



# 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:** 17.11.2025

**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. Dr. Arun Kumar Mishra	Member
7. Ms. Priya Kumari	Member
8. Mr. Ranjan Rajak	Member
9. Mr. Suresh Chandra Jayaswal	Member
10. Dr. Nikhil Chandra Jha	Member
11. Mr. Nilesh Kumar	Member
12. Ms. Sanjeeda Khatoon	Member
13. Mr. Roshan Anand	Member
14. Mr. Khushi Kant Yadav	Member
15. Ms. Sreeja Sur	Member
16. Mr. Sourav Kumar Mondal	Member (Drafted the MoM)

### *Members not present:*

1. Ms. Binata Mahato	Member
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### *Member(s) excused:*

### *Items on the Agenda:*

1. Inclusion of newly appointed faculty members in various committees
2. Status review of new UG course opening and inspection
3. Induction and orientation programme for B.Ed. (Session: 2025-2027)
4. Preparation of the new timetable for B.Ed., D.El.Ed. and B.Lib. & Info.Sc.
5. Syllabus distribution for all courses
6. Faculty Development Programme (FDP) planning
7. Implementation and status update of ILMS
8. Planning of co-curricular activities
9. Status update on B.Lib. & Info.Sc. affiliation
10. Status update on permanent affiliation of B.Ed.







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11. Procurement of articles/equipment related to UG courses
12. Review of faculty positions for UG courses
13. Result analysis of D.El.Ed. (Session: 2023-2025)
14. Update on student achievements
15. Miscellaneous

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

## Discussion & Resolution

### **1. Inclusion of newly appointed faculty members in various committees**

The committee discussed the allocation of newly appointed faculty members to different institutional committees. It was agreed that responsibilities will be distributed based on expertise and departmental requirements. Updated committee lists will be prepared and circulated to all stakeholders.

### **2. Status review of new UG course opening and inspection**

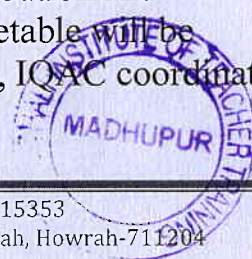
The progress related to the introduction of the new undergraduate course was reviewed. Documentation, infrastructure requirements, and approval procedures were discussed. The institution will continue communication with the concerned authority to expedite the inspection process.

### **3. Induction and orientation programme for B.Ed. (Session: 2025-2027)**

The schedule and structure for the induction and orientation programme for the B.Ed. session 2025-2027 were deliberated. Focus was placed on academic familiarization, institutional tour, and student support components. Faculty in charge will prepare the programme modules and timelines.

### **4. Preparation of the new timetable for B.Ed., D.El.Ed. and B.Lib. & Info.Sc.**

The committee initiated discussions regarding the preparation of the upcoming academic timetable. Suggestions were provided to ensure equitable workload distribution and avoidance of scheduling conflicts. Finalization and circulation of the timetable will be completed prior to semester commencement. Mr. Sourav Kumar Mondal, IQAC coordinator instructed to prepare new timetable.







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## 5. Syllabus distribution for all courses

It was decided that syllabus allocation to faculty members will be done in alignment with the newly prepared timetable. Each faculty member will receive subject-wise syllabus details corresponding to their assigned classes, ensuring smooth planning and systematic execution of teaching schedules. Academic committee and IQAC coordinator will monitoring the process.

## 6. Faculty Development Programme (FDP) planning

Discussions were held regarding the planning and execution of the upcoming Faculty Development Programme. The proposed themes include recent academic trends, research enhancement, and emerging issues in education. The Academic Committee will oversee the programme and ensure smooth scheduling and implementation.

## 7. Implementation and status update of ILMS

The functioning and progress of ILMS implementation were reviewed. Pending technical setups and cataloging processes were discussed. Concerned personnel will ensure timely completion to enable smoother library access and automation. The I.T. Committee will take responsibility for overseeing these activities to ensure timely completion, enabling smoother library access and full automation.

## 8. Planning of co-curricular activities

The committee proposed a calendar for co-curricular engagements aimed at holistic student development. Debate competitions, cultural events, and sports activities were recommended. Faculty coordinators will be assigned for systematic execution.

## 9. Status update on B.Lib. & Info.Sc. affiliation

The present status of affiliation for the B.Lib. Info.Sc. programme was reviewed. Required documentation and compliance measures were sent to the university for further process.

## 10. Status update on permanent affiliation of B.Ed.

The permanent affiliation process for the B.Ed. programme is in its final stage as informed.

## 11. Procurement of articles/equipment related to UG courses

Requirements for purchasing academic and laboratory materials for UG programmes were discussed. A needs-based list will be prepared and procurement initiated as per institutional guidelines.





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## 12. Review of faculty positions for UG courses

A review was conducted regarding faculty requirements for UG program expansion. The committee discussed existing staffing levels and areas requiring new appointments. Advertisement for vacant post will published after Governing Body meeting discussion and final approval.

## 13. Result analysis of D.El.Ed. (Session: 2023–2025)

With the final results from JAC now published, a detailed result analysis will be done to classify student performance and achievements. The analysis will include pass percentage, distinction categories, and areas requiring improvement. Based on the findings, strategies will be formulated to enhance academic outcomes in the upcoming term. Mr. Sourav Kumar Mondal, IQAC coordinator instructed to prepare the result analysis.

## 14. Update on student achievements

The committee emphasized the need to maintain updated records of student achievements in academics, sports, competitions, and other activities. Departments were instructed to regularly submit details for documentation and publication.

## 15. Proper Work Distribution of IQAC

The committee discussed the structured distribution of responsibilities within IQAC. Members will be assigned duties in areas such as documentation, quality enhancement initiatives, report compilation, and NAAC-related work. A revised responsibility chart will be circulated for implementation.

## 16. Website Updation

The need for timely updates to the institutional website was highlighted. I.T. committee instructed to provide updated information on faculty, courses, notices, and events. The technical team will ensure regular maintenance for improved visibility and accuracy.

## 17. Wall Magazine / College Magazine (To Be Released in December)

The committee proposed the preparation of the wall magazine and the annual college magazine with a deadline for release in December. Students and faculty will collaboratively contribute articles, creative writing, and academic content. Magazine committee will oversee compilation and design.







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## 18. Appointment of New H.O.D. for B.Lib. & Information Science

Ms. Bernadette Murmu has been selected as new Head of the Department for B.Lib. & Info.Sc. The decision has been recorded and will be implemented officially with immediate effect.

## 19. SWAYAM Monitoring Responsibility

Responsibility for monitoring SWAYAM activities and enrollment was reviewed. It was decided that Mr. Sandip Kumar Bera will serve as the SWAYAM Coordinator, ensuring course registration, progress tracking, and awareness among students regarding available online learning opportunities.

## 20. Add-On Course Committee Member Addition

The committee decided to expand the Add-On Course Development and Monitoring Committee by adding new members. Mr. Kundan Kumar will work jointly with Mr. Vivek Jaiswal to support the planning, execution, and enhancement of Add-On Courses and to increase student participation. The updated committee structure will be finalized and circulated shortly.

## 21. ICC Committee Meeting & Update

The functioning of the Internal Complaint Committee (ICC) was reviewed. It was resolved to schedule a committee meeting for policy reinforcement and awareness activities. Updates and compliance records will be maintained regularly.

## 22. Conduct of Sports on a Regular Basis

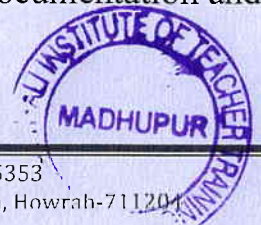
The committee recommended organizing sports activities throughout the academic year to promote student fitness and discipline.

## 23. Discards of Various Labs

The condition of laboratory equipment was reviewed. It was decided to discard outdated or non-functional materials following proper documentation. A replacement and procurement list will be prepared simultaneously.

## 24. B.Ed. Admission through Open Counselling as per Merit

The process for B.Ed. admission via open counselling was discussed. Admissions will be carried out strictly on the basis of merit and eligibility norms. Necessary documentation and verification procedures will be followed.







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## 25. Stock Register Maintenance & Purchase List for Upcoming Session

The committee emphasized maintaining an updated stock register for all Laboratories/Department. A detailed purchase list for the upcoming academic session will be prepared and submitted for approval.

## 26. NMM

The committee proposed the inclusion of faculty members in accordance with the eligibility and operational guidelines of the National Mission for Mentoring (NMM). Suitable faculty will be shortlisted, verified, and assigned roles under the mentoring framework to strengthen academic guidance and support.

## 27. Anweshikha & Indian Journal of Teacher Education (IJTE)– Encouragement to Faculty Members

The institution encouraged faculty members to actively contribute and publish articles in Anweshikha and the Indian Journal of Teacher Education (IJTE), both published by the National Council for Teacher Education (NCTE). Specifically, IJTE is a peer-reviewed journal published three times a year, providing a platform for research, innovations, and best practices in teacher education. Similarly, Anweshikha offers faculty another avenue to share academic insights, research findings, and pedagogical advancements.

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

