

# **INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**RAJENDRA ACADEMY FOR TEACHERS' EDUCATION**

## **MINUTES OF THE MEETING**

**Ref:RATE/IQAC/PROCEEDINGS**

**DATE:15/7/2017**

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. Action of Plan Session 2017-2018
2. Implementation of Best Practice In Institution
3. Preparation of Academic Calendar and Time Table for the Session 2017-2018
4. Proposal for Excursion
5. Organization for Tree Plantation
6. Organization of Seminar

## MINUTES:

### 1. Action of Plan Session 2017-2018

It was resolved that the IQAC Executive committee adopted the action plan to implementing for the session 2017-2018 which has been approved by Governing body.

### 2. Implementation of Best Practice in Institution

It was resolved in the meeting that the IQAC Executive committee will be given roles and responsibilities to implement Institutional Best Practices to uplift the exposure to skill development and teaching learning procedures.

### 3. Preparation of Academic Calendar and Time table for the session 2017-2018

Preparation of academic calendar and time table for the session 2017-2018 begins well for better commencement of the academic year. The calendar is designed with university Academic Calendar taking into consideration of holdings and vacation. The institution adheres to the academic calendar for every detail.

### 4. Proposal for Excursion

The proposal for excursion was resolved in the meeting. The proposal outlines a five day trip for college students and faculties to explore the place. Every other detail will be discussed and presented in a meeting very soon.

### 5. Organization for Tree Plantation

It was resolved that tree plantation at the college campus is important for maintaining the eco-friendly environment. Every other proceeding will be presented in the meeting very soon.

### 6. Organization of Seminar

It was resolved that the seminar will be organized in the month of November.

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:11/12/2017**

As per the directives of the honorable chairperson, the coordinator of IQAC of RAJENDRA ACADEMY FOR TEACHERS' EDUCATION convened IQAC meeting on 11/12/2017 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. Formation of Various Committees
2. Organizing of annual sports meet
3. Use Of New Iqac Register For Smooth Operation

## MINUTES:

### 1. Formation of Various Committees

It was resolved in the IQAC meeting about the needs to form committees for varied purpose and implement various policies to enhance the smooth operation of the college through its activities. The roles and responsibilities of the various committees and the members are to be decided in pen and paper for purpose.

### 2. Organizing of Annual Sports Meet

It was resolved that the annual sports meet for the current session will be held in the college play ground. Role and responsibilities will be entitled to the members of the sports committee to avoid any hassle at work. The members and also other teachers will ensure maximum participation of the students of the college from student's desk.

Furthermore it was added that arrangement of first Aid preparation should also be made in order to stay aware from uneven happenings.

### 3. Use of New IQAC Register for Smooth Operation

Smooth functioning is indeed one important factor that every institution runs keeping in mind the objectives towards goodness and better achievement in the long run.

Thus to work and record the activities, it is important that new register for smooth operation is mandatory.

The meeting came to an end with vote of thanks to chair. The members expressed their gratitude towards the house.

IQAC COORDINATOR

# **INTERNAL QUALITY ASSURANCE CELL (IQAC)**

## **RAJENDRA ACADEMY FOR TEACHERS' EDUCATION**

### **MINUTES OF THE MEETING**

**RATE/IQAC/PROCEEDINGS**

**DATE: 16/4/2018**

As per the directives of the honorable chairperson, the coordinator of IQAC of RAJENDRA ACADEMY FOR TEACHERS' EDUCATION convened IQAC meeting on 16/4/2018 at 2:30pm in Principal's room with following member:

1. Prof (Dr) B. C Swain
2. Mr. Pranabesh Bhattacharya
3. Mr.Sonu Prasad Yadv
4. Mr.Parimal Das
5. Mr.Sourav Paul
6. Mrs. Pallabi Chattapadhayaa
7. Ms.Sonia Yasmin
- 8.Ms. Kasturi Datta
- 9.Mrs.Jhuma Deb
- 10.Mrs.Papiya Adhikary
- 11.Mr.Satyasundar Sarkar
- 12.Mr.Bappa Roy

## AGENDAS:

1. Constituted of Iqac Executive Committee
2. Revised Vision and Mission
3. Recognized M.Ed Course by NCTE

## MINUTES:

1. Constituted of IQAC Executive Committee

At first the Principal addressed all the members present in the meeting and explained the significance and functions of IQAC Committee to them. He appealed to all the members to start the process of constituting of IQAC.

It was resolved that Prof (Dr) B. C. SWAIN unanimously selected by the members as the Chairperson of IQAC Committee of Rajendra Academy for Teachers' Education. All the members congratulated him and he thanked them back.

It was resolved Mr. Sonu Prasad Yadav, Assistant Professor of M.Ed unanimously selected as a Coordinator of IQAC Committee of Rajendra Academy for Teachers' Education. All the members congratulated him and he thanked them back and unanimously selected the IQAC member and representatives.

2. Revised Vision and Mission

## VISION:

A group of disciplined and dedicated prospective teachers equipped with prerequisite knowledge, skill and professional attitude will be in place to carry on nation building activities who would be ready to perform with responsibility under all conditions at the school level so as to make a difference in the quality of education in the country as envisaged in the National policies on Education.

## MISSION:

Rajendra Academy for Teachers' Education aspires to be a leading institution in the country offering quality teacher education to enlighten and empower the trainee teacher fraternity and foster lifelong learning.

- To produce cognitively enriched, effectively educated, professionally upright, socially committed and spiritually inspired teachers.
- To enrich their knowledge and skill to perform with promise at the school point in accordance with the changing pedagogical paradigm.
- To develop a strong affinity towards the national values promote creativity and critical thinking among the prospective teachers to make a difference in the school setup.
- To develop in trainee teacher, the skills and competencies necessary to play a multi faceted role of the teachers, a sense of duty, discipline, responsibility and service to the nation.
- To develop an understanding of the principals of the pedagogy and its application to curriculum in the classroom by using constructivist strategy and ICT skills.
- To provide opportunities to become a talented teacher.

### 3. Recognized M.Ed course by NCTE

It was resolved that the M.ED course has been recognized by NCTE and also has been affiliated to WBUTTEPA.

The meeting came to an end with vote of thanks to chair. The members expressed their gratitude towards the house.

IQAC COORDINATOR

# **INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**RAJENDRA ACADEMY FOR TEACHERS' EDUCATION**

## **MINUTES OF THE MEETING**

**Ref:RATE/IQAC/PROCEEDINGS**

**DATE:16/4/2018**

As per the directives of the honorable chairperson, the coordinator of IQAC of RAJENDRA ACADEMY FOR TEACHERS' EDUCATION convened IQAC meeting on 16/4/2018 at 2:30pm in Principal's room with following member:

1. Prof (Dr) B. C Swain
2. Mr. Pranabesh Bhattacharya
3. Mr.Sonu Prasad Yadv
4. Mr.Parimal Das
5. Mr.Sourav Paul
6. Mrs. Pallabi Chattapadhayaa
7. Ms.Sonia Yasmin
8. Ms. Kasturi Datta
9. Mrs.Jhuma Deb
10. Mrs.Papiya Adhikary
11. Mr.Satyasundar Sarkar
12. Mr.Bappa Roy

## AGENDAS:

1. Formation Of Admission Committee For The Session 2018-2020
2. Unique uniform for the trainee teachers, i.e. B.Ed and D.El.Ed.
3. Provides railways concession to the students.
4. Reformation of alumni association.

## MINUTES:

### 1. Formation of admission committee for the session 2018-2020

The honorable chairman discussed the following rules and regulation with the IQAC members regarding the admission committee.

- To have complete involvement of all the faculty and staff in the admission process for the session 2018-2020.
- To prepare a detailed admission plan to achieve the target strength in D.El.Ed, B.Ed and M.Ed.
- To maintain telephonic enquiry record for admission and dial accordingly.
- To make a combined prospectus with admission form, admission norms and procedure along with fee structure of D.El.Ed, B.Ed and M.Ed.
- To form admission committee and admission counseling committee for the smooth functioning of the admission process for the session 2018-2020.
- To appoint outside admission consultants/agents to achieve the target seats.
- To collect the due from the students at the due time.
- To provide maximum discount in fees for the admission of deserving candidates with the prior approval of the chairman.
- To send a letter of approach duly signed by the principal of RATE to the surrounding institutes/ colleges.

To following members can take the final decision for admission:

1. Mr. Jayanta Kumar Chakrabarty (Chairman, RATE)
2. Prof (Dr) B.C Swain (Principal, RATE)
3. Mr.Bibekananda Nandi (HOD, D.EL.ED)

4. Mrs.Jhuma Deb (TIC, B.Ed)
5. Mrs.Papiya Adhikary (TIC, D.El.Ed)
6. Mr.Sujoy Adhikary (FACULTY, B.ED)
7. Mr. Sonu Prasad Yadav (FACULTY, M.ED)
8. Mr.Pinaki Mukherjee ((FACULTY, D.EL.ED)
9. Mrs.Pallabi Chattopadhyay (FACULTY, B.ED)
10. Mr. Satya Sundar Sarkar (FACULTY, B.ED)

The Principal of the Institution will take the final decision and all the committee heads and members must report, communicate and coordinate with him in their regard.

#### 2. Unique Uniform for The Trainee Teachers, i.e. B.Ed and D.El.Ed

It was resolved in the meeting that uniformity in the dress code along with in quality must be maintained. The marketing manager was asked to collect the best quality of sample. The identity card of M.Ed, B.Ed and D.El.Ed will be of different colour. The members present in the meeting gave their consent for the same.

#### 3. Provides Railways Concession to the Students

The honorable chairman has proposed that the railway concession will be provided to the students who come from far off the distance and avail train for attending the classes. All the members gave their consent for the same.

#### 4. Reformation of Alumni Association

It was resolved in the IQAC meeting that the alumni association will be reformed on 10<sup>th</sup> June 2018 as proposed by the honorable chairman sir. All the faculty members and trainee teachers are expected to co operate in the reformation of the Alumni Association. The IQAC core members are expected to observe, monitor and guide the activities and programme in view of the reformation of Alumni Association.

The meeting comes to end with vote of thanks to the chair.

IQAC COORDINATOR