

Ref. No. MCTE/22/ADC-01

Date 14/07/22

**ADMINISTRATIVE COMMITTEE**

The Governing Body of Mundeshwari College for Teacher Education constituted an Administrative Committee as per the directives of UGC. The primary objective is to help ensure a college runs smoothly by addressing administrative functions and making decisions. The committee's input is important for the college's life.

**Objectives:**

- **Support students:** Provide guidance and support to students facing personal or academic difficulties.
- **Plan events:** Organize events and activities that promote the physical, mental, emotional, and social well-being of students.
- **Review policies:** Review policies on curriculum development, teaching and learning quality, and assessment for learning.
- **Monitor learning:** Monitor and follow up on students' learning outcomes.
- **Promote teaching methods:** Introduce and promote different teaching methods.
- **Set up reward systems:** Set up academic reward systems.
- **Monitor student data:** Monitor students' personal data and other learning experiences.
- **Enhance teaching efficiency:** Promote a transparent appraisal system to enhance teaching efficiency.

**Other functions of an administrative committee include:**

- Reviewing the admission process.
- Supervising academic affairs.
- Maintaining official records.
- Maintaining and auditing financial flows and records.
- Maintaining and constructing campus buildings.
- Maintaining the campus grounds.

- Ensuring the safety and security of people and property on the campus.
- Supervising and supporting campus computers and network.

The members of the Committee (Session 2022-23) are given below;

Sl. No.	Name	Designation
1.	<b>Dr. Kumari Sunita Singh</b>	<b>Chairperson; Principal</b>
2.	<b>Mr. Gautam Kumar</b>	<b>Convenor; Asst. Prof.</b>
3.	Mrs. Archana Kumari	Member; Asst. Prof.
4.	Mr. Amit Kumar	Member; Student
5.	Ms. Sheela Kumari	Member; Student

*Ar*  
*Amit*  
*Sheela*

*Sunita Singh.*  
*Chairperson*  
*14/7/22*  
MCTE, Patna

*Gautam Kumar*  
Convenor  
Administrative Committee