

## Maitreya College of Education & Management

*Shaping Education*

Affiliated to Aryabhata Knowledge University, Patna

Letter No.: MCEM/IQAC-2018/...006

Date : 05-09-2018

### Notice

This is to inform all the members of Internal Quality Assurance Cell that a meeting of IQAC will be conducted on 08<sup>th</sup> September 2018 at 3:00 P.M. in the Staff Room of the College. All the members of IQAC are requested to attend.

### Agenda

1. To confirm the proceedings of last meeting
2. To discuss about organize Two Days Field Trip of students and teachers
3. To discuss about organize Nukkad Natak on college
4. To discuss about organize debate and rangoli competition
5. To discussion on purchasing of Printer and UPS battery
6. To discussion on purchasing of Tiles/Kota for Guard room.
7. Any other matter with the permission of chair.

  
08/09/2018  
IQAC Co-Ordinator

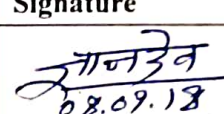
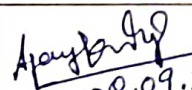
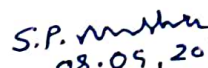
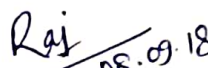
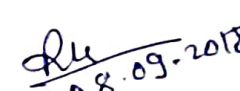
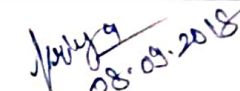
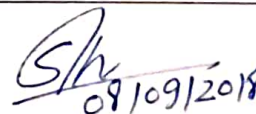
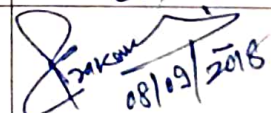
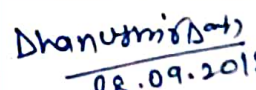
**DR. GYANDEO MANI TRIPATHI**  
  
05-09-18  
Principal  
PRINCIPAL  
MAITREYA COLLEGE OF EDUCATION  
& MANAGEMENT HAJIPUR, BIHAR

Date : 08-09-2018

**Minutes of Meeting**

A meeting of Internal Quality Assurance Cell (IQAC) was held on 08<sup>th</sup> September 2018 at 3:00 P.M. in Staff Room of the College.

The followings members were present in the meeting:-

S.No.	Name	Designation	Signature
1	Prof. Gyandeo Mani Tripathi, Principal	Chairperson	 08.09.18
2	Ajay Kumar Singh, Assistant Professor	Co-ordinator	 08.09.2018
3	Satyaprakash Mishra, Assistant Professor	Member	 08.09.2018
4	Raj Kumar Roy, Assistant Professor	Member	 08.09.18
5	Rekha Kumari, Assistant Professor	Member	 08.09.2018
6	Priya Singh, Assistant Professor	Member	 08.09.2018
7	Dr. S. K. Jha, Ex- Principal, CTE, Chapra	Member	 08/09/2018
8	Chandra Prakesh, lab Assistant	Member	 08/09/2018
9	Dhanush Vir Sah, President, MAA ( MCEM )	Member	 08.09.2018

The members discussed the agenda and came to following decisions.

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

Members undividedly confirmed the proceedings (minutes) of last meeting held on 29<sup>th</sup> May 2018

## Maitreya College of Education & Management

### *Shaping Education*

Affiliated to Aryabhatta Knowledge University, Patna

#### **Agenda 2: To discuss about organize Two Days Field Trip of students and teachers**

After discussed with all members, it was decided to plan a two days field trip of Vishal Garh, Bhitiharava Ashram & Loriya Araraj for students and make all arrangement regarding the trip like traveling, lodging and fooding etc.

#### **Agenda 3: To discuss about organize Nukkad Natak on college**

After discussion with members, it was decided to organize Nukkad Natak on the month of October 2018 on occasion of Bapu Smirti Pakhwada.

#### **Agenda 4: To discuss about organize debate and rangoli competition**

Discussion with members to conduct debate and rangoli competition for the development of students skill of debate and rangoli. Therefore, it was decided conduct this type of activities on regular basis.

#### **Agenda 5: To discussion on purchasing of Printer and UPS battery**

It was unanimously decided to purchase multi function 3-1 print (print, copy, scan) and new UPS battery for computer.

#### **Agenda 6: To discussion on purchasing of Tiles/Kota for Guard room.**

After discussion with members for there is no tiles and kota in the newly constructed guard room. Therefore, it was decided to purchase tiles/kota for guard room by the management as soon as possible.

#### **Agenda 7: Any other matter with the permission of chair.**

Principal asked the members for any agenda, if any. Members were of opinion that already we had a detailed discussion, therefore no need for any agenda.

Ajay Kumar Singh, Coordinator, IQAC thanked all the members including chair and in this way meeting ended.

  
08.09.2018  
IQAC Co-ordinator

DR. GYANDEO MANI TRIPATHI  
  
08.09.2018  
Principal  
MAITREYA COLLEGE OF EDUCATION  
& MANAGEMENT HAJIPUR BIHAR



## Maitreya College of Education & Management

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Letter No.: MCEM/IQAC-2018/.008

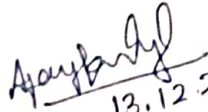
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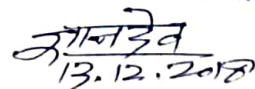
### Notice

This is to inform all the members of Internal Quality Assurance Cell that a meeting of IQAC will be conducted on 17<sup>th</sup> December 2018 at 2:00 P.M. in the Staff Room of the College. All the members of IQAC are requested to attend.

### Agenda

1. To confirm the proceedings of last meeting
2. To discussion on reconstitution of IQAC.
3. To discuss about organise one day workshop on 'Youth and Democracy'.
4. To discuss about organize intramuller khelkud competition
5. To discussion on purchasing of sanitary material
6. To discussion on purchasing of Art & Craft material
7. To discussion on purchasing Sports material.
8. To discussion on guard room construction work.
9. To discussion on Social extension/co-curricular activities through the college houses
10. Any other matter with the permission of chair.

  
13.12.2018  
IQAC Co-Ordinator

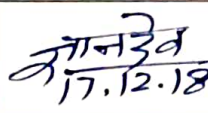
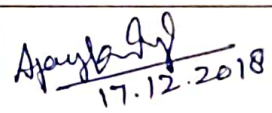
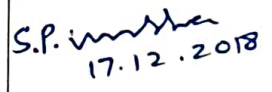
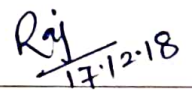
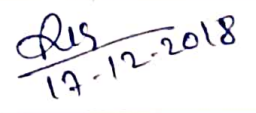
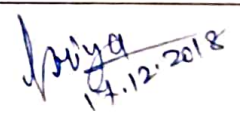
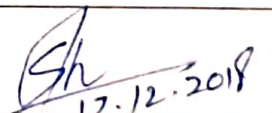
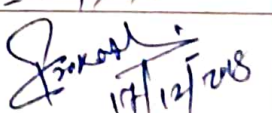
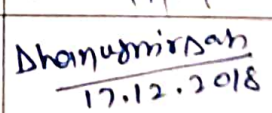
**DR. GYANDEO MANI TRIPATHI**  
  
13.12.2018  
PRINCIPAL  
MAITREYA COLLEGE OF EDUCATION  
& MANAGEMENT HAJIPUR, BIHAR

Date : 17-12-2018

**Minutes of Meeting**

A meeting of Internal Quality Assurance Cell (IQAC) was held on 17<sup>th</sup> December 2018 at 2:00 P.M. in Staff Room of the College.

The followings members were present in the meeting:-

S.No.	Name	Designation	Signature
1	Prof. Gyandeo Mani Tripathi, Principal	Chairperson	 17.12.18
2	Ajay Kumar Singh, Assistant Professor	Co-ordinator	 17.12.2018
3	Satyaprakash Mishra, Assistant Professor	Member	 17.12.2018
4	Raj Kumar Roy, Assistant Professor	Member	 17.12.18
5	Rekha Kumari, Assistant Professor	Member	 17-12-2018
6	Priya Singh, Assistant Professor	Member	 17.12.2018
7	Dr. S. K. Jha, Ex- Principal, CTE, Chapra	Member	 17.12.2018
8	Chandra Prakesh, lab Assistant	Member	 17/12/2018
9	Dhanush Vir Sah, President, MAA ( MCEM )	Member	 17.12.2018

The members discussed the agenda and came to following decisions.

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

Members undividedly confirmed the proceedings (minutes) of last meeting held on 08<sup>th</sup> September 2018

**Agenda 2: To discuss about organise one day workshop on 'Youth and Democracy'**

It was unanimously decided to organize one day workshop on 'Youth and Democracy' in the college campus.

**Agenda 3: To discuss about organize intramuller khelkud competition**

It was decided by all members to organize intra muller khelkud competition in the college campus.

**Agenda 4: To discussion on purchasing of sanitary material**

After discussion with all members for girl's sanitary related problems, it was decided to arrange or purchase sanitary material for girls students as earliest.

**Agenda 5: To discussion on purchasing of Art & Craft material**

It was unanimously decided to purchase the Art & Craft Material as per requirement and needs of the lab.

**Agenda 6: To discussion on purchasing Sports material.**

It was unanimously decided to purchase sports material as per requirement of the college to conduct efficiently sports related activity.

**Agenda 7: To discussion on guard room construction work.**

It was unanimously decided by all members to construct guard room to stay college guard in the college campus for safety purposes.

**Agenda 8: To discussion on Social extension/co-curricular activities through the college houses**

It was unanimously decided by all members to conduct Social extension/co-curricular activities by college all houses with teachers, captain and vice-captains.

**Agenda 10: Any other matter with the permission of chair.**

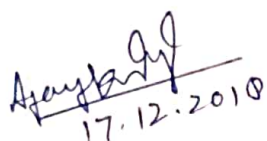
Principal asked the members for any agenda, if any. Members were of opinion that already we had a detailed discussion, therefore no need for any agenda.

## Maitreya College of Education & Management

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Ajay Kumar Singh, Coordinator, IQAC thanked all the members including chair and in this way meeting ended.

  
17.12.2018

**IQAC Co-ordinator**

**DR. GYANDEO MANI TRIPATHI**

  
17.12.2018  
**Principal**  
MAITREYA COLLEGE OF EDUCATION  
& MANAGEMENT HAJIPUR, BIHAR



Letter No.: MCEM/IQAC-2019/001.

Date : 01-04-2019

### Notice

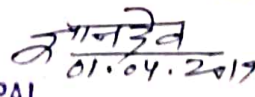
This is to inform all the members of Internal Quality Assurance Cell that a meeting of IQAC will be conducted on 04<sup>th</sup> April 2019 at 2:30 P.M. in the Staff Room of the College. All the members of IQAC are requested to attend.

### Agenda

1. To confirm the proceedings of last meeting
2. To discussion on purchasing of books for library.
3. To discussion on repairing of computers in college.
4. To discuss about organize seminar on 'Prakriti ke Sath Jeevan- ek chunauti' on World Earth Day
5. To discussion on academic calendar of university and preparation of routine and timetable of the classes
6. To discussion for conducting induction meet programme for current session students
7. To discussion of starting two values added courses.
8. To discussion on the students school internship programme of 2<sup>nd</sup> year students
9. To discussion of election of captain and vice captain of college houses
10. Any other matter with the permission of chair.

  
01-04-19  
IQAC Co-Ordinator

DR. GYANDEO MANI TRIPATHI

  
01.04.2019  
PRINCIPAL  
Principal  
MAITREYA COLLEGE OF EDUCATION  
& MANAGEMENT HAJIPUR BIHAR



# Maitreya College of Education & Management

## Shaping Education

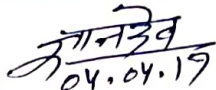
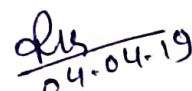
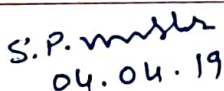
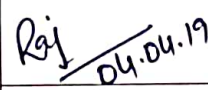
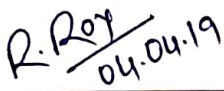

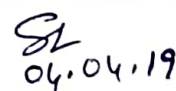
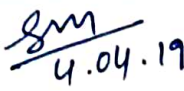
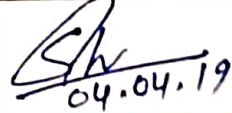
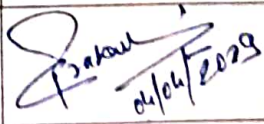
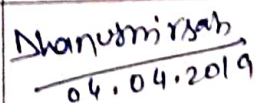
Affiliated to Aryabhatta Knowledge University, Patna

Date : 04-04-2019

### Minutes of Meeting

A meeting of Internal Quality Assurance Cell (IQAC) was held on 04<sup>th</sup> April 2019 at 2:30 P.M. in Staff Room of the College.

The followings members were present in the meeting:-

S.No.	Name	Designation	Signature
1	Prof. Gyandeo Mani Tripathi, Principal	Chairperson	 04.04.19
2	Rekha Kumari, Assistant Professor	Co-ordinator	 04.04.19
3	Satyaprakash Mishra, Assistant Professor	Member	 04.04.19
4	Raj Kumar Roy, Assistant Professor	Member	 04.04.19
5	Rabi Kumar Ray, Assistant Professor	Member	 04.04.19
6	Priya Singh, Assistant Professor	Member	 04.04.2019
7	Shailesh Kumar Singh, Assistant Professor	Member	 04.04.19
8	Swati Mishra, Assistant Professor	Member	 4.04.19
9	Dr. S. K. Jha, Ex- Principal, CTE, Chapra	Member	 04.04.19
10	Chandra Prakesh, Lab Assistant	Member	 04/04/2019
11	Dhanush Vir Sah, President, MAA ( MCEM )	Member	 04.04.2019

The members discussed the agenda and came to following decisions.

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

Members undividedly confirmed the proceedings (minutes) of last meeting held on 17<sup>th</sup> December 2018

**Agenda 2: To discussion on purchasing of books for library**

Discussion on purchasing of books for library as per B.Ed. course syllabus. Therefore, it was decided to purchase the books as per need of the college students.

**Agenda 3: To discussion on repairing of computers in college**

Discussion on repairing of non-functional computers in the college. Therefore, it was decided to call engineer and get the estimate of repairing the non-functional computers and repair it as per budget.

**Agenda 4: To discuss about organize seminar on 'Prakriti ke Sath Jeevan- ek chunauti' on World Earth Day**

After detail discussion with all members of cell for conducting seminar on 'Prakriti ke Sath Jeevan- ek chunauti' on World Earth Day. It was decided to organize this seminar on 'Prakriti ke Sath Jeevan- ek chunauti'

**Agenda 5: To discussion on academic calendar of university and preparation of routine and timetable of the classes**

After detail discussion on this agenda, it was decided to follow the university academic calendar and prepare class routine and time table for conduction of classes.

**Agenda 6: To discussion for conducting induction meet programme for current session students**

It was unanimously decided to conduct induction programme (Pavajja) of new admitted students from this session and elaborate the course and programmes outcomes in that programme.

**Agenda 7: To discussion of starting two values added courses.**

Principal asked that, In this new era there is need of new value added courses for communication skill and computing skill for students are very important. Therefore, after discussion with members it was decided to start two value added courses one for communication skill and second for computing skill development as soon as possible.



# MCCEM



## Maitreya College of Education & Management

### *Shaping Education*

Affiliated to Aryabhata Knowledge University, Patna

**Agenda 8: To discussion on the student's school internship programme of 2<sup>nd</sup> year students**

Co-ordinator explained that School internship programme for 2<sup>nd</sup> year students should be started and completed on time as per university final year exam schedule. Therefore, it was decided to allot the schools for internship to the students as per DEO letter.

**Agenda 9: To discussion of election of captain and vice captain of college houses**

After detail discussion, it was decided to conduct election for selection of captain and vice captain of college house.

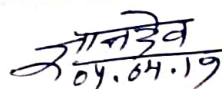
**Agenda 10: Any other matter with the permission of chair.**

Principal asked the members for any agenda, if any. Members were of opinion that already we had a detailed discussion, therefore no need for any agenda.

Rekha Kumari, Coordinator, IQAC thanked all the members including chair and in this way meeting ended.

  
04.04.19  
IQAC Co-ordinator

**DR. GYANDEO MANI TRIPATHI**

  
04.04.19  
Principal  
MAITREYA COLLEGE OF EDUCATION  
& MANAGEMENT HAJIPUR, BIHAR