



MADHUSTHALI INSTITUTE OF TEACHER TRAINING

A Co-Ed B.Ed., D.El.Ed. & B.L.I.S. College

Recognised by NCTE, ERC-Bhubaneshwar

Affiliated to Sido-Kanhu Murmu University, Dumka & Jharkhand Academic Council, Ranchi

Website: www.mitt.in • Phone: 9771029036 / 7209715336 / 9798357215 • E-mail: mittmdp@gmail.com



MINUTES OF MEETING

Venue: IQAC Room

Date: 25.06.2024

Time: 03:00 PM-04:00 PM

Members Present:

1. Dr. Jolly Sinha	Chairperson
2. Dr. (Prof.) Parthasarathi Chakraborty	Member
3. Mr. Rajesh Kumar Singh	Member
4. Ms. Aparna Howladar	Member
5. Mr. Jitendra Pandit	Member
6. Dr. Arun Kumar Mishra	Member
7. Ms. Binata Mahato	Member
8. Ms. Sindhulata Pandey	Member
9. Mr. Suresh Chandra Jayaswal	Member
10. Mr. Ajay Kumar Yadav	Member
11. Dr. Nikhil Chandra Jha	Member
12. Mr. Nilesh Kumar	Member
13. Mr. Sonalal Murmu	Member
14. Mr. Deepak Kumar	Member
15. Ms. Mousami Mukherjee	Member
16. Mr. Sushil Kumar	Member
17. Mr. Sourav Kumar Mondal	Member (Drafted the MoM)

Members not present:

1. Ms. Sindhulata Pandey	Member
2. Dr. Nikhil Chandra Jha	Member
3. Ms. Binata Mahato	Member
4. Mr. Sonalal Murmu	Member
5. Mr. Deepak Kumar	Member
6. Ms. Mousami Mukherjee	Member

Member(s) excused:

Items on the Agenda:

1. Conduction of faculty development programmes





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2. Induction and orientation programme of newly joint faculty members
3. Induction and orientation programme of D.El.Ed. 2024-2026
4. Viva-voce for B.Ed. 2022-2024
5. Finalization of three dates for NAAC peer team visit
6. Finalization of D.El.Ed., B.Ed. & B.Lib.I.Sc. fee structure
7. Monitoring scholarship through E-Kalyan Vibag
8. Request for facility of canteen for day scholar teacher
9. Student feedback of 2022-2024
10. Planning to conduct a meeting and discussion the development with university IQAC
11. Preparation of time-table
12. Miscellaneous

The meeting started with an opening remark by the Chairperson. She then proceeded to present the agendas.

Discussion & Resolution

1. Conduction of faculty development programmes

The Chairperson emphasized the need for regular faculty development programmes to enhance teaching skills and professional growth. These programmes will focus on innovative pedagogical methods, research initiatives, and the integration of technology in education. A schedule for upcoming development sessions will be finalized soon.

2. Induction and orientation programme of newly joint faculty members

The committee discussed organizing an induction and orientation programme for those who will join, to help them integrate smoothly into the institution. This programme will introduce them to the college's policies, academic procedures, and expectations for their roles.

3. Induction and orientation programme of D.El.Ed. 2024-2026

An induction programme will be arranged for the incoming D.El.Ed. batch (2024-2026). The programme will help familiarize new students with the curriculum.





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institutional policies, and support services, fostering a welcoming learning environment.

4. Viva-voce for B.Ed. 2022-2024

The committee discussed scheduling the viva-voce examinations for the B.Ed. batch of 2022-2024. The examination dates will be coordinated with the academic calendar to ensure smooth execution.

5. Finalization of three dates for NAAC peer team visit

The Chairperson informed the committee about the need to finalize three potential dates for the NAAC peer team's visit. These dates will be communicated to the NAAC authorities, allowing ample time for preparations and ensuring institutional readiness.

6. Finalization of D.El.Ed., B.Ed. & B.Lib.I.Sc. fee structure

The committee discussed the need to finalize the fee structure for the D.El.Ed., B.Ed., and B.Lib.I.Sc. courses. After reviewing financial and administrative requirements, the proposed fee structure will be approved and communicated to the students.

7. Monitoring scholarship through E-Kalyan Vibag

The Chairperson emphasized the importance of monitoring student scholarships through the E-Kalyan Vibag portal to ensure timely disbursement. The committee agreed to assign a dedicated team to oversee the process and address any issues that may arise.

8. Request for facility of canteen for day scholar teacher

A request was made to provide a canteen facility for day scholar teachers. The committee agreed to explore the feasibility of this request, considering the available space and budget constraints. A decision will be made after further assessment.





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9. Student feedback of 2022-2024

The committee discussed the importance of gathering student feedback from the 2022-2024 batch. This feedback will help assess the quality of instruction, resources, and overall student satisfaction. The process for collecting and analyzing this data will be outlined in the coming weeks.

10. Planning to conduct a meeting and discussion the development with university IQAC

The Chairperson proposed conducting a meeting with the university's IQAC team to discuss institutional development and strategies for quality enhancement. The meeting will focus on aligning the institution's goals with broader educational standards.

11. Preparation of time-table

The academic committee will prepare the new timetable for the upcoming session. This will ensure a balanced schedule that accommodates both academic and extra curricular activities while maintaining an optimal learning environment.

The meeting was ended at this juncture, as no other issued remain pending for discussion.

Sourav Kumar Mondal
25.06.24

(Sourav Kumar Mondal)
Coordinator, IQAC

Dr. Jolly Sinha
25.06.24

(Dr. Jolly Sinha)
Principal

Madhusthali Institute of Teacher Training
Madhupur /

