

**ST. XAVIER'S COLLEGE OF EDUCATION**  
**(Autonomous)**

**ARYABHATTA KNOWLEDGE UNIVERSITY**

NAAC Accredited with 'A' Grade (3<sup>rd</sup> Cycle)

**FIRST INTERNAL QUALITY ASSURANCE CELL MEETING**

**12/07/2019**

Proceedings of the first Internal Quality Assurance Cell Meeting after autonomy, held on 12/07/2019 at 03.00 P.M. in Conference Room, St. Xavier's College of Education, Patna (Autonomous), Aryabhatta Knowledge University, Patna

**Agenda:**

- (a) Welcome
- (b) Appraisal
- (c) CBCS Programme
- (d) New session 2019-21
- (e) New Programmes
- (f) Approval of Academic Calendar
- (g) Activities
- (h) Any other

Agenda 1: In the absence of the Co-ordinator, the Chairperson, Prof. (Dr.) Thomas Varghese, S.J. welcomed all members. .

Agenda 2: Appraisal

Decision: The Chairperson explained that this was the very first meeting of IQAC after autonomy. He also added that our IQAC consists of the teaching staff and members from the management students representative, college administrative officers and college Librarian. The IQAC has to meet at least twice a year, the chairperson added. He also explained the functions of the IQAC.

Agenda 3: CBCS Programme:

Decision: Resolved that CBCS and semester systems of our course will be followed which we were following after our autonomy. Discussed that all these programmes were approved by the Governing Body, Academic Council and Board of Studies earlier.

Agenda 4: New session 2019-21:

Decision: Resolved that the admission was taken place after CET for B.Ed. & M.Ed. programmes. The Reservation Policy was followed as per the Government Reservation Policy i.e. Minority = 50%, SC = 8%, ST= 1%, OBC/EBC/W =16% , PWC = 3% and the rest for General category. Since we could not fill the seats from Minority and other category, the admission was open for the qualified students to fill the seats.

Agenda 5: New Programmes

Decision: Resolved to start Certificate Courses- Counselling for Teachers and Functional English by the 3<sup>rd</sup> week of July and Ph.D. admissions by the 3<sup>rd</sup> week of July and classes by 5<sup>th</sup> August, 2019.

Agenda 6: Approval of Academic Calendar


Decision: The Academic Calendar 2019-21 was thoroughly discussed and as per suggestions of IQAC minor changes were made and approved

Agenda 7: Activities

Decision: Resolved to add some new Academic activities like National Workshop and Refresher Courses for teachers.

Agenda 8: Any other topics with the permission of the chair

Since there was no other points for discussion, the meeting was concluded by thanking everyone and tea and snacks.


  
12/07/2019  
Chairperson

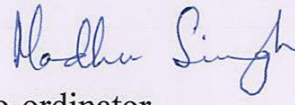
  
for  
Co-Ordinator



## Action Taken Report of 1<sup>st</sup> IQAC Meeting on 12/07/2019

| Sl.No. | Agenda                        | Decision  | ATR                         |
|--------|-------------------------------|---|-----------------------------|
| 1      | Welcoming all members         | In the absence of the Co-ordinator, the chairperson welcomed all members  | Noted                       |
| 2      | Appraisal                     | The Chairperson explained the Selection of members and functions of IQAC  | Noted                       |
| 3      | CBCS/Update                   | Resolved to adopt CBCS system and semester system in the college  | CBCS system adopted         |
| 4      | New Session 2019-21           | B.Ed. & M.Ed. admissions as per CET of Bihar & AKU Reservation policy of Bihar Govt. followed.                                | Noted                       |
| 5      | New Programmes:               | Shortlisted two courses in Counselling teachers and Functional English and Ph.D. in education to start from 2019-2020 session | Decided                     |
| 6      | Approval of Academic Calendar | Went through the academic calendar and finalized it with minor changes  | Approved with minor changes |
| 7      | Activities                    | Discussed on conducting few new academic activities like National workshop and Refresher course for teachers                  | Decided to Conduct          |
| 8      | Any other                     | There was no other topics for discussion and the meeting was concluded  | Concluded                   |

  
20/7/2019  
Chairperson

  
for Co-ordinator

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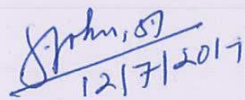
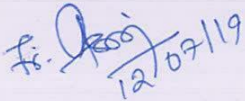
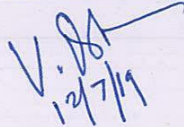
**12/07/2019**

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**Members Present:**

| Sl.No. | Name & Designation & Address  | Signature   |
|--------|---|---|
| 1      | Fr. Seraphim John, S.J.<br>Vice-President<br>St. Michael's Residence<br>Digha Ghat P.O., Patna - 800011                   | <br>12/7/2019 |
| 2      | Fr. Edison Armstrong, S.J.<br>Principal<br>St. Michael's Higher Secondary School<br>Patna                                 | <br>12/07/19  |
| 3      | Dr.(Fr.) Ignatius Topno, S.J.(Co-Ordinator, IQAC)<br>St. Xavier's College of Education<br>Digha Ghat P.O., Patna - 800011 | Absent  |
| 4      | Fr. Victor Osta, S.J.<br>Assistant Professor<br>St. Xavier's College of Education<br>Digha Ghat P.O., Patna - 800011      | <br>12/7/19  |



| Sl.No. | Name & Designation & Address  | Signature                    |
|--------|---|------------------------------|
| 5      | Dr. Marie Anne D'Cruz<br>Asstt. Professor<br>St. Xavier's College of Management & Technology, Digha Ghat, Patna       | Marie Anne D'Cruz<br>12/7/19 |
| 6      | Dr. Madhu Singh,<br>Associate Professor<br>St. Xavier's College if Education<br>Digha Ghat, Patna - 800 011           | Absent                       |
| 7      | Dr. Vikramjit Singh<br>Asstt. Professor<br>St. Xavier's College if Education<br>Digha Ghat, Patna - 800 011           | Vikramjit Singh<br>12/7/19   |
| 8      | Mr. Sushil Kumar Singh<br>Asstt. Professor<br>St. Xavier's College if Education<br>Digha Ghat, Patna - 800 011        | Sushil K.<br>12/07/19        |
| 9      | Dr. Nimisha Srivastava<br>Asstt. Professor<br>St. Xavier's College if Education<br>Digha Ghat, Patna - 800 011        | Nimisha<br>12.7.19           |
| 10     | Mr. Rajesh Kumar<br>Librarian<br>St. Xavier's College if Education<br>Digha Ghat, Patna - 800 011                     | Rajesh K.<br>12/07/19        |
| 11     | Ms. Sheela Anand (Student Representative) M.Ed. Student<br>St. Xavier's College of Education<br>Digha Ghat, Patna     | Absent                       |
| 12     | Mr. A.G. de Rozario (Parent Representative IQAC)<br>Director<br>Don Bosco Academy<br>Digha Ghat, Patna                | A.G. de Rozario              |
| 13     | Prof.(Fr.) Thomas Varghese, S.J.<br>Principal<br>St. Xavier's College of Education<br>Digha Ghat P.O., Patna - 800011 | Thomas Varghese<br>12/7/18   |
| 14     | Mr. Vijay Khalkho, Administrative Officer, St. Xavier's College of Education, Digha Ghat, Patna - 800 011             | Vijay Khalkho<br>12/7/19     |
| 15     | Ms. Claramma James<br>Administrative Officer<br>St. Xavier's College of Education<br>Digha Ghat, Patna - 800 011      | Claramma James<br>12/7/19    |