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: 03.10.2026
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. Nishant Kumar**	**Member**
14.	**Mr. Kishan Kumar Sah**	**Member**
15.	**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. Planning of the Induction and Orientation Programme for B.Ed. Session 2026-2028
2. Selection of the B.Ed. Session 2026-2028 Coordinator
3. Review of Practice of Teaching (PoT) activities for B.Ed. and D.El.Ed. Sessions 2025-2027
4. Review of the admission status of the Four-Year Undergraduate Programme (FYUGP), Session 2026-2030.
5. Procurement of books and Lab equipment for FYUGP
6. Extension of affiliation for the Four-Year Undergraduate Programme
7. Inclusion of three additional subjects in the Four-Year Undergraduate Programme

8. Review of the progress for UGC Autonomous Status
9. Application for UGC 12 (B) status
10. Review of the admission status of B.Ed. Session 2026–2028
11. Faculty recruitment
12. Distribution of responsibilities for DVV and AQAR-related work
13. Result analysis of B.Ed. Session 2024–2026
14. Uploading of Micro-teaching and other teaching-related PPTs to the college website
15. Review of the Lecture series
16. Monitoring the effective utilisation of smart boards
17. Review of the committee list
18. Review of Continuous Internal Assessment (CIA)
19. Finalisation of the dates for the internal examinations of B.Ed. Session 2025–2027 and D.El.Ed. Session 2026–2028
20. Review of syllabus completion
21. Miscellaneous

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

Discussion & Resolution

1. Planning of the Induction and Orientation Programme for B.Ed. Session 2026–2028

The IQAC discussed the planning and implementation of the Induction and Orientation Programme for newly admitted students of B.Ed. Session 2026–2028. After due deliberation, it was resolved that the Induction Programme would be organised on 02.10.2026, followed by a three-day Orientation Programme. The programme would aim to familiarise students with the institutional environment, academic regulations, curriculum, teaching-learning practices, institutional facilities, code of conduct and other academic and co-curricular activities. The concerned faculty members were instructed to make the necessary arrangements and ensure the smooth and effective conduct of the programme.

2. Selection of the B.Ed. Session 2026–2028 Coordinator

It was anumiously decided that Mr. Suresh Chandra Jayaswal would be the coordinator of the B.Ed. programme, to ensure effective academic planning, coordination and monitoring of programme-related activities.

3. Review of Practice of Teaching (PoT) activities for B.Ed. and D.El.Ed. Sessions 2025–2027

The IQAC reviewed the PoT activities of B.Ed. and D.El.Ed. Sessions 2025–2027. The concerned departments were instructed to ensure proper implementation, supervision and documentation of all teaching practice activities.

4. Review of the admission status of the Four-Year Undergraduate Programme (FYUGP), Session 2026–2030.

The committee reviewed the admission status of FYUGP Session 2026–2030 and instructed the Admission Committee to complete the admission formalities in accordance with the guidelines of the university.

5. Procurement of books and Lab equipment for FYUGP

The committee resolved that the concerned departments prepare lists of essential books and laboratory equipment. The Librarian and Lab-in-charge were requested to initiate the procurement process as per institutional requirements and available budgetary provisions.

6. Extension of affiliation for the Four-Year Undergraduate Programme

The Chairperson discussed about the applying for extension of affiliation of the Four-Year Undergraduate Programme (FYUGP) for the academic sessions 2027–2031, 2028–2032 and 2029–2033. She also requested the concerned persons to complete the necessary documentation and submit the requisite proposals to the university within the stipulated timeframe.

7. Inclusion of three additional subjects in the Four-Year Undergraduate Programme

The committee discussed the proposal for introducing three additional subjects Hindi, Economics and Physics, under the Four-Year Undergraduate Programme (FYUGP). It was also resolved that the necessary academic and infrastructural requirements be assessed and the proposal for inclusion of these subjects be forwarded to the affiliating university for consideration and approval.

8. Review of the progress for UGC Autonomous Status

The Chairperson informed the committee that, pursuant to the communication received during the last correspondence dated 01.07.2026, the institution had submitted all the requisite documents as requested by the UGC. The committee reviewed the progress of the matter and resolved that further communication with the concerned authority be maintained to follow up on the application and subsequent formalities for obtaining UGC Autonomous Status.

9. Application for UGC 12 (B) status

The Chairperson emphasised the importance of obtaining UGC 12(B) status for the institution and requested the concerned authority to initiate the application process. Also prepare the necessary formalities be undertaken and all requisite documents be prepared and submitted to the competent authority at the earliest.

10. Review of the admission status of B.Ed. Session 2026–2028

The committee reviewed the admission status of B.Ed. Session 2026–2028. The Admission In-charge informed that still 71 students had been admitted through JCECEB counselling up to the fourth round. The Chairperson directed the Admission Committee to continue monitoring the admission process and ensure compliance with the prescribed guidelines of the affiliating university and regulatory authorities.

11. Faculty recruitment

The Chairperson informed the committee that an advertisement had been published for the special recruitment of ST/SC faculty members; however, no applications had been received. Consequently, the recruitment process remained incomplete. Next procedure will be followed as per the university guidelines.

12. Distribution of responsibilities for DVV and AQAR-related work

The committee discussed to distribute DVV and AQAR-related responsibilities among faculty members. All concerned were instructed to collect and submit the necessary supporting documents and evidence within the stipulated deadlines.

13. Result analysis of B.Ed. Session 2024–2026

The chairperson requested the IQAC coordinator to prepare a comprehensive result analysis of B.Ed. Session 2024–2026.

14. Uploading of Micro-teaching and other teaching-related PPTs to the college website

The committee instructed all faculty members to submit their micro-teaching and other teaching-related PPTs for review and subsequent uploading to the institutional website.

15. Review of the Lecture series

The committee reviewed the Lecture Series and encouraged the concerned departments to organise further academic lectures involving resource persons. Proper documentation of all programmes was also emphasised.

16. Monitoring the effective utilisation of smart boards

The committee instructed all faculty members to ensure the regular and effective utilisation of smart boards for ICT-enabled classroom teaching. The concerned authority was directed to monitor their proper utilisation.

17. Review of the committee list

The committee reviewed the existing institutional committee list and resolved to update the composition and responsibilities of committees wherever necessary to ensure effective functioning.

18. Review of Continuous Internal Assessment (CIA)

The committee reviewed the CIA process and instructed faculty members to ensure timely conduct, evaluation and proper documentation of internal assessments in

accordance with academic guidelines. Also reqested examination controller to organized CIA examination of D.El.Ed. session 2026-2028 in between 27.10.2026-31.10.2026.

19. Finalisation of the dates for the internal examinations of B.Ed. Session 2025–2027 and D.El.Ed. Session 2026–2028

The committee discussed the schedule of internal examinations for B.Ed. and D.El.Ed. Session 2025–2027 (Semester III) and D.El.Ed. Session 2026–2028 (Semester I). It was resolved that the D.El.Ed. Semester I and III examinations would commence from 14.12.2026 (tentative date), while the B.Ed. Semester III examination schedule would be finalised after publication of the university's Semester II results. The examination department were requested to communicate the examination schedule to students well in advance.

20. Review of syllabus completion

The committee reviewed the progress of syllabus completion and instructed all faculty members to complete the prescribed syllabus within the stipulated academic schedule and instructed academic committee to maintain proper records.

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

03/10/26

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(Sourav Kumar Mondal)
IQAC Coordinator

03.10.2026

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(Dr. Jolly Sinha)
Principal