

ST. XAVIER'S COLLEGE OF EDUCATION (AUTONOMOUS)

Digha Ghat, Patna - 800011

NAAC Accredited With 'A' Grade (3rd Cycle)

ARYABHATTA KNOWLEDGE UNIVERSITY

FOURTH INTERNAL QUALITY ASSURANCE CELL MEETING

Held on 09/07/2022

The Proceedings of the 4th Internal Quality Assurance Cell Meeting was held on 09/07/2022 at 1.30 P.M. in the Conference Room at St. Xavier's College of Education, (Autonomous), Patna Affiliated to Aryabhatta Knowledge University, Patna.

The Agenda of the (IQAC) were as follows:

1. Stock taking of the portion of II Semester B.Ed. (2021-2023), IV Semester M.Ed. (2020-2022) & I Semester M.Ed. (2021-2023)
2. Tentative dates of 2nd End Semester Exam for B.Ed. I year (2021-2023) & 1st Mid Term Exam for M.Ed. I year (2021-2023).
3. Diploma Courses
 - i. Digital Awareness
 - ii. Soft Skills
4. NAAC preparation & redistribution of the teacher
5. Convocation for 3 batches of B.Ed. & M.Ed. (2018-2020,2019-2021,2020-2022)
6. Any other
 - i. DRC
 - ii. PGRC

The following members were present for the meeting:

1. Dr. Madhu Singh, Professor, St. Xavier's College of Education (Autonomous), Patna 800011
2. Dr. Sushil Kumar Singh, Associate Professor, St. Xavier's College of Education (Autonomous), Patna-800011
3. Dr. Nimisha Srivastava, Associate Professor, St. Xavier's College of Education (Autonomous), Patna-800011
4. Dr. Vikramjit Singh, Assistant Professor, St. Xavier's College of Education (Autonomous), Patna -800011

5. Dr. Shobha, Assistant Professor, St. Xavier's College of Education (Autonomous), Patna – 800011
6. Fr. Victor Lazarus, S.J., Assistant Professor cum CoE, St. Xavier's College of Education (Autonomous), Patna-800011
7. Dr. Sapna Suman, Assistant Professor, St. Xavier's College of Education (Autonomous), Patna-800011
8. Ms. Smita Sah, Assistant Professor, St. Xavier's College of Education (Autonomous), Patna – 800011
9. Prof. (Dr.) Ignatius Topno, S.J., *Chairperson & Principal*, St. Xavier's College of Education (Autonomous), Patna- 800 011
10. 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 the reading the minutes of the previous Internal Quality Assurance Cell meeting held on 21/08/2021. The IQAC members discussed the above agenda judiciously and took the following resolutions:

Agenda 1:	Stock taking of the portion of B.Ed. 2nd semester, & M.Ed. 4th semester & 1st semester of M.Ed. Group (2021 -2023)
Decision	It was discussed that a few more classes are required for the B.Ed. 2 nd semester which could be taken after the mid term examination. The body resolved to forgo mid term exam instead, give the students assignments and project works which could be considered as part of mid term exam. The M.Ed. (2020-2022) could have their 4 th end semester examination from 22 nd August to 6 th August 2022, 8 th August. MEPC-4: practicum could be conducted whereas the mid-term exam for M.Ed. (2021-2023) could be conducted from 23 rd July 2022 to 29 th July 2022. The seminar could be held from 16 th July 2022.
Agenda 2	Tentative dates of 2nd End Semester exam for 1st year B.Ed. students & 1st Mid Term exam of the 1st year M.Ed. students.
Decision:	Resolved to conduct 2 nd End Semester Exam from 23 rd August 2022 and M.Ed. (2021 -2023) would be conducted from 14 th September 2022.
Agenda 3	Diploma Courses (a) Digital Awareness (b) Soft skills
Decision	Resolved to convert the certificate courses to Diploma Course for a year this could be conducted on every Saturday afternoons.
Agenda 4	NAAC preparation & redistribution of the teachers

Decision	Resolved to change the team and make a fresh list reallocating new members.
Agenda 5	Convocation for 3 batches of B.Ed. & M.Ed. (2018-2020, 2019-2021, 2020-2022)
Decision	Member discussed and decided that Convocation ceremony could be held sometime either in January 2023 or February 2023
Any other	i. DRC ii. PGRC
Decision	Regarding the date of DRC and PGRC, the final call could be taken later when the scholars have completed their work.

Prof. (Dr.) Ignatius Topno, S.J.

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

Fr. Victor Lazarus, S.J.

Coordinator

COORDINATOR IQAC
St. Xavier's College of Education, (Autonomous)
Digha Ghat, Patna-800 011
Bihar Patna

ST. XAVIER'S COLLEGE OF EDUCATION (AUTONOMOUS)

Digha Ghat, Patna - 800011

NAAC Accredited With 'A' Grade (3rd Cycle)

ARYABHATTA KNOWLEDGE UNIVERSITY

Action Taken Report of 4th IQAC Meeting on 09/07/2022

Sl.No.	Agenda	Decision	ATR
1.	Stock taking of the portion of B.Ed. 2 nd semester, & M.Ed. 4 th semester & 1 st semester of M.Ed. Group (2021 -2022)	Took stock of the portion of B.Ed. 2 nd semester, & M.Ed. 4 th semester & 1 st semester of M.Ed. Group (2021 -2022) and resolved not to take 4 th Mid Term examination for M.Ed. 4 th semester students (2020-2022) 4th End Semester theory examination will be beginning from 2 nd August 2022, final submission of their dissertation will be on 22 August, 2022 and Dissertation Viva on 27 th August 2022, and the seminar would be organized by M.Ed. IV Semester students (2020-2022) on 16 th July 2022.	Decided
2.	Tentative dates of 2 nd End Semester exam for 1 st year B.Ed. students & 1 st Mid Term exam of the 1 st year M.Ed. students.	Resolved that 2 nd End Semester Exam for B.Ed. (2021-2023) and 1 st Mid Term Exam for M.Ed. (2021-2023) will begin on 23 rd August and 1 st End Semester theory examination for M.Ed. (2021-2023) will begin from 14 th September 2022.	Decided
3.	Diploma Courses (a) Digital Awareness (b) Soft skills	Resolved that the Certificate course will be converted into Diploma Course (six month). This course would be compulsory for all B.Ed. & M.Ed. students and classes will be on Saturday (second half) Further resolved that Diploma Course will start from New Session (2022-2024)	Decided
4.	NAAC preparation & redistribution of the teachers	Resolved to make new NAAC Committee for NAAC SSR preparation.	Decided
5.	Convocation for 3 batches of B.Ed. & M.Ed. (2018-2020, 2019-2021, 2020-2022)	Member tentatively decided that Convocation ceremony will be conducted wither in January or February 2023	Noted
6.	Any other I. DRC II. PGRC	Resolved to have DRC and PGRC according to the performance of the scholars.	Noted

Prof. (Dr.) Ignatius Topno, S.J.

Chairperson & Principal

Principal

St. Xavier's College of Education
(Autonomous)

Fr. Victor Lazarus, S.J.

Coordinator

COORDINATOR, IQAC
St. Xavier's College of Education, (Autonomous)
Digha Ghat, Patna-800 011
Bihar, Patna