

Ref. No. MCTE/22/002-A

Date 25/07/2022

**Constitution of MINORITY/OBC CELL**

The Mundeshwari College for Teacher Education has constituted the MINORITY/OBC CELL as per the guidelines provided by the NAAC for the overall betterment of the students during 2022. The primary objective of the Cell is to empower the MINORITY/OBC students in the college. They are encouraged to avail the facilities provided by the Dept. of Welfare, Govt. of Bihar. They are also encouraged to enrol for various career orientation programs, which would equip them with the necessary skills to choose a career option.

- (a) The MINORITY/OBC Cell consists of:
- |                                    |             |
|------------------------------------|-------------|
| (i) Principal                      | Chairperson |
| (ii) Others nominated by Principal | Member      |
- (b) Objectives :
- To counsel and guide Minority/OBC students and help them to manage academic and personal issues of college life effectively.
  - To ensure provisions of an environment where all such students feel safe and secure.
  - To provide the mechanism to redress the grievance of Minority/OBC students, if any.
  - To ensure protection and reservation as provided in the constitution of India.
  - To arrange for special opportunities to enhance the career growth
  - To aware the Minority/OBC students regarding various scholarships program of State Govt. and UGC.
  - To take such follow up measures to achieve the objectives and targets lay down by the Govt. of India and the UGC.
- (c) The Cell shall meet as often as necessary.
- (d) A written notice of every meeting together with the agenda shall be circulated by the Chairperson of the Cell to its members at least three days before the meeting. The Chairperson may include any item on the agenda for which the notice could not be given.
- (e) The Chairperson may call an emergent meeting at short notice whenever needed.
- (f) The Chairperson shall preside over every meeting of the Cell. In his absence, the senior most Professors present shall preside over the meeting.
- (g) The quorum for the meeting shall be one-third of its total members.

- (h) The ruling of the Chairperson of the Cell with regard to all questions of procedure shall be final.
- (i) The minutes of the proceedings of the Cell shall be drawn up by a member of the Cell and circulated amongst all members within a week.
- (j) Provided that any such minutes shall not be circulated if the Chairperson of the Cell considers such circulation prejudicial to the interest of the Institute.
- (k) The Director will review the working of the Cell on quarterly basis.

The members of the Cell (Session 2022-23) and their Roles and Responsibilities are given below;

Sl. No.	Name	Designation
1.	<b>Dr. Kumari Sunita Singh</b>	<b>Chairperson; Principal</b>
1.	<b>Mrs. Noushia Tabassum</b>	<b>Convenor-Asst. Professor</b>
2.	Mr. Sanjeev Kumar	Asst. Professor-Member
3.	Mr. Krishna Prasad	Asst. Professor-Member
4.	Mr. Kundan Kumar	Asst. Professor-Member
5.	Ms. Ismat Shifa	Student-Member
6.	Ms. Sumaiya Matin	Student-Member

*Handwritten signatures and initials:*  
 SK (for Sunita Singh)  
 N. Tabassum (for Mrs. Noushia Tabassum)  
 IS (for Ismat Shifa)  
 Sumaiya (for Ms. Sumaiya Matin)

Activities:

- To collect reports and information of State Govt. and UGC's orders on various aspects of education, employment of Minority & OBC Students.
- To circulate State Govt. and UGC's decisions about different scholarship programs.
- To communicate with the students and motivate them for better future planning.

*Handwritten signature:* Sunita Singh  
 25/7/22  
 Chairperson

MCTE, Patna

Principal

Mundeshwari College for Teacher Education  
 Sarani, Patna-801105

*Handwritten signature:* N. Tabassum  
 25/07/22

Convenor

Minority/OBC Cell