MADHUSTHALI INSTITUTE OF TEACHER TRAINING

A Co-Ed. B.Ed., D.El.Ed. & B.Lib. & Info.Sc. College

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• NCTE Recognised • SKMU Affiliated • JAC Affiliated (D.El.Ed.)

• NAAC Accredited B+ • UGC Recognised 2(f)

MINUTES OF MEETING

Venue: IQAC Room
Date: 16.04.2026
Time: 03:00 PM-04:00 PM

Members Present:

1.	**Dr. Jolly Sinha**	**Chairperson**
2.	**Dr. (Prof.) Parthasarathi Chakraborthy**	**Member**
3.	**Mr. Rajesh Kumar Singh**	**Member**
4.	**Ms. Aparna Howladar**	**Member**
5.	**Dr. Arun Kumar Mishra**	**Member**
6.	**Ms. Priya Kumari**	**Member**
7.	**Mr. Ranjan Rajak**	**Member**
8.	**Mr. Suresh Chandra Jayaswal**	**Member**
9.	**Ms. Sahely Roy**	**Member**
10.	**Mr. Nilesh Kumar**	**Member**
11.	**Ms. Sanjeeda Khatoon**	**Member**
12.	**Mr. Roshan Anand**	**Member**
13.	**Mr. Khushi Kant Yadav**	**Member**
14.	**Ms. Sreeja Sur**	**Member**
15.	**Mr. Nishant Kumar**	**Member**
16.	**Mr. Kishan Kumar Sah**	**Member**
17.	**Mr. Sourav Kumar Mondal**	**Coordinator (Drafted the MoM)**

Members not present:

1.	**Dr. Jitendra Pandit**	**Member**
2.	**Ms. Binata Mahato**	**Member**
3.	**Dr. Nikhil Chandra Jha**	**Member**

Member(s) excused:

Items on the Agenda:

1. Seminar proceedings and documentation review
2. Review of fee structure for B.Ed. programme
3. Planning and implementation of micro-teaching (simulation & workshop) activities
4. Review of Faculty Development Programmes (FDPs)
5. Academic and co-curriculum activities review
6. B.Ed. & D.El.Ed. admission status
7. Review of examination: Focus on CIA, assignment and project

8. Monitoring system effectiveness review
9. Self-appraisal review format for faculty and staff (Circulation & Guidelines)
10. Recruitment process for teaching and staff
11. Book purchase and library upgradation
12. Laboratory upgradation and resource enhancement
13. Additional book procurement for B.Lib. & Information Science programme
14. Rectification of NCTE recognition letter issues
15. Quality initiative: Comprtitive examination awareness and promotion initiative
16. Application for financial support from Department of Science & Technology Council on Science & Technology, Jharkhand for National level Workshop
17. Preparation and review of academic calendar 2026-2028
18. Syllabus distribution planning and monitoring
19. Time table preparation and implementation
20. Library Book Bank status
21. Miscellaneous

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

Discussion & Resolution

1. Seminar proceedings and documentation review

The IQAC reviewed the reports and documentation of the seminars conducted during the academic session. After due deliberation, it was resolved that all departments should maintain comprehensive records of every seminar, including attendance sheets, photographs, feedback analysis, expenditure statements, and outcome reports, to strengthen quality assurance and documentation practices. The committee also requested that the seminar proceedings be compiled and sent for printing at the earliest possible date.

2. Review of fee structure for B.Ed. programme

The committee reviewed the existing fee structure of the B.Ed. programme. After careful consideration, it recommended that the fee structure be reviewed periodically to ensure transparency, affordability and enrichment compliance with the applicable regulatory guidelines.

3. Planning and implementation of micro-teaching (simulation & workshop) activities

The Chairperson requested the concerned departments to prepare a comprehensive schedule for micro-teaching activities, including simulation lessons and workshop-based training, in accordance with the academic calendar. The departments were further directed to maintain detailed records of students' performance and related activities to support continuous quality enhancement and effective documentation.

4. Review of Faculty Development Programmes (FDPs)

The IQAC requested all faculty members to actively participate in Faculty Development Programmes (FDPs), refresher courses, orientation programmes, research methodology workshops, ICT-enabled teaching initiatives, and outcome-based education programmes. Faculty members were encouraged to enhance their professional competencies through continuous learning and to maintain proper records of their participation for quality assurance and institutional documentation.

5. Academic and co-curriculum activities review

The Chairperson reviewed the progress of curricular and co-curricular activities and instructed all departments to complete the scheduled activities in accordance with the Academic Calendar. The departments were further directed to submit detailed reports of the activities to the IQAC for proper documentation and quality assurance.

6. B.Ed. & D.El.Ed. admission status

The Admission Committee presented the current status of admissions to the B.Ed. and D.El.Ed. programmes. IQAC emphasized strict adherence to the prescribed admission regulations and instructed the committee to ensure the timely and transparent completion of the admission process in accordance with the guidelines of the affiliating and regulatory authorities.

7. Review of examination: Focus on CIA, assignment and project

The committee reviewed the implementation of Continuous Internal Assessment (CIA), assignments, and project evaluation. Faculty members were instructed to ensure transparency and fairness in the assessment process, complete evaluations within the

stipulated time, and maintain proper records of all assessment activities for effective academic monitoring and quality assurance.

8. Monitoring system effectiveness review

The committee reviewed the institutional mechanism for monitoring academic and administrative activities and instructed the concerned committees to strengthen periodic departmental reviews.

9. Self-appraisal review format for faculty and staff (Circulation & Guidelines)

The Chairperson informed that we have published regardinding advertisement for the special recuirement of ST faculties. However, we did not receive any application for the said post. Therefore, the recuirement process could not completed still now.

10. Recruitment process for teaching and staff

The Chairperson reviewed the status of vacant positions and instructed the concerned authority to initiate the recruitment process at the earliest in accordance with institutional policies, statutory requirements, and the prescribed recruitment procedures to ensure the timely availability of qualified personnel.

11. Book purchase and library upgradation

The IQAC requested the Library Committee to initiate the procurement of new textbooks, reference books, journals, and digital resources based on the requirements submitted by the departments, with the objective of strengthening the institution's learning resources and supporting academic excellence.

12. Laboratory upgradation and resource enhancement

The Chairperson reviewed the status of laboratory facilities and instructed the concerned departments to identify the essential equipment and teaching-learning resources required for effective practical and experiential learning. The Purchase Committee was directed to initiate the procurement process in accordance with institutional procedures and budgetary provisions.

13. Additional book procurement for B.Lib. & Information Science programme

The IQAC requested the Library Committee to procure additional textbooks, reference books, journals, and e-resources for the B.Lib. & Information Science programme based on curricular requirements. The committee was further directed to complete the procurement process at the earliest before beginning of session.

14. Rectification of NCTE recognition letter issues

The Chairperson reviewed the pending issues related to the NCTE recognition letter and instructed the concerned authority to undertake the necessary correspondence and corrective measures without delay.

15. Quality initiative: Comprtitive examination awareness and promotion initiative

The IQAC instructed the concerned departments and committees to organize awareness programmes, career guidance sessions, expert lectures, coaching support, and mentoring activities to motivate students to prepare for competitive examinations and pursue higher education opportunities. The departments were further directed to maintain proper records and submit reports of these activities to the IQAC for documentation and quality assurance.

16. Application for financial support from Department of Science & Technology Council on Science & Technology, Jharkhand for National level Workshop

The Chairperson reviewed the proposal for obtaining financial assistance to organize a National Level Workshop and instructed the IQAC and the organizing committee to submit the application along with all the required supporting documents to the concerned funding agency within the prescribed timeline.

17. Preparation and review of academic calendar 2026-2028

The Chairperson advised the Academic Committee to prepare the Academic Calendar for the academic years 2026–2028 in accordance with the academic regulations and institutional requirements. The committee was further directed to incorporate all academic,

co-curricular, and quality assurance activities and submit the calendar for approval at the earliest.

18. Syllabus distribution planning and monitoring

The Chairperson instructed the Academic Committee, in consultation with all teaching staff, to prepare the syllabus distribution plan. Faculty members were directed to ensure the timely completion of the prescribed curriculum in accordance with the Academic Calendar and to submit periodic progress reports to the IQAC for academic monitoring and quality assurance.

19. Time table preparation and implementation

The Chairperson requested the IQAC Coordinator to prepare the class timetable for the upcoming academic session in consultation with all teaching staff. The IQAC Coordinator was further instructed to ensure the equitable distribution of workload, effective utilization of available teaching hours, and timely circulation of the finalized timetable for implementation as far possible.

20. Library Book Bank status

The Chairperson instructed the IQAC to strengthen the Library Book Bank Scheme by identifying the requirements for additional copies of essential textbooks for economically disadvantaged students. The IQAC was further directed to initiate the procurement process in accordance with institutional procedures to ensure greater access to learning resources.

21. Review of quality standards for college uniform fabrics

The quality of the college uniform fabric has been upgraded. It is now more cotton based.

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

16/04/26

(Sourav Kumar Mondal)
IQAC Coordinator

16.04.2026

(Dr. Jolly Sinha)
Principal