

ST. XAVIER'S COLLEGE OF EDUCATION (AUTONOMOUS)

Digha Ghat P.O., Patna – 800 011, Bihar, India

NAAC Accredited with 'A' Grade (3rd cycle)

www.sxcepatna.edu.in E-mail: sxcepatna@gmail.com Phone: +91 0612 2567153, 6201161517

Affiliated to Aryabhata Knowledge University, Patna

Minutes of the Internal Quality Assurance Cell (IQAC) Meeting

Date: 02/09/2023

Time: 03:00 P.M.

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

Agenda:

1. Health Awareness Program
2. Hindi Diwas Celebration
3. Pre-Submission Presentation of Ph.D. Scholar
4. Ph.D. (Education) Admission
5. Any Other Matters

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 July 2023. The IQAC members discussed the above agenda judiciously and took the following resolutions:

Resolution

Agenda 1: Health Awareness Program

Decision

The meeting decided to organize a health awareness program on September 9th, 2023. The theme for the program was finalized. Dr. Ajay Krishna, Professor, Department of Community Medicine, PMCH Patna and Sr. Teresa Paul, H.C. were invited as guest speakers. The program aimed to raise awareness about common health issues and promote healthy lifestyle habits among the college community.

Agenda 2: Hindi Diwas Celebration

Decision

Planned a two-week Hindi Diwas celebration to promote the importance of the Hindi language among B.Ed. students.

- i. Organizing an inter-college Hindi quiz competition on September 11th, 2023, inviting other colleges of education to participate.
- ii. Formed various committees for Publicity, Logistics, Prize distribution
- iii. Scheduled a debate competition on September 14th, 2023, as part of the celebrations.
- iv. Finalized the debate topic and formed committees to select and guide student participants.
- v. Aimed to promote critical thinking, communication skills, and knowledge of the Hindi language among students.

Agenda 4: Pre-Submission Presentation of Ph.D. (Education) 2021 Batch

Decision

The meeting discussed regarding the pre-submission presentation for Ph.D. (Education) candidates from the 2021 batch. The date and venue for the presentation were decided. The presentations were scheduled to take place on September 16th, 2023, during the DRC meeting in Hall 1 at 10:30 AM.

Agenda 5: Ph.D. Education Admission

Decision

The meeting addressed the admission process for the Ph.D. (Education) program. An advertisement was planned for the Ph.D. (Education) Admission Test (PAT), and application forms were to be made available from September 25th, 2023.



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

Decision

A two-day workshop on Micro Teaching for B.Ed. Session 2023-2025 was decided to be held on October 30th and 31st, 2023. The workshop aimed to enhance the teaching skills of B.Ed. students. Additionally, the second phase of the internship for B.Ed. students (session 2022-2024) was scheduled to begin on October 3rd and conclude on November 30th, 2023.

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

06/10/2023



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Action Taken Report of IQAC Meeting on 02/09/2023

| Sl. No. | Agenda | Decision | ATR |
|---------|--------------------------------------|---|-------|
| 1. | Health Awareness Program | The meeting decided to organize a health awareness program on September 9th, 2023. The theme for the program and resource persons were finalized. | Noted |
| 2. | Hindi Diwas Celebration | Planned a 2-week Hindi Diwas celebrations. Organizing inter-college Hindi quiz competition on Sept 11, 2023. Scheduled debate competition on Sept 14, 2023. Formed committees for publicity, logistics, prize distribution, and student selection. | Noted |
| 3. | Debate Competition on Hindi Diwas | A debate competition was planned to organize on September 14th, 2023, as part of the Hindi Diwas celebrations. The topic for the debate was finalized. | Noted |
| 4. | Pre-Submission Presentation of Ph.D. | The meeting discussed regarding the pre-submission presentation for Ph.D. (Education) candidates from the 2021 batch. The date and venue for the presentation were decided. The presentations were scheduled to take place on September 16th, 2023, during the DRC meeting in Hall 1 at 10:30 AM. | Noted |
| 5. | Ph.D. Education Admission | An advertisement was planned for the Ph.D. (Education) Admission Test (PAT), and application forms were to be made available from September 25th, 2023. | Noted |
| 6. | Any Other Matter | A two-day workshop on Micro Teaching for B.Ed. Session 2023-2025 was decided to be held on October 30th and 31st, 2023. The second phase of the internship for B.Ed. students (session 2022-2024) was scheduled. | Noted |

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

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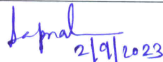

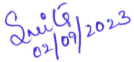
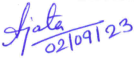
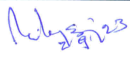

Affiliated to Aryabhata Knowledge University, Patna

Attendance Sheet

IQAC Meeting

Date: 02/09/2023

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 |  |







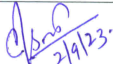

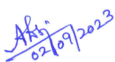

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| Sl. No. | Name, Designation & Address | Signature |
|---------|--|---|
| 14. | Mr. Somesh Lal Student Representative (M.Ed.) |  2/9/23. |
| 15. | Mr. Anuj Toppo Student Representative (B.Ed.) |  02/09/23 |
| 16. | Ms. Sheela Anand Ph.D. Scholar |  2/9/23 |
| 17. | Dr. Marie D'Cruz Alumni Member |  2/9/23 |
| 18. | Mr. Mukesh Kumar Nominee from Parent |  2/9/23. |
| 19. | Mr. Rajesh Kumar College Librarian |  02/09/2023 |
| 20. | Fr. Alwyn R. D'Souza Finance Officer |  02/09/2023 |
| 21. | Mr. Vijay Khalkho Senior Administrative Officer |  2/9/2023 |