



Mundeshwari College for Teacher Education

Srari-Usri Road khagaul, Patna

*Affiliated to Aryabhatta Knowledge University, Patna*

## **6.2.4 Action taken report with seal and signature of the principal**



A Unit of Vikramshila Educational & Welfare Society, Patna

Ref. No. ....

Date .....

**Agenda of the meeting:**

1. To approve the minutes of the last meeting of the Governing Body.
2. To approve the appointed of new teachers.
3. To fill the vacancies of Assistant Professor and other teaching and non-teaching employees.

After the exchange of pleasantries and introduction, the following Agenda items were taken up for discussion and decision:

**Agenda No-1**

To approve the minutes of the last meeting of the Governing Body.

**Decision-** Dr. Sunita Singh (Principal) presented the MOM of the last Governing body meeting before the Board and briefed about the agenda discussed in that meeting. Also she briefed about the progress after that meeting.

The Chairman, Sri Samrendra Singh approved the MOM and directed that,

- I. All members of the college should look for the ways to rationalize and optimize the expenses.
- II. Stick to the expenses for Academic Activities as per directives of the Govt. of Bihar.

**Agenda No - 2.**

To approve the appointed of new teachers.

**Decision-**Dr. Sunita Singh (Principal) briefed the board by saying that among the applicants appeared for the interview, the panel of candidates is being recommended for the appointment on the basis of their performance before the selection committee. The selection committee conducted interview of nine candidates against the designated vacancies, out of which four deserving candidates have been short listed. Selection process was done strictly as per the NCTE 2014 to 2017 rules and regulations and others if any

**Agenda No-3**

To fill the remaining vacancies of teaching staff.

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15/2/23

*Bi.*  
19/2/23

*ist*  
19/2/23

*Amabingh*  
19/2/23

*R/S*  
19/2/2023  
*Sunita Singh*  
19/02/2023

*Arind Kumar*  
19. 2. 2023


A Unit of Vikramshila Educational & Welfare Society, Patna

Ref. No. ....

Date .....


**Decision-**Dr. Sunita Singh (Principal) briefed the board regarding the remaining vacancies of teaching staff .Chairman, Sri Samrendra Singh raised the concern regarding the appointment of remaining teaching staff and directed Dr. Sunita Singh (Principal) to fill the vacancies as early as possible as per the revised norms of NCTE .

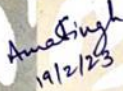
At the end, Sri Samrendra Singh, Chairman extended vote of thanks to all the members present in the meeting for giving their valuable time and sharing their views & inputs.


  
Dr. Rajeev Ranjan  
(University Representative,  
Aryabhata Knowledge  
University, Patna)


SDO, Danapur, Patna  
(Govt. Official)


  
Sri. Samrendra Singh  
(Chairman)

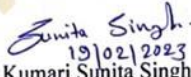
  
Mr. Deval Singh  
(Vice Chairman)

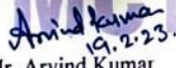
  
Mr. Amal Singh  
(Secretary)

  
Prof. (Dr.) R. K. Singh  
(Academician, Co-Opted  
Member)

  
Mr. Sanjay Singh  
(Member)

  
Mrs. Kumari Shashi Singh  
(Teacher's Representative  
Cum Joint Secretary)

  
Dr. Kumari Sunita Singh  
(Principal)

  
Mr. Arvind Kumar  
(Representative- Non-Teaching  
Employees)

**MCTE PATNA**

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

**Agenda 1: Proceeding of the Last Meeting.**

- IQAC Co-Ordinator Kumari Shashi Singh greeted all the members to the IQAC meeting. Members undividedly confirmed the proceedings (minutes) of last meeting held on 16<sup>th</sup> December 2022.

**Agenda 2: Discussion about signing MoU with other Institutions.**

- A detailed discussion was made around signing the MOU with other educational institutions. Colleges need to be shortlisted basis the available resources. IQAC Co-Ordinator laid emphasis on improving education standards through co-operation on educational projects. She also explained on how the MoU can promote research and knowledge exchange.

**Agenda 3: Organizing Seminar on National Days.**

- 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.

**Agenda 4: Holi Celebration/ Milan**

- As the festival of Holi is round the corner, the same was discussed in the meeting to organize a "Holi Milan Samaroh" in the campus so that the students feel engaged in co-scholastic areas. Mrs. Bandana Prakash was given the responsibility to manage the event by the Principal and report to the committee at the earliest.

**Agenda 5: Organizing Cultural Events on Bihar Diwas.**

- After a detailed discussion on the above said agenda, it was decided that Poetry, Painting & Singing competition to be organized on the occasion of Bihar Diwas. Dr. Dinesh Kumar was given the responsibility to plan the activities around the same and report it to the Principal before the stipulated time frame.

*Jonita Singh.*  
Principal

Mundeshwan College for Teacher Educator  
Sarani, Patna-801105

**Agenda 6: Decoration of House Boards**

- It was cohesively decided to engage the students to decorate the house boards of each house in accordance with their subject faculty. The same will be observed by IQAC Co-Ordinator.

**Agenda 7: Workshop for School Practical Work**

- In the meeting, all the members felt the need of organizing Workshop for students so that they can be well versed with the Practical work that needs to be carried out while doing their Internship program. The members were asked to participate in the workshop and provide students with know-how of the School Practical Work.

**Agenda 8: School Contact Programme for B.Ed. 1st year**

- It was cohesively decided in the meeting that the roster around preparing the School Contact Program be prepared. All the necessary arrangements need to be done before hand. Mr. Arvind Kumar was handed over the responsibility for smooth conduct of School Contact Programme.


**Agenda 9: Organizing Remedial Classes for both B.Ed. 1st & 2nd Year.**

- It was explained by the IQAC Co-Ordinator Kumari Shashi Singh that how organizing these classes help in identifying specific areas where a student is weak and provide focused instruction to overcome these gaps. When effectively implemented, remedial education can significantly improve a student's learning outcomes, boosting their confidence and academic performance. The responsibility of organizing Remedial Classes rests with Ms. Reena Kumari who needs to report to Principal about the class schedule.

**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**  
**Saran, Patna-801105**

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

## **Minutes of Meeting**

Date: 28<sup>th</sup> September 2022

Venue: Principal office

Time: 12:30pm

### **Agenda as per programme mentioned below:**

1. Introduction and welcome
2. Explanation of the purpose and objective
3. Discussion on proposed curriculum modification to enhance personality of student teacher.
4. Review and analysis of feedback collected from stake holders.
5. Implementation of new plan.

### **Proceeding of the meeting:**

#### **1. Introduction and welcome**

The Meeting was called on by the IQAC Coordinator. The IQAC coordinator welcomed all the attendees. The attendees introduced themselves along with their roles and experience in the organization.

#### **2. Explanation of the Purpose and Objectives:**

The Principal provided an overview of the purpose and objectives of the Board of studies. The committee's main aim is to review and enhance the existing curriculum to ensure its alignment with current educational standards, promote student engagement, and foster effective learning outcomes.

#### **3. Discussion on proposed curriculum modification to enhance personality of student teacher.**


The proposed curriculum modification was presented in front of the IQAC committee and the other stakeholders. The attendees provided their concerns and insights regarding the inclusion web developer course in the curriculum.

#### **4. Review and analysis of feedback collected from stake holders.**

The rationale behind the modification was explained to the IQAC committee and stake holders also feedback was taken from the concerned person. The analysis feedback form was done after collecting feedback from each stake holders.

#### **5. Implementation of new plan**

The BOS Chairman summarized the key takeaways from the meeting, highlighting the valuable feedback received from the stakeholders.

  
Principal  
Mundeshwan College for Teacher Educator  
Saran Patna-801105

## Minutes of Meeting

Date: 3<sup>rd</sup> October 2022

Venue: Staff Room

Time: 1:30pm

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

### **Agenda as per programme mentioned below:**

1. Curriculum of B.Ed. Programme modified as well as modification of self-study course.
2. Making Academic calendar for new session
3. Inclusion of new Value Added Courses
4. Collaborations with NGOs
5. Planning related to Outreach Programmes in coming session

### **Points discussed during the meeting**

1. Introduction and welcome. The attendees introduced themselves along with their roles and experience in the organization.
2. The proposed curriculum modification was presented in front of the planning committee and the other stakeholders. It was decided to add more self-study courses to the curriculum from next session.
3. It was decided to plan the activities of the Academic year 2022-23 taking into consideration the goals of strategic plan.
4. It was decided that to explore more value added course for the B.Ed. programme in coming session.
5. It was discussed to have more collaboration with NGOs and organize programmes of mutual interest.
6. It was decided to conduct more extension and outreach programmes in the ~~Khagaul~~ village.

  
Principal  
Mundeshwan College for Teacher Educator  
Saran, Patna-801105

## Mundeshwari College for Teacher Education

Sarari-Usri Road, Khagaul, Patna – 801105

(Affiliated to Aryabhata Knowledge University, Patna)



मुण्डेश्वरी कॉलेज फार टीचर एडुकेशन

सारा-उसरी रोड, खगौल, जिला-पटना-801105

आर्यभट्ट ज्ञान विश्वविद्यालय, पटना द्वारा संबद्धता प्राप्त

A Unit of Vikramshila Educational & Welfare Society, Patna

### Minutes of Meeting

A meeting of Student Grievance and Redressal Cell meeting was held on 15.02.2023 in the Principal's chamber from 03:00 PM.

The following members were present in the meeting:-

Sl. No.	Name	Designation
1	Dr. Kumari Sunita Singh	Principal; Chairperson
2	Kumari Shashi Singh	Asst. Prof.; Coordinator
3	Dr. Dinesh Kumar	Asst. Prof.
4	Praveen Kumar	Asst. Prof.
5	Shambhavi Spriha	Student-Member
6	Bhishm Narayan Singh	Student-Member

Agenda of the meetings were discussed in detail and following are the actions taken:

#### **Agenda 1: Agenda of the previous meeting.**

In the last meeting the students has raised concerns about the maintenance of the ICT Lab as some of the systems were not working. The solution has been provided by the IT team and is now in ready condition. Also, the overall cleanliness of the lab is been done regularly with a constant vigil on the same.

#### **Agenda 2: Repair of the Water Filter**

The students raised concern about the repair of the water filter which has been causing serious problems to the students as well as the staff. This has been a constant issue which gets resolved and then re-occurs. The Principal asked the Office Assistant to get it repaired through a trusted service provider or the Water filter company itself so that it can be taken care off once and for all.

  
IQAC Coordinator  
MCTE, Patna

Kumari Shashi Singh  
Co-Ordinator

  
Principal  
Mundeshwari College for Teacher Education  
Sarari, Patna-801105

Dr. Kumari Sunita Singh  
Principal