6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions / decisions.

Response:

The curriculum development process is a multi-step, ongoing cyclical process which is carried out in a planned and systematic manner. There are many academic and administrative bodies, committees functioning in our institution. Some Administrative committee are named as Internal Quality Assurance Cell (IQAC ) , College Development Committee (CDC ),Grievance Redressal cell, Women Development cell, Anti Ragging Committee, BC Cell , Health and Hygiene committee, Writing off Committee etc all these comittees have at least one meeting in a year. Along with these,there are few academic committee like Student Council ,Planning is done Issues are discussed and resolved and minutes are kept. decisions are conveyed and implementation is done accordingly. As ours is a small unit same people, faculty members are there in different committees, ertainly, the effectiveness of various bodies, cells, and committees within a teacher training college is often reflected in the minutes of meetings and the successful implementation of their resolutions. Here are some key aspects that indicate the effectiveness of these bodies: Clear Documentation in Meeting Minutes: Comprehensive Records: Well-documented meeting minutes provide a clear record of discussions, decisions, and action items. This documentation should be comprehensive and accurately reflect the deliberations during the meetings. Timely Availability: Meeting minutes should be prepared and circulated promptly after each meeting. Timely dissemination ensures that stakeholders are informed about the outcomes and can take necessary actions. 1.Implementation of Resolutions: Action Plans: Effective bodies develop actionable resolutions and plans during their meetings. These resolutions should include specific steps, responsibilities, and timelines for implementation. Follow-Up Mechanisms: There should be mechanisms in place to follow up on the implementation of resolutions. This may involve regular progress reports, status updates, and discussions during subsequent meetings. 1.Accountability and Responsibility: Assigned Roles: Each resolution should clearly assign responsibilities to specific individuals or departments. This ensures accountability and helps in tracking progress. Monitoring Mechanisms: Effective bodies establish monitoring mechanisms to track the progress of implementation. This may involve periodic reviews, feedback sessions, or assessments of the outcomes achieved.