



Institute of Language Teaching

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Date :



Admission Committee Meeting Agenda and Minutes

Date: May 21, 2020 (Online Meeting)

Discussion of IITE Admission Process:

- Overview of the current admission process at IITE (Institute of Information Technology and Engineering).
- Examination of the key components, timelines, and requirements for prospective students.

Process for Admission Test i3T:

- Presentation and discussion on the admission test i3T (Institute of Information Technology and Engineering Entrance Test).
- Clarification on the format, subjects covered, and evaluation criteria for the admission test.

Creation of WhatsApp Group for Prospectus Awareness:

- Proposal to create a WhatsApp group to disseminate information about the admission process to prospective trainees.
- Discussion on strategies to effectively use the group for communication and answering queries.

Preparation of Admission Prospectus:

- Planning and delegation of tasks for the preparation of the admission prospectus.
- Identification of content, design, and distribution strategies for the prospectus.

Minutes:

The first meeting of the Admission Committee was held online on May 21, 2020.

Discussion of IITE Admission Process:

- The committee discussed the existing admission process at IITE, highlighting key elements such as eligibility criteria, documentation requirements, and admission timelines.

Process for Admission Test i3T:



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- A detailed presentation on the admission test I3T was provided, including the structure of the test, subjects covered, and the weighting of each section. Committee members engaged in a productive discussion on ensuring fairness and transparency in the testing process.

Creation of WhatsApp Group for Prospectus Awareness:

- The proposal to create a WhatsApp group for prospective trainees was unanimously accepted. The committee discussed strategies to make the group interactive, informative, and conducive to answering queries from potential applicants.

Preparation of Admission Prospectus:

- Tasks were assigned to committee members for the preparation of the admission prospectus. Responsibilities included content creation, design, and coordination with relevant departments for accurate and up-to-date information.

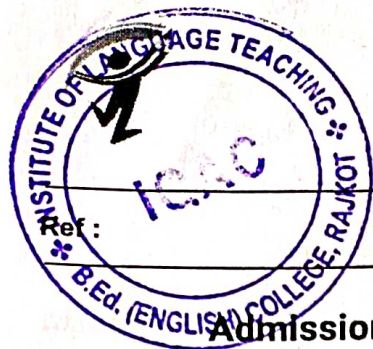
Action Items:

- Committee members to review and contribute to the draft of the admission prospectus. It will be taken care by Jiten Uddhas and Jyoti Tadavi
- Creation of the WhatsApp group for prospectus awareness, to be done by Dr.Nehal Shingala and Dipika Patel
- Further communication with the academic departments to ensure accurate and comprehensive information in the prospectus.

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21/5/20

Dr. NIDATT P. BAROT
PRINCIPAL,
INSTITUTE OF LANGUAGE TEACHING
(ENGLISH MEDIUM) B.Ed. COLLEGE, RAJKOT.



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Admission Committee Meeting Agenda and Minutes

Date: April 20, 2022

Attendees:

Principal
Admission Committee Members

Agenda:

Discussion of IITE Admission Process for Academic Year 2022-2023:

- Overview of the admission process for the upcoming academic year.
- Review of any changes in eligibility criteria, documentation requirements, and key dates.

Process for Admission Test i3T:

- Presentation and discussion on the i3T admission test for the academic year 2022-2023.
- Clarification on the structure, subjects covered, and evaluation criteria for the admission test.

Creation of WhatsApp Group for Prospectus Awareness:

- Proposal to create a WhatsApp group for prospective trainees to make them aware of the admission process at IITE University.
- Discussion on the group's purpose, content dissemination, and member engagement.

Preparation of Admission Prospectus:

- Planning and delegation of tasks for the preparation of the admission prospectus.
- Identification of content, design, and distribution strategies for the prospectus.

Conduct Mock Test for Entrance Test (B.Ed Admissions):

- Discussion and planning for the conduct of a mock test for B.Ed admissions.
- Clarification on the format, timing, and communication plan for the mock test.



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Minutes:

Discussion of IITE Admission Process for Academic Year 2022-2023:

- The committee discussed the upcoming admission process, addressing any modifications or updates for the academic year 2022-2023. The Principal provided insights into the university's vision for the admissions.

Process for Admission Test i3T:

- A comprehensive presentation on the i3T admission test was delivered, and committee members engaged in a thorough discussion regarding the structure, subjects covered, and evaluation criteria. Feedback from members was considered for refinement.

Creation of WhatsApp Group for Prospectus Awareness:

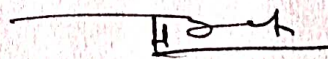
- The proposal to create a WhatsApp group for prospectus awareness was accepted. The committee discussed strategies to make the group effective, engaging, and a valuable resource for prospective students. Nehal Shingalawith Dipika Patel will manage this social media interaction.

Preparation of Admission Prospectus:

- Tasks were assigned to committee members for the preparation of the admission prospectus. Responsibilities included content creation, design, and coordination with relevant departments to ensure accurate and up-to-date information. Jiten Uddhas was given the task to prepare prospectus.

Conduct Mock Test for Entrance Test (B.Ed Admissions):

- The committee discussed the plan to conduct two mock tests for B.Ed admissions, covering details such as the format of the test, timing, and communication strategy to inform prospective B.Ed applicants.


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