



MCTE PATNA

Mundeshwari College for Teacher Education

Sarari-Usri Road, Khagaul, Patna

(Affiliated to Aryabhata Knowledge University, Patna)

6.1.3

**Reports indicating the efforts made by the institution towards
maintenance of transparency**

Reports

This report offers a comprehensive analysis of the institution's dedication to transparency in its financial, academic, administrative and auxiliary functions. Through the concerted efforts of the Finance Committee, Academic Committee, Examination Committee and Office Administration Committee, the institution upholds accountability and excellence in all its operations. By embracing advanced technologies, complying with regulatory standards, and fostering open communication, the institution demonstrates its leadership in higher education and unwavering commitment to integrity, serving as a benchmark for transparency in the education sector.

Financial Transparency: -

- MCTE conducts Internal and External financial audits conduct regularly.
- Audit gets conducted at the end of each financial year.
- It also includes assessing the accounting principles used, management estimates and evaluate overall financial statements.
- Based on such audit, auditors issue audit report to Mundeshwari College for Teacher Education.
- MCTE is responsible for all the expenditure related with the purchase material of the institution. Quotations are taken from numerous distributors.
- Digital transactions are made for staff salary and students' fee.
- Records for the fees are also maintained manually.
- The institution has online financial management system.
- Hence every income and expenditure have an internal check and internal audit.
- Periodical internal auditors do internal audit verifying the related receipts, vouchers, bills, etc. and the external audit is also done by auditors by an authorized C.A.
- The system of maintaining accounts except petty cash is done by bank transactions. Thus, it ensures a multi-layered approach to transparency.

Sumita Singh.
Principal

Mundeshwari College for Teacher Education
Sarari, Patna-801105

Academic Transparency: -

Teaching and learning scenario of any institution relies totally on the strength of the curriculum and its execution with vigilant care. Holistic development of the Student teachers focuses on teaching or practicing this framework.

- Every year the timetable committee of the institution prepares timetable as per the guidelines of academic calendar.
- The timetable is prepared prior to the commencement of classes and it is communicated to the concerned teachers to give them time to plan and execute the syllabi with utmost perfection. Teachers prepare the year plan year wise.
- After the allotment, the faculty diligently makes a comprehensive teaching plan considering the competencies and learning outcomes of students.
- Subject allotment to the faculty is done as per their qualification and subject specialization. Faculty delivers the curriculum using different teaching methods such as experiential, participative, problem solving, Brain storming, online mode focused group discussion.
- Students are also acquainted with seminars, workshops, orientation programs, morning assemblies, celebration of national and international days, quiz competitions, excursions and other techniques; to provide exposure, enhancing skills, competencies.
- The focus of control remains on using appropriate teaching strategies to ensure completion of the course well in time.

Sumita Singh.
Principal

Mundeshwan College for Teacher Education
Sarani, Patna-801105

Administrative and Auxiliary Transparency: -

The college Principal Dr. Kumari Sunita Singh forms various committees to ensure the maintenance of the infrastructure. It is a common practice to receive Suggestions and demands received from students, teachers and faculty members regarding infrastructure maintenance.

- A hierarchical system with clearly defined duties and responsibilities is set up.
- The coordinators are free to form teams from faculty members for effective functioning of the system.
- The campus maintenance is monitored through surveillance cameras.
- The college campus is maintained by the various committees of the college which looks after general cleanliness, support facilities like notice boards, drinking water, waste management and other facilities for students.
- Grievance Redressal mechanism for students and faculty ensuring that any concerns are addressed promptly and fairly.
- Proper documentation including receipts for any contributions is provided to parents, ensuring transparency in all financial dealings.

Sunita Singh.
Principal

Mundeshwan College for Teacher Education
Sarani, Patna-801105