



MADHUSTHALI INSTITUTE OF TEACHER TRAINING

MADHUPUR, DEOGHAR-815353



MINUTES OF MEETING

Venue: IQAC Room

Date: 01.11.2022

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

Members not present:

Member(s) excused:

Items on the Agenda:

1. Inclusion of new members in the IQAC Committee
2. Implication of 'Teacher Evaluation Feedback'
3. Implication of 'Teacher Diary'
4. Monitoring of different committees work
5. Misc.

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



Discussion & Resolution

1. Inclusion of new members in the IQAC Committee

It has been agreed by a unanimous decision that the IQAC committee will be expanded by the addition of three more members in order to ensure the continuity of its efficient operation. Ms. Sindhulata Pandey, Mr. Suresh Chandra Jayaswal, and Mr. Ajay Kr. Yadav are the three new members of the committee.

2. Implication of 'Teacher Evaluation Feedback'

As if the semester is about to end, teacher evaluation feedback must be completed as soon as possible. The format for the teacher evaluation will be developed by Mr. Sourav Kr. Mondal and Mr. Suresh Chandra Jayaswal will assist him in the evaluation process.

3. Implication of 'Teachers' Diary'


The teachers are required to keep a daily record of their activities in their personal teachers' diary. After the completion of the printing process, it will be distributed to each member of the faculty. Dr. Jolly Sinha will carefully observe the teachers' daily diary.

4. Monitoring of different committees work

The coordinator of the IQAC will be responsible for monitoring the activities of the other committees and providing advises as required to ensure that everything will run smoothly.

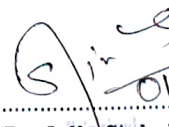
5. Miscellaneous Issues

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


01.11.22

(Sourav Kumar Mondal)
IQAC Coordinator

Madhusthali Institute of
Teacher Training, Madhupur


01.11.22

(Dr. Jolly Sinha)

Principal
Madhusthali Institute of Teacher Training
Madhupur