



MCEM

Maitreya College of Education & Management
Shaping Education

Affiliated to Aryabhata Knowledge University, Patna



Letter No.: MCEM/IQAC-2023/003.

Date:-22-07-2023

Notice

All the members of Internal Quality Assurance Cell (IQAC) are informed that a meeting of IQAC will be held on 24-07-2023 at 03:00 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 reconstitution of IQAC.
3. Discussion on progress of NAAC by the Committee.
4. Discussion on Revised Vision & Mission of our College.

Ajay Singh
22/07/2023

Principal In-charge & IQAC Co-ordinator

Asst. Prof. & Principal In-charge
Maitreya College of Education and Management, Hajipur

Maitreya College of Education & Management

Shaping Education

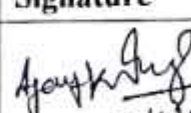
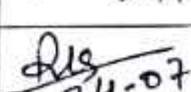
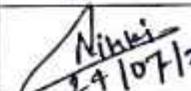
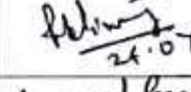
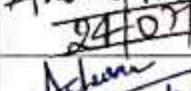
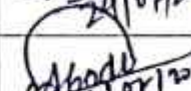
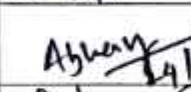
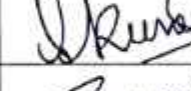
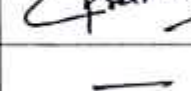
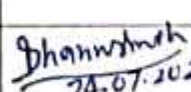

Affiliated to Aryabhata Knowledge University, Patna

Date : 24-07-2023

Minutes of Meeting

A meeting of Internal Quality Assurance Cell (IQAC) was held on 24th July 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	Ajay Kumar Singh, Principal (I/C)	Chairperson & Co-Ordinator	 24/07/2023
2	Rekha Kumari, Asst. Prof.	Member	 24-07-23
3	Dr. Nikki Kumari, Asst. Prof.	Member	 24/07/2023
4	Dr. Pranaw Kumar Tiwary, Asst. Prof.	Member	 24.07.2023
5	Anand Prakash, Asst. Prof.	Member	 24/07/2023
6	Ashwani Kumar Mishra, Asst. Prof.	Member	 24/07/2023
7	Abodh Chandra Mahato, Asst. Prof.	Member	 24/07/2023
8	Abhay Kumar Singh, Asst. Prof.	Member	 24/07/2023
9	Hemant Kumar, Chairman MCEM, (Management Member)	Member	
10	Chandra Prakash, Tech. Asst., (Administrative Member)	Member	
11	Dr. S.K Jha Ex-Principal CTE, Chapra (Local Society Member)	Member	—
12	Dhanush Vir Sah, President, MAA (Alumni Member)	Member	 24.07.2023

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 07th June 2023.

Agenda-2. Discussion on reconstitution of IQAC.

- The committee reviewed the constitution of IQAC

Agenda-3. Discussion on progress of NAAC by the Committee.

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

Agenda-4. Discussion on Revised Vision & Mission of our College.

- It was unanimously decided that the present vision and mission of the institute should be revised by the committee of IQAC and the created vision and mission should be uploaded on the website of the institute.

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

Ajay Kumar Singh
24/07/2023

Principal In-charge & IQAC Co-ordinator

Asst. Prof. & Principal In-charge
Maitreya College of Education and Management, Hajipur

Maitreya College of Education & Management
Shaping Education

Affiliated to Aryabhatta Knowledge University, Patna

Letter No.: MCEM/IQAC-2023/004

Date: -26-08-2023

Notice

All the members of Internal Quality Assurance Cell (IQAC) are informed that a meeting of IQAC will be held on 02 Sep 2023 at 02:30 PM. in the staff room of the college. All IQAC members are requested to be present at time.

Agenda:-

1. To confirm the proceedings of last meeting.
2. Discussion on preparation of school internship program session 2022-24.
3. To discuss the organization of Hindi Diwas Fortnight.
4. To discuss organizing upcoming activities as per NAAC guidelines.
5. Discuss organizing each program by mentioning its objective.
6. To discuss the organization of birth anniversary of Mahatma Gandhi and Shastri ji.
7. To discuss updating the activities of the institute on MCEM website.
8. To discuss linking the school with IQAC.
9. To discuss regularizing the attendance of students.
10. Discussing NCF-2023.
11. To discuss research based articles, participation in seminars and workshops by faculty members.
12. To discuss filling the vacant posts of the institute.

Apurva Singh
26/08/2023

Principal In-charge & IQAC Co-ordinator

Asst. Prof. & Principal In-charge
Maitreya College of Education and Management, Hajipur

Maitreya College of Education & Management

Shaping Education

Affiliated to Aryabhatta Knowledge University, Patna

Date:-02-09-2023

Minutes of Meeting

A meeting of Internal Quality Assurance Cell (IQAC) was held on 02-09-2023 at 02:30 PM in Staff Room of the College.

The following Members were present in the meeting.

SLNo.	Name And Designation	Status	Signature
	Mr. Ajay Kumar Singh (Principal In-charge)	Chairperson & Co-ordinator	<i>Ajay Singh</i> 02/09/2023
	Mrs. Rekha Kumari (Assistant Professor)	Member	<i>Rekha</i> 02-09-23
	Dr. Nikki Kumari (Assistant Professor)	Member	<i>Nikki</i> 02/09/23
	Dr. Pranqw Kumar Tiwari (Assistant Professor)	Member	<i>Pranqw</i> 02-09-2023
	Mr. Anand Prakash (Assistant Professor)	Member	<i>Anand Prakash</i> 02/09/2023
	Mr. Ashwani Kumar Mishra (Assistant Professor)	Member	<i>Ashwani</i> 02/09/2023
	Mr. Abodh Kumar Mahato (Assistant Professor)	Member	<i>Abodh</i> 02/09/2023
	Miss. Lalita Kumari (Assistant Professor)	Member	<i>Lalita</i> 02/09/2023
	Mr. Prashant Amar (Librarian)	Member	<i>Prashant Amar</i> 02/09/2023
	Mr. Chandra Prakash (HR)	Member	<i>Chandra</i> 02-09-2023
	Prof. Gyandeo Mani Tripathi (Academic Director)	Member	<i>Gyandeo</i> 02-09-2023
	Mr. Hemant Kumar (Chairman MCEM)	Member	<i>Hemant</i>
	Dr. S.K. Jha Ex-Principal CTE, Chhapra	Member	<i>S.K. Jha</i> 02.09.2023
	Mr. Dhanushvir Sah. Alumni President, MAA (MCEM)	Member	<i>Dhanushvir Sah</i> 02.09.2023

Maitreya College of Education & Management

Shaping Education

Affiliated to Aryabhatta Knowledge University, Patna

The members discussed the agenda and come to following decisions:

Agenda-1 To confirm the proceedings of last meeting.

*To confirm the proceedings of last meeting, member undividedly confirmed the proceedings held on 24 July 2023.

Agenda-2. Discussion on preparation of school internship program session 2022-24.

* It was unanimously decided that the school internship program should be started from the first week of October and its preparation should be done before that. Its responsibility was given to Ajay Kumar Singh and Prashant Amar.

Agenda-3. To discuss the organization of Hindi Diwas Fortnight.

* It was unanimously decided to celebrate Hindi Diwas Fortnight, the responsibility of organizing this program was given to Sahitya Kunj in-charge Dr. pranaw kumar tiwari.

Agenda-4. To discuss organizing upcoming activities as per NAAC guidelines.

* It was unanimously decided that all the upcoming activities should be conducted as per the standards of NAAC. It will be the responsibility of the IQAC coordinator to ensure this.

Agenda-5. Discuss organizing each program by mentioning its objective.

* It was unanimously decided that before organizing all the upcoming programs, the objectives of organizing them should be ascertained. The program in-charge will be responsible for determining the objectives.

Agenda-6. To discuss the organization of birth anniversary of Mahatma Gandhi and Shastri ji.

* It was unanimously decided that the birthdays of Gandhi and Shastri ji should be celebrated as Swachhta Pakhwada. Under this, it was decided to organize seminars, writing competitions, speeches and cleanliness drives.

Agenda-7. To discuss updating the activities of the institute on MCEM website.

* It was unanimously decided that the responsibility of updating the website will be of HR Chandraprakash ji and Abodh Chandra Mahato sir.

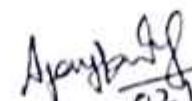
Agenda-8. To discuss linking the school with IQAC.

* It was unanimously decided in the meeting to link the IQAC activities of the institute with the school.

Agenda-9. To discuss regularizing the attendance of students.

* It was unanimously decided that to regularize the attendance of the trainees of both the

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


02/09/2023
Principal In-charge & IQAC Co-ordinator

Asst. Prof. & Principal In-charge

Notice

All the members of Internal Quality Assurance Cell (IQAC) are informed that a meeting of IQAC will be held on 01-11-2023 at 03:00 PM. in the staff room of the college. All IQAC members are requested to be present at time.

Agenda

- 1.To confirm the proceedings of last meeting.
2. To discuss the preparation of School Contact Programme.
3. To review school internship activities.
4. To discuss organizing programs of national importance sponsored by NCTE and Government of India.
5. Discussing the status of syllabus.
6. To discuss organizing upcoming co-scholastic activities.
7. To discuss holding annual sports meet in the month of December.
8. Discuss the welcome and orientation program for new faculty members.
9. To discuss handing over responsibilities to new faculty members.

Apurba Singh
26/10/2023

Principal In-charge & IQAC Co-ordinator

Asst. Prof. & Principal In-charge
Maitreya College of Education and Management, Hajipur

Minutes of Meeting

A meeting of Internal Quality Assurance cell (IQAC) was held on 01/11/2023 at 03:00 PM in Staff Zoom of the College.

The following members were present in the meeting

SLNo.	Name And Designation	Status	Signature
1.	Mr. Ajay Kumar Singh (Principal In-charge)	Chairperson & Co-ordinator	<i>Ajay Kumar Singh</i> 01/11/2023
2.	Mrs. Rekha Kumari (Assistant Professor)	Member	<i>Rekha</i> 01-11-23
3.	Dr. Nikki Kumari (Assistant Professor)	Member	<i>Nikki</i> 01/11/23
4.	Dr. Pranav Kumar Tiwari (Assistant Professor)	Member	<i>Pranav</i> 01/11/23
5.	Mr. Anand Prakash (Assistant Professor)	Member	<i>Anand Prakash</i> 01/11/23
6.	Mr. Ashwani Kumar Mishra (Assistant Professor)	Member	<i>Ashwani</i> 01/11/2023
7.	Mr. Abodh Kumar Mahato (Assistant Professor)	Member	<i>Abodh</i> 01/11/2023
8.	Miss. Lalita Kumari (Assistant Professor)	Member	<i>Lalita</i> 01/11/2023
9.	Mr. Prashant Amar (Librarian)	Member	<i>Prashant Amar</i> 01/11/2023
10.	Mr. Chandra Prakash (HR)	Member	<i>Chandra</i> 01.11.2023
11.	Prof. Gyandeo Mani Tripathi (Academic Director)	Member	<i>Gyandeo Mani Tripathi</i> 01.11.23
12.	Mr. Hemant Kumar (Chairman MCEM)	Member	—
13.	Dr. S.K. Jha Ex-Principal CTE, Chhapra	Member	<i>S.K. Jha</i> 01/11/2023
14.	Mr. Dhanushvir Sah, Alumni President, MAA (MCEM)	Member	<i>Dhanushvir Sah</i> 01.11.2023

The members discussed the agenda and come to following decisions:

Agenda-1. To confirm the proceedings of last meeting.

* To confirm the proceedings of last meeting, member undividedly confirmed the proceedings held on 02-09-2023.

Agenda-2. To discuss the preparation of School Contact Programme.

* It was unanimously decided in the meeting that a one month school contact program for the first year will be organized between 19th December to 18th January, before that all the preparations related to it should be done.

Agenda-3. To review school internship activities.

* In this meeting the activities of the second year School Internship Program were reviewed.

Agenda-4. To discuss organizing programs of national importance sponsored by NCTE and Government of India.

* It was unanimously decided that during this Amrit Kaal, the institute should organize the major days and programs organized by NCTE and Government of India with due respect.

Agenda-5 Discussing the status of syllabus.

* In the meeting B. Ed. The completeness of the first and second year syllabus was reviewed.

Agenda-6. To discuss organizing upcoming co-scholastic activities.

* It was also discussed in the meeting which activities will be carried out in the coming November and December.

Agenda-7. To discuss holding annual sports meet in the month of December.

* It was unanimously decided that annual sports competitions should be organized in the month of December. The responsibility of organizing this program was given to Abodh Chandra Mahato.

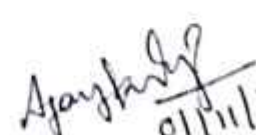
Agenda-8. Discuss the welcome and orientation program for new faculty members.

* After the interview, the selected principal and faculty members were welcomed by IQAC. Also, orientation work should be conducted for them.

Agenda-9. To discuss handing over responsibilities to new faculty members.

* It was unanimously decided to give responsibilities to the new faculty members in the time-table. Besides this they should also be given a place in various committees of Maitreya College.

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


Principal In-charge & IQAC Co-ordinator

Asst. Prof. & Principal In-charge

Letter No. : MCEM/IQAC-2024/001

Date : 16-01-2024

Notice

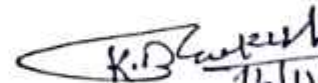
All the members of Internal Quality Assurance Cell (IQAC) are informed that a meeting of IQAC will be held on 20-01-2024 at 11:00 AM in the IQAC room of the college. All the IQAC members are requested to be present at time.

Agenda :

1. The minutes of the previous meeting were confirmed.
2. Discussion for conducting regular classes of the first year and 2nd year.
3. Discussion on AQAR progress work.
4. To Discuss on online classes in month of February.
5. To Discuss on work division of Ex-faculty member Dr. Nikki Kumari.
6. Discussion on internal exam.
7. Discussion on NSS activities.
8. Discussion on Maitreya Panchayat chunav.
9. Discussion on Republic day celebration.
10. Discussion on the proposal for one day workshop organized at Maitreya College by Indian Languages Committee, Ministry of Education, Government of India.
11. Discussion on organizing Maitreya Alumni Meet.


16/01/2024

IQAC Coordinator


16/01/2024

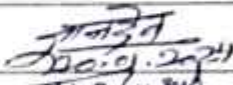
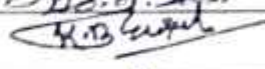
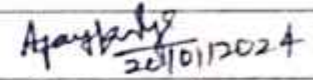
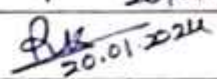
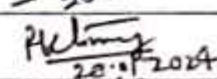
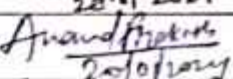
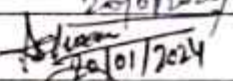
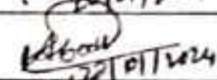
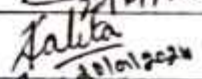
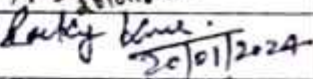
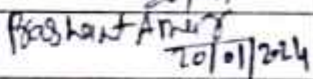
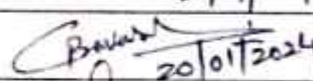
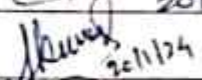
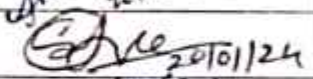
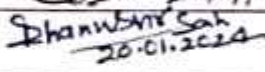
Principal

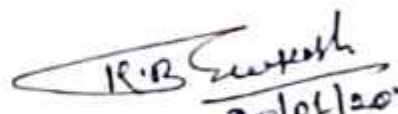
Dr. Kumar Mritunjay Rakesh
Principal
Maitreya College of Education and Management
Industrial Area, Hajipur

Date- 20-01-2024

Minutes of meeting

A meeting of Internal Quality Assurance cell (IQAC) was held on 20-01-2024 at 11:00 AM in the IQAC Room of the College. The following members were present in the meeting:-

SL.No.	Name and designation	Status	Signature
1.	Dr. Gyandev Mani Tripathi (Academic Director)	Patron	 20.01.2024
2	Dr. Kumar Mritunjay Rakesh (principal)	Chairperson	 20.01.2024
3	Ajay Kumar Singh (Assistant professor)	Coordinator	 20/01/2024
4	Rekha Kumari (Staff Council Secretary)	Member	 20.01.2024
5	Dr Pranav Kumar Tiwari (Assistant professor)	Member	 20.01.2024
6	Anand Prakash (Assistant professor)	Member	 20/01/2024
7	Ashwani Kumar Mishra (Assistant professor)	Member	 20/01/2024
8	Abodh Chandra mahato (Assistant professor)	Member	 20/01/2024
9	Miss Lalita Kumari (Assistant professor)	Member	 20/01/2024
10	Rocky Kumar (Assistant professor)	Member	 20/01/2024
11	Prashant Amar (Librarian)	Member	 20/01/2024
12	Chandra Prakash (HR)	Member	 20/01/2024
13	Hemant Kumar (Chairman , MCEM)	Member	 20/01/24
14	Dr. S.K.Jha (Ex. Principal , CTE, Chhapra)	Member	 20/01/24
15	Dhanushvir Sah (Alumni President , MAA)	Member	 20.01.2024


20/01/2024.

Dr. Kumar Mritunjay Rakesh
Principal

Maitreya College of Education and Management
Industrial Area, Hajipur



The members discussed the agenda and come to following decisions:

Agenda-1. To confirm the proceedings of last meeting.

*member undividedly confirmed the proceedings held on 01-11-2023

Agenda-2. Discussion for conducting regular classes of the first year and 2nd year.

* The responsibility of preparing the time table for conducting regular classes of B.Ed first year and second year was given to Assistant Professor Rekha Kumari.

Agenda-3. Discussion on AQAR progress work.

*All faculty members will ensure to update their criteria work related to AQAR as soon as possible

Agenda-4. To Discuss on online classes in month of February.

* Since the college is the center of Bihar Board 12th examination, it was ensured to conduct online classes from 1st February 2024 In which it was ensured to conduct three classes of B.Ed first year and second year every day. The responsibility of preparing the time table for conducting online classes has been given to Assistant Professor Rekha Kumari.

Agenda-5. To Discuss on work division of Ex-faculty member Dr. Nikki Kumari.

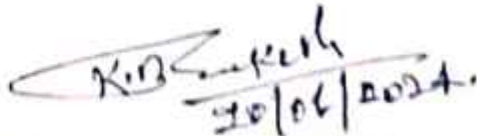
*With the responsibility of teaching CC-3 in the first year of B.Ed and CC-10 in the second year. Given to Assistant Professor Rocky Kumar.

Agenda-6. Discussion on internal exam.

*It was ensured to conduct the internal examination of B.Ed first year and second year from 6th March 2024. In which Examination Controller and examination in-charge assistant professor Rocky Kumar and deputy in-charge assistant professor Dr. Pranab Kumar Tiwari, Abodh Chandra Mahato and Ashwani Kumar Mishra.

Agenda-7. Discussion on NSS activities.

*Under the special drive in the college, various activities were ensured by NSS on 23, 24 and 26 January 2024. The charge of organizing all the programs was given to Assistant Professor cum NSS Program Officer Rekha Kumari.


20/01/2024.

Dr. Kumar Mritunjay Rakesh
Principal
Maitreya College of Education and Management
Industrial Area, Hajipur

Agenda-8. Discussion on Maitreya Panchayat chunav.

*In the meeting, it was unanimously decided to organize the Maitreya Panchayat elections on 29th January 2024. In which the election officers will be Assistant Professor Ajay Kumar Singh, Rekha Kumari, Anand Prakash. Students will file their nominations for the elections on 26 January 2024 and will be able to withdraw their nominations till noon on 27 January..

Agenda-9. Discussion on Republic day celebration.

*It was ensured that Republic Day was organized in the college under the joint aegis of NSS and IQAC

Agenda -10. Discussion on the proposal for one day workshop organized at Maitreya College by Indian Languages Committee, Ministry of Education, Government of India

*It was unanimously decided in the meeting that a one day workshop on SaralmanakSanskritam proposed by Indian Language Committee should be organized on 28th January and its coordinator will be the Principal of the institute Dr. Kumar Mrityunjay Rakesh and co-coordinator will be Assistant Professor Dr. Pranav Kumar Tiwari.

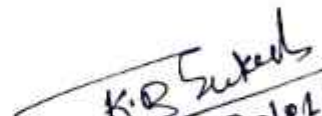
Agenda -11. Discussion on organizing Maitreya Alumni Meet

* It was decided unanimously that Maitreya Alumni Meet should be held on 28th January and the alumni selected in TRE-1&2 conducted by BPSC should be felicitated on behalf of the institute. The responsibility of the Alumni Meet should be given to faculty member Ajay Kumar Singh and Alumni President Dhanush Veer Shah.

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


20/01/2024

IQAC Coordinator


20/01/2024

Principal

Maitreya College of Education and Management

Dr. Kumar Mritunjay Rakesh
Principal

Maitreya College of Education and Management
Industrial Area, Hajipur



गैत्रेय कॉलेज ऑफ एजुकेशन एण्ड मैनेजमेंट
MAITREYA COLLEGE OF EDUCATION & MANAGEMENT
Affiliated to Aryabhata Knowledge University, Patna
EPIP CAMPUS, INDUSTRIAL AREA, HAJIPUR- 844102 (VAISHALI)



Letter No. : MCEM/IQAC-2024/003

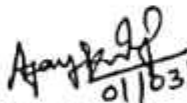
Date : 01-03-2024

Notice

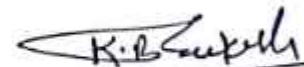
All the members of Internal Quality Assurance Cell (IQAC) are informed that a meeting of IQAC will be held on 13-03-2024 at 2:00 PM in the IQAC room of the college. All the IQAC members are requested to be present at time

Agenda:

1. The minutes of the Previous Meeting were confirmed.
2. Discussion on increasing participation in workshops and seminars.
3. Discussion on organizing Bihar Day and Holi Milan celebrations.
4. Discussion on remedial teaching for students who failed in the first internal examination.
5. Discussion on making time table for conducting classes of CTET.
6. Discussion on the location and program of educational tour.
7. Discussion on annual report reform.
8. Discussion on celebration of World Health Day.
9. Discussion on organising programmes on Ambedkar Jayanti and Veer Kunwar Singh Jayanti.
10. Discussion on the status of the course in both sessions.
11. Discussion on conducting second internal examination.


01/03/2024

IQAC Coordinator


11/03/2024

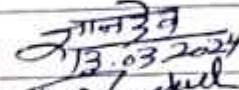
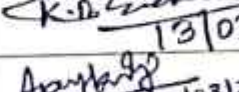
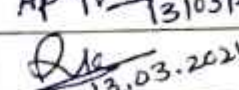
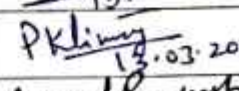
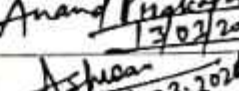
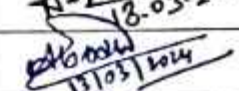
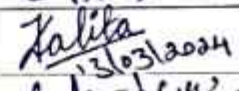
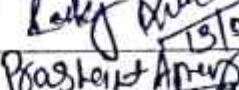
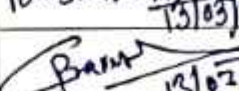
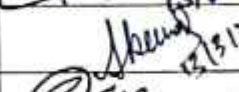
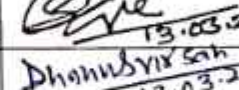
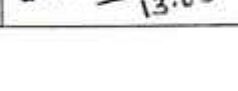

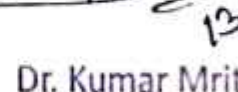
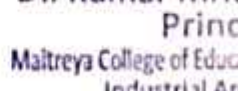
Principal


Dr. Kumar Mritunjay Rakesh
Principal
Maitreya College of Education and Management
Industrial Area, Hajipur

Date- 13-03-2024

Minutes of meeting

A meeting of Internal Quality Assurance Cell (IQAC) was held on 13-03-2024 at 02:00 PM in IQAC Room of the College. The following members were present in the meeting:-

SLNo.	Name and designation	Status	Signature
1.	Dr. Gyandev Mani Tripathi (Academic Director)	Patron	 13.03.2024
2	Dr. Kumar Mritunjay Rakesh (Principal)	Chairperson	 13/03/24
3	Ajay Kumar Singh (Assistant professor)	Coordinator	 13/03/2024
4	Rekha Kumari (Staff Council Secretary)	Member	 13.03.2024
5	Dr Pranav Kumar Tiwari (Assistant professor)	Member	 13.03.2024
6	Anand Prakash (Assistant professor)	Member	 13/03/2024
7	Ashwani Kumar Mishra (Assistant professor)	Member	 13.03.2024
8	Abodh Chandra mahato (Assistant professor)	Member	 13/03/2024
9	Miss Lalita Kumari (Assistant professor)	Member	 13/03/2024
10	Rocky Kumar (Assistant professor)	Member	 13/03/24
11	Prashant Amar (Librarian)	Member	 13/03/2024
12	Chandra Prakash (IIR)	Member	 13/03/2024
13	Hemant Kumar (Chairman , MCEM)	Member	 13/03/2024
14	Dr. S.K.Jha (Ex. Principal , CTE,Chhapra)	Member	 13.03.2024
15	Dhanushvir Sah (Alumni President , MAA)	Member	 13.03.2024


13/03/2024

Dr. Kumar Mritunjay Rakesh
Principal

Maitreya College of Education and Management
Industrial Area, Hajipur

The members discussed the agenda and come to following decisions:

Agenda-1. The minutes of the Previous meeting were confirmed.

*member undividedly confirmed the proceedings held on 20-01-2024.

Agenda -2. Discussion on increasing participation in workshops and seminars.

*It was unanimously decided in the meeting that all the faculties should participate in the workshops and seminars organized under Malaviya Mission and also present the techniques and knowledge learnt in them to the Staff Council through reports.

Agenda -3. Discussion on organizing Bihar Day and Holi Milan celebrations.

*It was unanimously decided that Bihar Day and Holi Milan Ceremony should be celebrated on the same day on 22nd March in the institute, the responsibility of organizing this program was given to faculty member Rekha Kumari.

Agenda -4. Discussion on remedial teaching for students who failed in the first internal examination.

* It was decided unanimously that after the results of the first internal examination, remedial teaching should be conducted for the unsuccessful students. The responsibility of this task was given to faculty member Rocky Kumar.

Agenda- 5. Discussion on making time table for conducting classes of CTET.

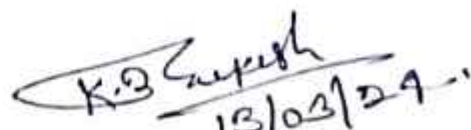
* CTET classes should be conducted on the demand of trainees, for this CTET classes should be included in the time-table.

Agenda- 6. Discussion on the location and program of educational tour.

* It was decided unanimously that Nalanda University and the historical site of Rajgir were selected for the educational tour on March 23. The responsibility of this educational tour was given to Ajay Kumar Singh and Rekha Kumari.

Agenda -7. Discussion on annual report reform.

* It was also discussed in the meeting that all those who prepare the annual report should read it and make amendments wherever necessary.


13/03/24
Dr. Kumar Mritunjay Rakesh
Principal
Maitreya College of Education and Management
Industrial Area, Hajipur

Agenda - 8. Discussion on celebration of World Health Day.

* On the occasion of World Health Day, a special awareness session should be organized in the institute. A special session of health awareness and yoga should be held for 1 hour. The responsibility for this was given to Patanjali Yoga Club.

Agenda- 9. Discussion on organising programmes on Ambedkar Jayanti and Veer Kunwar Singh Jayanti.

* It was decided unanimously that Ambedkar Jayanti should be organized on 13th April and Veer Kunwar Singh Jayanti on 22nd April. The responsibility of organizing this program was given to Anand Prakash Sir and Dr. Pranav Kumar Tiwari Sir respectively.

Agenda -10. Discussion on the status of the course in both sessions.

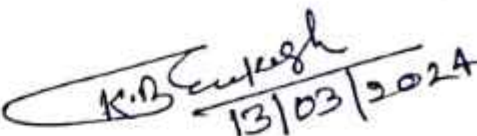
* It was discussed in the meeting that all the faculty members should review their syllabus and ensure that their syllabus is completed by 19 April 2024.

Agenda -11. Discussion on conducting second internal examination.

* It was unanimously decided that keeping in mind the external examination of the university, the Examination Committee should conduct the second internal examination from 20 April 2024.

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


13/03/2024
IQAC Coordinator


13/03/2024
Principal
Maitreya College of Education and Management
Dr. Kumar Mritunjay Rakesh
Principal
Maitreya College of Education and Management
Industrial Area, Hajipur

Letter No. MCEM/IQAC-2024/004

Date- 04/05/2024

Notice

All the Members of Internal Quality Assurance cell (IQAC) are informed that a meeting of IQAC will be held on 11 May at 1:30 PM in the staff Room of the College. All the IQAC members are requested to be present at time.

Agenda

1. The minutes of the previous meeting were confirmed.
2. Discussion on academic calendar.
3. Discussion on various reports and records of the institute.
4. Discussion on completion of the syllabus.
5. Discussion on closing of session 2022-24 and session 2023-25.
6. Discussion on remedial teaching after second internal assessment.
7. Discussion on the formation of Academic Calendar Committee for preparation of academic calendar for the academic session 2024-25.
8. Discussion on the attendance of trainees.
9. Discussion on internal assessment of session 2022-24 2nd year and session 2023-25 1st year.
10. Discussion on summer vacation of faculty members.
11. Discussion on external practical examination of second year of B.Ed. session 2022-24.
12. Discussion on internal examination of EPC - 1,2,3 of first year of session 2023-25.


04/05/2024
IQAC Coordinator

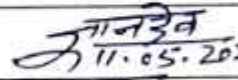
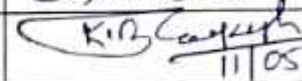
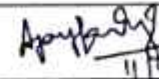
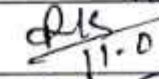
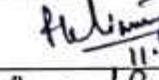
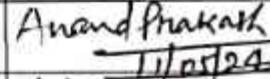
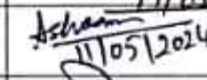

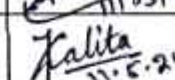
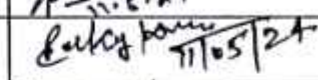
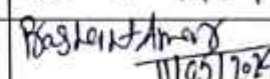
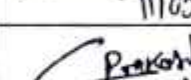
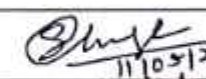
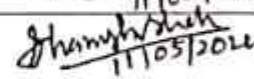

Principal
Dr. Kumar Mritunjay Rakesh
Principal
Maitreya College of Education and Management
Industrial Area, Hajipur

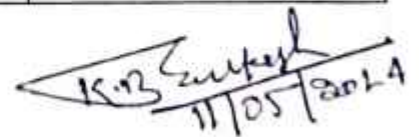
Date : 11 / 05 / 2024

Minutes of meeting

A meeting of Internal Quality Assurance Cell (IQAC) was held on 11/05/2024 at 01:30 PM in staff Room of the College.

The following members were present in the meeting :-

SLNo.	Name and designation	Status	Signature
1.	Dr. Gyandev Mani Tripathi (Academic Director)	Patron	 11.05.2024
2	Dr. Kumar Mritunjay Rakesh (principal)	Chairperson	 11/05/24
3	Ajay Kumar Singh (Assistant professor)	Coordinator	 11/05/2024
4	Rekha Kumari (Staff Council Secretary)	Member	 11.05.24
5	Dr Pranav Kumar Tiwari (Assistant professor)	Member	 11.05.2024
6	Anand Prakash (Assistant professor)	Member	 11/05/24
7	Ashwani Kumar Mishra (Assistant professor)	Member	 11/05/2024
8	Abodh Chandra mahato (Assistant professor)	Member	 11/05/2024
9	Miss Lalita Kumari (Assistant professor)	Member	 11.5.24
10	Rocky Kumar (Assistant professor)	Member	 11/05/24
11	Prashant Amar (Librarian)	Member	 11/05/2024
12	Chandra Prakash (HR)	Member	 11/05/2024
13	Hemant Kumar (Chairman , MCEM)	Member	—
14	Dr. S.K.Jha (Ex. Principal , CTE,Chhapra)	Member	 11/05/2024
15	Dhanushvir Sah (Alumni President , MAA)	Member	 11/05/2024


11/05/2024

Principal

Dr. Kumar Mritunjay Rakesh
Principal
Maitreya College of Education and Management
Industrial Area, Hajipur

The members discussed the agenda and come to following decisions :

Agenda 1. The minutes of the previous meeting were confirmed.

All the members confirmed the action decided in the meeting held on 13-03-24.

Agenda 2. Discussion on academic calendar.

The work scheduled in the Academic calendar was reviewed and it was decided to complete the pending work by 31 May 2024.

Agenda 3. Discussion on various reports and records of the institute.

All faculty members will ensure to update their files and different reports before summer vacation.

Agenda 4. Discussion on completion of the syllabus.

The syllabus of all subjects was reviewed. The syllabus of all subjects is complete. Therefore, it was decided to run revision and remedial classes.

Agenda 5. Discussion on closing of session 2022-24 and session 2023-25.

In the meeting, it was unanimously decided to break the session from 31st May 2024.

Agenda 6. Discussion on remedial teaching after second internal assessment.

Keeping in mind the results of the internal examination, it was decided to conduct remedial classes on various subjects of both the sessions from 15-05-24 to 25-05-24.

Agenda 7. Discussion on the formation of Academic Calendar Committee for preparation of academic calendar for the academic session 2024-25.

It was decided in the meeting that the academic calendar for the new session 2024-25 should be prepared by a committee headed by senior faculty member Ajay Kumar Singh. Along with the faculty members, an alumnus and a student of the current session should be included in this committee.

Agenda 8. Discussion on the attendance of trainees.

It was decided to do a monthly analysis of student attendance, the responsibility of which was given to Assistant Professor Ashwini Kumar Mishra. On the basis of monthly analysis, it was decided to hold a meeting with the parents of those students whose attendance is found to be low.

Agenda 9. Discussion on internal assessment of session 2022-24 ,2nd year and session 2023-25 ,1st year.

All faculty members will complete internal assessment of their subjects before summer vacation.

Agenda 10. Discussion on summer vacation of faculty members.

Summer vacation will be for students and teachers from June 01 to June 30 as per the instructions of the University. The College office will remain open during this period.

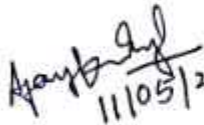
Agenda 11. Discussion on external practical examination of second year of B.Ed. session 2022-24.

It was decided unanimously in the meeting that the responsibility of conducting the external practical examination of B.Ed. session 2022-24 second year will be done by the Controller of Examinations of the Institute, Rocky Kumar, in which Assistant Professor Dr. Pranav Kumar Tiwari and Abodh Chand Mahato will assist. It was also decided that the date of external practical examination should be held on the next working day after the end of the theoretical examination. Three examiners related to this should be selected subject wise and recommendation should be taken from the university.

Agenda 12. Discussion on internal examination of EPC - 1,2,3 of first year of session 2023-25.

It was decided unanimously in the meeting that the internal practical examination of EPC-1,2,3 of B.Ed. first year will be held after the theoretical examination, the examiners of this internal examination will be Assistant Professor Rekha Kumari, Assistant Professor Ashwani Kumar and Assistant Professor Anand Prakash Sir. Preparation of these internal examinations will be done by the examination committee.

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


11/05/2024

IQAC Coordinator


11/05/2024

Principal

Maitreya College of Education and Management

Dr. Kumar Mritunjay Rakesh
Principal

Maitreya College of Education and Management
Industrial Area, Hajipur