



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: mittmfp@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: 14.05.2025

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. Dr. Jitendra Pandit	Member
6. Ms. Priya Kumari	Member
7. Mr. Ranjan Rajak	Member
8. Mr. Suresh Chandra Jayaswal	Member
9. Dr. Nikhil Chandra Jha	Member
10. Mr. Nilesh Kumar	Member
11. Ms. Sanjeeda Khatoon	Member
12. Mr. Roshan Anand	Member
13. Mr. Vaibhav Kumar Kapil	Member
14. Mr. Ejaz Ahmed	Member
15. Mr. Khushi Kant Yadav	Member
16. Ms. Sreeja Sur	Member
17. Mr. Sourav Kumar Mondal	Member (Drafted the MoM)

Members not present:

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

Member(s) excused:

Items on the Agenda:

1. Review of Micro-Teaching
2. Date finalization for new faculty recruitments interview
3. Green initiatives: ECO club
4. Status of submitting Book & LAB requisition
5. Seminar proceeding
6. D.El.Ed. session 2025-2027 admission status
7. Finalization of D.El.Ed. 2024-26, 2025-27 coordinator
8. AQAR Filling enquiry
9. Practice Teaching observation 2024-26 for 1 month





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10. Review of Various committees
11. Self-appraisal
12. Status of Academic calendar 2025-2027
13. Miscellaneous

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

Discussion & Resolution

1. Review of Micro-Teaching

The committee reviewed the ongoing micro-teaching sessions. Progress, student participation, and effectiveness in developing core teaching skills were discussed. Suggestions for improving planning, supervision, and feedback mechanisms were noted.

2. Date finalization for new faculty recruitments interview

The committee discussed and proposed suitable dates for conducting interviews for new faculty appointments. Coordination with the management and academic departments will be undertaken to finalize the schedule and ensure smooth conduct of the recruitment process.

3. Green initiatives: ECO club

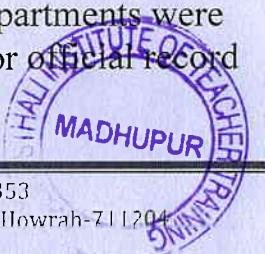
Updates regarding eco-friendly initiatives and activities conducted by the ECO Club were reviewed. Plans for upcoming environmental awareness programmes and sustainability projects were discussed.

4. Status of submitting Book & LAB requisition

The committee checked the progress of departmental submissions for book and laboratory requisitions. Departments were instructed to complete pending requests to facilitate timely procurement.

5. Seminar proceeding

The progress of seminar documentation and proceedings was reviewed. Departments were advised to compile and submit seminar reports, papers, and presentations for official record and publication.





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6. D.El.Ed. session 2025-2027 admission status

The current status of admissions for the D.El.Ed. 2025–2027 session was discussed. Updates on merit lists was reviewed to ensure transparency and compliance.

7. Finalization of D.El.Ed. 2024-26, 2025-27 coordinator

The committee finalized the faculty coordinators for the D.El.Ed. session 2024-26 and 2025-27. Ms. Beenita Srivastave will serve as the coordinator for the 2024–26 batch, while Ms. Priya Kumari has been appointed as the coordinator for the 2025–27 batch. Responsibilities for academic monitoring, mentoring, and related administrative tasks have been assigned to them accordingly.

8. AQAR Filling enquiry

The committee discussed the status of Annual Quality Assurance Report (AQAR) submission. Departments were instructed to provide pending inputs and verify data accuracy for timely filing.

9. Practice Teaching observation 2024-26 for 1 month

The committee reviewed plans for the one-month practice teaching observation for the D.El.Ed. 2024–26. Observation schedules, faculty supervision, and feedback mechanisms will finalized by the Academic committee.

10. Review of Various committees

The functioning and effectiveness of various institutional committees were reviewed. Updates on completed and ongoing activities were collected, and corrective measures were suggested if necessary.

11. Self-appraisal

The committee discussed the self-appraisal process for faculty members. Deadlines, submission formats, and evaluation procedures were clarified to ensure timely completion.





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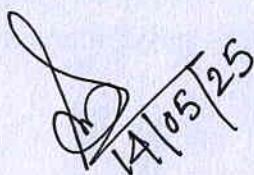


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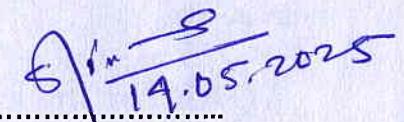
12. Status of Academic calendar 2025-2027

The progress of preparing the academic calendar for 2025–2027 was reviewed. Mr. Sourav Kumar Mondal and Mr. Kamal Mandal were advised to ensure the schedule includes all academic, co-curricular, and extracurricular activities.

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


14/05/25

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(Sourav Kumar Mondal)
Coordinator, IQAC


14.05.2025

.....
(Dr. Jolly Sinha)
Principal

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Madhusthali Institute of Teacher Training
Madhupur

