



Bhuvan Malti Teachers' Training College

(Affiliated to Aryabhata Knowledge University & Bihar School Examination Board, Patna)
VIII- Basatpur Bada Tola, Po- Rupdih, Chhatauni Dhaka -Road, Motihari East Champaran Bihar-845401

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info@bmttc.in

Dated: 20/05/2022

Meeting-1

Action Taken Report on the Meeting held on :20/05/2022

S.No	Agenda	Resolution	Action Taken
1	New Events Frame in Curriculum.	Among the members of the in-house committee, a proposal was made by committee coordinator that B.Ed. all teachers should ensure that the syllabus is completed on time or new events frame in the curriculum. In which this proposal was passed unanimously by all the members.	Ensure that the new events frame is seamlessly integrated into the curriculum. This might involve identifying relevant events, determining how they relate to the curriculum objectives, and designing activities or lessons around them.
2	For Out Reach Activities Framing New Events.	Committee member Anjani Kumar Gupta proposed that all the teachers should submit their paper syllabus along with their method paper. The work load of compulsory paper should also be divided equally among the teachers so that there is no excessive burden on any one teacher and to include outreach activities framing new events in the Academic Calendar. In which this proposal was passed unanimously by the coordinator and other members of the committee.	Determine the most effective strategies for incorporating new events into your outreach activities. This might include organizing events such as workshops, seminars, panel discussions, or community forums. Consider leveraging various platforms such as social media, websites, newsletters, or traditional media to reach your target audience.
3	Teaching Practices School Subject Area Framing.	Committee member Dr. Navdeep Ranjan proposed to prepare	Determine the essential concepts, skills, and competencies that

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		academic calendar (2023-24). In which he told that while preparing the academic calendar, academic calendar 2023-24 should be prepared only after thoroughly reviewing the previous academic calendar and also include teaching practices school subject area framing for school observation & school internship for B.Ed. course. In which this proposal was passed unanimously by the coordinator and other members of the committee.	students should acquire in your subject area. This helps in prioritizing content and shaping teaching practices around core learning outcomes.
4	Proposal regarding preparation of time-table.	Committee member Raghwendra proposed the preparation of time-table 2022-23. In which he told that while preparing the time-table, classes should be distributed equally to all the teachers so that no teacher faces any problem or has excessive workload. In which this proposal was passed unanimously by the coordinator and other members of the committee.	Develop several timetable structures or models that meet the objectives identified. This might include different scheduling formats, such as block scheduling, rotating schedules, or hybrid models.


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Dated: 29-11-2022

Meeting-2


Action Taken Report on the Meeting held on : 29/11/2022

S.No	Agenda	Resolution	Action Taken
1	Discussion on sending students for observation & Internship in school.	Committee Coordinator Prabhat Kumar Discuss for the 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.	Center wise student list was prepared. A daily attendance tracking system was made
2	Discussed on monthly unit plan and completion.	Committee member Dr. Navdeep Ranjan discussion took place on unit plan, faculties need to expedite the completion before students leave for observation & Internship in their allotted schools.	Faculties have started providing study materials in campus cover.
3	Discussed on Teaching Practices School Subject Area Framing.	Anjani Kumar Gupta, a committee member, suggested creating the academic calendar for 2023-2024. In which he instructed that the academic calendar for 2023-2024 should only be created after carefully examining the academic calendar from the previous year and taking into account	It was informed to all the method subject teachers should be done Micro-Teaching classes before student going to school internship.

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		the topic area framing for school observation and the teaching practices for school internships for B.Ed. courses. In which the coordinator and other committee members approved this plan with a unanimous vote.	
4	Any difficulty faced by teachers and students in completing unit plans.	Committee member Raghwendra proposed the 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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