



MADHUSTHALI INSTITUTE OF TEACHER TRAINING

MADHUPUR, DEOGHAR-815353



ACTION TAKEN REPORT (22.12.22)

As per the meeting resolution dated 07.12.22, the following ATR is –

Sl. No.	Agenda	Responsible Person/Persons	Current Status
1	Readiness of the Laboratories	Mr. Jitendra Pandit	In Process
2	Status of AISHE	Dr. Jolly Sinha	In Process
3	Audit of various departments	Mr. Suresh Chandra Jayaswal & Mr. Ajay Kumar Yadav	In Process
4	Micro Teaching Records Maintain	Dr. Arun Kumar Mshra & Mr. Jitendra Pandit	In Process
5	Records of Maintenance and Purchasing File	Mr. Nilesh Kumar	In Process
6	Students Self Govt. Body Meeting	Mr. Sourav kumar Mondal	Will be held after examination
7	Analysis of Teachers Evaluation Feedback	Mr. Sourav kumar Mondal & Mr. Ajay Kumar Yadav	Done
8	B.Ed. 21-23 Mentor Mentee Report	Dr. Arun kumar Mishra	Yet to be done
9	Case Study Report Submission	Dr. Jolly sinha, Dr. Arun Kumar Mishra, Mr. Jitendra Pandit, Mr. Suresh Chandra Jayaswal & Ms. Binata Mahato	Done
10	Lesson Plan Format (PPT)	Mr. Sourav kumar Mondal & Mr. Ajay Kumar Yadav	Done
11	Roaster list (Practice Teaching)	Dr. Arun kumar Mishra	Done
12	Seminar, Workshop etc. Certification Submission	Dr. Arun kumar Mishra	In Process
13	CIA records maintain	Mr. Jitendra Pandit	In Process
14	MOU	Dr. Jolly Sinha	Sent to higher authority
15	Best practice teaching set collection	Ms. Sindhulata Pandey & Ms. Payal Dutta	Done
16	SSS format distribution	Mr. Sourav kumar Mondal	Done
17	Alumuni Association	Mr. Nilesh Kumar	In Process

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(Sourav Kumar Mondal)

IQAC Coordinator

Madhusthali Institute of
Teacher Training, Madhupur

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(Dr. Jolly Sinha)

Principal Teacher Training

Madhupur