



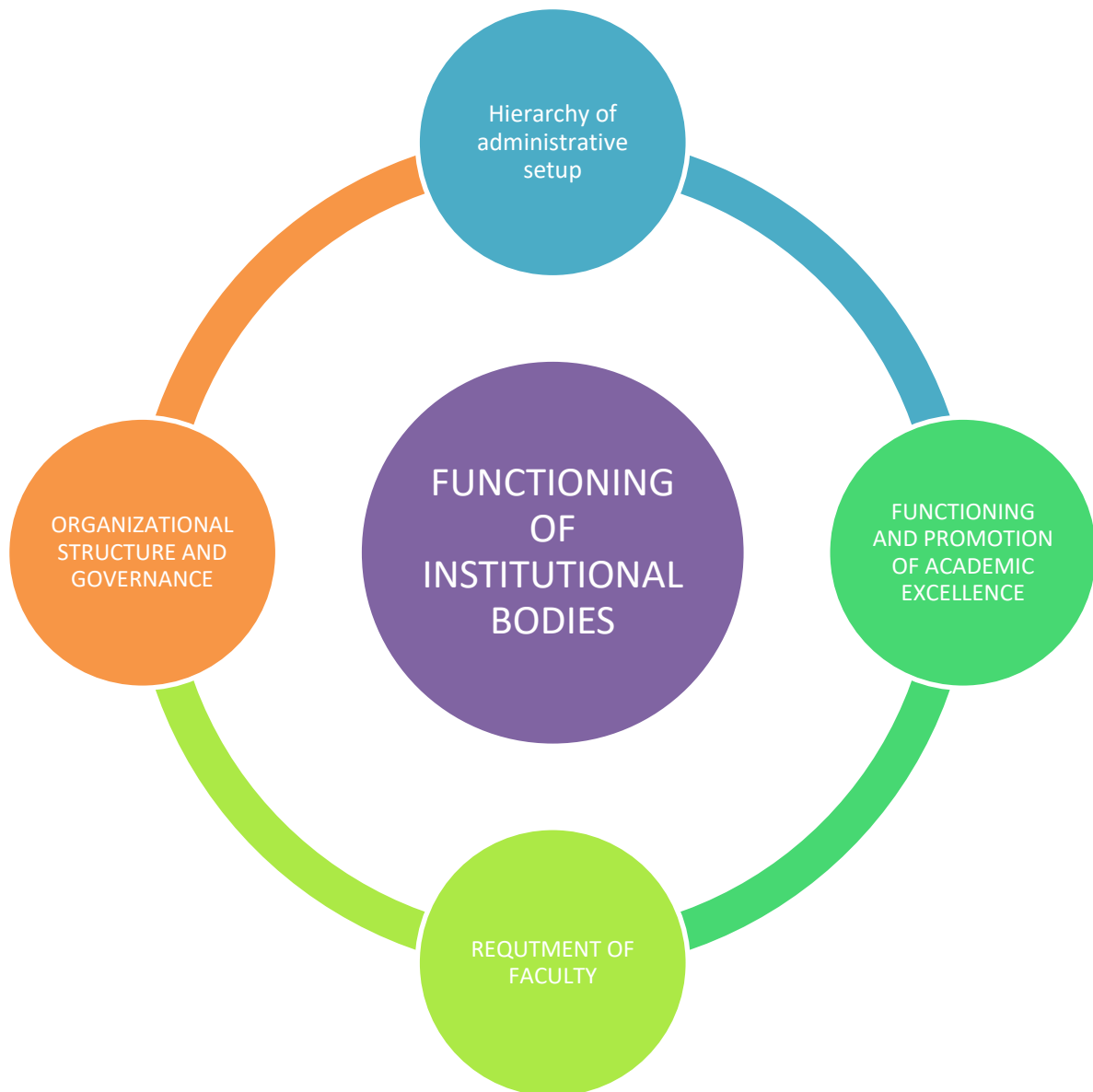
MCTE PATNA

Mundeshwari College for Teacher Education

Sarari-Usri Road, Khagaul, Patna

(Affiliated to Aryabhata Knowledge University, Patna)

6.2.2 Documentary evidence in support of the claim



Sonita Singh.
Principal

Mundeshwan College for Teacher Educator
Sarari, Patna-801105

Governing Body of MCTE

Mundeshwari College for Teacher Education
Sarari-Usri Road, Khagaul, Patna - 801105
(Affiliated to Aryabhata Knowledge University, Patna)



मुंदेश्वरी कॉलेज फॉर टीचर एजुकेशन
सरारी-उसरी रोड, खगौल, जिला पटना - 801105
आर्यभट्ट ज्ञान विश्वविद्यालय, पटना द्वारा संबद्धता प्राप्ता

A Unit of Vikramshila Educational & Welfare Society, Patna

STATUTES REGARDING GOVERNING BODY

The following Statutes are made under the provision of Section 27(11) of A.K.U Act.

These Statutes may be called as "Statutes for constitution of Governing Body for colleges and institutions admitted to the privileges of the university other than colleges owned and maintained by the state government or constituent colleges".

This will come into force with effect from the date of assent of the Chancellor.

1. **Purpose :** These Statutes provide for

- i. composition of the Governing Body.
- ii. power and function of the Governing Body and its office bearer.

2. **Applicability:**

These Statutes shall apply to every Colleges and Institution admitted to the privileges of the university other than those owned and maintained by the government or constituent colleges of the university.

3. **Composition of the Governing Body:**

- 3.1. The Governing Body of the college shall consist of the following eleven members.
 - i. Principal of the College- Ex- officio.
 - ii. One teacher representative elected from and by the teachers of the college.
 - iii. One representative of the non-teaching employee elected from and by the non-teaching employees of the college.
 - iv. One representative of the university to be nominated by the Vice-Chancellor.
 - v. One officer of the state government not below the rank of Sub-divisional magistrate posted in the district in which the college is located to be nominated by the Executive Council.
 - vi. Five persons to be nominated by the trust/society which has set-up the college one of whom shall be from scheduled caste and one from woman.
 - vii. One person to be co-opted by the Governing Body from amongst the educationist or persons noted for their academic interest normally residing in the district in which the college is situated.

Sarari-Usri Road, Khugaul, Patna 801105 (Bihar)

Sumita Singh
Principal

Mundeshwari College for Teacher Education
Sarari. Patna-801105

A Unit of Vikramshila Educational & Welfare Society, Patna

Provided in case of colleges owned and maintained by the Government if the government so decides, governing body consisting of seven members may be constituted for the colleges owned and maintained by the government in consultation with Executive Council.

- 3.2. If for any reason the Governing Body of an affiliated college is not constituted the Vice-Chancellor shall constitute an "ad hoc committee" of not more than five members in consultation with Executive Committee until the Governing Body is constituted. The president and secretary of the ad hoc committee shall be nominated by the Vice-Chancellor.
- 3.3. For any reason what-so-ever If any difficulty arises in formation or the filling up of any seat in the Governing Body of any affiliated College, the Executive Council shall on its own initiative or on the reference to it shall decide the issue. If anybody, however, is not satisfied with the decision of the Executive Council he/she shall have the right to appeal to the Chancellor within 30 days of the decision, whose decision thereon shall be final and binding on the person concerned.

4. Term of membership

- 4.1. The term of office of members of the Governing Body other than teacher-member, non-teaching member and university representative shall be for a period of three years from the date of their election, nomination, co-option as the case may be and shall include any further period not exceeding 3 months that may elapse between the expiry of their term and next election, nomination, or co-option. The term of the university representative, teacher member and non- teaching member shall be for one year.

Provided the term of any member other than ex-office member may be terminated any time by the Executive Council on the recommendation of the Vice-Chancellor if the continuance of such member is not in the interest of the college.

- 4.2. The Principal of the College will take following step to conclude the formation of the Governing Body.
 - a. Convene a meeting of the members under Clauses (ii) to (vi) of Section 3.1 within 15 days of completion of nomination or election as the case may be to co-opt a member as required under Clause (vii) of the this Section.
 - b. The Principal shall communicate the name of the co-opted member to the Registrar of the University within seven days of the co-option.

Jonika Singh.
Principal

A Unit of Vikramshila Educational & Welfare Society, Patna

5. Chairman, Secretary and other Office bearer of the Governing Body

- 5.1. The trust/ or society shall elect the chairman and secretary of the Governing Body from amongst members of the trust/society in the governing body within 7 days of the full formation of Governing Body.
- 5.2. One vice-chairman and one joint secretary shall be elected by the members of the Governing Body at its first meeting within 15 days of the election of the president and secretary.

Provided that in case of colleges owned and maintained by the Government, the Government shall appoint the chairman and secretary of the Governing Body from and its members in case the government decides to constitute the Governing Body.

6. Meeting of the Governing Body

6.1. Quorum

Six member of the Governing Body shall form the quorum for the meeting of the Governing Body for non-government admitted colleges while it shall be 4 for government colleges.

6.2. Filling of the Vacancy

If any vacancy (other than ex-officio) occurs because of any reason what - so- ever the vacancy shall be filled, at the earliest possible, either by nomination, or election, or co-option, as the case may be only for the unexpired portion of the term.

6.3. Proceeding not invalidated due to Vacancy

No action or proceeding of the Governing Body will be invalidated merely by the reason of existence of vacancy or vacancies among its member.

- 6.4. The Governing Body of every college other than those owned and maintained by the government shall adopt a model rule of business approved by the Executive Council. Provided that for government college the government shall frame the rules of business.

- 6.5. The Governing Body of every admitted college shall meet at least 4 times in a year preferably in February, May, July and November and not more than 4 months should elapse between two consecutive meetings.

Sonita Singh.
Principal



A Unit of Vikramshila Educational & Welfare Society, Patna

Provided a requisition meeting may be called by the president if 6 members or more of the Governing Body give notice for such meeting in writing. This requisition meeting shall be called within 15 days of the receipt of the notice.

7. Function of the Governing Body and its office bearers.

7.1. Governing Body

Except in case of colleges owned and maintained by the government the Governing Body of affiliated colleges shall

- i. pass with or without modification the annual accounts and annual budget prepared by the trust/society.
- ii. make appointment of teachers and principal within the sanctioned strength and budget provision on the recommendation of the selection committee constituted as per guide lines of the Executive Council.
- iii. make appointment of non-teaching and supporting staff other than fourth grade staff within the budget provision against sanctioned posts following the prescribed procedure.
- iv. constitute the selection committee for non-teaching and other supporting staff as envisaged in (iii) above.
- v. be responsible for compliance, enforcement and observance of the orders and directions of the university.
- vi. make, examine and sanction proposals of all schemes for improvement and expansion of the college.
- vii. exercise general supervision over all the financial and administrative matters relating to the college.
- viii. commit itself to the development of physical infrastructure of the college in terms of college building, laboratories, workshops, hospital and its ancillaries in case of medical college, multipurpose complex for students activities, health centre etc. according to the plan and time schedule as per norms of the concerned Central Council/Board.
- ix. not allow more intake than the seats, sanctioned by the competent authority.
- x. submit annual report on the academic, financial and administrative matters to the university.
- xi. sanction all kinds of leave other than casual leave or quarantine leave as mentioned in the university statute.

Sonita Singh.
Principal

Mundeshwari College for Teacher Education
Sarari, Patna-801105



A Unit of Vikramshila Educational & Welfare Society, Patna

Provided for government owned and maintained college the government shall define the power and function of the governing body.

7.2. Chairman

The chairman of the Governing Body shall

- i. chair the meeting of the Governing Body.
- ii. be responsible for getting the proceeding of meeting recorded and sign the same.
- iii. enforce the compliance of the decision taken in the meeting of the Governing Body.
- iv. have the right to inspect the college, its office, buildings, laboratories, store, records etc. and make enquiry in any matter connected with the college.
- v. submit a report of enquiry to the Governing Body with such suggestion as he may deem fit and necessary and send a copy of the same to the Vice-chancellor.
- vi. see that the proceeding of the Governing Body are carried on in accordance with provision of the Act, Statutes, Ordinance and Regulations.

7.3. Vice- Chairman

The Vice-Chairman of the Governing Body shall

- i. chair the meeting of the Governing Body in absence of chairman.
- ii. advice the Principal and other agency in preparation of the budget.
- iii. present the budget before the Governing Body in its November meeting.

7.4. Secretary

The secretary of the Governing Body of every admitted college shall be agent and executive officer of the Governing Body and shall

- i. be the custodian of all the records of the Governing Body.
- ii. conduct official correspondence for the Governing Body.
- iii. convene the meeting of the Governing Body, prepare agenda thereof including items suggested by the Principal and the President.

Jonita Singh.
Principal

A Unit of Vikramshila Educational & Welfare Society, Patna

- iv. submit the action taken report on the decision taken by the Governing Body and give the reason of non-compliance, if any.
- v. grant to the principal casual leave or quarantine leave or permission to leave the headquarter.
- vi. grant all kind of leave other than the causal leave or quarantine leave to the teaching and non-teaching staff of the college on the receipt of the application duly forwarded or recommended by the principal in anticipation of the approval of the Governing Body. Provided the casual leave or quarantine leave to all the staff will be granted by the principal.
- vii. take such action on behalf of Governing Body as he may be authorised to take or which may become necessary in view of the decision taken by the Governing Body.
- viii. have the right to inspect the college, its buildings, laboratories, workshop, hospital (in case of medical college) and office etc. and can access all the records any time and sign the entries made there in.
- ix. have a earmarked office chamber in the college premises and shall keep all the records documents and correspondence there and not at any other place.
- x. Send copies of the proceeding of each meeting of the governing body to the vice-chancellor.

7.5. Joint Secretary

The Joint -Secretary of the Governing Body shall

- i. assist the Secretary in discharge of his duty as per his instruction.
- ii. sign and issue the notice for the meeting of the Governing Body in absence of the Secretary.

8. General

- i. Payment of honorarium if any and T.A, D.A to the members of the Governing Body shall be done by the college.
- ii. The college shall declare holidays as per university calendar.

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Principal


Mundeshwari College for Teacher Education
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- iii. Payment of salary to any category of employee of the college shall be done through cheques and entry for the same shall be made in the acquaintance roll.
- iv. The university for its own purposes can use the buildings of the college for which no charge will be payable.
- v. A staff council consisting of all the teachers of the college shall be constituted by the principal to render advice to the principal on academic matters and extra-curricular activities. The staff council shall meet at least twice in a year under the chairmanship of the principal on the date fixed by the principal.
- vi. The Vice-Chancellor shall have the power to inspect or cause an inspection by such person or persons as he may direct, the college, its buildings, workshop, laboratory, hospital (in case of medical college), hostel, examination conducted or any act done by the college and to enquire or cause an enquiry to be made in the like manner in respect of any matter connected with the college and it will be the responsibility of the college authority to give full co-operation in the enquiry.
Provided the Vice-Chancellor shall, in every case, inform the principal of the college of his intention to inspect or enquire or get inspection or enquiry conducted and the college shall be entitled to get representation therein.
- vii. The result of such inspection or enquiry will be communicated to the principal of the college who will send it to the secretary of the Governing Body for placing it in the very next meeting of the Governing Body for necessary action.
- viii. The Vice-Chancellor can annul the proceeding of the Governing Body if it is not consistent with the Act, Statutes, Ordinance and Regulations of the university.

IQAC (Internal Quality Assurance Cell)

Mundeshwari College for Teacher Education Sarari-Usri Road, Khagaul, Patna - 801105 (Affiliated to Aryabhata Knowledge University, Patna)	 MCTE PATNA	मुण्देश्वरी कॉलेज फार टीचर एडुकेशन सारी-उसरी रोड, खगौल, पटना-801105 आर्यभट्ट ज्ञान विश्वविद्यालय, पटना द्वारा संबद्धता प्राप्त
A Unit of Vikramshila Educational & Welfare Society, Patna		
Ref. No. <u>MCTE/IQAC/const-1</u>		Date <u>16/09/22</u>
<u>Constitution of Internal Quality Assurance Cell (IQAC)</u>		
<p>In pursuant of the directives of National Assessment and Accreditation Council (NAAC), the Governing Body of Mundeshwari College for Teacher Education notified and constituted the Internal Quality Assurance Cell (IQAC). The functioning of the IQAC at Mundeshwari College for Teacher Education will be to monitor, audit and assure quality improvement measures of the academic and non-academic activities. The directives mentioned in the seventh (7) criteria of NAAC are a helping tool to deliver and measure the academic and non-academic quality improvement indicators at Mundeshwari College for Teacher Education. This would help MCTE's academic and non-academic efforts and achievements at par with national and global platform.</p> <p>IQAC at Mundeshwari College for Teacher Education will exercise and execute voluntarily to facilitate the overall quality improvement. It will work as drivers to steer in quality improvement through developing strategies to remove deficiencies wherever found in the academic and non-academic system so as done at industries through "Quality Circles"; a quality improvement technique.</p>		
Vision:		
To create quality culture, the essential element of higher education at Mundeshwari College for Teacher Education, through a combination of internal and external quality assessment, promotion and sustenance initiatives.		
Mission:		
<ol style="list-style-type: none">To arrange for periodic assessment of Standard Operating Procedures (SOPs) of MCTE or departments thereof, or specific projects.To accelerate the academic atmosphere for advancement of quality of teaching-learning process and research at Mundeshwari College for Teacher Education.To encourage self-evaluation, accountability, autonomy and innovations at Mundeshwari College for Teacher Education.To undertake quality-related research studies, consultancy and training programs.To collaborate with other stake holders of higher education for quality assessment, promotion and sustenance initiatives.		
Sarari-Usri Road, Khagaul, Patna - 801105 (Bihar) Phone No. - 9835405284, email - mcte.patna@gmail.com, website - www.mcte.in		

Sumita Singh.
Principal

Mundeshwari College for Teacher Education
Sarari, Patna-801105

Mundeshwari College for Teacher Education

Sarari-Usri Road, Khagaul, Patna - 801105

(Affiliated to Anjabhatta Knowledge University, Patna)



मुन्देश्वरी कॉलेज फॉर टीचर एजुकेशन

सरारी-उसरी रोड, खगौल, पटना-801105

आर्यभट्ट ज्ञान विश्वविद्यालय, पटना द्वारा संबद्धित ज्ञान

A Unit of Vikramshila Educational & Welfare Society, Patna

Ref. No.

Date

Objectives:

- To draft and develop a sustainable system which helps in nurturing and improving the academic and non-academic performance of the Institute.
- To adopt corrective measures for institutional functioning towards quality improvement through best pedagogy and practices.

Composition of IQAC

This is to notify that the Management of Vikramshila Educational and Welfare Society, Sarari-Usri Road, Khagaul, Patna, through its Governing Body, has convened a meeting to constitute the Internal Quality Assurance Cell (IQAC) for its entity, Mundeshwari College for Teachers Education (MCTE), on 16th September 2022 at 11 AM sharp. The meeting aims to focus on quality education, innovative initiative practices, and to establish a mechanism for Assessment & Accreditation work.

Venue of the Meeting: Principal Chamber.

IQAC has been constituted under the Chairmanship of the Principal of the Mundeshwari College for Teacher Education with heads of important academic and administrative departments and representatives of stakeholders.

The composition of the IQAC as follows:

Sl. No.	Name	Designation
01	Dr. Kumari Sumita Singh	Chairperson
02	Mrs. Kumari Shashi Singh	Co-Ordinator
03	Mrs. Noushia Tabassum	Teaching Member
04	Mrs. Anjana Kumari	Teaching Member
05	Dr. Dinesh Kumar	Teaching Member
06	Mr. Praveen Kumar	Teaching Member
07	Mr. Deval Singh	Member-Management
08	Mr. Amal Singh	Nominee from local society
09	Mr. Sanjay Singh	Nominee from Industry
10	Ms. Nipoo Kumari	Nominee from Student
11	Mr. Rohit Kumar	Nominee from Alumni

Sarari-Usri Road, Khagaul, Patna - 801105 (Bihar)

Phone No. : 9835405284, email - mcte.patna@gmail.com, website - www.mcte.in

Sumita Singh.
Principal

Mundeshwari College for Teacher Education
Sarari, Patna-801105



Ref. No.

Date

The membership of the nominated members shall be for a period of 2 years. The IQAC members should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports (ATR) are to be documented with official signature of Co-Ordinator of the IQAC and maintained electronically in a retrievable format.

The Role of Co-Ordinator, IQAC

The role of the Co-Ordinator of the IQAC of Mundeshwari College for Teacher Education is crucial and has to ensure the effective functioning of all the members. The Co-Ordinator of the IQAC is a full-time senior faculty member entrusted with the IQAC as an additional responsibility assisted by secretarial staff of Mundeshwari College for Teacher Education.

Strategies

IQAC is to develop tools and measures for

- a. Ensuring judicious, effective and advanced performance of academic, non-academic and financial responsibilities.
- b. The significance and quality of academics and research programs.
- c. Equal opportunity and affordable academic programs for different sections of society.
- d. Optimization and Integration of contemporary methods of teaching and learning pedagogy.
- e. The trustworthiness of evaluation procedures.
- f. Ensuring the adequacy, maintenance and proper allocation of support facilities and services.
- g. Collaborative research and development with other institutions in India & abroad.

Sumita Singh.
Principal

Mundeshwari College for Teacher Education
Sarari, Patna-801105

Mundeshwari College for Teacher Education

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



मुन्देश्वरी कॉलेज फॉर टीचर एजुकेशन

सारी-उसरी रोड, खगौल, जिला-पटना-801105
अखंड ज्ञान विद्यापीठ, पटना द्वारा संबद्धता प्राप्त

A Unit of Vikramshila Educational & Welfare Society, Patna

Ref. No.

Date

Functions

Functions expected of the IQAC of Mundeshwari College for Teacher Education are:

- Development and implementation of quality parameters for different academic and non-academic activities.
- Enabling the learner-centric atmosphere favorable to quality education and faculty development and to adopt the required knowledge and technology for teaching and learning process.
- Planning and developing feedback system for students, parents and other stake holders on quality-related processes.
- Infusing information on various quality parameters of higher education among stakeholders.
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- Documentation and indexing of the various programs and activities leading to quality improvement.
- Function as the nodal centre of the Mundeshwari College for Teacher Education for coordinating quality related activities, including adoption and dissemination of best practices.
- Development and maintenance of Institutional database through MIS for the purpose of maintaining and enhancing the Institutional quality.
- Development of Quality Culture in the College.

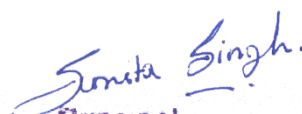
Benefits:

- To heightened level of clarity and focus in college functioning towards quality enhancement.
- To ensure internalization of the quality culture.
- To ensure enhancement and coordination among various activities of the College and its good practices.
- To provide basis for decision-making to improve college functioning.
- To act as a dynamic system for quality changes.
- To build an organized methodology of documentation and internal communication.


Principal
Mundeshwari College for Teacher Educator
Sarari, Patna-801105

Signature of Principal, MCTE, Patna
(With Date and Stamp)

Sarari-Usri Road, Khagaul, Patna - 801105 (Bihar)
Phone No. : 9835405284, email - mcte.patna@gmail.com, website - www.mcte.in


Principal
Mundeshwari College for Teacher Educator
Sarari, Patna-801105

Recruitment of Faculty

Appointment of Asst. Professor Inbox x



Mundeshwari College <mcte.patna@gmail.com>
to HR, Human, SUNITA, Shashi, Samrendra

Dear Sir,

This is in accordance with the order of the Principal, M.C.T.E. for appointment of faculties.

We require four faculties in the following subjects:

1. Foundation Paper (Two Requirement)
2. Pedagogy of Mathematics (One Requirement)
3. Pedagogy of Physical Science (One Requirement)
4. Pedagogy of Commerce (One Requirement)
5. Pedagogy of Biological Sciences. (One Requirement)
6. Pedagogy of Social Science - 2.(One Requirement)
7. Pedagogy of English.(One Requirement)
8. Arts and Craft. (One Requirement)

Notification of the same has been sent to Aryabhata Knowledge University, Patna for sending an University Representative

Qualifications required for the above-mentioned papers are:

1. MA in Psychology /Philosophy & M.Ed. including NET or Ph.D. is a must.
2. Qualification required for Mathematics in M.Sc, M.Ed. including NET or Ph.D.
3. Qualification required for Physical Science is M.Sc in Physics or Chemistry, M.Ed. including NET or Ph. D.
4. Qualification required for Pedagogy of Commerce is M.Com., M.Ed. including NET or Ph.D.
5. Qualification required for pedagogy of Biological Science is M.Sc in Zoology or Botany, M.Ed. including NET or Ph. D.
6. Qualification required for pedagogy of Social science -2 is M.A. in Geography or Economics, M.Ed. including NET or Ph. D..
7. Qualification required for Pedagogy of English is M.A. in English, M.Ed. including NET or Ph. D.
8. Post Graduation degree in fine arts (MFA) with minimum 55 % marks performing Arts.

Thanks and regards
MCTE , Patna

Sonita Singh.
Principal

Mundeshwari College for Teacher Education
Sarani, Patna-801105

Advertisement

आवश्यकता



VACANCY
(ASSISTANT PROFESSOR)
**MUNDESHWARI COLLEGE FOR
TEACHER EDUCATION**
(Affiliated to Aryabhata
Knowledge University, Patna)

Applications are invited
(through email or post) for the
posts of Asst. Professors
(Biology, Physics, English, Social
Science, Foundation Paper,
Mathematics, Commerce, Hindi
, Sanskrit & Fine Arts) at
Mundeshwari College for Teacher
Education, Sarari, Khagaul,
Patna-801105

Eligibility : Asst. Professors-
Master's degree in related subject
with minimum 55% marks and
M.Ed. with at least 55% marks as
per NCTE norms and
NET Qualified.

Last Date of Application :
30th June 2019

Date of Interview : To be communicated..

Dr. Radhakrishna Singh
(Principal)

Sarari-Usri Road, Khagaul, Patna-801105
Mob: 09835405284, 09835998354.
Email: mcte.patna@gmail.com.
Website: mcte.in

Sonika Singh.
Principal

Mundeshwari College for Teacher Education
Sarari, Patna-801105

Appointment Letter of Faculty



Mundeshwari College for Teacher Education

APPROVED BY NCTE, Eastern Regional Committee, Bhubaneswar
(Application Code No.-ERCAPP1267) and
(AFFILIATED TO ARYABHATTA KNOWLEDGE UNIVERSITY, PATNA)

A Unit of Vikramshila Educational & Welfare Society, Patna

Letter Ref. No. NCTE/2019/121

Date : 01/03/2019

To
Mrs. Anjana Kumari
W/O Sri Sanjay Poddar
Vachaspati Nagar, Sant Path
Mahendru, Patna-800006

Offer cum Appointment Letter

1. With reference to your application for an appointment in our Institution and your subsequent interview in that regard, we take pleasure in offering you the position of **Assistant Professor** in the **Mundeshwari College for Teacher Education**. This offer shall be governed by the under-mentioned terms and conditions apart from provisions of the Employee Manual that are applicable or may become applicable from time to time.
2. **Probation Period**
 - The appointed Employee shall be on a probation period of one year from the date of joining w.e.f 01/08/2019. The **Mundeshwari College for Teacher Education**, Patna, Bihar reserves the right to terminate the services of any such employee on probation/regular by giving a 30 days' prior notice or on payment of 30 days' salary in lieu thereof, without assigning any reason whatsoever, if the Institute in its opinion believe that your performance is not as per the expected standards or if it finds that any of the information/statements/documents submitted by the Employee is false or fabricated.
 - The permanent appointment of the Employee shall be subject to expected standard performance.

3. **Compensation**

The Employee shall be compensated for his/her services subject to the following provisions of this Agreement, during the Employment Period as follows:-

- a) Compensation will be made as per the NCTE/ Affiliating University/ State/UGC norms.
- b) He/she shall be entitled to such other perquisites as may be customarily granted by the Employer to employees of similar rank and position.
- c) Any request by the Employee regarding the advance payments or anything of like nature shall be discretionary. Salary advance may be availed maximum up to an amount equivalent to one month's salary.

Sarari-Ursi Road, Khagaul, Patna-801105 (Bihar)

Phone No. : 9835405284 / 9835998354 email : mcte.patna@gmail.com, Website : www.mcte.in

Jonita Singh.
Principal

Mundeshwari College for Teacher Education
Sarari, Patna-801105

4. Re-imbursement Policy

The employee shall be entitled to claim re-imbursement for all authorised travelling, communication, lodging and other miscellaneous expenses undertaken by him/her as per the Re-imbursement Policy laid down in the Employee Manual.

5. Employee Manual

The Employee shall adhere to high standards of professional conduct with students, colleagues, staff, Management, etc. The behaviour must reflect the Nobel professional values of teaching. Gross deviation from such benchmark behaviour shall attract termination of such Employee as laid down in Rule 5.2 of the Employee Manual.

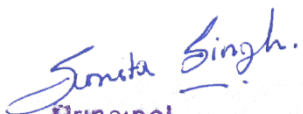
6. Dispute Settlement

If at any time the Employee violates to a material extent any of the covenants or agreements the Employer shall have the right to terminate all of its obligations to make further payments under this Agreement. All disputes arising out of the Employer-Employee relation shall be subject to jurisdiction of competent Court in Itanagar/Patna.

7. Termination and Notice Period for Resignation -

a) The Employee may be terminated by the **Mundeshwari College for Teacher Education, Danapur, Bihar** by giving him/her a month's notice or payment of one month's salary in lieu thereof without assigning any reasons therefore or if it finds that the Employee does not stand as per the expected standards in terms of eligibility or behavioural conduct. The Employee whether permanent or probation in nature after being appointed can resign by giving a 60 days prior notice to the **Management of the Institution/Competent Authority** in writing/email. The Employee may be asked to serve mandatorily for a period of 30 days.

b) The Employee shall be issued an experience certificate only upon compliance of successful exit procedure as laid down in the Employee Manual.


Principal
Mundeshwari College for Teacher Education
Sarani, Patna-801105

8. General Terms

- The Employee must not have been convicted of any act involving moral turpitude and/or criminal in nature prior to the joining of the services in the **Mundeshwari College for Teacher Education, Patna, Bihar**. If it comes to the knowledge of the **Management of the Institution** of any such act, the Employee shall be terminated without any notice or compensation in lieu thereof.
 - The Employee must not indulge in any activity which is detrimental to the reputation and efficient working of the Institute.
9. Please note that this offer of employment is conditional to our routine reference and background verification being completed with satisfactory results. Once we receive an acceptance of this offer letter from you, this letter becomes your Appointment Letter with the **Mundeshwari College for Teacher Education, Patna, Bihar** for all official purposes.

We wish you success and look forward to have your esteemed contribution to our Institution.

Yours faithfully,



(Dr. Radha Krishna Singh)
Principal
Mundeshwari College for Teacher Education
Patna, Bihar



Principal
Mundeshwari College for Teacher Education
Sarari, Patna-801105