

CENTRAL UNIVERSITY OF SOUTH BIHAR

(Established under Central Universities Act, 2009)

SH-7, - Panchanpur Road, Village - Karhara, Post-Fatehpur, P.S-Tekari,

District - Gaya (Bihar) PIN- 824236

Website: www.cusb.ac.in.

Minutes of the meeting of Departmental Committee (DC) of DTE, School of Education















Date: December 11, 2020 Time: 12:30 PM

Venue: Room No. 006(Meeting Room), Malaviya Bhawan, CUSB

A meeting of Departmental Committee (DC) of the Dept. of Teacher Education, School of Education was held on December 11, 2020 at 12:30 PM in Room No. 006(Meeting Room), Malaviya Bhawan, CUSB. The agenda of the meeting were:

- Departmental Academic Activities and Progress
- Departmental Work Distribution
- Any other items, if any.

Following members were present in the meeting:

- | | | | |
|-----------------------------|---|---------------|---|
| 1. Prof. Kaushal Kishore | - | (Chairperson) |  |
| 2. Dr. Ravi Kant | - | (Member) |  |
| 3. Dr. Rinki | - | (Member) |  |
| 4. Dr. Tarun Kumar Tyagi | - | (Member) |  |
| 5. Dr. Pragya Gupta | - | (Member) |  |
| 6. Dr. Ravindra Kumar | - | (Member) |  |
| 7. Mr. Kishor Kumar | - | (Member) |  |
| 8. Dr. Md. Mozammil Hassan | - | (Member) |  |
| 9. Dr. Swati Gupta | - | (Member) |  |
| 10. Dr. Nrapendra Vir Singh | - | (Member) |  |
| 11. Dr. Manish Kumar Gautam | - | (Member) |  |
| 12. Dr. Chandan Shrivastava | - | (Member) |  |
| 13. Dr. Samareesh Bharaty | - | (Member) |  |
| 14. Dr. Sandeep Kumar | - | (Member) |  |


At the outset, the Chairperson welcomed all the members. Following matters (in the light of the agenda of the meeting) were discussed and resolved by the house:

- The house discussed about the School Internship Programme (SIP) of the 4-Year Integrated BA.BEd./BSc.BEd. Programme and M.Ed. Programme. Due to prevailing COVID-19 situation, the Core Group of Internship (CGI) of the department decided to convene the internship in online mode. Presently, the SIP of these courses is going on through online mode. For M.Ed. Programme, two institutions i.e. Gaya College, Gaya and Maitreya College of Education and Management (MCEM), Hajipur have been identified for the Internship (Internship in Education Institutions) and the students are doing the same in online mode in these institutions. The house approved the decision of the CGI and respective course instructors in this regard for further action.

Further, the house authorized the CGI and the concerned course instructors of M.Ed. for assessment of the internship. So that, it may be decided whether this process is sufficient to meet the requirement as per the syllabus or some more activities are needed.

- For decentralization of work, the house approved to constitute different committees and appoint their coordinators for the purpose as proposed by the Head, these coordinators were authorized to create their own team by opting members among their colleagues. The committees formed after this practice is annexed as Annexure - A.

The meeting ended with vote of thanks to the Chair.


(Prof. Kaushal Kishore)
Chairperson, DC
Dept. of Teacher Education

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दक्षिण बिहार केन्द्रीय विश्वविद्यालय

CENTRAL UNIVERSITY OF SOUTH BIHAR

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F.No. CUSB/SoE/DC/VOL-I/2019/493

Date: 14/12/2020

Office Order

Departmental Work Distribution under various Committees

As per the discussion held in the meeting of Departmental Committee, organised on 11.12.2020 at 12:30 PM in the Room No. 006 (Meeting room), Malaviya Bhawan, the following committees have been constituted under the Department of Teacher Education for the current academic year (2020-21) for proper functioning of the Department. The concerned coordinators will work proactively and ensure the planning and execution for successful completion of the works under the domain of their respective committees in consultation with the Head. The office of the department will extend secretarial assistance on need basis.

Name of the Committees	Composition of the Committees (Coordinator & Members)	Key domains of work (not limited to it)
1. Admission and Prospectus (B.A.B.Ed.)	Dr. Mitanjali Sahoo (Coordinator) Dr. Manish Kumar Gautam Dr. Samarash Bharaty	<ul style="list-style-type: none">• Planning and conducting admission.• Preparing the prospectus.• Admission counselling of the candidates.• Coordination with the CoE office.• Preparation of the admission list.• Dealing with admission related queries.• Any other issue related to the admission.• Keeping all related records and reports.

2.	Admission and Prospectus (B.Sc.B.Ed.)	Dr. Ravi Kant (Coordinator) Dr. Md. Mozammel Hassan Dr. Nrapendra Vir Singh	<ul style="list-style-type: none"> • Planning and conducting admission. • Preparing the prospectus. • Admission counselling of the candidates. • Coordination with the CoE office. • Preparation of the admission list. • Dealing with admission related queries. • Any other issue related to the admission. • Keeping all related records and reports.
3.	Admission and Prospectus (M.Ed.)	Dr. Tapan Kumar Basantia (Coordinator) Dr. Swati Gupta Dr. Sandeep Kumar	<ul style="list-style-type: none"> • Planning and conducting admission. • Preparing the prospectus. • Admission counselling of the candidates. • Coordination with the CoE office. • Preparation of the admission list. • Dealing with admission related queries. • Any other issue related to the admission. • Keeping all related records and reports.
4.	Alumni and Students' Placement	Dr. Tarun Kumar Tyagi (Coordinator) Dr. Md. Mozammel Hassan Dr. Chandan Shrivastava	<ul style="list-style-type: none"> • Strengthening of the Alumni group by building a sense of belongingness with the institution. • Keeping related records and member details. • Organising Alumni activities • Coordination with placement agencies and organizing the placement activities in campus. • Keeping records related to the placement of the students.
5.	Attendance Monitoring	Mr. Kishor Kumar (Coordinator) Dr. Nrapendra Vir Singh Dr. Manish Kumar Gautam	<ul style="list-style-type: none"> • Communications related to Attendance. • Systematic collection of attendance records. • Sharing it with concerned authorities. • Verifying attendance for the purpose of examination and other related decisions. • Any other work related to attendance as expected in concerned academic ordinances/regulations. • Keeping all related records and reports.

6.	BoE (B.A.B.Ed.) Organising	Dr. Pragya Gupta (Coordinator) Dr. Tarun Kumar Tyagi Dr. Swati Gupta	<ul style="list-style-type: none"> • Coordinating with concerned faculties for evaluation related records. • Compilation, cross-verification and tabulation of the results • Facilitating the expert during the process • All other tasks related to the BoE meeting. • Keeping all related records and reports.
7.	BoE (B.Sc.B.Ed.) Organising	Dr. Md. Mozammil Hassan (Coordinator) Mr. Kishor Kumar Dr. Sandeep Kumar	<ul style="list-style-type: none"> • Coordinating with concerned faculties for evaluation related records. • Compilation, cross-verification and tabulation of the results. • Facilitating the expert during the process. • All other tasks related to the BoE meeting. • Keeping all related records and reports.
8.	Building Maintenance, Utilization and Beautification #	Dr. Sandeep Kumar (Coordinator) Dr. Manish Kumar Gautam Dr. Chandan Shrivastava	<ul style="list-style-type: none"> • Taking care of the building and its surrounding space related to cleanliness and beautification. • Periodic review related to need of maintenance and informing about it to the concerned authorities. • Deciding upon the utilization of the building. • Any request related to use of building or its space will be handled by the committee. • Managing plantation around the building. • Keeping all related records and reports.
9.	Computer cum Language Laboratory & ICT Facilities	Dr. Ravindra Kumar (Coordinator) Dr. Swati Gupta (Co-Coordinator) Dr. Nrapendra Vir Singh	<ul style="list-style-type: none"> • Management of the Computer cum language lab. • Deciding upon the utility of the computer cum language laboratory. • Providing technical support and guidance for use of ICT to the faculties. • Updation and management of ICT facilities in the building including classrooms. • Keeping all record related to the lab and ICT facilities.

10.	Course Allotment and Time-Table	Dr. Manish Kumar Gautam (Coordinator) Dr. Swati Gupta Dr. Sandeep Kumar	<ul style="list-style-type: none"> • Allotting courses of various programmes to the faculties in consultation with the Head. • Coordination and communication related to course allotment. • Making of time-table for various programmes. • Dealing with the related issues. • Keeping all related records and reports.
11.	Cultural and Literary Activities	Dr. Kavita Singh (Coordinator) Dr. Swati Gupta Dr. Chandan Shrivastava Dr. Samaresh Bharaty	<ul style="list-style-type: none"> • Promotion of cultural and literacy activities among students and faculties. • Planning and organising related activities. • Creating and managing students' clubs and groups. • Keeping all related records and reports.
12.	Curriculum Laboratory	Dr. Samaresh Bharaty (Coordinator) Dr. Chandan Shrivastava	<ul style="list-style-type: none"> • Creation of a resourceful Curriculum lab. • Promoting students for the use of the lab. • Facilitating the activities in the lab. • Keeping all related records and reports.
13.	DC Management	Prof. Kaushal Kishore (Coordinator) Dr. Chandan Shrivastava	<ul style="list-style-type: none"> • Facilitating the organisation of the DC meetings. • Finalizing the minutes of the meeting. • Supervising all the related records.
14.	Departmental Activities Log Book (including teachers' and students' achievements)	Dr. Md. Mozammel Hassan (Coordinator) Mr. Kishor Kumar Dr. Swati Gupta	<ul style="list-style-type: none"> • To systematise the proper record keeping of the department activities (including teachers' and students' achievements) • Collection and keeping of the activities' records • Maintaining visitors' book.
15.	Departmental Data (NCTE, Annual Report, CUB times, MoU, departmental Profile, website, NAAC, IQAC etc.)	Dr. Ravindra Kumar (Coordinator) Dr. Ravi Kant Dr. Samaresh Bharaty	<ul style="list-style-type: none"> • Collection, compilation, updation and sharing of the systematic data related to NCTE, Annual report, CUB times, MoU, departmental profile, NAAC, IQAC etc. • Update and maintenance of the website. • Keeping all related records and reports.

16.	Departmental IQAC	Prof. Rekha Agrawal (Coordinator) Dr. Tapan Kumar Basantia Dr. Ravi Kant	<ul style="list-style-type: none"> • Providing vision for the academic strengthening of the department. • Preparing roadmap for the future progress of the department. • Guidance for quality enhancement of the academic activities.
17.	Disciplinary and Anti-Ragging	Dr. Nrapendra Vir Singh (Coordinator) Dr. Md. Mozammel Hassan Dr. Swati Gupta	<ul style="list-style-type: none"> • Formulation of rules related to discipline and ensuring their awareness and enforcing among students of the department. • Promoting anti-ragging culture in the department. • Dealing with any other related issue. • Keeping all related records and reports.
18.	Examination	Dr. Ravi Kant (Coordinator) Dr. Md. Mozammel Hassan Dr. Manish Kumar Gautam Dr. Sandeep Kumar	<ul style="list-style-type: none"> • Preparation and management of all activities related to examinations of the department. • Coordination with the CoE office. • Facilitating the declaration of results.
19.	Games, Sports & Yoga	Mr. Kishor Kumar (Coordinator) Dr. Ravindra Kumar Dr. Kavita Singh	<ul style="list-style-type: none"> • Promotion of games, sports and yoga activities among the students, faculties and staffs of the department. • Organising related activities and events. • Management and maintenance of equipment related to games, sports and yoga. • Preparation and keeping of records and reports related to the activities.
20.	Guidance and Counselling	Dr. Pragya Gupta (Coordinator) Dr. Mitanjali Sahoo Dr. Tarun Kumar Tyagi	<ul style="list-style-type: none"> • Providing guidance to the students for their career and other issues. • Counselling of the student on various issues such as mental health, stress etc. • Organising related activities and workshops for the students and faculties. • Keeping all related records and reports related to the activities.

21.	Internship (CGI)	Dr. Ravi Kant (Director) Dr. Tarun Kumar Tyagi (Convenor) Dr. Ravindra Kumar Mr. Kishor Kumar Dr. Kavita Singh Dr. Swati Gupta Dr. Sandeep Kumar	<ul style="list-style-type: none"> As per the rules.
22.	Library	Dr. Swati Gupta (Coordinator) Dr. Ravindra Kumar Mr. Kishor Kumar	<ul style="list-style-type: none"> Enrichment of the literatures related to education in the library. Promoting culture of reading and library study in the department. Updating the facilities and students about new arrivals in the library. Coordination with the Central Library. Keeping all related information and records.
23.	Mathematics Laboratory	Mr. Kishor Kumar (Coordinator) Dr. Manish Kumar Gautam	<ul style="list-style-type: none"> Creation of a resourceful Mathematics lab. Promoting students for the use of the lab. Facilitating the activities in the lab. Keeping all related records and reports.
24.	M.Ed. Dissertation (Batch 2020-22)	Dr. Ravindra Kumar (Head & Dean's Nominee) Prof. Rekha Agrawal Dr. Tapan Kumar Basantia (Coordinator) Dr. Tarun Kumar Tyagi	<ul style="list-style-type: none"> As per the rules.
25.	MOOCs Studio Management	Dr. Manish Kumar Gautam (Coordinator) Dr. Ravindra Kumar Dr. Chandan Shrivastava	<ul style="list-style-type: none"> Management and maintenance of the MOOCs studio. Facilitating the utilization of the studio. Preparation and keeping of the related records.
26.	Psychology Laboratory and Educational Resource Centre	Dr. Pragya Gupta (Coordinator) Dr. Manish Kumar Gautam Dr. Sandeep Kumar	<ul style="list-style-type: none"> Creation of a resourceful Psychology lab and Educational Resource centre. Promoting students for the use of the lab and the resource centre. Facilitating the activities in the lab and the resource centre. Keeping all related records and reports.



27.	Question Paper Moderation (B.A.B.Ed. & B.Sc.B.Ed.)	Dr. Ravi Kant (Coordinator) Dr. Tarun Kumar Tyagi Dr. Ravindra Kumar Mr. Kishor Kumar	<ul style="list-style-type: none"> • Coordination with the faculties for inviting prepared question papers. • Conducting moderation work as per the rules. • Submission of the question papers to the CoE office after moderation. • Keeping related records as per the rules.
28.	Question Paper Moderation (Ph.D. & M.Ed.)	Dr. Tapan Kumar Basantia (Coordinator) Dr. Mitanjali Sahoo Dr. Tarun Kumar Tyagi	<ul style="list-style-type: none"> • Coordination with the faculties for inviting prepared question papers. • Conducting moderation work as per the rules. • Submission of the question papers to the CoE office after moderation. • Keeping related records as per the rules.
29.	Remedial Teaching	Dr. Rinki (Coordinator) Dr. Nrapendra Vir Singh Dr. Sandeep Kumar	<ul style="list-style-type: none"> • Orienting and encouraging the faculties for taking remedial teaching of the students. • Collection and collation of information and records related to remedial teaching.
30.	Research Promotion and Colloquium	Dr. Chandan Shrivastava (Coordinator) Dr. Manish Kumar Gautam	<ul style="list-style-type: none"> • Creation of a data base of all research scholars of the department. • Creating a common forum of all research scholars of the department for promotion of research. • Promoting a culture of research in the department. • Organising colloquium, workshops, seminars, special lectures related to research. • Facilitating the collaboration with various institutions and interaction among research scholars for sharing of knowledge and research. • Keeping all related records and reports.
31.	Science Laboratory	Dr. Sandeep Kumar (Coordinator) Dr. Rinki Dr. Md. Mozammil Hassan Dr. Manish Kumar Gautam	<ul style="list-style-type: none"> • Creation of a resourceful Science lab. • Promoting students for the use of the lab. • Facilitating the activities in the lab. • Keeping all related records and reports.
32.	Social Science Laboratory	Dr. Samaresh Bharaty (Coordinator) Dr. Kavita Singh	<ul style="list-style-type: none"> • Creation of a resourceful Social Science lab. • Promoting students for the use of the lab. • Facilitating the activities in the lab. • Keeping all related records and reports.

33.	Students' Mentoring	Dr. Chandra Prabha Pandey (Coordinator) Dr. Nrapendra Vir Singh	<ul style="list-style-type: none"> Allotment of mentors to the students. Time to time monitoring of the mentoring work. Keeping all related records and reports.
34.	Students' Grievances	Dr. Mitanjali Sahoo (Coordinator) Dr. Nrapendra Vir Singh Dr. Swati Gupta	<ul style="list-style-type: none"> Creating a smooth system to take students' grievances with confidentiality. Addressing the grievances of the students. Taking steps to mitigate the grievances. Ensuring proper dispersal of the grievances. Keeping all related records for sharing with the authorities.
35.	Students' Support & Progression (PG & Ph.D.)	Dr. Tarun Kumar Tyagi (Coordinator) Dr. Ravi Kant Dr. Pragya Gupta	<ul style="list-style-type: none"> Providing academic support to the PG & Ph.D. students for preparation of exams such as NET, teacher recruitment, other etc. Keeping all related records of the related activities.
36.	Students' Support & Progression (UG)	Dr. Swati Gupta (Coordinator) Dr. Md. Mozammel Hassan Dr. Kavita Singh	<ul style="list-style-type: none"> Providing academic support to the UG students for preparation of exams such as CTET, STET, teacher recruitment, other etc. Keeping all related records of the related activities.
37.	Unit purchase	Prof. Kaushal Kishore (Coordinator) Mr. Kishor Kumar One Nominee of F.O.	<ul style="list-style-type: none"> As per the rules.

Regular cleanliness of the building shall be ensured by Mr. Jitendra Kumar (Assistant) and/or Mr. Koushlesh Kumar (LDC) through the designated staff.



(Prof. Kaushal Kishore)
Head, Dept. of Teacher Education
&

Dean, School of Education

Copy to (by email):

1. PS to HVC/Registrar/CoE/FO for information
2. Concerned faculty members
3. Office file