



# MADHUSTHALI INSTITUTE OF TEACHER TRAINING

A Co-Ed. B.Ed., D.El.Ed. & B.Lib. & Info.Sc. College

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



- NCTE Recognised • SKMU Affiliated • JAC Affiliated (D.El.Ed.)
- NAAC Accredited B+ • UGC Recognised 2(f)

## MINUTES OF MEETING

**Venue: IQAC Room**

**Date: 06.12.2024**

**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. Suresh Chandra Jayaswal	Member
6. Dr. Nikhil Chandra Jha	Member
7. Mr. Nilesh Kumar	Member
8. Ms. Sanjeeda Khatoon	Member
9. Mr. Roshan Anand	Member
10. Mr. Vaibhav Kumar Kapil	Member
11. Mr. Ejaz Ahmed	Member
12. Mr. Sourav Kumar Mondal	Member (Drafted the MoM)

### *Members not present:*

1. Mr. Jitendra Pandit	Member
2. Dr. Arun Kumar Mishra	Member
3. Ms. Binata Mahato	Member
4. Ms. Priya Kumari	Member
5. Mr. Ranjan Rajak	Member

### *Member(s) excused:*

### *Items on the Agenda:*

1. Analyzing and Implementing NAAC peer team Recommendations
2. Tracking Quality Indicators: Monthly Attendance Review
3. Review of 'SWAYAM' Progress
4. Conduction of National Seminar
5. Strategic Curriculum Planning for the Upcoming Academic Session
6. Faculty Development Initiative: Panel Discussion on Saturday
7. Promoting Research Excellence: Paper Publication Quality Initiatives
8. Enhanced Utilization of N-List Resources
9. Implementations of Book Bank Facilities: Addressing Quality Standards
10. Organizing Indian Knowledge System (IKS) Programs
11. University Permanent Affiliation: Application Progress





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12. Notifications to JAC, JCERT, SKMU for NAAC Accreditation & UGC 2(f) Recognized
13. Discussion on modifying Institutional Updates in various documents
14. Formation of Student Self-Government for the Session 2024-26
15. Planning and Conducting Talent Search Programs for the Session 2024-26
16. Monthly Submission of Activity Reports by All Committees
17. Application for General Evening College Setup
18. Discussion on Naming the Proposed Evening College
19. Preparations for Extension of Affiliation for B.Lib.I.Sc. Program
20. Faculty Recruitment
21. Appointment of New Assembly Coordinator
22. Expansion of Library Resources
23. Renovation and Upgradation of the Conference Hall
24. Review of Admission Course Fees for B.Ed. and D.El.Ed. (2025-27)
25. Miscellaneous

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

## Discussion & Resolution

### **1. Analyzing and Implementing NAAC peer team Recommendations**

The Chairperson emphasized the importance of analyzing the feedback provided by the NAAC peer team. The committee discussed strategies for implementing the recommendations to enhance institutional quality and align with accreditation standards.

### **2. Tracking Quality Indicators: Monthly Attendance Review**

To reinforce academic discipline, the committee has decided to implement a monthly review of student attendance. This initiative aims to ensure that students comply with attendance policies and to facilitate timely interventions whenever necessary. The coordinators of the B.Ed. and D.El.Ed. programs will be responsible for submitting monthly attendance reports to the IQAC coordinator. Additionally, Mr. Nilesh Kumar will regularly update the college website with the latest attendance records, while Mr. Manaswi Lal will provide the required biometric data. This comprehensive approach is designed to enhance transparency, accountability, and efficiency in monitoring attendance.

### **3. Review of 'SWAYAM' Progress**

The committee reviewed the institution's utilization of the SWAYAM platform and its integration into the curriculum. It was resolved to encourage more faculty and students to enroll in SWAYAM courses, with a focus on certifications that align with institutional goals. To ensure effective monitoring, coordinators of all programs will provide regular updates to the IQAC coordinator.

### **4. Conduction of National Seminar**

The Chairperson proposed organizing a national seminar to create a platform for discussing contemporary educational challenges and innovations. The tentative date for the seminar is set for 20.02.2025. She also requested that the work distribution and budget for the event be finalized and submitted by 11.12.2024.



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## 5. Strategic Curriculum Planning for the Upcoming Academic Session

A discussion was held on curriculum development to meet evolving educational demands. The committee agreed to prioritize modern pedagogical strategies, technology integration, and alignment with regulatory guidelines.

## 6. Faculty Development Initiative: Panel Discussion on Saturday

As part of the faculty development initiative, a panel discussion will be held every Saturday for faculty members. The discussions will focus on emerging trends in education and innovative teaching methodologies, aiming to enhance professional growth and teaching effectiveness.

## 7. Promoting Research Excellence: Paper Publication Quality Initiatives

The committee discussed initiatives to enhance the quality of research publications by faculty members. Workshops and training sessions focused on academic writing and publication ethics will be organized to support faculty development. Additionally, the governing body proposed offering increments based on the number and quality of publications, further incentivizing research excellence.

## 8. Enhanced Utilization of N-List Resources

The Chairperson emphasized the importance of maximizing the use of N-List resources to support academic and research activities. Training sessions will be conducted for faculty and students to ensure optimal utilization of these resources. The librarian will submit a monthly report on N-List usage to the IQAC coordinator to track progress and effectiveness.

## 9. Implementations of Book Bank Facilities: Addressing Quality Standards

The committee discussed the implementation of Book Bank facilities to support students in accessing essential academic resources. The focus will be on ensuring that the books provided meet quality standards, facilitating a comprehensive learning experience. Further actions will be taken to establish and maintain the facility in alignment with institutional quality objectives and improving access for economically disadvantaged students.

## 10. Organizing Indian Knowledge System (IKS) Programs

The committee discussed the importance of the Indian Knowledge System (IKS) and decided to organize workshops and seminars to promote traditional knowledge, art, and culture, thereby enriching the academic experience. The IQAC coordinator and Academic Head will follow up on the planning and execution of these programs.

## 11. University Permanent Affiliation: Application Progress

The Chairperson informed that the institution will apply for permanent affiliation. The application, along with the necessary documentation, will be prepared in accordance with the requirements. Once completed, the application will be submitted, and follow-up will be conducted with the concerned authorities to ensure a prompt and successful outcome.



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## 12. Notifications to JAC, JCERT, SKMU for NAAC Accreditation & UGC 2(f) Recognized

The chairperson requested to notify JAC, JCERT, and SKMU about the institution's NAAC accreditation and UGC 2(f) recognition status. This will enhance institutional credibility and visibility.

## 13. Discussion on modifying Institutional Updates in various documents

The committee discussed updating various institutional documents, including prospectuses, letterheads, student ID cards, faculty ID cards, websites, and academic records. The goal is to ensure that all materials accurately reflect recent achievements and current policies. The committee will oversee the necessary modifications to keep these documents up to date.

## 14. Formation of Student Self-Government for the Session 2024-26

The Chairperson has requested to establish the formation of a student self-government body for the session 2024-26 at the earliest. Elections will be held, and the newly elected body will be responsible for fostering leadership and encouraging student participation. Mr. Ranjan Rajak and Ms. Vibha Kumari will followup the entire process.

## 15. Planning and Conducting Talent Search Programs for the Session 2024-26

A talent search program will be organized for the session 2024-26 to identify and nurture students' skills in academics, sports, and extracurricular activities. Mr. Kamal Mandal and Ms. Priya Kumari will be responsible for organizing the program.

## 16. Monthly Submission of Activity Reports by All Committees

All committees have been instructed to submit monthly activity reports to the IQAC coordinator. This will ensure transparency and facilitate consistent tracking of progress across all areas.

## 17. Application for General Evening College Setup

The Chairperson has requested the preparation of an application for the setup of a General Evening College. The application will include a detailed outline of the proposed structure, curriculum, and the resources required for its establishment. Once finalized, the application will be submitted for approval and further consideration by the relevant authorities.

## 18. Discussion on Naming the Proposed Evening College

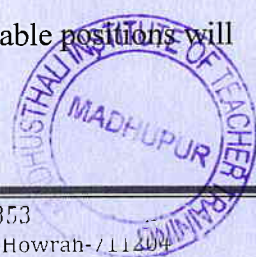
The naming of the proposed evening college was discussed, with suggestions aimed at reflecting the institution's vision and values. A final decision will be made after further consultations.

## 19. Preparations for Extension of Affiliation for B.Lib.I.Sc. Program

The committee resolved to prepare the necessary documentation for extending the affiliation of the B.Lib.& I.Sc. program and to follow up with the university.

## 20. Faculty Recruitment

In response to the need for new faculty members, the advertisement for the available positions will be published by the end of February.





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## 21. Appointment of New Assembly Coordinator

Ms. Vibha Kumari has been appointed as the new assembly coordinator. She will oversee student assemblies and ensure the smooth execution of daily activities, ensuring everything runs efficiently and effectively.

## 22. Expansion of Library Resources

The committee discuss about the procurement of additional library resources, including journals, e-books, and reference materials, to support academic and research activities. Librarian instructed to do needful action with the help of IQAC coordinator.

## 23. Renovation and Upgradation of the Conference Hall

The renovation of the conference hall was discussed, focusing on upgrading its facilities to meet modern standards. A budget proposal will be prepared and reviewed.

## 24. Review of Admission Course Fees for B.Ed. and D.El.Ed. (2025-27)

The committee reviewed the fees structure for the B.Ed. and D.El.Ed. programs for the 2025-27 session. The finalized structure will balance affordability with institutional needs and be approved soon.

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

(Sourav Kumar Mondal)  
Coordinator, IQAC

(Dr. Jolly Sinha)  
Principal

Principal  
Madhusthali Institute of Teacher Training  
Madhupur



19-11-19

19-11-19

