



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

*Archana Kumari*  
*Amit*  
*Sheela*

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

*Gautam Kumar*  
Convenor  
Administrative Committee



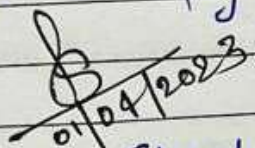
# Notice

Ref. No. - MCTE/23/ADC-02

Date: 01/04/23

This is to inform to all the members of the Administrative Committee that a meeting is proposed on 04/04/2023 (Tuesday) at 03:00 PM in the College Staff room. All the members of the Committee are hereby informed to be present in the meeting.

Thanks & Regards,

  
(Kumari Shashi Singh)  
IQAC Co-ordinator  
M.C.T.E., Patna



## Mundeshwari College for Teacher Education

Sarari-Usri Road, Khagaul, Patna - 801105  
Affiliated to Aryabhata Knowledge University, Patna

Ref. No. MCTE/24/ADC-03

Date: 04/04/2023

### RESOLUTION/ATR - ADMINISTRATIVE COMMITTEE

#### NOTIFICATION

With the onset of new academic session, Mundeshwari College for Teacher Education has restructured the members of the Committee. It is a policy matter of Mundeshwari College for Teacher Education that to restructure the Administrative Committee every year. The new members of the Committee for the Session 2023-24 are given below;

The members of the Committee (Session 2023-24) are given below;

Sl. No.	Name	Designation
1.	Dr. Kumari Sunita Singh	Chairperson; Principal
2.	Mr. Gautam Kumar	Convenor; Asst. Prof.
3.	Mrs. Archana Kumari	Member; Asst. Prof.
4.	Mr. Ritesh Kumar	Member; Student
5.	Ms. Snehlata Mishra	Member; Student

*Sunita Singh*  
4/4/23  
Chairperson  
MCTE, Patna

*Gautam Kumar*  
Convenor  
Administrative Committee



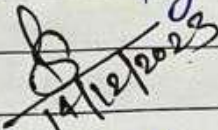
# Notice

Ref. No. - MCTE/23/ADC-04

Date: 14/12/23

This is to inform to all the members of the Administrative Committee that a meeting is proposed on 18/12/2023 (Monday) at 03:00 PM in the college staff room. All the members of the Committee are hereby informed to be present in the meeting.

Thanks & Regards

  
14/12/2023

(Kumari Shashi Singh)  
IQAC Co-ordinator  
M.C.T.E., Patna



## Mundeshwari College for Teacher Education

Sarari-Usri Road, Khagaul, Patna - 801105

Affiliated to Aryabhatta Knowledge University, Patna

Ref. No. MCTE/23/ADC-04

Date: 18/12/2023

With the onset of new academic session, Mundeshwari College for Teacher Education has restructured the members of the Committee. It is a policy matter of Mundeshwari College for Teacher Education that to restructure the Administrative Committee every year. The new members of the Committee for the Session 2024-25 are given below;

The members of the Committee (Session 2024-25) are given below;

Sl. No.	Name	Designation
1.	Dr. Kumari Sunita Singh	Chairperson; Principal
2.	Reena Kumari	Convenor; Asst. Prof.
3.	Mrs. Neetu Rai	Member; Asst. Prof.
4.	Mr. Dheeraj Kumar	Member; Student
5.	Ms. Snehlata Mishra	Member; Student

Neetu  
Dheeraj  
Snehlata

Sunita Singh  
Chairperson  
18/12/23  
MCTE, Patna

Reena K.  
18/12/2023  
Convenor  
Administrative Committee



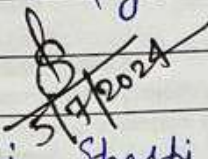
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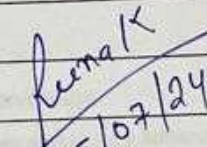
Ref. No. - MCTE/24/ADC-06

Date: 05/07/2024

This is to inform to all the members of the Administrative Committee that a meeting is proposed on 08/07/2024 (Monday) at 03:00 PM in the College Staff Room. All the members of the committee are hereby informed to be present in the meeting.

Thanks & Regards,

  
(Kumari Shashi Singh)  
IO AC Co-ordinator  
M. C. T. E., Patna

  
Kumari K  
05/07/24



## Mundeshwari College for Teacher Education

Sarari-Usri Road, Khagaul, Patna - 801105

Affiliated to Aryabhatta Knowledge University, Patna

Ref. No. MCTE/24/ADC- 07

Date: 08/07/2024

### RESOLUTION/ATR ADMINISTRATIVE COMMITTEE

It is our pleasure to inform you that the meeting of Administrative Committee was held on 08/07/2024 at 03:00 PM in Principal's Chamber. The agenda of the meeting is enclosed herewith. The members of the meeting are as follows:

Sl. No.	Name	Designation
1.	Dr. Kumari Sunita Singh	Chairperson; Principal
2.	Reena Kumari	Convenor; Asst. Prof.
3.	Mrs. Neetu Rai	Member; Asst. Prof.
4.	Mr. Dheeraj Kumar	Member; Student
5.	Ms. Snehlata Mishra	Member; Student

Neetu  
Dheeraj  
Snehlata

### The Agenda & Resolution of the Meeting:

#### 1. Infrastructure Maintenance:

Review of ongoing maintenance projects and identification of areas requiring immediate attention.

**Action:** The College engineer to prepare a detailed estimate for necessary repairs and submit to the Principal.

#### 2. Staff Matters:

##### Leave Management:

Review of pending leave applications and policy regarding casual leave usage.

**Decision:** To implement a more streamlined leave application process and ensure adherence to leave policies.

#### 3. Faculty Development Programs:

Update on upcoming faculty development programs and proposed participation.

**Action:** Faculty members to identify relevant workshops and submit proposals for participation.

#### 4. Other Matters:

**NAAC Accreditation:** Discussion on preparations for the upcoming NAAC accreditation process.

**Action:** All departments to submit self-assessment reports to the IQAC Coordinator.

Dr. Sunita Singh  
Chairperson  
8/7/24  
MCTE, Patna

Reena K.  
08/07/24  
Convenor  
Administrative Committee