



# 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: 06.02.2025**

**Time: 03:00 PM-04:00 PM**

### *Members Present:*

1. **Dr. Jolly Sinha**
2. **Dr. (Prof.) Parthasarathi Chakraborty**
3. **Mr. Rajesh Kumar Singh**
4. **Ms. Aparna Howladar**
5. **Dr. Jitendra Pandit**
6. **Ms. Priya Kumari**
7. **Mr. Ranjan Rajak**
8. **Mr. Suresh Chandra Jayaswal**
9. **Dr. Nikhil Chandra Jha**
10. **Mr. Nilesh Kumar**
11. **Ms. Sanjeeda Khatoon**
12. **Mr. Roshan Anand**
13. **Mr. Vaibhav Kumar Kapil**
14. **Mr. Ejaz Ahmed**
15. **Mr. Khushi Kant Yadav**
16. **Ms. Sreeja Sur**
17. **Mr. Sourav Kumar Mondal**

### **Chairperson**

**Member**

**Member**

**Member**

**Member**

**Member**

**Member**

**Member**

**Member**

**Member**

**Member**

**Member**

**Member**

**Member**

**Member**

**Member**

**Member (Drafted the MoM)**

### *Members not present:*

1. **Dr. Arun Kumar Mishra**
2. **Ms. Binata Mahato**

**Member**

**Member**

### *Member(s) excused:*

### *Items on the Agenda:*

1. Quality initiative : National Seminar
2. Inspection for B.Lib.I.Sc. Program
3. Update on Add-on Courses
4. Progress Review of E-Kalyan Scholarship Program
5. Evaluation of Teaching-Learning Processes
6. Quality initiative : Discussion on New IRSEM Project
7. Review of Practice Teaching for B.Ed. & D.El.Ed. (2023-25)
8. Participation in National Youth Parliament (District Level)
9. Planning for D.El.Ed. Admissions (Session 2025-27)







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10. Faculty Recruitment for B.Ed. & B.Lib.I.Sc.
11. Educational Tour for B.Ed. & D.El.Ed. (2023-25)
12. Capacity Building Program for Faculty Members
13. Quality initiative : Internal Faculty Development Programme
14. Observation and Evaluation of Mentor-Mentee System
15. Analysis of Attendance for B.Ed. & D.El.Ed. (2024-26)
16. Miscellaneous

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

## Discussion & Resolution

### 1. National Seminar as a Quality Initiative

It was unanimously decided that a National Seminar will be organized as part of the institution's ongoing quality enhancement efforts. The seminar will focus on contemporary educational themes aligned with the objectives of the National Education Policy (NEP) 2020. All faculty members are requested to contribute actively to ensure the success of the event. The organizing committee has been asked to prepare a detailed budget and blueprint outlining the structure, schedule, and key responsibilities for the smooth execution of the programme.

### 2. Inspection for B.Lib.I.Sc. Programme

The committee emphasized the importance of timely preparation for the upcoming B.Lib.I.Sc. program inspection. All necessary documentation and infrastructure compliance must be completed in accordance with the affiliating university's requirements. Specific responsibilities were assigned to the concerned departments to ensure effective coordination with the university and inspection authorities. Progress will be reviewed periodically to ensure readiness before the scheduled visit.

### 3. Update on Add-on Courses

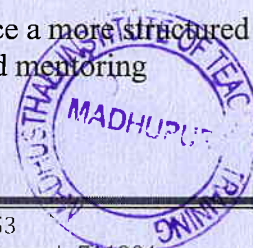
The chairperson requested to start add on courses as soon as possible. The IQAC will coordinate and monitor the timely implementation to ensure maximum benefit to students.

### 4. E-Kalyan Update

It was discussed that the institution will provide proactive support in helping students complete their E-Kalyan scholarship applications. Scholarship committee requested to monitor and address issues related to eligibility, documentation, and timely submission.

### 5. Evaluation of Teaching-Learning Process

The committee reviewed the current teaching-learning processes and resolved to introduce a more structured feedback system from students and peers. It also recommended integrating ICT tools, and mentoring mechanisms to improve classroom engagement.







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## 6. Quality initiative : New IRSEM Project Proposal

The committee discussed *Bhoomi*—an interdisciplinary, nature-integrated learning project—as a quality initiative to foster experiential and student-led education. The project emphasizes creativity, environmental awareness, and ethical sensitivity through storytelling, music, and hands-on activities. It aims to deepen students' connection with local ecosystems and promote a culture of sustainability and empathy. The committee endorsed the concept and recommended drafting a detailed implementation plan.

## 7. Review of Practice Teaching (B.Ed. & D.El.Ed. 2023-25)

Based on the feedback received from supervisors and host schools, the committee emphasized the need to support student-teachers in reflecting on their practice teaching experiences. Focus will be placed on helping them enhance their pedagogical skills, including lesson planning, instructional strategies, and classroom management. Structured reflection sessions will be organized, and mentors will be encouraged to provide individualized feedback. Observation tools will also be reviewed to ensure they effectively capture teaching competencies and areas for growth.

## 8. Participation in National Youth Parliament (District Level)

The committee agreed to actively encourage and support student participation in the National Youth Parliament at the district level. Interested students will be identified through a screening process, and faculty members will organize orientation sessions and mock practices to prepare them thoroughly. Emphasis will be placed on building students' confidence, public speaking skills, and understanding of parliamentary procedures to ensure meaningful engagement in the event.

## 9. Planning for D.El.Ed. Admission (Session 2025-27)

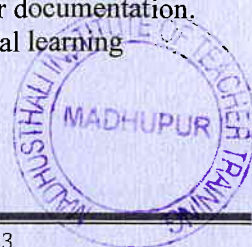
The admission committee will initiate early preparations for the upcoming D.El.Ed. 2025-27 session. Key tasks will include drafting and releasing the admission advertisement, program details, and strengthening the admission support system. The aim is to ensure a transparent, student-friendly, and accessible admission process in alignment with regulatory norms and institutional values.

## 10. Faculty Recruitment for B.Ed. & B.Lib.I.Sc.

The IQAC decided to initiate the faculty recruitment process in accordance with the guidelines of the UGC, state government, and affiliating university. The recruitment will prioritize candidates with strong academic credentials, relevant teaching experience, and a demonstrated commitment to the institution's vision and goals. Transparency and merit-based selection will be maintained throughout the process. An official advertisement for the vacant positions will be published shortly to invite applications.

## 11. Educational Tour for B.Ed. & D.El.Ed. (2023-25)

The committee discuss the proposed educational tour plan for B.Ed. and D.El.Ed. students, which includes visits to institutions of pedagogical and educational relevance. All activities will be organized in alignment with academic objectives, and clear guidelines will be followed regarding student safety, supervision, and proper documentation. Faculty coordinators will ensure that the tour contributes meaningfully to the students' professional learning experiences.







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## 12. Capacity Building Programme for Faculty Members

It was requested by the chairperson to organize periodic capacity-building programs focusing on digital pedagogy, NEP 2020 implementation, and inclusive education strategies. A calendar for the upcoming semester will be prepared.

## 13. Internal Faculty Development Programme (FDP) as a Quality Initiative

The IQAC decided to institutionalize internal FDPs in every month. Topics will include emerging trends in teacher education, research methodology, and curriculum design to ensure continuous faculty growth.

## 14. Observation and Evaluation of Mentor-Mentee System

The committee reviewed the functioning of the mentor-mentee system and emphasized regular observation and documentation of interactions. Faculty mentors were advised to provide constructive feedback, track student progress, and address academic and personal concerns to strengthen the support system.

## 15. Analysis of Attendance for B.Ed. & D.El.Ed. (2024-26)

Attendance data for the current session was reviewed. The committee expressed concern over irregular attendance in some cases and decided to implement stricter monitoring. Faculty were instructed to communicate with students and guardians where necessary, and to link attendance with internal assessments as per regulations.

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

(Sourav Kumar Mondal)  
Coordinator, IQAC

(Dr. Jolly Sinha)  
Principal

Madhusthali Institute of Teacher Training  
Madhupur

