

The Annual Quality Assurance Report (AQAR) of the IQAC

July 1, 2016 to June 30, 2017

Part – A

AQAR for the year

2016-2017

I. 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

800 011

Institution e-mail address

sxcepatna@gmail.com

Contact Nos.

0612-2260253

Name of the Head of the Institution:

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

Tel. No. with STD Code:

0612-2260253

Mobile:

09431269234

Name of the IQAC Co-ordinator:

Fr. Victor Osta, S.J.

Mobile:

9835430271

IQAC e-mail address:

sxcepatna@gmail.com

1.4 Website address:

www.sxcepatna.edu.in

Web-link of the AQAR:

www.sxcepatna.edu.in/AQAR201617.PDF

1.5 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	A	3.02	2016	5 years
4	4 th Cycle				

1.6 Date of Establishment of IQAC :

DD/MM/YYYY

10.02.2005

1.7 AQAR for the year (for example 2010-11)

2016-2017

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 2014-2015 submitted to NAAC on 09.01.2016
- ii. AQAR 2015-2016 submitted to NAAC on 05.04.2017

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	<input type="checkbox"/>	Science	<input type="checkbox"/>	Commerce	<input type="checkbox"/>	Law	<input type="checkbox"/>	PEI (Phys Edu)	<input type="checkbox"/>
TEI (Edu)	<input checked="" type="checkbox"/>	Engineering	<input type="checkbox"/>	Health Science	<input type="checkbox"/>	Management	<input type="checkbox"/>		
Others (Specify)	<div></div>								

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

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

Christian
Minority : Self
financing

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

9

2.2 No. of Administrative/Technical staff

3

2.3 No. of students

0

2.4 No. of Management representatives

2

2.5 No. of Alumni

3 (Teachers)

2.6 No. of any other stakeholder and
community representatives

0

2.7 No. of Employers/ Industrialists

0

2.8 No. of other External Experts

2

2.9 Total No. of members

16

2.10 No. of IQAC meetings held

4

2.11 No. of meetings with various stakeholders:

No.

3

Faculty

2

Non-Teaching Staff/Students

1

Alumni

3

Others

0

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.

3

International

0

National

1

State

0

Institution Level

2

(ii) Themes

1. National: Early Childhood Care and Education
2. Institutional : Workshop on Environment Pollution
3. Institutional: "Prevention of Child Sexual Abuse: Role & Responsibility of Teachers and School"

2.14 Significant Activities and contributions made by IQAC

By the initiative of IQAC a placement interview of our B.Ed. and M.Ed. students was organised. 32 schools from Bihar had come to recruit our teacher-trainees. 80% of our trainees are placed in different schools of Bihar. For the first time in the college history such a large number of schools came to recruit our students and they were quite satisfied by the performance of our trainees. Also we receive vacancy notices from over 30 primary and secondary schools and few colleges from outside the state. These notices were displayed on the notice board of the college to be used by the student-teachers. Also a National Seminar on "Early Childhood Care and Education" in collaboration with All India Association for Educational Research was organized by IQAC on 26th May, 2016 & all our teachers and more than 50 teachers from Bihar have participated and presented papers during the same.

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 *

	Academic Calendar 2016-2017 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

As per suggestions of the Managing Committee, this year we have conducted a bridge course for students who are preparing for their STET Exam. during their vacation and 50% of our students have profited from the same. 15 of our financially weak M.Ed. & B.Ed. students were helped with scholarship and other study materials during 2016-2017 session to complete their training successfully at our college.

Part – B

Criterion – I

I. 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	1
Trimester	
Annual	1

1.3 Feedback from stakeholders* Alumni ☐ Parents ☐ Employers ☐ Students ☒
(On all aspects)

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 2 a,b & Annexure 3 a,b

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

Yes. Few more changes in the syllabus has been made after revising the same during 2015-2016..

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

Yes, Our college is a Study Centre of Ph.D. (Education) course work from November 2014.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
14	12	1	1	0

2.2 No. of permanent faculty with Ph.D.

6

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
3	0	0	0	0	0	0	0	3	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	1	10	13
Presented papers	0	10	13
Resource Persons	0	5	8

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

We emphasized the teachers to take measures for improving the quality of teaching and learning to make it more effective. The teachers infused the real world experience into the instructions and used different ways to identify the creative abilities of students and encouraged them to bring out the aspects of creativity in all their subjects and reflect on different ways to develop creative ideas and gave freedom to explore. Teachers in-corporated audio-visual materials in teaching. Supplement textbooks with models, filmstrips, movies and pictorial material were used in microteaching. Used info graphics and other mind mapping and brain mapping tools which helped their imagination thrive and grow. These methods not only developed their ability to listen, but also helped them understand the concepts better. This methods in turn the student-teachers will adapt in their teaching career.

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

204

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

3/	4/	4
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91

2.10 Average percentage of attendance of students

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. (2014-15)	100	72	28	NIL	NIL	100
M.Ed.(2014-15)	35	23	12	NIL	NIL	100

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

The IQAC assists in creating a learner-centric environment which benefits to quality education. As the learning can come from an enriched context such as visiting a heritage site or museum, this year we had arranged an educational tour to the Archaeological Excavations at Nalanda. We use data about a learner's previous and current learning to create a personalized path through educational content. Adaptive system of teaching recommend the best place to start new content and when to review old content. We provide various tools for monitoring one's progress. They build on longstanding learning practices, like textbook reading and add a layer of computer-guided support. To regulate the teaching and learning process we emerge to monitor the process of teaching and learning, following the quality assurance orientations and to reflect and share teaching practices that enhance the whole academic experience, both from students, teachers, and researchers' perspectives. The institution evaluates the achievement of the students through content test in method subjects, class tests in theory papers and two semester tests. Work experience is evaluated internally by the work experience teachers throughout the session.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	11
UGC – Faculty Improvement Programme	0
HRD programmes	
Orientation programmes	11
Faculty exchange programme	5
Staff training conducted by the university	2
Staff training conducted by other institutions	12
Summer / Winter schools, Workshops, etc.	1
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	8	0	0	0
Technical Staff	2	0	0	0

Criterion – III

3. Research, Consultancy and Extension

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

Two of our professors are doing their Minor Research work sponsored by UGC. Our teachers take initiative to encourage and integrate research and learning, using web-based resources. Intellectually, they work with shared understandings of their areas of research and its methods. The M.Ed. students are given special classes on how to get started on a research project, how to find funding, and how to present the same in publications.

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	4	2	4	4
Outlay in Rs. Lakhs	0	0	8,49,000/- +	8,49,000/-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	2	8	1
Non-Peer Review Journals	0	0	0
e-Journals	0	0	0
Conference proceedings	0	8	1

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 :

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	2	UGC	2,60,000	1,87,500/-
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (other than compulsory by the University)				
Any other(Specify)				
Total	2		2,60,000/-	1,87,500/-

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE 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	0	1			8
Sponsoring agencies			1		

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs : 1,87,500/-

From Funding agency From Management of University/College

Total

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 : 1

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

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

4

15

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 State level

National level International level

3.25 No. of Extension activities organized

University forum College forum

NCC NSS Any other

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

1. National Conference : **"Early Childhood Care and Education" in collaboration with All India Association for Educational Research, organized by IQAC of St. Xavier's College of Education.**
3. Faculty Seminar : Self Transformation for Effective Teaching" Leadership Programme for Teachers at St. Xavier's College of Management & Technology by Rev.Fr. Stan Lobo, S.J.
4. Faculty & Students Seminar : "Environmental Pollution" by PCRA, Human Rights & Awareness Programme on Tuberculosis

5. Consultancy Programme:

1. Five of our teachers are members of the inspection team for affiliation, selection of Principals & teachers for other colleges under different universities.
2. Two of our teachers are external members of the moderation Board of Patna University
3. Seven of our teachers are Selection Committee Members, external examiners and inspection team of different colleges & Schools of Bihar
4. Our Principal is NAAC Peer Team member since 2011

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 (\geq 1-0 lakh) during the current year.	7			
Value of the equipment purchased during the year (Rs. in Lakhs)	31,21,119	0	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: 2016-2017

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	11,534	19,99,521/-	794	2,43,518/-	12,328	22,43,039/-
Reference Books	1298	9,69,835/-	57	39,324/-	1355	10,09,159/-
e-Books	97000+				31,35,000	
Journals	25	3,24,757/-	2	1600/-	27	3,26,357/-
e-Journals	6000				6000	
Digital Database (Dissertation Abstract International)	36	7,02,045/-			36	7,02,045/-
CD (On-line subscription to Proquest Dissertation & Thesis Sec. A DVD backup) Video	47	2,72,943	1	3,38,394/-	48	6,11,337/-
Others (specify) (UGC Coaching)	212	1,19,706/-			212	1,19,706/-
Competitive Exam			20	7830	20	7830

4.4 Technology upgradation (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 are 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	1.09,750/-
ii) Campus Infrastructure and facilities	0.90,922/-
iii) Equipments	0.30,710/-
iv) Others	9,12,593/-
Total :	11,43,975/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC along with faculty provided academic guidance through tutorials and mentoring. There is provision for personal counselling to those who have emotional problems. These services are provided according to the needs of the students. We have a vigorous placement cell. There was a placement interview on March 31, 2017 at our college. With the initiative of IQAC this year 32 schools from Bihar had come to recruit our B.Ed. & M.Ed. students for placement. 70% of our students have been placed from 2015-2017 B.Ed. & M.Ed. session. Also we received vacancy notices from over 30 primary and secondary schools and few colleges from outside the state. These notices were displayed on the notice board of the college to be used by the student-teachers. Their applications were forwarded by the principal of the college.

5.2 Efforts made by the institution for tracking the progression

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. This is reflected in the feedback we receive from our past students. The institution promotes general and transferable skills like learning to learn, communication skills, use of information technology, learning to work together as well as independently, use of learner-centred pedagogy and provision of inclusive education through cooperative learning, use of discussion method, use of group method, use of interaction, cultural activities, seminars, use of media, use of computers, websites, browsing etc. We monitor the overall performance of our students through class tests, semester tests and continuous evaluation throughout the session.

5.3 (a) Total Number of students

UG	PG		Others
100	26		

(b) No. of students outside the state

11

(c) No. of international students

NIL

Men	No	%	Women	No	%
	27			99	79

No	%
99	79

Last Year (2015-16)						This Year (2016-17)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
54	17	18	42	0	131	72	7	12	35	0	126

Demand ratio

Dropout % 1

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

Special coaching classes are held

No. of students beneficiaries

50

5.5 No. of students qualified in these examinations

NET	8	SET/SLET	42	GATE	0	CAT	0
IAS/IPS etc	0	State PSC	0	UPSC	5	Others	0

5.6 Details of student counselling and career guidance

Career guidance & counselling seminars are conducted. We have a counselling cell in the college for personal counselling.

No. of students benefitted

18

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
32	118	70	2

5.8 Details of gender sensitization programmes

Awareness Programme on "Women's Global Call for Climate Justice" by All India Women's Conference Group, a project of Women's Environment & Development Organization (WE DO) was conducted in November, 2015. Special Lectures on Gender Sensitization, Women Empowerment & Sexual Harassment are regularly conducted to make our students aware and make them courageous to tackle any atrocities against them.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events : 19

2 of our B.Ed. students participated in the Inter-College Debate competition "The flight of man causes the plight of nature" and received Best Speaker & 3rd Prize on 27.8.2017. 3 of our students received awards in the All India Essay Writing competition 2016 organized by Shri Ram Chandra Mission (SRCM) & United Nations Information Centre for India & Bhutan (UNIC) in August, 2016. Oct 22, 2016. Essay Competition conducted during August 2016, by SBI (B.Ed. & M.Ed. I year) on "Public Participation in Promoting Integrity and Eradicating Corruption" 1st Gitanjali (M.Ed. 16-18) 2nd :Rupali Jana (B.Ed. 16-18), 3rd :Fatima Nadeem (M.Ed.15-17) Consolation: Deepa Kumari (B.Ed. 16-18).

15 of our students have participated in the Inter College Sports Meet held at Patna Women's College on 03/02/2017 8 of them have won in different items and awarded with certificates & trophies. Internal Games and Sports activities were held and all the trainees took active part in them. Winners were awarded with certificates and trophies.

The Annual Sports of college was conducted in February 2017. A number of sports and games activities were held during the annual sports. The winners were awarded with medals, trophies and certificates.

8 students were honoured with the award of **Excellence by our college**:

B.Ed.(2015-2017)

1. Nikita Kevin Natal, 2. Sandhya Premika Larka, 3. Vincent Madhanu, 4. Zeba Sultana

M.Ed. (2015-17)

1. Sana Fatima, 2. Zeva Rani, 3. Fatima Nadeem, 4. Surbhi

Two students were awarded the **Perfect Attendance** certificate:

B.Ed. (2015-2017)

1. Arockia Mary S., 2. Anjana Roy

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

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	18	3,75,000/-
Financial support from government	0	0
Financial support from other sources	1 (Interest free Loan)	15,000/-
Number of students who received International/ National recognitions	0	0

5.11 Student organised / initiatives Fairs NIL

: 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

4

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 form 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 have a Management Information System

Yes

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

6.3.1 Curriculum Development

St. Xavier's College of Education has made every possible effort to enrich the existing curriculum by initiating a variety of experiential learning opportunities that would help to translate its mission statement and goals into reality. The threads of the vision and goals of the College are reflected in all thrust areas of College life. This not only provides academic flexibility but also helps students to learn the importance of human values and strive for excellence at the level of each one's potential. Confirmation and recognition is evidenced by the ease of placements and progression to further study, nationally and internationally.

6.3.2 Teaching and Learning

Integral Pedagogy Paradigm (IPP) is followed, which emphasizes context, experience, action reflection, and evaluation. It emphasizes cooperative learning, interactive learning, group learning, meaningful verbal learning and use of advance organization approach as proposed by Ausubel. Tutorials will be essential part of the teaching methodology. The habit of self-learning is promoted through home assignments, library work and group work. For internship experience the student teachers are required to attend the mass prayer of the school, taking attendance of the students, preparing timetables for absentee teachers, preparing bulletin board, organising thanksgiving function, invigilating examinations, preparing school diary etc.

6.3.3 Examination and Evaluation

Students are continually tested and evaluated in the form of content tests in method subjects and theory subjects. There is provision for two semester tests and the scores of the first semester test are used for remedial teaching and academic guidance. The students will be given variety of choices to earn credit to pass the subject. Participation in tutorials, debates, quizzes, presentations, case-studies, projects, practical test and many more modern tools will also be used. Each method which is proposed has specific learning purpose. The level of interaction of the students in these activities will be used to assess them. This assessment will help the teachers to have comprehensive assessment of a student. Similarly, case study methods will enhance the real business problem understanding of the students. This assessment method is very useful in evaluating the skills of the students to deal with the real life situations. The presentation will also be used to assess the students. The students will be benefitted by the fact that they will not be assessed on a single test. The performance of a student could be affected by variety of reasons; some of them are beyond their control. Using these modern methodologies of assessment those beyond the control factors could be taken care of.

6.3.4 Research and Development

Our College regularly publishes the "Journal of Research in Education" a bi-annual with ISSN No. 2347-5676 every year. In June 2017 we have published the VOL. 5, No. 1 of the same. All our faculty members initiatively publish a Research Article in the journal. Other than this, a number of research articles were published in National & International journals by our faculty during the year. Special Action Research classes are held for our students every week. Almost all the teachers are engaged in research work. Four of our faculty members have completed their UGC minor research projects in 2016. Two more are working on the UGC minor research project.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Our Library has more than 13810 books. Research materials, ProQuest CD's, encyclopaedias, Dissertation Abstracts International and other educational materials in soft and hard forms are available in the library. 524 new books were added this year. More than 55 computers with internet & WiFi connectivity and students make maximum use of it every day. For Physical Education purposes we use the facilities offered by our sister school (Swimming pool, play ground etc.) of the same campus.

6.3.6 Human Resource Management :

During the session our teachers have participated in the workshop "Self Transformation for Effective Teaching" Leadership Programme for Teachers" which organized by St. Xavier's College of Management & Technology in collaboration with our college. A National Seminar on "Early Childhood Care and Education" in collaboration with All India Association for Educational Research was organized by our college all our teachers have participated and presented papers in the same. A Guest Lecture by Supriya Ghosh (A Research Scholar from Patna University) on "Prevention of Child Sexual Abuse: Role & Responsibility of Teachers and School" was held. Seminar on Human Rights was sponsored by National Human Rights Commission, New Delhi, was organized. A seminar on Prevention of Tuberculosis and HIV/AIDS was held during the session Seminar on "Women Empowerment on the occasion of International Women's Day. A seminar on ProQuest (Dissertation Abstract) was held for M.Ed. students to help them prepare their Dissertation.

6.3.7 Faculty and Staff recruitment

A selection Committee is constituted by the Governing Body of the institution to select and appoint staff when need arises. Staff are recruited through advertisement followed by a demonstration class-cum-interview.

6.3.8 Industry Interaction / Collaboration

The College is the study centre of IGNOU for B.Ed. & M.Ed. courses. It gets an opportunity to interact with the course material, IGNOU personnel and counsellors. Our B.Ed./M.Ed. students are sent to neighbouring schools for practice teaching/Internship for 20 weeks/ 1 month respectively during their two years' training here. Seminars and workshops were 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, inspectors and judges for competitions etc. We have established linkage with AIACHE, IGNOU, JHEASA, Xavier Board, SCERT, NCERT, and some prominent universities and educational institutions of our country.

6.3.9 Admission of Students

As per the NCTE norms, candidates with at least 50% of marks in graduation can apply for B.Ed. and 55% of marks in B.Ed. are eligible to apply for M.Ed. course. The process of admission starts in March with an advertisement in the newspaper for registration followed by written test, interview, group discussion and selection of candidates in June. Admissions are closed latest by the beginning of July.

6.4 Welfare schemes for

Teaching	P.F. facility & E.L. facility
Non teaching	Interest free loan facility: During the year Rs. 1,25,000/- given as interest free loan by the college for different non-teaching staff.
Students	11 students were given a total of Rs. 2,07,000/- as scholarship from the college, 1 was given Rs. 15,000/- as interest free loan scholarship 12 students have applied for SC/ST scholarship from state Govt.

6.5 Total corpus fund generated

22,00,000/-

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	✓		✓	Management/Staff
Administrative	✓		✓	Management

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?

A student is required to score at least 45 % aggregate marks for the award of Degree. The University will conduct four semester examinations for M.Ed. course and two year-end Annual examinations for B.Ed. course. The internal examinations are conducted by the college and marks are sent to the university confidentially. 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?

Still pursuing with the state government and the university for NOC for autonomy.

6.11 Activities and support from the Alumni Association

The Alumni Association has been meeting from time to time to provide a platform to the students to come in contact with their seniors, who are working in different institutions. These interactions help the students to prepare themselves as per demand in the schools. The association also arrange and organize special lectures/workshops in association with the Training, Counselling and Placement Cell, which also help the students to develop their growth wellbeing. Alumni Association conducts inter school painting competition and raise fund to help the poor and needy students of the neighbourhood

6.12 Activities and support from the Parent – Teacher Association :

There is no Parent - Teacher Association

6.13 Development programmes for support staff

Human Rights seminar and awareness programmes on HIV/AIDS were attended by the support staff during the year.

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

We have planted 20 trees in the campus during the year. Environment Education classes are part of our curriculum. Students are instructed to use Eco friendly materials. A two day seminar on Environment Education for Sustainability is conducted every year at Taru Mitra Ashram, Patna an NGO for Bio-reserve. Seminar on Environmental Pollution was also organized during the year by PCRA.

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.

- We maintained discipline registers to keep up the attendance, uniform, neatness, punctuality, and areas related to discipline and studies.
- Students were given zero period to consult their teachers concerned to prepare their assignments and projects for internal assessments.

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

According to the Plan of Action chalked out in beginning of the year the following academic programmes were conducted:

The admission process started in May by advertising in prominent newspapers and displaying the same on the college notice board as well as college website. The session 2016-18 of B.Ed. & M.Ed. (First year) commenced on 1st July & 26th July 2016 respectively.

Seminars & Workshops: A seminar on Microteaching for B.Ed. 2016-2018 (1st Year) was held from 18-20 July, 2016 to acquaint the teacher trainees with the teaching skills. IPP workshop (Integral Pedagogical Paradigm) was held from 16-17 September, 2016. A Guest Lecture by Supriya Ghosh (A Research Scholar from Patna University) on "Prevention of Child Sexual Abuse: Role & Responsibility of Teachers and School" was held on 11 July 2016. Seminar on Human Rights was sponsored by National Human Rights Commission, New Delhi, was held on 17th August, 2016. A seminar on Prevention of Tuberculosis was held on November 12, 2016 and HIV/AIDS was held on 25th March, 2017

Seminar on "Women Empowerment was held on 8th March, 2017 on the occasion of International Women's Day. A seminar on ProQuest (Dissertation Abstract) was held for M.Ed. students on 21st April, 2017. A two-day seminar on Environment Education for Sustainability was held from 9-10 March, 2017 for both B.Ed. & M.Ed. students at Taru Mitra Ashram, Patna an excellent place for Bio-reserve.

Faculty Enrichment Programme:

Our teachers have participated in the workshop "Self Transformation for Effective Teaching" Leadership Programme for Teachers" which organized by St. Xavier's College of Management & Technology in collaboration with our college by Rev. Fr. Stan Lobo, S.J.

A National Seminar on "Early Childhood Care and Education" in collaboration with All India Association for Educational Research was organized by our college on 26th May, 2016 & all our teachers have participated and presented papers in the same.

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

- A discipline register was maintained to keep up the attendance, uniform, neatness, punctuality, and areas related to discipline and studies.
- Teachers were made available to students during zero period for consultation in order to prepare the assignments and projects for internal assessments.

****Provide the details in annexure (annexure need to be numbered as i, ii,iii)***

(Annexure 4, Annexure 5)

7.4 Contribution to environmental awareness / protection

As a regular feature we organize a two day seminar on "Environment Education for Sustainability" for our trainees to make them aware of environment crisis and its sustainability. Through this seminar we encouraged our students to conserve as many plants as possible and bring awareness in the students about the environment. It also explained about the ecological disconnection at present and necessity of having a proper relationship with the environment and the value of nature. The students were encouraged to prepare eco- friendly food and to protect the earth to make it a better place for us to live.

7.5 Whether environmental audit was conducted? Yes ☒ No ☐

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

Strength:

- Has got strong ICT vase
- quality sustained
- enhanced number of student intake in B.Ed.
- enhanced infrastructure, Instructional resources and human resources
- schools are well co-operating with us for Practice Teaching/Internship
- 2 more teachers have taken up UGC minor project
- 1 more teacher has qualified with Ph.D
- Many needy students are helped by giving them college scholarship
- Well maintained surrounding
- Excellent University Exam. results

Weakness:

- student intake not enhanced in M.Ed. course
- not getting quality students both in B.Ed. & M.Ed.
- not all teachers are qualified with Ph.D/NET
- does not have a mechanism to track Alumni positions
- does not have own vehicle for transportation

Opportunities:

- To go for autonomy
- To apply for Major Research Projects
- To twin/collaborate with foreign universities

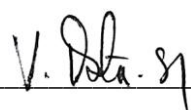
Threats:

- salary paid is too high in proportion to the income
- To get resource persons for National/International seminars
- Financial constraint for development

8. **Plans of institution for next year**

- to make it a centre for research
- continue to put great effort to get autonomy
- take up major research projects

Name: **Fr. Victor Osta, S.J.**



Signature of the Coordinator, IQAC

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



Signature of the Chairperson, IQAC

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

**B.Ed. ACADEMIC CALENDAR
ACADEMIC ACTIVITIES DURING : 2016-2017**

April 2016

- 17 Sun : Advertisement in the newspaper for admission 2016-18
18-30 : B.Ed. Application forms given out (2016-18)

May 2016

- 27 Fri : Entrance Test for B.Ed. 2016-18
28 S : Interview & G.D. B.Ed. 2016-18

June 2016

- 9 Th : List of selected candidates for B.Ed. 2016-18
28-30 T-Th : Admissions B.Ed. 2016-18

July 2016

- 1 Fri : Orientation B.Ed. (2016-18) : M.Ed. admission forms given out
4 Mon : College re-open (B.Ed. & M.Ed. 2015-17)
7 Th : Id-ul-Fitr (H)
8 Fri : M.Ed. Entrance test (2016-18)
9 Sat : Committee meeting: Staff Welfare, Appeals & Grievances & Women's cell

11 Mon : Guest Lecture by Supriya Ghosh on "Prevention of Child Sexual Abuse: Role & Responsibility of Teachers and School" 10.45 -12.30 P.M
11 Mon : M.Ed. Interview (2016-18)
13 Wed : M.Ed. selected list for admission (2016-18)

18-20 M-W : Seminar on Microteaching (B.Ed. 1st Year)
19 Tue : Committee meeting : Practice Teaching
19 Tue : M.Ed. admission (2016-18)
21--22 : M.Ed. Study Leave (2015-2017)
23-29 : II Sem. Internal Exam.M.Ed.2nd year
26 Tue : M.Ed. Orientation (2016-18)
27 Wed : Cancer Awareness Programme
28 Th : Fresher's Day
30 S : Talk on St. Ignatius of Loyola (Fr. Prem Lal Lucas, S.J.)
31 Sun : Feast of St. Ignatius of Loyola

August 2016

- 3 W : Alumni members meeting to discuss Elocution contest of schools
4 Th : Staff meeting: Internship/PT, Sp.Eng, Human Rights, Teachers Day
Students Council, Dividing the class
6 Sat : Elocution Contest of Alumni Association
8 Mon : IQAC meeting : Discussion on Practice Teaching
10 W : All India Essay Writing Event 2016 by Shri Ram Chandra Mission & United Nations Information Centre for India & Bhutan
Winners: 1. Nikhat Shakeel (Third)
Merit Chandan Kumar & Rashmi Rekha
11 Th : M.Ed. I Sem Univ. Exam. results announced
12 Aug : Video Recording of 5 minutes Microteaching(2015-17 B.Ed.)
15 Mon : Independence Day: Flag Hoisting
17 Wed : Seminar on Human Rights (B.Ed. & M.Ed. 1st year)
18 Th : Raksha Bandhan (H)
22 Mon : Practice teaching/Internship begins(B.Ed. & M.Ed. 2015-2017)

- 25 Th : Janmashtami (H)
 26 Fri : Committee meeting : Anti ragging, Career guidance & Counselling
 27 Sat : 2 of our students (Sandeep Kumar and Rupali Jena participated in the Inter College English Debate Competition and received Best speaker (against) & 3rd Prize respectively
 27 Sat : Candle March from St. Xavier's to Gandhi Maidan protest against atrocities against girls & women

September 2016

- 5 Mon : Teachers' Day
 9-10 F-S : Fr.Principal & Mr. P.S.Raj went to St. Mary's School, Buxar to give a staff Develop Programme to the teachers Prof. PS, Mr. P.S.Raj)
 16-17 : Seminar on IPP (Frs. TP, Christu, Armstrong, Victor,
 13 Tue : Bakrid (H)
 14 Wed : Essay Competition B.Ed. 2016-18
 15 Th : Committee meeting: Planning & Eval., Library, Research cells
 19 Mon : M.Ed. classes begin after internship
 20 Tue : Content test 1 (B.Ed. 1st Year) 2016-18

October 2016

- 1 Sat : M.Ed. Exam. form filling (II Semester)
 3-16M-Sun : IGNOU Workshop (B.Ed. & M.Ed.)
 8-16 Sat-Sun : Puja Holidays
 13 Th : Practice Teaching continues in school after D.P.
 22 Sat : Essay Competition conducted by SBI (B.Ed. & M.Ed. I year) on "Public Participation in Promoting Integrity and Eradicating Corruption"
 22 Sat : B.Ed. Evaluation meeting
 24-28 : M.Ed. Univ. Exam. II Semester
 29-31 Sat-M : Diwali holidays
 31 Mon : **Winners of Essay competition by SBI were falcitated I ; Gitanjali (M.Ed. I) II :Rupali Jana (B.Ed. I), III :Fatima Nadeem (M.Ed. II) Consolation: Deepa Kumari(B.Ed. I) B.Ed. - II have not participated as they had gone for their P.Teaching**

November 2016

- 1-7 Tue-Mon : Diwali /Chhath Holiday
 4-7 Sat-M : Fr. Pincipal went for JHEASA meeting at Bangalore
 8 Tue : class resume after Diwali & chhath
 9 Wed : Committee meeting: Examination, Course coordination & Extension
 12 Sat : 3 of our B.Ed. I students participated in XEST, at SXC, XTTI and awarded 2 first winner & a second runner-up.
 12 Sat : **Awareness programme on Tuberculosis by Bihar TB Association Resource: Mr. U.N. Vidyarthi, President, Dr. Prannathi, WH Partner, Dr. Asif Raza, General Secretary, Bihar TB Association**
 14 Mon : Karthik Purnima (H)

December 2016

3 Sat	: College Day : CG-Fr. Armstrong, SJ, Principal, St. Michael's
15-16 Th-Fri	: Fr. Principal went for NAAC visit to Bijepur Degree College, Orissa
10-19 Sat-Mon	: M.Ed. II Year III Sem. Internal Exam.
12-19M-M	: M.Ed. I Year I Sem. Internal Exam.
19 Mon	: B.Ed. II Year classes resume after Practice Teaching/Internship
20 Tue	: Staff meeting to discuss Christmas gathering, holidays B.Ed. -I Internship April, 2017, I Sem Exam. Internal 9th Jan, 2017. Community service B.Ed. 2015-17, Action Research, M.Ed.I Internship In Our college etc.
22 Thu	: Christmas gathering : Holidays begin
25 Sun	: Christmas

January 2017

3 Tue	: College re-open for teachers
6 Thu	: Classes resume for students after Christmas holidays
9-21	: I Sem internal exam. for B.Ed. I
14 Sat	: Makar Shankranti (H) for all
23- 31	: Internship for M.Ed. 2016-2018 at the college
26 Thu	: Republic Day: Flag Hoisting
28 Sat	: Farewell to Prof. Preeti Sinha by College
29 Sun	: 8th AGM & Farewell to Prof. Preeti Sinha by Alumni

February 2017

4 Sat	: Talk on Financial Planning for Young Investors by Securities and Exchange Board of India
6 Mon	: IQAC meeting on New Academic session, rest of the activities & session end programmes 2015-17
7 Tue	: Committee meeting: Academic Planning Sports & Games, College Annual, Excursion, Placement
19 Sun	: Annual Sports
26 Sun	: Annual Picnic
28 Tue	: Committee meeting: , Finance , Purchase & Admission

March 2017

3 Fri	: HB check up by SHARP NGO
3 Fri	: Staff meeting : discussion on syllabus revision
8 Wed	: International Women's Day: CG: Padam Shree Sr. Sudha Varghese Role Play competition. Talk on Women empowerment
9-10	: Seminar on Environment Education for sustainability at Taru Mitra
9 Thu	: University Exam. III Sem. of M.Ed. 2015 -17 begins
10 Fri	: University Exam. I Annual of B.Ed. 2015-17 begins
10 Fri	: University Exam. I Sem. of M.Ed. 2016-18 begins
18 Sat	: Debate Competition
24 Fri	: Quiz Competition
24 Fri	: EPC 1 Internal Exam : B.Ed. 2015-2017
25 Sat	: EPC 3 Internal Exam. B.Ed. 2015-2017
25 Sat	: Regular classes begin after I Sem Univ. Exam. M.Ed. 2016-2018
25 Sat	: Seminar on HIV/AIDS (2016-2018)
27 Mon	: EPC 2 Internal Exam. B.Ed. 2015-2017
28 Tue	: Regular classes begin after I year Univ. Exam. : B.Ed. 2015-2017
28 Tue	: Regular classes begin after III Sem. Univ. Exam M.Ed.: 2015-2017
31 Fri	: Campus Selection for B.Ed./M.Ed. 2015-2017, 31 Schools came for campus selection 90% students placed

April 2017

3 Mon	: Lesson Plan file & Observation book submission to the office (B.Ed. 15-17)
4 Tue	: Psycho Practicals & Evaluation Copy Submission to the office(B.Ed. 15-17)
14-17	: Easter Holidays
18 Tue	: Cultural File & Each one Teach one submission to the office (B.Ed. 2015-2017)
18-27	: Internship for B.Ed. 2016-2018
20 Th	: Submission of Activity file (1-5) of School Internship, School Diary & Action Research (B.Ed. 2015-2017)
22 Sat	: Submission of Lesson Plan files of College Internship (M.Ed. 2015- 17 & 2016-18)
21 F	: Seminar on Pro Quest (M.Ed.)
27 Th	: Blood Donation Camp (33 B.Ed. & M.Ed. students & staff donated blood to KHFH)
28-30	: Study H.D. for Internal Exam.
28 Fri	: Committee meeting: Award. Admission,

May 2017

1-10	: Internal Examination for B.Ed. & M.Ed. (I & II years)
11-12	: Community Service B.Ed. 2015-2017
13 Sat	: Answer paper viewing
15 Mon	: Project/Assignment Submission: Preparation for Valedictory, M.Ed.(2015-17) Dissertation submission
16 Tue	: Valedictory Function & Results B.Ed. & M.Ed. 2015-2017
17-28	: IGNOU workshop
18-26	: Bridge course for STET B.Ed. 2015-2017



Prof.(Dr.) Thomas Varghese
(Fr. Thomas Perumalil, S.J.)
PRINCIPAL

Principal
St. Xavier's College of Education
Digha Ghat, Patna - 11.

Students' overall Evaluation of the programme and Teaching

Course : B.Ed. - 2016-2018

(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

ATTESTED

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

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.

ATTESTED

Anterumach

Principal
St. Xavier's College of Education
Digha Ghat, Patna - 11.

Students' overall Evaluation of the programme and Teaching

Course : B.Ed. - 2016-2018

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

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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.

Question Number	Prof.(Fr.) Thomas Perumalil, SJ	Prof. Preeti Sinha	Fr. Victor Osta, SJ	Fr. A. Christu Savarirajan	Dr. Madhu Singh	Mrs. Roseline Jerry	Mr. Sushil Kumar Singh	Mr. Deep Kumar	Ms. Vijay Shree	Ms. Nimisha Srivastava	Dr. Vikramjit Singh	Ms. Sapna Suman	Ms. Smita Paschal	Dr. Shobha	Ms. Sujata Kumari
1	B	B	A	A	A	A	A	C	A	B	A	A	B	B	A
2	B	B	B	A	B	A	A	B	B	C	A	B	C	C	B
3	B	A	A	A	A	A	A	B	A	C	A	A	C	B	B
4	A	A	A	A	A	A	A	B	A	C	A	A	C	C	A
5	C	B	C	B	A	A	B	B	B	C	B	B	B	B	C
6	B	B	B	B	B	A	B	B	B	D	B	B	B	B	B
7	B	B	B	B	A	A	B	B	A	B	B	A	C	C	B
8	B	B	B	A	A	A	B	B	A	C	A	A	D	C	C
9	B	B	B	B	A	B	B	B	D	B	A	D	B	B	A
10	B	B	B	B	A	A	B	A	A	B	A	A	B	B	B
11	B	B	B	B	A	B	B	B	A	B	A	A	C	B	B
12	A	B	D	B	A	A	D	D	A	D	A	A	B	D	A
13	A	B	B	B	A	B	B	B	A	A	A	A	B	A	B
14	A	A	A	B	A	A	A	A	A	A	A	A	A	A	A
15	B	B	B	B	A	A	B	B	A	D	A	A	D	D	B
16	D	B	B	A	A	A	B	D	A	C	A	A	D	D	D
17	B	B	B	B	A	A	B	B	A	B	A	A	B	B	B
18															

Date - 4/4/2017

Principal
St. Xavier's College of Education
Digha Chat, Patna - 11.

ST. XAVIER'S COLLEGE OF EDUCATION, PATNA

Student Feedback on Teachers : 2016-2018 - 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	Prof. Preeti Sinha	Fr. Victor Osta, SJ	Fr. A. Christu Savarirajan, S.J.	Dr. Madhu Singh	Mrs. Roseline Jerry	Mr. Sushil Kumar Singh	Mr. Deep Kumar	Ms. Vijay Shree	Ms. Nimisha Srivastava	Dr. Vikramjit Singh	Ms. Sapna Suman	Ms. Smita Paschal	Dr. Shobha	Ms. Sujata Kumari
विषय वस्तु की जानकारी Knowledge base of the teacher(as perceived by you)	B	B	B	A	B	A	B	B	B	B	A	B	B	B	B
संवाद कौशल, (सुस्पष्टता और समझ) Communication Skills (in terms of articulation and comprehensibility)	A	A	A	A	B	A	B	B	B	B	A	B	C	C	B
शिक्षक की ईमानदारी/प्रतिबद्धता Sincerity / Commitment of the teacher	A	A	A	A	C	A	B	B	B	B	A	B	C	C	B
शिक्षक द्वारा उत्पन्न की गयी रुचि Interest generated by the teacher	A	A	A	A	A	A	B	B	B	B	A	B	B	C	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	C	A	C	B	B	B	B	B	A	B	B	B	B
अन्य कोर्स के साथ विषय का संबंध जोड़ना Ability to integrate content with other courses	B	A	B	B	B	B	B	B	A	B	A	B	C	C	B
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)	A	B	C	B	B	B	B	D	B	B	A	B	B	B	B
छात्र मूल्यांकन के लिए क्वीज,जाँच परीक्षा गृहकार्य, परीक्षा, परियोजना आदि करने की क्षमता Ability to design quizzes / Tests/ assignments examinations and projects to evaluate students understanding of the course	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B
प्रतिपुष्टि के लिए पर्याप्त समय देना Provision of sufficient time for feedback	B	B	C	B	C	B	B	B	B	B	B	B	B	C	B
कुल दर्जा Overall rating	B	B	B	B	B	B	B	B	B	B	A	B	B	C	B

Date: 4/4/2017

Any Remarks:

ATTESTED

Thomas Perumalil

Principal

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

B. Ed 2016-18

27/4/17

सेवा में
 प्राचार्य महोदय,
 सेंट जेवियर्स कॉलेज ऑफ एजुकेशन
 दीघा घाट, पटना - 11

वदारा,
 प्रधानाध्यापिका महोदया,
 राजकीय कृत धनैश्वरी द्विवेदन
 उच्च माध्यमिक विद्यालय, दानापुर, पटना ।

विषय :- बी. एड. सत्र 2016-18 छात्राध्यापिकाओं के
 द्वारा अवलोकन कार्य की समाप्ति के संबंध में।

महोदय,
 आपके महाविद्यालय के छात्राध्यापिकाओं के
 नाम - अमूल्य लिकी, अंकिता राज, आशा राज, अर्पणा
 दीपा बेक, दीपा कुमारी, दीपशिरवा, सुशाबू मिश्रा,
 सुशाबू कुमारी, लालिना लोप्पा, ममता ओरला, नीता कुमारी,
 प्रियंका कुमारी, पुष्पा कुमारी, रसीमा कुमारी, शिल्पी
 कुमारी, सुषमा कुमारी, सत्र 2016-18 ने इस विद्यालय
 के निष्पन्न शिक्षकों के कक्षा का अवलोकन कक्षा में पाठन
 कार्य, परीक्षा का संचालन में मदद तथा सर्पना समा का कार्यक्रम
 कर हमारे विद्यालय के छात्राओं को काफी मदद की है।

अतः इनके यहाँ आने से हमें विद्यालय संचालन
 में काफी मदद मिली है इन सभी छात्राध्यापिकाओं के
 व्यवहार समसंबंधता तथा विद्यालय के कार्य के प्रति समर्पण
 हम सभी के लिए अतुलनीय है। आपने छात्राध्यापिकाओं
 के हमारे विद्यालय की इस सहयोग कार्य हेतु हम आपका
 आभार व्यक्त करते हैं।

ATTESTED
 Principal
 St. Xavier's College of Education
 Digha Ghat, Patna - 11.

प्रमुखवाह
 राजकीय कृत धनैश्वरी द्विवेदन
 उच्च माध्यमिक विद्यालय, दानापुर (पटना)
 27-04-17



Annexure - 3 c
दुरभाष :- 0612-2219428

बँकीपुर राजकीय बालिका उच्च माध्यमिक विद्यालय

पटना-800 001

पत्रांक 506

दिनांक 15/12/16

To,
The Principal,
St. Xaviers College of Education
Digha, Patna

Subject:- Acknowledgment, evaluation feedback for the trainees of St. Xaviers College of Education, Patna

Respected Mam/Father,

We are overwhelmed and glad to have the trainees from your college who are disciplined, punctual and well educated. They abide fully by our school rules regulations and assigned syllabus and activities. During there training period they performed several activities with full dedication which are as follows:-

1. Completing the lesson plan along with regulating the classes with full punctuality.
2. Taking of substitution classes.
3. Appropriate use of all teaching aids.
4. Performing invigilation duty during school examination.
5. Organizing the morning school assembly in a very well manner.
6. Organizing Painting and Essay competition among students on the occasion of Diwali.
7. Encouraging and preparing students for the role play, dramas ,group songs and speech on the eve of Dr. Rajendra Prasad jayanti.
8. Motivating students in decorating the bulletin board and the other display board of the school with full participation.

I congratulate and thank you for all the support and help you provided in our school by sending your practice teaching trainees.

Your sincerely,

[Signature]
Principal 12.16

Bankipur Govt. girls Sr. Secondary School, Patna



ATTESTED

[Signature]

Principal
St. Xavier's College of Education
Digha Ghat, Patna - 11.

Discipline Maintenance at St. Xavier's College of Education, Patna

Discipline is the refining fire by which talent becomes ability. Roy L. Smith

All the students who are admitted to St. Xavier's college of Education are members of the college community and are expected to behave responsibly, to respect people and property and to abide by the rules and regulations of the college. The conduct of students should not obstruct with the proper functioning of the college.

Any misbehaviour causing disturbance to the smooth functioning of the college will be subject to disciplinary action.

Violation of discipline includes:

- Irregularity, disobedience, late coming and loitering about in the college
- Causing disruption, in any manner, of the academic functioning of the college
- Physical assault or threat to use physical force, against any member of the teaching and non-teaching staff and against any student of the college.
- Any practice-whether verbal or otherwise-derogatory of women.
- Ragging in any form is prohibited in Educational Institutions under Supreme Court of India Orders.
- Any attempt at bribing or corruption in any manner.
- Willful destruction of institutional property.
- Default in the payment of fees, fine etc.
- Not wearing college uniform and not carrying the Identity Cards in the College.
- Use of mobile phones in the library, class rooms and examination hall
- Use of unfair means during examinations
- Any other act of indiscipline which is unbecoming of a student.

All powers relating to discipline and disciplinary action are vested in the Principal

Without prejudice to the generality of his/her powers relating to the maintenance of discipline and taking such action in the interest of maintaining discipline as may seem to him/her appropriate, the Principal may in the exercise of his/her powers aforesaid, order or direct:

- o that any student or students be expelled; or
- o be rusticated for a stated period; or
- o be fined with a sum of rupees that may be specified; or
- o be debarred from taking University or College Examinations for one or more years; or
- o That the result of the student or students concerned, in the Examinations in which he/she or they have appeared, be cancelled.



Prof.(Dr.) Thomas Varghese
PRINCIPAL

Principal
St. Xavier's College of Education
Digha Ghat, Patna - 11.