

Ref. No.

Date



PLACEMENT CELL

Ref. No: MCTE/2022/002-PC

Date: 20.08.2022

Mundeshwari College for Teacher Education, Patna has a well-functioning Placement Cell. The Placement Cell was formed through IQAC on the 20th August 2022 to benefit the trainees of the college about information and guidance related to placement. The Placement cell is an integral part of the college organizational structure. The main responsibility of the cell is to place the right candidate in the right organization. The cell identifies the qualities, preferences, talents and traits of the student teachers which help during the time of placement.

The Placement cell helps the students to enhance their soft skills, groom and prepares the students for interviews and demonstration lessons. Along with this, the cell also identifies suitable potential employers/institutes and helps them achieve their hiring goals. The cell organizes activities concerning career planning and acts as a bridge between students, alumni and employers.

OBJECTIVES

- To orient the students about the trends in teaching career
- To orient students about the requirements of various school boards
- To disseminate information on the career opportunities in various school boards.
- To have close liaison with the schools for placement of students.
- To gather the information about the schools that require the skilled teachers
- To create the database of probably recruiters
- To arrange for campus interviews
- To collect feedback from the schools coming for the placements
- To document the details of the recruitment
- To keep a track on the current status of our ex-students and to record and maintain their needs and comments.
- To have a closed liaison without ex-students for the placement of current students
- To act the catalyst for reducing unemployment
- To train and prepare the students for the interviews



MCTE PATNA

ACTIVITIES

Placement cell arranges the following training programmes for the students using institutional and external expertise

- Student Orientation for preparing CVs and cover letters
- Workshops on Interview Facing skills
- Workshop on Soft Skills.
- Guiding sessions for demo lesson.
- Job Alert forum is created to update students for upcoming vacancies.

The Campus Placement Cell consists of:

- (i) Senior Faculty (Chairperson)
- (ii) Others nominated by Principal (Member)

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

| Sl. No. | Name | Designation |
|---------|-------------------------|------------------------------|
| 1. | Dr. Kumari Sunita Singh | Chairperson-Principal |
| 2. | Mrs. Noushia Tabassum | Asst. Professor-Co-Ordinator |
| 3. | Mrs. Anjana Kumari | Asst. Professor-Member |
| 4. | M. Vibhuti Kumar Singh | Asst. Professor-Member |
| 5. | Mr. Kundan Kumar | Asst. Professor-Member |
| 6. | Mrs. Neetu Rai | Asst. Professor-Member |

Sunita Singh.

Principal
MCTE, Patna

Principal
Mundeshwar College for Teacher Education
Sarai Patna-801105



Noushia

Co-Ordinator
Career & Counseling Cell

Notice

Ajanta

Page No. _____

Date _____

Ref No - M.C.T.E/22/PC-01

Date - 26/08/2022

This is to inform to all the members of the Placement cell that a meeting is proposed on 27/08/22 (Saturday) at 03:30 Pm in the college principle office. All the members of committee are hereby informed to be present in the meeting.

Thanks & Regards.

Devi Singh

26/08/2022

Mundeshwar College for Teacher Education
Saran, Patna-801105.

Saran, Patna-801105



Ref No. M.C.T.E/99/PC-02

Date - 27.08/22

Resolution OF Placement Cell

It is informed you that the meeting of the placement cell is scheduled to be held on 27.08.2022 (Saturday) at 03.30 Pm principal office. The agenda of the meeting is enclosed hereby herewith you are therefore requested to kindly attend the meeting.

| Sl. No | Name | Designation |
|--------|-----------------------|--------------------------|
| 1. | Dr. Sumita Singh | Chairperson - Principal |
| 2. | Mrs. Anjana Kumari | Asst. Professor - Member |
| 3. | Mrs. Kumari Barkha | Asst. Professor - Member |
| 4. | Ms. Reena Kumari | Asst. Professor - Member |
| 5. | Dr. Uday Shankar | Asst. Professor - Member |
| 6. | Mrs. Noushia Tabassum | Cordinator - Asst Pro. |

Agenda & Resolution for the meeting.

Agenda 1. Resume Building & Skills workshop.

Resolution - planning training sessions on resume writing, & interview and personality development.



Agenda - 2 Mock Interview Sessions.

Resolution:- organized for final year B.Ed students to enhance their teaching demonstration communication and interview skill.

Thanks & Regards.

Sunita Singh
27/8/2022
Principal

Chairperson

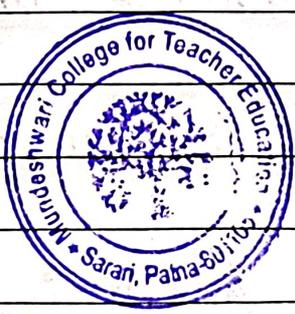
Mundeshwari College for Teacher Education
Sarani, Patna-801702

Ajanta
27/08/22
Coordinator

3491 2192
27/08/2022

Coordinator

Barsha
27/8/22



Notice.

Ref No/M.C.T.E/23/PC-03

Date.-17/05/23

This is to inform all the members of placement cell that a meeting is proposed on 18/05/23 (Thursday) at 03:30 pm in the collage staff room. All the members of committee are hereby informed to be present in the meeting.

Thanks & Regards.

Raja Singh
17/5/23
Principal
Mundeshwari College for Teacher Education
Sarari, Patna-801105



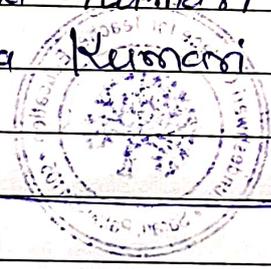
Ref/No/M.C.T.E/23/PC-03

Date-18/05/23

Resolution of Placement cell.

This is to inform you that the meeting of the placement cell is scheduled to be held on 18/05/23 (Thursday) at 3:30 pm in collage staff room. The agenda of meeting is enclosed herewith you are therefore requested to kindly attend the meeting.

| S-7 | Name | Designation |
|-----|-----------------------|-------------------------------|
| 1. | Dr. Sumita Singh | Chairperson - Principled |
| 2. | Mrs. Noushia Tabassum | Asst. professor - Coordinator |
| 3. | Ms Reena Kumari | Asst. professor - Member |
| 4. | Ms. Anjana Kurneni | Asst. Professor - Member |



Agenda & Resolution

Agenda 1. - Review of previous placement meeting.

Resolution 1 - Discussion on last placement drive outcome.

Agenda 2! - Mock interview and Skill Development sessions.



Resolution! - Organizing preparatory workshops for students,

- scheduling mock interview and resume-building sessions.

Thanks & Regards.

Sujata Singh.
18/5/2023

Mundeshwari College for Teacher Education
Sarari Patna-801105

Chairperson

Reena K.
18/05/2023
Anjana
18/05/2023

Cordinator



Notice

Date _____

Ref No/M-C.T.E/24/PC-05

Date-19/04/24

This is to inform all the members of placement cell that a meeting is proposed is 22/04/24 (Monday) at 3:30 P.m in the college principal office. All the members of committee are hereby informed to be present in the meeting.

Thank & Regards.

Sita Singh
19/4/24
Principal

Mundeshwari College for Teacher Education
Sarani Patna-801105



Resolution of Placement cell

This is inform you that the meeting of the placement cell is scheduled to be held on 22/04/24 (Monday) at 3:30 Pm in the collage ~~princ~~ principal office. The agenda of meeting is enclosed herewith you and therefore requested to kindly attend the meeting.

| Sl.N | Name | Designation |
|------|-----------------------|--------------------------------|
| | Dr. Surita Singh | Chairperson - principal |
| | Mrs. Moushika Tabasum | Asst. Professor - Co-ordinator |
| | Ms. Reena Kumari | Asst. Professor - Member |
| | Ms. Anjana Kumari | Asst. Professor - Member |

Agenda & Resolution.

Agenda 1: Student Readiness
Activities.



- Organizing Career Counseling Sessions
- Conducting Mock Interview and demo teaching sessions.
- Resume writing and interview skills workshop

Thanks & Regards.

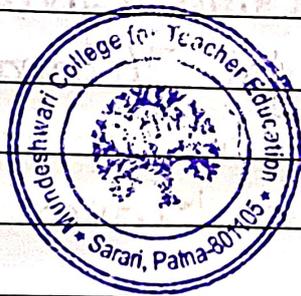
Sunita Singh
22/4/24

Mundeshwari College for Teacher Education
Sarari Patna-801115

Chairperson

Aranya
22/4/24
Ajanta
22/04/2024

Aranya
Coordinator



Notice

Page No. _____

Date _____

Ref No/M.C.T.E/25/PC-07

Date - 7/01/2025

This is to inform to all the members of placement cell that a meeting is proposed is in 8/01/25 (Wednesday) at 03:00 Pm in the collage staff room. All the members of committee are hereby informed to be present in the meeting

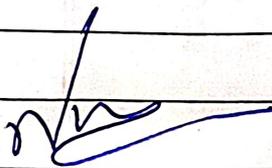
Thanks & Regards.

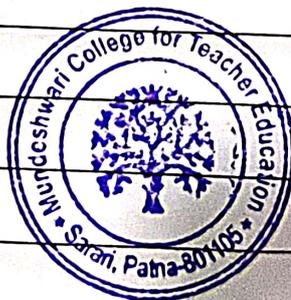
Santosh Singh.
Chairperson
7/1/25

Principal

Mundeshwari College for Teacher Education

Saran, Patna-801105


Coordinator



Ref No/M.C.T.E/25/PC-08

Date: 8/01/25

Resolution of Placement cell

This is inform you that the meeting of the placement cell is scheduled to be held on 8/01/25 (Wednesday) at 3:30 P.M. in the collage staff room. The agenda of the meeting

| S.T | Name | Designation |
|-----|----------------------|--------------------------|
| 1 | Dr. Sumita Singh | Chairperson-Principal |
| 2 | Mrs. Noushria Talwar | Coordinator- Asst. Prof. |
| 3 | M.S. Preena Kumari | Member- Asst. Prof. |
| 4 | Mrs. Anjana Kumari | Member- Asst. Prof. |

Agenda: - 1 Review of Previous meeting

Resolution: - Discussion on last Placement outcome.

Agenda - 2. Mock interview & Guidance Sessions.

Resolution: - Schedule and Preparation tips.

• Conducting Mock interview and



Resume writing

Agenda 3. Placement Training

Resolution: Demo teaching and classroom management

• Communication and personality development sessions.

Thanks & Regards

S. Singh
8/11/25

Chairperson

Principal

Mundeshwari College for Teacher Education
Sarani Patna-801105

Renata
8/11/25
Ajanta
08/11/2025

[Signature]
Coordinator

