# 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: 03.08.2026**
**Time: 03:00 PM-04:00 PM**

*Members Present:*

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|---|---|---|
| 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. Nishant Kumar** | **Member** |
| 14. | **Mr. Kishan Kumar Sah** | **Member** |
| 15. | **Mr. Sourav Kumar Mondal** | **Coordinator (Drafted the MoM)** |

*Members not present:*

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

*Member(s) excused:*

***Items on the Agenda:***

1. Foundation Day Celebration
2. Inauguration of Sido kanhu statue
3. Inauguration of library book bank
4. Review of Permanent affiliation
5. Status of B. Lib. & Info. Sc.
6. Review of Faculty Development Programmes (FDPs)
7. Academic and co-curriculum activities review
8. Appointment of new Examination Controller
9. Appointment of new Admission-in-charge

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

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

## Discussion & Resolution

### 1. Foundation Day Celebration

The committee discussed the arrangements for the celebration of the 12th Foundation Day of the institution on 12th August 2026. It was resolved that university delegates be invited to the occasion and a cultural programme be organised with the participation of management members, faculty members, staff and students. The cultural committee requested to make the necessary arrangements for the successful conduct of the celebration.

### 2. Inauguration of Sido kanhu statue

The committee discussed the inauguration of the Sido-Kanhu statue on the occasion of the 12th Foundation Day of the institution. It was agreed that the statue would be inaugurated by the invited university delegates during the Foundation Day celebration on 12th August 2026. The concerned members were requested to make the necessary arrangements for the ceremony.

## 3. Inauguration of library book bank

The committee discussed the establishment of the Library Book Bank, as recommended by the NAAC Peer Team, to support needy students. The members decided to make the facility accessible to eligible students. The Library Book Bank was also inaugurated by the invited university delegates on the occasion of the 12th Foundation Day on 12th August 2026.

## 4. Review of Permanent affiliation

The Chairperson informed the committee that all procedures and formalities required to be completed at the college level for permanent affiliation had been completed. The remaining processes at the MHRD and university levels were still under progress. The committee noted the update and emphasised the need for regular follow-up with the concerned authorities until the process is completed.

## 5. Status of B. Lib. & Info. Sc.

The committee reviewed the status of the B.Lib. & Information Science programme. The Chairperson informed the members that all necessary procedures and formalities had been completed and the institution was now awaiting the issuance of the affiliation letter from the university.

## 6. Review of Faculty Development Programmes (FDPs)

The committee reviewed the Faculty Development Programmes conducted and proposed. It was resolved that faculty members be encouraged to participate in FDPs and that proper records of such activities be maintained.

## 7. Academic and co-curriculum activities review

The committee discuss about the academic and co-curricular activities of the institution. It was decided that continue organising such activities to promote students' academic, cultural and overall development.

## 8. Appointment of new Examination Controller

The committee discussed the appointment of a new Examination Controller. Mr. Ranjan Rajak was appointed as the new Examination Controller and entrusted with the responsibility of supervising and coordinating all examination-related activities.

## 9. Appointment of new Admission-in-charge

The committee discussed the appointment of a new Admission-in-Charge. Mr. Sourav Kumar Mondal was appointed as the new Admission-in-Charge and entrusted with the responsibility of coordinating and monitoring all admission-related activities.

## 10. Add on course coordinator appointment

The committee discussed the appointment of an Add-on Course Coordinator. Following deliberation, Mr. Kundan Kumar was appointed as the Add-on Course Coordinator, with Mr. Suresh Chandra Jaiswal assigned to assist him in planning, coordinating and monitoring the add-on courses.

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

The committee reviewed the examination process, with particular emphasis on Continuous Internal Assessment (CIA), assignments and projects. It was instructed examination department to ensure timely conduct, evaluation and proper documentation of these activities.

## 12. Monitoring system effectiveness review

The committee reviewed the effectiveness of the existing monitoring system. It was resolved that the monitoring mechanism be strengthened to ensure regular supervision and timely completion of assigned academic and administrative responsibilities.

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

The committee discussed about the self-appraisal format for faculty members and staff. The prescribed format, along with necessary guidelines, be circulated to all concerned for completion and submission within the stipulated timeframe.

## 14. Recruitment process for teaching staff

The committee reviewed the status of the teaching staff recruitment process. The chairperson informed that necessary steps be taken to fill the vacant positions in accordance with the prescribed norms and institutional requirements.

## 15. Book purchase and library upgradation

The committee discussed the requirements for purchasing books and upgrading library facilities. It was requested that the Library Committee prepare a list of essential books and resources and initiate the necessary procurement process.

## 16. Laboratory upgradation and resource enhancement

The committee reviewed the existing laboratory facilities and resource requirements. It was requested to all the concerned departments to identify essential equipment and other resources required for laboratory upgradation as early as possible.

## 17. Additional book procurement for B.Lib. & Information Science programme

The committee discussed the need for additional books for the B.Lib. & Information Science programme. It was instructed that the department prepare a list of required titles and submit it to the Library Committee for necessary action.

## 18. Rectification of NCTE recognition letter issues

The committee discussed the discrepancies/issues in the NCTE recognition letter. It was reqested to the concerned authority takes necessary steps to communicate with NCTE and complete the required rectification process.

## 19. Quality initiative: Competitive examination awareness and promotion initiative

The committee discussed initiatives to create awareness among students regarding competitive examinations. It was agreed that suitable awareness programmes, guidance sessions, practice session, classes related TET/NET/SET and related activities be organised to encourage students to prepare for various competitive examinations.

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

The committee discussed the proposal for seeking financial support from the Department of Science & Technology, Council on Science & Technology, Jharkhand, for organising a National-Level Workshop. It was resolved that the necessary proposal and supporting documents be prepared and submitted to the concerned authority as per their guidelines.

## 21. Preparation and review of academic calendar 2026-2028

The committee discussed the preparation and review of the Academic Calendar for 2026–2028. Mr. Sourav Kumar Mondal and Mr. Kamal Mandal were assigned the responsibility of preparing the Academic Calendar in accordance with the academic schedule of the affiliating university.

## 22. Syllabus distribution planning and monitoring

The committee discussed the distribution of the syllabus (B.Ed./D.El.Ed./B.Lib. & Inf. Sc. & FYUGP) among faculty members and the monitoring of its completion. The Academic Committee was instructed to hold discussions with all faculty members, distribute the syllabus and maintain proper records of the distribution and related discussions. Regular monitoring will be carried out to ensure timely completion of the syllabus.

## 23. Time table preparation and implementation

The committee discussed the preparation and implementation of the class timetable. Mr. Sourav Kumar Mondal was assigned the responsibility of preparing the revised timetables for B.Ed. Semester III, D.El.Ed. First and Second Year and FYUGP, following the distribution of the syllabus among the faculty members.

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

03/08/26

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(Sourav Kumar Mondal)
IQAC Coordinator

03.08.2026

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(Dr. Jolly Sinha)
Principal