

Maitreya College of Education & Management
Shaping Education

Affiliated to Aryabhatta Knowledge University, Patna

Letter No.: MCEM/IQAC-2020/...003

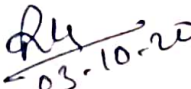
Date : 03-10-2020

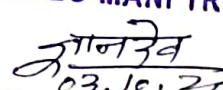
Notice

This is to inform all the members of Internal Quality Assurance Cell that a meeting of IQAC will be conducted on 10th October 2020 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 discuss about organize induction meet programme in college
3. To discussion on academic calendar of university and preparation of routine and timetable of the classes
4. To discussion for start admission in two values added courses.
5. To discussion about upgradation of college website
6. To discussion on repairing of R.O.
7. Review of online classes conducted during Covid-19 pandemic.
8. Review of online webinar/ workshop Seminars conducted and teacher participation on programme during Covid-19 pandemic.
9. Discussion to follow COVID-19 protocols and guidelines as per State Government
10. To discuss about organising ICT Training programs for Teaching and Non-Teaching Staff.
11. Any other matter with the permission of chair.


-03-10-20
IQAC Co-Ordinator

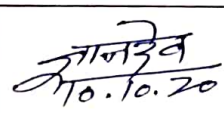
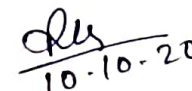
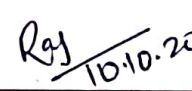
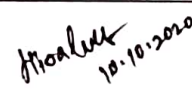
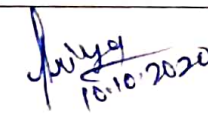
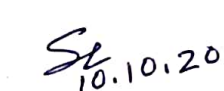
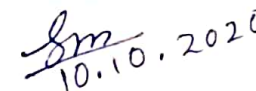
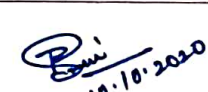
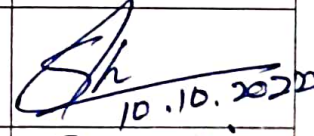
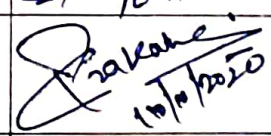
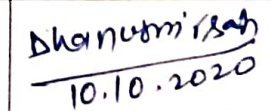
DR. GYANDEO MANI TRIPATHI

03.10.20
PRINCIPAL
MAITREYA COLLEGE OF EDUCATION
& MANAGEMENT HAJIPUR, BIHAR

Date : 10-10-2020

Minutes of Meeting

A meeting of Internal Quality Assurance Cell (IQAC) was held on 10th October 2020 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	 10.10.20
2	Rekha Kumari, Assistant Professor	Co-ordinator	 10.10.20
3	Raj Kumar Roy, Assistant Professor	Member	 10.10.20
4	Hiralal Ray, Assistant Professor	Member	 10.10.2020
5	Priya Singh, Assistant Professor	Member	 10.10.2020
6	Shailesh Kumar Singh, Assistant Professor	Member	 10.10.20
7	Swati Mishra, Assistant Professor	Member	 10.10.2020
8	Pawan Kumar Panday, Assistant Professor	Member	 10.10.2020
9	Dr. S. K. Jha, Ex- Principal, CTE, Chapra	Member	 10.10.2020
10	Chandra Prakesh, L:ab Assistant	Member	 10/10/2020
11	Dhanush Vir Sah, President, MAA (MCEM)	Member	 10.10.2020

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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 29th January 2020

Agenda 2: To discuss about organize induction programme (Pavajja) in college

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 3: To discussion on academic calendar of university and preparation of routine and timetable of the classes

Principal asked to follow the university academic calendar and prepare class routine and time table by teachers.

Agenda 4: To discussion for start admission in two values added courses.

Co-ordinator and members asked to decide the admission date and inform all students of college for taking admission in newly started values added course of Communication Skill Concepts and Computing Skill Training.

Agenda 5: To discussion about upgradation of college website

It was unanimously decided to upgrade the college website as per NAAC guidelines.

Agenda 6: To discussion on repairing of R.O.

Co-ordinator asked that R.O. drinking water is not in working condition, so college student's faces problem regarding safe and clean drinking water. Therefore, it was decided to repair the installed the R.O. drinking water on urgent basis.

Agenda 7: Review of online classes conducted during Covid-19 pandemic

Review and discussion was held for online classes conducted during covid-19 pandemic and it was decided every teachers will collect and store his/her online study material and classes video with evidences.

Agenda 8: Review of online webinar/ workshop Seminars conducted and teacher participation on programme during Covid-19 pandemic

Discussion was held for collecting and storing evidences for online webinar/workshop/seminars conducted and participation during covid-19 pandemic.



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Agenda 9: Discussion to follow COVID-19 protocols and guidelines as per State Government

Discussion to follow COVID-19 protocols and guidelines as per State Government and Central Government. Therefore, it was decided to use masks, sanitizer and follow covid-19 safety guidelines in college campus.

Agenda 10: To discuss about organising ICT Training programs for Teaching and Non-Teaching Staff

Principal asked that computer knowledge is essential for every staffs of the college. Therefore, it was decided to organise ICT Training programs for Teaching and Non-Teaching Staff.

Agenda 11: 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.

RK
10.10.20
IQAC Co-ordinator

DR. GYANDEO MANI TRIPATHI

गान्देव
10.10.2020
PRINCIPAL
MAITREYA COLLEGE OF EDUCATION
MANAGEMENT HAJIPUR BIHAR

Maitreya College of Education & Management

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Letter No.: MCCEM/IQAC-2021/.....

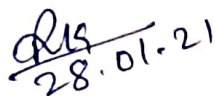
Date : 28-01-2021

Notice

This is to inform all the members of Internal Quality Assurance Cell that a meeting of IQAC will be conducted on 03rd February 2021 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 discussion on purchasing of library books.
3. To discussion on developing ICT classroom in college
4. To discussion on purchasing of sanitary equipments.
5. To discussion on preparation of NAAC accreditation as per Teacher Educational Institutions guidelines
6. To discuss about organize Mahila Shashaktikarna programme on Internation Women's Day
7. To discussion on how to make career counseling and placement cell more effective to provide placements
8. To discussion for form a feedback committee for proper functioning of feedback work
9. Any other matter with the permission of chair.


28.01.21
IQAC Co-Ordinator

DR. GYANDEO MANI TRIPATHI


28.01.21
Principal
Principal
MAITREYA COLLEGE OF EDUCATION
MANAGEMENT HAJIPUR BIHAR

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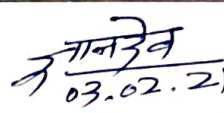
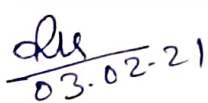
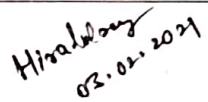
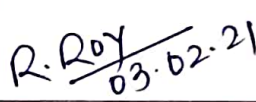
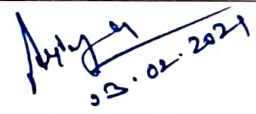
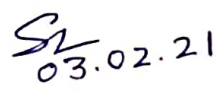
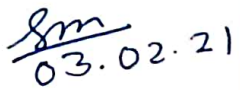
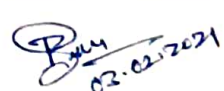
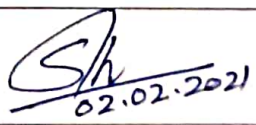
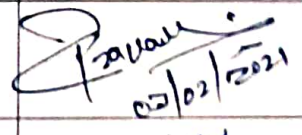
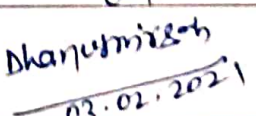
Affiliated to Aryabhatta Knowledge University, Patna

Date : 03-02-2021

Minutes of Meeting

A meeting of Internal Quality Assurance Cell (IQAC) was held on 03rd February 2021 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	 03.02.21
2	Rekha Kumari, Assistant Professor	Co-ordinator	 03.02.21
3	Hiralal Roy, Assistant Professor	Member	 03.02.2021
4	Rabi Kumar Ray, Assistant Professor	Member	 03.02.21
5	Priya Singh, Assistant Professor	Member	 03.02.2021
6	Shailesh Kumar Singh, Assistant Professor	Member	 03.02.21
7	Swati Mishra, Assistant Professor	Member	 03.02.21
8	Pawan Kumar Panday, Assistant Professor	Member	 03.02.2021
9	Dr. S. K. Jha, Ex- Principal, CTE, Chapra	Member	 02.02.2021
10	Chandra Prakesh, Lab Assistant	Member	 03/02/2021
11	Dhanush Vir Sah, President, MAA (MCCEM)	Member	 03.02.2021

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 10th October 2020

Agenda 2: To discussion on purchasing of library books.

Discussion was held on purchasing of books for competitive exams and B.Ed. courses. After discussion, it was decided to purchase books as per requisition or demand.

Agenda 3: To discussion on developing ICT classroom in college

It was unanimously decided to purchase projector, laptop and whiteboards to make simple classroom to technology enabled ICT classroom for students.

Agenda 4: To discussion on purchasing of sanitary equipments.

It was unanimously decided to arrange or purchase sanitary material for girl's students as per need.

Agenda 5: To discussion on preparation of NAAC accreditation as per Teacher Educational Institutions guidelines

Principal asked to co-ordinator and all members to read B.Ed. College NAAC accreditation manual and provide suggestions and methods to college for getting NAAC accredited.

Agenda 6: To discuss about organize Mahila Shashaktikarna programme on International Women's Day

It was unanimously decided to organize Mahila Shashaktikarna programme on International Women's Day.

Agenda 7: To discussion on how to make career counseling and placement cell more effective to provide placements

After an elaborate discussion, it was decided to suggest and implement new methods for how to make career counseling and placement cell more effective to provide placements.

Agenda 8: To discussion for form a feedback committee for proper functioning of feedback work

After an elaborate discussion for proper management of feedback system, it was decided to form a feedback committee for proper monitoring of feedback collection and analyzed.



MCEM



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Agenda 9: 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.

Ris
03.02.21

IQAC Co-ordinator

DR. GYANDEO MANI TRIPATHI

गान्देव
03.02.21

PRINCIPALPrincipal
MAITREYA COLLEGE OF EDUCATION
MANAGEMENT HAJIPUR BIHAR