



# MADHUSTHALI INSTITUTE OF TEACHER TRAINING

## MADHUPUR, DEOGHAR-815353



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### MINUTES OF MEETING

Venue: IQAC Room

Date: 07.12.2022

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. Ms. Sindhulata Pandey	Member
9. Ms. Suresh Chandra Jayaswal	Member
10. Ms. Ajay Kumar Yadav	Member
11. Dr. Nikhil Chandra Jha	Member
12. Mr. Nilesh Kumar	Member
13. Ms. Devanti Murmu	Member
14. Mr. Manish kumar Bhaiya	Member
15. Ms. Mousami Mukherjee	Member
16. Mr. Sushil Kumar	Member
17. Mr. Sourav Kumar Mondal	Member (Drafted the MoM)

#### *Members not present:*

#### *Member(s) excused:*

#### *Items on the Agenda:*

1. Readiness of the laboratories
2. Status of AISHE
3. Internal functioning of IQAC
4. Student Self Govt. body meeting
5. Analysis of 'Teacher Evaluation Feedback'
6. Misc.

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



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### Discussion & Resolution

#### 1. Readiness of the laboratories

It is unanimously decided Mr. Jitendra Pandit will give Mr. Sourav Kr. Mondal the stock registers so he can continue his work. Library, psychology lab, science lab, language lab, and ICT lab etc. stock registers must all be kept up to date.

#### 2. Status of AISHE

Dr. Jolly Sinha address that work of AISHE is in under process. She has already sent the teacher data to the CEO Sir for further consideration. Other than the students part is completed.

#### 3. Internal functioning of IQAC

- Audits of the academic, examination, and other departments are required. The checklist for the audit will be created by Mr. Suresh Chandra Jayaswal and Mr. Ajay Kumar Yadav.
- Dr. Arun Kumar Mishra will receive the microteaching schedule form the 2018-19 academic year from Mr. Jitendra Pandit.
- The maintenance & purchasing file will be finished as soon as possible by Mr Nilesh Kumar.
- After three months from the upcoming session, the IQAC will meet.

#### 4. Student Self Govt. body meeting

The IQAC coordinator will meet with the members of the student self government to go over their duties and work processes in detail.

#### 5. Analysis of 'Teacher Evaluation Feedback'

For the evaluation of the feedback, Mr. Sourav Kumar Mondal and Mr. Ajay Kumar Yadav will be accountable. They are asked to finish it quickly.

#### 6. Miscellaneous Issues

- The B.Ed. 21-23 mentor mentee report with picture needs to be collected as soon as possible.
- Dr. Jolly Sinha, Dr. Arun Kumar Mishra, Mr. Jitendra Pandit, Mr. Suresh Chandra Jayaswal, and Ms. Binata Mahato will each submit a case study repo



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- by December 20, 2022.
- C. Lesson Plan Format through ICT will be develop by Mr. Sourav Kumar Mondal and Mr. Ajay Kumar Yadav.
  - D. Before sending the students for their four months of practice teaching, the IE (Individualized Education Plan) will be introduced.
  - E. For teacher educators, a duty roaster list of practice teaching must be prepared.
  - F. Dr. Arun Kumar Mishra is asked to provide a format for all faculties to submit copies of their certificates from seminars and workshops, conference etc.
  - G. Mr. Jitendra Pandit will maintain and up to date the CIA's records. It's also requested that Mr. Ajay Kumar Yadav create a PPT outlining the credit system for the B.Ed. syllabus within 10 January, 2023.
  - H. A MOU (Memorandum of Understanding) must be signed by at least two colleges from the same state or another state in order to enhance the institution's faculty, students, and staff. After being prepared, the MOU will be forwarded to CEO Sir for further work.
  - I. Best practice teaching set (at least 5 set) from session 2018-19 onwards will be collected by Ms. Sindhulata Pandey and Ms. Payal Dutta within 10 January 2023.
  - J. Mr. Sourav Kumar Mondal will distribute the SSS (Student Satisfactory Survey) format through a Google form to the 2019-21 and 2020-22 classes so they can practice.
  - K. Proposal will be sent to CEO Sir for the formation of Alumuni association.
  - L. Dr. Jolly Sinha said that Criterion I of SSR is has been finished.

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

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

(Dr. Jolly Sinha)  
Principal

Madhusthali Institute of Teacher Training  
Madhupur