



## ST. XAVIER'S COLLEGE OF EDUCATION (AUTONOMOUS)

Digha Ghat P.O., Patna – 800 011, Bihar, India  
NAAC Accredited with 'A' Grade (3rd cycle)

www.sxcepatna.edu.in E-mail: sxcepatna@gmail.com Phone: +91 0612 2567153, 6201161517

Affiliated to Aryabhatta Knowledge University, Patna

### 5<sup>th</sup> INTERNAL QUALITY ASSURANCE CELL MEETING

**Held on 26/08/2022**

The Proceedings of the 5<sup>th</sup> Internal Quality Assurance Cell Meeting was held on 26/08/2022 at 3:00 P.M. in the Conference Room at St. Xavier's College of Education, (Autonomous), Patna under Aryabhatta Knowledge University, Patna.

#### **Agenda:**

1. AQAR Submission (2021-2022)
2. Preparation for NAAC SSR data collection and documentation
3. Upgradation of the website of the College
4. Any Other


#### **The following members were present for the meeting:**

1. Prof. Dr. Ignatius Topno, S.J., **Chairperson**
2. Fr. Norbert Menezes, S.J.
3. Fr. Victor Lazarus, S.J.
4. Prof. Madhu Singh, **Coordinator**
5. Dr. Sushil Kumar Singh
6. Mr. Deep Kumar
7. Dr. Vikramjit Singh
8. Dr. Nimisha Srivastava
9. Dr. Sapna Suman
10. Fr. Edison Armstrong, S.J.
11. Dr. Marie Anne D'Cruze
12. Mr. Dipesh Kumar
13. Dr. Fr. Sushil Bilung, S.J.
14. Mr. Rajesh Kumar
15. Mr. A.G. Rozario
16. Fr. Johnson Kelakath, S.J.
17. Mr. Vijay Khalkho

The chairperson, Prof. (Dr.) Ignatius Topno, S.J. welcomed all the members of the IQAC, followed by reading the minutes of the previous Internal Quality Assurance Cell meeting held on 09/07/2022.

The IQAC members discussed the above agenda judiciously and took the following resolutions:

#### **Principal**

 St. Xavier's College of Education  
(Autonomous)  
Digha Ghat, Patna-11



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### Agenda1: AQAR Submission (2021-2022)

It was discussed with the committee members of the IQAC about the preparation of the AQAR for the year 2021-2022 and given guidelines for the creation of the IQAC, which will be submitted soon.

### Agenda 2: Preparation for NAAC SSR data collection and documentation

The chairperson stated that the coordinators of each criterion is to meet in their respective groups and maintain a record of the same. The members of each criterion need to go through the NAAC SSR manual, templates, and from time to time for their updating. Much importance is to be given to collecting evidence.

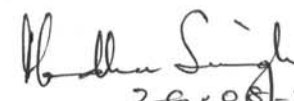
### Agenda 3: Upgradation of the website of the College


The members of IQAC discussed the college website and suggested the regular updates of the college website and adding few important menu bars in the website like NAAC & IQAC, and Research Menu Bar.

### 4. Any Other

- i. The Chairperson announced plans for a 3-day Educational Tour for final year B.Ed. & M.Ed. students for the session 2021-2023.
- ii. The Internship Committee members were advised to implement a dress code for female M.Ed. students during their internship program and fieldwork.

  
Chairperson

  
20.08-2022  
Coordinator of IQAC

  
Principal  
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## Members Present for the IQAC Meeting on 26/08/2022

Sl.No.	Name & Designation & Address	Signature
1.	<b>Prof. Dr. Ignatius Topno, S.J.</b> Chairperson, Principal St. Xavier's College of Education (Autonomous), Digha Ghat, Patna-800011	<i>[Signature]</i> 26/8/2022
2.	<b>Fr. Norbert Menezes, S.J.,</b> Vice President, (Management), St. Michael's Resident Digha Ghat, Patna-800011	<i>[Signature]</i> 26/8/2022
3.	<b>Fr. Victor Lazarus, S.J.</b> Controller of Examinations, St. Xavier's College of Education (Autonomous), Digha Ghat, Patna-800011	<i>[Signature]</i> 26/8/22
4.	<b>Prof. Madhu Singh</b> Coordinator, Professor, St. Xavier's College of Education (Autonomous), Digha Ghat, Patna-800011	<i>[Signature]</i> 26/08/2022
5.	<b>Dr. Sushil Kumar Singh</b> Teacher Representative, Associate Professor, St. Xavier's College of Education (Autonomous), Digha Ghat Patna-800011	<i>[Signature]</i> 26/08/2022
6.	<b>Dr. Nimisha Srivastava</b> Teacher Representative, Associate Professor, St. Xavier's College of Education (Autonomous), Digha Ghat, Patna-800011	<i>[Signature]</i> 26/8/22
7.	<b>Mr. Deep Kumar</b> Teacher Representative, Assistant Professor, St. Xavier's College of Education (Autonomous), Digha Ghat, Patna-800011	<i>[Signature]</i> 26/08/2022
8.	<b>Dr. Vikramjit Singh</b> Teacher Representative, Assistant Professor, St. Xavier's College of Education (Autonomous), Digha Ghat, Patna-800011	<i>[Signature]</i> 26/8/22
9.	<b>Dr. Sapna Suman</b> Teacher Representative, Assistant Professor, St. Xavier's College of Education (Autonomous), Digha Ghat, Patna-800011	<i>[Signature]</i> 26/8/2022
10.	<b>Fr. Edison Armstrong, S. J.</b> Employer, Principal, St. Michael's High School, Digha Ghat, Patna-800011	Absent
11.	<b>Dr. Marie Anne D'Cruze</b> Alumni, Vice Principal, St. Michael's High School, Digha Ghat, Patna-800011	<i>[Signature]</i> 26/8/22

Principal

St. Xavier's College of Education  
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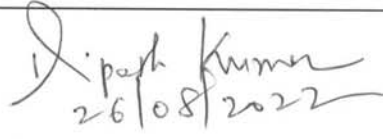
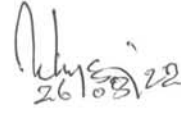
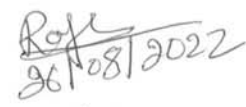


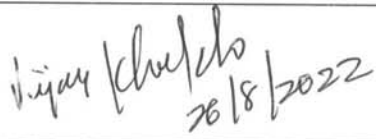
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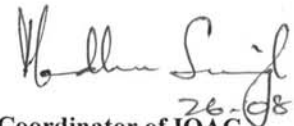
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12.	<b>Mr. Dipesh Kumar</b> Students St. Xavier's College of Education (Autonomous), Digha Ghat, Patna-800011	 26/08/2022
13.	<b>Dr. Fr. Sushil Bilung, S. J.</b> Local Society Member Sanjivan Niwas, Patna-800011	 26/08/22
14.	<b>Mr. Rajesh Kumar</b> Librarian St. Xavier's College of Education (Autonomous), Digha Ghat, Patna-800011	 26/08/2022
15.	<b>Mr. A.G. Razario</b> Parent Representative, Don Bosco Academy Digha Ghat, Patna-800011	 26/08/2022
16.	<b>Fr. Johnson Kelakath, S.J.</b> Administrative Officer, St. Xavier's College of Education (Autonomous), Digha Ghat, Patna-800011	 Absent
17.	<b>Mr. Vijay Khalkho,</b> Administrative Officer, St. Xavier's College of Education (Autonomous), Digha Ghat, Patna-800011	 26/08/2022

  
Chairperson

  
Coordinator of IQAC 26-08-2022

  
Principal  
St. Xavier's College of Education  
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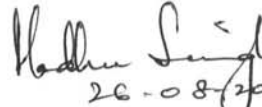
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### ACTION TAKEN REPORT

S.No.	Agenda	Decision	ATR
	To consider the Confirmation of Minutes of the IQAR Meeting held on 09/07/2022	Minutes of the IQAC Meeting held on 09/07/2022 were confirmed.	Confirmed
1.	AQAR Submission (2021-2022)	AQAR for the year 2021-2022 preparation has begun.	Confirmed
2.	Preparation for NAAC SSR data collection and documentation	The Coordinators of each criterion were asked to collect the data and required documents for SSR submission	Confirmed
3.	Upgradation of the website of the College	A few important menu bars were added to the college website i.e., NAAC, IQAC, and Research Menu Bar	Confirmed
4.	Any other	<ul style="list-style-type: none"><li>i. The Chairperson communicated that they are planning a 3-day Educational Tour for the final year B.Ed. &amp; M.Ed. students for the session 2021-2023.</li><li>ii. Internship Committee members were suggested that there will be a dress code for M.Ed. Female students for their internship programme and fieldwork.</li></ul>	Confirmed

  
Chairperson

  
26-08-2022  
Coordinator of IQAC

  
Principal  
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