



# 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: sxceptatna@gmail.com Phone : +91 0612 2567153, 6201161517

Affiliated to Aryabhata Knowledge University, Patna

## Minutes of the Internal Quality Assurance Cell (IQAC) Meeting

**Date:** 06/05/2024

**Time:** 3:00 P.M.

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

### Agenda:

1. Approval of Academic Calendar/Examination Calendar
2. End semester examination of M.Ed. and B.Ed.
3. Discipline in the college
4. Allocation of responsibilities and formation of teacher committees
5. Appointment with the Governor regarding the convocation certificates for B.Ed. (2018 onward) and M.Ed. (2018 onward) batches
6. Permission for M.Ed. admissions by the college.
7. Any other matters

The Chairperson, Prof. (Dr.) Ignatius Topno, S.J., warmly welcomed all IQAC members. This was followed by a review and reading of the minutes from the previous IQAC meeting held on 1<sup>st</sup> November 2023. The members judiciously deliberated on the agenda items and resolved as follows:

### Resolution

#### Agenda 1: Approval of Academic Calendar/Examination Calendar

**Decision** The meeting began with a thorough discussion of the Academic and Examination Calendars for the upcoming academic year. After a detailed review and minor amendments, the calendar was unanimously approved.

#### Agenda 2: End-semester examinations of M.Ed. and B.Ed.

**Decision** The end-semester examinations for the M.Ed. (sessions 2022-2024 & 2023-2025) and B.Ed. (sessions 2022-2024 & 2023-2025) programs were discussed in detail. Key aspects such as the exam pattern, schedule, and syllabus coverage were finalised. The Controller of Examinations was assigned the responsibility of preparing the detailed examination time table and making necessary arrangements.

#### Agenda 3: Discipline related matters

**Decision** Discipline-related issues within the college were addressed. It was emphasized that maintaining a conducive learning environment is essential for academic excellence. Codes of conduct and guidelines for students were discussed, and strategies to ensure adherence were proposed.

#### Agenda 4: Division of Responsibilities/Formation of Committees of Teachers

**Decision** The division of responsibilities and formation of committees for various academic and administrative tasks were discussed. The members proposed equitable distribution of responsibilities to ensure effective functioning and smooth execution of institutional activities.



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### Agenda 5. Appointment with the Governor for B.Ed. and M.Ed. Convocation Certificates (2018 Onward)

**Decision** The pending issues related to convocation certificates for B.Ed. (2018 onward) and M.Ed. (2018 onward) batches were reviewed. It was resolved that the Principal would schedule an appointment with the Governor to address these matters. The primary objective is to obtain the required approvals for filling and verifying the convocation certificates of BPSC-qualified candidates.

### Agenda 6. Permission regarding M.Ed. admission by the college

**Decision** The Principal will seek the Governor's permission to initiate M.Ed. admissions directly from the college. Considering the college's autonomous status, it was agreed that this request is reasonable and may be approved upon presentation to the Governor.

### Agenda 7: Any other matter with the permission of the Chair

**Decision** No additional matters were raised for discussion.

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

**Principal**

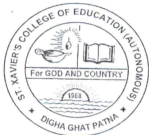
**St. Xavier's College of Education**  
(Autonomous)  
Digha Ghat, Patna-11

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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## ST. XAVIER'S COLLEGE OF EDUCATION (AUTONOMOUS)


Digha Ghat, Patna - 800011

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### ARYABHATTA KNOWLEDGE UNIVERSITY

#### Action Taken Report of IQAC Meeting on 06/05/2024

Sl. No.	Agenda	Decision	ATR
1.	Approval of Academic Calendar/Examination Calendar	After detailed deliberation, the calendar was approved by all attendees	Noted
2.	End-semester examination of M.Ed. and B.Ed. programs	The end-semester examinations for M.Ed. and B.Ed. programs were discussed. Key points such as exam pattern, dates, and syllabus coverage, were finalised.	Noted
3.	Discipline in the college	Important codes of conduct and guidelines for students were discussed.	Noted
4.	Allocation of responsibilities and formation of teacher committees	The division of responsibilities and formation of committees for various academic and administrative tasks were discussed.	Noted
5.	Appointment with the Governor regarding the convocation certificates for B.Ed. (2018 onward) and M.Ed. (2018 onward) batches	The discussion addressed B.Ed. and M.Ed. convocation certificate concerns from 2018 to current. The Principal agreed to meet with the Governor to discuss these issues.	Noted
6.	Permission for M.Ed. admissions by the college	The Principal will request the Governor's approval for college M.Ed. admissions. The college's autonomy may allow this permission if the Governor grants it.	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  
**COORDINATOR IQAC**  
St. Xavier's College of Education, (Autonomous)  
Digha Ghat, Patna-800 011  
Bihar, Patna



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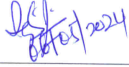
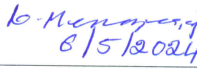
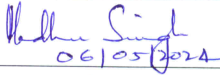
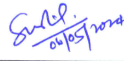


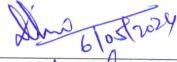
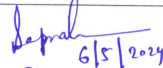
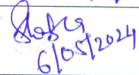
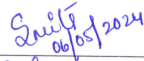
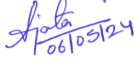
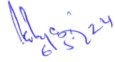

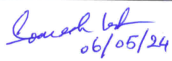
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## Attendance Sheet

IQAC Meeting  
Members Present:

Date: 06/05/2024

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	 06/05/2024
2.	Fr. Norbert Menezes, S.J., Vice President St. Xavier's College of Education (Autonomous), Patna-800011	 6/5/2024
3.	Prof. (Dr.) Madhu Singh, IQAC Coordinator, St. Xavier's College of Education (Autonomous), Patna-800011	 06/05/2024
4.	Dr. Sushil Kumar Singh, Associate Professor, St. Xavier's College of Education (Autonomous), Patna-800011	 06/05/2024
5.	Dr. Nimisha Srivastava, Associate Professor, St. Xavier's College of Education (Autonomous), Patna-800011	 6/5/2024
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	 6/5/2024
8.	Dr. Sapna Suman, Assistant Professor, St. Xavier's College of Education (Autonomous), Patna-800011	 6/5/2024
9.	Dr. Shobha, Assistant Professor, St. Xavier's College of Education (Autonomous), Patna - 800011	 6/5/2024
10.	Ms. Smita Sah, Assistant Professor, St. Xavier's College of Education (Autonomous), Patna -800011	 06/05/2024
11.	Ms. Sujata Kumari, Assistant Professor, St. Xavier's College of Education (Autonomous), Patna-800011	 06/05/2024
12.	Dr. (Fr.) Sushil Bilung, S.J., Assistant Professor St. Xavier's College of Management & Technology, Patna -800011	 6/5/24
13.	Fr. Christu Savariranjana, S.J., Principal St. Michael's High School, Patna-800011	 06/05/24
14.	Mr. Somesh Lal Student Representative (M.Ed.)	 06/05/24





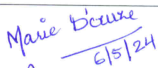
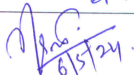



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Sl. No.	Name, Designation & Address	Signature
15.	Mr. Anuj Toppo Student Representative (B.Ed.)	 06/05/24
16.	Ms. Sheela Anand Ph.D. Scholar	 6/5/2024
17.	Dr. Marie D'Cruz Alumni Member	 6/5/24
18.	Mr. Mukesh Kumar Nominee from Parent	 6/5/24
19.	Mr. Rajesh Kumar College Librarian	 06/05/2024
20.	Fr. Alwyn R. D'Souza Finance Officer	 06/05/2024
21.	Mr. Vijay Khalkho Senior Administrative Officer	 6/5/2024