

Meeting No - 25

The meeting was called by the Principal on 25.09.2017 at 4 pm in the Principal's Office.

The following agendas were discussed one by one like

Firstly it was discussed that Micro-teaching will start from 3 October 2017, and subjectwise (methodwise) the teachers will discuss all the micro skills within the given time period.

- The microteaching presentations will start from it was discussed with the consent of all the teachers present in the meeting.

- Further it was discussed that all teachers will take internal tests in their periods and they will be free to plan their own internal assessment.

- It was also decided that students of 11th & 12th will be...

The following teachers attended the meeting

- 1) Dr. Mohammad Saleel Khan
- 2) Dr. Ruzg Ahmad
- 3) Dr. Md. Mahmood Alam
- 4) Dr. Parah Deeba Bzmi
- 5) Mr. Anil Kumar
- 6) Dr. Shazli Hasan Khan
- 7) Ms. Vijayata Parwez
- 8) Mr. Pradeep Kumar

Principal  
MANU CTE

## Meeting No-27:

The meeting was called to discuss the following agenda.

- 1) Attendance
- 2) Marks & Practice Teaching.
- 3) Any other Agenda.

The meeting was held on 20.11.17 in the Principal's Office.

The meeting commenced with a warm welcome by the Principal.

Firstly it was discussed that all the faculty members shall submit their attendance in their own portals.

Secondly the faculty members were asked to submit the marks & Practice teaching in their portals so that the students hall tickets may be issued by the exam branch. Marks of SAT record were also to be posted in the portal.

The meeting was concluded with vote of thanks by the Principal.

The following faculty members attended the meeting -

Signature  
Bhag

1) Dr Md Saheel Khan

2) Dr Md Mahmood Alam

3) Dr Farah Diba Bazmi

Debn

4) Mr Anil Kumar

(Arv  
20/11)

5) Dr Shazli Hasan Khan

12/11/17  
20/11/17

NOTE:- The following faculty members were on leave

1) Dr Reyaz Ahmed

2) Mrs Vijayata Parwez

3) Mr Pradeep Kumar

Bhag  
20/11/17  
(Dr. Md Saheel Khan)  
Principal

## Meeting No- 28

The meeting was called in the new semester with the following agendas on 0.1.2017 at 2.30 pm in the Principal's Office.

- 1) Formation of Committees.
- 2) Allotment of Papers of Semester I & II
- 3) To assign duties of different lab establishments
- 4) Dates for teaching practice

The meeting commenced with a warm welcome by the Principal. All the faculty members were ~~present~~ present in the meeting. Firstly it was decided that Mr. Anil Kumar will be the Time Table In-charge. Later

The papers were allocated to the teachers as per the discussion in the meeting. All the papers were distributed accordingly.

— Secondly the formation of different committees were,



decided and they are as follows:

I Student Welfare Committee

Convener — Dr Md Mahmood Alam  
Member — Dr Farah Deeba Bazmi  
Member — Mr Pradeep Kumar

II Proctorial Board Committee

Convener — Dr Reyaz Ahmed  
Member — Dr Shazli Hasan Khan  
Member — Mrs Vijayata Parwez

III Internal Assessment Marks

Convener — Dr Md Mahmood Alam  
Mr Arif Kumar  
Mr Pradeep Kumar

IV Swachta Abhyasan Committee

Convener — Mr Pradeep Kumar  
Member — Dr Farah Deeba Bazmi  
Member — Dr Shazli Hasan Khan

V Constitution Day Committee

Convener — Mr Pradeep Kumar  
Member — Dr Reyaz Ahmed  
Member — Dr Farah Deeba Bazmi

## Committee for

### II Working with Community.

Convener: Mrs Vigayata Parwez  
Member — Dr Farah Deeba Bazoni  
Member — Dr Shazli Hasan Khan

### VII Committee for organizing Exhibition.

Convener: — Dr Farah Deeba Bazoni  
Member: — Dr Md Mahmood Alam  
Member: Dr Shazli Hasan Khan.

### VIII Library Committee:—

Convener: — Dr Farah Deeba Bazoni  
Member: Dr Shazli Hasan Khan  
Member: Mrs Vigayata Parwez

### IX Sarva Shiksha Abhiyan Committee

Convener — Dr Shazli Hasan Khan  
Member — Dr Farah Deeba Bazoni  
Member — Mr Pradeep Kumar

### X Cultural and Literary Programmes Committee.

Convener — Dr Reyaz Ahmed  
Member — Dr Farah Deeba Bazoni  
Member — Mrs Vigayata Parwez

### XI Tours and Excursion Committee

Convener — Mr Anil Kumar  
Member — Dr Reyaz Ahmed.

Member — Dr Farah Deebe Bazmi  
Member — Dr Shazli Hasan Khan

XII Woman Cell Committee  
Convener — Mrs Vijayata Parwez  
Member — Dr Reyaz Ahmed  
Member — Dr Farah Deebe Bazmi

XIII Sports and Games Committee  
Convener — Mr Anil Kumar  
Member — Dr Reyaz Ahmed  
Member — Dr Md Mahmood Alam  
Member — Dr Farah Deebe Bazmi  
Member — Dr Shazli Hasan Khan

XIV Committee for SUPW.  
Convener — Dr Shazli Hasan Khan  
Member — Dr Farah Deebe Bazmi  
Member — Mrs Vijayata Parwez

XV Committee for Promotion of Hindi  
Convener — Dr Md Saheer Khan  
Member — Mr Anil Kumar  
Member — Mr Pradeep Kumar

XVI Attendance Committee  
Convener — Dr Md Mahmood Alam  
Member — Dr Farah Deebe Bazmi  
Member — Mr Anil Kumar  
Member — Mr Pradeep Kumar



A College Academic Council was also formed which was headed by the Principal as Convener.  
 Convener — Dr Md Sahed Sahau.  
 Member — Dr Reyaz Ahmed  
 Member — Dr Md Mahmood Alam  
 Member — Dr Farah Deeba Bazoni  
 Member — Mr Anil Kumar  
 Member — Dr Shazli Hasan Khan  
 Member — Mrs Vijayata Parwez  
 Member — Mr Pradeep Kumar  
 Lecter Lab-incharges were made from among the faculty members and they assigned the work of establishing their labs. They are as follows

I Language Lab Incharge: Dr Farah Deeba Bazoni  
 II Mathematics Lab Incharge: Dr Md Mahmood Alam  
 III Science Lab Incharge: Dr Shazli Hasan Khan.

IV Psychology Lab Incharge: Mr Anil Kumar

V ICT Lab Incharge — Mr Pradeep Kumar

VI S.St Lab Incharge — Mrs Vijayata Parwez

Dr Reyaz Ahmed was given the



responsibility of Internship Programme and he was made incharge of the entire programme.

Later it was decided that the students of both the semesters (II and IV) will be sent for practice teaching (Internship) from 23 January onwards.

The meeting was concluded with the vote of thanks from the Principal.

The following teachers were present in the meeting -

- 1) Dr Mohammad Saheeb Khan - *Saheeb*
- 2) Dr Reyaz Ahmed.
- 3) Dr Md Mahmood Alam - *Alam*
- 4) Dr Farah Deeba Bazzar
- 5) Mr Arif Humar
- 6) Dr Shaghi Hasan Khan
- 7) Mrs Nigayata Parwez
- 8) Mr Pradeep Kumar

*Deeba*  
*Shaghi Humar*  
*Principal*

Meeting No - 32

Date  
Page

7/1/19

A meeting was called on 7.1.19 and the following agendas were under discussion.

- 1) Micro teaching Programme
- 2) Lesson Planning -
- 3) Teaching Practice.

The meeting commenced at \_\_\_\_\_ in the Office of the Principal. It was discussed that Micro-teaching to be commenced from 8.1.19 and the number of skills to be covered was also discussed in-cooperation with the teachers.

It was further discussed that presentation of the micro-lessons by the students will commence from 15.1.2019 till 21.1.19. and later the lesson plans to be submitted in the Office. Secondly it was discussed that the macro-lessons would be presented after the micro-teaching. The concerned method teachers were told to act accordingly and check the student's lesson plans before

the teaching practice.

Next it was also discussed that the IV<sup>th</sup> semester students will be sent to the Practice Teaching from 15.1.2019 to their respective schools, and the II<sup>nd</sup> semester students will then be sent to the schools for internship from 28.1.19.

The meeting got over with the vote of thanks by the Principal and the following members were present in the meeting

- 1) Dr Mohammad Saheel Khan.
- 2) Dr Reyaz Ahmed - Rham
- 3) Dr Farah Deeba Begum - Dubz
- 4) Dr Mohammad Harif Ahmed - Dr
- 5) Dr Shazli Hasan Khan - Shazli Hasan Khan
- 6) Mrs Vijaylata Parwez - 27/1/19
- 7) Mr Pradeep Kumar - 27/1/19
- 8) Ms. Pooj Tyagi - 27/1/19

(Principal)

# Meeting No - 33 - A

## Minutes of the Meeting

As per the E-mail received from the office of Dean School of Education and Training dated 17/07/2019 regarding the placement of Pedagogy papers in the II semester, an urgent meeting was called by the Principal at 02 p.m. in the office of the Principal in order to take the consent of teachers teaching the pedagogy paper. The meeting commenced at 02 pm and the E-mail from the Dean was read aloud and discussed. All the teachers were of the opinion that the syllabus of pedagogy papers is quite lengthy and since the III<sup>rd</sup> semester students have to go for internship for 10 weeks duration and they are left with one and a half month for theory classes. In this period it is difficult to complete the entire syllabus of pedagogy papers.

So it was suggested that it would be better to have these papers in Ist and II<sup>nd</sup> Semester. All the teachers gave their consent for placing these papers in I & II semester.

The following Teachers were present in the meeting

1. Dr. Mohammad Saheel Khan
2. Dr. Farah Deebea Bazmi
3. Mrs. Vijayata Parwez
4. Mr. Pradeep Kumar
5. Dr. Pooja Tyagi

*S Khan*  
17/7/2019

*Am*

*Pooja*

*S Khan*  
17/7/2019  
Principal  
MANUJ, College of Teacher Education  
Kainat International School  
Badaun Darwaza, Delhi Road  
Bamhath-244302 (UP)



A meeting was called by the Principal on 23.10.19 at 4 p.m. regarding the following agenda.

1. Assessment marks of Practice Teach.
2. Micro Teaching.
3. Bad Week Celebrations.

The meeting commenced sharp at 4 p.m. with a welcome address of the Principal in his Office.

- Firstly it was discussed that the teachers in-charge in the schools (for internship) will give marks of the lessons delivered in their supervision and also the marks for the Co-curricular activities. Further it was decided.
- Secondly the marks of the SAT record and Observation lessons will be given by the teachers of the respective method.
- It was discussed that micro-teaching or peer-teaching will be conducted from 24.10.

and will continue for two weeks.  
- Thirdly the celebrations of Azad  
Week were discussed in the  
light of the letter received  
from the MHRD dated.

It was finalized that the  
following programmes will  
be conducted and all the  
teaching faculties were assigned  
duties accordingly.

the programmes to be conducted  
are as follows,

Programme	Faculty In-Charge
Seminar	Dr. Mohammad Hanef Ahmad
Bait Bazi	Dr. Reyaz Ahmed ES Dr. Farah Deeba Bazmi
Symposium	Mrs. Vigayata Parwez
Essay Writing	Dr. Reyaz Ahmed Mrs. Vigayata Parwez
Workshop on Slogan Writing	Dr. Farah Deeba Bazmi Dr. Shazli Hasan Khan Dr. Pooja Tyagi
Sports	
Lemon Race and Thread & Needle Race.	Dr. Farah Deeba Bazmi

Badminton

Dr Pooja Tyagi

Volley Ball

Dr Mohammad Haneef Ahmed

Rally

Dr Sarah Deeba Bazma

Elocution

Mr. Pradeep Kumar

Mr Pradeep Kumar

Dr Pooja Tyagi,

The meeting was concluded with the vote of thanks by the Principal.

The following faculty members attended the meeting.

Dr Mohammed Saheel Khan

Bhas

Dr Reyaz Ahmed

Rhant 24/11/13

Dr Sarah Deeba Bazma

Deeba

Dr Mohammed Haneef Ahmed

Do

Mrs Vijayata Parwez

Qm

Mr Pradeep Kumar

Pr

Dr Pooja Tyagi,

Pooja

Bhas  
Principal.