



MADHUSUDAN MAHTO TEACHER'S TRAINING COLLEGE

Recognized by ERC , NCTE & Affiliated to Kolhan University, Chaibasa (B.Ed.)
& Jharkhand Academic Council, Ranchi (D.El.Ed.)

(Managed by : Madhusudan Trust)



AT. : LAUDIA, P.O.-CHAKRADHARPUR, WEST SINGHBHUM, JHARKHAND-833102

www.mmttc.in, Email : madhusudantrust@gmail.com Mob. : 7739817765


Ref. :

Date: 14/4/2021

List of Members in IQAC Committee:

SL.NO.	IQAC DESIGNATION	COLLEGE DESIGNATION	NAME OF THE MEMBERS
01	Chairman	Head of the Institution	Miss. Khusboo Kumari Vice-Principal, MMTTC
02	Member	Management Representatives	Mrs. Priya Mahto Secretary, MMTTC
03	Member	Senior Administrative	Mr. Umesh Chandra Mahto Accountant, MMTTC
04	Members	Senior Faculty	Miss. Khusboo Kumari (Assistant Professor, MMTTC) Mr. Raja Ram Dhanwar (Assistant Professor, MMTTC)
05	Members	Teachers	Mr. Shiv Prasad Mahto Mr. Sandip Kr. Singh Mr. Nitesh Kr. Pradhan
06	Member	Community Representative	Mrs. Mezo Hembrom Mukhaiya, Laudhia
07	Member	Alumni	Miss. Babli Kumbhakar Mr. Pankaj Keri
08	Member	Students	Mr. Prabhat Kumar Das (B.Ed. 1 st sem, student) Miss Rashmi Mahto (B.Ed. 1 st sem, student)
09	Member	Employers	Mr. Balraj Mahto Director, M. Public School, CKP
10	Member Secretary	Co-ordinator	Miss. Khusboo Kumari (Assistant Professor, MMTTC)



for

14/4/2021
Principal,
M.M.T.T.C, CKP
Principal
Madhusudan Mahto Teacher's
Training College
Chakradharpur, W. Singhbhum



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Ref. :

Date: 14/4/2021

Minutes of internal Quality Assurance cell (IQAC)

Meeting for the academic year 2020-2021

The IQAC meeting of the academic year 2020-2021 was held on 14th April- 2021 at 4:00 PM in conference hall. All members are present in the meeting.

- In this meeting we discuss to formed various committees.
- In this meeting we discuss the time table of the meeting regarding various committee.
- In this meeting we discuss about the leaders and members of the different committees.
- In this meeting we discuss about the awareness of the different committees for the faculties & students of M.M.T.T.C

Discussions on Agenda

- In today's meeting we discuss about all agendas in which to create various committees we will have to make as soon as possible.
- Today we also discuss about the time & dates of meeting for all committees. The time duration of the all committees are also decided in today meeting.
- In today's meeting we discuss about the leaders of different committees.
- In today's meeting we decided that a awareness programmed must be conduct for the faculty and students separately

Action Taken Report

SI No	Suggestions	Action Taken
1.	Various committee under the IWAC have to make	Steps Taken
2.	Time table of the committees	Step taken
3.	Leaders of different committees	Action taken on it
4.	Awareness programmed for different committees	Action taken



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Date: 15/9/2021

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Minutes of internal Quality Assurance cell (IQAC)

Meeting for the academic year 2021-2022

The IQAC meeting of the academic year 2021-2022 was held on 15th September- 2021 at 4:00 PM in conference hall. All members are present in the meeting.

- Discussion about NAAC
- Discussion about the procedure of NAAC
- Discussion of SST (self study Report)
- Discussion of the vision and mission of accreditation
- Discussion of the core values of NAAC

Discussions on Agenda

- in today's meeting we discuss about the NAAC. What is the purpose of NAAC, role & responsibility of NAAC.
- In today's meeting we discuss about NAAC procedure in which we discussed about (IQAC) institutional information for quality assessment AQAR etc.
- In the meeting we discussed about the SSR – self study report in which we know about the reports and what is time duration we have to submit after registration of NAAC.
- The importance of SSR we knew in today's meeting.
- Today's meeting we discuss about the vision and mission for the accreditation and its importance.
- Today's meeting we discuss about the core value of NAAC.
- The IQAC meeting of the academic year 2021-2022 was held on – September 2021 at 4:00 PM in conference hall. All members are present in the meeting.

Action Taken Report

Sl No	Suggestions	Action Taken
1.	Discussion about the NAAC awareness	Action taken
2.	Discussion of the procedure of NAAC	Action taken
3.	Discussion of S.S.R	Action taken
4.	Vision & mission of accreditation	Action taken
5.	Discussion of core value of NAAC	Action taken



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Date: 20/11/2022

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10	Member Secretary	Co-ordinator	Miss. Khusboo Kumari (Assistant Professor, MMTTC)



For
[Signature]
20/11/2022

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Date: 20/1/2022

Minutes of internal Quality Assurance cell (IQAC)

Meeting for the academic year 2021-2022

The IQAC meeting of the academic year 2021-2022 was held on 20th Jan 2022 at 4:00 PM in conference hall. All members are present in the meeting.

- Discussion about the types of HEI & Number
- Discussion about the criteria
- Discussion about the key indicators (KI_s)
- Discussion about the qualitative metric (Q.M)
- Discussion about the quantitative metrics (QnM)
- Discussion about the total matrices.

Discussions on Agenda

- in today's meeting we discuss about the types of HEI & number of the NAAC manual.
- In today's meeting we discussion about the all criteria of NAAC
- In today's meeting we discussion about the all key indicators.
- In today meeting we discussion about qualitative metrics.
- In today's meeting we discuss about the quantitative metrics
- In discussion we got the information of total matrices.

Action Taken Report

SI No	Suggestions	Action Taken
1.	Awareness of number and types of HEIs	Steps taken
2.	Awareness of criteria	Steps taken
3.	Awareness of qualitative metrics	Steps taken
4.	Awareness of quantitative metrics	Steps taken
5.	Awareness of total metrics	Steps taken



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Date: 12/4/2022

List of Members in IQAC Committee:

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01	Chairman	Head of the Institution	Miss. Khusboo Kumari Vice-Principal, MMTTC
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For 
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Meeting for the academic year 2021-2022

The IQAC meeting of the academic year 2021-2022 was held on 12th April 2022 at 4:00 PM in conference hall. All members are present in the meeting.

- Criteria wise discussion
- Distribution of the faculties as a members for different criteria.
- Appoint a leader for each criteria
- Appoint the expert team who give the proper guideline for each criterion.
- Appoint the leader in expert team.

Discussions on Agenda

- In today meeting we started to discuss all the criteria
- Faculties are appointed each criteria wise.
- In today meeting a leader for each criteria are appointed among the faculty group.
- Today meeting we all decided to appoint the expert team who can lead us for each criteria
- We decided that in the expert team. A leader must be appoint for proper monitoring of NAAC work.

Action Taken Report

SI No	Suggestions	Action Taken
1.	Awareness about an criterion	Steps taken
2.	Faculty distribution according to the criteria	Steps taken
3.	Leader appoint for each criteria	Steps taken
4.	Appointment of the expert team	Steps taken
5.	Appoint the leader among the expert team	Steps taken



For 
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Date: 22/8/2022

List of Members in IQAC Committee:

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09	Member	Employers	Mr. Balraj Mahto Director, M. Public School, CKP
10	Member Secretary	Co-ordinator	Miss. Khusboo Kumari (Assistant Professor, MMTTC)



For
22/8/2022

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Date: 22/8/2022

Minutes of internal Quality Assurance cell (IQAC) Meeting for the academic year 2022-2023

The IQAC meeting of the academic year 2021-2022 was held on 22nd Aug 2022 at 4:00 PM in conference hall. All members are present in the meeting.

Agenda-

Criteria-I

1. Last five year academic calendars time, table.
2. Meeting notice and minutes of the house curriculum plans.
3. Curriculum aspect related curriculum planning, reviewing, receiving and adopting It to local contact/ situation.

Criteria-II

1. Arrange assessment at entry level to identify different learning needs of students and their level of redlines undergo professional educational programme.
2. To organize remedial teaching
3. To encourage the students to use ICT support
4. Details of school based practice teaching and internship.

Criteria-III

1. Seed money for research project
2. Study leave for research field work.
3. Create and eco system for innovation
4. Article publication.



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Criteria-IV

1. List of classrooms, laborites sports field fitness centre equipment, computing facilities sports complete etc. with measurement.
2. Geo tag photo graph.
3. Audit report (excluding salary)

Criteria-V

1. Career and personal conceding
2. Skill enhancement in academic, technical and organizational aspects
3. Develop seminar paper and research paper
4. E-content development
5. Regular meeting of grievance committees anti ragging committee, etc
6. Additional support

Criteria-VI

1. The vision and mission of the institution.
2. Process of decentralization and participative management practiced in the institution.
3. Institution maintains transparency in its financial, academic administrative and other functions.
4. The institution strategic plan is effectively deployed.
5. Functioning of the institutional bodies
6. Implementation of e-governance.

Criteria-VII

1. Institution energy policy.
2. Institutional policy and procedure for implementation of waste management.
3. Institution waste management practices



for
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Discuss on Agenda –

Criterion-I

1. In today's meeting we discuss about the academic calendars, time, table this responsibilities is given to Nitesh Pradhan sir.
2. Meeting notes and minutes of the house curriculum plans responsibilities is given to Nitesh Pradhan sir.
3. Curriculum aspects related curriculum planning, reviewing, receiving and adopting it to local contact/ situation responsibility is given to Shion Barla Madam.

Criterion-II

1. Today's meeting we discuss about the arrange assessment at entry level to identify different learning needs of students and their level of redlines undergo professional educational programme. This responsibility is given to Ganesh Sir.
2. Remedial teaching responsibilities is given to Mr. N.K. Das Sir.
3. To encourage the students to use ICT this responsibilities is given to N.K. Das sir.
4. Details of school based practice teaching and internship responsibilities is given to Ganesh Sir

Criterion-III

1. Seed money, study leave responsibilities is given to sandip sir.
2. Eco-system for innovation & article publications system responsibilities is given to Sandip Sir.



For *Jharkhand*
22/8/2022

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Criterion-IV

1. Anil sir got the responsibilities for classroom laborites sports field, fitness center, equipment computing facilities. Sports complex etc. with measurement.
2. Anil sir has to do the Geo-tag photograph.
3. Anil sir has got the responsibilities to collect the data of Audit report.

Criterion-V

1. Sandip Sir got the responsibilities for doing carrier and personal counseling.
2. Skill enhancement in academic, technical and organizational aspects responsibilities has given to Sandip sir.
3. Sandip sir got the responsibilities to develop seminar paper and research paper of students.
4. Regular meeting of Grievance committee, Anti ragging committee. This responsibility has got Sandip Sir.
5. E-Content development Responsibility has got by Shion Barla Madam.
6. Additional support system documentation work responsibilities got by

Criterion-VI

1. The responsibility of vision and mission is hand over to Mr. Shyam lal Sir.
2. Process of decentralization and participative management practiced in the institution. This responsibility has got to Mr. Shyam Lal Sir.
3. Institution maintains transprancy in its Financial, academic, administrative and other function, this responsibilities has given to Puja Madam.
4. The institution strategis plan is effectively developed this responsibilities has given to Puja Madam.



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5. Functioning of the institutional bodies. This responsibilities has given to Mr. Shyam Lal Sir.
6. Implementation of e-governance. This responsibilities has to given to Mr. Shyam Lal Mahto sir.

Criterion-VII

1. Institution energy policy this responsibility has given to Ganesh Kumar sir.
2. Institutions policy and procedure for impletion of waste management this responsibility has given to Jayshree Madam.
3. Institution waste management practices this responsibilities has to given to Jayshree madam.
4. Institution water management system responsibilities will taken by jayshree madam.

Action Taken Reports

Sl. No.	Suggestion	Action Taken
1	Criterion -1 All Suggestion	Steps taken
2	Criterion -2 All Suggestion	Steps taken
3	Criterion -3 All Suggestion	Steps taken
4	Criterion -4 All Suggestion	Steps taken
5	Criterion -5 All Suggestion	Steps taken
6	Criterion -6 All Suggestion	Steps taken
7	Criterion -7All Suggestion	Steps taken



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Minutes of Internal Quality Assurance CELL(IQAC) Meeting For The Academic Year 2022-23

Member detail

The IQAC meeting of the academic year 2022 - 23 was held on 16th December 2022 at 4:00 p.m. in conference. All member of the IQAC sale are present.

Agenda

Criterion -1

1. Value added course detail
2. Percentage detail off students in value added course
3. Self study course

Criterion - 2

1. Effective communication developed in students through several activities.
2. Adequate skills are developed in the students.
3. Students develop competence to organise academic, culture, sports and community related events through.

Criterion - 3

1. Outreach activities date
2. Percentage of student participation.
3. Percentage of students in National priority programmers.

Criterion - 4

1. Institution its ICT facility including Wi-Fi.
2. Students computer ratio.
3. Internet bandwidth.



For
[Signature]
16/12/2022

Principal,
M.M.T.T.C, CKP
Principal
Madhusudan Mahto Teacher's
Training College
Chakradharpur, W. Singhbhum



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Ref. :

Date: 16/12/2022

Criterion - 5

1. Develop welfare department.
2. Teachers by teacher educator list.
3. Student progression to higher education in last completed year.

Criterion - 6

1. Professional development/administrative training programme by the institution.
2. Faculty development programme.
3. Institution performance appraisal system.

Criterion - 7

1. Institution is committed to maintenance of cleanness, sanitation, green cover and provided a pollution free healthy environment.

Discussion on Agenda:-

Criterion - 1

In criterion -1 we discuss about the value added course, percentage details of students in value added course and self study course there all responsibility is given to Miss. Shion Barla Madam.

Criterion - 2

We discuss about effective communication development, Adequate skills development, students develop competence to organize various programme. There all responsibility are given to Mr. Nitish Kumar Das Sir and Mr. Ganesh Kumar Sir.

Criterion - 3

In today discussion all responsibilities are given to Mr. Sandip Sir for completing all above mention agenda of Criterion - 3.



For *[Signature]*
16/12/2022

Principal,
M.M.T.T.C, CKP
Principal

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Criterion - 4

In today meeting we discuss about ICT facilities, Wi-Fi, students computer ratio and internet bandwidth. There all responsibilities are given to Mr. Anil Pradhan sir.

Criterion - 5

In this Criterion all responsibilities are given to Mr. Sandip Sir.

Criterion - 6

In this Criterion all responsibilities are given to Mr. Shyam Lal Mahto Sir and Miss. Puja Madam.

Criterion - 7

In This Criterion all responsibilities are given to Mrs. Jayshree Madam, Mr. Sandip Sir, Mr. Ganesh Sir and Mr. Anil Sir.

• Action Taken Report

Sl. No.	Suggestion	Action Taken
1	Criterion -1 All Suggestion	Steps taken
2	Criterion -2 All Suggestion	Steps taken
3	Criterion -3 All Suggestion	Steps taken
4	Criterion -4 All Suggestion	Steps taken
5	Criterion -5 All Suggestion	Steps taken
6	Criterion -6 All Suggestion	Steps taken
7	Criterion -7 All Suggestion	Steps taken



For *[Signature]*
16/12/2022

Principal,
M.M.T.T.C, CKP
Principal

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Ref. :

Date: 6/11/2023

List of Members in IQAC Committee:

SL.NO.	IQAC DESIGNATION	COLLEGE DESIGNATION	NAME OF THE MEMBERS
01	Chairman	Head of the Institution	Miss. Khusboo Kumari Vice-Principal, MMTTC
02	Member	Management Representatives	Mrs. Priya Mahto Secretary, MMTTC
03	Member	Senior Administrative	Mr. Umesh Chandra Mahto Accountant, MMTTC
04	Members	Senior Faculty	Miss. Khusboo Kumari (Assistant Professor, MMTTC) Mr. Raja Ram Dhanwar (Assistant Professor, MMTTC)
05	Members	Teachers	Mr. Shiv Prasad Mahto Mr. Sandip Kr. Singh Mr. Nitesh Kr. Pradhan
06	Member	Community Representative	Mrs .Mezo Hembrom Mukhaiya, Laudhia
07	Member	Alumni	Miss. Babli Kumbhakar Mr. Pankaj Kerl
08	Member	Students	Mr. Prabhat Kumar Das (B.Ed. 1 st sem, student) Miss Rashmi Mahto (B.Ed. 1 st sem, student)
09	Member	Employers	Mr. Balraj Mahto Director, M. Public School, CKP
10	Member Secretary	Co-ordinator	Miss. Khusboo Kumari (Assistant Professor, MMTTC)



For
Principal,
6/11/2023
M.M.T.T.C, CKP
Principal
Madhusudan Mahto Teacher's
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Chakradharpur, W. Singhbhum



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Ref. :

Date: 6/1/2023

Minutes of Internal Quality Assurance CELL(IQAC) Meeting For The Academic Year 2023-24

Member detail

The IQAC meeting of the academic year 2023 - 24 was held on 6th January 2023 at 4:00 p.m. in conference hall in Which all the members of the IQAC cell are present.

Agenda

Criterion -1

1. Percentage of the students who have completed self study course.
2. Opportunities for the students to acquire and demonstrate knowledge, skills, values to various learning area.

Criterion - 2

1. Teacher's put forth efforts to keep themselves updated professionally.
2. Continuous Internal Evaluation (CIE).
3. Students performance and learning out comes.

Criterion - 3

Outreach activity awards.

Criterion - 4

Percentage expenditure incurred exclusively on maintenance of physical and academic support facilities.

Criterion - 5

1. Students records of qualify in NET/SLET/TET/CTET.
2. Students council is active and play a proactive role in the institutional.



For *[Signature]*
6/1/2023
Principal,

M.M.T.T.C, CKP
Principal

Madhusudan Mahto Teacher's
Training College
Chakradharpur, W. Singhbhum



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Date: 6/1/2023

3. Average number of sports and culture activities.
4. Alumni Association play effective role in institution.

Criterion - 6

Institution engages in several quality initiative such as IQAC, AQAR, AAA, NIRF.

Criterion - 7

1. Institutional has a prescribed code of conduct.
2. Institutional is committed to encourage green practices.

Discussion on Agenda:-

Criterion - 1

In today meeting the discussion on agenda like percentage of the students who have complete self study course, Students domestic knowledge etc. These responsibilities are given to Shion Barla Madam and Nitesh Pradhan Sir .

Criterion - 2

In this criterion today meeting discussion agenda. The accomplishment duty given to Nitesh das Sir and Ganesh Sir.

Criterion - 3

Outreach related activities all responsibilities have given to Sandip Sir.

Criterion - 4

In this criterion all responsibilities have given to Anil Sir .

Criterion - 5

In this criterion all responsibilities have given to Sandip Sir.

Criterion - 6

In this Criterion all responsibilities are given to Mr. Shyam Lal Mahto Sir ,Miss. Puja Madam and Miss. Namita madam .



for
Shushu
Principal,
6/1/2023
M.M.T.T.C, CKP
Principal
Madhusudan Mahto Teacher's
Training College
Chakradharpur, W. Singhbhum



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Ref. :

Date: 6/1/2023

Criterion - 7

This Criterion all things will handle by the Jayshree Madam.

• Action Taken Reports

Sl. No.	Suggestion	Action Taken
1	Criterion -1 All Suggestion	Steps taken
2	Criterion -2 All Suggestion	Steps taken
3	Criterion -3 All Suggestion	Steps taken
4	Criterion -4 All Suggestion	Steps taken
5	Criterion -5 All Suggestion	Steps taken
6	Criterion -6 All Suggestion	Steps taken
7	Criterion -7 All Suggestion	Steps taken



For
Jayshree
6/1/2023

Principal,
M.M.T.T.C, CKP

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Ref. :

Date: 31/3/2023

List of Members in IQAC Committee:

SL.NO.	IQAC DESIGNATION	COLLEGE DESIGNATION	NAME OF THE MEMBERS
01	Chairman	Head of the Institution	Miss. Khusboo Kumari Vice-Principal, MMTTC
02	Member	Management Representatives	Mrs. Priya Mahto Secretary, MMTTC
03	Member	Senior Administrative	Mr. Umesh Chandra Mahto Accountant, MMTTC
04	Members	Senior Faculty	Miss. Khusboo Kumari (Assistant Professor, MMTTC) Mr. Raja Ram Dhanwar (Assistant Professor, MMTTC)
05	Members	Teachers	Mr. Shiv Prasad Mahto Mr. Sandip Kr. Singh Mr. Nitesh Kr. Pradhan
06	Member	Community Representative	Mrs .Mezo Hembrom Mukhaiya, Laudhia
07	Member	Alumni	Miss. Babli Kumbhakar Mr. Pankaj Keri
08	Member	Students	Mr. Prabhat Kumar Das (B.Ed. 1 st sem, student) Miss Rashmi Mahto (B.Ed. 1 st sem, student)
09	Member	Employers	Mr. Balraj Mahto Director, M. Public School, CKP
10	Member Secretary	Co-ordinator	Miss. Khusboo Kumari (Assistant Professor, MMTTC)



S. Mahapatra

Principal,
M.M.T.T.C, CKP

Principal
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Ref. :

Date: 3/3/2023

Minutes of Internal Quality Assurance CELL(IQAC) Meeting For The Academic Year 2023-24

Member detail

The IQAC meeting of the academic year 2023 - 24 was held on 3rd March 2023 at 4:00 p.m. in conference hall in Which all the members of the IQAC cell are present..

Agenda

Criterion -1

1. Mechanism is in place for obtaining structured feedback on the curriculum semester wise from various stake holders.
2. Feedback collected from stakeholders.

Criterion - 2

1. Discussion about PLO, CLO.
2. Average pass percentage of students during the five years.
3. Performance of outgoing students in internal assessment.

Criterion - 3

1. Institution collaboration and linkages.
2. MOU
3. Local community

Criterion - 4

Systems and procedures for maintaining and utilizing physical, academic and support facilities. Laboratory, Library, Sports Complex, Computers, Classrooms etc.



P. Mahapatra

Principal,
M.M.T.T.C, CKP

Principal
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Ref. :

Date: 3/3/2023

Criterion - 5

1. Alumni has an active role.
2. Alumni Association acts as an effective support system to the institution.
3. Number of meeting of Alumni Association.

Criterion - 6

Institution keep track of the incremental improvements achieved in academic and administrative of its functioning through quality assurance initiatives.

Criterion - 7

1. Institutional best practices.
2. Professional ethics programmes.

Discussion on Agenda:-

Criterion - 1

All responsibilities are given to Nitesh Pradhan Sir and Shion Barla Madam.

Criterion - 2

All responsibilities are given to Nitish Das Sir and Ganesh Sir.

Criterion - 3

Sandip Sir will have to handle all Responsibilities regarding this Criterion.

Criterion - 4

Anil Sir will have to handle all Responsibilities regarding this Criterion.

Criterion - 5

Alumni related all the responsibilities has to given to Mr. Shyam Lal Mahto Sir and Miss. Puja Madam.

Criterion - 6

In this Criterion all responsibilities are given to Mr. Shyam Lal Mahto Sir and Miss. Puja Madam.



S. Maharam

Principal,
M.M.T.C, CKP
Principal

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Ref. :

Date: 3/3/2023

Criterion - 7

Jayshree Mahto madam is responsible to handle all suggestion regarding this criterion.

• Action Taken Reports

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4	Criterion -4 All Suggestion	Steps taken
5	Criterion -5 All Suggestion	Steps taken
6	Criterion -6 All Suggestion	Steps taken
7	Criterion -7 All Suggestion	Steps taken



P. Mahapatra

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