

Letter No: MCEM/IQAC-2022/004

Date : 23-07-2022

Notice

All the members of Internal Quality Assurance Cell (IQAC) are informed that a meeting of IQAC will be held on 02<sup>nd</sup> August 2022 at 03:30 PM. In the staff room of the college. All IQAC members are requested to be present.

Agenda

1. The minutes of the Previous meeting were confirmed.
2. To Discussion on division of academic responsibility of first and second year.
3. To Discussion on Pavajja (Orientation) Program for the Session 2022-24.
4. To Discussion on repairing the computer of ICT Lab.
5. To Discussion on celebration of 'Azadi Ka Amrit Mahotsav', Hindi Divas & Shikshak Divas.
6. To Discussion on the Plan to activate all the clubs of the institute.
7. To Discussion on Making Class Time-Table and Preparation of Academic Planning for Newly admitted Student Session-2022-24.
8. Any other matter with the Permission on Chair.

*dlis*  
*23.07.22*  
IQAC Co-Ordinator

*ज्ञानदेव*  
*23.07.2022*  
Principal

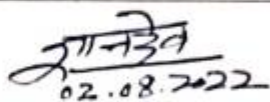
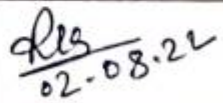
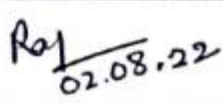
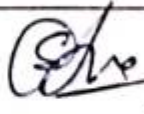
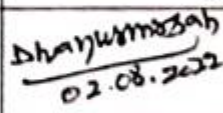
Maitreya College of Education and Management

Date : 02-08-2022

**Minutes of Meeting**

A meeting of Internal Quality Assurance Cell (IQAC) held on 02<sup>nd</sup> August 2022 at 03:30 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	 02.08.2022
2	Rekha Kumari, Asst. Prof.	Co-Ordinator	 02.08.22
3	Ritu Rani, Asst. Prof.	Member	—
4	Swati Mishra, Asst. Prof.	Member	—
5	Raj Kumar Roy, Asst. Prof.	Member	 02.08.22
6	Hiralal Roy, Assistant Professor	Member	—
7	Pawan Kumar Panday, Asst. Prof.	Member	—
8	Dr. Govardhan Yadav, Asst. Prof.	Member	—
9	Dr. S.K Jha Ex-Principal CTE, Chapra	Member	 2/8/22
10	Dhanush Vir Sah, President, MAA(MCEM)	Member	 02.08.2022

The members discussed the agenda and come to following decisions:

**Agenda 1:** The minutes of the Previous meeting were confirmed.

- To Confirm the Proceeding of last meeting member undividedly confirmed the proceeding (minutes) if last meeting held on 27 may 2022.

**Agenda 2:** To Discussion on division of academic responsibility of first and second year.

- It was unanimously decided that the academic responsibility should be distributed among all the faculty members in the new session. The staff council will do this work.

**Agenda 3:** To Discussion on Pavajja (Orientation) Program for the Session 2022-24.

- Discussion was held on framing the Pavajja Program for the students of session 2022-24. The responsibility of organizing this program ws given to faculty members Dr. Nikki Kumari and Aswani kumar Mishra.

**Agenda 4:** To Discussion on repairing the computer of ICT Lab.

- It was decided in the meeting that Technical Assistant, Chandra Prakash will check the damage computer of ICT Lab and get the technician fixed by calling him.

**Agenda 5:** To Discussion on celebration of 'Azadi Ka Amrit Mahotsav', Hindi Divas & Shikshak Divas.

- Decision to celebrate the Amrit Mahotsav of Independence, Hindi Diwas and Shikshak Divas was taken unanimously and the responsibility of organizing these programs was given to faculty members Rekha Kumari and Dr. Nikki Kumari.

**Agenda 6:** To Discussion on the Plan to activate all the clubs of the institute.

- It was unanimously decided that the various clubs of the institute should be given the responsibility of organizing programs to activate them.



**Agenda 7:** To Discussion on Making Class Time-Table and Preparation of Academic Planning for Newly admitted Student Session-2022-24.

- It was unanimously decided that the calendar responsibility of preparing the time-table and Academic Calendar for new academic session 2022-24 was given to staff council in-charge Rekha Kumari.

**Agenda 8:** Any other matter with the Permission on 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.

*RS*  
02.08.22

**IQAC Co-Ordinator**

Maitreya College of Education and Management

*मानदेव*  
02.08.2022

**Principal**

Maitreya College of Education and Management

Letter NO: MCEM/IQAC-2022/005

Date : 01-10-2022

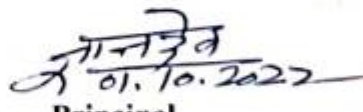
Notice

All the members of Internal Quality Assurance Cell (IQAC) are informed that a meeting of IQAC will be held on 10<sup>th</sup> October 2022 at 03:30 PM. in the staff room of the college. All IQAC members are requested to be present at time.

Agenda

1. The minutes of the Previous meeting were confirmed.
2. Discussion on organizing the Alumni meet.
3. Discussion on division of 1<sup>st</sup> and 2<sup>nd</sup> year course subjects among faculty members.
4. Discussion on preparation of time table for second year class teaching.
5. Discussion on Division of responsibilities among faculty members for co-scholastic activities of the Institute.
6. Discussion on preparation of academic calendar for the academic year 2023.
7. Discussion on work schedule of faculty member.
8. Discussion on the status of the Annual Report.
9. Discussion on the dates and preparations for the school internship program.
10. Discussion on seminar cum-workshop to be organized under the aegis of Bhartiya bhasha Samiti.
11. Discussion on reconstitution of IQAC and other Committees.
12. Discussion on preparation of SSR and IQAC of NAAC.
13. Discussion on celebrating Christmas, Saraswati puja and Republic Day.
14. Discussion on repair of damaged computer of ICT lab and purchase of laptop for HR.

  
01-10-22  
IQAC Co-Ordinator

  
01.10.2022  
Principal

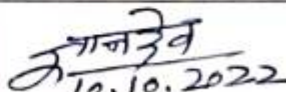
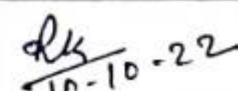

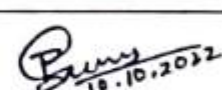

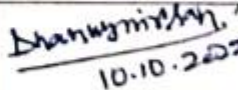
Maitreya College of Education and Management

Date : 10-10-2022

### Minutes of Meeting

A meeting of Internal Quality Assurance Cell (IQAC) was held on 10<sup>th</sup> October 2022 at 03:30 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	 10.10.2022
2	Rekha Kumari, Asst. Prof.	Co-Ordinator	 10-10-22
3	Ritu Rani, Asst. Prof.	Member	—
4	Swati Mishra, Asst. Prof.	Member	—
5	Raj Kumar Roy, Asst. Prof.	Member	 10.10.2022
6	Hiralal Roy, Asst. Prof.	Member	—
7	Pawan Kumar Panday, Asst. Prof.	Member	 10.10.2022
8	Dr. Govardhan Yadav, Asst. Prof.	Member	—
9	Dr. S.K Jha Ex-Principal CTE, Chapra	Member	 10/10/22
10	Dhanush Vir Sah, President, MAA (MCEM)	Member	 10.10.2022



The members discussed the agenda and come to following decisions:

**Agenda 1:** The minutes of the Previous meeting were confirmed.

- To Confirm the Proceeding of last meeting, member undividedly confirmed the proceeding of meeting held on 02<sup>nd</sup> August 2022.

**Agenda 2:** Discussion on organizing the Alumni meet.

- Unanimously the committee decided that the Alumni meeting should be organized in the month of December.

**Agenda 3:** Discussion on division of 1<sup>st</sup> and 2<sup>nd</sup> year course subjects among faculty members.

- In the meeting unanimously the subjects of first- and second-year syllabus should be distributed among the faculty members.

**Agenda 4:** Discussion on preparation of time table for second year class teaching.

- Unanimously decided the responsibility of preparing the second-year time-table was given to Anand Prakash (Assistant Professor)

**Agenda 5:** Discussion on Division of responsibilities among faculty members for co-scholastic activities of the Institute.

- It was unanimously decided that all the faculty members agreed to share the responsibility of co-curricular activities. The responsibility of doing this work was given to the academic in-charge Dr. Nikki.

**Agenda 6:** Discussion on preparation of academic calendar for the academic year 2023.

- It was unanimously decided that Dr. Nikki Kumari will be responsible for the preparation of academic calendar year 2023. It was also discussed that all scholastic and co-scholastics activities should be mentioned in it.

**Agenda 7:** Discussion on work schedule of faculty member.

- It was unanimously decided that all the faculty members should plan their work description.

**Agenda 8:** Discussion on the status of the Annual Report.

- The status of the annual report was reviewed. Along with this, it was decided that the annual report should be completed in time and its publication should be done under the direction of principal, Dr. Gyandeo Mani Tripathi.

**Agenda 9:** Discussion on the dates and preparations for the school internship program.

- It was unanimously decided that the second year school internship program should be conducted after January 10 and the responsibility of its preparation was given to faculty member Ajay Kumar Singh & Rekha Kumari.

**Agenda 10:** Discussion on seminar cum-workshop to be organized under the aegis of Bhartiya bhasha Samiti.

- All the members gave their consent for organizing the seminar-cum-workshop to be organized under the aegis of Bhartiya Bhasha Samiti, Government of India and Maitreya College of Education and Management.

**Agenda 11:** Discussion on reconstitution of IQAC and other Committees.

- Unanimously all the members agreed that IQAC and their committees should be reconstituted.

**Agenda 12:** Discussion on preparation of SSR and IQAC of NAAC.

- The committee reviewed the preparation of NAAC and fixed the dates for SSR and IQAC.

**Agenda 13:** Discussion on celebrating Christmas, Saraswati puja and Republic Day.

- Unanimously all the members agreed to celebrate Christmas, Saraswati puja and Republic Day.

**Agenda 14:** Discussion on repair of damaged computer of ICT lab and purchase of laptop for HR.

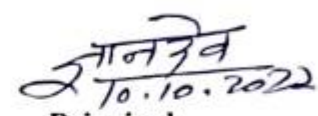
It was unanimously decided that the manufacturing computers of ICT Lab should be rectified after getting them checked by a technician and it was also agreed to by a laptop for HR Mr. Chandra Prakash.

**Agenda 15:** Any other matter with the Permission on 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.

  
10-10-22  
IQAC Co-Ordinator

  
10.10.2022  
Principal  
Maitreya College of Education and Management



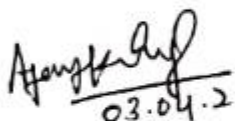
Letter No: MCEM/IQAC-2023/001

Date : 03-04-2023**Notice**

All the members of Internal Quality Assurance Cell (IQAC) are informed that a meeting of IQAC will be held on 06<sup>th</sup> April 2023 at 03:30 PM. in the staff room of the college. All IQAC members are requested to be present at time.

**Agenda**

1. The minutes of the Previous meeting were confirmed.
2. Discussion on conducting first year School Contact Programme.
3. Discussion on the dates of Internal Examination for both the sessions.
4. Review on completion of 10 years from the year of establishment of the institute.
5. Discussion on finalization and submission of SSR.
6. Review of the School Internship Program.
7. Discussion on Appreciation amount to increase the attendance of trainees of the session 2021-23.
8. Discussion on buying new water cooler in the institute.
9. Discussion on purchase of a printer & a computer for the library and repair of not working computers in the ICT Lab.
10. Discussion on installation of AC in library and seminar hall of the institute.
11. Discussion on servicing of institute equipment like fan, RO.
12. Discussion on installation of interactive panel (smart board) in the class room.

  
03.04.2023

IQAC Co-Ordinator

  
03.04.2023  
Principal

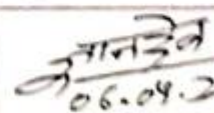
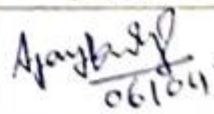
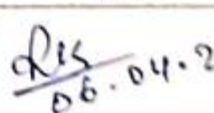
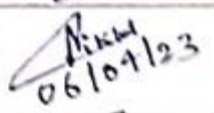
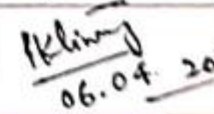
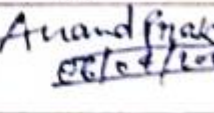
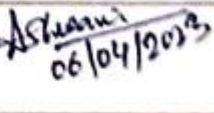
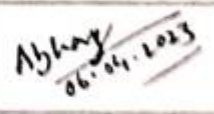
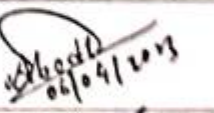
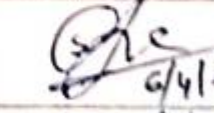
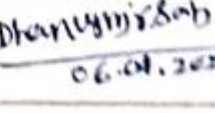
Maitreya College of Education and Management

Date : 06-04-2023

**Minutes of Meeting**

A meeting of Internal Quality Assurance Cell (IQAC) was held on 06<sup>th</sup> April 2023 at 03:30 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	 06.04.2023
2	Ajay Kumar Singh, Asst. Prof.	Co-Ordinator	 06/04/2023
3	Rekha Kumari, Asst. Prof.	Member	 06.04.23
4	Dr. Nikki Kumari, Asst. Prof.	Member	 06/04/23
5	Dr. Pranaw Kumar Tiwary, Asst. Prof.	Member	 06.04.2023
6	Anand Prakash, Asst. Prof.	Member	 06/04/2023
7	Ashwani Kumar Mishra, Asst. Prof.	Member	 06/04/2023
8	Abhay Kumar Singh, Asst. Prof.	Member	 06.04.2023
9	Abodh Chandra Mahato, Asst. prof.	Member	 06/04/2023
10	Dr. S.K Jha Ex-Principal CTE, Chapra	Member	 6/4/2023
11	Dhanush Vir Sah, President, MAA (MCEM)	Member	 06.04.2023



The members discussed the agenda and come to following decisions:

**Agenda 1:** The minutes of the Previous meeting were confirmed.

- To confirm the Proceeding of last meeting, member undividedly confirmed the proceeding held on 10<sup>th</sup> October 2022.

**Agenda 2:** Discussion on conducting first year School Contact Programme.

- It was unanimously decided that School Contact Programme should be started in the second week of April and the responsibility of conducting the school contact program was given to Assistant Professor Rekha Kumari.

**Agenda 3:** Discussion on the dates of Internal Examination for both the sessions.

- It was unanimously decided that the internal examination of first and second year would be conducted from May 9<sup>th</sup> to May 14<sup>th</sup>. The exam in-charge will prepare accordingly.

**Agenda 4:** Review on completion of 10 years from the year of establishment of the institute.

The chairman congratulated everyone on the completion of 10 years by the institute and the works of 10 years were reviewed.

**Agenda 5:** Discussion on finalization and submission of SSR.

- All the members unanimously decided that the SSR should be submitted two to four days before the last date. For which the faculty members give their share of work on time.

**Agenda 6:** Review of the School Internship Program.

- All the members reviewed the School Internship Program and it was decided to increase the presence of the School In-charge to make the School Internship Program more effective.

**Agenda 7:** Discussion on Appreciation amount to increase the attendance of trainees of the session 2021-23.

- All members agreed on the Appreciation amount of ₹ 5000/- to be given to the student to increase the attendance who recorded 95% attendance in the last session and it was also discussed that the student with more than 95% attendance should be selected and the amount be paid.

**Agenda 8:** Discussion on buying new water cooler in the institute.

- All the members agreed to buy a new water cooler. Technical Assistant, Chandra Prakash directed to buy online for this work.

**Agenda 9:** Discussion on purchase of a printer & a computer for the library and repair of not working computers in the ICT Lab.

- Unanimously all the members gave their consent to purchase a new printer and computer for the library. Along with this, the responsibility was given to Technical Assistant, Chandra Prakash to fix the computers not working in ICT lab.



**Agenda 10:** Discussion on installation of AC in library and seminar hall of the institute.

- On completion of 10 years of the institute, the chairman of the committee expressed the intention of cooperation from all the current faculty members, former faculty members, Alumni and non-teaching staff to install AC in the library, seminar room and staff room of the institute, the committee unanimously said this gave consent and for this purpose faculty member Ajay Kumar Singh was given the responsibility to voluntarily collect money online by contacting everyone.

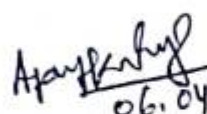
**Agenda 11:** Discussion on servicing of institute equipment like fan and RO.

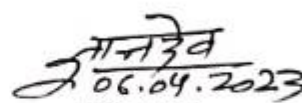
- The committee unanimously gave the responsibility to Accounts Assistant, Santosh Kumar to repair bad fans and RO water coolers.

**Agenda 12:** Discussion on installation of interactive panel (smart board) in the class room.

- Everyone unanimously approved the installation of interactive panels in the institute to conduct education in a modern way. In this regard, after talking to the president of the institute, the responsibility of purchasing it was given to Technical Assistant, Chandra Prakash.

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

  
06.04.2023  
IQAC Co-Ordinator

  
06.04.2023  
Principal  
Maitreya College of Education and Management

Letter NO: MCEM/IQAC-2023/002

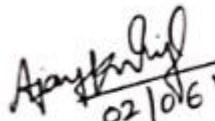
Date : 02-06-2023

Notice

All the members of Internal Quality Assurance Cell (IQAC) are informed that a meeting of IQAC will be held on 07<sup>th</sup> June 2023 at 03:30 PM. in the staff room of the college. All IQAC members are requested to be present at time.

Agenda :

1. The minutes of the Previous meeting were confirmed.
2. Discussion on progress of NAAC by the Committee.
3. Discussion on fixing the dates of internal assessment and external practical assessment.
4. Discussion on internal assessment.
5. Discussion on admission status of session 2023-25.
6. Discussion on the date and plan of Pabajja ceremony for session 2023-25.
7. Discussion on the time table for the new session and the in-charges of various committees.
8. Discussion on buying new chairs for Principal's and IQAC Room.

  
02/06/2023  
IQAC Co-Ordinator

  
02.06.2023  
Principal

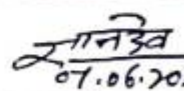
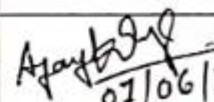
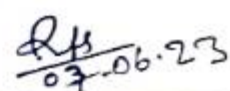

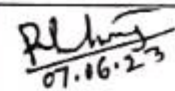
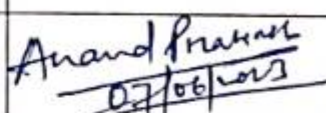
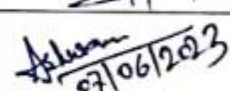

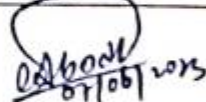

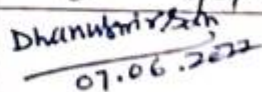
Maitreya College of Education and Management

Date : 07-06-2023

Minutes of Meeting

A meeting of Internal Quality Assurance Cell (IQAC) was held on 07<sup>th</sup> June 2023 at 03:30 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	 07.06.2023
2	Ajay Kumar Singh, Asst. Prof.	Co-Ordinator	 07/06/2023
3	Rekha Kumari, Asst. Prof.	Member	 07.06.23
4	Dr. Nikki Kumari, Asst. Prof.	Member	 07/06/2023
5	Dr. Pranaw Kumar Tiwary, Asst. Prof.	Member	 07.06.23
6	Anand Prakash, Asst. Prof.	Member	 07/06/2023
7	Ashwani Kumar Mishra, Asst. Prof.	Member	 07/06/2023
8	Abhay Kumar Singh, Asst. Prof.	Member	 07/06/2023
9	Abodh Chandra Mahato, Asst. prof.	Member	 07/06/2023
10	Dr. S.K Jha Ex-Principal CTE, Chapra	Member	 7/6/2023
11	Dhanush Vir Sah, President, MAA (MCEM)	Member	 07.06.2022



The members discussed the agenda and come to following decisions:

**Agenda 1:** The minutes of the Previous meeting were confirmed.

- To confirm the Proceeding of last meeting, member undividedly confirmed the proceeding held on 06<sup>th</sup> April 2023.

**Agenda 2:** Discussion on progress of NAAC by the Committee.

- The committee reviewed the progress related to NAAC in the meeting respectively.

**Agenda 3:** Discussion on fixing the dates of internal assessment and external practical assessment.

- It was unanimously decided that after fixing the date of first year internal and second year external practical examination, the Examination Committee should make necessary preparations in this regard and inform the students & faculty members about the exam dates.

**Agenda 4:** Discussion on internal assessment.

The committee decided that all the faculties should determine the marks after internal evaluation of their respective parts.

**Agenda 5:** Discussion on admission status of session 2023-25.

- It was unanimously decided that due to the admission work in the first, second and third round in the session 2023-25, the former students and teachers should be contacted to fill the seats in the sports admission spot round.

**Agenda 6:** Discussion on the date and plan of Pabajja ceremony for session 2023-25.

- It was unanimously decided that the session 2023-25 should start from 3rd July, along with the responsibility of preparation of Pabajja (Orientation) program was given to Dr. Nikki Kumari.

**Agenda 7:** Discussion on the time table for the new session and the in-charges of various committees.

- It was unanimously decided that for the new academic session 2023-25, the Staff Council time-table should be prepared and the in-charge of various committees should be reconstituted among the faculty members. It was agreed to divide the academic subjects for the session 2023-25.

**Agenda 8:** Discussion on buying new chairs for Principal's and IQAC Room.

- It was unanimously decided that new chairs should be purchased for the principal's and IQAC room. The responsibility of buying this was given to Assistant Professor, Ajay Kumar Singh and Technical Assistant, Chandra Prakash.

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

  
07/06/2023  
IQAC Co-Ordinator

  
07.06.2023  
Principal

Maitreya College of Education and Management