

THE ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC (2010-11)

Name of the Institution : ST. XAVIER'S COLLEGE OF EDUCATION
Year of Report : 2010-2011
Name of the course : 1. Bachelor of Education (B.Ed.)
2. Master of Education (M.Ed.)

Part A

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year.

The Principal called a meeting of the IQAC on 15.02.2010 and the Academic programme for 2010-11 session was discussed and Academic Calendar was planned. A number of new programmes and activities has been planned and executed along with the regular activities. To promote Research and Documentation the college has planned to conduct seminars on Teacher Education.

The B.Ed. session 2010-11 started on 1st July, 2010 with an orientation programme. All 100 students were present and the academic calendar was discussed. After giving a brief account of the programme for the session, the class time table, course syllabus etc were distributed to the students. Regular classes started on 2nd July 2010. The M.Ed. session started from 21st October, 2010. The class timing for B.Ed. and M.Ed. was fixed from 9.45 to 3.45

We conducted a number of seminars & workshops to improve soft skills, to motivate and build self-image and to access their aptitude.

Other than the regular seminars and workshops, a number of seminars were organized and conducted by experts including Seminars on **Religion and Social Development** by Dr. (Fr.) M.D. Thomas, National Director, Commission for Religious Harmony, BCI, New Delhi, Short course on **Career Guidance & Counselling** by Fr. Shshil Sah, S.J. and **Positive Discrimination** by Fr. Tomy Nishant, S.J., Director Xavier Institute of Social Research, Patna. A workshop on **Environment Education for Sustainability** by Fr. Robert Athickal, S.J. & Team at Taru Mitra Ashram, Patna was conducted on 1st and 2nd February, 2011. A seminar on **Human Rights** in collaboration with St. Xavier' s College, Patna was conducted on 14 February 2011 and a UGC Sponsored two day National seminar on '**Teacher Education : A National Challenge**' in collaboration with Xavier Institute of Social Research Patna was conducted on 23 & 24 March 2011. A seminar on **Women Empowerment** was held on 8 March, 2011.

Communal Harmony & Flag Day week was observed from 19 – 25 November, 2010. Campaign on **Anti-Tuberculosis** was held in January 2011, Awareness programme on **HIV/AIDS** was held on 14 August, 2010. All the students participated in **Quiz** Competition held on 15 January, 2011,

Essay Competition, on the occasion of 'Hindi Diwas' on 14 September, 2010 and **Poetry Competition** (Kavi Goshti) on 29 January 2011, **Role Play** and **Debate** were held on the occasion of International Women's Day. **Educational Survey, Each one Teach one**, Video viewing and screening of Educational C.Ds, Powerpoint presentation on different subjects like History, Geography, Civics, Hindi, Biology etc. were prepared by the students. Further they took part in five cultural programmes, one educational tour and the Annual Sports Meet. Independence Day & Republic Day were celebrated and Patriotic song competitions were held on these days.

A **Blood Donation Camp** took place in the college on 16.4.2011 in which 33 staff & students of our college donated blood for the needy through Kurji Holy Family Hospital, Patna. A Social Awareness Programme "**सामुदायिक सेवा परियोजना**" was conducted by the students and the teachers of our college for the neighbourhood school-students, parents and teachers on 18-21 April, 2011 and a project on the same was prepared by different groups of students.

Remedial classes in Hindi and Spoken English classes were conducted for the benefit of the trainees at the beginning of the session. They took six content tests, 4 class tests, two semester tests, 3 Psychology practicals, a case study and presented a project report.

Our faculty members were fully committed to **Research and Documentation** which was one of the goals of our college. We are planning to start publishing a journal of Research papers. Action Researches in all subjects were done by our students. Students visited few historical places of Bihar like Bodh Gaya, Nalanda and also made historical documentary which is used for their teaching.

Our institution has started publishing a quarterly Newsletter named '**Xavier Vista**'. This gives a panoramic view of the activities of our college. The very first issue (Vol. I & II: July – Dec) of "Xavier Vista" and a Book '**भाषायी कौशल: एक क्रियात्मक शोध**' written by Dr. Shashi Rao were released on the occasion of our College Day on 3rd December, 2010.

Our non-teaching staff along with the Principal attended a workshop on '**INFLIBNET Awareness**' organized by Patna Women's College on 18th February, 2011.

A variety of cultural functions like Interface 2010, Teachers' Day, College Day, Christmas Gathering, Women's Day, and the Valedictory Function were organized by the students under the guidance of teachers during the session.

Most of the classes were held using Power Point Presentations. The faculty and students made use of the new technologies.

Pre-practice teaching which included seminar on **Microteaching, formulation of specific objectives, questioning techniques, introduction to Bloom's taxonomy of educational objectives, and audio visual aids** were held during July – September 2010 to prepare the trainees well for practice teaching. The teachers took model lessons in each of the method subjects.

Subsequently simulation classes and criticism classes in each of the method subjects were taken by the trainees.

Practice teaching and internship were held from 23rd September to 7th November, 2010.

The 21st Annual Sports Festival was held on 27th February, 2011. The winners were awarded medals & certificates.

In September, 2010 our college has been re-accredited by NAAC with CGPA of 3.11 in four point scale at 'A' grade.

The second batch of Our M.Ed. students has successfully completed their course on 20.6.2011 and are waiting for their examination to be conducted by Magadh University, Bodh Gaya.

The B.Ed. session for 2010-2011 ended on 30th April 2011 with a grand Valedictory Function. Of the 100 trainees admitted, 97 have filled their university examination forms and are waiting for their examination to be conducted by the Magadh University. Three dropped out of the college as they got employment in companies.

In conclusion, this has been a fruitful year with many achievements.

Part B

1. Activities reflecting the goals & objectives of the institution

Our academic and co-curricular activities are directed to make one intellectually, emotionally, spiritually and physically competent. We insist that every member of the college family works towards this objective. We also try to be in tune with the modern technologies in our efforts to train our students to be truly modern and fully human. We expect our graduating trainees to be well-motivated teachers who will be catalysts of social transformation. Our efforts have also been promotion of spiritual and moral values.

2. New Academic programmes initiated. : NIL

As per NCTE Public Notice the intake capacity for the M.Ed. course is increased from 25 to 35 from the academic session 2010-2011.

We have applied to NCTE for an additional unit of 100 students in the B.Ed. course.

3 Innovation in curricular design and transaction

Our curriculum is intended to provide knowledge and skills required to lead successful lives.

We are committed to promoting quality education and are working for academic excellence by conducting research, training and innovative activities.

In our pre-service training we are not merely satisfied with providing the trainees with a B.Ed./M.Ed degree, but we try to develop excellence in all spheres of their life to make our trainees to become men & women for others according to true Jesuit charism. So that once they have imbibed these qualities it is easier to transmit the same to their students, whichever school or place they are working.

4. Inter-disciplinary programmes started

The curriculum is composed of Philosophical, Sociological and Psychological foundations of education along with elements of ICT and educational technology so as to make the curriculum updated. Educational Management as a part of the curriculum includes scientific, humanistic, sociological and psychological aspects in it.

5. Examination reforms implemented

Though examination reforms are the prerogative of the university, our students are taught to make blue prints with objective short answer and long answer questions.

The college conducted Six content tests in method subjects, class tests in general subject and two semester tests were conducted. The scores of the first semester test were used for remedial teaching and academic guidance to all the three groups - the average, the below average and the above average

6. Candidates qualified NET etc. : NIL

7. Initiative towards Faculty development programme

The teachers attended faculty enrichment programmes both at the college and at different centres where national seminars were conducted: among them are "Gender Equality: A Historical

Perspective" organized by Deptt. of History, Sri Arvind Mahila College, Patna from 9 – 10 January, 2011 and "Challenges of Education in 21st Century" organized by Bihar Teacher

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Educators' Association from 29-30 January, 2011. UGC sponsored National Seminar on 'Teacher Education: A National Challenge' organized by St. Xavier's College of Education, Patna in collaboration with Xavier Institute of Social Research, Patna from 23-24 March, 2011.

Seven of our faculty are life members of IATE (Indian Association of Teacher Educators). Our staff is given Duty Leave for attending seminars.

8. Total number of seminars/workshops conducted : 16

Local Seminars	: 12 (1. Microteaching, 2. Integral Pedagogy Paradigm, 3. Learning Styles, 4. Co-operative Learning, 5. Visual Aids, 6. Code of Professional Ethics, 7. Joyful Learning, 8. Women Empowerment 9. HIV/AIDS 10. Communal Harmony, 11, Career Guidance & Counselling, 12. Religion & Social Development)
Workshops	: 3 (1. Human Rights, 2. Environment Education for Sustainability, 3. Positive Discrimination)
National Seminars	: 1 (Teacher Education: A National Challenge)

9. Research Projects

(a) Newly Implemented : NIL

(b) Completed : NIL

10. Patents generated if any : N.A.

11. New collaborative Research Programme : NIL

12. Research grants : NIL

13. Details of Research Scholars

One of our faculty is completing his Ph.D. in Education from M.S. University, Tirunelveli, Tamil Nadu.

14. Citation index of faculty members on impact factor : NIL

15. Honors/Awards to the faculty

One of our faculty members, Dr. Shashi Rao was awarded the **Shankar Dayal Singh Memorial Award** for her work on '**Women Education**'.

16. Internal resource generated

Course fee @ Rs. 45,000/- per student for 97 B.Ed. students

17. Details of departments getting assistance : NIL

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18. Community service

Our student-teachers are linked with the community through Each one Teach one and community survey programme. The Social Awareness Programme "सामुदायिक सेवा परियोजना" which is a regular schedule of our curriculum, was conducted by the students and the teachers of our college for the neighbourhood schools - students, parents and teachers from 18-20 April, 2011.

Awareness Programme on HIV/AIDS headed by Dr. Ajay Krishna, PMCH, National Resource Person, School AIDS programme, UNICEF/NACO, was conducted for our staff and students on 14th August, 2010. Campaign against Tuberculosis and sale of T.B. seals for raising funds for the Bihar Tuberculosis Association and Communal Harmony week were also arranged in the college.

A Blood Donation Camp took place in the college on 16.4.2011 when 33 staff & students of our college donated blood for the needy through Kurji Holy Family Hospital, Patna.

We have conducted a UGC sponsored six months coaching programme for entry into services for the candidates who are preparing for different competitive examinations. 22 candidates from the deprived sections of the society benefitted from this programme during 2010-2011 session, though very few remained till the end .

19. Teachers & officers newly recruited:

Lecturers : 1. Mr. Sushil Kumar Singh : B.Ed. course
2. Mr. Deep Kumar : B.Ed. course

Office staff : 1. Mr. Noel Bernard

20. Teachers-Non-teaching staff ratio

15:8

21. Improvement in Library services

Our library is semi-automated. 365 books have been added this year. The Library has 23 Indian journals and 4 foreign journals and 2 e- journals. UGC's NLIST services are availed and library has high speed broadband connectivity. Every staff and student can access to more than 2000 e-journals and more than 50000 e-books now.

22. New books/journals subscribed & their value

New Books added : 365

Value of new books	: 1,36,255/-
No. of journals added	: 4
Value	: 1.5 lakhs/p.a

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23. Courses in which students assessment of teachers is introduced and the action taken on student feedback

The feedback format of NAAC is used for getting the overall evaluation to rate the teachers, the course and programme and teaching of the institution at the end of the session by the students. The Principal gets the feedback from students and confidentially discusses the performance with the individual staff member and is advised for improving his/her performance. This practice has reflected in better performance by the teachers.

24. Unit cost of Education

Excluding salary component = 5,000/-

Including salary component = 47,000/-

25. Computerization of administration and the process of admissions and examination result, issue of certificates Examination Results

The college has computerized Management Information System (MIS). This is in place to select, collect, align and integrate data and information in academic and administrative aspects of the institution. Information about admission and its procedure is advertised through website and forms could be downloaded and filled-up. Tabulation and standardization of admission tests and selection of students are computerized. Selected list is displayed on the website.

Student information of all batches is computerized for ready reference.

After each semester examination, computerized progress reports (examination result) are issued and at the end of the course certificates are issued to the students.

26. Increase in the infrastructural facilities

All the class rooms are well equipped with modern technological equipments for ICT enabled teaching.

One more ceiling mount wireless LCD projector with motorized screen is added. One Interactive Projector has also been added.

27. Technology up-gradation

The computers in the computer Laboratory are upgraded with the latest software.

28. Computer & Internet access & training to teachers & students

All the teachers and most of the students availed the computer and internet facility during the year . Teachers were encouraged to attend training and workshops related to latest

technology/ICT. Seven of our teachers have attended these workshops. We have Annual Membership of INFLIBNET-NLIST for the year 2011 with Information and Library Network Centre Gujrat University. The staff and students make maximum use of the same.

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29. Financial aid to students

Interest free IGSSS Loan Scholarships and donation scholarships for the poor students from the deprived sections of the society and Govt. Welfare Scholarship for SC, ST & OBC students from State Govt. Welfare department are availed.

IGSSS Loan scholarship given : 5000/- each for 7 B.Ed. students.

2 students of B.Ed. received IGSSS Donation scholarship @ 10000/-

UGC XI Plan scholarship grant @ 6000/- to 26 B.Ed. students and 9 M.Ed students of SC, ST, OBC and minority category were given.

10 SC/ST students of B.Ed. course @ 28300/- and 2 OBC students of B.Ed. @27090/- and 2 students of M.Ed. course @ 71500/- received Govt. Scholarship.

2 students were given scholarship Rs. 2000/- and 3000/- from the college scholarship fund. during 2010-11 session.

30. Activities & support from Alumni Association

Our Alumni Association is registered to the JAAI (Jesuit Alumni Association of India) and is functioning actively. It is also registered member of the Federation of International Jesuit Alumni Association.

23 batches of students, (2280) have gone out of this college. Meetings are held by the executive committee twice/thrice a year, Cultural activities are organized for the neighbourhood school children. Seminars related to Education are held every year for our Alumni who are teaching in different schools. A painting competition for 17 schools in Patna was held in December, 2010 in which 213 students participated. Winners were given medals and certificates by the Chief Guest, Shri Praveen Kumar, Vice President of Tata Docomo,

Our Alumni visited the Orphanage run by Missionaries of Charity (Mother Theresa sisters) in Patna City and distributed snacks and sweets to the children of Nirmala Shishu Bhawan. A Blood donation camp was held by the Alumni Association on 15th August, 2010 in which 9 of our Alumni members donated blood at Kurji Holy Family Hospital, Patna.

31. Activities & support from P.T.A.

We get full support from the parents in all the activities of the institution. Parents are very co-operative and are available for meetings and other functions of the college. Their suggestions are taken seriously and acted upon.

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32. Health Services

Urgent and necessary first aid is available in the college itself. Dispensary services of the sister school situated in the same campus is used for any emergency. Awareness programme on HIV/AIDS, Hepatitis and Tuberculosis were held this year. Blood Donation is a regular feature of our college every year.

The college collected and dispatched money, food and clothing materials through other charitable organizations during natural calamities. The students collected fund for Bihar Tuberculosis Association and National foundation for Communal Harmony, New Delhi etc.

33. Performance in sports activities

A variety of Games and Sports activities were held during the Annual sports. Physical Education is a regular feature of our college.

34. Incentives to outstanding sports persons

During the College Annual Sports Meet the winners are given Certificates, Medals and trophies.

35. Student achievements & awards

Essay competition, Role Plays, Quiz, Debate, Poetry competition, Poster making competition and Patriotic song competition were held during the session and the winners were awarded with medals and prizes.

36. Activities of the Guidance & counselling unit

We have established a career guidance and counseling cell in the college. Some of our students made use of the counseling session guided by Fr. Sushil Sah, S.J,

37. Placement services provided to students

Though we do not have a placement cell, our graduates are in great demand. Schools from Bihar and outside contact the Principal and request for teachers. The Principal then in consultation with the teachers sent the students to various schools. Most of our students are appointed soon after their B.Ed. course.

38. Development programmes for non-teaching staff

One of our staff members was sent to attend INFLIBNET : Awareness Workshop organized by Patna Women's College on 18th February, 2011.

39. Healthy practices of the institution

Excellent Infrastructure and pollution free environment, Regularity and Punctuality of staff and students, remedial classes, Women Empowerment, Psychological Assessment of the student-teachers (Intelligence, Achievement, Motivation and Personality) Guidance and Counselling cell for staff and students. Dispensary for urgent medical aid, Uninterrupted supply of pure drinking water and electricity are some of the healthy practices of the institution.

40. Linkages developed with National/ International, academic/Research bodies

Other than the permanent membership with AIACHE, IGNOU, JHEASA, AIATE and Xavier Board, it has developed linkages with American Centre, Kolkata for Fulbright Fellowship and Scholarships Possibilities, Annual Membership for INFLIBNET- NLIST with Information and Library Network Centre Gujarat University Ahmedabad for the year 2011. Prof. (Fr.) Thomas Perumalil, S.J. Principal, is a member of NAAC Peer Team since September, 2010 and visited 4 colleges for NAAC accreditation during 2010-2011.

41. Any other relevant information institution wishes to add

We have updated the computer Laboratory with new/latest software SPSS, added 12 more computers in the computer lab. Added 2 more LCD Projectors to enrich ICT based teaching, purchased a bigger capacity generator for uninterrupted power supply to enrich teaching-learning process. Started publishing a quarterly news letter "Xavier Vista" to give a panoramic view of the activities of the college. A National Seminar on "Teacher Education : A National Challenge" was organized and conducted in which 93 teachers from different colleges of India had attended.

Part C:

Detail the plans of the institution for the next year (2010-2011)

The institution has planned the following for next academic year (2011-2012)

1. To start minor Research Projects
2. To organize research workshops, seminars & conferences
3. To improve ICT learning resources
4. To promote educators with new information technology
5. To have criterion-referenced teaching through the use of computers
6. To update the computer Lab with latest software
7. To conduct a National level seminar on education.
8. To provide every facility to teacher-trainees and teacher-educators to make use of computer and internet facilities in teaching-learning.
9. To start publishing a journal on Research papers.
10. To help the poor and needy students financially to complete their training by getting grant from UGC and other sources.
11. To set up a placement cell for our trainees.
12. To provide more facilities for women

Sd/-

Fr. Ignatius Topno, S.J.

Name & Signature of the Coordinator, IQAC

Sd/-

Dr.(Fr.) Thomas Perumalil, S.J.

Name & Signature of the Chairperson, IQAC