

18/10/17

Dear Teachers,

Let have a short meeting in the staffroom at 10.30 a.m. Please, come on time.

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Sr Shila

PRINCIPAL

URSULINE WOMEN'S TEACHERS'
TRAINING COLLEGE
LOHARDAGA JHARKHAND-835302

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28/11/17

Dear Teachers,

Today let us have Combined class and in the afternoon at 1.45 P.M. we will have the evaluation of the Micro teaching & simulation classes we have just completed. Please come for the same in C.R.I.

Sr Shila

PRINCIPAL

URSULINE WOMEN'S TEACHERS'
TRAINING COLLEGE
LOHARDAGA JHARKHAND-835302

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2. Internal Exams (2017-19) - 1st terminal ^{exam} will commence from 8th of October and since only one batch will be writing exams, only a few will be on duty, so the rest of the teachers could go to visit the schools and interns.

3. Self evaluation and peers' evaluation papers were given to the teachers. This is one step towards internal audit.

4. University has given a sum of Rs. 45,000 for a program related to the welfare of the society. It is one unit of National Service Scheme (NSS) and the Co-ordinator is Sr. Nirmala Samuel. The different programmes were suggested by the staff - e.g. To organise a seminar where the members of the university will be invited, Blood donation camp, cleaning and taking charge of the park (Ajay park) outside the gate etc.

5. This is the bicentenary year of Fr. John Lambert, the founder of the Ursulines of Tildonk. So the following activities will be held in the college after the first terminal exams.

21st October 17 - In the 1st half Writing the quotations of Fr. Lambert, in a very artistically way, and in the second half - Drawing the picture of Fr. Lambert.

The date of Drama will be fixed later on.

6. Micro-teaching skills list was given and the teachers listed their names. (starts from 26.10.2017)

After this the meeting was concluded.

STAFF MEETING

18.10.2017

Today's meeting started with a short prayer. Except Sr. Clara all were present. The following points were discussed in the meeting.

1. Micro Teaching - As the University Exam date is out

for second years, it was decided that Micro-teaching for 1st yrs be postponed otherwise it was scheduled from 2nd to 4th Nov. So it will start now from 20th October. Time 1.30 p.m., it will continue till 24th, 25th off, then from 26 to 31st October practice will take place.

2. First Terminal exams result - after Deepawali.

3. M. & E - Again show cause notice has come for signature. With the online process it has been notified to NCEET and hard copy will be sent by speed post today. This information was given by principal.

4. Principal will be away from the office for 8 days as she is going for her retreat. In her absence, Sr. Rani will take the charge.

5. Demonstration classes -

It was said that the teachers should be ready for their own subjects. At the end it was decided that from 2nd November to 7th Nov. 17 it will take place. 2nd, 3rd, 4th, 6th and 7th Nov. 17.

6. Objective type questions - at least 50 (multiple choice, fill in the blanks, reasoning, general knowledge type etc.)

We can take our own pace to prepare the questions.

7. Simulation classes - After demonstration, the simulation classes will take place from 10th to 18th November '17.

Micro Teaching practice:-

26.10.17 - Skill of introducing a lesson

27.10.17 - " " Stimulus variation

28.10.17 - " " probing questions / fluency in questioning
" " reinforcement.

- 30.10.17 - Skill of explaining + Skill of Illustrating with examples.
- 31.10.17 - Skill of achieving closure

Demonstration

- 2.11.17 - Geography, Commerce
- 4.11.17 - History, Physical Science
- 6.11.17 - English, Biological Science
- 7.11.17 - Civics, Economics
- 8.11.17 - Hindi, Mathematics

STAFF MEETING

10/11/17

Today we had a short staff meeting. Principal reminded us to complete the peer observation and self evaluation and submit it in the office. The secret no. allotted to oneself should be related to the principal.

As we have completed our demonstration classes, we will begin our simulation classes from 15th Nov. till 31st of November 17.

11/11/17 - 1st yr students will go to see the schools where they have to conduct the exam and do the necessary works required for exams.

12/11/17 - Sunday

13/11/17 - They will go to schools to conduct exams.

14/11/17 - One day time for lesson plan preparation

15/11/17 - Simulation classes begin.

After completion, one or two special assemblies will be conducted. From 25th special test will be taken. Dates as follows:-

25.11.17 - Course I

27.11.17 - " II

29.11.17 - " III

30.11.17 - " IV

1.12.17 - " V

2.12.17 - " VI

4.12.17 - 7a + 7b

Annual Meeting - 10th December 2017. It is still in an

infancy stage. The ex-students have to be followed up.
It has to be registered.

NSS - National Service Scheme - Some money has been allotted to us and with this we need to adopt one village for 4 yrs and do something for the development of the village and give some awareness programs etc.
Its meeting is decided on 25th Nov. 17.

Co-ordinator - Sr. Nirmala Samuel

Committee members - Dr. Poonam Mishra (Treasurer)

- Sr. Regina

- Mr. Anish Kumar

- Miss Premalata

The committee members have to meet mukhiya of the village and see which particular area could be taken. Some Seminars have also to be conducted in the village and schools. The members decided to go to the village on the same day to meet mukhiya and school headmaster etc.

STAFF MEETING

✓ 23.03.2018

Today's staff meeting started with a short prayer led by the principal. Mrs. Farhat and Mr. Anish were absent. In the meeting the following points were agreed.

1. College day - 7th May
2. Bicentenary celebration - 12th May
3. B.Ed entrance test - 13th May
4. Study leave - 14th, 15th + 16th May
5. 2nd terminal exams 1st yr - 17th May
6. 2nd terminal exams, 2nd yr - 22nd May

Essay Writing Competition - 27th March

Ambedkar Jayanti - 14th April

Regular class teaching - Till the end of April.

Programme for 2nd terminal Examination 2017-18
1st year

- 2nd year
- 23/4 - EPC 1 + 3
 - 17/5 - Course I Childhood and growing up
 - 19/5 - Course II Contemporary India + Education
 - 21/5 - Course III
 - 23/5 - Course IV
 - 24/5 - Course V
 - 25/5 - Course VI
 - 28/5 - Course 7a+b Pedagogy of School subjects

- 2nd year
- 23/4 - EPC - 4
 - 24/4 - Optional course (Computer and fine Art)
 - 22/5 - Course 7B Pedagogy of school subject
 - 24/5 - Course - VIII
 - 26/5 - Course IX
 - 28/5 - Course X

- 7. Form fill up in the afternoon - 28th May
- 8. Freeday - 29th May
- 9. Farewell - 30th May
- 10. Disperse - 31st May

Before Principal and Sr. Nimala went to Belgium the principal and the staff set the programme with everyone's consensuses.

STAFF MEETING

29/5/18

Today's staff meeting was a sort of short evaluation of the whole session. Many teachers were absent in the meeting. First of all, we spoke about the good things and happenings of the year.

- Four months internship made the students more responsible. They made efforts and became smart.
- In sports new items were added - e.g. yoga and it

07/01/19

Dear Teachers,

There will be combined meeting of B.Ed. + M.Ed staff at 1.30 P.M. in B.Ed-Staff room. please be present for the same.

Subject :- ① Seminar

② Magazine

③ M.Ed. Time Table

④ Practice Teaching Supervision

⑤ Sports Day in Feb. 2019.

Si Shila

PRINCIPAL

URSULINE WOMEN'S TEACHERS' TRAINING COLLEGE

LOHARDAGA JHARKHAND-835302

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STAFF MEETING

07/01/2019

Today for the first time, we had our combined (M.ed + B.ed) staff meeting. All were present in the meeting. The following agendas were discussed in the meeting -

1. Seminar - It was said that two days' seminar would be conducted on 15th + 16th March '19. Principal had already prepared the paper, so she read it out and left it for discussion.

Theme: Quality Teacher Education

Continuous improvement in teacher education and its challenges today.

Principal requested that all the teachers should prepare the paper to present in the seminar. She also requested that when the dissertation classes will start in M.ed section, all the teachers should attend the classes. These are all learning processes but listen and observe and if any doubt, questions can be asked later on.

Principal informed that every Saturday in the afternoon, there will be seminar for M.ed students. B.ed M.ed teachers have to make themselves free to attend the seminar.

Secondly, principal said that the papers of the teachers should be published in any journal.

2. Magazine : - It is on the process. It has to be ready before the students come to take their result.

Principal asked the teachers for name of the magazine. She suggested 'SUNRISE'. Others also have suggested some names but it is not finalized.

3. M.ed time table - It is already talked about.

4. Practice teaching supervision : - From 08/01/2019.

5. Alumni meeting - Since sisters in the staff except sh. Prabhakar will be absent due to province chapter meeting, which was postponed from 29th January to 2nd Sunday of February 2019. With tea and snacks, the meeting ended in light mood.

Date: 01/02/2020

Dear Teachers,

Let us have an important ^{Staff} meeting in the afternoon from 1.30 P.M. Kindly be present for the same.

- Subject - 2nd year - 1st semester exam. (B.Ed.)
- 1st yr - Improvement Test (B.Ed.)
- Annual Sports
- Joining of the new staff members.
- Registration of 1st yr. B.Ed.
- Classes for M.Ed. 1st yr.
- Registration (M.Ed.)

If dayscholars come we will have regular class from today.

Sr Shila

PRINCIPAL
URSULINE WOMEN'S TEACHERS'
TRAINING COLLEGE
LOHARDAGA JHARKHAND-835302

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 Anamika 01/02/2020
 B 11/2/2020
 B 01/02/2020
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04/02/2020

Dear Teachers,

Let us have regular class for the 1st yr B.Ed. Students, when the playground is free we can have practice for team. 2nd yr. Students will have study leave.

Sr Shila

PRINCIPAL
URSULINE WOMEN'S TEACHERS'
TRAINING COLLEGE
LOHARDAGA JHARKHAND-835302

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STAFF MEETING

04/02/2020

In today's staff meeting except 2 or 3 all were present. It was due to long turmoil in Lohardaga. From today all the schools and colleges are opened. The following matters were discussed in the meeting :-

- Sports day — February 28th
- Edt tour — March 3rd to 8th — Puri
- Holiday — March 8th

1st terminal exam for 2nd year

Time 9.00 am. to 12.00 noon

- 06/02/2020 — Pedagogy of School Subject 7(b)
- 08/02/2020 —
- 10/02/2020 —
- 12/02/2020 —
- 13/02/2020 —
- 14/02/2020 —

Questions to be submitted by 03/02/2020 Monday

1st year improvement test Time 8.00 am. to 11.00 a.m.

- 06/02/2020 —
- 08/02/2020 —
- 10/02/2020 —
- 12/02/2020 —
- 13/02/2020 —
- 14/02/2020 —

For the session 2020 - 2022, B.Ed entrance / JAC registration is from 15th February to 31st March 2020. It should be notified to all concerned.

— X —

28/10/2020

Dear Teachers,

There will be a staff meeting today
at 11.00 A.M.

- Sub :-
- 1) Correction of exam. papers / Project works.
 - 2) Webinar
 - 3) Jubilee :- activities.
 - 4) NAAC Visit.

Sr Shila

PRINCIPAL
URSULINE VIDYA TEACHERS'
TRAINING COLLEGE
LOHARDAGA JHARKHAND-835302

(Numerous handwritten signatures and dates from 28/10/2020 to 06/11/2020)

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Shweta 28/10/2020

Sr 28/10/2020

Alaka 28/10/2020

Samit 28/10/2020

Ancha 28/10/2020

Shweta 28/10/2020

Sr 28/10/2020

Dear Teachers,

Let us have a staff meeting today at
11.00 A.M. Kindly be present.

Subject : NAAC Accreditation
Internal Examination
D. Ed. 2019 - 21

Sr Shila

(Numerous handwritten signatures and dates from 06/11/2020)

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Alaka 06/11/2020

Samit 06/11/2020

Ancha 06/11/2020

Shweta 06/11/2020

Sr 06/11/2020

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Samit 06/11/2020

Ancha 06/11/2020

Shweta 06/11/2020

Sr 06/11/2020

Alaka 06/11/2020

Samit 06/11/2020

Ancha 06/11/2020

Shweta 06/11/2020

Sr 06/11/2020

STAFF MEETING

06/10/2020

Today's urgent and important meeting was about the forthcoming practical examination. The university in their notice has not mentioned about the date for practical examination. It is said that it will be assessed internally and online.

In our meeting, we discussed that we will begin our practical examination from 09/10/2020. Time table will be prepared by Madam Bonam and Sr. Rani. There will be two internale. We will see about the mode of practical and the students must really feel the seriousness of our practical examination.

Principal asked a few faculty to fill the form of 1st year 2019-2021 and copy the internal marks to be sent to the university.

STAFF MEETING

28.10.2020

On the re-opening day of the college, today's staff meeting took place in the staff room at 11.00 a.m. Except Mr Anish, Mrs Sona Paul and Ms Priyanka all were present. The following points were discussed today:-

1. B. Ed 1st year Examination - EPC-1

i) Roll Noe. 1 - 30 - 09.11.2020

ii) " " 31 - 60 - 10.11.2020

iii) " " 61 - 87 - 11.11.2020

2. New Admission 2020-2022

There is no certainty about it but whoever is coming to ask for admission, their names are being noted down in the diary.

3. M. Ed session 2020-2022

We can start the online classes for the new session from 23rd of November 2020. The number is

very less, so principal said that we have to motivate, whoever wants to join for M.Ed.

M.Ed 2019-2021 - Their online classes are going on regularly but they need practical exposure, they can be given guidance for paper presentation which can be started -
Date - From 24th November 2020

Time " 10.00 am - 12.00 noon
1.00 p.m - 3.00 p.m.

M.Ed Session 2018-20 - The University (Exam department) has said that their examination can be conducted after puja and Chhatt etc. They need to be reminded once again.

4. College affiliation -

Our both colleges (B.Ed and M.Ed) have already got the affiliation for 3 yrs but due to COVID-19 the letter of affiliation is in due pending.

5. Golden Jubilee Programme -

Due to COVID-19, the college is ~~closed~~ closed in this auspicious year. We are unable to do anything as we made the programmes. But in this situation, the online programmes e.g. Quiz, speech, recitation etc can be purely conducted through Webinar. We need to give topics beforehand for this. The teachers in the committee could plan together and execute it.

6. NAAC Accreditation (M.Ed + B.Ed)

We need to ^{go} for 4th cycle NAAC Accreditation. For this up to date format has to be furnished minutely with report of everything with photos and different activity pictures etc.

Principal said that we will plan out in the next meeting.

As the time was up, the meeting was concluded for today.

Dear Teachers,

Kindly submit the questions for the college exam of 2nd year session 2019-21 before coming Saturday in the office.

Thank you -

Sr. Shikha
03/03/2021
Principal
PRINCIPAL

URSULINE W. M. S. TEACHERS'
TRAINING COLLEGE
LOHARDAGA JHARKHAND-835302

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Dear Teachers,

Let us have a staff meeting today at the last period 3-00 P.m. in the staff room.

- Subject :-
- ① Examination time table - B.Ed. + M.Ed.
 - ② Invigilation duty - B.Ed. + M.Ed.
 - ③ Content Test - " "
 - ④ Yearly Calender - B.Ed. + M.Ed.
 - ⑤ Jubilee preparation
 - ⑥ NAAC

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13/3/2021

Dear professors,

Today let us have a staff meeting at 2.30 P.M. in the staff room.

Subject - ① Online Competition: Theme: Collage making
: Poster making

② Webinar - 25th March 2021

③ Internship (M.Ed. 2nd yr.) - 26th April - 30th April

④ Mid Sem Exam - from 18 - 24th March.

⑤ Study leave - 15th - 17th March

⑥ Synopsis - 12th April - 17 April

⑦ Academic Calender of 2021 - 22 (B.Ed. + M.Ed.)

Animesh
13/03/2021

JK
13/3/2021

SPPO
13/03/2021

KoL
13/03/2021

18.2.2021

Sipra
13/3/2021

Jyoti
13/03/2021

Samant
13/3/2021

13/3/2021

Fin
13/03/21

Anshu
Thasna
13/03/21

Olata
13/03/2021

Sr Shila
PRINCIPAL

URSU INDEPENDENT TEACHERS'
TRAINING COLLEGE
LOHARDAGA JHARKHAND-835302

Dear Teachers,

29.04.2021

Let us have staff meeting at 10 a.m. in the staff room.

Subjects - Internship of B.Ed. 2nd year

- class for section list of 1st year

- Internship of M.Ed. 2nd year and 1st Terminal exam of 1st year M.Ed.

- Common Computer class, no practical classes for 1st year.



Date	Subjects
16.3.2021	Course 8
18.3.2021	Course 9
20.3.2021	Course 10
22.3.2021	76 Pedagogy of School Subjects
23.3.2021	Optional paper (Computer/Fine Art)
24.3.2021	EPC IV
25.3.2021	} Content test
26.3.2021	

M.Ed will also do the assembly in the beginning of the class and say the jubilee prayer.

4. NAAC — All the groups of all criterion will try to submit the prepared report by Monday e.g 08.03.2021.

5. Jubilee preparation — List for Souvenir and exhibition, preparation is much required. The principal told that teachers should meet group wise and come to certain conclusion and intimate it to the principal. For the message, letter has been prepared by her. It can be given to the concerned persons, the messages we have to get from the persons have to be listed.

The meeting ended and all dispersed for their works.

STAFF MEETING

13.03.2021

In this staff meeting the following points were discussed:-

1. Poster making and collage making competition —

It was held on 13/03/2021. The following colleges participated in it — St. Xavier's college of Edn Patna
St Xavier's college Ranchi
Bethesda college Ranchi

and U.W.T.T.C. Lohardaga,

2. Webinar arrangement - By Mr. Rahul Pandey

Date - 25/03/2021

Theme - National Policy of Edu and Teacher Edu.

3. M.Ed Internship - B.Ed students will be divided in

3 groups (28+28+30)

Date - (26/04/2021 to 30/04/2021)

Time - 1.00 p.m to 3.00 p.m,

4. Mid Semester exam for M.ed - from 18th to 24th March

Time - 1.00 p.m to 4.00 p.m,

B.Ed - 16th March to 26th March

Time - 9.00 a.m to 12.00 p.m (2 days)

The rest of days - 9.00 a.m to 10.30 a.m,

5. Content test - 25th and 26th March, 2021, for two hours

M.Ed - Study leave - 15th to 17th March

M.ed Synopsis presentation - 12th to 17th April 2021.

M.Ed 1st year (1st Semester Exams) Session 2020-2022

Date Subject

24/04/2021 PC-02

26/04/2021 PC-04

28/04/2021

30/04/2021

Study leave - 19th to 23th

Question Submission date - 17/04/2021

Study leave - 1st May to 7th May

08/05/2021

10/05/2021

12/05/2021

14/05/2021

Tool construction and Data collection.

17/5/21 - 4th semester class starts - Session 2019-2021

17/5/21 - 2nd " " " " - " 2020-2022

4th semester - 1st terminal - Session 2019-2021

2nd semester - 03/08/2021

05/08/2021

07/08/2021

09/08/2021

} 2d semester Session 2019-21
orientation work