

**Mundeshwari College for Teacher Education**

Sarari-Usri Road, Khagaul, Patna - 801105

(Affiliated to Aryabhata Knowledge University, Patna)



MCTE PATNA

मुण्डेश्वरी कॉलेज फॉर टीचर एजुकेशन

सरारी-उसरी रोड, खगौल, जिला-पटना-801105

आर्यभट्ट ज्ञान विश्वविद्यालय, पटना द्वारा संबद्धता प्राप्त

A Unit of Vikramshila Educational & Welfare Society, Patna

Ref. No. MCTE/IQAC/Meet-1

Date 12/09/22

## Notice

It gives me immense pleasure in informing you that Internal Quality Assurance Cell (IQAC) of Mundeshwari College for Teacher Education has been constituted on 16<sup>th</sup> September 2022 as per latest direction of UGC NAAC. All the members of the Internal Quality Assurance Cell (IQAC) are informed that a meeting of IQAC will be held on 24<sup>th</sup> September 2022 at 03:00 PM in the staff room of the college. All IQAC members are requested to be present on time.

Thanks

(Kumari Shashi Singh)

IQAC Co-Ordinator

M.C.T.E., Patna





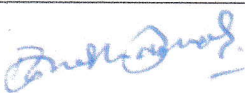

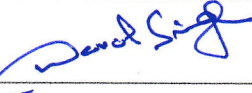


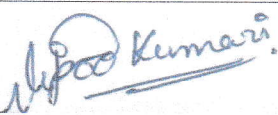
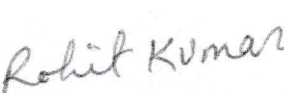
**IQAC Co-ordinator**  
**MCTE, Patna**

MCTE PATNA

### MINUTES OF THE IQAC MEETING FOR THE ACADEMIC YEAR 2022-23

A meeting of Internal Quality Assurance Cell (IQAC) was held on 24<sup>th</sup> September 2022 in the staff room of Mundeshwari College for Teacher Education at 03:00 PM.

The following members were present in the meeting:-

Sl. No.	Name	Designation	Signature
1.	Dr. Kumari Sunita Singh	Principal; Chairperson	
2.	Mrs. Kumari Shashi Singh	Asst. Professor; Co-Ordinator	
3.	Mrs. Noushia Tabassum	Asst. Professor; Teaching Member	
4.	Mrs. Anjana Kumari	Asst. Professor; Teaching Member	
5.	Dr. Dinesh Kumar	Asst. Professor; Teaching Member	
6.	Mr. Praveen Kumar	Asst. Professor; Teaching Member	
7.	Mr. Deval Singh	Member- Management	
8.	Mr. Amal Singh	Nominee from Local Society	
9.	Mr. Sanjay Singh	Nominee from Industry	
10.	Ms. Nipoo Kumari	Nominee from Student	
11.	Mr. Rohit Kumar	Nominee from Alumni	



24/9/22

**Agenda of the meeting were discussed in detail and following decisions were made:**

**Agenda 1: Discussion about the strategies, functions and goals of IQAC.**

- IQAC Co-Ordinator Kumari Shashi Singh greeted all the members and invited their view points on the topic. The agenda was presented before all the members regarding the way forward of IQAC and it was readily agreed by all the members that the primary goal of IQAC is to assess the availability of Infrastructure in the college and the collective steps taken towards the upliftment of the college and setting a benchmark amongst teacher education institutions. All the though process was keenly observed by the Principal and the IQAC Co-Ordinator.

**Agenda 2: Discussion about In House Curriculum planning.**

- Discussion about the implementation of B.Ed. teacher education curriculum through collaborative discussions. Organize meetings to plan, execute, and evaluate curricular activities each year, focusing on local needs and the institution's vision and mission.

**Agenda 3: Discussion on making class time table and preparation of academic planning for newly admitted student's session 2022-24.**

- After a detailed discussion on the above said agenda, it was decided by the members to follow the University Academic Calendar and prepare class routine and time-table of classes of newly admitted students.

**Agenda 4: Recruitment process for Faculties.**

- Keeping the N.C.T.E. requirements and Aryabhata Knowledge University guidelines, it was unanimously decided that the process of recruitment for the post of Assistant Professor needs to expedite. For this, Principal has asked to prepare the advertisement inviting applications and also a letter to University for its representative.

**Agenda 5: Orientation programme for B. Ed. 1st year**

- Discussion was held on organizing the Orientation Program for the session 2022-24. The onus of organizing this program was given to Mrs. Kumari Shashi Singh (Co-Ordinator) and was asked to report with the itinerary of the program to the Principal.

**Agenda 6: Discussion on Syllabus printing for 2022-24 session.**

- It was cohesively decided to print the syllabus for the current batch and distribute it to the students to have a fair understanding of the topics before class resumes. It would help the student to better understand the course structure.

**Agenda 7: Discussion on conducting Bridge Course for B.Ed. 1<sup>st</sup> Year.**

- In the meeting, conducting Bridge Course for B.Ed. 1st Year was discussed at length. It was emphasized by the Principal and the Co-Ordinator that the students need to have a holistic understanding of the B.Ed. 2 year syllabus before they take up the course.

**Agenda 8: Commencement of B.Ed. Classes for B.Ed. 2<sup>nd</sup> Year Students.**

- It was cohesively decided in the meeting that the regular classes for B.Ed. 2nd Year Students to be started within the next week. Mrs. Noushia Tabassum was handed over the responsibility to devise the time-table for 2nd year classes.

**Agenda 9: Discussion about organizing seminars, workshops and awareness programs**

**In the college.**

- It was explained by the IQAC Co-Ordinator Kumari Shashi Singh that faculty development is a vital requirement to excel in the field of education among B.Ed. Colleges. For this purpose Seminars, Workshops and Awareness Programs be organized on a timely basis by which the faculty members and students gets benefitted for their overall development. It was decided without a veto that an extensive FDP ICT Training for Teachers, Non-Teaching and students program should be conducted in college.

### **Agenda 10: Orientation Program for Faculties**

- Principal, M.C.T.E., discussed about organizing an orientation program for the newly recruited faculties so that they are accustomed to the college working culture and the management. The orientation program needs to be planned & executed by Mrs. Kumari Shashi Singh (Co-Ordinator).


### **Agenda 11: Educational Survey (Book Fair)**

- Decision around organizing a trip to Book Fair for the B.Ed. students was taken unanimously in the meeting and it was readily agreed by all the members to take the students to the ongoing Book Fair.

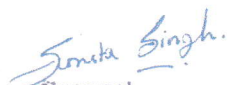
### **Agenda 12: Educational Excursion.**

- As a part of holistic development of the students, the committee decided to take the students of B.Ed. course to an educational excursion. The responsibility of planning such as transport, fooding and lodging was given to Mr. Arvind Kumar.

Kumari Shashi Singh, Co-Ordinator, IQAC thanked all the members including chair and hence the meeting was concluded.

  
**IQAC Co-ordinator**  
**MCTE, Patna**

**Kumari Shashi Singh**  
**IQAC Co-Ordinator**

  
**Principal**  
Mundeshwan College for Teacher Educator  
Sarari, Patna-801105

**Dr. Kumari Sunita Singh**  
**Principal**