

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 Aryabhata Knowledge University, Patna

PROCEEDINGS OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING

Date: 03 May 2023

Time: 3:00 P.M.

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


Agenda:

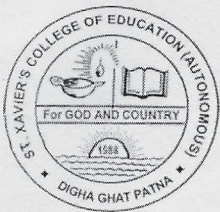
1. Discussion on SSR Preparation for NAAC
2. Fr. Jacob Memorial Inter-College Indoor Sports Meet – 2023
3. Organization of Inter-B.Ed. College Debate Competition
4. End-semester Examination for B.Ed. (2021-2023) - Planning and Arrangements
5. Status Update on New Admissions in B.Ed. (2023-2025)
6. Three-Day Collaborative Virtual Faculty Development Program - Planning and Coordination
7. Any Other Business 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

The chairperson, Prof. (Dr.) Ignatius Topno, S.J. welcomed all the members of the IQAC, followed by a reading of the minutes of the previous Internal Quality Assurance Cell meeting held on 03/01/2023. The IQAC members discussed the above agendas judiciously and took the following resolutions:


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Resolutions

Agenda 1: Discussion on SSR Preparation for NAAC

- Decision The SSR preparation progress was reviewed and found to be on track.
- The groups assigned to the seven criteria reported satisfactory progress.
 - The deadline for completion of the SSR was reaffirmed as 30.05.2023
 - The IQAC will conduct a thorough review of the SSR before submission to the NAAC.
 - The principal will ensure timely submission of the SSR to the NAAC.

Agenda 2: Preparation for Fr. Jacob Memorial Inter-College Indoor Sports Meet- 2023

- Decision The meeting resolved to take the following steps for the successful organization of the Fr. Jacob Memorial Inter-College Indoor Sports Meet-2023, scheduled for May 12th and 13th:

- Extend invitations to various colleges to participate in the event, ensuring a competitive and diverse participation.
- Finalize a comprehensive list of indoor games, offering a range of sporting activities for participants.
- Invite a distinguished chief guest for the inauguration ceremony, adding prestige to the event.
- Establish committees to oversee specific aspects of the event, ensuring smooth and successful conduct of the sports meet.

Agenda 3: Organization of Inter-B.Ed. College Debate Competition

- Decision The meeting resolved to take the following steps for the college's participation in the Inter-B.Ed. College Debate Competition, organized by Tapindu Institute of Higher Studies, Saguna More, scheduled for May 30th, 2023:

- Formulate a selection process to identify the most suitable students to represent the college in the debate competition.
- Provide the selected students with the necessary practice and guidance to enhance their debating skills.
- Assign a team of teachers to mentor and train the students for the competition, ensuring they are well-prepared and confident.

The above decisions were noted, and the necessary actions will be taken to ensure the college's successful participation in the debate competition.

Agenda 4: End-semester Examination for B.Ed. (2021-2023) - Planning and Arrangements

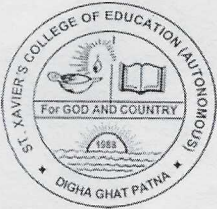
- Decision The meeting resolved to take the following steps regarding the 4th End-semester examinations for B.Ed. session 2021-2023:
- Finalize the exam pattern, dates, and syllabus coverage for the upcoming end-semester examinations.
 - Task the Examination Committee with preparing a detailed examination schedule and making necessary arrangements for the smooth conduct of the examinations.

The Examination Committee was entrusted with ensuring that all logistical and administrative aspects of the examinations were meticulously planned and executed.

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Agenda 5: Status update on new admissions in B.Ed.

Decision

The meeting noted the following updates regarding new admissions for B.Ed. session 2023-2025:

- The admissions process is currently underway and is expected to be completed by June 20th, 2023.
- The commencement of classes for the new session is tentatively scheduled for July 10th, 2023, with an orientation day program.

The meeting acknowledged the progress made in the admissions process and the planned timeline for the commencement of the new academic session.

Agenda 6: Three Days Collaborative Virtual Faculty Development Program

Decision

The meeting informed the faculty members about a three-day collaborative virtual faculty development program on "Leveraging Artificial Intelligence for Research Process in Social Science" scheduled for July 6th to 8th. The program is to be organized online by the IQAC of St. Ann's College of Education Autonomous, Telangana, in collaboration with St. Xavier's College of Education (Autonomous) Palayamkottai, St. Xavier's Institute of Education Autonomous Mumbai, and St. Xavier's College of Education Autonomous Patna.

It was decided that:

- Both faculty members and M.Ed. students from the sessions 2021-23 and 2022-24 would participate in the program.
- The program would be attended online, and necessary arrangements would be made to ensure smooth participation.

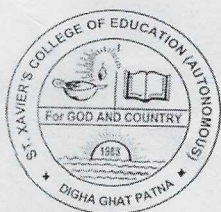
The meeting encouraged active participation in the program to leverage the benefits of artificial intelligence in research processes in social sciences.

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

Prof. (Dr.) Madhu Singh
Coordinator

03.05.2023

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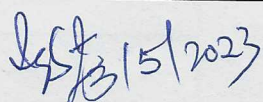
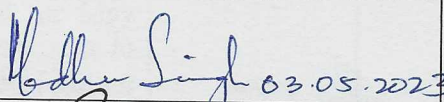
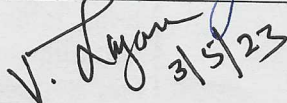
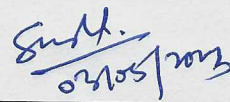
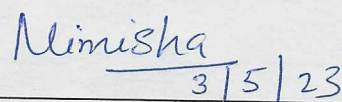
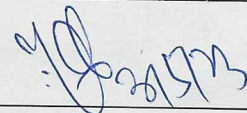
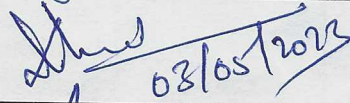
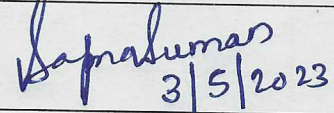
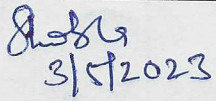
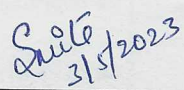
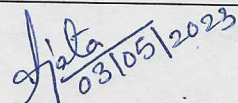
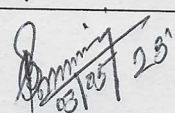
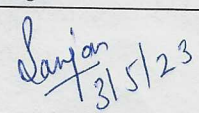
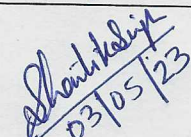
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Attendance Sheet

IQAC Meeting
Members Present:

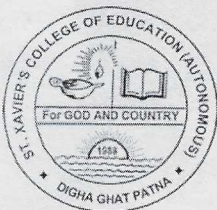
Date: 03/05/2023

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	
2.	Prof. 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	
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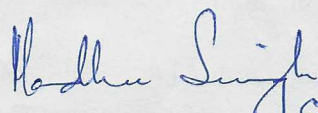
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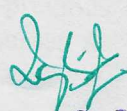
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Action Taken Report of IQAC Meeting on 03/05/2023

SI. No.	Agenda	Decision	ATR
1.	SSR Preparation for NAAC	Groups are to complete their respective sections by 30.05.2023. Principal to review and finalize the SSR.	Noted
2.	Fr. Jacob Memorial Inter-College Indoor Sports Meet 2023	The meeting discussed the preparations for the Fr. Jacob Memorial Inter-College Sports Meet 2023, scheduled for May 12th and 13th. Invitations were sent to colleges to participate, a range of indoor games was finalized, and a chief guest was selected for the inauguration ceremony, ensuring a competitive and memorable event.	Noted
3.	Inter-B.Ed. College Debate Competition	Participating in Inter-B.Ed. College Debate Competition on May 30, 2023. Assigned teachers to mentor selected debaters.	Noted
4.	End-Semester Examinations for B.Ed. Session 2021-2023	- Finalized B.Ed. end-semester exam details. - Examination Committee to prepare schedule and arrangements.	Decided
5.	Status Update on New Admissions for B.Ed.	The meeting set June 30th, 2023, as the deadline for admissions and scheduled an orientation day program for July 10th, 2023, to mark the start of the new academic session.	Noted
6.	Three-Day Collaborative Virtual Faculty Development Program	- Confirmed participation in the 3-day virtual Faculty Development Program (FDP) from July 6th to 8th. - Organized by St. Ann's College of Education (Autonomous), Telangana, and St. Xavier's institutions. - Faculty and M.Ed. students will attend the online program.	Noted


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


Prof. (Dr.) Madhu Singh
Coordinator
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