



## **INSTITUTE FOR EDUCATION**

Recognized by NCTE, Bhubaneswar under Kolhan University,  
Chaibasa, Jharkhand

Vill.: Bijay, P.O.: Sini, District: Seraikella-Kharswan, Jharkhand – 833220

### **Internal Quality Assurance Cell (IQAC) Report**

The Internal Quality Assurance Cell (IQAC) has played a pivotal role in fostering a culture of continuous, deliberate, and transformative improvement in the College's overall performance. Committed to the internalisation and institutionalization of quality enhancement initiatives in higher education, the IQAC supports the institution in its planning and monitoring efforts. Furthermore, the IQAC facilitates cross-sectional participation from various stakeholders, including students, teachers, parents, alumni, funding agencies, and the community, in the College's quality enhancement activities.

#### **QUALITY INITIATIVES OF IQAC**

- ▶ Faculty Development Program
  - Infrastructural Facilities
  - Awareness Programs.
- ▶ Special Webinar
- ▶ Student Induction Program
  - ▶ NSS
    - NCC
  - ▶ IQAC Meetings
- ▶ Faculty Orientation Program
- ▶ Curriculum Development
- ▶ Introduction of New Courses
- ▶ International Conference
- ▶ National Conferences
- ▶ Subject-Specific Webinars
  - IQAC Workshops
  - Training Programs.
  - Feedback Analysis

**INSTITUTE FOR EDUCATION**

**IQAC MEETING**

**16.03.2024**

The meeting was held in the Principal's chamber at 2.00 p.m.

**MEMBERS PRESENT:**

1. MR. R.N. MAHANTY (DIRECTOR)
2. DR. SWEETY SINHA (PRINCIPAL)
3. SHARABANI MUKHERJEE (COORDINATOR)
4. DR. OM PRAKASH (MEMBER)
5. SUMAN KUMARI (MEMBER)
6. INDU KUMARI (MEMBER)
7. SIKEE KUMARI
8. BANDANA KUMARI
9. MADHURI KUMARI
10. MRS. PRIYANKA KUMARI
11. MS. NISHA RANI BURH
12. MR. MONBADH DAS (LIBRARIAN)
13. MRS. PAYAL (LIBRARIAN)
14. MR. ASHIT KUMAR MAHAPATRA (OFFICE EXECUTIVE)
- 15.

**AGENDA OF THE MEETING:**

1. Resolving the issue of observation document during internship of the students.
2. Arrangements of books, journals, newspapers in the library for the convenience of students and faculties.
3. Maintaining the records regarding every programme with geo-tagged photo.


**ADJOURNMENT OF THE MEETING**

The meeting was adjourned at 3.00 p.m.

  
Coordinator (IQAC)

(SHARABANI MUKHERJEE)

**COORDINATOR  
IQAC  
INSTITUTE FOR EDUCATION**

  
Principal  
Institute for Education  
Bijay Saraike!la-Kharsawar  
JHARKHAND

19. PARKING FACILITY-1
20. CYBER CAFÉ- 1
21. PLANTATION-2
22. DISCIPLINE-1
23. SHOP NEAR COLLEGE-1
24. PREPARATION OF TET-1

**Outcome-** The parent-teacher meeting was held on 2<sup>nd</sup> of March in cultural hall with the semester 1 and semester 2 students. The topic of the meeting was to enhance the relation with the parent's community so that the link among the teachers, college and parents can build a strong foundation for the future of the students as well as for the organization. The parents had co-operated a lot and contributed their participation by giving suggestions and ideas for the development and improvement of organization. Parents' appreciation for the management, teachers, infrastructure, and non-teaching staff are praiseworthy.

**MEMBERS PRESENT-**

- 1. SHRABONI MUKHERJEE(CO-ORDINATOR)**
- 2. SUMAN KUMARI(MEMBER)**
- 3. INDU KUMARI(MEMBER)**
- 4. OM PRAKASH(MEMBER)**
- 5. MR. KINSHUK MAHANTY**
- 6. DR. SWEETY SINHA(PRINCIPAL)**
- 7. RAJEEV SAW**
- 8. MR. ASIT MAHAPATRA**
- 9. ROSE SATPATHY, NIKITA SARANGI**
- 10. MR. KASHAYP OJHA**



COORDINATOR (IQAC)

(SHARABANI MUKHERJEE)

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IQAC CELL MEETING

01/09/2023

The meeting was held in the principal's chamber at 1.00 p.m.


MEMBERS PRESENT-

1. Mr. OM PRAKASH (COLLEGE- COORDINATOR)
2. MS. SHARABANI MUKHERJEE (IQAC COORDINATOR)
3. MS. SUMAN KUMARI (SENIOR FACULTY MEMBER)
4. MS. INDU KUMARI (SENIOR FACULTY MEMBER)
5. MS. SIKEE KUMARI (FACULTY MEMBER)
6. MS. BANDANA SHARMA (FACULTY MEMBER)
7. MS. ANSHU KUMARI (FACULTY MEMBER)

AGENDA OF MEETING(NAAC)

1. Distribution of work among all the faculty members with one head of the committee along with one teacher to complete the work accordingly.
2. In near future IFE is going to sign MOU with IGNOU as academic partner.
3. Preparation for a **workshop** as **value input** for the teachers, non-teaching staffs and students related to **MENTAL STRESS**.
4. As an outreach activity, students will be able to avail the opportunity for the enhancement of their knowledge by getting the card for the entry in **BRITISH COUNCIL OF LIBRARY AND AMERICAN COUNCIL OF LIBRARY**.
5. Preparation of **event for the parent** of the students of B. ED in December, which will going to held near Christmas Eve.
6. Committee formed for the NAAC preparation
  - a.) **CURRICULAR ASPECTS-** MS. SUMANKUMARI (TEAM LEADER),MS. SIKEE KUMARI
  - b.) **TEACHING, LEARNING, AND EVALUATION –** DR. SWEETY SINHA(TEAM LEADER), MS. SHARABANIMUKHERJEE, MS. BANDANA KUMARI
  - c.) **RESEARCH, INNOVATION, AND EXTENSIONS -**MR.OM PRAKASH (TEAM LEADER) MS. ANSHU KUMARI
  - d.) **INFRASTRUCTURE and LEARNING RESOURCES-** MS. INDU KUMARI (TEAM LEADER), MR.OM PRAKASH
  - e.) **STUDENT SUPPORT AND PROGRESSION-** MS. MADHURI KUMARI(TEAM LEADER), MS. BANDANA KUMARI
  - f.) **GOVERNANCE, LEADERSHIP AND MANAGEMENT-** MS. ANSHU KUMARI (TEAM LEADER), MS. BANDANA KUMARI
  - g.) **INSTITUTIONAL VALUES AND BEST PRACTICES-** MS. BANDANA KUMARI(TEAM LEADER), MS. SHARABANI MUKHERJEE

ADJOURNMENT-The meeting was adjourned at 2.30p.m.

  
COORDINATOR  
(IQAC CELL)

COORDINATOR  
IQAC  
INSTITUTE FOR EDUCATION



Principal

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**IQAC MEETING**

**20.11.23**

The meeting was held in Coaching Centre of IFE at 4.00p.m. There was a discussion about National Seminar which will held on 2<sup>nd</sup> and 3<sup>rd</sup> of December 23.

**Members Present-** Mr. Kinshuk Mahanty, Dr. Sweety Sinha, Mr. Om Prakash, Mrs. Sharabani Mukherjee, Ms. Suman Kumari, Mrs. Indu Kumari, Mrs. Madhuri Kumari, Mrs. Anshu Kumari.

The agenda of meeting are as follows:

1. List of volunteers for seminar should be at least 15.
2. Whereabouts of Guests mainly Peer-Reviewed Committee that is from where, when, and how are they coming? Room arrangements of every guest should be checked.
3. List of participants for the certificate with name and topic.
4. Formation of help desk and registration counter must be confirmed.
5. Press Conference and the availability of kit for press must be checked. For snacks Tea, Biscuit and Water should be there.
6. Seat arrangement was assigned to Mrs. Sikee Kumari and Food Department was assigned to Madhuri Kumari and Bharti Kumari.
7. Baner for Seminar should be ready which should be 2 in number along with Standy.
8. I-Card for the Faculties with Blood-group written.
9. Minutes of Programme, Coupon, Journal, Souvenir, pen, writing pad in the bad should be provided to the participants.
10. Online-link to the participants (Three). It should be in person.
11. Video of college achievement- Mr. Kishore Kumar Dubey
12. Sports Day will be held on 20<sup>th</sup> of December 23.
13. Check List have to prepare for seminar.
14. All committee should report about the work done on What's App group.

The meeting was adjourned at 5.15 p.m.

*Sweety Sinha*

**Principal  
Institute for Education  
Bijay Saraikella-Kharsawan  
JHARKHAND**

*Suj*  
Coordinator (IQAC)

(SHARABANI MUKHERJEE)

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**IQAC MEETING**

**13.01.2024**

**MEMBERS PRESENT:**

1. DR. SHUKLA MAHANTY (CHIEF ADVISOR)
2. DR. SWEETY SINHA (PRINCIPAL)
3. SHARABANI MUKHERJEE (COORDINATOR)
4. MR. OM PRAKASH (MEMBER)
5. SUMAN KUMARI (MEMBER)
6. INDU KUMARI (MEMBER)
7. SIKEE KUMARI
8. BANDANA KUMARI
9. MADHURI KUMARI

**AGENDA OF THE MEETING:**

1. Resolving the issues regarding all the 7<sup>th</sup> criteria to be fulfilled

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## IQAC MEETING

16.03.2024

The meeting was held in the Principal's chamber at 2.00 p.m.

### MEMBERS PRESENT:

1. MR. R.N. MAHANTY (DIRECTOR)
2. DR. SWEETY SINHA (PRINCIPAL)
3. SHARABANI MUKHERJEE (COORDINATOR)
4. DR. OM PRAKASH (MEMBER)
5. SUMAN KUMARI (MEMBER)
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**IQAC MEETING**

**01.07.2024**

The meeting was held in the Principal's chamber at 2.00 p.m.

**MEMBERS PRESENT:**

1. DR. SWEETY SINHA(PRINCIPAL)
2. SHARABANI MUKHERJEE(COORDINATOR)
3. SUMAN KUMARI (MEMBER)
4. INDU KUMARI (MEMBER)
5. SIKEE KUMARI
6. BANDANA KUMARI
7. MADHURI KUMARI
8. MRS. PRIYANKA KUMARI
9. MS. NISHA RANI BURH
10. MR. ASHIT KUMAR MAHAPATRA (OFFICE EXECUTIVE)

**AGENDA OF THE MEETING:**

1. Discussed about the SSR report which has to be submitted after 45 days.
2. Given information about the details of workshop attended by the Coordinator of the institution for completing the task regarding accreditation.
3. Preparation of documentation of all the departments for NAAC by the Department Head.


**ADJOURNMENT OF THE MEETING**

The meeting was adjourned at 2.30 p.m.

  
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# INSTITUTE FOR EDUCATION

## IQAC MEETING

22.06.2024

The meeting was held in the Principal's chamber at 2.00 p.m.

### MEMBERS PRESENT:

1. MR. KINSHUK MAHANTY (TRESEARUR)
2. DR. SWEETY SINHA (PRINCIPAL)
3. SHARABANI MUKHERJEE (COORDINATOR)
4. DR. OM PRAKASH (MEMBER)
5. SUMAN KUMARI (MEMBER)
6. INDU KUMARI (MEMBER)
7. SIKEE KUMARI
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14. MR. ASHIT KUMAR MAHAPATRA (OFFICE EXECUTIVE)
- 15.

### AGENDA OF THE MEETING:

1. Resolving the issues regarding the infrastructure which are needed urgently.
2. Resolving the issues regarding the bill for the library and other departments which are needed for NAAC.
3. Preparation of soft copy of all the key indicators for NAAC by the experts.

### ADJOURNMENT OF THE MEETING

The meeting was adjourned at 4.00 p.m.

  
Coordinator (IQAC)

(SHARABANI MUKHERJEE)

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Principal  
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