



MADHUSTHALI INSTITUTE OF TEACHER TRAINING

MADHUPUR, DEOGHAR-815353



MINUTES OF MEETING

Venue: Principal's Chamber.

Date: 14.10.2022

Time: 10:30 am

Members Present:

1. Dr. Jolly Sinha	Chairperson
2. Prof. (Dr.) Parthasarathi Chakraborty	Member
3. Mr. Rajesh Kumar Singh	Member
4. Ms. Aparna Howladar	Member
5. Dr. Nikhil Chandra Jha	Member
6. Mr. Jitendra Pandit	Member
7. Dr. Arun Kumar Mishra	Member
8. Ms. Binata Mahato	Member
9. Mr. Nilesh Kumar	Member
10. Ms. Mousumi Mukherjee	Member
11. Mr. Sushil Kumar	Member
12. Mr. Sourav Kumar Mondal	Coordinator
13. Mr. Sumantra Dey	(Drafted the MoM)

Members not present:

1. Mr. Ambarish Chatterjee
2. Ms. Devanti Murmu
3. Mr. Manish Kumar Bhैया

Member(s) excused:

1. Ms. Devanti Murmu (Ongoing B.Ed. Examination)
2. Mr. Manish Kumar Bhैया (Ongoing B.Ed. Examination)

Items on the Agenda:

1. Review of the previous meeting.
2. Preparation of the S.S.R. (Self Study Report)
3. Finalization of B.Ed. Session: 2022-24 fee structure
4. ICT tools enhancement for NAAC preparation.
5. Formation of Advisory Committee/ Board.
6. Institutional Distinctiveness.
7. Hostel facilities for girls.
8. Infrastructural facilities as per the Norms.
9. Conduction of International/National seminars.
10. Facilities provide to the faculties for the participation to attend seminars.



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11. Inclusion of the names of newly appointed faculties in various committees.
12. Misc. Issues.

The meeting started with an opening remark by the Chairperson, IQAC. She, thereafter, introduced the agendas.

Discussion & Resolution

1. Review of the previous meeting

The Coordinator, IQAC presented the ATR of the resolutions taken in the previous meeting, dated 02.08.2022.

Prof. (Dr.) P. Chakraborty, CEO, MCKV Group of Institutions and an esteemed member of the committee have suggested that to make it more vivid the Academic Calendar for the upcoming sessions should contains the dates of Seminars/Workshops as applicable.

Mr. R. K. Singh, PM, MCKV Group of Institutions and an esteemed member of the committee have suggested maintaining the records of all the eminent speakers as well guests for future reference.

Action: Dr. Arun Kumar Mishra, Head Academic Committee

2. Preparation of the S.S.R.

The Chairperson, IQAC has informed all the members that the criteria wise summary has already been prepared except the last criteria i.e. 'Institutional Values and Best practices'. The Chairperson also informed that the 'Data Template' has been distributed among the faculties so that they can prepare the quantitative data records as per the requirements of NAAC. Now the report should be prepared criterion wise as per the manual. (Both qualitative matrix and quantitative matrix)

Action: Dr. Jolly Sinha, Principal, MITI

3. Finalization of B.Ed. Session: 2022-24 fee structure

Mr. Nilesh Kumar has done a survey of the neighboring institutions and prepared a comparative report based on the survey. The committee has discussed on the report and was unanimously decided that the report should be placed before the Governing Body for the final approval.

Action: Mr. Nilesh Kumar, OSD Administration

4. ICT tools enhancement for NAAC preparation

The committee has discussed on the basic requirements of ICT tools and suggested Mr. Nilesh Kumar to prepare a list of ICT tools such as Computers, Projectors, Sliders, Interactive White Boards and sound software related to the teaching-learning process.

Action: Mr. Nilesh Kumar, OSD Administration

5. Formation of Advisory Committee/Board



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The Chairperson proposed three (03) names for the advisory board and also requested the other members to suggest the names of some other eminent personalities for the board. The suggested members are as follows:

1. Prof. (Dr.) Pranab Krishna Choudhury. (Verbally Consented)
Ex-Principal, David Hare Training College, Kolkata

2. Prof. (Dr.) Tarak Nath Pan. (Verbally Consented)
Ex-Vice Principal, Vidyabhawan, Viswa Bharati, Shantineketan

3. Prof. (Dr.) Pradipta Kumar Mishra. (Verbally Consented)
Principal, Y. S. P. Mahabidyalaya, Palpara, Purba Mednipur

Action: Mr. Sourav Kumar Mondal, Coordinator, IQAC

6. Institutional Distinctiveness

The committee was suggested to discuss the matter with the members associated with the institution for a long time and make a draft.

Action: Dr. Jolly Sinha, Principal, MITT

7. Hostel facilities for girls

Mr. R. K. Singh, PM, MCKV Group of Institutions and an esteemed member of the committee have suggested that there should be a detailed survey regarding the availability of the students, financial condition and the fee structure of the other hostels in nearby areas.

Action: Ms. Binata Mahato, Asst. Prof., MITT

8. Infrastructural facilities as per the Norms

It was unanimously decided that floor wise CCTV camera installation, water purification, IQAC room furnishing, e-library and other necessary infrastructural instruments to be implemented soon for the NAAC preparation. Mr. Nilesh Kumar was advised to prepare a list of the concerned items and take necessary quotations from the associated vendors.

Action: Mr. Nilesh Kumar, OSD Administration

9. Conduction of International/National seminars

The Chairperson, IQAC has gladly informed that MITT is the only B.Ed. Institution of 'Santha Pargana' to act as one of the member of the organizing committee of Deoghar College Deoghar, Jharkhand to conduct a National Seminar sponsored by Indian Council of Social Science Research. She has also advised the IQAC coordinator to inform all the faculty members of the institution to prepare their paper as per the topic for presentation. The committee has decided to conduct a National seminar in near future.

Action: Mr. Sourav Kumar Mondal, Coordinator, IQAC
Dr. Arun Kumar Mishra, Head Academic Committee

10. Facilities provide to the faculties for the participation to attend seminars

The Coordinator of IQAC was requested to prepare a draft related to the arrangements for the faculties to attend various seminars/workshops.

Action: Mr. Sourav Kumar Mondal, Coordinator, IQAC



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11. Inclusion of the names of newly appointed faculties in various committees

The Chairperson, IQAC has suggested that all the new faculty members should be included in various committees as applicable with immediate effect. Ms. Aparna Howladar, HR Manager MCKV Group of Institutions and an esteemed member of the committee have suggested completing the orientation of the newly appointed teachers as early as possible.

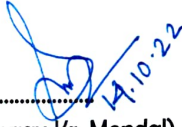
Action: Dr. Jolly Sinha, Principal, MITT

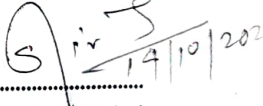
12. Misc. Issues

The Chairperson, IQAC has asked for a new name as Employer's nominee to be included in place of Mr. Ambarish Chatterjee.

Esteemed Chairman, MCKV Group of Institutions has spared his valuable time and joined the meeting online before the closure. On the request of the Chairperson, IQAC he has advised to proposed 2/3 dates for the meeting of the Governing Body in the upcoming month.

The meeting was adjourned at this juncture as there were no other items waiting discussion. Finally the Vote of Thanks has been delivered by Mr. Sourav Kumar Mondal, Coordinator IQAC.


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


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