

Mundeshwari College for Teacher Education

Sarari-Usri Road, Khagaul, Patna - 801105

(Affiliated to Aryabhata Knowledge University, Patna)



MCTE PATNA

मुण्डेश्वरी कॉलेज फार टीचर एजुकेशन

सरारी-उसरी रोड, खगौल, जिला-पटना-801105

आर्यभट्ट ज्ञान विश्वविद्यालय, पटना द्वारा संबद्धता प्राप्त

A Unit of Vikramshila Educational & Welfare Society, Patna

Ref. No.MCTE/IQAC/2022 -054 A

Date 13/12/2022

Notice

All the members of the Internal Quality Assurance Cell (IQAC) are informed that a meeting of IQAC will be held on **16th December 2022 at 03:00 PM** in the staff room of the college. All IQAC members are requested to be present on time.

Thanks

(Mrs. Kumari Shashi Singh)

Co-Ordinator IQAC

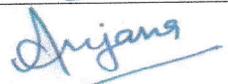
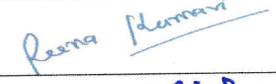
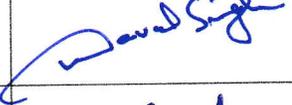
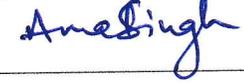
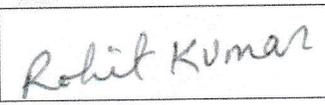
M.C.T.E., Patna

IQAC Co-ordinator
MCTE, Patna

MINUTES OF THE IQAC MEETING FOR THE ACADEMIC YEAR 2022-23

A meeting of Internal Quality Assurance Cell (IQAC) was held on 16th December 2022 in the staff room of Mundeshwari College for Teacher Education at 03:00 PM.

The following members were present in the meeting:-

Sl. No.	Name	Designation	Signature
1.	Dr. Kumari Sunita Singh	Chairperson	
2.	Mrs. Kumari Shashi Singh	Co-Ordinator	
3.	Mrs. Noushia Tabassum	Teaching Member	
4.	Mrs. Anjana Kumari	Teaching Member	
5.	Dr. Dinesh Kumar	Teaching Member	
6.	Mr. Praveen Kumar	Teaching Member	
7.	Ms. Reena Kumari	Teaching Member	
8.	Mr. Deval Singh	Member-Management	
9.	Mr. Amal Singh	Nominee from Local Society	
10.	Mr. Sanjay Singh	Nominee from Industry	
11.	Ms. Komal	Nominee from Student	
12.	Mr. Rohit Kumar	Nominee from Alumni	

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

Agenda 1: To confirm the proceedings of the last meeting.

- IQAC Co-Ordinator Kumari Shashi Singh greeted all the members present in the IQAC meeting. All the members unanimously confirmed the proceedings (minutes) of last meeting held on 24th September 2022. The previous actionable were discussed in detail.

Agenda 2: Discussion about celebrating Christmas celebration.

- Discussion was held among on celebrating Christmas and organizing activities around it. The celebration shall be organized on 24th December 2022.

Agenda 3: Discussion about conducting Micro Teaching Workshop.

- There was a detailed discussion with members for conducting Micro-Teaching Workshop. The faculties are advised to help trainees practice specific teaching skills in short lessons for small groups. This workshop shall be conducted by Mrs. Anjana Kumari (Faculty) under guidance of the Principal & IQAC Co-Ordinator.

Agenda -4: Discussion on organizing Seminar on National days.

- After a comprehensive discussion with all members, it was emphasized that Organizing Seminar on National days is a key activity in B.Ed. curriculum. Members were collectively asked to prepare the performa of the Seminar for the upcoming National Events.

Agenda 5: Conducting Mid Term Examination (Schedule, Question, Result)

- The members were of collective opinion that it is important to gauge the academic progress of the teacher trainees. All the faculties were asked to prepare the Question Paper for the Mid-Term examination and submit it with Library within a stipulated time frame. Mr. Vibhuti Kumar Singh (Asst. Professor) was given the responsibility to prepare the date sheet for the examination and communicate the same to the committee.

Agenda 6: Republic Day and Basant Panchmi Celebration

- The festival of Republic Day & Basant Panchmi is approaching and it was discussed in the meeting about the activities planned around that day. Dr. Dinesh Kumar was handed over the responsibility to organize the function involving student participation.

Agenda 7: Workshop on Yoga, Meditation & Healthy Habits.

- It was unanimously decided that capability enhancement such as Yoga, Meditation & other healthy habits would be introduced along with the academic calendar and students made aware about the benefits that they can derive from inculcating Yoga, Meditation & other healthy habits.

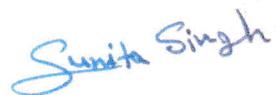
Agenda 8: School Internship for B.Ed. 2nd Year (DO Permission, Approval from schools and preparation of student list).

- IQAC Co-Ordinator voiced her opinion on planning the School Internship Program for B.Ed. 2nd Year students. Mr. Arvind Kumar was asked to draft a letter to DO, Schools for approval. Also, a list needs to be prepared of the students who will be visiting different schools.

Kumari Shashi Singh, Co-Ordinator, IQAC thanked all the members including chair and hence the meeting was concluded.



IQAC Co-Ordinator



Principal

Agenda 6: Republic Day and Basant Panchmi Celebration

- The festival of Republic Day & Basant Panchmi is approaching and it was discussed in the meeting about the activities planned around that day. Dr. Dinesh Kumar was handed over the responsibility to organize the function involving student participation.

Agenda 7: Workshop on Yoga, Meditation & Healthy Habits.

- It was unanimously decided that capability enhancement such as Yoga, Meditation & other healthy habits would be introduced along with the academic calendar and students made aware about the benefits that they can derive from inculcating Yoga, Meditation & other healthy habits.

Agenda 8: School Internship for B.Ed. 2nd Year (DO Permission, Approval from schools and preparation of student list).

- IQAC Co-Ordinator voiced her opinion on planning the School Internship Program for B.Ed. 2nd Year students. Mr. Arvind Kumar was asked to draft a letter to DO, Schools for approval. Also, a list needs to be prepared of the students who will be visiting different schools.

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