

MAX INSTITUTE OF TEACHERS TRAINING
BIJULIA, RAMGARH-CANTT, RAMGARH, JHARKHAN
MINUTES OF THE MEETING OF ANNUAL CALENDAR AND TIME
TABLE COMMITTEE
(2022-2024)

The meeting of the Annual Calendar and Time Table Committee *for* the ensuing Academic Session was held at 2:30 p.m. on 21 May 2022 in the office of the Principal.

The following attended

| Sr.No | Name | Designation |
|--------------|------------------|--------------------|
| 1. | Dr.Anand Kishore | Principal |
| 2. | Sridhar Munda | Coordinator |
| 3. | Shruti Rani | Member |
| 4. | Atul Kumar Singh | Member |

Dr. Anand Kishore presided over the meeting.

The meeting started with the opening remarks made by the chairperson.

Having welcomed the new members of the committee, the chairperson expressed relief that Covid-19 had gone by and every thing was back to normal.

Reporting

The committee was informed that the annual calendar was observed meticulously and decisions taken by the committee during the preceding session were given effect as required and the directions issued from time to time by the chairperson were likewise implemented.

Decisions

Having discussed the agenda items in necessary detail, the committee resolved as under:

1. It was decided to adopt the policies set in the previous meetings.
2. Sri Shridhar Munda was entrusted with the responsibility of deciding the activities and the dates as soon as possible.
3. The committee directed further to the effect that the events/activities have to be planned in a realistic manner with over all considerations.
4. The committee resolved to plan each and every supporting co-curricular and extra curricular activities activity in detail.

5. The committee directed further that since the college was to follow the workload policy of the affiliating University and the norms of NCTE, the workload in the timetable was to be assigned as per the notification of NCTE Gazette vide No. F.49-4/2006-NCTE (N&S) dated 21st July 2006 and norm 4.1a (i).

The meeting concluded at 4:30 p.m. with a vote of thanks.


Principal
Max Institute of Teacher's Training
Bjalki, Ramgarh Cantt, Jharkhand

Chairperson

MAX INSTITUTE OF TEACHERS TRAINING
BIJULIA, RAMGARH-CANTT, RAMGARH, JHARKHAND
MINUTES OF THE MEETING OF THE ANTI-RAGGING & SEXUAL HARASSMENT
COMMITTEE

Academic Session 2022 - 2024

The first (preliminary) meeting of the Anti-Ragging and Sexual Harassment Committee of the current academic session was held at 12:00 noon on 17 February 2022 in the Office of Principal.

The following attended the meeting under the chairmanship of **Dr. Anand Kishore**

ANTI-RAGGING & SEXUAL HARASSMENT COMMITTEE

| Sr.No | Name | Designation |
|-------|---------------------|----------------------|
| 1. | Dr. Anand Kishore | Principle |
| 2. | Sunil Singh | Coordinator |
| 3. | Shruti Rani | Member |
| 4. | Teklal Kr. Kushwaha | Pupil-Teacher Member |
| 5. | Mamta Kumari | Pupil-Teacher Member |

The meeting started with the opening remarks made by the chairperson.

The chairperson welcomed the members who were participating in the first ever meeting of the Anti-Ragging & Sexual Harassment Committee.

Resolutions

1. The committee decided to keep up well tested strategy that has informally been in place for quite some time past.
2. The Anti-Ragging and Sexual Harassment Squad would be on alert and enlist active support of each employee of the college.
3. The students would be familiarized with code of conduct and professional ethics of being a good teacher/human being in the first week of the academic session. They would be made to realize that college is a zero-tolerance area for things like ragging, discrimination, sexual harassment, etc. and that indulgence in such activity might cost them their career.
4. The members were advised to maintain the vigour and be on the alert all the more.

The meeting ended at 2:15 pm with a vote of thanks to the chair.


Principal
Max Institute of Teacher's Training
Bijulia, Ramgarh Cantt, Jharkhand

Principal/Chairperson

**MAX INSTITUTE OF TEACHERS TRAINING
BIJULIA, RAMGARH-CANTT, RAMGARH, JHARKHAND
Session- 2022-2024**

**MINUTES OF THE MEETING OF THE CAMPUS DEVELOPMENT AND MAINTENANCE
COMMITTEE**

A meeting of the Campus Development and Maintenance Committee was held at 3:00 p.m. on 19 July 2022 in the office of the Convenor.

The following attended the meeting

Maintenance and campus Development Committee:-

| Sr.No | Name | Designation |
|-------|------------------|-------------|
| 1. | Dr.Anand Kishore | Principal |
| 2. | Gulshan Kumar | Member |
| 3. | Chahat Agarwal | Member |

The Convenor Dr.Anand Kishore presided over the meeting

Reporting

The convenor reported that the decisions taken by the committee at its last meeting have been given effect.

Resolutions

The committee deliberated the issues placed before it and decided as under:

- 1.The committee examined the facts before it in regards to management and status of cleanliness of the physical resources and Campus building and campus from the view point of Health and Hygiene. It resolved to put the campus in ship shape before the arrival of new batch of students for the new academic session.
- 2.The committee found the mechanisms well in order. It asked its members to take round of the campus regularly to ascertain maintenance related needs and report back for taking/ensuring early actions.
- 3.The committee decided that the institution building needed a new paint over both externally and internally.Also the laboratory needed to be extended.The committee approved the suggestion.
- 4.The committee also resolved to arrange the usual tree plantation and campus cleaning camps with the stated purpose of instilling respect for nature and protection of the environment among all the students of different units.
- 5.The committee also resolved to use the need based budgetary allocations properly and optimally.

The meeting concluded at 4:15.with a vote of thanks to the chair.


Principal
Max Institute of Teacher's Training
Bijulia, Ramgarh Cantt, Jharkhand

Chairperson

**MAX INSTITUTE OF TEACHERS TRAINING
BIJULIA, RAMGARH-CANTT, RAMGARH, JHARKHAND
Session- 2022-2024**

MINUTES OF THE MEETING OF THE CO-CURRICULAR/CULTURAL ACTIVITY

COMMITTEE

The first meeting of the Co-Curricular/cultural Activity Committee of the Academic Session 2022-24 was held at 1:30 a.m. on 08 July 2022 in the Committee Room of the College.

The following attended

Co-Curricular and cultural Activity Committee:-

| Sr.No | Name | Designation |
|--------------|---------------------|-----------------------|
| 1. | Dr.Anand Kishore | Principal |
| 2. | Sharda Prasad Singh | Programme Coordinator |
| 3. | Sanjay Kumar Yadav | Member |
| 4. | Shruti Rani | Member |
| 5. | Arvind Kumar Mishra | Member |
| 6. | Teklal kr. Kushwaha | Pupil Teacher |
| 7. | Mamta Kumari | Pupil Teacher |

Principal Dr.Anand Kishore presided over the meeting.

Reporting

The committee was informed that all the decisions taken by the committee at its last meeting of the preceding academic year were given effect and the day to day developments were reported to the chairperson who was kind enough to provide necessary mid-way instructions as and when the situation so demanded.

Decisions

The resolutions of the last meeting were readopted as below-

Proceedings of the day began with the chairperson's opening remarks. He welcomed the new members and expressed his hope that their presence would enrich the overall scenario.

The committee then discussed each agenda item in necessary detail and decided as under...

1. The Orientation Programme of new students would be held as usual and the members would follow the established practice. The new teacher-in-charges along with the present committee members would do planning, and organise and perform to the best of their capacity.
2. The committee also resolved to ensure effective participation of all students in cultural activities. The committee decided to organise the annual function at a bigger scale and invite guests from out

side.

3. The committee resolved that programmes and activities be selected where students have to critically think and improvise.

4. Outreach activities to be increased as much as possible.

The meeting concluded at 12:15 noon with a vote of thanks.


Principal
Max Institute of Teacher's Training
Bijuli, Rengali Cantt, Jharkhand

Chairperson / principal

MAX INSTITUTE OF TEACHERS TRAINING
BIJULIA, RAMGARH-CANTT, RAMGARH, JHARKHAND

Session- 2022-2024
MEETINGS OF THE COLLEGE LIBRARY COMMITTEE

The first meeting of the College Library Committee of the Academic Session 2022-2024 was held at 2:00 p.m. on 8 July 2022 in the office of the Principal.

The following were present

Library Committee:-

| Sr.No | Name | Designation |
|--------------|-------------------|----------------------|
| 1. | Dr. Anand Kishore | Principal |
| 2. | Anil Kesharwani | Member |
| 3. | Sanjay kumar | Member |
| 4. | Tipu Rai | Member |
| 5. | Vikash Kumar | Pupil-Teacher Member |
| 6. | Amit Kumar | Pupil-Teacher Member |

Dr. Anand Kishore was in chair.

.Reporting

The committee was informed as under

1. The purchasing of books has been done.
2. Order for purchase of DELNET has been done.
3. The chairperson formulated budgetary requirements; sent them to the competent authority which has accorded approval.

Decisions

1. List for further purchase of books to be prepared by all departments.
2. Books related to advanced studies be bought.
3. Light reading books like story books, novels and philosophical books to be included.
4. The faculty members wanted to scrutinise the stock of books on education with the express purpose of weeding out the obsolete material so as to create space for new material. The committee approved the request.

The meeting concluded at 2:40 pm with a vote of thanks.


Principal
Max Institute of Teacher's Training
Bijulia, Ramgarh Cantt, Jharkhand

Chairperson

**MAX INSTITUTE OF TEACHERS TRAINING
BIJULIA, RAMGARH-CANTT, RAMGARH, JHARKHAND
Session- 2022-2024**

MINUTES OF THE MEETING OF EXAMINATION COMMITTEE

The first meeting of the Examination Committee of the Academic Session 2022-2024 was held at 2:30 P.M. on 24 August 2022 in the office of the Principal the College.

The following attended

Examination Committee:-

| Sr.No | Name | Designation |
|--------------|------------------|--------------------|
| 1. | Dr.Anand Kishore | Principal |
| 2. | Satyavan | Coordinator |
| 3. | Sunil Singh | Member |
| 4. | Shruti Rani | Member |
| 5. | Tipu Rai | Member |

Dr.Anand Kishore presided over the meeting.

Deliberations

Principal/Chairman apprised the members of the key points for discussion in the meeting. :

- Focus on the planning for schedule in the academic calendar for the conduct of examination.
- Distribution of duties & responsibilities among the faculty members.
- Criteria for internal assessment.
- Budget for the internal examination.

Decisions

1. The committee decided to adopt the decisions of the previous year in-toto.
2. The committee decided to publish the evaluation results in the whatsapp groups.
3. It was decided that principal and Ali Javed would decide the date of examination keeping in mind the calendar of the institution.
4. Sunil Singh would take up the process of holding the examinations.
5. The principal would advise and inform the faculty on the basis of evaluation.
6. Shruti Rani would take care of complaint regarding evaluation.

Meeting concluded with vote of thanks to the chair.


Principal
Max Institute of Teacher's Training
Bijulia, Ramgarh Cantt, Jharkhand

Chairperson

**MAX INSTITUTE OF TEACHERS TRAINING
BIJULIA, RAMGARH-CANTT, RAMGARH, JHARKHAND
Session- 2022-2024**

-MINUTES OF THE MEETING OF FACULTY DEVELOPMENT CELL

The first (*preliminary*) meeting of the Faculty Development Cell (2022-2024) was held at 3:00 p.m. on 10 August 2022 in the Conference Room.

The following attended

Faculty Development cell:-

| Sr.No | Name | Designation |
|--------------|---------------------|--------------------|
| 1. | Dr.Anand Kishore | Principal |
| 2. | Arvind Kumar Mishra | Coordinator |
| 3. | Sharda Prasad Singh | Member |
| 4. | Shridhar Munda | Member |
| 5. | Sunil Singh | Member -Expert |
| 6. | Tipu Rai | Member-Expert |

Dr.Anand Kishore presided over the meeting.

Reporting

The chairperson welcomed the members and informed that the resolutions of the last meeting were successfully implemented.

Decisions

1. Members presented their views and suggested various programmes to be conducted during the current and next academic session. A consensus arrived that there should be arranged.
2. Committee decreed that the resolutions of the last meeting will remain affective this year also.
3. The Chairperson apprised members about the funds available with the Society/college. The Cell resolved that programme based budget shall be worked-out, with rationale and covering all aspects of the proposed programme. The Principal assisted by senior most faculty member will work-out on budget and present it to the General Secretary for approval of the Management.

Meeting concluded with vote of thanks to the chair.


Principal
Max Institute of Teacher's Training
Bijulia, Ramgarh Cantt, Jharkhand

Chairperson

**MAX INSTITUTE OF TEACHERS TRAINING
BIJULIA, RAMGARH-CANTT, RAMGARH, JHARKHAND
Session- 2022-2024**

MEETING OF THE GRIEVANCE (REDRESSAL) COMMITTEE

A meeting of the Grievance Committee was held at 2:00 p.m. on 21 September 2022 in the Conference Room of the College.

The following were present

Grievance-Redressal Cell:-

| Sr.No | Name | Designation |
|-------|-----------------------|----------------------|
| 1. | Tipu Rai | Coordinator |
| 2. | Sunil Singh | Member |
| 3. | Shruti Rani | Member |
| 4. | Teklal Kumar kushwaha | Pupil-Teacher Member |
| 5. | Mamta Kumari | Pupil-Teacher Member |

Tipu Rai chaired the meeting

Reporting

The decisions of the previous meeting were completed to the letter.

Resolutions

The committee reminded its members to keep in mind the following resolutions which were to be taken as standing provisions until and unless decided otherwise.

1. The committee appreciated the prevailing environment but cautioned against lowering the guards. Relevant committees should be approached for maintaining vigil and the employees be reminded of the role they are required and expected to play.
2. The committee resolved further to ensure that no grievance of whatever nature and magnitude should not be taken lightly and that the cause of grievance should be duly attended to and nipped in the bud. It is the established policy of the department.
3. Dissatisfaction of some students regarding evaluation of exam papers was discussed and it was resolved that each concerned teacher would explain the matter individually to the complaining students to their satisfaction.

The meeting concluded at 2:35 with a vote of thanks.


Principal
Max Institute of Teacher's Training
Bijulia, Ramgarh Cantt, Jharkhand

Chairman

**MAX INSTITUTE OF TEACHERS TRAINING
BIJULIA, RAMGARH-CANTT, RAMGARH, JHARKHAND
Session- 2022-2024**

MINUTES OF THE MEETING OF GUIDANCE AND COUNSELLING CELL

The second meeting of the Guidance and Counselling Cell of the Academic Session 2022-2024 was held at 3:00 p.m. on 11 August 2022 in the office of the Principal.

The following attended

Guidance and Counselling Committee:-

| Sr.No | Name | Designation |
|--------------|--------------|--------------------|
| 1. | Shruti Rani | Coordinator |
| 2. | Tipu Rai | Member |
| 3. | Satyavan | Member |
| 4. | Sanjay Kumar | Member |

Shruti Rani presided over the meeting.

Reporting

- 1.The reports of previous meeting,given as under,were recalled and discussed.
- 2.Record and details of the work was presented by the coordinator.
- 3.The most common query faced was regarding progression and further options.
- 4.It was also detailed as to how the needy students were identified.

- 5.Process of Guidance and Counselling started from the very day the students entered the College and kept up throughout the session.
- 6.The orientation programme for the fresh teacher trainees was conducted as Usual.
- 8.The needy students were appropriately identified, coaching programmes were organised for them.

The Cell noted the reporting and thanked the chairperson.

Resolutions

The Cell took into consideration the past experience, present input and feedback to decide on each agenda item placed before it. It decided as under

1. The Cell also decided to make arrangements to provide guidance to students by arranging seminars on the relevant topics.
2. The Cell resolved to empower faculty members to provide counselling on emotional and domestic issues and on inter personal relationship. For this, the faculty members should be given appropriate exposure by deputing them to attend workshops or else by organising such workshops at the college.
3. The student teachers should also be guided on maintenance of health and on personal hygiene, etc.
4. The Cell decided to provide guidance to the student teachers on placement related services.
5. The Cell decided to keep up the practice of providing coaching for the duly identified students in the required areas until the commencement of year-end examinations.
6. It was resolved to adopt further aggressiveness in encouraging students to seek guidance and counselling.
7. It was resolved to extend guidance in personal improvement whether asked for or not.

The meeting ended with a vote of thanks from the chair.


Principal
Max Institute of Teacher's Training
Bijuli, Ramgarh Cantt, Jharkhand

Chair person/Convenor

**MAX INSTITUTE OF TEACHERS TRAINING
BIJULIA, RAMGARH-CANTT, RAMGARH, JHARKHAND
Session- 2022-2024**

Minutes of the Meeting of the In House Programme Advisory Committee

The **first** ever meeting of the Programme Advisory Committee 2022-2024 was held at 11:00 a.m. on 29 January 2022 in the Conference Room.

The following were present

In House Programme Advisory Committee:-

| Sr.No | Name | Designation |
|-------|--------------------------|-------------------|
| 1. | Rajiv Kumar | Chairman |
| 2. | Dr. Sanjeev Kumar | Secretary |
| 3. | Dr.Sachidanand Choudhary | Member- Executive |
| 4. | Dr.Aparna Kumari | Member- Executive |
| 5. | Dr. Archita Prakash | Member- Executive |
| 6. | Dr.Anand Kishore | Principal |
| 7. | Satyavan | Teacher Member |

Chairman presided over the preliminary meeting.

The Convenor welcomed the members who were participating in the first meeting of 2022 of the PAC. The committee deliberated over the last years resolutions and expressed satisfaction over the implementations.

Decisions

Having taken into considerations the priorities based on the current and projected needs and what has been accomplished in the past, the PAC decided as under :

1. The committee instructed to conduct more educational and informative tours.
2. The committee directed to place Solar Pannels for green energy.

3. The committee authorised to build fire fighting system with water hoses and storage tanks..
4. The committee adopted all the policies developed in the previous meetings regarding curriculum, welfare, evaluation and quality.
5. It was decided to increase the scope of superviosion during Observation and Practice of Teaching.

The meeting concluded at 1 pm with a vote of thanks to the chair.


Principal
Max Institute of Teacher's Training
Bijuli, Rengali Cantt, Jharkhand

Chairperson

**MAX INSTITUTE OF TEACHERS TRAINING
BIJULIA, RAMGARH-CANTT, RAMGARH,
JHARKHAND
Session- 2022-2024**

Minutes of the Meeting of the Internal Quality Assurance Cell (IQAC)

The first (*preliminary*) meeting of the Internal Quality Assurance Cell 2022-2024 was held at 3:00 p.m. on 06 April 2022 in the Conference Room.

The following were present

Internal Quality Assurance Cell(IQAC):-

| Sr.No | Name | Designation |
|-------|---------------------|-------------|
| 1. | Dr.Anand Kishore | Principal |
| 2. | Sharda Prasad Singh | Coordinator |
| 3. | Sanjay Kumar Yadav | Member |
| 4. | Tipu Rai | Member |
| 5. | Satyavan | Member |
| 6. | Sridhar Munda | Member |
| 7. | Shruti Rani | Member |

Dr.Anand Kishore presided over the preliminary meeting.

The chairperson welcomed the members who were participating in the meeting of the year 2022 of IQAC cell. The resolutions of the last meeting were discussed in detail and analysed. Satisfaction was expressed but it was also felt that more input was required to upgrade the existing system.

Resolutions

1. The principal was entrusted with the responsibility of examining the input received from the faculty members and make recommendations.
2. The principal was further entrusted with the close supervision and analysis of each and every faculty members performance in classroom and activities both.
3. The committee further instructed to obtain the services of external experts of quality in education.
4. The committee instructed to place the responsibility of the following to individual teachers.
 - a. ICT training including smart board.
 - b. Mentoring.
 - c. Remedial and tutorial.
 - d. Workshops and seminars for faculty and students both.

- e. Status of infrastructure.
 - f. Outreach activities.
 - g. Co-curricular activities.
5. The committee stated that it cannot afford to be satisfied with quality and that improvement was a perpetual requirement.

The meeting concluded at 5:00 p.m. with a vote of thanks to the chair.


Principal
Max Institute of Teacher's Training
Bijuli, Rangari Cantt, Jharkhand
Chairperson

MAX INSTITUTE OF TEACHERS TRAINING
BIJULIA, RAMGARH-CANTT, RAMGARH, JHARKHAND

MINUTES OF THE MEETING OF ALUMNI CELL
(2021-2023)

The first meeting of the Annual Calendar and Time Table Committee for the ensuing Academic Session was held at 3:30 p.m. on 23 March 2023 in the office of the Principal.

The following attended

| Sr.No | Name | Designation |
|--------------|------------------------|--------------------|
| 1. | Dr.Anand Kishore | Principal |
| 2. | Sudha Singh | Coordinator |
| 3. | Ravi Kumar | President |
| 4. | Abhimanyu Kumar | Vice-President |
| 5. | Markandey Kumar Mishra | Secretary |
| 6. | Santosh Kumar | Joint Secretary |
| 7. | Ambey Kumar | Treasurer |

Dr. Anand Kishore over the meeting.

The meeting started with the opening remarks made by the chairperson.

. He mentioned the fact that the College has to follow the curriculum and annual calendar as prescribed by the affiliating University. For this, the college has put a mechanism in place.

The committee meets once a-year: before the beginning of the session, in May, In between and during the rest of the session its chairperson (Principal) supervise the detailed observance of the planned events as per calendar.

Reporting

The committee was informed that the annual calendar was observed meticulously and decisions taken by the committee during the preceding session were given effect as required and the directions issued from time to time by the chairperson were likewise implemented.

Decisions

Having discussed the agenda items in necessary detail, the committee resolved as under:

1. The principal expressed pleasure at the successful celebration of alumni meet and thanked the committee.
2. The Principal was to ensure that the next meeting should be celebrated in a better.
3. The committee directed further to the effect that the events/activities have to be planned in a realistic manner with over all objectives/goals nonetheless in focus.
4. The chairperson suggested to invite the parents of the alumni also to the meet.
5. The Principal was asked to put the above mentioned notification into circulation.

The meeting concluded at 4:30 p.m. with a vote of thanks.


Principal
Max Institute of Teacher's Training
Bijulia, Ramgarh Cantt, Jharkhand

**MAX INSTITUTE OF TEACHERS TRAINING
BIJULIA, RAMGARH-CANTT, RAMGARH, JHARKHAND
Session- 2022-2024**

MEETING OF THE PLACEMENT (CELL) COMMITTEE

The first meeting of the Placement (Cell) Committee of the academic session 2022-2024 was held at 3:00 p.m. on 26 August 2022 in the office of the Principal

The following were present

Placement Cell:-

| Sr.No | Name | Designation |
|--------------|-------------------|--------------------|
| 1. | Dr. Anand Kishore | Principal |
| 2. | Atul Kumar Singh | Member |
| 3. | Anil Kesharwani | Member |
| 4. | Tipu Rai | Member |

Reporting

1. Around 24 students were given recommendation letters to potential employing schools.
2. The resolutions of the last meeting were implemented.
3. The whole population of the ex-students was approached to furnish their bio-data.

Resolutions

1. It was resolved that members would put in more effort to develop rapport with schools and remain in contact with them continuously.
2. It was resolved to try and organise an employment festival inviting interested schools and prospective students and give them an opportunity to meet.
3. The committee asked to explore the possibility of employment beyond the district and even state.
4. The committee asked to keep a detailed record of the work done.

The meeting concluded at 4:00 pm with a vote of thanks to the chair.


Principal
Max Institute of Teacher's Training
Bijulia, Ramgarh Cantt, Jharkhand

Principal

**MAX INSTITUTE OF TEACHERS TRAINING
BIJULIA, RAMGARH-CANTT, RAMGARH, JHARKHAND
Session- 2022-2024**

MINUTES OF THE MEETING OF SPORTS AND DISCIPLINE COMMITTEE

The first meeting of the Discipline Committee of the Academic Session 2022-2024 was held at 2:00 p.m. on 25 August 2022 in the office of the Principal of the College.

The following attended

Sports and Discipline Committee:-

| Sr.No | Name | Designation |
|--------------|---------------------|-----------------------|
| 1. | Dr.Anand Kishore | Principal |
| 2. | Sanjay Kumar Yadav | Programme coordinator |
| 3. | Shruti Rani | Member |
| 4. | Atul Kumar Singh | Member |
| 5. | Arvind Kumar Mishra | Member |
| 6. | Sridhar Munda | Member |

Dr.Anand Kishore presided over the meeting.

The meeting started with the opening remarks made by the chairperson.

Having welcomed the new members of the committee the chairperson highlighted the importance of the task which the committee has been assigned. He mentioned the fact that the College's Discipline Committee is assisted by all the members of the faculty who are assigned responsibilities by it. The committee, he informed, meets thrice a-year: prior to the commencement of the Academic Session in the month of August, in November to take mid term view and the third meeting is held on the eve of examinations.

The chairperson pointed out that the code of conduct contains rules defining the desired standards of clothing, timekeeping, social behaviour, homework assignments, test's, and work ethic. These rules also refer to the punishment that is met out on violating the behaviour code. The college takes discipline as the methods of modelling character and of teaching self-control and acceptable behaviour.

Reporting

The committee was informed that the decisions taken at the last meeting (2022-2024) were given effect and the directives given by the chairperson were likewise enforced. The preceding session remained trouble free from the view point of discipline. Sports matters were taken up with other colleges and activities were conducted successfully.

Decisions

The committee took up the agenda for the day i.e. the distribution of discipline related duties & responsibilities to the faculty members, and resolved as under.

1. The lady and gent members of the discipline committee were detailed as over all supervisors for enforcing discipline respectively among the female and male students.
2. The Principal was to take care of the overall disciplinary matters in the college and coordinate with other Committees.
3. All were asked to ensure that preventive measures as well as curative steps are taken as per norms of the college and the University Code of Conduct.
4. The new students were to be oriented well on the matters of discipline during Orientation Programme.
5. It was recommended to upload the code of conduct document and upcoming sports events on the institute's website.

The meeting concluded at 3:15 p.m. with a vote of thanks to the chair.


Principal
Max Institute of Teacher's Training
Bijulia, Ramgarh Cantt, Jharkhand

Chairperson

**MAX INSTITUTE OF TEACHERS TRAINING
BIJULIA, RAMGARH-CANTT, RAMGARH, JHARKHAN
Session- 2022-2024**

The first (*preliminary*) meeting of the Teachers and Students Welfare Committee 2022-2024 was held at 4:00 p.m. on 19 September 2022 in the office of Principal of the College.

The following attended

Teachers and Students Welfare Committee:-

| Sr.No | Name | Designation |
|-------|--------------------|-------------|
| 1. | Rajiv Kumar | Chairperson |
| 2. | Dr.Aanand Kishore | Principal |
| 3. | Shruti Rani | Member |
| 4. | Sanjay Kumar Yadav | Member |

The Convenor Rajiv Kumar presided over the meeting

Teacher Welfare Committee is composed of convenor and two members from the faculty. The function of this committee is to take decision related to the welfare of the faculty members.

Decisions

The committee decides as under:

1. Committee re-adopted the resolution of the previous year.
2. Committee announced the acceptance of management to implement the ESI and PPF scheme.
3. The committee expressed its satisfaction over the relief given to Corona affected students.

The meeting concluded at 4:50 pm with a vote of thanks to the chair.


Principal
Max Institute of Teacher's Training
Bijulia, Ramgarh Cantt, Jharkhand

Principal

MAX INSTITUTE OF TEACHERS TRAINING

BIJULIA, RAMGARH-CANTT, RAMGARH, JHARKHAND Session- 2022-2024

The first meeting of the Women Cell of the current Academic Session 2022-2024 was held at 10:00 a.m. on 12 January 2022 in the Conference Room of the College.

The following were present

Women Cell:-

| Sr.No | Name | Designation |
|-------|---------------|-------------|
| 1. | Shruti Rani | Coordinator |
| 2. | Sunil Singh | Member |
| 3. | Tipu Rai | Member |
| 4. | Sridhar Munda | Member |

Shruti Rani presided over the preliminary meeting.

Shruti Rani welcomed the members participating in the first meeting of the recently constituted and rechristened WC.

The chairperson pointed out that the WC would be responsible to advise, assist, and support activities designed to strengthen woman-students related programs.

Priorities for the WC's program of work fall into following categories:

- Curriculum, review and revision from female perspective
- Female staff development and work-based learning
- Advocacy of female education
- Organising Women Oriented Programs, activities.

Decisions

Having taken into considerations the priorities and what has been accomplished in the past, the WC decided as under

1. The committee expressed satisfaction on the work done so far and decided to

repeat the activities carried out in the previous year.

2. Women cell decided to make available facilities to expectant women and girls. Facilities during their special monthly periods are also to be made available.
3. It was decided to create an activity in which the female students would go out in the society and advise females about sanitation and medication.

The chairperson assured the Cell for taking quick actions on the above.

The meeting concluded with a vote of thanks to the chair, at 11:15 am.


Principal
Max Institute of Teacher's Training
Bijuli, Ramgarh Cantt, Jharkhand

Principal