

## INSTITUTE FOR EDUCATION

## MINUTES

Date → 17.5.2023

Time → 2 PM

Meeting held → Principal's office

Members Present →

1) Mrs. Shukla Mahanty →  
(Former Vice-Chancellor, Kolhan University)

2) Mrs. Sharabani Mukherjee →

Am

3) Miss Suman Kumari →

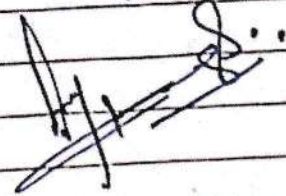
Suman

4) Mrs. Bandana Kumari →

Bandana

5) Mrs. Madhuri Kumari →

Mhm

6) Mr. Om Prakash →  
(CO-Ordinator)


7) Mrs. Sikee Kumari →

Sikee

8) Mrs. Bandana Kumari →

Anshu

9) Mrs. Anshu Kumari →



10) Mrs. Rajani Kumar →

11) Mrs. Rishpa Kumari →

Rishpa Kumar

Shruti Saha  
Principal  
Institute for Education  
Sikella Kharsawa

12/ Mrs. Madhuri Kumari →

Meeting agenda →

1/ All the teachers were instructed to get the journal published in UGC care list.

2/ Teachers were asked to take test (class test)

3/ Teachers were instructed to make a list for different types of courses for skill development of students

4/ Teachers were asked to update their professional profile.

5/ Teachers were instructed to select a topic for Cr. Summit

6/ Everyone was instructed to focus on Academic Flexibility.

7/ To enhance students' curriculum enrichment like Lou, Tutorials and Assignments

8/ To look curricular aspects

9/ To arrange an expert talks for students and Alumni

10/ Everyone have to prepare programmed outcome and course outcome.

Approval →

Adjournment → The meeting was adjourned at 3PM

# INSTITUTE FOR EDUCATION

## MINUTES

Date → 3.6.2023

Time → 1 PM

Meeting held → Seminar hall

Members Present →

1/ Dr. Shukla Mahanty →  
(Coorper Vice-Chancellor, Kolhan University)

2/ Mrs. Sharanbani Mukherjee →

3/ Mr. Om Prakash →  
(Co-Ordinator)

4/ Miss Suman Kumari →

5/ Mrs. Bandana Kumari →

6/ Mrs. Indu Kumari →

7/ Mrs. Anshu Kumari →

8/ Mrs. Biree Kumari →

9/ Mrs. Pooja Kumari →

10/ Mrs. Madhuri Kumari →

11/ Mrs. Rajani Kumar →

*Su*  
~~*[Signature]*~~

*Suman*

*Bandana*

*Indu*

*Anshu*

*Biree*

*Pooja Kum*

*Mh*

*Rajani*

*Shreya Shree*

## Meetings agenda →

21

1/ Teachers were instructed to publish an article in UGC Net.

2/ Teachers were instructed to prepare the students (Sem I) for exam while discussing the previous year questions with different perspective of writing answers.

3/ Cultural departments were told to arrange the 'Bauaan Milan Programme' on 1st week of August which is going to be held online. There will be few competitions like Mehndi Competition, etc.

4/ Teachers were instructed to prepare all the students with their lesson plans, charts and models for the Interim III Sem - III.

5/ All the teachers were told to complete the syllabus as soon as possible of 1st semester for the University Exam.

6/ Due to NAAC assessment, teachers were told to look after the updation of different cell like IOAC, anti-ragging cell, Grievance - Redressal cell, Women's Cell, SC / ST Cell, etc.

Approval -

Adjournment - The meeting was adjourned at 1:45 pm

*Shruti Saha*  
Principal  
Institute for Education  
Bijay Saraikella-Kharsawan  
JHARKHAND

# INSTITUTE FOR EDUCATION

## MINUTES

Date - 18.6.2023

Time - 2:30 pm

Meeting held → Principal's office

Members Present →

Dr. Shukla Mahanty →  
(Former Vice-Chancellor, Kolhan University)

Ms. Sharaboni Mukherjee →

Miss Indu Kumari →

Mr. Om Prakash →  
(CO - Ordinator)

Ms. Anshu Kumari →

Ms. Biree Kumari →

Ms. Rajani Kumar →

Ms. Bandana Kumari →

Ms. Pooja Kumari →

Ms. Madhuri Kumari →

absent - Miss Suman Kumari

Sm

Indu  
~~Signature~~

Anshu

Biree

Rajani

Bandana

Pooja Kumari

M

Suman

Surely Sonbe  
Principal  
Institute for Education  
Bijay Saraikella-Kharsawar  
JHARKHAND

## Meeting Agenda →

1) Different Programmes - All the teachers were given list of various programmes and activities which shall be taken care of for enhancing the teaching - learning qualities.

2) Students performance - All the faculty members were instructed to conduct different programmes in order to enhance students performance and learning outcomes.

3) Instructions regarding learning for first semester was given to all the teachers which are as follows -

a) Test should be taken in college copy so as to maintain the records.

b) Discussions of previous year questions and assignments and extra questions should be given so as to enhance their thinking capability.

Approval -

Adjournment - The meeting was adjourned at 3:45 pm

*Shruti Singh*

Principal  
Institute for Education  
Bijay Sarikella-Kharsawar  
JHARKHAND

# INSTITUTE FOR EDUCATION

## MINUTES

Date - 15.7.2023

Time - 1 PM

Meeting held - Principal's office

Members present -

1/ Mr. Kinshuk Mahanty

2/ Mrs. Shraboni Mukherjee

3/ Mr. Om Prakash  
(Co-Ordinator)

4/ Miss Suman Kumari

5/ Miss Indu Kumari

6/ Mrs. Sikee Kumari

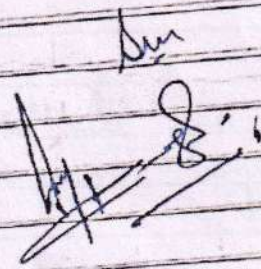
7/ Mrs. Pooja Kumari

8/ Mrs. Bandana Kumari

9/ Mrs. Madhuri Kumari

10/ Mrs. Rajani Kumar

11/ Mrs. Anshu Kumari



Suman

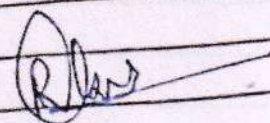
Indu

Sikee

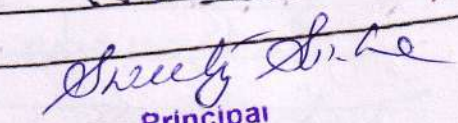
Pooja Kumar

Bandana

Mh



Anshu

  
Principal  
Institute for Education  
Bijay Saraikella-Kharsawar  
JHARKHAND

## Meeting agenda →

- 1) Om Sir was told to look after the ID card of the students.
- 2) Girls and boys (washroom) will be renovated.
- 3) The sports ground will be cemented for Volleyball pitch and Cricket pitch.
- 4) Madhuri Ma'am was told for regular monitoring for levelling.
- 5) Table Tennis will be renovated in the common room.
- 6) All the teachers were instructed to do a skill development course in an organized way:
  - 7) One programme should be held in the college for the expert talk.
  - 8) Time-table department were instructed to add game and ICT in the time-table.
  - 9) As per the demand of students, college management has decided to start a short term course of English spoken, Yoga, Candle wax, Doll making, Personality Development and Beautician.

Approval -

Adjournment - The meeting was adjourned at  
2 PM

*Shreey Sir*  
Principal  
Institute for Education  
Bijay Saraikella-Kharsawar  
JHARKHAND



# INSTITUTE FOR EDUCATION

## MINUTES

Date: 19.7.2023

Time: 2 PM

Meeting held: Principal's office

Members present:

- 1) Mr. Kinshuk Mahanty -  
(Treasurer)
- 2) Mr. Om Prakash -  
(Co-ordinator)
- 3) Mrs. Shrabani Mukherjee -
- 4) Miss Suman Kumari -
- 5) Miss Indu Kumari -
- 6) Mrs. Sikee Kumari -
- 7) Mrs. Pooja Kumari -
- 8) Mrs. Bandana Kumari -
- 9) Mrs. Madhuri Kumari -
- 10) Mrs. Rajani Kumar -
- 11) Mrs. Anshu Kumari -

*Sneha Srivastava*

## Meeting agenda -

88.

- 1) Syllabus Completion - Concerned Teachers were told to organize their work systematically for NAAC team and all the faculties were told to cover the syllabus of 4<sup>th</sup> semester so that they can be further send for practice teaching.
- 2) Subscription of Journal - Teacher have to give the link of one or two subscription of journal and paid journal.
- 3) All the teachers were instructed to do almost all programmes or extra co-curricular activities in a documentation and pictured form.
- 4) Rajni Ma'am and Anshu Ma'am were instructed to give the list of required chemicals in the science lab.
- 5) Rajni ma'am and Anshu Ma'am were told to do some extra practical courses or experiment in the science lab.

Approval -

Adjournment - The meeting was adjourned at 3 PM.

*Shreey Sr*  
Principal  
Institute for Education  
Bijay Saraikeella-Kharsawar  
JHARKHAND

## INSTITUTE FOR EDUCATION

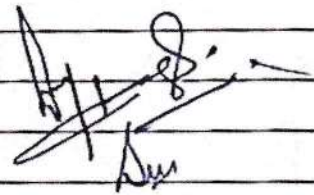
## MINUTES

Date : 5.8.2023

Time : 12: noon

Meeting held : Seminar hall

Members Present :

1/ Mr. Om Prakash  
(Co-ordinator)

2/ Mrs. Sharabani Mukherjee

Sharabani

3/ Miss Suman Kumari

Suman

4/ Mrs. Indu Kumari

5/ Mrs. Rishpa Kumari

Rishpa Kumari

6/ Mrs. Bandana Kumari

Bandana

7/ Mrs. Madhuri Kumari

Madhuri

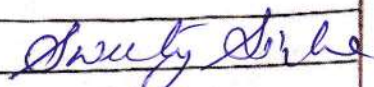
8/ Mrs. Biree Kumari

Biree

9/ Mrs. Rajani Kumar

10/ Mrs. Anshu Kumari

Anshu

Principal  
Institute for Education  
Bijay Saraikella-Kharsawar  
JHARKHAND

Meeting Agenda :-

- 1/ All the teachers were asked to complete their NANC work which were assigned.
- 2/ Tests should be held from time to time.
- 3/ Teachers were asked to do the preparations for the National Seminars.
- 4/ All the teachers were instructed to focus on Academic Flexibility.
- 5/ To enhance students curriculum enrichment like low tutorials and assignments.
- 6/ To look curriculum aspects.

Approval :-

Adjournment :- The meeting was adjourned at 12:30

*Surely Sra*  
Principal  
Institute for Education  
Bijay Saraikella-Kharsawar  
JHARKHAND

# INSTITUTE FOR EDUCATION

## MINUTES

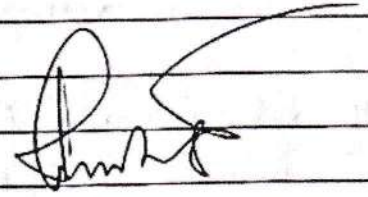
Date : 20. 8. 2023

Time : 11:30 am

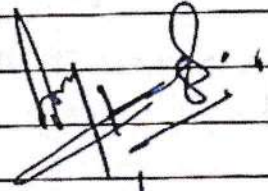
Meeting held : Principal's room

Members Present :

Mr. R. N. Mahanty  
(Director of IFE)



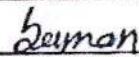
Mr. Om Prakash  
(Co-Ordinator)



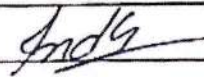
Mrs. Sharabani Mukherjee



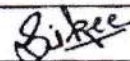
Miss Suman Kumari



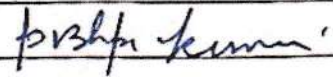
Mrs. Indu Kumari



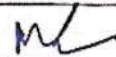
Mrs. Sikee Kumari



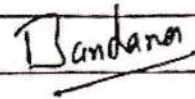
Mrs. Pooja Kumari



Mrs. Madhuri Kumari

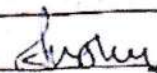


Mrs. Bandana Kumari



Mrs. Rajani Kumar

Mrs. Anshu Kumari



## Meeting Agenda

- 1/ A new committee was formed for all the teachers for NAAC team
- 2/ New courses has been started by Centre for Academic Excellence (Unit of Educational and Social Development Trust). If teachers are interested can enroll themselves.
- 3/ G-20 Summit Seminar tentative date is 1<sup>st</sup> Nov
- 4/ Shrabani Ma'am was instructed to take help of other teachers and prepare brochure
- 5/ All the teachers were instructed to co-operate with each other and work as team.

Approval :-

Adjournment :- The meeting was adjourned at

*Shreey Sr Be*  
Principal  
Institute for Education  
Bijay Sarakella-Kharsawar  
IHARKHAND