

13.01. 2025/2:00 PM

A Teaching staff meeting of the Department of Teacher Education was called to conduct on the 13th of January, 2025 in the conference room of the department at 2:00 PM. The meeting was conducted by the Principal, Father Benny K Jhon CSC. to discuss the following agenda ---

1. Syllabus of the 2nd and 4th SEM
2. School observation for the 2nd SEM
3. Responsibilities to be distributed among the faculties
4. Miscellaneous

Members present were –

1. Dr Tomina NS
2. Ms Tapashi Saha
3. Mr Sangthangzuala Sailo
4. Mr Joydwip Banik
5. Ms Paushali Das
6. Ms Anindita Pal

Execution of the decisions taken in the previous meeting ---

Community service

Community service was done in the Nabaprantik old age home by the trainee students of both the semesters along with the members of the faculty of the department.

Write-ups for departmental magazine

Students were asked to submit their articles, stories, poems etc. for the magazine but they did not submit anything. Therefore, it is decided to make the submission mandatory for the magazine.

Discussion and decisions taken:

After discussion it was decided unanimously ---


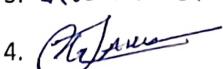
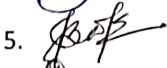
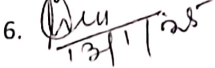
1. to appoint a guest faculty for the completion of the syllabus in Bengali.
2. That Ms Smita Debnath would teach History for the paper C7A for 2nd semester.
3. that Paushali Das and Sir Sailo would look after the matter of school observation and selection of schools for observation and the month-long observation period for the second semester was going to be started from the 10th of February, 2025.
4. That Sir S. Sailo and Sir Joydwip Banik would look after the NAAC related work of the department.
5. that Dr Tomina NS would attend the matter of SSR as well as organise special lectures and seminars in the department.
6. that Paushali Das would be responsible for the AQAR related works and collect and edit write-ups for the wall magazine as well.

7. that Sir Sailo would take care of the departmental NSS matter too.
8. regarding clubs, responsibilities would be entrusted on Dr Tomina NS and Pausali Das for Literary club, Dr Biswarupa Datta for Cultural Club and Sir Sailo and Sir Joydwip Banik for sports club.
9. regarding the uniform (saree) which our girl students have to wear during their observation and internship period, that the material of the saree should be changed into a more summer friendly one.
10. that Action research should be done by the trainee students.

Adjournment

The meeting was adjourned at 3:30 PM after the closing speech of the principal.

Signature of the members present

1. Japashi Saha 13/1/25
2. 
3. Anindita Paul 13-1-25
4. 
5. 
6. 
13/1/25
- 7.

21.10.2024/ 2:00PM

A Teaching staff meeting of the Department of Teacher Education was held on the 21st of October, 2024 in the conference room of the department at 2:00 PM. The meeting was conducted by the HoD, Ms Tapasi Saha to discuss the following agenda ---

1. completion of teaching practice (Internship programme) in schools
2. community service
3. rules for giving assignments to the students
4. internal examination
5. miscellaneous

Members present were –

Ms Tapashi Saha
Dr Tomina NS
Mr Sangthangzuala Sailo
Mr Joydwip Banik
Ms Paushali Das
Ms Anindita Pal

Discussion and decisions taken:

After discussion it was decided unanimously that---

1. the trainee students require to submit 20 (twenty) lesson plans in addition to the final lesson plan, one achievement test question paper along with its answer key and mark list and teaching aids for each subject for their **final exam of POT**.
2. Tentative places for the **community service** could be either an old age home, Nabaprantik or a NGO for third gender situated in Aralia. Approval of Principal, Father Benny K John CSC would have to be taken for this upcoming visit which could be done by Friday (25th of October, 2024).
3. Members of the faculty need to write in the specified register before giving an **assignment** to the trainee students mentioning the distribution date and submission date.
4. The last date of **submission of assignment marks** would be 22nd November, 2024 for the **1st semester**.
5. **For the 3rd semester** - students' **assignments** would have to be distributed immediately after their coming back from the POT on the first week of December and assignment marks to be submitted as early as possible.
6. Student teachers would have to choose any text book from their 1st method paper for **book review** and would get one week time to complete review. Evaluation review papers would be

done by the **method teachers** whereas **supervisors of POT** would assign marks for the reports of observation and community service in addition to allotting supervisor's marks.


7. Tentative date for Internal Examination would be the 25th of November, 2024 for 2nd Semester and the 2nd December, 2024 for 3rd Semester.
8. 3rd semester students could see their internal exam paper on 25th of November, 2024.


Adjournment

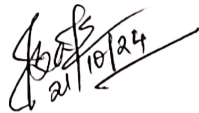
The meeting was adjourned at 3:10 PM after the closing speech of the HoD.

Signature of the members present

Jafar Ali Saha
21/10/24


21/10/24
Anindita Paul
21-10-24


21/10/24


21/10/24


21/10/24

22.04.2024/12:00 PM

A Teaching staff meeting of the Department of Teacher Education was held on the 22nd of April, 2024 in the conference room of the department at 2:00 PM. The meeting was conducted by the HoD, Ms Tapasi Saha to discuss the following agenda ---

1. Entrance Examination
2. Miscellaneous

Members present were –

Ms Tapashi Saha
Dr Tomina NS
Dr Sandip Deb
Mr Sangthangzuala Sailo
Mr Joydwip Banik
Ms Paushali Das

Discussion and decisions taken:

After discussion it was decided unanimously that---

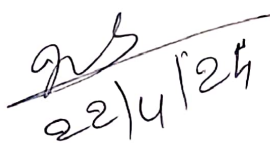
1. Total marks for entrance examination were 100
2. Marks would be distributed in the following way ----
 - a. Subject ability – 40 marks
 - i) Physical Science 10 marks
 - ii) Life Science 10 marks
 - iii) Mathematics 10 marks
 - iv) Social Science 10 marks
 - b. Teaching Attitude and Aptitude – 10+10=20marks
 - c. Reasoning and Mental Ability -- 20 marks
 - d. General Knowledge -- 10 marks
 - e. English Language Proficiency
3. Faculty members responsible for preparing questions were –

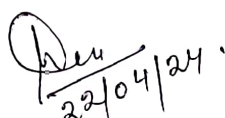
Dr Tomina NS - English Language Proficiency and teaching aptitude
Dr Sandip Debnath - Reasoning and Mental Ability
Ms Paushali Das – Life Science and Teaching Attitude
Ms Tapasi Saha – Maths and Physical Science
Mr Joydwip Banik – History and Civics and GK
Mr S.Sailo - Geography and GK
4. Questions were to be submitted within 24. 04. 2024

Adjournment

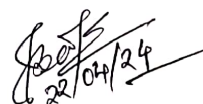
The meeting was adjourned at 1:00 PM after the closing speech of the HoD.

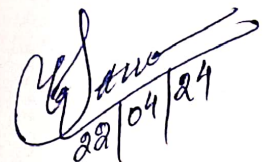
Signature of the members present


22/4/24


22/04/24

Tapashi Saha
22/4/24


22/04/24


22/04/24



26.03.2024/2:00 PM

A Teaching staff meeting of the Department of Teacher Education was held on the 26th of April, 2024 in the conference room of the department at 2:00 PM. The meeting was conducted by the HoD, Ms Tapasi Saha to discuss the following agenda ---

1. Internal Examination
2. Miscellaneous

Members present were –

Ms Tapashi Saha
Dr Tomina NS
Dr Sandip Deb
Mr Sangthangzuala Sailo
Mr Joydwip Banik
Ms Paushali Das

Discussion and decisions taken:

After discussion it was decided unanimously that---

1. Total syllabus of the 1st and 2nd semester would be divided equally for 1st and 2nd Internal examination
2. The date of 1st Internal examination would be 1st April to 5th April, 2024
3. And for 2nd Internal examination it would be 22nd to 26th of April, 2024
4. Marks distribution for the different chapters of the different papers would be kept as same as the syllabus.
5. The submission date of the question papers for the 2nd Internal Examination would be 10th April, 2024.

Adjournment

The meeting was adjourned at 2:30 PM after the closing speech of the HoD.

Signature of the members present

Tapashi Saha
26/3/24

Tapashi Saha
26/3/24

Dr Tomina NS
26/03/24

Dr Sandip Deb
26/03/24

Mr Sangthangzuala Sailo
26/03/24

21.02.2024/2:00 PM

A Teaching staff meeting of the Department of Teacher Education was held on the 26th of April, 2024 in the conference room of the department at 2:00 PM. The meeting was conducted by the HoD, Ms Tapasi Saha to discuss the following agenda ---

1. Examination dates
2. Miscellaneous

Members present were –

- 1 Ms Tapashi Saha
- 2 Dr Tomina NS
- 3 Dr Sandip Deb
- 4 Mr Sangthangzuala Sailo
- 5 Mr Joydwip Banik
- 6 Ms Paushali Das

Discussion and decisions taken:

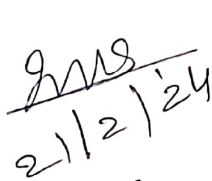
After discussion it was decided unanimously that---

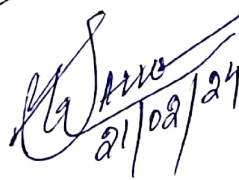
1. The Tentative University exam date could be the 27th of May, 2024 2nd and 4th semester.
2. The 1st Internal examination could be held on the 1st week of April whereas from the 3rd week of April 2nd Internal Examination could be started.
3. Assignment marks had to be submitted on the 1st week of April, 2024
4. Dr Tomina NS would keep the records for ERP (Enterprise Resource Planning).

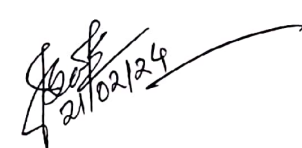
Adjournment

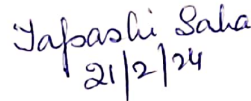
The meeting was adjourned at 2:30 PM after the closing speech of the HoD.

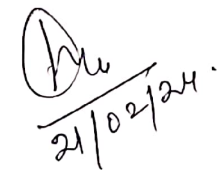
Signature of the members present


21/2/24


21/02/24


21/02/24


21/2/24


21/02/24

07.02.2024/2:00PM

A Teaching staff meeting of the Department of Teacher Education was held on the 7th of February, 2024 in the conference room of the department at 2:00 PM. The meeting was conducted by the HoD, Ms Tapasi Saha to discuss the following agenda ---

1. School Observation
2. Miscellaneous

Execution of the decisions taken in the previous meeting ---

Community service

1. Community service was done in the Aurobindo Orphanage, Aralia by the trainee students of both the semesters along with the members of the faculty of the department.
2. Picnic was done in the Tepania Park, near Udaipur.

Members present were –

Ms Tapashi Saha
Dr Tomina NS
Dr Sandip Deb
Mr Sangthangzuala Sailo
Mr Joydwip Banik
Ms Paushali Das

Discussion and decisions taken:

After discussion it was decided unanimously that---

1. The following schools would be taken for observation
 - i) Fatima Convent School (supervisor -- Dr Tomina NS)
 - ii) St. Pauls School (supervisor – Sir S. Sailo)
 - iii) Modern School (supervisor – Sir Joydwip Banik)
 - iv) Delhi World Public School (supervisor – Ms Paushali Das)
 - v) Pranavananda Vidyamandir (supervisor – Dr Sandip Deb)
 - vi) Holy Cross School (supervisor – Ms Tapasi Saha)
2. Each school should have 8 students each
3. From the 9th of February, 2024 onwards one-month long school observation would be started.
4. From 12th February to 16th February, 2024 paper evaluation in the Central University would be started and 3 (three) faculty members - Dr Sandip Deb, Ms Tapasi Saha and Ms Paushali Das would go for that.
5. In that period (12/02/24 to 16/02/24) students of 4th Semester would go for the computer classes in the main Campus of the college.
6. For signing a Memorandum of Understanding (MOU) discussion had been done with IASE, Agartala and Bhavan's Tripura College of Teacher Education, Anandanagar, Tripura but no solution came out. Principal of Holy Cross College should be informed about this.

Adjournment

The meeting was adjourned at 3:00 PM after the closing speech of the HoD.

Signature of the members present ---

MS
7/2/24

Japashli Saha
7/2/24

[Signature]
07/02/24

[Signature]
07/02/24

[Signature]
7/2/24

25.01.2024

A Teaching staff meeting of the Department of Teacher Education was held on the 25th of January, 2024 in the room no. F1-11 of Holy Cross College, Jubatara Campus at 11:00 AM. The meeting was conducted by the Principal Dr Father Benny K John CSC to discuss the following agenda ---

1. School Observation for 2nd semester
2. Reopening of the classes for 4th semester
3. Responsibilities of the faculty members
4. Organization of community services or educational tours
5. Picnic
6. Departmental News Letter publication
7. Miscellaneous

Members present were –

Ms Tapashi Saha
Dr Tomina NS
Dr Sandip Deb
Dr Biswarupa Datta
Mr Sangthangzuala Sailo
Mr Joydwip Banik
Ms Paushali Das
Ms Anindita Pal

Discussion and decisions taken:

After discussion it was decided unanimously that---

1. 7 (seven) schools were proposed to be taken for school observation and the tentative date planned for observation was 7th of February, 2024.
2. Classes for 4th semester would resume from 1st February, 2024.
3. Following new responsibilities were to be taken by the faculty members --
 - a) School Observation – Dr Sandip Deb and Ms Paushali Das
 - b) Organization of workshop, seminars and conference – Dr Tomina NS and Mr Joydwip Banik
 - c) PAR work – Dr Tomina NS and Mr S.Sailo
 - d) Meeting Minutes – Ms Paushali Das and Ms Anindita Pal
 - e) ERP – Dr Tomina NS and Dr Sandip Deb
 - f) Paper C9 (Assessment for Learning) would be taken from now on by Ms Tapasi Saha and Ms Paushali Das
 - g) Paper C10 (Inclusive Education) would be taken Ms Paushali Das and Mr Joydwip Banik
4. Faculty members had to submit research papers.
5. Departmental Newsletter had to be published
6. Places needed to be fixed for community service or educational tour
7. Date for Picnic for both the semesters were fixed on 31st January, 2024..

Adjournment

The meeting was adjourned at 12:30 PM after the closing speech of the Principal Father.

Signature of the members present

Jns
25/1/24

Japashi Saha
25/1/24

Anindita Paul
25-1-24

Chemo
25/01/24

Bois
25/01/24

Deu
25/01/24

19.01.2024

A Teaching staff meeting of the Department of Teacher Education was held on the 19th of January, 2024 in the conference room of the department at 2:00 PM. The meeting was conducted by the HoD, Ms Tapasi Saha to discuss the following agenda ---

1. Division of papers for teaching
2. Practice of Teaching
3. Resuming of classes for the 2nd Semester
4. Miscellaneous

Members present were –

Ms Tapashi Saha
Dr Tomina NS
Dr Sandip Deb
Ms Paushali Das
Dr Biswarupa Datta
Ms Anindita Pal

Discussion and decisions taken:

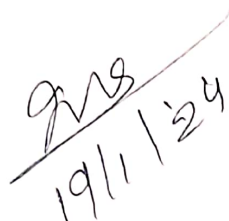
After discussion it was decided unanimously that---

1. Papers for 4th semester syllabus – C6, C8, C10, C11 and ICT which would be taught by
 - a) C6 Ms Tapasi Saha
 - b) C8 TNS And SD
 - c) C10 PD
 - d) C11 TNS and TS
 - e) EPC SD
 - f) EPC4 Ms Sangeeta
2. Papers for 2nd Semester would be taught by –
 - a) C3 Yet to be decided
 - b) C7a all teachers
 - c) C8a TNS and SD
 - d) C9 TS unit 4 & 5 and PD unit 1,2,3
 - e) EPC BD
3. Period wise attendance would have to be taken from that session
4. Theme Board for this semester had to be completed by the 2nd semester student teachers
5. Student teachers had to be oriented for Action Research.
6. Classes for 2nd semester would have to be started from 29th of January, 2024

Adjournment

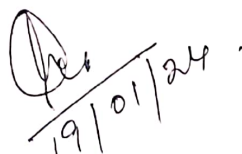
The meeting was adjourned at 12:30 PM after the closing speech of the Principal Father.

Signature of the members present


19/1/24

Jyoti Saha
19/1/24

Anindita Paul
19-1-24


19/01/24

Biswamya Datta.
19.1.24