

# INSTITUTE OF EDUCATION, HALDIA

(An Institute of ICARE)

Amlat, Sutahata, Purba Medinipur, Pin - 721635 (W.B.)



Meeting No. 05/2018

Date : 05-06-2018

Venue:

Chamber of Principal

Members Present :-

1. Bhaskar Pramanik
2. Subajyoti Chakraborty
3. Pulok Sahoo
4. Mohua Sannigraha
5. Tarun Chatterjee
6. Maulana Bawa

1. Proceedings of the last meeting were read and confirmed.
2. With regard to the final submission of the AQAR 17 - 18 to NAAC, Bangalore, detail discussion was done covering all the Seven Key aspects of the report prepared by the NAAC Steering Committee of our Institute. In this connection, D. Chakraborty, Co-ordinator of the Cell and convener of the said meeting told that along with the (5) hard copies of the AQAR 17 - 18. He also discussed the new format of AQAR 17-18 along with Mr. Pulok Sahoo, E.O. ICARE.

There was no further discussion and meeting ended with vote of thanks to the chair.

*Subajyoti Chakraborty*

D. Chakraborty

(Co-ordinator, IQAC - cum- convener of the meeting)

Dr. *[Signature]*

(Chairman of the Meeting)

Ad. Principal

Institute of Education, Haldia

\* action taken report.



# INSTITUTE OF EDUCATION, HALDIA

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Amlat, Sutahata, Purba Medinipur, Pin – 721635 ( W.B.)



Meeting No. 04/2018

Date : 30-06-2018

Venue:

Chamber of Principal

Members Present : -

1. Brinkey Pramanik
2. Achyuti Chakraborty
3. Ashoke Kumar Bose
4. Mauleen Bera
5. Mohua Sannigraha
6. Bhuptra

1. Proceedings of the last meeting were read and confirmed.
2. With regard to the best practice to be undertaken, D Chakraborty, Convener of the meeting viewed that although we are doing micro Teaching and Simulated Teaching but we do not practice the trainees for Micro Teaching neither in the skill wise basis nor using formula for each skill as it has not been incorporated in the existing Syllabus with focus on it. In order to meet the learning requirement of the advanced and Slow Learners, the measures like individual attention, model question with answer, special classes content framework on the hard sports or difficult area faced by the students, peer guidance etc. Have already been started, he added. Dr. B. Pramanik, Principal opined that that he is taking the interactive session in order to monitor the learning progress of the students. These Best Practices have been taken so far he viewed. All the members present in the meeting accepted it.

There was no further discussion and meeting ended with vote of thanks to the chair.

*Achyuti Chakraborty*

D. Chakraborty

(Co – ordinator, IQAC – cum- convener of the meeting)

*[Signature]*  
Dr. ....

( Chairman of the Meeting )

Act Principal  
Institute of Education, Haldia



# INSTITUTE OF EDUCATION, HALDIA

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Amlat, Sutahata, Purba Medinipur, Pin – 721635 ( W.B.)



Meeting No. 02/2018

Date : 05/05/2018

Members Present :

Venue:

Chamber of Principal

1. B. Pramanik
2. D. Chakraborty
3. M. Bera
4. Mahua Samanta
5. Maulana Bera
6. Ashoke Kumar Bera

Proceeding of the Meeting :

1. Proceeding of last Meeting were read and confirmed.
2. The AQAR 2016-2017 prepared by the NAAC IQAC headed by the Principal of the Institute was placed by D. Chakraborty, Convenor of the Meeting for its winder discussion. The report prepared was thoroughly discussed with the interventions of B. Pramanik, Acting Principal, M. Bera Pattanayak, faculty and Mr. Anjan Sen, CEO, ICARE. D. Chakraborty viewed that the changes cited by B. Pramanik with reference to the Criterion – II ( Teaching – Learning and Evaluation ), M. Bera (Pattanakak) with reference to the Institute told that this changes must be incorporated in the SSR before uploading in the official website of our Institute. All the members present in the meeting accepted this proposal and others stated above. It was also decided that the SSR will be uploading in the Institute's website by 15/05/2018 positively.

There was no further discussion and meeting ended with vote of thanks to the chair.

D. Chakraborty

D. Chakraborty

(Co – ordinator, IQAC – cum- convener of the meeting)

Dr. [Signature]

( Chairman of the Meeting )

Act-Principal  
Institute of Education, Haldia



# INSTITUTE OF EDUCATION, HALDIA

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Amlat, Sptahata, Purba Medinipur, Pin - 721635 ( W.B.)

Meeting No. 01/2018

Date : 08-01-2018

Venue :

Chamber of Principal

Members Present :

1. Bhabesh Pramanik
2. Debjyoti Chakraborty
3. Melina Sammitra
4. Maulene Buz
5. Tarun Chatterjee
6. Debi



Proceeding of the Meeting :

3. Proceeding of last Meeting were read and confirmed.
4. We regard to the organisation of an International Seminar on, "Structural changes in B. Ed. Curriculum". Mr. S. Sukul, Secretary of the Institute viewed that we will organise the seminar to make it truly International. In this connection, Mr. Anjan Sen, CEO, ICARE told that although it is one day International Seminar but we will organised it by adopting the modalities of a Seminar. Accordingly, Principal, Dr. Bhabesh Pramanik presented the Programme Schduled prepared tentatively for its wider discussion in the meeting. After prolonged discussion, the date for smooth organisation of the seminar was discussed.
5. It was resolved that the Mentoring System will be introduced as a healthy practice and quality assurance measure of the Institution. In this regard, D. Chakraborty opined that it will provide a scope to get information about the trainees on their scholastic and co-scholastic aspects of development. In addition to this, a great deal of report will be established with the trainees with their teacher as mentor on the strong and weak points of the trainees and also to the trainees about their progress in the various areas of their development. All the members present in the meeting accepted it with appreciation.

There was no further discussion and meeting ended with vote of thanks to the chair.

Debjyoti Chakraborty  
D. Chakraborty

(Co - ordinator, IQAC - cum- convener of the meeting)

Dr. [Signature]

(Chairman of the Meeting)

Act Principal  
Institute of Education, Haldia

**INSTITUTE OF EDUCATION, HALDIA**  
(An Institute of ICARE)  
(NAAC Accredited)  
Amlat, Sutahata, Purba Medinipur, Pin – 721635 ( W.B.)



NOTICE

Date : 10/08/2017

A Meeting of the IQAC will be held on 11/08/2017 at 3.00 P.M. in chamber of the Principal to discuss the following agenda.

All the members are here by requested to attend the said meeting without fail

Agenda :

1. To read and confirm the proceeding of the last meeting.
2. To discuss on preparation of ICT Materials.
3. Introduction of mentoring system.
4. Misc. If any.

D. Chakraborty

(Co – ordinator, IQAC – cum- convener of the meeting)

Copy to :-

- |                                                |                   |
|------------------------------------------------|-------------------|
| 1. Dr. B. Pramanik, Chairman IQAC              |                   |
| 2. Mr. Anjan Sen, CEO, ICARE                   | Member            |
| 3. Mr. Rajib Mahapatra,                        | Lecture Do        |
| 4. Mrs. Mahua Sannigrahi                       | Lecture Do        |
| 5. Mr. Ashok Kumar Bera                        | Lecture Do        |
| 6. Mrs. Mauleena Bera (Pattanayak)             | Lecture Do        |
| 7. Mr. Surja Sukul, Secretary, IOE, Haldia –   | Management Member |
| 8. Mr. Tarun Chatterjee, Management Member     |                   |
| 9. Mr. Samir Paul, Non Teaching Representative |                   |

  
D. Chakraborty

(Co – ordinator, IQAC – cum- convener of the meeting)



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Amlat, Sutahata, Purba Medinipur, Pin – 721635 ( W.B.)



Meeting No. 05/08/17

Date : 11/08/2017

Members Present :

Venue : Chamber of Principal

1. Balakesh Pramanik
2. Debabrata Chakraborty
3. Tanuj Chatterjee
4. Houliem Bara
5. Ashoke Kumar Bera
6. Soumitra Paul

Proceeding of the Meeting :

1. Proceeding of last Meeting :

For the development in teacher leasing process and class room transaction a initiative for the preparation of ICT. Materials (i.e. Preparation of power point presentation in different subjects by the subject teacher in charge cove papers was taken by IQAC chairman Dr. B. Pramanik supported by IQAC. Coordinator Prof. D. Chakraborty and Secretary Mr. S. Sukul.

In addition to this it was decided at last one/two classes should ICT based per day which was supported by CEO, ICARE, Mr. A. Sen.

2. It was resolved that the Mentoring System will be introduced as a healthy practice and quality assurance measure of the Institution. In this regard, D. Chakraborty opined that it will provide a scope to get information about the trainees on their scholastic and co-scholastic aspects of development. In addition to this, a great deal of report will be established with the trainees with their teacher as mentor on the strong and weak points of the trainees and also to the trainees about their progress in the various areas of their development. All the members present in the meeting accepted it with appreciation.

There was no further discussion and meeting ended with vote of thanks to the chair.

D. Chakraborty 11/08/2017

(Co – ordinator, IQAC – cum- convener of the meeting)

Principal  
Institute of Education, Haldia  
Amlat, Sutahata

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## NOTICE

Date : 22/12/2017

A Meeting of the IQAC will be held on 24/12/2017 at 5 P.M. in chamber of the Principal to discuss the following agenda.

All the members are hereby requested to attend the said meeting without fail

### Agenda :

1. To read and confirm the proceeding of the last meeting.
2. To discuss on preparation of TLM for Micro & Macro Teaching.
3. Misc. If any.

D. Chakraborty

(Co – ordinator, IQAC – cum- convener of the meeting)

### Copy to :-

1. Dr. B. Pramanik, Chairman IQAC
2. Mr. Anjan Sen, CEO, ICARE
3. Mr. Rajib Mahapatra, Lecture Member
4. Mrs. Mahua Sannigrahi Lecture Do
5. Mr. Ashok Kumar Bera Lecture Do
6. Mrs. Mauleena Bera (Pattanayak) Lecture Do
7. Mr. Surja Sukul, Secretary, IOE, Haldia – Management Member
8. Mr. Tarun Chatterjee, Management Member
9. Mr. Samir Paul, Non Teaching Representative

D Chokraborty

(Co – ordinator, IQAC – cum- convener of the meeting)

Dr. ....

( Chairman of the Meeting )

Principal  
Institute of Education, Haldia  
Amlat, Sutahata

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Amlat, Sutahata, Purba Medinipur, Pin – 721635 ( W.B.)



Meeting No. ....

Date : 24/12/2017

Members Present :

Venue : Chamber of Principal

1. Tshabesh Pramanik
2. Acharyate Chakraborty
3. Maulana Bern
4. Tarun Chatterjee
5. Ashoke Kumar Bern
6. Suresh K Paul

Proceeding of the Meeting :

1. Proceeding of last Meeting were read and confirmed.
2. A discussion of preparation of TLM for Micro & Macro level teaching, needed by Prof. D Chakraborty Convener, IQAC, Principal, Dr. B. Pramanik with the help of Mr. A. Sen, CEO, ICARE.

It was decided that two/three days workshop will be held in the Institute on TLM by subject teacher theoretically and students will perform their theoretical knowledge transform into concrete form ( TLM making ) under supervision of the subject teacher to flowered by demonstration which will be benefited for Micro & Macro level.

There was no further discussion and meeting ended with vote of thanks to the chair.

D. Chakraborty

(Co – ordinator, IQAC – cum- convener of the meeting)

Dr. ....

Principal  
Institute of Education, Haldia  
Amlat, Sutahata