

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year *(for example 2013-14)*

2013-2014

1. Details of the Institution

1.1 Name of the Institution

ST. XAVIER'S COLLEGE OF EDUCATION

1.2 Address Line 1

DIGHA GHAT P.O.

Address Line 2

City/Town

PATNA

State

BIHAR

Pin Code

800011

Institution e-mail address

sxcepatna@gmail.com

Contact Nos.

0612-2260253

Name of the Head of the Institution:

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

Tel. No. with STD Code:

0612-2260253

Mobile:

09431269234

Name of the IQAC Co-ordinator:

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

Mobile:

9430513788

IQAC e-mail address:

sxcepatna@gmail.com

1.3 NAAC Track ID (For ex. MHC0GN 18879)

SXCEPATNA 09993

OR

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

1.5 Website address:

www.sxcepatna.edu.in

Web-link of the AQAR:

www.sxcepatna.edu.in/AQAR201314.PDF

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B++	83.5	2004	5 years
2	2 nd Cycle	A	3.11	2010	5 years
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

10.02.2005

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

i. AQAR 04.10.2010 for 2009-2010

- ii. AQAR 23.09.2011(Hard copy) & 04.01.2012 (on-line) (for 2010-2011)
- iii. AQAR 01.09.2012 (for 2011-2012)
- iv. AQAR 16.04.2014 (for 2012-2013) (DD/MM/YYYY)

1.9 Institutional Status

University ☐ State ☒ Central ☐ Deemed ☐ Private ☐

Affiliated College Yes ☒ No ☐

Constituent College Yes ☐ No ☐

Autonomous college of UGC Yes ☐ No ☐

Regulatory Agency approved Institution Yes ☐ No ☐

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education ☒ Men ☐ Women ☐

Urban ☒ Rural ☐ Tribal ☐

Financial Status Grant-in-aid ☐ UGC 2(f) ☒ UGC 12B ☒

Grant-in-aid + Self Financing ☐ Totally Self-financing ☒

1.10 Type of Faculty/Programme

Arts ☐ Science ☐ Commerce ☐ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☒ Engineering ☐ Health Science ☐ Management ☐

Others (Specify)

1.11 Name of the Affiliating University (*for the Colleges*)

Aryabhatta Knowledge
University, Patna, Bihar

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University ☐

University with Potential for Excellence	<input type="text"/>	UGC-CPE	<input type="text"/>
DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other (<i>Specify</i>)	Christian Minority- Self Financing
UGC-COP Programmes	<input type="text"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="9"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="3"/>
2.3 No. of students	<input type="text" value="0"/>
2.4 No. of Management representatives	<input type="text" value="2"/>
2.5 No. of Alumni	<input type="text" value="3"/>
2. 6 No. of any other stakeholder and community representatives	<input type="text" value="0"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="0"/>
2.8 No. of other External Experts	<input type="text" value="2"/>
2.9 Total No. of members	<input type="text" value="16"/>
2.10 No. of IQAC meetings held	4

2.11 No. of meetings with various stakeholders: No. Faculty
Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes ☐ No ☒

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

1. National: Quality Enhancement in Higher Education through IQAC
2. Institutional : Staff Development Programme
3. Institutional: Reconstruction of Pedagogy Re-conceptualization of Education and re-alignment of classroom

2.14 Significant Activities and contributions made by IQAC

IQAC had made some tangible changes in the academic calendar like allotting more time for mentoring, library work and ICT practicals, for the benefit of the trainees. IQAC had organized and conducted a National seminar on "Quality Enhancement in Higher Education through IQAC" and a seminar on " Reconstruction of Pedagogy Re-conceptualization of Education and re-alignment of classroom" (for faculty) in collaboration with St. Xavier's College, Patna. during the session.

2.15 Plan of Action by IQAC/Outcome

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 *

Plan of Action	Achievements
	Academic Calendar Attached (<u>Annexure i</u>)

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes ☒ No ☐

Management ☐ Syndicate ☐ Any other body ☐

Provide the details of the action taken

The AQAR was thoroughly checked and discussed during the Annual General Body meeting of the management. Suggestions were given to promote Research activities and take up some Research Projects with the help of UGC.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	0	0	0	0
PG	1	0	1	0
UG	1	0	1	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	0	0	0	0
Others	0	0	0	0
Total	2		2	
Interdisciplinary	0	0	0	0
Innovative	0	0	0	0

1.2 (i) Flexibility of the Curriculum: CBCS/ Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	0
Trimester	
Annual	0

1.3 Feedback from stakeholders* (On all aspects)

Alumni ☐ Parents ☐ Employers ☐ Students ☐

Mode of feedback : Online ☐ Manual ☐ Co-operating schools (for PEI) ☐

**Please provide an analysis of the feedback in the Annexure*

(Students & Co-operating schools Feedback attached (Annexure ii a,b,c,d, Annexure iii a,b,c,d & Annexure iva, b))

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

No

1.5 Any new Department/Centre introduced during the year. If yes, give details.

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
11	8	1	2	

2.2 No. of permanent faculty with Ph.D.

5

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
1	0	0	0	0	0	0	0	1	0

2.4 No. of Guest and Visiting faculty and Temporary faculty

		04
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	4	11	11
Presented papers	4	8	8
Resource Persons	0	4	4

2.6 Innovative processes adopted by the institution in Teaching and Learning:

By nature we are social beings and we learn by interacting. Structured and collaborative group work is adopted to make the students to understand ideas better when they interplay between emotions, motivation and cognition. Seminar on Co-operative Learning was conducted. Teachers try to prevent overloading. Students need to experience both academic success and the challenge of discovery. In a diverse classroom group work can help achieve this as students at different levels help one another. Learning is a social practice and can't happen alone. So often we divide them in groups for discussion and interaction.

2.7 Total No. of actual teaching days during this academic year

181

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding,

Double Valuation, Photocopy, Online Multiple Choice Questions)

- 2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

11

- 2.10 Average percentage of attendance of students

94

- 2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Ed.	99	54	42	NIL	NIL	96
M.Ed.	34	33	NIL	NIL	NIL	99

- 2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

The IQAC monitor the process of teaching and learning, emerges as extremely important, not only to regulate the teaching and learning process, following the quality assurance orientations, but also to reflect and share teaching practices that enhance the whole academic experience, both from students, teachers, and researchers' perspectives. The mission and specific objectives are to promote and assure quality, continuously evaluating and defining the standards of procedures and their practical implementation. It explores the bottom-level quality assurance strategy by presenting the design and implementation of a new internal system to evaluate the quality of teaching and learning at the discipline and course level.

- 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	0
UGC – Faculty Improvement Programme	0
HRD programmes	
Orientation programmes	8
Faculty exchange programme	4
Staff training conducted by the university	5
Staff training conducted by other institutions	12
Summer / Winter schools, Workshops, etc.	0
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	7	0	0	0
Technical Staff	2	0	0	1

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

The IQAC insist on closely networking with the neighbourhood schools and colleges to promote research work. This can help our teachers and M.Ed. students to collect data for their research work. Our library is rich with a variety of research materials in soft and hard forms and teachers and students use the same for their research work.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs	0	0	0	0

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	4	4	0
Outlay in Rs. Lakhs	0	0	0	0

3.4 Details on research publications

	International	National	Others
Peer Review Journals	0	0	1
Non-Peer Review Journals	0	0	0
e-Journals	0	0	0
Conference proceedings	0	0	0

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

6,69,000/-

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	2	UGC	8,95,000/-	6,69,000/-
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (other than compulsory by the University)				
Any other(Specify)				
Total	2		8,95,000/-	6,69,000/-

3.7 No. of books published i) With ISBN No.

1

Chapters in Edited Books

0

ii) Without ISBN No.

0

3.8 No. of University Departments receiving funds from

UGC-SAP

0

CAS

0

DST-FIST

0

DPE

0

DBT Scheme/funds

0

3.9 For colleges

Autonomy

0

CPE

0

DBT Star Scheme

0

INSPIRE

0

CE

0

Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number		1			9
Sponsoring agencies					

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations

International

0

National

1

Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs : : 8,95,000/-

From Funding agency

UGC

From Management of University/College

0

Total

8,95,000/

3.16 No. of patents received this year

NIL

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
1	0			0	1	0

3.18 No. of faculty from the Institution
who are Ph. D. Guides
and students registered under them

3

6

3.19 No. of Ph.D. awarded by faculty from the Institution

0

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF

SRF

Project Fellows

Any other

3.21 No. of students Participated in NSS events: NIL

University level

State level

National level

International level

3.22 No. of students participated in NCC events: NIL

University level

State level

National level

International level

3.23 No. of Awards won in NSS: NIL

University level

State level

National level

International level

3.24 No. of Awards won in NCC: NIL

University level	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="4"/>	College forum	<input type="text" value="4"/>
NCC	<input type="text" value="0"/>	NSS	<input type="text" value="0"/>
		Any other	<input type="text" value="0"/>

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

1. National Seminar: Quality Enhancement in Higher Education through IQAC
2. Faculty Seminar : Staff Development Programme was conducted for 40 teachers of St. Mary's School, Masaurhi, Bihar
3. Faculty Seminar: Reconstruction of Pedagogy Re-conceptualization of Education and re-alignment of classroom was organized in collaboration with St. Xavier's College, Patna & St. Xavier's College of Education, Patna for the faculty of both the institutions.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	2.5 Acres	0		
Class rooms	08			
Laboratories	3			
Seminar Halls	2			
No. of important equipments purchased (1-0 lakh) during the current year.	6	1		
Value of the equipment purchased during the year (Rs. in Lakhs)	27,91,119/-	3,30,000/-	Course Fee	
Others				

4.2 Computerization of administration and library

The Library is fully automated and the SOUL 2.0 software and bar code is used for transaction. The college has computerized Management Information System (MIS).

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	11,327	19,31,589/-	111	31,357/-	11,438	19,62,946/-
Reference Books	1280	8,99,156/-	12	63,465/-	1292	9,62,621/-
e-Books	97000				97000	
Journals	25	3,24,757/-			25	3,24,757/-
e-Journals	6000				6000	
Digital Database	36	7,02,045/-			36	7,02,045/-
CD & Video	45	3,345/-			45	3,345/-
Others (specify) UGC Coaching	212	1,19,706/-			212	1,19,706/-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	34	1	34					
Added	25	0	25					
Total	59	1	59					

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

Periodic seminars and talks about ICT is given to teachers and students. Two of our staff were sent to Gandhi Nagar, Gujarat for 107 SOUL 2.0 (Library) training programme. Students and teachers are free to use computer and internet facility.

4.6 Amount spent on maintenance in lakhs :

i) ICT	1,23,461/-
ii) Campus Infrastructure and facilities	53,243/-
iii) Equipments	15,530/-
iv) Others	4,61,432
Total :	6,53,666

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC conducted meetings to ensure that the students are informed in advance about the academic programmes and other activities of the institution. It also took initiative to provide academic guidance through tutorials and mentoring. Personal counselling was provided to those who have emotional problems. Needy students are informed about availing scholarships from the Institution as well as state government. The IGSSS Interest free Loan Scholarships also was provided to the students who are financially weak. The institution collected feedback from the students year was communicated to the faculty in the beginning of the session for corrective measures.

5.2 Efforts made by the institution for tracking the progression

The habit of self-learning is promoted through home assignments, library work and group work. The institution evaluated the achievement of the students through content test in method subjects, class tests in general theory papers and two semester tests. Work experience is evaluated internally by the work experience teachers throughout the session. Out reach programmes like "each one teach one" and "social survey" and activities such as report on sports, educational tour and all co- curricular activities, seminars and workshops are evaluated internally by the teachers.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
100	35	0	0

(b) No. of students outside the state

10

(c) No. of international students

0

No	%
49	36

Women

No	%
86	64

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
64	17	20	30	04	135	67	13	27	27	01	135

Demand ratio

Dropout % 01

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Library Resources

No. of students beneficiaries

35

5.5 No. of students qualified in these examinations

NET	05	SET/SLET	0	GATE	0	CAT	0
IAS/IPS etc	0	State PSC	0	UPSC	0	Others	0

5.6 Details of student counselling and career guidance

A counselling cell has been set up in the college for personal counselling. These services are provided to the students who needs the same. Seminars on Career Guidance & Counselling are also conducted.

No. of students benefitted

4

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
3	32	28	42

5.8 Details of gender sensitization programmes

A special talk on "Legal information for Women Empowerment" was organized on the occasion of Women's Day on 8 March, 2014. Films related to women empowerment are screened and explained during the session to encourage women to face the present day situations.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

The college conducted its annual sports during March 2014. A variety of sports and games activities were held during the annual sports. The winners were awarded with medals, trophies and certificates.

State/ University level 0 National level 0 International level 0

No. of students participated in cultural events: The college conducts cultural activities on different occasion like interface, Teachers' Day, College Day, Christmas Get-together, Valedictory Function. All our students are given opportunity to participate.

State/ University level 0 National level 0 International level 0

5.9.2 No. of medals /awards won by students in Sports, Games and other events: NIL

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	5	55,000/-
Financial support from government	11	4,29,600/-
Financial support from other sources	2 (Interest free Loan)	12,000/-
Number of students who received International/ National recognitions	0	0

5.11 Student organised / initiatives: NIL

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: NIL

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION: To build an egalitarian society based on justice freedom and harmony through our teacher-trainees, extension service and research.

MISSION: To train well-motivated teacher, who will be intellectually competent morally upright socially committed and spiritually inspired, in order to become instruments of social transformation, and to find new ways and means to teaching-learning process.

6.2 Does the Institution has a management Information System

Yes

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

Prepared a new curriculum (B.Ed. & M.Ed.) for the university with latest trends in education

6.3.2 Teaching and Learning

- Provision of ICT enabled classrooms
- Seminar presentations by students
- Training in use of smart boards

6.3.3 Examination and Evaluation

There is provision for regular class tests, content tests semester tests and informal discussion for better performance of student-teachers. After each semester examination, computerized progress reports are issued and remedial steps are taken to improve the poor academic performance of the weaker students.

6.3.4 Research and Development

The proceedings of the National Seminar conducted in the college is published in the form of Educational Research Journal. This year we have undertaken 4 minor Research Projects in Humanities and Social Science which is being supported by UGC grand-in-aid, which is implemented on 01.04.014

6.3.5 Library, ICT and physical infrastructure / instrumentation

We have a library with 100 seating capacity and more than 12607 books and enriched with research materials, encyclopaedias, Dissertation Abstracts, International and other educational materials in soft and hard forms. Our computer lab. has 50 computers with internet connection and students make use of it every day. ICT enabled Classes are conducted. We have two smart class rooms. The faculty use new technologies, LCD and OHPs in curriculum transactional process. The department of Languages, Social Science, Science and Mathematics develop power point projects and various audio-visual materials. For Physical Education purposes we use the facilities offered by our cooperating school (Swimming pool and play ground etc.) which is situated in the same campus.

6.3.6 Human Resource Management

- Participation in Refresher Courses organized by the UGC & other universities
- Presentation of papers in the conferences organized by the Indian Association of Teacher Educators and the NCTE.
- Supervision of Doctoral Research work
- Training in 107 SOUL 2.0 Library training programme.

6.3.7 Faculty and Staff recruitment

Faculty & staff are recruited when need arises and the process includes advertisement in news papers and interview by a selection committee of the institution.

6.3.8 Industry Interaction / Collaboration

Linked with AIACHE, IGNOU, JEA, Xavier Board, SCERT, NCERT, and some prominent universities and educational institutions of our country. Networking with other educational institutions is an integral part of our college. Our trainees are sent to neighbouring schools for practice teaching for about 1½ months a year. Seminars and workshops conducted to update the teachers of schools in Bihar. Extension service rendered to other colleges and universities by sending our staff as external examiners, selection committee members, resource persons and inspectors.

6.3.9 Admission of Students

The process of admission starts in March with a notice in the newspaper for registration followed by written test, interview, group discussion and selection of candidates in June. Admissions are closed latest by 30th June. One week time in July is given to those who have valid reasons for non-submission of C.L.C. and Migration etc.

6.4 Welfare schemes for

Teaching	P.F. facility
Non teaching	During the year Rs. 2,15,000/- given as interest free loan by the college for different non-teaching staff.
Students	7 students were given Rs. 55,000/- as scholarship from the college, 2 were given Rs. 12,000/- as interest free loan scholarship 11 students received Rs. 4,29,600/- as SC/ST scholarship from state Govt.

6.5 Total corpus fund generated

20,00,000/-

6.6 Whether annual financial audit has been done Yes ☒ No ☐

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic			Yes	
Administrative			Yes	

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes ☐ No ☒

For PG Programmes Yes ☐ No ☒

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

As per university regulations the university will conduct two semester examinations for M.Ed. course and year-end Annual examination for B.Ed. course. The internal examinations are conducted by the college and marks are sent to the university confidentially. A student is required to score at least 40 % aggregate marks for the award of Degree. The failures shall be permitted to appear in the subsequent examinations in the next session.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

Pursuing with the state government and the university for N.O.C. for autonomy.

6.11 Activities and support from the Alumni Association

Jesuit education is not only for the period that is spent in the institution but it is for life and we as Jesuit educators and collaborators accompany our Alumni on their journey ahead. 26 batches of students have passed out of this college. Alumni meetings held by the executive committee twice/thrice a year. Help and lead weaker Alumni to grow further in their profession to become better individuals. Funds collected and sent to places affected by natural calamities. In all this they support each other. Cultural activities are organized for the evening school children of the neighbourhood who get free education at our sister school. Educational Refresher courses held for our Alumni who are teaching in different schools. Orphanages and slums are visited and helped in different ways. Blood donation camp is held every year and many Alumni members donate blood. Conducted painting competition in neighbourhood schools.

6.12 Activities and support from the Parent – Teacher Association

There is no Parent - Teacher Association

6.13 Development programmes for support staff

Two of our support staff were sent to Gandhi Nagar, Gujarat for 107 SOUL 2.0 (Library) training programme.

6.14 Initiatives taken by the institution to make the campus eco-friendly

To enrich our students with a deeper love and appreciation for the mother earth, a seminar on "Environment Education for Sustainability" is conducted. The institution inculcates civic responsibilities among the student-teachers through participation in rallies to bring out electric Auto rikshaws, 'no plastic zone' etc. to keep control over environment pollution.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Extra time allotted for mentoring
- Importance given to group discussion
- Thematic documentation
- Multi-cultural activities

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

As per the plan of action decided during the meeting of IQAC in the beginning of year, the session 2013-14 of B.Ed. commenced on 1st July, 2013 and **M.Ed.** session began from 1st August, 2013.

As part of pre-practice teaching a seminar on Microteaching was held from 11-13 July 2014 which included the formulation of specific objectives, questioning techniques, introduction to Bloom's taxonomy of educational objectives, and audio visual aids to prepare the trainees well for practice teaching. The teachers took model lessons. Subsequently simulation classes and criticism classes in each of the method subjects were taken by the trainees. Workshop on Integral Pedagogy Paradigm was held from 16-17 August, 2013.

Practice teaching and internship were held from 19th September to 11th November, 2013.

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.

The **Proquest on-line** DISSERTATION ABSTRACTS INTERNATIONAL has been included in our library from 2013-2014 session. This helps our **M.Ed. students** to prepare their Dissertation more quickly and easily.

The college is fully conscious of the need for empowerment of women who have been and continue to be a deprived lot in the world. So as usual this year also we have conducted a talk on "Legal information on Women Empowerment" on the occasion of Women's Day.

We have also conducted a special talk on Earning while Learning which also helped the poor and needy students to earn something to meet the extra expenses of their studies. A seminar on anti-corruption was organized by Hindustan Petroleum, Patna which was very helpful to be more aware with the present situation of our country and to guide their students to be more alert.

A National seminar on "**Quality Enhancement in Higher Education through IQAC**" was organized by IQAC of our college on 1st & 2nd February 2014. Total of 218 teachers including our **B.Ed.** and **M.Ed.** students and teachers participated from all over India.

This year the college completed 25 years in teacher education. On 1st December, 2013 the college celebrated its **Silver Jubilee Finale** in which our teacher trainees presented a prayer service and a variety of cultural programme. Out of the 99 students appeared in the university examination of B.Ed. 54 secured First class with Distinction 40 First Divisions and 5 pending, and out of the 34 appeared in the M.Ed. university examinations 33 secured First class with Distinction and 1 failed.

In conclusion the academic atmosphere of the institution has been of great advantage for the general well being of our students and this fact has contributed to their all round development as future teachers.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

- Pedagogic content analysis is done on the basis of Bloom's hierarchical levels of objectives
- Regular mentoring and remedial coaching for the weak students.

B.S. Blooms Taxonomy of Educational Objectives & Mentoring (Annexure v a & v b)

7.4 Contribution to environmental awareness / protection

1 Hour a week is given for practical work for Gardening. To enrich our students with a deeper love and appreciation for the mother earth, a seminar on "Environment Education for Sustainability" is conducted. The institution inculcates civic responsibilities among the student-teachers through participation in rallies to bring out electric Auto rickshaws, 'no plastic zone' etc. to keep control over environment pollution.

7.5 Whether environmental audit was conducted? Yes ☐ No ☐

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

- * Quality in teaching-learning
- * Yearly publication of seminar proceedings
- * Technology enhanced teaching
- * Facility of campus placement cell

8. Plans of institution for next year

1. Adapting a village/schools for education & health awareness
2. To strive for autonomy of the institution
3. Women's Hostel with modern Educational facilities

Name: **Dr.(Fr.) Ignatius Topno, S.J.**

Name: **Dr.(Fr.) Thomas Perumalil, S.J.**

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

_____*_*_*____

**ST. XAVIER'S COLLEGE OF EDUCATION
DIGHA GHAT P.O., PATNA - 800 011**

ACADEMIC CALENDER : 2013-2014

July 2013

1 Mon	: Orientation B.Ed.
4 Th	: Community Service (3.10 - 3.45)
5 Fri	: Community Service (3.10 - 3.45)
11-13W-S	: Seminar on Microteaching
12 Fri	: Fr. Principal went as a member of Screening Committee for Screening the applications in selection of faculty for interview for education programme under school of Ed. at Central University of Bihar, Patna
18 Th	: M.Ed. Entrance Test
27 Sat	: B.Ed. Interface (Activity)
30 Tue	: M.Ed. Admissions
31 Wed	: Feast of St. Ignatius of Loyola (H)

August 2013

1 Thu	: M.Ed. Orientation
2 Fri	: Content test 1 (Method I)
3 Sat	: IQAC meeting to discuss Practice Teaching & Silver Jubilee
5 Mon	: Talk on Earning while Learning (Aditya Birla group)
7 Wed	: Mr. Sushil Kr. Singh was sent for a power point presentation in Ed. to AN
Sinha	Institute of Social Science on "Career Opportunities, Avenues and the road ahead"
8 Thu	: Content test 1 (Method II)
10 Sat	: Mr. R.N.R. Majumdar was sent to Kingway Technical Institute (B.Ed.
college)at	Kulharia, Kaimur for Inspection for extension of affiliation for session 2013-
14	
12 Mon	: Video Recording of B.Ed. students' Microteaching
15 The	: Independence Day celebration
16-17	: Seminar on IPP
16-17	: Mr.Sushil Kr.Singh was sent as External Examiner to Tapindu College,
Patna	
21 Wed	: Raksha Bandhan (H)
22 Thu	: Content test 2 (Method I)
24 Sat	: Seminar on Smart Class
27 Tue	: Content test 2 (Method II)
28 Wed	: Janmashtami (H)
28 Wed	: Free Eye check up and award ceremony of Toppers of B.Ed.&M.Ed.12-13
	by EAG (Employment Alternative Group) from 10.00 AM.-01.00 PM. Dr.
	Santosh, PMCH Ophthalmologist, Mr. Raja Gupta - Employment Alternative
	Group, Managing Director 47 students + 6 staff got their eyes checked
30 Fri	: Staff & IQAC meeting to discuss Silver Jubilee & Practice teaching
31 Sat	: Seminar on HIV/AIDS, Dr. Ajay Krishna, PMCH, Sr. Sarita, SSH &
	Fr. Andrew James, S.J.

September 2013

2-6 Mon Fri	: Mr.Rajesh Kumar & Mr. Vijay Khalkho were sent to Gandhi Nagar, Gujarat
for	107 SOUL 2.0 (Library) training programme
6 Fri	: Content test 3 (Method I)
6 Fri	: Seminar on Visual Aids by Mr. Jay Prakash, Part Time Arts Teacher

7 Sat	: Regn. form filling (B.Ed. & M.Ed.) Announcement of P.T. Schools
12 Thu	: Content test 3 (Method II)
14 Sat	: Essay Competition (11.30 - 12.30)
16 Mon	: Briefing on Practice teaching & Lesson Plan correction
19 Thu	: Practice Teaching B.Ed. & Internship for M.Ed. starts
30 Mon	: M.Ed. classes resume

October 2013

2 Wed	: Gandhi Jayanti (H)
10-17Th-Th	: M.Ed. Puja holidays
10-12	: Mr. Deep Kumar was sent to AIACHE for seminar on Faculty Develpt
14-15 M-Tue	: Fr. Principal went as NAAC Peer Team member to Chanda Shikshan Prasarak Mandal's Janata College of Education, Chandrapur, Maharashtra (Consultancy Programme)
18-19 F-Sat	: Staff Development Seminar (Consultancy Programme)for 40 teachers of St. Mary's School, Masaurhi, Resource Persons : Our Faculty
21 Mon	: Staff meeting on report of Practice Teaching
29	: Dr. Madhu Singh went as an inspector to Maitreya College of Education & Management, Hajipur, Vaishali

November 2013

2 Sat	: Staff meeting on National Seminar
2-10 Sat-Sun	: Dipawali & Chhath Puja Holidays
11 Mon	: Classes resume after practice teaching
12	: M.Ed. Examination form filling
16-18 Sat-Mon	: P.Sinha, Madhu, Sushil went for a seminar to BHU "Education for Achieving Millennium Development Goals"
16-25	: M.Ed. I Semester Internal Examinations (Internal)
18-19	: Fr. Principal went for NAAC Visit to Institution of Education SHEPA Campus, Nibia, Bachchaon, Varanasi , U.P.
19-25	: Communal Harmony Campaign & Seminar

December 2013

1 Sun	: Silver Jubilee Finale Celebration C.G. Shri Uday Narain Choudhary
2-3	: Study Holidays
7-18	: Internal I Semester Exams. B.Ed.
11-20	: M.Ed. I Semester (External) exams.
14 Sat	: Staff meeting on National Seminar
16-17	: Fr. Principal went for NAAC Visit to Jasdev Singh Sandhu College of Education, Kauli, Rajpura Road, Patiala - 140 701, Punjab
21 Sat	: Christmas gathering: Holidays begin (Outreach programme: Educational Survey of 10 Families of a village is completed during this holidays)

January 2014

1 W	: New Year Day(H)
2 Th	: College re-opens
6 Mon	: Prof. P.Sinha and Sushil went to NOU as externals B.Ed.Part -I Practicals
8 Wed	: IQAC meeting on National Seminar
12 Sun	: Prof. P.S., Madhu,R.N.Majumdar.,Sushil K.Singh, Vijay Shree & Deep Kr. went to AKU for Workshop on Development of Communication Skills, Computer Applications and Stress Busting Proficiency (Staff training) programme
17 Fri	: Quiz competition
14 T	: Makar Shankranti (H)
15 W	: Campaign against Tuberculosis
18,21,22	: Re-exam. for Absentees & Failures of I Semester Internal Exam. (B.Ed.)

- 21 Tue : Interview of teachers for Madhubani college conducted at our college
 23-24 : Seminar on Environment Education for Sustainability
 24 Fri : Mr. Sushil Kr. Singh(Faculty) was sent as an Ext. Examiner to Mahatma Budha T.T. College Sitamarhi, Bihar
 27 -30 M-Th : Each on Teach one prog. for evening school students 3.45 PM.
 27-28 : Fr. Principal went for NAAC visit to Our Lady College of Education, Our Lady Nagar, Maduravoyal, Chennai - 600 095, Tamil Nadu
 29-30 : Fr. Principal went for NAAC visit to Sree Sastha College of Education, Chennai - Bangalore Highway Chembarambakkam, Chennai - 600 123, Tamil Nadu
 26 Sun : Republic Day : Flag Hoisting 8.00 A.M.

February 2014

- 1-2 Sat & Sun : National Seminar
 4 Tue : Basant Panchami (Holiday)
 5-7 W-F : Each on Teach one prog. for evening school students 3.45 PM.
 8 Sat : Seminar on Human Rights: 9.30 - 4.30
 13 Th : Mr. R.N.R. Majumdar was sent as an Ext. Examiner to Don Bosco Academy, Patna

March 2014

- 1-2 Sat-Sun : Educational Tour to Jamshedpur
 3 Mon : Holiday
 4 Tue : NCTE inspection for B.Ed. additional intake : inspectors - Dr. Dharendra Mohanty & Dr. Jyotirmoy Nandi from Kolkata
 7 Fri : Staff meeting on Annual Sports
 8 Sat : Women's Day celebrations : CG: Hon'ble Justice Smt. Anjana Prakash
 Talk on Legal Information for Women Empowerment
 9 Sun : 24th Annual Sports C.G. Vivek Srivastav, IPS, Director, Intelligence Bureau, Guest of Honour Shri. Syed Shamael Ahmad, President, Private Schools & Children Welfare Association, Patna
 17 -18M-T : Holi (H)
 22 Sat : Talk on Anti-corruption by Mr. Sailesh from Hindustan Petroleum
 27-28 Th-F : Fr. Principal went for NAAC visit to Sammilani Teacher's Training College, Barakhola, Krishakpally, Mukundapur, Kolkata, W.B.
 31 Mon : B.Ed. Application forms given out for 2014-15

April 2014

- 1-2 T-W : Orientation Programme conducted for teachers at K.R. School Bettiah,
 5-16 Sat-Wed : II Semester Internal Exam. begins (B.Ed. & 11,14,16 M.Ed.)
 8 Tue : Ramnavami (H)
 10 Th : Talk on Fulbright Fellowship and Scholarships Possibilities by American Centre, Kolkata at St. Xavier's College, Digha Ghat
 15 Tue : IQAC meeting to discuss B.Ed. & M.Ed. syllabus
 17 Th : Patna Elections (H)
 18 -21 : Easter Holidays
 22 Tue : Rally against Environment Pollution - at Gandhi Maidan
 24 & 25 : College evaluation by Fr. Francis Peter of XLRI in completion of 25 years
 24-28 : Pre-regency programme: Resource persons : SXCE faculty
 25 F : Answer Script Viewing
 26 : Blood Donation Camp & Clearance form submission
 28 : Results & collection of Record books
 30 : Valedictory function

May 2014

- 4 : Entrance Exam B.Ed. 2014-15 session
- 5-6 : Interview & G.D. for B.Ed. 2014-15 session
- 15 : List of selected candidates for B.Ed. 2014-15 session
- 16 : M.Ed. Univ. Exam. begins
- 22-24 : Faculty Seminar: Reconstruction of Pedagogy Reconceptualization of Edn. and realignment of classroom by Fr Paul Puthucherry at SXC,XTTI, Digha Ghat,Patna
- 24 : B.Ed. Univ. Exam. begins.
- 26-27 : M.Ed. Practical Exams.
- 29-30 : Admissions B.Ed. 2014-2015 Session

June 2014

- 1 - 30 : Summer Holidays

ST. XAVIER'S COLLEGE OF EDUCATION, PATNA

Questionnaires for Feedback from Students : 2013-2014

Course : B.Ed.

Students are required to rate the courses on the following attributes using the 4 -point scale shown. The format given is for one course. Do the same for other courses on separate page.

A - Very Good

B - Good

C - Satisfactory

D - Unsatisfactory

Sl.No.	Parameters	A Very Good	B Good	C Satisfactory	D Unsatisfactory
1	Depth of the course content including project work if any विषयवस्तु की गहराई, (परियोजना के साथ)	✓			
2	Extent of coverage of course कोर्स की पूर्ति कहाँ तक संभव हुई ?		✓		
3	Applicability/relevance to real life situations वास्तविक जीवन की परिस्थितियों में कोर्स की प्रासंगिकता	✓			
4	Learning value (in terms of knowledge, concepts, manual skills, analytical abilities and broadening perspectives) अधिगम में सार्थकता, ज्ञान, अवबोध कौशल संश्लेषणात्मक क्षमताएँ, दृष्टिकोण का विकास आदि	✓			
5	Clarity and relevance of textual reading material पुस्तकों की स्पष्टता, प्रासंगिकता	✓			
6	Relevance of additional source material (Library) अतिरिक्त स्रोत वस्तुओं की प्रासंगिकता		✓		
7	Extent of effort required by students छात्रों से अपेक्षित प्रयास की सीमा		✓		
8	Overall rating कुल दर्जा	✓			

Date: 20/3/14

ST. XAVIER'S COLLEGE OF EDUCATION, PATNA

Students' overall Evaluation of the programme and Teaching

Course : B.Ed. - 2013-2014

(To be filled only after the course results are declared)

Your responses will be seen only after your course results have been finalised and recorded.

The information will be used only for the improvement of the course and teaching in future.

You need not disclose your name if you do not wish to.

You may tick more than one answer to a question to the extent that they do not contradict each other.

1. The syllabus of each course was
 - a) ☒ adequate
 - b) ☐ inadequate
 - c) ☐ challenging
 - d) ☐ dull
2. Background for benefiting from the course was
 - a) ☐ more than adequate
 - b) ☒ adequate
 - c) ☐ inadequate
 - d) ☐ cannot say
3. Was the course easy or difficult to understand?
 - a) ☒ easy
 - b) ☐ manageable
 - c) ☐ difficult
 - d) ☐ very difficult
4. How much of the syllabus was covered in the class?
 - a) ☒ 85 to 100%
 - b) ☐ 70 to 85%
 - c) ☐ 55 to 70%
 - d) ☐ less than 55%
5. What is your opinion about the library material and facilities for the course?
 - a) ☐ more than adequate
 - b) ☒ adequate
 - c) ☐ inadequate
 - d) ☐ very poor
6. To what extent were you able to get material for the prescribed readings?
 - a) ☐ Easily
 - b) ☒ with some difficulty
 - c) ☐ not available at all
 - d) ☐ with great difficulty
7. How well did the teacher prepare for the classes?
 - a) ☐ thoroughly
 - b) ☒ satisfactorily
 - c) ☐ poorly
 - d) ☐ indifferently
8. How well was the teacher able to communicate?
 - a) ☐ Always effective
 - b) ☒ sometimes effective
 - c) ☐ Just satisfactorily
 - d) ☐ generally ineffective

9. How far the teacher encourages student participation in class?
- a) mostly yes b) sometimes
c) not at all d) always
10. If yes, which of the following methods were used?
- a) Encouraged to raise questions b) get involved in discussion in class
c) encourage discussion outside class d) did not encourage
11. How helpful was the teacher in advising?
- a) Very helpful b) sometimes helpful
c) not at all helpful d) did not advise
12. The teacher's approach can best be described as
- a) Always courteous b) sometimes rude
c) always indifferent d) cannot say
13. Internal assessment was
- a) Always fair b) sometimes unfair
c) Usually unfair d) sometimes fair
14. What effect do you think the internal assessment will have on your course grade?
- a) Helps to improve b) discouraging
c) no special effect d) sometimes effective
15. How often did the teacher provide feedback on your performance?
- a) Regularly/in time b) with helpful comment
c) often/ late d) without any comments
16. Were your assignments discussed with you?
- a) Yes, fully b) yes, partly
c) not discussed at all d) sometimes discussed
17. Were you provided with a course contributory lecture too at the beginning?
- a) Yes b) no
- If yes, was it helpful?
- a) Yes b) no
18. If you have other comments to offer on the course and suggestions for the teacher you may do so in the space given below or on a separate sheet.

ST. XAVIER'S COLLEGE OF EDUCATION, PATNA
Students' overall Evaluation of the programme and Teaching
Course : B.Ed. - 2013-2014

(To be filled only after the course results are declared)

Your responses will be seen only after your course results have been finalised and recorded.
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You may tick more than one answer to a question to the extent that they do not contradict each other.

Question Number	Prof.(Fr.) Thomas Perumalil, SJ	Fr. Scaria Mammootil, SJ	Prof. Preeti Sinha	Fr. Victor Osta, SJ	Mr. R.N.R. Majumdar	Dr. Madhu Singh	Dr.(Fr.) Ignatius Topno, S.J	Mrs. Roseline Jerry	Mr. Raj Sharma	Mr. Sushil Kumar Singh	Mr. Deep Kumar	Ms. Vijay Shree	Ms. Nimisha Srivastava
1	c	a	c	d	a	c	a	a	a	a	a	a	d
2	b	b	b	b	b	a	b	a	b	a	b	a	d
3	b	a	b	b	b	b	b	b	c	a	b	a	c
4	b	b	b	b	b	b	b	b	b	a	c	a	d
5	b	b	b	a	b	b	b	a	a	b	c	a	c
6	b	b	a	b	b	a	b	a	c	a	c	a	c
7	b	a	b	b	b	a	b	a	a	a	d	b	c
8	c	b	b	c	b	a	c	b	c	a	c	a	c
9	d	c	a	a	a	a	d	d	c	d	d	d	c
10	a	b	b	a	b	a	a	a	c	d	c	c	d
11	a	b	b	b	a	a	b	a	b	a	b	a	b
12	a	b	b	b	b	a	b	a	b	a	d	a	b
13	a	a	b	b	b	a	a	a	a	a	a	a	b
14	a	a	a	b	a	a	a	a	a	a	a	a	d
15	d	d	d	b	b	d	d	b	b	b	b	a	b
16	a	a	b	a	b	b	a	b	b	a	b	a	b
17	a ^a	a ^a	a ^a	a ^a	a ^a	a ^a	a ^a	a ^a	a ^a	a ^a	a ^a	a ^a	a ^a
18													

19/3/2014

ST. XAVIER'S COLLEGE OF EDUCATION, PATNA

Student Feedback on Teachers : 2013-2014 - Course B.Ed.

Dear Student,

You are expected to assess the performance of teachers on the basis of the questions given below. Mark your assessment by putting A Very Good, B Good, C Satisfactory, D Unsatisfactory.

	Prof.(Fr.) Thomas Perumalil, SJ	Fr. Scaria Mammootil, SJ	Prof. Preeti Sinha	Fr. Victor Osta, SJ	Mr. R.N.R. Majumdar	Dr. Madhu Singh	Fr. Ignatius Topno, S.J	Mrs. Roseline Jerry	Mr. Raj Sharma	Mr. Sushil Kumar Singh	Mr. Deep Kumar	Ms. Vijay Shree	Ms. Nimisha Srivastava	
विषय वस्तु की जानकारी Knowledge base of the teacher(as perceived by you)	B	A	A	A	A	A	A	A	A	A	A	A	A	
संवाद कौशल, (सुस्पष्टता और समझ) Communication Skills (in terms of articulation and comprehensibility)	C	A	A	A	A	A	B	B	C	A	A	A	B	
शिक्षक की ईमानदारी/प्रतिबद्धता Sincerity / Commitment of the teacher	A	B	A	A	A	A	B	C	C	A	A	A	B	
शिक्षक द्वारा उत्पन्न की गयी रुचि Interest generated by the teacher	A	A	A	A	A	B	B	C	B	B	B	A	B	
व्यापक दृष्टिकोण के लिए पाठ्यक्रम में पर्यावरण एवं अन्य मुद्दों को जोड़ने की क्षमता Ability to integrate course material with environment /other issues, to provide a broader perspective	A	A	D	B	B	B	B	B	C	B	C	A	C	
अन्य कोर्स के साथ विषय का संबंध जोड़ना Ability to integrate content with other courses	A	B	B	B	B	C	B	C	C	A	C	B	C	
क्लास के अन्दर या बाहर शिक्षक की उपलब्धता Accessibility of the teacher in and out of the class (includes availability of the teacher to motivate further study and discussion outside class)	A	A	A	B	C	C	A	C	C	A	B	B	B	
छात्र मूल्यांकन के लिए क्वीज,जॉच परीक्षा गृहकार्य, परीक्षा, परियोजना आदि कराने की क्षमता Ability to design quizzes / Tests/ assignments examinations and projects to evaluate students understanding of the course	A	A	A	B	B	B	B	B	B	A	B	B	B	
प्रतिपुष्टि के लिए पर्याप्त समय देना Provision of sufficient time for feedback	A	B	A	B	B	C	B	B	C	A	A	C	A	
कुल दर्जा Overall rating	A	A	A	B	B	B	B	B	C	A	A	B	B	

Date: 20-3-2014

Any Remarks:

ST. XAVIER'S COLLEGE OF EDUCATION, PATNA

Students' overall Evaluation of the programme and Teaching

Course : M.Ed. - 2013-2014

(To be filled only after the course results are declared)

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You may tick more than one answer to a question to the extent that they do not contradict each other.

1. The syllabus of each course was
 - a) adequate
 - b) inadequate
 - ☒ c) challenging
 - d) dull
2. Background for benefiting from the course was
 - a) more than adequate
 - ☒ b) adequate
 - c) inadequate
 - d) cannot say
3. Was the course easy or difficult to understand?
 - a) easy
 - ☒ b) manageable
 - c) difficult
 - d) very difficult
4. How much of the syllabus was covered in the class?
 - a) 85 to 100%
 - ☒ b) 70 to 85%
 - c) 55 to 70%
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5. What is your opinion about the library material and facilities for the course?
 - a) more than adequate
 - ☒ b) adequate
 - c) inadequate
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7. How well did the teacher prepare for the classes?
 - a) thoroughly
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 - c) poorly
 - d) indifferently
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17. Were you provided with a course contributory lecture too at the beginning?
- ☒ a) Yes b) no
- If yes, was it helpful?
- ☒ a) Yes b) no
18. If you have other comments to offer on the course and suggestions for the teacher you may do so in the space given below or on a separate sheet.

*Communication should be in both language.
way of teaching should improve*

ST. XAVIER'S COLLEGE OF EDUCATION, PATNA

Students' overall Evaluation of the programme and Teaching

Course : M.Ed. - 2013-2014

(To be filled only after the course results are declared)

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You may tick more than one answer to a question to the extent that they do not contradict each other

Question Number	Prof.(Fr.) Thomas Perumalil, SJ	Prof. Preeti Sinha	Dr. Madhu Singh	Fr. Ignatius Topno, S.J	Ms. Nimisha Srivastava
1	a	c	a	c	d
2	a	b	a	b	d
3	a	b	a	a	c
4	b	b	b	b	c
5	b	b	b	b	c
6	b	b	b	b	b
7	b	a	b	b	b
8	b	a	a	b	c
9	a	b	a	b	b
10	a	b	b	c	c
11	a	b	a	b	b
12	a	a	a	b	b
13	b	b	b	b	b
14	a	a	a	a	c
15	b	b	b	b	d
16	a	a	b	b	b
17	a ^a	a ^a	a ^a	a ^a	a ^a
18					

19/3/2014

ST. XAVIER'S COLLEGE OF EDUCATION, PATNA

Student Feedback on Teachers : 2013-2014 - Course M.Ed.

Dear Student,

You are expected to assess the performance of teachers on the basis of the questions given below. Mark your assessment by putting A Very Good, B Good, C Satisfactory, D Unsatisfactory .

	Prof.(Fr.) Thomas Perumalil, SJ	Prof. Preeti Sinha	Dr. Madhu Singh	Fr. Ignatius Topno, SJ	Ms. Nimisha Srivastava
विषय वस्तु की जानकारी Knowledge base of the teacher(as perceived by you)	A	A	B	A	C
संवाद कौशल, (सुस्पष्टता और समझ) Communication Skills (in terms of articulation and comprehensibility)	B	A	B	A	C
शिक्षक की ईमानदारी/प्रतिबद्धता Sincerity / Commitment of the teacher	A	A	B	A	C
शिक्षक द्वारा उत्पन्न की गयी रुचि Interest generated by the teacher	B	A	B	B	C
व्यापक दृष्टिकोण के लिए पाठ्यक्रम में पर्यावरण एवं अन्य मुद्दों को जोड़ने की क्षमता Ability to integrate course material with environment /other issues, to provide a broader perspective	A	A	A	B	C
अन्य कोर्स के साथ विषय का संबंध जोड़ना Ability to integrate content with other courses	B	A	B	B	C
क्लास के अन्तर या बाहर शिक्षक की उपलब्धता Accessibility of the teacher in and out of the class (includes availability of the teacher to motivate further study and discussion outside class)	B	A	B	A	C
छात्र मूल्यांकन के लिए क्वीज,जॉब परीक्षा गृहकार्य, परीक्षा, परियोजना आदि कराने की क्षमता Ability to design quizzes / Tests/ assignments examinations and projects to evaluate students understanding of the course	A	A	A	A	C
प्रतिपुष्टि के लिए पर्याप्त समय देना Provision of sufficient time for feedback	A	A	B	A	C
कुल दर्जा Overall rating	A	A	B	A	C

Date: 19-3-14

Any Remarks:

ST. XAVIER'S COLLEGE OF EDUCATION, PATNA

Questionnaires for Feedback from Students : 2013-2014

Course : M.Ed.

Students are required to rate the courses on the following attributes using the 4 -point scale shown. The format given is for one course. Do the same for other courses on separate page.

A - Very Good

B - Good

C - Satisfactory

D - Unsatisfactory

Sl.No.	Parameters	A Very Good	B Good	C Satisfactory	D Unsatisfactory
1	Depth of the course content including project work if any विषयवस्तु की गहराई, (परियोजना के साथ)		✓		
2	Extent of coverage of course कोर्स की पूर्ति कहाँ तक संभव हुई ?		✓		
3	Applicability/relevance to real life situations वास्तविक जीवन की परिस्थितियों में कोर्स की प्रासंगिकता	✓			
4	Learning value (in terms of knowledge, concepts, manual skills, analytical abilities and broadening perspectives) अधिगम में सार्थकता, ज्ञान, अवबोध कौशल संश्लेषणात्मक क्षमताएँ, दृष्टिकोण का विकास आदि	✓			
5	Clarity and relevance of textual reading material पुस्तकों की स्पष्टता, प्रासंगिकता			✓	
6	Relevance of additional source material (Library) अतिरिक्त स्रोत वस्तुओं की प्रासंगिकता		✓		
7	Extent of effort required by students छात्रों से अपेक्षित प्रयास की सीमा		✓		
8	Overall rating कुल दर्जा				

Date: 19/3/2014



St. Paul's High School

Fairfield Colony, Digha Ghat, Patna - 800 011, Phone : 0612 - 2260934, 2266878

Affiliated to the Council for the Indian School Certificate Examination (ICSE), New Delhi, Affiliation No. : BI-047

Date :18-02-2014

Dear Rev. Father,

It has been a pleasure for us to have the B.Ed. trainees from your college among us. I would like to brief you about the report of these B.Ed. trainees.

Firstly, as per the information collected from the supervising teachers, I got to know that each trainee were well prepared, well disciplined and very punctual. The teaching aids were beautiful and a lot of effort was put in and was used effectively. They always used to be a part of the school assembly.

Secondly, the trainees helped the management voluntarily to take substitution classes and they also rendered wholehearted support and co-operation in our school activities.
I wish them all the success in their future endeavors.

Anand Prakash

Anand Prakash
Principal

ST. PAUL'S HIGH SCHOOL



**इन्द्र प्रसाद सिंह गंग-स्थली (+2) उच्च
माध्यमिक बालिका ज्ञानपीठ
मुखदुमपुर दीघा, पटना- 11**

पत्रांक

दिनांक 15.01.14.

श्रीमान,

प्रधानाध्यापक

सेंट जेवियर्स कॉलेज ऑफ एजुकेशन

दीघा, पटना

महोदय,

सादर धन्यत कना है कि- आपके प्रशिक्षणार्थियों की तैयारी योजनाबद्ध, अनुशासित एवं समयसिद्ध रहे। हमारे सभी शिक्षकों ने विषयवार उम्मीद कक्षा का अवलोकन किया, हमने उनका राय लिया। प्रशिक्षणार्थी शिक्षण हेतु विषयानुसार सहायक सामग्री अपने साथ लाते थे तथा उसके विषय में दृष्टांतों की जानकारी देते थे।

प्रधानाचार्य से साथ उनका सम्बन्ध

सौहार्दपूर्ण रहे तथा समय-सांकोति से साथ-साथ उनका अभ्यास-अध्यापन सुनिश्चित रहा। प्रशिक्षणार्थियों की कारण कोई कार्य बाधित नहीं हुआ।

अतः विद्यालय की ओर से उन सभी प्रशिक्षणार्थियों की उनके सहभाग्यपूर्ण व्यक्त ने मिले व्यंगवाद दिया जाता है।

निवेदन
15.1.14

MANJULA KUMARI
PRINCIPAL

Indira Pr. Singh Gangadhar Deoga, Patna-11

Taxonomy of Educational Objectives (B.S. Bloom)

1. KNOWLEDGE: It means that the student knows and recalls common terms, specific facts, methods and procedures, basic concepts and principles. Illustrative behavioural terms: Defines, describes, identifies, lists, matches, names, outlines, reproduces, selects, states.

2. COMPREHENSION: It means that the student understands facts and principles, interprets verbal material, interprets charts & graphs, translates verbal material to mathematical formulas, estimates future consequences implied in data, justifies method & procedure.

Illustrative behavioural terms: Converts, distinguishes, estimates, explains extends, generalises, gives examples, infers, paraphrases, predicts, rewrites, summarises.

3. APPLICATION : It means that the student applies concepts and new principles to new situations, applies laws and principles to practical situation, solves mathematical problems, demonstrates correct usage of a method or procedure.

Illustrative behavioural terms : Changes, computes, demonstrates, discovers, manipulates, modifies, predicts, prepares, produces, relates, shows, solves, uses.

4. ANALYSIS: It means that the student recognizes unstated assumptions, recognizes logical fallacies in reasoning, distinguishes between facts and inferences, evaluates the relevance of data, analyses the organizational structure of a work (Art, Music, Writing).

Illustrative behavioural terms: breaks down differentiates, discriminates, distinguishes, illustrates, infers, relates, separates.

5. SYNTHESIS : It means that the student writes a well organized theme, gives a well organized speech, writes a creative short story, or poem or music, proposes a plan for an experiment, integrates learning for solving a problem, formulates a new scheme for classifying objects or events or ideas.

Illustrative behavioural terms: Categorises, combines compiles, composes, creates designs explains, organizes, plans, relates, rearranges, reconstructs, reorganizes, revises, rewrites, summarises.

6. EVALUATION : It means that the student judges the logical consistency of written material, judges the adequacy with which conclusions are supported by data, judges the value of work by use of internal criteria, judges the value of a work by use of external standard of excellence.

Illustrative behavioural terms: Appraises, compares, concludes, contrasts, criticises, justifies, relates, summarises, supports, refute

ROLE OF THE TEACHER AS A MENTOR

OBJECTIVE

1. To be a support to the student and a link between the student and the department.
2. To help a student in any specific ways in which he may require guidance.
3. To help him to choose a relevant area of his study which will help him to attain his carrier.

CHARACTERISTICS OF A MENTOR

A mentor is one who

1. has a positive self thought of himself/herself
2. has a positive approach towards the student
3. believes in the restructuring and the mentoring system
4. is aware of all the opportunities available
5. knows how to bring the best out of the student both academic and co-curricular
6. knows the art of being a friend and a guide
7. is a good listener and can respond positively to the student
8. can guide a student without imposing himself

ROLE OF A MENTOR IN CONCRETE TERMS

1. To help the students in academics

- a. choose his/her goal
- b. select the right courses as electives, allied, skill-based and advanced courses to achieve his/her goal
- c. identify his/her academic problems and to find solutions
- d. choose other courses outside the class hours

2. To make the students aware of facilities

- a. the library facilities
- b. the internet facilities
- c. scholarships available for tuition and examination fees
- d. the remedial programmes
- e. the credit system
- f. the motto of the college
- g. officials and their roles: 1) Fr. Principal, 2) Fr. Secretary, 3) Vice Principals, 4) Deans

- h. NSS, NCC, Rotaract, AICUF, Enviro Club, Student Union, Grievance Committee
- i. Student service centre, placement
- j. Canteen, midday meals scheme
- k. Communication facilities like STD, Local PCO
- l. Cooperative society shop
- m. The vocational courses offered by LIVE
- n. Ignatius summer institute for competitive examinations
- o. Hostel facilities
- p. Sports activities

3. To be a link

- a. between the departments and the students
- b. between the course teacher and the students
- c. between the parents and the students
- d. between students themselves

4. Methodology of mentoring

- 1. Having a bio-data of the student in a fixed format
- 2. Getting the academic performance of the students (up-to-date) from the controller's office through HOD
- 3. Keeping track of the regularity of the students and taking necessary corrective measures
- 4. Meeting the students under his care individually and as a group
- 5. Meeting the parents periodically
- 6. Having a detailed information about the following
 - a) the facilities available in the campus
 - b) general electives
 - c) subject electives
 - d) required allied
 - e) optional allied
 - f) the skill-based and advanced courses
- 7. Encouraging the students to meet him, when needed and making himself available in a fixed place and time.
- 8. Respecting students views and carrying a dialogue when necessary.