



ST. XAVIER'S COLLEGE OF EDUCATION (AUTONOMOUS)

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

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Affiliated to Aryabhatta Knowledge University, Patna

Minutes of the Internal Quality Assurance Cell (IQAC) Meeting

Date: 03/01/2023

Time: 03:00 P.M.

Venue: Conference Room, St. Xavier's College of Education (Autonomous), Patna

Agenda:

1. M.Ed. Admissions (2022-2024)
2. SSR (Self Study Report) Preparation for NAAC
3. Journal of Research in Education Impact Factor Achievement and Future Directions
4. JAAI Milan Preparation
5. National Science Day Celebration
6. Educational Tour for B.Ed. and M.Ed. Students
7. B.Ed. & M.Ed. (MEPC-2) Internship
8. Microteaching Seminar & M.Ed. Internship-1
9. Any Other issues to be raised with the permission of the chairperson

The following members were present for the meeting:

1. Prof. (Dr.) Ignatius Topno, S.J., Chairperson, Principal, St. Xavier's College of Education (Autonomous), Patna 800011
2. Prof. (Dr.) Madhu Singh, Co-ordinator IQAC, Professor, St. Xavier's College of Education (Autonomous), Patna 800011
3. Fr. Victor Osta S.J., Assistant Professor, St. Xavier's College of Education (Autonomous), Patna -800011
4. Dr. Sushil Kumar Singh, Associate Professor, St. Xavier's College of Education (Autonomous), Patna-800011
5. Dr. Nimisha Srivastava, Associate Professor, St. Xavier's College of Education (Autonomous), Patna-800011
6. Dr. Vikramjit Singh, Assistant Professor, St. Xavier's College of Education (Autonomous), Patna -800011
7. Mr. Deep Kumar, Assistant Professor, St. Xavier's College of Education (Autonomous), Patna-800011
8. Dr. Sapna Suman, Assistant Professor, St. Xavier's College of Education (Autonomous), Patna-800011
9. Dr. Shobha, Assistant Professor, St. Xavier's College of Education (Autonomous), Patna -800011
10. Ms. Smita Sah, Assistant Professor, St. Xavier's College of Education (Autonomous), Patna -800011
11. Ms. Sujata Kumari, Assistant Professor, St. Xavier's College of Education (Autonomous), Patna-800011
12. Mr. Benilalit Minj, Assistant Professor, St. Xavier's College of Education (Autonomous), Patna -800011
13. Ms. Sanjana Tirkey, Assistant Professor, St. Xavier's College of Education (Autonomous), Patna -800011
14. Ms. Shanti Kishori Singh, Assistant Professor, St. Xavier's College of Education (Autonomous) Patna-800011

Principal

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The chairperson, Prof. (Dr.) Ignatius Topno, S.J., welcomed all the members of the IQAC, followed by the reading of the minutes from the previous Internal Quality Assurance Cell meeting held on **9th July 2022**. The IQAC members judiciously discussed the agenda and passed the following resolutions:

Resolutions

Agenda 1: M.Ed. Admissions (2022-2024)

Decision The meeting began with the chairperson providing an overview of the M.Ed. admission process, followed by finalizing the class commencement date. With the members' consent, it was decided that classes would commence on 13th January 2023. To ensure a smooth transition and provide essential information, an orientation day for the newly admitted M.Ed. students was scheduled for 12th January 2023.

Agenda 2: SSR (Self Study Report) Preparation for NAAC

Decision The meeting discussed the preparation of the Self-Study Report (SSR) for the upcoming NAAC accreditation. The operations of the SSR were deliberated upon, and the groups assigned to the seven criteria were tasked with completing their respective sections within a month.

Agenda 3: Journal of Research in Education Impact Factor Achievement and Future Directions

Decision The meeting celebrated a significant milestone: the college's Journal of Research in Education achieved an impact factor of 3.24 from SJIF 2023. Building on this success, the chairperson discussed strategies to further enhance the journal's impact factor and attract high-quality submissions. Key initiatives included:

- Encouraging faculty from other institutions and experts to contribute research papers to the journal.
- Promoting the journal to a broader academic audience.

Agenda 4: Preparations for JAAI Milan 2023

Decision The meeting discussed the college's participation in the 10th National Congress of the Jesuit Alumni Association of India (JAAI), "JAAI Milan," scheduled for February 10-12, 2023, in Patna. To ensure a strong representation of the college and Bihar state, the following decisions were made:

Faculty members were assigned responsibilities to prepare students for cultural performances, including: Folk dances, Ceremonial dances and Festival songs. These performances will showcase the rich culture and traditions of Bihar, highlighting the state's diversity and heritage. The goal is to make a lasting impression at this prestigious national event.

Agenda 5: National Science Day Celebration Plans

Decision The committee discussed plans for celebrating National Science Day and decided to organize a model-making competition on February 28, 2023. This event aims to foster scientific inquiry and creativity among students, who will showcase innovative ideas through their models. The committee also:

- i. Finalized the jury panel to evaluate the models and select winners
- ii. Confirmed that winners will receive prizes and recognition for their outstanding achievements.

This celebration will inspire students to explore science and technology, promoting a culture of innovation and excellence.

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Agenda 6: Educational Tour for B.Ed. and M.Ed. Students

Decision The committee planned an educational tour for the 2021-2023 batch of B.Ed. and M.Ed. students, deciding on a three-day trip to Varanasi, Uttar Pradesh, from March 8-11. To ensure a smooth and enriching experience, the members formed sub-committees to oversee:

- i Transportation arrangements
- ii Accommodation bookings
- iii Itinerary planning
- iv Activity coordination

This tour aims to provide students with a unique learning experience, exploring Varanasi's rich cultural heritage and historical significance.

Agenda 7: B.Ed. & M.Ed. Internship (MEPC-2)


Decision The agenda discussed was the B.Ed. and M.Ed. internship program. The M.Ed. internship was scheduled to take place from 20th March to 3rd April 2023 in a teacher Education Institution. The third phase of the B.Ed. internship for the 2021-2023 batch is set to begin on 3rd April and will continue until 20th May 2023. Additionally, the first phase of the internship (school observation) for the B.Ed. (2022-2024) batch was scheduled from 2nd May to 13th May 2023. The meeting concluded with a collective commitment from all participants to effectively implement these plans and ensure the success of the college's academic and extracurricular activities.


Agenda 8: Microteaching Seminar & M.Ed. Internship-2


Decision The committee discussed and finalized the dates for the workshop on microteaching for both B.Ed. and M.Ed. students, scheduled from 24th to 28th April 2023. It was also decided that M.Ed. scholars would visit SCERT from 25th to 27th April for a survey on academic project activities related to teacher education and curriculum development. Additionally, as part of their community service program, the M.Ed. scholars were assigned to visit Asha Deep Rehabilitation Centre for Divyangjan on 29th April 2023. Dr. Sushil Kumar Singh and Mr. Deep Kumar were appointed as coordinators to oversee the students' activities.

Agenda 9: Any Other issues to be raised with the permission of the chairperson

Decision As no additional issues were raised for discussion, the meeting was adjourned with a vote of thanks.


Prof. (Dr.) Ignatius Topno, S.J.
Chairperson & Principal


Prof. (Dr.) Madhu Singh
Coordinator
03.01.2023


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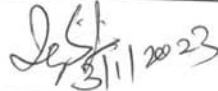
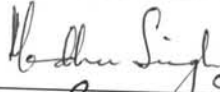
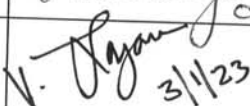
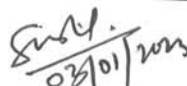


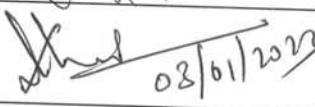
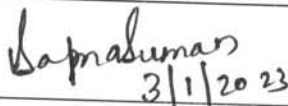

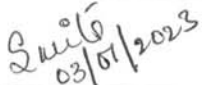
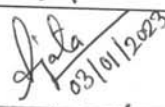
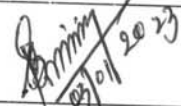
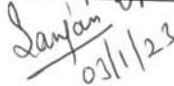
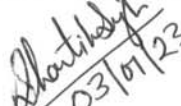
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Attendance Sheet

IQAC Meeting

Members Present:

Date: 03/01/2023

Sl. No.	Name, Designation & Address	Signature
1.	Prof. (Dr.) Ignatius Topno, S.J., Chairperson cum Principal, St. Xavier's College of Education (Autonomous), Patna -800011	 31/1/2023
2.	Prof. (Dr.) Madhu Singh, Co-ordinator IQAC, Professor, St. Xavier's College of Education (Autonomous), Patna-800011	 03.01.2023
3.	Fr. Victor Osta S.J., Assistant Professor, St. Xavier's College of Education (Autonomous), Patna -800011	 3/1/23
4.	Dr. Sushil Kumar Singh, Associate Professor, St. Xavier's College of Education (Autonomous), Patna-800011	 03/01/2023
5.	Dr. Nimisha Srivastava, Associate Professor, St. Xavier's College of Education (Autonomous), Patna-800011	 31/1/23
6.	Dr. Vikramjit Singh, Assistant Professor, St. Xavier's College of Education (Autonomous), Patna -800011	 31/1/23
7.	Mr. Deep Kumar, Assistant Professor, St. Xavier's College of Education (Autonomous), Patna-800011	 03/01/2023
8.	Dr. Sapna Suman, Assistant Professor, St. Xavier's College of Education (Autonomous), Patna-800011	 31/1/2023
9.	Dr. Shobha, Assistant Professor, St. Xavier's College of Education (Autonomous), Patna - 800011	 Absent
10.	Ms. Smita Sah, Assistant Professor, St. Xavier's College of Education (Autonomous), Patna -800011	 03/01/2023
11.	Ms. Sujata Kumari, Assistant Professor, St. Xavier's College of Education (Autonomous), Patna-800011	 03/01/2023
12.	Mr. Benilalit Minj, Assistant Professor, St. Xavier's College of Education (Autonomous), Patna -800011	 03/01/2023
13.	Ms. Sanjana Tirkey, Assistant Professor, St. Xavier's College of Education (Autonomous), Patna -800011	 03/1/23
14.	Ms. Shanti Kishori Singh, Assistant Professor, St. Xavier's College of Education (Autonomous) Patna-800011	 03/01/23



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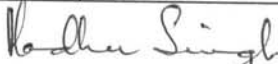
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Action Taken Report of 1st IQAC Meeting on 03/01/2023

Sl. No.	Agenda	Decision	ATR
1.	M.Ed. Admissions (2022-2024)	The start date of classes for M.ED. (2022-2023) was confirmed as 13/1/23. An orientation day for new M.Ed. students was planned for 12/1/23.	Noted
2.	Discussion on Journal of Research in Education with 3.24 Impact Factor	The editorial board will focus on publishing high-quality research articles and reviews. The journal will expand its scope to include interdisciplinary research.	Noted
3.	JAAI Milan Preparation	Planned participation in the 10th National Congress of the Jesuit Alumni Association of India. Assigned faculty members to prepare students to represent the college and showcase Bihar's culture.	Noted
4.	SSR (Self Study Report) Preparation for NAAC	The groups will finalise their sections of the SSR within one month. The completed SSR will be submitted to the principal of the college for review and approval.	Noted
5.	National Science Day Celebration	A model-making competition was decided to be organised on 28th February 2023. The jury members and award details were finalised.	Decided
6.	Educational Tour for B.Ed. and M.Ed. Students	The dates and venue for the three-day tour to Varanasi (8th-11th March) were determined. Committees were formed and responsibilities were assigned.	Decided
7.	B.Ed. & M.Ed. Internship-1	Finalized internship dates for: - B.Ed. 2021-23 session - B.Ed. 2022-24 session - M.Ed. 2021-2023 session	Noted
8.	Microteaching seminar and M.Ed. internship-2	Dates for the seminar on Microteaching, visiting SCERT, and community service program for the M.Ed. session 2021-2023 were decided.	Noted


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Chairperson & Principal


Prof. (Dr.) Madhu Singh
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