

INTERNAL QUALITY ASSURANCE CELL (IQAC)

RAJENDRA ACADEMY FOR TEACHERS' EDUCATION

MINUTES OF THE MEETING

Ref:RATE/IQAC/PROCEEDINGS

DATE: 5/7/2018

As per the directives of the honourable chairperson, the coordinator of IQAC of RAJENDRA ACADEMY FOR TEACHERS' EDUCATION convened IQAC meeting on 5/7/2018 at 2:30pm in conference hall 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 Placement Cell
2. Career Development Cell Of Faculty
3. Inauguration Of M.Ed Programme
4. Implementation Of Best Practice
5. Preparation Of Action Plan For The Academic Year 2018-2019

MINUTES:

Formation of Placement Cell:

It was resolved that formation of a placement cell in collaboration with various schools and colleges for the better placement of our trainee teachers as per their qualification and experience. The placement cell committee was formed in these minutes. The members were asked to list out the name of schools and colleges for further proceedings in the regard.

The principal briefed out what placement cell is along with its objectives and activities as stated below:

Placement Cell

The aim of education is employability. The competition for the employment is increasing day by day along with new frontiers of employment in teaching profession. Enabling all the students of RAJENDRA ACADEMY FOR TEACHERS' EDUCATION to acquire employability skills, soft skills ,plan and manage their careers for not only their personal and professional growth but also to contribute the society at large., is the sole motive of the placement cell. The cell identifies the qualities, preferences and talents of the trainee teachers and thus groom and prepare them for the for the interviews son that they can be placed at their deserving places. To provide all possible assistance to our trainee teachers, RAJENDRA ACADEMY FOR TEACHERS' EDUCATION is opening placement cell in the session 2018 in the college premises. The cell is going to act as a liaison between the interests of the students and the recruiting agencies. The role of the

placement cell starts with maintain the past records of the trainee teachers at the time of admission which in turn will help to prepare and update individual profiles by providing technical guidance , knowledge of different pedagogies and school related experiences through variety of activities and thus acts as a bridge between students, alumni and employers. Our aim is to try our level best to develop the potentials of our students through rigorous practical exposures and interactions. Several workshops, skill development programme, career orientation are to be conducted to have the teaching skills to suit the recruitment of recruiters.

Objectives of Placement Cell

- To create a database of the probable recruiters.
- To create and maintain a databank on profiles of our present students.
- To act as liaison unit for plugging the gap between recruiters and fresh professionals to speed up the process of recruitments.
- To organize seminars, workshops and skill development programme.
- To provide guidance to students to prepare for competitive examinations.
- The placement cell is made to develop linkage between different schools to organize the campus interviews for the recruitment of the graduates and post graduate trainee teachers of our college.
- To encourage and help each student to grow by achieving a clear understanding and acceptance of our strength interests, abilities, weakness, skills and values.
- Helping each student to understand the opportunity open to them and the required input for the goal one sets.
- To keep track of the current status of our ex students and to record and maintain their needs and comments.
- To publish career literature in order to disseminate accurate information of avenues open before them.
- To provide information regarding job opportunities and avenues for desirous graduate and post graduate students.
- To act as catalyst in reducing unemployment.
- To provide guidance to students for skill improvement by organizing the training for personality development, communication skills, mock group discussion, mock interview, resume writing etc.
- To guide students for self employment.

- To look after the placement activities of the students.
- To orient the students about the trends in teaching career.
- To orient the students about the requirements of various school board.
- To collect feedback from the school coming for the placement.
- To document the details of recruitment.

Activities of Placement Cell

- The placement cell attempts to keep the students informed about their potentials and relevant job opportunities accordingly.
- Interact with schools and arrange interviews.
- Organize career orientation programme and guidance programme.
- Conduction of mock interviews in college campus.
- Training in resume writing.
- Interactions of students with renowned personalities in the field of teaching profession.
- Providing school based experiences through various activities.
- Adjustment in the teaching practices schedule of those students who get placement before the completion of session.
- Display of information related to vacancies in different schools.
- Guiding students to prepare different competition examination like SSC, TET, SET, NET etc.
- Arrange of campus and campus recruitment process with recruiters.
- Follow up regarding professional enrichment after placement.

The following names have been selected as member of the placement cell:

1. Mr. Jayanta kr. Chakraborty (Director)
2. Prof(Dr) B.C Swain (Principal)
3. Mrs.Jhuma Deb (placement officer)
4. Mrs.Susmita Ghosh (Member)
5. Miss.Sonia Yasmin (Member)
6. Mr. Sourav paul (member)
7. Mr.Subhadip Ghosh (Member)
8. Mr.Parimal Das (Member)
9. Mrs.Papiya Adhikary (Member)

Career development cell of faculty:

It was resolved to form career improvement cell of faculties in this minutes. The principal briefed out what career improvement cell is along with its mission, vision, activities and functions.

Career improvement cell:

Career improvement cell is an exceptional fragment of our institution where we put emphasis on overall development of an individual above academics. The cell regularly conducts seminars and workshops on personality development, behavioral skills, career planning, effective communication skills etc.

Vision:

The vision of career improvement cell is to increase the employability skills of our faculties at institutional level. We also emerge to polish “rough edges of raw diamonds” and present before the globalized arena developed personalities who shall Endeavour to contribute to the growth of excellence and innovation in their profession, society and the country.

Mission:

The mission of career improvement cell is to groom and transform our ambitious faculties into highly competent work professional and responsible citizen of our country by promoting awareness about “competency in English language and soft skills in 21st century work place,” among the faculties and instill work ethics.

Activities:

Comprehensive training materials are continuously developed for all the faculties in English language proficiency, quantitative aptitude, soft skills training, personality development, interview techniques and career planning etc. The cell also organizes debate competition, elocution, public speaking contest etc to have communicative skills of our faculties. The cell works hand in hand with training and placement cell to make our faculties skilled enough to embrace confidently the challenges of corporate world. The career improvement cell members also organize teacher training workshops and faculty development programme regularly to enhance the teaching skills of the faculty members and to promote innovative

teaching methods among faculty members. Career improvement cell offers vocational courses on foreign language.

Functions:

- Career improvement cell assists faculties in understanding their strength and interests and help them in identifying career goals and plan career in such a way that integrates one's strength, values and hobbies.
- Faculties are encouraged and helped in their pursuit of higher studies. Relevant information regarding higher studies in India and abroad has been collated by the cell and is made available to the faculties.
- To cell focuses on leadership development strengthen decision making capacities and team work.
- The cell enhances professional and personal commitments.
- The cell encourages the faculties to play a pro active role by organizing social events. Professional development programme and the other activities throughout the academic year.
- The cell organizes seminar, workshops, debate etc and also faculties towards development of soft skills.

The following names have been selected as the member of the career improvement cell:

1. Prof (DR.) B .C Swain (Principal, RATE)
2. Mrs. Jhuma Deb (Faculty, RATE)
3. Pallabi Chattopadhyay (Faculty, RATE)
4. Parimal Das (Faculty, RATE)
5. Kasturi Dutta (Faculty, RATE)
6. Sonia Yasmin (Faculty, RATE)

Inauguration of M.Ed Programme:

It was resolved in the meeting that M.Ed programme will be inaugurated on 25th August, 2018 in college premises. The list of dignitaries was also discussed in these minutes such as

1. Sri.Moloy Ghatak (Honorable minister in charge , law and labor department , GOVT. OF WB)
2. Sri. Tapas Banerjee (MLA,Chairman,ADDA)
3. Prof(Dr) Manik Bhattacharya (President,WBBPE)
4. Sri.Dilip Kumar Agasty (HON. Mayor,DMC)
5. Smt. Anindita Mukherjee (Dy.Mayor,DMC)
6. Dr.Kalimul Haque (Eminent Educationist)

The details of the programme were discussed and the duties were allotted to the faculties under various departments for the smooth functioning of the programme.

Implementation of Institutional Best Practices

It was resolved that the IQAC EXECUTIVE committee decided the institutional best practices which will be implemented in this session i.e. 2018-2019. The best practices are:

- Character building education
- Blended between technology and curriculum. It will be implanted in the session of 2018-2019 for betterment of students and achieve the vision of institution. The institution will create and provide conducive environment for implementing the best practice. It will be expected that the objectives of practice must be achieved through the various activities.

5. Preparation of Action Plan for the Academic Year 2018-2019:

The action plan was prepared by the staff council and it was verified by the IQAC EXECUTIVE COMMITTEE.

It was resolved that the action plan will be implemented for the academic year 2018-2019 after approved of governing body.

The meetings come to end with 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:31/8/2018

As per the directives of the honourable chairperson, the coordinator of IQAC of RAJENDRA ACADEMY FOR TEACHERS' EDUCATION convened IQAC meeting on 31/8/2018 at 12:30pm in Principals office 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. Free coaching classes of NET, SET, and CTET for B.Ed and D.El.Ed students.
2. Celebration Of Viswakarma Puja
3. Celebration Of Foundation Day

MINUTES:

Free Coaching Classes of NET, SET, and CTET for B.Ed AND D.EL.ED students

It was resolved in the IQAC Meeting that free coaching classes of primary TET of D.El.Ed students will be arranged on every Thursday from 2:30 pm to 4:30 pm from 13th September onwards. Moreover free coaching classes of upper primary TET of B.Ed students and same graduate D.El.Ed students will be arranged on every Friday from 2:30 pm to 4:30pm for aspirant students as well as faculties from 14th September onwards.

The resolution was made to enhance professional development of the students to help them bridge the gap between education and employment by making them capable enough to complete in this competitive world.

CELEBRATION OF VISWAKARMA PUJA

It was unanimously resolved in the meeting that the VISWAKARMA PUJA will be celebrated as usual in the college premises on 17th September 2018. IN THE MEETING the various committees were formed for the smooth functioning of the programme .The duties were allotted and the detail was discussed.

CELEBRATION OF FOUNDATION DAY

It was unanimously resolved in the meeting that the foundation day will be celebrated as usual in the college premises on 18th September 2018. The various committees were formed for the smooth functioning of the programme. The duties were allotted and the details were discussed.

The meeting comes to end with 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:24/9/2018

As per the directives of the honourable chairperson, the coordinator of IQAC of RAJENDRA ACADEMY FOR TEACHERS' EDUCATION convened IQAC meeting on 24/9/2018 at 12:30pm in principal's office 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. Beti Bacaho Campaign
2. Quiz Contest on Gandhi Jayanti

3. Swach Bharat Abhiyan

MINUTES:

1. Beti Bachao Campaign

It was resolved in the meeting that “BETI BACHAO, BETI PADHAO” Campaign will be organized on 28th November 2018 as per the guidelines and instructions of NCTE. In order to actualize the campaign, Arrah, Bamunara area was selected unanimously in the meeting. It was also decided that the prior permission of the police would be sought for to safe guard all the participants. A committee was formed and the details were discussed regarding the smooth functioning of the campaign ensuring maximum participation of students.

2. Quiz Contest on Gandhi Jayanti

It was resolved in the that a quiz contest will be held on 2nd October, 2018 in the commemoration of 150th Gandhi Jayanti Celebration as per the guidelines and instruction of NCTE. A committee was formed and the details were discussed in view of the smooth functioning of the quiz contest ensuring maximum participation from D.El.Ed, B.Ed and M.Ed students.

3. Swach Bharat Abhiyan

It was resolved in the meeting that a cleanliness campaign will be held on 3rd October 2018. It was unanimously decided that the cleanliness campaign will be held in Bidhannagar area of Durgapur -12.

It was planned to seek the prior permission of police to safe guard all the participants. A committee was formed and the details were discussed regarding the smooth functioning of the campaign ensuring maximum participation of students.

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

INTERNAL QUALITY ASSURANCE CELL (IQAC)

RAJENDRA ACADEMY FOR TEACHERS' EDUCATION

MINUTES OF THE MEETING

Ref:RATE/IQAC/PROCEEDINGS

DATE:18/12/2018

As per the directives of the honourable chairperson, the coordinator of IQAC of RAJENDRA ACADEMY FOR TEACHERS' EDUCATION convened IQAC meeting on 18/12/2018 at 12:30pm in principals' office 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. Annual Sports Meet
2. Celebration of Saraswati Puja
3. International Seminar

MINUTES:

1. Annual Sports Meet

It was resolved in the meeting that the annual sports for the session 2018-2019 will be held on 18/1/2019 and 19/1/2019 in the college play ground .A committee was formed for the smooth functioning of the Annual sports day evening maximum participation of the students.

2. Celebration of Saraswati Puja

It was resolved in the meeting that saraswati puja will be celebrated in the college premises on 10th Feb. 2019. A committee was formed and all the details were discussed in view of the smooth functioning of the programme ensuring maximum participation from student desk.

3. International seminar

It was resolved in the meeting that an International seminar will be held in March. The governing body decided to form the committee in the next minute.

The meeting comes to end with 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:21/1/2019

As per the directives of the honourable chairperson, the coordinator of IQAC of RAJENDRA ACADEMY FOR TEACHERS' EDUCATION convened IQAC meeting on 21/1/2019 at 2pm in principals office 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. Appeal for The recognition of UGC 2(F) OF THE UGC ACT 1956.
2. Committee Formation for International Seminar
3. Parent Teacher Association

MINUTES:

1. Appeal for the recognition of UGC 2(F) OF THE UGC ACT 1956:

It was resolved in the meeting held on 28th January 2019 at 2:30 pm in the conference hall recognition under UGC Act,1956 to uplift the level of our students as well as the aspirants who are seeking opportunities for higher education.

The details in view of the procedure and the requisite documents for the inclusion of colleges under section 2(f) of the UGC Act 1956 was discussed in brief and the further discussion will be in the next minutes.

2. Committee Formation for International Seminar:

It was resolved in the meeting that an International seminar will be held on 31st march 2019 in the college premises on the theme “globalization and paradigm shift in Teacher Education”. The objectives of the seminar was discussed in details. A list of guests was prepared such as.

1. Prof (dr.) Mita Banerjee (chief guest) Former vice chancellor, WBUTTEPA
2. Prof (dr.) Gouranga charan Nanda (key note speaker) Former dean, school of education , Ravenshaw university
3. Dr. Dharendra kumar Mahapatra (guest of honour) Member,SSB,Odisha
4. Prof (dr) S.C Panda (guest of honour) Former member secretary, NCTE
5. Dr. Sabir Ahmed Chowdhury (guest of honour)
6. Department of peace and conflict studies, Dhaka University, Bangladesh

7. Dr. Khagendranath Chattopadhyay (guest of honour) HOD, Department of Education The university of Burdwan

8. Prof. Samir Ranjan Adhikari (guest of honour) Department of Education SKBU, Purulia

A committee was formed to execute all the tasks pertinent to the seminar smoothly. The list of committee members was prepared as follows:

1. Sri. Jayanta Kr. Chakraborty (CHIEF PATRON)
2. Prof (Dr.) B.C Swain (CONVENOR)
3. Prof. Tanmay Singha (CO-ORDINATOR)
4. Mr. Pranabesh Bhattacharyya (PUBLICATION)
5. Mr. Somnath Nag (TREASURER)
6. Mrs. Dipanwita Ghosh (TREASURER)
7. Mr. Jayanta Ruidas (COMPUTER TECHNICIAN)
8. Mr. Madan Sarkar (MEMBER)
9. Mr. Jayanata Dey (MEMBER)
10. Sanjib Chakraborty (MEMBER)
11. Mr. Sourav Paul (MEMBER)
12. Mrs. Jhuma Deb (MEMBER)
13. Mr. Satyasundar Sarkar (MEMBER)
14. Miss. Kasturi Datta (MEMBER)
15. Mr. Subhadip Ghosh (MEMBER)
16. Mr. Sonu Prasad Yadav (MEMBER)
17. Mrs. Susmita Ghosh (MEMBER)
18. Mr. Parimal Das (MEMBER)

19. Miss. Sonia Yasmin (MEMBER)

20. Mrs.Shampa Pal (MEMBER)

21.Mrs.Pallabi Chattapadhya (MEMBER)

3. PARENT TEACHER ASSOCIATION

It was resolved in the meeting that a parent teacher association will be formed in order to maintain a good and healthy relation between can help in the all round development of our students. The details of the formation of such association will be discussed in the next minutes.

The meeting come to end with 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:8/4/2019

As per the directives of the honourable chairperson, the coordinator of IQAC of RAJENDRA ACADEMY FOR TEACHERS' EDUCATION convened IQAC meeting on 8/4/2019 at 2pm in principals' office 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. Admission In M.Ed , B.Ed And D.El.Ed Courses For The Admission 2019-2021
2. Recruitment of faculties for M.Ed and B.Ed courses.
3. Free coaching classes of NET, SET, and CTET for M.Ed, B.Ed and D.El.Ed students.

MINUTES:

1. Admission in M.Ed , B.Ed and D.El.Ed courses for the admission 2019-2021:

It was resolved in the meeting that the admission in B.Ed course for the session 2019-2021 would commence as per the notification of the University of Burdwan with notification no UG/B.Ed.Admin/40,dated 20/5/2019.

It was resolved in the meeting that the admission in D.El.Ed courses for the session 2019-2021

Would commence as per the notification of WBBPE with admission notification no. 947/BPE/2019 dated 29/5/2019.

It was resolve in the meeting that the admission in M.Ed course for the session 2019-2021 would commence as per the notification of WBUTTEPA, dated 03/06/2019.

The following rules and regulation were discussed in view of admission procedure:

- To have complete involvement of all the faculty and staff in admission process for the session 2019-2021.
- 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 2019-2021.
- To appoint outside admission consultants/agents to achieve the target seats.
- To collect the dues 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 institutions/ colleges.
- The principal of the institution will take the final decision all the committee heads and members must report, communicate and coordinate with him in this regard.

2. Recruitment of faculties for M.Ed and B.Ed courses:

The recruitment list of M.Ed and B.Ed faculties has already been approved by WBUTTEPA and has been sent to for further approve to the University of Burdwan.

It has resolved in the meeting that this recruitment of M.Ed and B.Ed faculties would be done strictly as per the norms NCTE.

3.Free Coaching classes of NET,SET,CTET for M.Ed ,B.Ed and D.El.Ed students:

It was resolved in the IQAC MEETING that the free coaching classes for NET,SET and TET Would be arranged for our students and faculties free of cost. The resolution was made to enhance the professional development of our students in order to make them capable enough to compete in this competitive world. The classes would be commenced from August 2019 onwards.

IQAC COORDINATOR