



# MADHUSTHALI INSTITUTE OF TEACHER TRAINING

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



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

## MINUTES OF MEETING

**Venue:** IQAC Room

**Date:** 03.04.2025

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

### *Members Present:*

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

### *Members not present:*

1. Dr. Arun Kumar Mishra	<b>Member</b>
2. Ms. Binata Mahato	<b>Member</b>

### *Member(s) excused:*

### *Items on the Agenda:*

1. Review of National Seminar
2. Inspection for B.Ed. Permanent Affiliation
3. Review of Teaching-Learning Process
4. Continuous Internal Assessment (CIA)
5. Micro-Teaching for B.Ed. & D.El.Ed. (2024-26)
6. Date Finalization of Teaching Practice Observations (B.Ed. & D.El.Ed. 2024-26)
7. Planning for Academic Exchange Program with MoU Institutions
8. Renovation of Fire Safety Project





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## 9. Lecture Series

## 10. Upgradation of Laboratory Equipment

## 11. Library Requisition

## 12. Miscellaneous

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

## Discussion & Resolution

### 1. Review of National Seminar

The committee reviewed the recently conducted National Seminar and appreciated the collaborative efforts of faculty, students, and invited guests. Feedback was analyzed to assess the academic impact and organizational efficiency. Suggestions for improvement were noted for future seminars.

### 2. Inspection for B.Ed. Permanent Affiliation

Preparations for the upcoming B.Ed. permanent affiliation inspection were discussed in detail. All departments were instructed to ensure readiness in terms of infrastructure, documentation, faculty records, and academic performance. Coordination with the affiliating university will be maintained to facilitate a smooth inspection process.

### 3. Review of Teaching-Learning Process

The committee discussed the ongoing teaching-learning process. It was agreed that student feedback, classroom observation, and academic results would be used to make instructional improvements. Faculty members will be encouraged to adopt innovative and inclusive teaching strategies.

### 4. Continuous Internal Assessment (CIA)

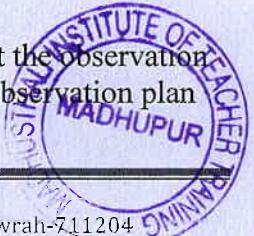
The progress of CIA activities was reviewed. Departments were advised to ensure timely administration of assessments, proper documentation of marks, and adherence to transparency in evaluation. Strategies to support academically weak students were also discussed.

### 5. Micro-Teaching for B.Ed. & D.El.Ed. (2024–26)

It was decided to initiate micro-teaching sessions for the current batch (2024–26). Faculty members will plan and supervise these sessions, focusing on core teaching skills. Peer and mentor feedback will be incorporated for comprehensive evaluation and professional growth.

### 6. Date Finalization of Teaching Practice Observations (B.Ed. & D.El.Ed. 2024–26)

The proposed schedule for teaching practice observations was discussed. It was decided that the observation dates would be finalized after the completion of the micro-teaching program. A structured observation plan





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will be implemented to ensure consistency, objectivity, and effective monitoring of student-teachers' performance during the teaching practice period.

## 7. Planning for Academic Exchange Program with MoU Institutions

To foster collaborative learning and academic enrichment, it was decided to explore academic exchange activities with partner institutions under existing MoUs. Departments were asked to identify potential collaborative programs (i.e. Micro teaching with the Grizzly College of Education), including guest lectures, joint workshops, and student exchanges.

## 8. Quality Initiative: Renovation of Fire Safety Project

The committee acknowledged the need to upgrade the existing fire safety infrastructure to ensure the safety and well-being of all stakeholders. The concerned department was instructed to conduct a thorough assessment of the current facilities and prepare a detailed renovation proposal. This proposal should align with the latest fire safety standards and regulatory compliance requirements. Timely implementation and monitoring will be prioritized.

## 9. Lecture Series

The Chairperson requested to organizing a regular lecture series inviting experts from academia and industry. These sessions will provide students and faculty with exposure to emerging trends, interdisciplinary themes, and best practices.

## 10. Upgradation of Laboratory Equipment

The need for upgrading laboratory resources was discussed. Departments were requested to submit detailed requisitions for new equipment, prioritizing items that enhance practical learning and align with curriculum requirements.

## 11. Library Requisition

Faculty members were invited to submit book and journal requisitions to enrich the library's academic resources. Special attention will be given to updating reference materials, teacher education resources, and digital content access.

## 12. Miscellaneous

### Preparation of Academic Calendar for 2025–27

The Chairperson requested the IQAC Coordinator to prepare a comprehensive Academic Calendar for the upcoming 2025–27 session. The calendar should be finalized prior to the commencement of classes, incorporating key academic activities, holidays/celebrations, examination schedules, co-curricular events, and breaks, in alignment with university and regulatory guidelines.





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

(Sourav Kumar Mondal)  
Coordinator, IQAC

(Dr. Jolly Sinha)  
Principal

Madhusthali Institute of Teacher Training  
Madhupur

