

The Annual Quality Assurance Report (AQAR) of the IQAC

July 1, 2017 to June 30, 2018

Part – A

AQAR for the year

2017-2018

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

800 011

Institution e-mail address

sxcepatna@gmail.com

Contact Nos.

0612-2260253

Name of the Head of the Institution:

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

Tel. No. with STD Code:

0612-2260253

Mobile:

09431269234

Name of the IQAC Co-ordinator:

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

Mobile:

9470552454

IQAC e-mail address:

sxcepatna@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879) **SXCEPATNA 09993**

1.4 Website address:

www.sxcepatna.edu.in

Web-link of the AQAR:

www.sxcepatna.edu.in/AQAR201718.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)

2017-2018

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
- iii. AQAR 2016- 2017 only soft copy uploaded on 10/06/2018

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

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

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and
community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

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: workshop on writing of Research Paper
Conference on Teachers: Engineers of Human Development
2. Institutional : Relevance of Mahatma Gandhi in Education at Present
3. Institutional: Khushaal Bachpan Abhiyaan
4. Institutional: Personality development
5. Institutional: Empowering Women by Sensitizing them Against Sexual & Domestic Harassment and POCSO"

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. On 17th March, 2018 there was a campus placement for B.Ed. & M.Ed. 2016-2018 session, organized by our college where 26 schools from all over India came to recruit our students. About 72% of our students were placed in different schools. 6% of our B.Ed. students joined the M.Ed. course at our college. As per the request and for the convenience of our Alumni and other teachers who are teaching in schools, we have shifted the timing of M.Ed. classes from 11.30 A.M. to 5.15 P.M. We organized a National workshop on **writing of Research Paper** on 22nd January, 2018 and a conference on **Teachers: Engineers of Human Development** on 23rd January, 2018 in collaboration with (All India Association for Educational Research) AIAER.

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 2017-2018 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, it was decided to include the important activities of the college in the report. Such as - this year we continued having bridge course and remedial classes for students who are preparing for their STET/NET Exam. during their vacation and more than 50% of our students have profited from the same. 23 of our financially weak M.Ed. & B.Ed. students were helped with scholarship and other study materials during 2017-2018 session to complete their training successfully at our college. In our co-operating schools - Dhaneshwari school, Danapur, and Indra Prasad Singh Balika Vidyalaya, Makhdumpur- we organized swacch Bharat Abhiyan and tree plantation. During this the Principal gave a talk on Environment protection and no plastic zone. Also we had joined hands with all other educational institutions in Patna for a Human Chain against Child Marriage and Dowry System in Bihar on 21/01/2018.

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	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,c,d](#) & [Annexure 3](#)

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

No, This year no changes in the syllabus has been made.

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
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
1	0	0	0	0	0	0	0	1	0

2.4 No. of Guest and Visiting faculty and Temporary faculty

04

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	1	8	15
Presented papers	0	11	13
Resource Persons	0	5	9

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

Group brainstorming sessions were added to their classes. When we had multiple brains focusing on one single idea, we were sure to get numerous ideas and we involved everyone into the discussion. These sessions were a great platform for students to voice their thoughts without having to worry about right or wrong. We also organized field trips that are relevant to the lessons or just simply took the students for a walk outside the classroom. Teaching through role play was a great way to make the students step out of their comfort zone and develop their interpersonal skills. We used different methods like participation in tutorials, assignments, debates, quizzes, presentations, case-studies, projects, Psychology practical tests, Bio-Socio Analysis, viva-voce and many other modern tools were used to prepare the trainees for future. Each method had a specific learning purpose as these are very useful for evaluating the skills of students.

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

230

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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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. (2015-17)	99	78	21	NIL	NIL	100
M.Ed.(2015-17)	29	3	26	NIL	NIL	100

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

The IQAC has recommended to make the teaching method more effective. In the beginning of the session we conduct seminar on Microteaching and Integral Pedagogy Paradigm (IPP) . Microteaching is an efficient technique for learning effective teaching. Quality of a teacher is estimated on how much the students understand from their teaching. IPP comprises five steps: Context, Experience, Reflection, Action & Evaluation. The objective of IPP is integral development calling for a process towards radical transformation not only of the way in which people habitually think and act but the very way in which they live in the world. This means a constant interplay of one's experience, and reflection resulting in meaningful and fruitful action. The Integral Pedagogical Paradigm envisages a far broader evaluation of the full human growth of the learner by the teacher and the student. During the practice session of these seminars the level of interaction of the students are used to assess them. This assessment helped the teachers to have comprehensive assessment of a student. Teachers flash meaningful discussion in classrooms by encouraging students to ask open-ended questions, re-state remarks in more scientific language, and develop and use models to construct explanations. When students argue in scientific ways, they learn how to take turns, listen actively and respond constructively to others. Professional development can help teachers to learn these strategies and overcome challenges, such as how to share their intellectual expertise with students appropriately.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	18
UGC – Faculty Improvement Programme	0
HRD programmes	
Orientation programmes	14
Faculty exchange programme	6
Staff training conducted by the university	0
Staff training conducted by other institutions	14
Summer / Winter schools, Workshops, etc.	3
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

We promote Research Climate in our institution by coordinating efforts across campus and using Web-based resources, and a wide variety of initiatives that encourage the integration of research and learning. We have designed our curriculum in such a way that the students get encouraged to carry on research work. We organized seminars inviting professionals in the field of Research. Interaction with professionals is highly encouraging for the students and the faculty as well. The students prepared a project on Action Research which is included in our syllabus. Although our professors are busy with research, teaching, and other duties, many of our faculty gain deep satisfaction from serving as research mentors to enthusiastic students. IQAC plays the main role in promoting Research Climate in our institution. Our research journal is an added motive to write research papers.

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	11,80,000/-	11,80,000/-

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 :

2014-2016 & 2016-2018

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	2	UGC	11,80,000/-	11,80,000/-
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (other than compulsory by the University)				
Any other(Specify)				
Total	2		11,80,000/-	11,80,000/-

3.7 No. of books published i) With ISSN 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

5680/-

3.11 No. of conferences

organized by the

Institution

Level	International	National	State	University	College
Number	0	1	1		9
Sponsoring agencies					

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

8

3.13 No. of collaborations

2

International

0

National

1

Any other

1

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs : 2,00,000

From Funding agency

UGC

From Management of University/College

0

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 :

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

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="8"/>	College forum	<input type="text" value="4"/>
NCC	<input type="text"/>	NSS	<input type="text"/>
		Any other	<input type="text"/>

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

1. National Conference : Workshop on writing of Research Paper
Conference on Teachers: Engineers of Human Development
2. Faculty & Students Seminar : 1. Relevance of Mahatma Gandhi in Education at Present
2. Khushaal Bachpan Abhiyaan
3. Empowering Women by Sensitizing them Against Sexual & Domestic Harassment and POCSO
3. 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

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)	4,95,955/-	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: 2017-2018

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	12328	22,43,039	249	102251	12,577	2345290
Reference Books	1355	10,09,159	22	6476	1377	10,15635
e-Books	31,35,000				31,35,000	
Journals	27	3,26,357	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	48	6,11,337	92	2392	140	6,13,729
Others (specify) (UGC Coaching)	212	1,19,706/-			212	1,19,706/-
Competitive Exam	20	7830	02	500	22	8330

4.4 Technology upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart- ments	Others
Existing	59	1	59					
Added	3	0	3					
Total	62	1	62					

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

Two periods in a week in computer laboratory is given to students. Students are guided by professionals and technology related seminars are conducted periodically for teachers and students. Advanced technology is used for library books transaction. Also smart class training is given to students bi-annually. Students use Wifi and internet connections free of cost.

4.6 Amount spent on maintenance in lakhs :

i) ICT	
ii) Campus Infrastructure and facilities	2,66,505/-
iii) Equipments	43,188/-
iv) Others	
Total :	3,09,693/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

For Student support Services, we have different committees like placement, sexual harassment student welfare, anti ragging & guidance & counselling. In all these matters IQAC along with other staff members take necessary steps and precautionary actions. This year, on the occasion of International Women's Day, a Seminar was organized by AIWC on the Theme: "Empowering Women by Sensitizing them Against Sexual & Domestic Harassment and POCSO" Role Plays and Tableau were held to enlighten the students on the need for giving women their equitable place in society. On 17th March, 2018 there was a campus placement for B.Ed. & M.Ed. 2016-2018 session, organized by our college where 26 schools from all over India came to recruit our students. About 72% of our students were placed in different schools. There is provision for regular interaction with our Alumni with regard to job opportunities.

5.2 Efforts made by the institution for tracking the progression

The teachers take student information in the beginning of the session for daily tracking and to understand what the students are working on. As the students are divided into group/houses they are given different tasks to work on. Whichever group completes first are congratulated and notification is displayed in the group. With the competitive spirit they all work in groups and try their best to be up to the mark. We have weekly mentoring which is very much useful for tracking progression. Tracking student progress played a key role in being an effective teacher and it helped to stay advanced and to increase effectiveness. By setting up this the teachers determine what the students are getting from their teaching method and how to improve the same and to be time efficient, relatable to students, to be updated regularly and to be connected to their big goal.

5.3 (a) Total Number of students

UG	PG	Others
200	44	

(b) No. of students outside the state

32

(c) No. of international students

NIL

Men	No	%
	27	

Women	No	%
	99	79

Last Year (2016-17)						This Year (2017-18)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
72	7	12	35	0	126	76	11	13	20	0	120

Demand ratio 1:3

Dropout % 1

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

Special coaching classes are held for NET/STET

No. of students beneficiaries

62

5.5 No. of students qualified in these examinations

NET	11	SET/SLET	0	GATE	0	CAT	0
IAS/IPS etc	0	State PSC	0	UPSC	4	Others	46

5.6 Details of student counselling and career guidance

Guidance & counselling is a subject included in the syllabus. Special seminars are conducted on career guidance. Personal counselling is conducted when need arises.

No. of students benefitted

12

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
26	103	72	0

5.8 Details of gender sensitization programmes

On the occasion of International Women's Day, a Seminar was organized by AIWC on the Theme: "Empowering Women by Sensitizing them Against Sexual & Domestic Harassment and POCSO" Role Plays and Tableau were held to enlighten the students on the need for giving women their equitable place in society.

5.9 Students Activities

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

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 ☐

College Annual Sports was held on 18.02.2018 and all the trainees took active part in them. Winners were awarded with certificates and trophies.

From 21st to 23rd February, 2018 there was an **Inter College Sports competition** organized by Tapindu Institute of Higher Studies, Patna. 24 of our students have participated in different events and won 1st, 2nd and 3rd prizes. Our students were awarded the 1st, 2nd & 3rd Overall Champions.

Achievements in Co-Curricular Activities

one of our B.Ed. 2016-2018 session student received the National level (7th position) award and certificate for the all India Essay Competition conducted by Sri Ram Mission & United Nations Information Centre for India & Bhutan (UNIC)

On the occasion of Hindi Diwas on 14th September, 2017 a Hindi Extempore competition on the topic : "वर्तमान समय में हिन्दी की दशा एवं दिशा" was organized at our college for the B.Ed. 2017-2019 session and the winners, First : Priyanka Kumari Second: Shilpa Gupta Third: Rakhi Kumari, were awarded certificate.

An Essay competition was organized on 1/11/2017 in our college (English / Hindi) for the B.Ed. session : 2017-19 on the topic "Education ought to be a kind of insurance against unemployment" "शिक्षा बेरोजगारी के विरुद्ध एक तरह का बीमा होनी चाहिए"

Winners: (English) First: Darakhshan, Second : Vithika Salomi, Third: Nidhi Singh
(Hindi) First: Arti Kumari, Second : Roushan Kumar, Third: Neelkusum Sharan

B.Ed.(2015-2017)

1. Nikita Kevin Natal received the University topper Gold Medal and certificate from the Governor of Bihar on the occasion of Convocation conducted by Aryabhatta Knowledge University, Patna.

M.Ed. (2016-18)

1. Ankita Kumari received the University topper Gold Medal and certificate from the Governor of Bihar on the occasion of Convocation conducted by Aryabhatta Knowledge University, Patna .

Winners of Painting Competition : 8/3/2018 (College level)

First : Priya Kumari (M.Ed. 2017-2019), Second: Kumari Sunaina (B.Ed. 2016-2018)
Third : Elizabeth Ann Smith (B.Ed. 2017- 2019)

Consolation Prize

Indrani Mehta (B.Ed. 2016-2018), Vinay Kumar (M.Ed. (2017-2019),
Ankita Kumari (M.Ed. 2016 - 2018)

Academic Excellence Award :

Deepa Kumari B.Ed. & Ankita Kumari M.Ed. 2016-18 were awarded with the academic excellence award.

Perfect Attendance Award:

Anjali Kumari from M.Ed., Neeta Kumari from B.Ed, 2016-18 and Rakhi Kumari from B.Ed. 2017-19 were given the Perfect attendance award.

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	24	6,16,000.00
Financial support from government	0	0
Financial support from other sources		
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

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

Our curriculum development plan support high levels of academic achievement for all students. Working together, St. Xavier's College of Education mount on the quest to ensure that high quality teaching facilitated high quality learning, with a clear focus on improving student outcomes. To improve the quality of teaching, we prioritised the need to continue to improve students' attendance and their ability to access the curriculum. We include the modules like philosophical framework, planned cycle of curriculum review for all subjects, the timing, scope and procedures for curriculum review and communication plan for the process of curriculum design and delivery. High quality teaching is an exceptional strength of our institution and makes an extremely important contribution to the outstanding standards achieved by our students.

6.3.2 Teaching and Learning

In the beginning of the session the trainees are given a seminar on Microteaching which includes Specific Objectives, Set Induction, Bloom's Taxonomy, Questioning Technique, stimulus variation, reinforcement, Audio Visual Aids & Using of Black Board. Through microteaching the complexities of normal classroom teaching are simplified by practicing teaching skills one at a time. The complexity is further reduced by having a small number of pupils, short duration of time, and the content reduced to a single, simple concept. It is considered as a miniaturized classroom teaching. 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. During practice teaching they taught 60 lessons with related teaching aids. Also they write a report of the practice teaching and other activities they have undergone during this period

6.3.3 Examination and Evaluation

Our students are continually evaluated in the form of content tests in method subjects and theory subjects. During the two years training they appear in three 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 like participation in tutorials, debates, quizzes, presentations, case-studies, projects, practical test etc. 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. 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.

6.3.4 Research and Development

Our curriculum design support and encourage the students to carry on research work. We organized seminars inviting professionals in the field of Research. Interaction with professionals is highly encouraging for the students and the faculty as well. The students prepared a project on Action Research which is included in our syllabus. Although our professors are busy with research, teaching, and other duties, many of our faculty gain deep satisfaction from serving as research mentors to passionate students.

6.3.5 Library, ICT and physical infrastructure / instrumentation

14058 books are in the Library . Research materials, ProQuest CD's, encyclopaedias, Dissertation Abstracts International and other educational materials in soft and hard forms are available in the library. 248 new books were added this year. More than 60 computers with internet & WiFi connectivity are placed 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. We also have a Physical fitness laboratory and facilities for indoor games which the students regularly use.

6.3.6 Human Resource Management :

A national workshop on **writing of Research Paper** on 22nd January, 2018 and a conference on **Teachers: Engineers of Human Development** was organized by IQAC in Association with AIAER on 23rd January, 2018. Dr. S.B. Mohanty, President of AIAER was the Resource Person 130 participants including our staff and M.Ed. students had participated in the same. On the occasion of International Women's Day, a Seminar was organized by AIWC on the Theme: "Empowering Women by Sensitizing them Against Sexual & Domestic Harassment and POCSO" Role Plays and Tableau were held to enlighten the students on the need for giving women their equitable place in society. Seminar on Relevance of Mahatma Gandhi in Education at Present was held on 5/08/2017 by Registrar, Aryabhatta Knowledge University. A seminar on Khushaal Bachpan Abhiyaan by Acharya Sachidananda Bharathi, Founder & Acharya Guru of Tyagarchana Shanti Mission was held on 11/08/2017

6.3.7 Faculty and Staff recruitment

The selection Committee and Governing Body of the institution select and appoint staff when need arises. Staff are recruited through advertisement in prominent news papers followed by a demonstration class-cum-interview.

6.3.8 Industry Interaction / Collaboration

The College is the study centre of IGNOU for B.Ed. course at present and IGNOU has requested us to be a study centre for M.A. in Education from next year (2019). 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 services 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 50% 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. 3,00,000/- given as interest free loan by the college for different non-teaching staff.
Students	24 financially weak students availed a total of Rs. 6,16,000/- as scholarship from the college. SC/ST students had applied for Govt. Scholarship and still awaited.

6.5 Total corpus fund generated

50,89,.646/-

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	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
For PG Programmes	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>

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 in Theory and 50% marks in practical examinations 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 externally evaluated at 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?

All formalities related to Inspection for Autonomy has been completed . We expect an inspection for the same very soon and we expect UGC to confer autonomous status to us soon

6.11 Activities and support from the Alumni Association

This year with the initiative of Alumni Association we have conducted a 2 month NET coaching class for our M.Ed. students. The association also organized special lectures/workshops in association with the Training, Counselling and Placement Cell. Alumni Association conducts inter school painting competition and raises fund to help the poor and needy students of the neighbourhood. This year we had organized an ex-tempore programme for schools in Patna and the winners were awarded prizes and certificates.

6.12 Activities and support from the Parent – Teacher Association :

There is no Parent - Teacher Association

6.13 Development programmes for support staff

This year the support staff attended the seminar on Human Rights, HIV/AIDS & Gender sensitization.

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

Our college campus is eco-friendly with variety of trees and plants. We have included gardening as part of our curriculum and students are taught to protect trees and our Mother Earth. Environment Education classes are also included in our curriculum. Students are instructed to use Eco friendly materials for their daily use. A two day seminar on Environment Education for Sustainability is conducted every year at Taru Mitra Ashram, Patna an NGO for Bio-reserve.

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

The following academic programmes were conducted :

The admission process started in April by advertising in prominent newspapers and displaying the same on the college notice board as well as college website . The session 2017-19 of B.Ed. session commenced on 3rd July 2017 with an Orientation Seminar and M.Ed. classes commenced on October 5th, 2017

Seminars & Workshops organized:

A Guest Lecture on Teaching Learning by Prof. K.K. Gupta, Rtd. Principal & Regional Academic Head, Atomic Energy Education Society Mumbai was held on Microteaching seminar for B.Ed. 2017-2019 session. A Staff Development Programme by Fr. Norbert Menezes, S.J. was held on 22/07/2017. Seminar on Relevance of Mahatma Gandhi in Education at Present was held on 5/08/2017 by Registrar, Aryabhatta Knowledge University. A seminar on Khushaal Bachpan Abhiyaan by Acharya Sachidananda Bharathi, Founder & Acharya Guru of Tyagarchana Shanti Mission was held on 11/08/2017. The 4 months Internship for B.Ed. 2016-2018 was held from 17/08/2017 to 16/12/2017. IPP seminar was held on 22 & 25 September 2017. A one-day workshop for students of B.Ed. 2017-19 was held on 23/09/2017 at Navjyoti Niketan, Patna on Building Leadership for a New India". A seminar on ProQuest based on Dissertation was held for M.Ed. 2016-18, 2017-19 & Ph.D. Scholars (2015) was held on 18/10/2017. 4 of our students participated in the International seminar on "Technology for Excellence in Education" was organized by our M.Ed. students on **8th May, 2018**. The **Chief Guest** for the seminar was Prof. Preeti Sinha (Ex-Professor, SXCE) and the Key note address was given by Pratibha Kumari, M.Ed. student of the same batch.

A National workshop on **writing of Research Paper** on 22nd January, 2018 and a conference on **Teachers: Engineers of Human Development** was organized by IQAC in Association with AIAER on 23rd January, 2018. Dr. S.B. Mohanty, President of AIAER was the Resource Person 130 participants including our staff and M.Ed. students had participated in the same. On the occasion of International Women's Day, a Seminar was organized by AIWC on the Theme: "Empowering Women by Sensitizing them Against Sexual & Domestic Harassment and POCSO" Role Plays and Tableau were held to enlighten the students on the need for giving women their equitable place in society.

Cultural Activities:

Fresher's Day for B.Ed. session 2017-2019 was held on 28/07/2017. Teachers' Day on 05/09/2017, College Day on 2/12/2017 and Christmas Gathering on 22/12/2017

Educational Tour:

An Educational Tour was arranged for M.Ed. 2016-18, 2017-19 and B.Ed. 2017-2019 to Pawapuri, Rajgir, & Nalanda on 09/02/2018.

Performance in sports activities

Games and Sports activities were held on 18.02.2018 and all the trainees took active part in them. Winners were awarded with certificates and trophies.

From 21st to 23rd February, 2018 there was an **Inter College Sports competition** organized by Tapindu Institute of Higher Studies. 24 of our students have participated in different events and won 1st, 2nd and 3rd prizes. Our students were awarded the 1st, 2nd & 3rd Overall Champions.

Research Articles & Publications by faculty:

Our College regularly publishes the "Journal of Research in Education" a bi-annual with ISSN No. 2347-5676 every year. All our faculty members contribute with a Research Articles in the journal. Other than this, a number of research papers were published in National & International journals by our faculty during the year.

Extension Activities:

Most of our faculty members are linked with extension programmes with other Institutions and universities like external examiners, inspection team, selection committee & resource persons.

Placement services provided to students:

On 17th March, 2018 a campus placement for B.Ed. & M.Ed. 2016-2018 session, organized by our college where 26 schools from all over India came to recruit our students. 72 students were placed in different schools.

Examination & Results:

The fourth semester University Exam. M.Ed. 2015-17 session was held from 18.07.2017. The results were announced on 12/10/2017 and out of 29 students appeared 22 passed with Distinction & 7 with First Division. The second semester University Exam. 2016-2018 session was held from 18.07.2017. The results were announced on 30/11/2017 and out of 25 appeared 18 passed with Distinction and 7 with First Division. B.Ed. 2015-2017 Second year University Exam was held from 12/12/2017 and the results were announced on 25.2.2018 out of 99 appeared 78 distinctions, 21 first Divisions. B.Ed. 2016-2018 First year University Exam was held from 10/10/2017 and the results were announced on 08.01.2018; out of 100 appeared 51 distinctions, 47 first Divisions & 2 failures.

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

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

(Annexure 4)

- After attending the seminar on microteaching, students practice different teaching skills and a 5 minutes microteaching of the students are video recorded and played back to them for any rectification for the future practice teaching. This is to make the students confident in their Practice teaching as well as for their future career.
- A special class on Craft work & Gardening is conducted every week to make students aware of how to make useful things out of waste and through gardening the environment made pollution free and eco-friendly.

7.4 Contribution to environmental awareness / protection

This year we had conducted a one day awareness programme on "Environment Education and Swachh Bharat " on the occasion of Gandhi Jayanti. All our trainees (B.Ed. & M.Ed.) attended the same and took a vow to protect our environment from pollution. Planting trees and caring for the existing plants and trees are encouraged and our students are truly interested in doing so .

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:

- schools are well co-operating with us for Practice Teaching/Internship
- more schools are approaching for accommodating our students for internship in their schools
- other B.Ed. institutions are interested in adapting the teaching method of our college
- More than 27 students are helped with college scholarship
- Eco-friendly and well maintained surrounding
- Excellent University Exam. results
- College is a centre for Ph.D. Course work
- Many students are placed through placement cell
- Completed 30 years of dedicated service in Nation Building
- Many students are profited by NET/STET coaching classes at our college

Weakness:

- student intake not enhanced in M.Ed. course
- not getting quality students both in B.Ed. & M.Ed.
- does not have own vehicle for transportation

Opportunities:

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

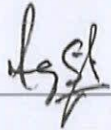
Threats:

- salary paid is too high in proportion to the income
- To get resource persons for National/International seminars
- Financial constraint for development
- To get financial aid from UGC
- To get the university examinations/results on time
- To get work done from the government sector

8. Plans of institution for next year

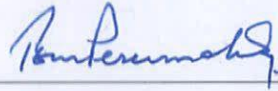
- Expanding the existing building with more classrooms and other infrastructure facilities.
- Solar panels to be fixed for uninterrupted power supply and save electricity
- More smart classrooms to be added

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



Signature of the Coordinator, IQAC

Name: Prof.(Dr.) Thomas Varghese, 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 TAKEN PLACE DURING : (2017-2018)

April 2017

30 Sun : Advertisement in the newspaper for admission 2017-19

May 2017

1-30 : B.Ed. Application forms given out (2017-19)

2 Tue : IQAC meeting on admission and Academic programmes for 2017-19

June 2017

13 T : Interview for Teachers :selection of History teacher (11.00 A.M.)

15 Th : Entrance Test B.Ed. 2017-2019

16-18 : Interview & G.D

22 Th : List of selected candidates

29-30 : B.Ed. Admissions

July 2017

1 Sat : Committee meeting: Library, Planning & Evaluation, Course coordination

3-4 Mon-Tue : Orientation B.Ed. 2017-2019

5 Wed : Committee meeting: Internship/Practice Teaching, Research & Seminars

5 Wed : Regular class begins for all (B.Ed. & M.Ed.)

11 Tue : Committee meeting: Anti ragging, Women's cell & Students Welfare & Extra Curricular Activities

12 Wed : Guest Lecture by Prof K.K. Gupta, Rtd. Principal & Regional Academic Head, Atomic Energy Education Society, Mumbai

17-19 : Seminar on Microteaching (B.Ed. 2017-19)

18 T : M.Ed. Univ.Exam.4th & 2nd Semester begins (2015-17& 2016-18)

20 Th : Microteaching advanced (B.Ed. 2016-2018)

22 Sat : Staff Development programme by Fr. Norbert Menezes, S.J.
Fresher's Day practice for students

24 Mon : Video Recording of 5 minutes teaching (B.Ed. 2016-18)

28 Fri : Fresher's Day (B.Ed. 2017-2019)

29 Sat : Talk on St. Ignatius of Loyola by Fr. Premlal, S.J.

31 Mon : Feast of St. Ignatius of Loyola (H)

August 2017

1 Tue : Content test 1 (2017-2019)

5 Sat : Seminar on "Relevance of Mahatma Gandhi in Education at Present" by Registrar, AKU on the occasion of Centenary of Champaran Satyagraha

7 Mon : Raksha Bandhan (H)

11 Fri : Seminar on Khushaal Bachpan Abhiyaan by Acharya Sachidananda Bharathi, Founder & Acharya-guru of Tyagarchana Shanti Mission

14 Mon : Janmashtami (H)

15 T : Independence Day : Flag Hoisting

17 Th : Practice Teaching begins for B.Ed. :2016-18 till 16 December 2017 (Internship B.Ed. 2017-19 & M.Ed 2016-2018.: 17 Aug to 10 Sept, 2017)

20 Sun : Fr. Jacob M.A. Passed away at Marian Hospital, Pala, Kerala

22 Wed : Advertisement for M.Ed. Admission 2017-2019

23 W : Homage to Fr. Jacob M.A. (Ex-Faculty, SXCE) at Navjyoti Niketan, Patna

23-31 : M.Ed. Application forms given out

31 Thu : Evaluation on Internship B.Ed. 2017-2019



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September 2017

- 2 Sat : Id-Ul-Zuha (H)
 4-10 : Dr. Vikramjit Singh was sent to Gaya(School of Education, Central University of South Bihar) for a National Level Training on Pedagogical Techniques for Teacher Educators of Bachelor of Education Colleges
 5 Tue : Teachers' Day
 11 Mon : Classes resume after Internship for M.Ed. 2016-18 & B.Ed. 2017-19
 13 Wed : Last date for M.Ed. application
 15 Fri : M.Ed. Entrance Test
 19 T : M.Ed. Interview
 19 T : Ph.D.(2014) presentation of Annual Report
 22-23 : Seminar on IPP , by Frs. Tom P, Armstrong, Christie, Victor & Dr. Madhu Singh
 22 F : List of selected candidates published (M.Ed.)
 23 S : One-day workshop on "Building Leadership for a New India" at Navjyoti Niketan, Kurji, Patna for B.Ed. 2017-19
 25-26 T : Presentation of Dissertation Report (M.Ed. 2016-2018)
 27 W : Admission (M.Ed.)
 27 Wed : Puja Holidays begin

October 2017

- 3 Tue : Prac.Teaching discontinue for Preparation of Univ. Exam. (B.Ed.2016-2018)
 3 Tue : Classes resume after Puja Holidays
 5 Th : Orientation M.Ed. 2017-2019
 10 - 18 Tue : B.Ed. 2016-18 I Year Univ. Exam. begins
 16 Mon : AKU MBBS exam ends
 18 W : Seminar on ProQuest M.Ed. 2016-18, 2017-19 & Ph.D. - 2015
 19-27 : Diwali & Chhath Holidays
 28 Sat : Classes resume after Holidays(Diwali & Chhat)
 30-31 : B.Ed. EPC1,EPC 2 & EPC 3 External/Sessional Exam. (Univ.)

November 2017

- 2 Tue : Practice teaching continue after Univ. Exam. (B.Ed. 2016-2018) (after 1 month break from practice teaching)
 5 Sun : 4 of our students have participated in the International Seminar on "World without Violence" at A.N. Sinha Institute of Social Studies, Patna
 8 : Seminar on personality development by Ashish kumar Singh
 20 Mon : Staff meeting to discuss Syllabus completion & College Day
 27-29 : Heartfulness & meditation by Heartfulness institute
 30 Th : Staff meeting on College Day

December 2017

- 2 Sat : College Day celebration, CG: Controller of Exams, AKU
 7,9,11,13,15,16,18 : I Sem Internal Exam : B.Ed. 2017-19
 9,11,13,15,16,18 : III Sem Internal Exam : M.Ed. 2016-18
 12,14,16,18,20 : II Year University Exam. B.Ed. 2015-2017
 18 Mon : **Classes resume after Practice Teaching for B.Ed. : 2016-18**
 22 Fri : Christmas Gathering (01.00 P.M.)
 22,23 : Practical Exam. B.Ed. 2015-17 (External) EPC 4, Viva & Prac Teaching
 25- 31 : Christmas Holidays for teachers & Students
 25 - 29 : Christmas Holidays for Office Staff & Librarian
 25-28 : Christmas Holidays for Class IV



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January 2018


- 1 Mon : New Year Day (H)
 2 Tue : Holiday for teachers & students
 3 Wed : Classes resume for B.Ed. & M.Ed.
 4 Thu : IQAC meeting to discuss the AIAER workshop and Environment Education Seminar and Academic session 2018-2020
 8 Mon : **B.Ed. (2016-18) 1st year AKU result announced**
 8,10,12,16,18,20,24 : MBBS Exam of AKU
 20,24, 27, 1 : M.Ed. (2017-19) I sem. Internal Exam.
 15 Mon : Makar Shankranti (H)
 18 Thu : Committee meeting: Academic Planning Sports & Games, College Annual, Excursion, Placement
 21 Sun : Human Chain formation on the road in front of the college against Eradication of child marriage and Dowry system
 22-23 : AIAER workshop on **writing of Research Paper** on 22nd January, 2018 and a conference on **Teachers: Engineers of Human Development**
 29-30 : Seminar on Environment Education for Sustainability for B.Ed. & M.Ed. 2017-2019 only

February 2018

- 1 Th : Committee meeting: Career Guidance & Counselling, Placement cell & Award committee
 6 Tue : Staff meeting on Annual Sports & Excursion, M.Ed. Internship
 9 Fri : Annual Excursion to Rajgir, Pawapuri, Nalanda
 12Feb-07 March: M.Ed. Internship at our college begins (2017-19)
 14 Wed : Mahashivratri
 17,19,21,23,26 : M.Ed. (2016-18) 3rd Sem. Univ Exam.
 18 Sun : 28th Annual Sports : CG : Sanjay Srivastava, Director, NIFT
 20-22 : Inter college sports at Tapindu Institute of Higher Education, Shakunamore
 20-23 : Each one Teach one
 21 Wed : Committee meeting: Staff welfare, Appeals & Grievance , Women's cell
 23 Fri : Community Service to Asha Deep (B.Ed. 2016-2018)
 27 Tue : M.Ed. Regular class (2016-2018)
 27 Tue : Staff meeting on International women's Day, CTET & NET classes & M.Ed. Internship
 27 Tue : Award Ceremony of Toppers Sana Fatima M.Ed. 2015-17 & Nikita Kevin Natal B.Ed. 2015-17 by ProQuest
 28 Wed : M.Ed. 3rd sem. External exam. (EPC 3) 2016-2018

March 2018

- 1-4 : Holi holidays
 6 Tue : Committee meeting : Admission, Finance & Purchase
 5,8 Mon, Thu : 3rd Professional MBBS Part I Theory Examination, 2017 of AKU Contd..
 8 Thu : International Women's Day Celebration by AIWC
 Theme: "Empowering Women by Sensitizing them Against Sexual & Domestic Harassment and POCSO"
 10 Sat : CTET & NET classes (01.00-03.00 P.M. on Saturdays)
 12 Mon : Lesson plan file & Observation book submission
 12 Mon : Introduction on Placement & Interview (by SKS) 3.00 - 4.00 pm.
 13 Tue : **Internship of M.Ed. (2016-18 & 2017-19) Patna University at our college**
 14 Wed : Meditation on Heartfulness (09.45 - 10.45) by Heartfulness institute
 16 Friday : RBI talk (01.00 pm. to 3.00 p.m.)
 CTET, NET classes (3.00 - 4.30 pm.) Last day for EoTo
 17 Sat : Campus placement (10.00 - 3.00 pm.)
 21 Wed : Each one Teach one and Evaluation copy submission



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- 26 Mon : Seminar on Smart class (1.00PM. B.Ed. 2017-2019)
27 Tue : Seminar on Smart class (1.00 PM. B.Ed. 2016-2018)
30-31 : Easter Holidays

April 2018

- 2 Mon : Holiday (Easter Monday)
3 Tue : **Last Internship of M.Ed. (2016-18 & 2017-19) Patna University at our college**
3 Tue : Signed Psychology Practicals submission to the office
5 Thu : Talk about Placement & registration to it
9 Mon : Signed Internship records (School diary & Activities etc.) submission
12 Thu : Signed Cultural file submission
17,19,21,25 : M.Ed. (2017-19) I Semester Univ. Exam.
21 Sat : Blood Donation
27 Fri : External Practical Examination – EPC 1 (M.Ed. 2017-2019)
26,28,30 : B.Ed. (2017-2019) II sem Internal exam.
26,28,30 : B.Ed. (2016-2018) III sem Internal exam.
30 Mon : M.Ed. (2016-2018) IVsem Internal exam.

May 2018

- 1 Tue : Regular classes continue for M.Ed. 2017-19
2,4,5,7 : B.Ed. (2017-2019) II sem Internal exam.
2,4 : B.Ed. (2016-2018) Year end Internal exam.
2,4 : M.Ed. (2016-2018) IV sem Internal exam.
8 Tue : AKU Inspection for Autonomy Status ((Inspectors reached at 7.15 P.M.)
8 Tue : **Seminar organized by M.Ed. 2016-2018 students**
9 Wed : Paper Viewing
10 Thu : Clearance form submission & Record books collection (B.Ed. 2016-18)
11 Fri : Results (Internal Examinations)
12 Sat : Valedictory function of B.Ed. & M.Ed. 2016-2018
Deepa Kumari B.Ed. & Ankita Kumari M.Ed. 2016-18 were awarded the academic excellence award. Anjali Kumari from M.Ed. & Neeta Kumari from B.Ed, 2016-18 and Rakhi Kumari from B.Ed. 2017-19 were given the Perfect attendance award. All the students of B.Ed. & M.Ed. 2016-18 were felicitated with mementos and certificated during function
14 – 19 : Regular classes for M.Ed. 2017-19



Prof.(Dr.) Thomas Varghese
PRINCIPAL

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ST. XAVIER'S COLLEGE OF EDUCATION

Students' overall Evaluation of the programme and Teaching

Course : B.Ed. - 2017-2019

(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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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

B. Kumar

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

Students' overall Evaluation of the programme and Teaching

Course : B.Ed. - 2017-2019

Question Number	Prof.(Dr.) Thomas Varghese	Fr. Victor Osta, SJ	Fr. A. Christu Saverirajan	Dr.(Fr.) Ignatius Topno, S.J.	Dr. Madhu Singh	Mrs. Roseline Jery	Mr. Sushil Kumar Singh	Mr. Deep Kumar	Ms. Vijay Shree	Ms. Nimisha Sriwastava	Dr. Vikramjit Singh	Ms. Sapna Sumari	Ms. Smita Paschal	Dr. Shobha	Ms. Sujata Kumari	Dr. Nivedita Raj
1	b.	b	a	a	b	a	b	b	b		a		b		b	b
2	d	b	d	d	d	b	c	c	d		b		d		d	d
3	b	b	b	b	b	b	b	b	b		b		b		b	c
4	d	b	c	c	c	b	d	b	a		c		b		b	b
5	a	b	b	b	b	b	b	b	b		b		b		c	c
6	a	b	b	d	a	b	b	b	b		b		d		b	d
7	a	a	a	a	a	a	b	a	a		b		a		a	b
8	a	b	a	a	a	a	c	a	a		c		a		a	c
9	b	c	b	b	d	d	a	b	d		a		a		a	c
10	a	a	a	a	b	b	a	a	a		b		a		b	d
11	a	b	b	a	a	a	b	b	a		b		b		b	b
12	a	c	a	a	a	a	a	b	a		a		a		b	c
13	a	a	a	a	a	a	a	d	a		a		a		b	a
14	a	a	a	a	a	a	a	a	a		a		a		a	a
15	d	d	b	b	b	b	b	b	b		b		b		b	b
16	c	a	.	a	a	.	a	a	.		a		a		a	a
17	aa	aa	aa	aa	aa	aa	aa	aa	aa		aa		aa		aa	aa
18	I would suggest if the duration of the course may be reduced and more of practical simulation classes along with content revision classes would be given emphasis on. More experience of classroom teaching. should be provided.															

Date: 4-4-18.

ATTESTED



Principal

St. Xavier's College of Education

(Autonomous)

Digha Ghat, Patna-11

Student Feedback on Teachers : 2017-2019 - 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.(Dr.) Thomas Varghese	Fr. Victor Osta, SJ	Fr. A. Christu Savarirajan, S.J.	Dr.(Fr.) Ignatius Topno, S.J.	Dr. Madhu Singh	Ms. Roseline Jerry	Mr. Sushil Kumar Singh	Mr. Deep Kumar	Ms. Vijay Shree	Dr. Nimisha Srivastava	Dr. Vikramjit Singh	Ms. Sapna Suman	Ms. Smita Paschal	Dr. Shobha	Ms. Sujata Kumari	Dr. Nivedita Raj
विषय वस्तु की जानकारी Knowledge base of the teacher(as perceived by you)		A	A	B	B	A	B	A	A		B		A		A	B
संवाद कौशल, (सुस्पष्टता और समझ) Communication Skills (in terms of articulation and comprehensibility)		D	C	D	D	C	C	B	A		C		B		B	C
शिक्षक की ईमानदारी/प्रतिबद्धता Sincerity / Commitment of the teacher		B	B	B	C	C	C	A	A		C		B		B	C
शिक्षक द्वारा उत्पन्न की गयी रुचि Interest generated by the teacher		D	C	C	D	D	D	B	A		D		C		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		B	C	C	C	C	B	A	A		C		B		B	C
अन्य कोर्स के साथ विषय का संबंध जोड़ना Ability to integrate content with other courses		C	C	C	D	D	B	A	A		D		C		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)		D	D	D	D	D	C	B	A		D		B		B	C
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	C	C	C	C	B	A	A		B		B		C	B
प्रतिपुष्टि के लिए पर्याप्त राय देना Provision of sufficient time for feedback		B	B	B	B	C	C	B	B		C		B		B	C
कुल दर्जा Overall rating		B	C	B	C	C	B	A	A		C		B		B	C

Date: 4/4/18

Any Remarks:

ATTESTED

Sanjiv Kumar

Principal

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

Student Feedback on Teachers : 2017-2019 - 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.(Dr.) Thomas Varghese	Dr. (Fr.) Ignatius Topno, S.J.	Dr. Madhu Singh	Ms. Nimisha Srivastava	Dr. Vikramjit Singh	Ms. Sapna Suman	Dr. Shobha
विषय वस्तु की जानकारी Knowledge base of the teacher(as perceived by you)	A	A	A	A	A	A	B
संवाद कौशल, (सुस्पष्टता और समझ) Communication Skills (in terms of articulation and comprehensibility)	B	A	A	A	A	A	C
शिक्षक की ईमानदारी/प्रतिबद्धता Sincerity / Commitment of the teacher	A	A	A	A	A	A	C
शिक्षक द्वारा उत्पन्न की गयी रुचि Interest generated by the teacher	A	A	A	A	A	A	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	A	A	A	C
अन्य कोर्स के साथ विषय का संबंध जोड़ना Ability to integrate content with other courses	A	A	A	A	A	A	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)	A	A	A	A	A	A	C
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	A	A	A	C
प्रतिपुष्टि के लिए पर्याप्त समय देना Provision of sufficient time for feedback	A	A	A	A	A	A	A
कुल दर्जा Overall rating	A	A	A	A	A	A	C

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St. Xavier's College of Education
(Autonomous)

Date: 4/4/18

Any Remarks: All teachers very competent to teach but I would like to suggest that Shobha ma'am's class I don't understand.

Students' overall Evaluation of the programme and Teaching

Course : M.Ed. - 2017-2019

(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



Principal

St. Xavier's College of Education
(Autonomous)
Digha Chat, 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

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

ST. XAVIER'S COLLEGE OF EDUCATION, PATNA
Students' overall Evaluation of the programme and Teaching
Course : M.Ed. - 2017-2019

Question Number	Prof.(Dr.) Thomas Varghese	Dr.(Fr.) Ignatius Topno, S.J.	Dr. Madhu Singh	Fr. Vikramit Singh	Dr. Nimisha Srivastava	Ms. Sapna Suman	Dr. Shobha
1	A	A	A	B	D	A	C
2	A	B	A	B	C	A	C
3	A	B	A	C	C	A	D
4	A	B	B	C	D	A	D
5	A	A	B	C	D	A	A
6	A	B	B	C	D	A	C
7	A	B	B	D	D	A	D
8	B	A	B	D	D	A	A
9	A	A	A	D	C	A	A
10	A	A	A	D	C	A	C
11	A	B	A	C	A	A	C
12	A	A	B	A	A	A	B
13	A	A	B	A	A	A	B
14	B	B	B	A	C	A	C
15	B	A	A	C	B	A	B
16	B	A	A	B	B	A	B
17	B	B	A	B	B	A	B
18	A	A	A	B	B	A	B

Date: 4/4/2018

ATTESTED



Principal

St. Xavier's College of Education
(Autonomous)

Digha Ghat, Patna-11



राजकीयकृत

श्री चन्द्र उच्च माध्यमिक विद्यालय

कुर्जी, पटना - 10

SRI CHANDRA SENIOR SECONDARY SCHOOL

डॉ० शांति कुमारी सिन्हा
(प्राचार्या)

KURJI, PATNA - 800 0010

पत्रांक : 554

दिनांक : 16-12-2017

सेवा में,

प्रभार

St. Xavier's College of Education, Digha Ghat
Patna.विषय : B.Ed 2016-18 सत्र के छात्र/छात्राओं को
किये गए Active teaching के संबंध में।

महाशय,

उपर्युक्त विषयक सूचित करना है कि आपके संस्थान के 10 छात्र/छात्राओं ने इस विद्यालय में दिनांक 17.8.2017 से 16.12.2017 तक Active teaching का सफलतापूर्वक कार्य संपन्न किया एवं उनकी निम्नलिखित उपलब्धियाँ रही।

1. विद्यालय में प्रतिदिन যেতনা সত্র 9.30 বजे দুর্গাহন
সে 4.00 বজে तक उपस्थित रहे।
2. नियमित छात्र/छात्राओं के बीच पढ़न-पाठन
का कार्य अनुशासन सहित संपन्न कराया।
3. आन्तरिक परीक्षा के वीक्षण कार्य में भाग लिया।
4. प्रत्येक शनिवार को आयोजित सांस्कृतिक कार्य
यथा वाद-विवाद, निबंध, पेंटिंग आदि के आयोजन
में अपना योगदान दिया।
5. विद्यालय में आयोजित विभिन्न जयंतीयों में भी
भाग लिया।

अभ्यर्थियों के उत्तम व्यवहार की
कामना विद्यालय परिवार करता है।

ATTESTED

Principal

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

विश्वासकांत

Principal

Sri Chandra Senior Secondary School
KURJEE, PATNA-10

16/12/17

ST. XAVIR'S COLLEGE OF EDUCATION, PATNA

MICROTEACHING : AN EFFECTIVE TECHNIQUE FOR LEARNING EFFECTIVE TEACHING

STIMULUS VARIATION:

Learning in the classroom depends on the attention of the pupils on the learning task. The teacher has to secure and sustain pupil attention for making his teaching effective. Continued use of the stimulus or activity for longer period includes inattention. Inattention is caused by continued focus of the pupils on the same stimulus for a long time; it restricts his postural mobility and fatigue it also is the cause of monotony and dullness. Because of the short span of pupil attention, it tends to shift from one stimulus to another frequently. They find it difficult to attend to one stimulus for more than a few minutes in some cases a few seconds. (In films visuals and scenes change very quickly – change of dress and locations within seconds.) The problem of inattention is a challenge to the teacher. It is essential for the teacher to secure and sustain pupil attention to what he is discussing in the classroom.

One of the significant ways to secure and sustain pupil attention is to introduce the element of variation in teaching. The skill of stimulus variation involves deliberate change in attention drawing behavior of the teacher is to secure and sustain students' attention to what is being taught. It implies attracting and focusing students' attention by changing stimuli in the environment. The variation in the stimuli generates interest in the students in their learning. Variation can be introduced in several ways. There can be variation of teacher's position in the class room while he is teaching, variation in voice, use of media, in the classroom interaction pattern. The set of teacher behaviours that tend to secure and sustain pupils' attention in teaching learning situations in the classroom constitutes the skill of stimulus variation. **VARIOUS**

COMPONANTS:-

1. MOVEMENT : The teacher who stands in one position delivering the lesson indicates lack of alertness and enthusiasm. It adds to monotony. Pupils get fatigued due to focusing on the teacher in the same position for an unusually long duration. The movement of the teacher helps pupils to change posture which provide physical relaxation to them and contributes to the alertness, enthusiasm and variety in the teaching behavior.

Any type of movement is not conducive to secure pupils attention. For movements to be effective they have to be meaningful. Only carefully planned meaningful movements are likely to secure and maintain pupil attention. The teacher can make meaningful movements in the classroom in a number of situations. He moves

2. GESTURE : Gestures are non verbal cues to express feelings and emotions to emphasize significant ideas or objects, to indicate shape, size, movements of objects etc... Gestures generally consists of hand and head movements, eye movements, facial expressions...

Gestures enhance the effectiveness of verbal communication. Gestures will be effective only when they are properly planned and they have to be appropriate to the nature of the idea being explained.



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3. CHANGE IN VOICE : Teacher's behavior in the classroom is predominantly verbal. So his voice plays a vital role in communication in classroom. The voice has several dimensions pitch, tone, speed. Constant use of the same pitch, tone and speed makes communication dull and drab. It affects adversely pupil attention and interest in classroom transaction.

A skilful teacher varies his voice, sometimes his speed, his pitch or tone. Sudden changes in pitch and tone of teacher voice immediately attract pupil attention.

4. FOCUSING: Sometimes the teacher secures attention directly using behaviours that focus pupil attention on a particular object, word, idea, rule or generalization.

Three dimensions of focusing: Verbal – Verbal statements like " **Look here**", " This is an important aspect" Gestural : when done through gestures emphasizing some point. When the teacher uses both verbal statements and gestures to indicate shapes, express emotions, emphasize size it is known as verbal – cum – gestural focusing.

5. Change in Interaction Pattern: Teaching is an interactive act. In the classroom communication between teacher and pupils goes constantly. This communication is called interaction. Verbal : When the exchange is through talking it is verbal interaction and when it is through gestures it is non verbal interaction. In the classroom there can be three main patterns of interactions: Teacher – pupil or teacher-group interaction, teacher- pupil or pupil –pupil interaction. Teacher should introduce variation in the interaction patterns.

6. Pausing : Stands for introducing silence during talk. Silence has a language of its own and if it is used effectively it helps. A short pause before saying something important is a effective way of attracting pupil attention. A Pause of three- seconds duration is considered appropriate and if it is too long it loses effectiveness.

7. Pupil Physical Participation: Pupils prefer those lessons which give them opportunity for physical participation. Handling apparatus, dramatization, writing on the blackboard.

8. Aural – Visual Switching : A teacher uses either oral or visual medium to impart knowledge. To be effective the teacher should vary his medium, aural to visual, aural to aural-visual, visual to oral Visual medium are chart, picture, graph, map, model, figures.

GUIDELINES : Variation in teaching is desirable but it should not be at the cost of effectiveness. Meaningfulness should be the criteria for using the components in classroom teaching. A teacher should modify his use of variations in stimuli in the light of feedback from his pupils.

Factors which influence students attention : Intensity-, louder sound or brighter light, Contrast – Anything bigger than the things around it, Movement – a moving thing attract attention, Self activity – students engage themselves, Audio-visual aids : use variety of them.

Teacher's Personal behavior – enthusiasm, energetic, stimulating and expressive.

S = SPECIFIC M= MEASURABLE A = ACHIEVABLE R= RELIABLE T = TIME BOUND



Principal

St. Xavier's College of Education

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