

INTERNAL QUALITY ASSURANCE CELL (IQAC)

RAJENDRA ACADEMY FOR TEACHERS' EDUCATION

MINUTES OF THE MEETING

Ref: RATE/IQAC/PROCEEDINGS

DATE:15/07/2016

As per the directives of the honourable chairperson, the coordinator of IQAC of RAJENDRA ACADEMY FOR TEACHERS' EDUCATION convened IQAC meeting on 15/07/2016 at 11 am in Principal's room with following member:

1. Sri. Jayanta Kumar Chakraborty
2. Dr. Uma Pan
3. Prof. J. Mete
4. Prof. T.N Pan
5. Prof. Mohit Chakraborty
6. Dr. Somnath Ghatak
7. Arun Kumar Sah
8. S.K Nair

AGENDAS:

1. Preparation for NAAC Inspection
2. School Internship Organising
3. Implementation of Academic Calender
4. Discuss About Library Service
5. Implementation of Action Plan
6. Implementation of Best Practice

MINUTES:

1. Preparation For NAAC Inspection

It was resolved that the quality of activities to be maintained with a view to ensuring NAAC visit. It was also dissolved that all the units of the institution need to be maintained quality of academic activities along with laboratories and other organizations. It was resolved that for ensuring NAAC visit regular interactions to be made with the administration and student teachers for maintaining the academic qualities.

2. School Internship Organizing

In regard to the semester programme it was dissolved that the internship of 3rd semester to be organized in the selected secondary schools for the student teachers. The faculty members of the institution will guide and supervise the practice teaching programme of student teachers.

3. Implementation Of Academic Calendar

It was also resolved that the Academic calendar must be followed for the student teachers admitted newly. However the institution has the responsibility for effective transaction of curriculum.

4. Discuss About Library Service

In regard to the condition of the library the principal presented the status of the library along with the number of books, journals, reference materials, library facilities provided to the student teacher etc. All the members expressed their satisfaction about the conditions of library and suggested to procure more books with quality for the library. In this regard the faculty members to be requested to provide the list of new books.

5. Implementation Of Action Plan

The staff council prepared the Action plan for academic year 2016-2017 and sent to the IQAC Executive committee for approval of action plan. The coordinator presented the action plan in the IQAC meeting and all the member discussed detail about action plan. It was resolved that the IQAC

Executive committee decided to implement in this Academic year and try to be executed properly.

6. Implementation Of Best Practice

It was resolved that the following best practices should be implemented for the academic year 2016-2017 successfully.

1. Vivek Bahini: Cultivate Of Moral Values

2. Cultural Diversity: Unity In Diversity

As there was no more agenda for discussion the meeting was ended to the vote of thanks to the Chair.

IQAC COORDINATOR

INTERNAL QUALITY ASSURANCE CELL (IQAC)

RAJENDRA ACADEMY FOR TEACHERS' EDUCATION

MINUTES OF THE MEETING

Ref: RATE/IQAC/PROCEEDINGS

DATE:31/10/2016

As per the directives of the honourable chairperson, the coordinator of IQAC of RAJENDRA ACADEMY FOR TEACHERS' EDUCATION convened IQAC meeting on 31/07/2016 at 11 am in Principal's room with following member:

1. Sri. Jayanta Kumar Chakraborty
2. Dr.Uma Pan
3. Prof. J. Mete
4. Prof. T.N Pan
5. Prof. Mohit Chakraborty
6. Dr. Somnath Ghatak
7. Arun Kumar Sah
8. S.K Nair

AGENDAS:

1. Maintaining Academic Quality
2. Preparation For NAAC Inspection
3. Improve The Quality of Institution

MINUTES:

1. Maintaining Academic Quality

Academic activities of B.Ed Semester III(2016-2017) were thoroughly discussed and it was resolved that all the units of this institution need to be maintained quality of academic activities along with the laboratories and other organizations.

2. Preparation For NAAC Inspection

It was resolved that a cultural programme should be held very colorfully at the time of visit by NAAC and the members of the cultural committee of this institution are requested to pursue the matter with the assistance of the faculty members. It was thoroughly discussed and resolved that the academic calendar must be followed strictly and the Head of Institution will look into the matter with serious attention. Any deviation should be highly discouraged.

3. Improve the Quality of Institution

It was resolved that the overall conditions of the institution should be taken care of before the visit by NAAC and the principal and all the faculty members will initiate the matter to improve the conditions at the best.

No more agenda remaining for discussion the meeting came to an end with a vote of thanks to the chair.

IQAC COORDINATOR

INTERNAL QUALITY ASSURANCE CELL (IQAC)

RAJENDRA ACADEMY FOR TEACHERS' EDUCATION

MINUTES OF THE MEETING

Ref: RATE/IQAC/PROCEEDINGS

DATE: 5/2/2017

As per the directives of the honourable chairperson, the coordinator of IQAC of RAJENDRA ACADEMY FOR TEACHERS' EDUCATION convened IQAC meeting on 5/02/2017 at 2:30pm in Principal's room with following member:

1. Sri. Jayanta Kumar Chakraborty
2. Dr. Uma Pan
3. Prof. J. Mete
4. Prof. T.N Pan
5. Prof. Mohit Chakraborty
6. Dr. Somnath Ghatak
7. Arun Kumar Sah
8. S.K Nair

AGENDAS:

1. To Discuss About Students Academic Process
2. To Discussed About the Evolution of the Teacher Education
3. To Discuss About the Preparation Self Appraisal Report of Teacher Educators.
4. To Discuss About Ict Education and Computer Based Learning

MINUTES:

1. To Discuss About Students Academic Process

It was resolved that as students are in between the semester; before semester examination syllabus should be completed. Unit tests will be conducted and if needed remedial classes will be arranged.

2. To Discuss about the Evolution of the Teacher Education

Any kind of evaluation uplifts towards progress. It was resolved that, very soon a form all will be prepared to conduct the programme concerning HOD of the department is given the charge to run the function smoothly ,All the members agreed that it is important for the betterment of the institution also.

3. To Discuss About the Preparation Self Appraisal Report of Teacher Educators

It was resolved that before visit of the team(NAAC) ,all the teachers should be prepared with their profile and original documents of all academic achievements .They were also notified to present themselves with their own profile.

4. To Discuss About Ict Education And Computer Based Learning

It was resolved that the IQAC Executive Committee decided to implement the IQAC technology in teaching learning process. The classroom teaching will be used the modern technology and provide computers in ICT Lab.

No more agenda remaining for discussion the meeting came to an end with a vote of thanks to the chair.

IQAC COORDINATOR