



# MADHUSTHALI INSTITUTE OF TEACHER TRAINING

## MADHUPUR, DEOGHAR-815353



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### MINUTES OF MEETING

Venue: IQAC Room

Date: 02.08.2022

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. Mr. Jitendra Pandit
6. Dr. Arun Kumar Mishra
7. Ms. Binata Mahato
8. Dr. Nikhil Chandra Jha
9. Mr. Nilesh Kumar
10. Ms. Devanti Murmu
11. Mr. Manish kumar Bhaiya
12. Ms. Mousami Mukherjee
13. Mr. Sushil Kumar
14. Mr. Sourav Kumar Mondal

**Chairperson**

- Member
- Member
- Member
- Member
- Member
- Member
- Member
- Member
- Member
- Member
- Member
- Member
- Member
- Member (Drafted the MoM)

*Members not present:*

1. Mr. Ambarish Chatterjee

*Member(s) excused:*

None

*Items on the Agenda:*

1. Functional of all committees
2. Lecture Series
3. D. El. Ed. Monthly Class Test
4. Seminar, Workshop, Quiz and Debate
5. Functional of Academic Calendar
6. Teacher's Talk in the Assembly
7. Celebration of Method Week
8. Misc. Issues.

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



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### Discussion & Resolution

#### 1. Functional of all the committees

It has been decided that the IQAC coordinator and committee heads will jointly supervise the committees in order to maintain the academic calendar and do the necessary work to keep things running smoothly. Meetings will be held to determine how committee heads and other members will distribute their work.

#### 2. Lecture Series

Ms. Beeniita Srivastava and Ms. Payal Dutta will continue to supervise the monthly lectures. Ms. Binata Mahato is asked to make contact with an eminent speaker for the month of September.

#### 3. D. El. Ed. Monthly Class Test

It is requested that Mr. Jitendra Pandit (Head of the Examination Committee) finalise the date for the August monthly test.

#### 4. Seminar, workshop, Quiz and debate

The monthly chart will be prepared by Mr. Jitendra Pandit and Dr. Arun Kumar Mishra. Seminar for B.Ed. and quiz for D.El.Ed. will be held in August.

#### 5. Functional of Academic Calendar

It is requested that all concerned class coordinators and committee heads start functioning the curriculum in accordance with the academic calendar as soon as possible. The IQAC coordinator will oversee

#### 6. Oath Taking Ceremony

Dr. (Prof.) Parthasarathi Chakraborty, CEO, MCKV Group, will preside over the oath taking ceremony for B.Ed. 2021-2023 students' Self-Government on 05.08.2022.

#### 7. Teacher's Talk in the Assembly

The rotation will continue for two days per week (Monday & Friday).

#### 8. Celebration of Method Week

It has been decided that the B.Ed. 2021-23 methods week will take place following



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the Micro-Teaching workshop.

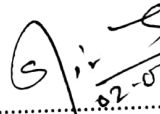
### 9. Miscellaneous Issues

- Adaptation of another village in order to maintain proper guidelines. It is also necessary to identify the village.
- It is necessary to motivate teachers so that they can use innovative learning to make class more interesting.
- It is needed more ICT support to enhance the college.
- It is also being discussed whether the student feedback system should be activated as soon as possible in terms of academic, teacher, practise teaching alumni, and so on.
- It is needed to relook the Service Rules & Regulations book and revised if needed.

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

  
02-08-22

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(Sourav Kumar Mondal)  
IQAC Coordinator  
Madhusthali Institute of  
Teacher Training, Madhupur

  
02-08-2022

.....  
(Dr. Jolly Sinha)  
Principal  
Madhusthali Institute of Teacher Training  
Madhupur