



# ST. PAUL TEACHERS' TRAINING COLLEGE BIRSINGHPUR

(Under Aegis of Parmeshwar Neeta Education Trust)

Recognized by NCTE, Bhubaneswar

Affiliated to L.N.Mithila University, Darbhanga (B.Ed.) & Bihar School Examination Board Patna (D.El.Ed.)

Minutes of the meeting held on : 05.11.2022

Meeting No- 03

Mid-Term Curriculum Planning for 1<sup>st</sup> year (2022-24)

Name of persons Present :-

1. Dr. Roli Dwivedi
2. Dr. A.P. Singh
3. Mr. Manoj Kumar
4. Mr. Chandra Bhushan Mishra
5. Md. Nizamuddin
6. SM. Tahseen Alam Quadri
7. Mr. Mithilesh Kumar
8. Mr. Surendra Pd. Chaudhary
9. Mr. Sanjeev Kumar Singh
10. Mr. Narendra Kumar
11. Mrs. Meena Kumari
12. Mrs. Arpana Kumari
13. Mr. Nandesh Kumar Thakur
14. Mr. Santosh Yadav
15. Mr. Mukesh Kumar

**Minutes of the Meeting**

**Agenda1** Discussed on monthly unit plan and completion .

**Resolution :** A detail discussion took place on unit plan, faculties need to expedite the completion before students leave for observation & Internship.



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**Agenda 2.** Discussion on sending students for observation & Internship in school.

**Resolution :** Schools identified and process for sending students for observation begin. 95% attendance must in observation & Internship , centre in charge will be responsible for the same.

**Agenda 3.** Any difficulty faced by teachers and students in completing unit plans.

**Resolution :** Due to frequent power cut it was decided that generator system need to put on so that ICT classes and digital board will run smoothly. Apart from this there is no major concerns showed by faculties and students.

**IQAC**

Co-ordinator

SPTTCB, Samastipur (Biha.)

PRINCIPAL

St Paul Teachers' Training College  
Birsinghpur  
Jhahuri, Samastipur



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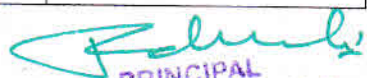
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## Action Taken Report on the Meeting held on 05.11.2022

S.N	Agenda	Resolution	Action Taken
1	Discussed on monthly unit plan and completion .	A detail discussion took place on unit plan, faculties need to expedite the completion before students leave for observation & Internship	Faculties have started providing study materials in Campus Cover. Some faculties still not using ERP system. A training was given.
2	Discussion on sending students for observation in school.	Schools identified and process for sending students for observation & Internship begin. 95% attendance must in observation , centre in charge will be responsible for the same.	Centre wise student list was prepared. A daily attendance tracking system was made. Allocation of centre to faculty done.
3	Any difficulty faced by teachers and students in completing unit plans.	Due to frequent power cut it was decided that generator system need to put on so that ICT classes and digital board will run smoothly. Apart from this there is no major concerns showed by faculties and students.	It was informed to electrician that ensure generator is switch on encase of power cut.

  
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Co-ordinator  
SPTTCB, Samastipur (Bihar)

  
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Minutes of the meeting held on : 04.02.2023

Meeting No-04

Curriculum Transcation for 2<sup>nd</sup> year (2021-23)

Name of persons Present :-

1. Dr. Roli Dwivedi
2. Dr. A.P. Singh
3. Mr. Mānoj Kumar
4. Mr. Chandra Bhushan Mishra
5. Md. Nizamuddin
6. SM. Tahseen Alam Quadri
7. Mr. Mithilesh Kumar
8. Mr. Surendra Pd. Chaudhary
9. Mr. Sanjeev Kumar Singh

Minutes of the Meeting

Agenda No -1 Focus on Innovation for betterment of students .

Resolution - It was discussed in meeting that every member will come with some innovative ideas for student development.


Agenda No - 2. Time duration for completion of courses .

Resolution - It was discussed in meeting that all unit plans needs to be completed by end of May.

Agenda No -3. B.Ed 2<sup>nd</sup> yr Internship - attendance & completion on time.

Resolution - It was found that some students after repeated warning they are not regular in Internship. All Centre In charge will ensure that internship must get completed before starting of final exams in schools.

  
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## Action Taken Report on the Meeting held on 04.02.2023

S.N	Agenda	Resolution	Action Taken
1	Focus on Innovation for betterment of students .	It was discussed in meeting that every member will come with some innovative ideas for student development.	Faculties provided innovative ideas for improvement of communication skills and on personality development .
2	Time duration for completion of courses .	It was discussed in meeting that all unit plans needs to be completed by end of May.	Most of faculty completed 70% of unit plan. Those who have not completed will take extra classes.
3	B.Ed 2 <sup>nd</sup> yr Internship - attendance & completion on time.	It was found that some students after repeated warning they are not regular in Internship. All Centre In charge will ensure that internship must get completed before starting of final exams in schools.	It was decided that irregular students will be called for meeting with Principal madam. A strict warning will be given. Internship will get completed on time.

  
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