regular in conducting online classes for B. Ed. And M.Ed. students. We have also succeeded in taking online internal examination of B.Ed. 1st year students. All these are a great achievement for us.
2. Principal informed that many of the teachers have attended webinar and Sr. Prabha attended the faculty development course organised by UGC/HRDC. Lockdown was the period of self-development for each one of us.
3. The Institution organised one day webinar on the topic "Research Paradigm shift in Teacher Education in light of NEP 2020. It was organised by M.Ed. Department in collaboration with IQAC.
4. Principal graciously announced that our institution is going to complete 50 years of its establishment. Therefore, we will celebrate 50 years of Golden Jubilee. The opening of the Jubilee year was celebrated on 1st September 2020. Principal also informed that there will be closing celebration of Golden Jubilee on 1st September 2021.
5. The different committees were formed in order to organise various activities in the jubilee year. Committees like; Activity Committee, Souvenir Committee, Decoration Committee and Preparation Committee and Cultural Committee.
6. Sr. principal informed that we have to prepare for the NAAC visit. And as per the new guidelines and criteria we have to prepare Self-Study Report. There are seven criteria for the assessment and in each criteria the three teachers were

given the responsibility to work on it and collect the evidences for the Self-Study Report.

7. Sr. Informed that there was a meeting held in St. Xavier's College Ranchi. In Memorandum of Understanding Six B.Ed. College came together on 28th December 2020. They decided to work together in collaboration and have some activities for the students like online competition and offline as well. The six colleges namely; St. Xavier's College Ranchi, St. Xavier's College of Education, Patna, Loyola College of Education Jamshedpur, St. Xavier's College Ambikapur, Bethesda College Ranchi and Ursuline Women's Teachers' Training College Lohardaga are the members in MOU.
8. Sr. Principal informed that the Counselling and admission for the session 2021-2023 is going on but we will continue the class for the new first year and for the late comers, we will provide them extra classes as far as possible.
9. Sr. Regina, Miss Benedicta and Sr. Nirmala was given the responsibility to make the academic calendar for the session 2021-2023.

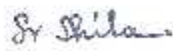
Implementation/Action

- For the student's support and progression, the mentoring class was regularised which helped them to clear their concept.
- Content test was organised before they went for the Internship which helped to develop their content knowledge of the respective subjects.
- Internal examination is held twice in a year so that they have the ideas and also increase their writing skills before they appear in the university examination.
- There is improvement test organised in the college for those students who fail or have less marks in the course. It helps them to gain self confidence and fluency in writing.
- The college organised online Collage Making Competition, Essay Writing Competition and Poem Recitation Competition in which six colleges took part in it and winner got e-certificate.

The meeting wound up with a vote of thanks delivered by Miss Benedicta.


IQAC, Co-ordinator,
Sr. Jacinta Kujur

COORDINATOR IQAC


Principal,
Dr. Sr. Shila

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**INTERNAL QUALITY ASSURANCE CELL (IQAC)
URSULINE B.ED. COLLEGE, LOHARDAGA
SESSION - 2019 - 2021**

Date:- 19.01.2021

Members of the Cell.		Signature
1 Chairperson	- Dr. Sr. Shila Ergal, Principal <i>Sr. Shila</i> 19/01/2021
2 College Secretary	- Dr. Sr. Vandana Ekka O.S.U
3 Coordinator	- Sr. Jacinta Kujur, Asst. Prof.(B.Ed.) <i>Jacinta</i> 19/01/2021
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9 Member	Sr. Nirmala Samuel, Asst. Prof. (B.Ed.) <i>N. Samuel</i> 19/01/2021
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17 Member	- Ms. Shashi Toppo Asst. Prof. (B.Ed.) <i>Shashi</i> 19/01/2021
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Sr Shila

Jacinta
19.01.2021
COORDINATOR IQAC

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