



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

Minutes of the Internal Quality Assurance Cell (IQAC) Meeting

Date: 03/07/2023

Time: 11:00 A.M.

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

Agenda:

1. Planning and Organization of the B.Ed. Orientation Program for the Academic Session 2023-24.
2. Preparation and Coordination for the Three-Day Collaborative Virtual Faculty Development Program (FDP) Scheduled from July 6th to 8th, 2023.
3. Review and Discussion on the Status of the Self-Study Report (SSR) for NAAC Accreditation.
4. Strategies for Encouraging Faculty Members to Publish Research Papers and Participate in Faculty Development Programs.
5. Formation and Reconstitution of Various Committees.
6. Any Other Matters with the permission of the Chairperson.

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 3rd May 2023. The IQAC members discussed the above agenda judiciously and took the following resolutions:

Resolution

Agenda 1: 1. Planning and Organization of the B.Ed. Orientation Program for the Academic Session 2023-24.


Decision

- i Decided to introduce a new approach to the B.Ed. Orientation Program for the session 2023-25.
- ii Planned to invite guardians to participate in the Orientation Program alongwith to the students.
- iii Tasked the committee to chalk out the details of the orientation program and ensure its smooth execution.

Agenda 2: Preparation and Coordination for the Three-Day Collaborative Virtual Faculty Development Program (FDP) Scheduled from July 6th to 8th, 2023.

Decision

- i Confirmed the schedule for the FDP: July 6th to 8th, 2023 entitled "Leveraging AI for Research Process in Social Sciences".
- ii Decided to extend participation to M.Ed. students and faculty members.
- iii Noted that the virtual program's timing (9:30 A.M. to 1:00 P.M.) allows M.Ed. students to attend regular classes in the second half of the day.
- iv Discussed and assigned tasks for the preparation of the virtual FDP.


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



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Agenda 3: Review and Discussion on the Status of the Self-Study Report (SSR) for NAAC Accreditation.

Decision

- i Noted that the Self-Study Report (SSR) preparation for NAAC Accreditation has reached its final phase.
- ii Emphasized the importance of completing the remaining tasks to ensure timely submission.
- iii Specifically, under Criterion 7 (Infrastructure and Learning Resources), it was decided that:
 - a. Completion of the Rain Water Harvesting (RWH) project is mandatory.
 - b. Setting up a Solid-Liquid Waste Management unit is also essential and must be completed on time.
 - c. Tasked the concerned person to expedite the installation of RWH and Solid-Liquid Waste Management units.
 - d. Directed the SSR preparation team to update the report accordingly, reflecting the completion of these infrastructure initiatives.

Agenda 4: Strategies for Encouraging Faculty Members to Publish Research Papers and Participate in Faculty Development Programs.

Decision

- i Emphasised the importance of publishing research papers in reputed journals to enhance the institution's reputation and meet NAAC accreditation criteria.
- ii Encouraged faculty members to publish their research papers in:
 - Scopus-indexed journals
 - Web of Science (WOS)-indexed journals
 - UGC-CARE-listed journals
- iii Encouraged faculty members to participate in FDPs, workshops, and conferences to:
 - Improve their research and publication capabilities
 - Stay updated with the latest developments in their subjects
 - Enhance their teaching and mentoring skills
- iv Tasked the Research and Development Cell to:
 - Provide guidance and support for research and publication
 - Monitor and report faculty members' research and publication progress.

Agenda 5: Formation and Reconstitution of Various Committees

Decision Following committees and cells be reconstituted to facilitate the smooth functioning of the institution:

- 1 Academic Committee
- 2 Research and Development Committee
- 3 Sexual Harassment Committee
- 4 Annual Magazine Committee
- 5 Library Committee
- 6 Grievance Redressal Cell
- 7 Internship Committee
- 8 Sports and Games Committee
- 9 Student Welfare Committee
- 10 Placement Cell



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- 11 Excursion /Picnic Committee
- 12 Academic Curriculum Revision Committee
- 13 Disciplinary Committee
- 14 ICT Committee
- 15 Staff Welfare Committee
- 16 Women Development Committee

Agenda 6 : Any other matter with the permission of the Chair

Decision

It was decided to apply for an ICSSR project titled 'Exploring the Potential of Vocational Education for Skill Development in Secondary Schools of Bihar' under the Special Call for Short-term Empirical Research 2023-24. The proposed study aims to assess the reach and socio-economic impact of vocational education in secondary schools of Bihar.

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

Principal

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

Prof. (Dr.) Madhu Singh
Coordinator

COORDINATOR IQAC

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



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Action Taken Report of IQAC Meeting on 03/07/2023

Sl. No.	Agenda	Decision	ATR
1.	Planning and Organization of the B.Ed. Orientation Program for the Academic Session 2023-24.	<ul style="list-style-type: none">- Introduced a new approach to B.Ed. Orientation Program.- Invitations sent to guardians for participation.- Committees formed for program planning and execution	Noted
2.	Preparation and Coordination for the Three-Day Collaborative Virtual Faculty Development Program (FDP) Scheduled from July 6th to 8th, 2024.	<ul style="list-style-type: none">- Scheduled FDP on "Leveraging AI for Research Process in Social Sciences" for July 6th-8th, 2024.- Extended participation to M.Ed. students.- Tasks assigned for virtual program preparation.	Decided
3.	Review and Discussion on the Status of the Self-Study Report (SSR) for NAAC Accreditation.	<ul style="list-style-type: none">- Expedited completion of remaining SSR tasks.- Initiated installation of RWH and Solid-Liquid Waste Management units.- Updated SSR report to reflect infrastructure initiatives.	Noted
4.	Strategies for Encouraging Faculty Members to Publish Research Papers and Participate in Faculty Development Programs.	<ul style="list-style-type: none">- Encouraged faculty to publish in Scopus, WOS, and UGC-CARE-listed journals.- Promoted participation in FDPs, workshops, and conferences.- Research and Development Cell/Department tasked with guidance and support.	Noted
5.	Formation and Reconstitution of Various Committees	16 committees be formed and reconstituted to facilitate the smooth functioning of the institution.	Decided
6.	Any other matter with the permission of the Chair	It was decided to apply for an ICSSR project titled 'Exploring the Potential of Vocational Education for Skill Development in Secondary Schools of Bihar' under the Special Call for Short-term Empirical Research 2023-24.	Decided

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

Principal

St. Xavier's College of Education.
(Autonomous)

Digha Ghat, Patna-II

Prof. (Dr.) Madhu Singh

Coordinator

COORDINATOR IQAC

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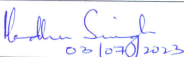
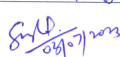
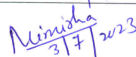

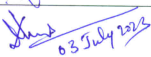
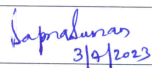
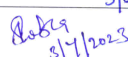
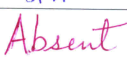
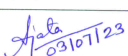
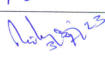
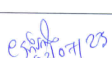
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Attendance Sheet

IQAC Meeting

Date: 03/07/2023

Members Present:

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.	Fr. Norbert Menezes, S.J., Vice President St. Xavier's College of Education (Autonomous), Patna-800011	
3.	Prof. (Dr.) Madhu Singh, IQAC Coordinator, 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.	Dr. (Fr.) Sushil Bilung, S.J., Assistant Professor St. Xavier's College of Management & Technology, Patna -800011	
13.	Fr. Christu Savariranjana, S.J., Principal St. Michael's High School, Patna-800011	







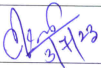



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Sl. No.	Name, Designation & Address	Signature
14.	Mr. Somesh Lal Student Representative (M.Ed.)	 03/07/23.
15.	Mr. Anuj Toppo Student Representative (B.Ed.)	 03/07/23
16.	Ms. Sheela Anand Ph.D. Scholar	 3/7/23
17.	Dr. Marie D'Cruz Alumni Member	 3/7/23
18.	Mr. Mukesh Kumar Nominee from Parent	 3/7/23
19.	Mr. Rajesh Kumar College Librarian	 03/07/2024
20.	Fr. Alwyn R. D'Souza Finance Officer	 03/07/2023
21.	Mr. Vijay Khalkho Senior Administrative Officer	 3/7/2023