

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

Digha Ghat P.O., Patna – 800 011, Bihar, India

+91 0612 2567153, 6201161517 e-mail: sxcepatna@gmail.com www.sxcepatna.edu.in

**NAAC Accredited with 'A' Grade (3<sup>rd</sup> Cycle)**

*Affiliated to Aryabhatta Knowledge University, Patna*



convocation governing placement  
principal iqac research award  
academic pocso grievance  
anti-ragging results finance  
guidance administrative counselling  
examination excursion  
sports student alumni  
curricular library

## DESCRIPTION OF THE ORGANOGRAM

- **Governing Body:** The Governing Body is responsible for the operation of all aspects of the institution including its finance, human resource, educational and research functions and infrastructure arrangements. It can develop the policies on the Academic, financial and administrative initiatives for the future, which guides the institution to serve its stakeholders as per the mission statements of the institution.
- **Principal:** The role of a principal is to provide strategic direction in the college. Principal looks into the standardization of curricula, assess teaching methods, monitor students progress and achievement, encourage parent involvement, revise policies and procedures, administers the budget, hire and evaluate staff and oversee facilities with the help of the senior faculty who are delegated with roles and responsibilities.
- **Academic Council:** The Academic Council is Academic body of the Institute and responsible for the maintenance of standards of education, teaching and training, interdepartmental co-ordination, research, examinations and tests within the institute and shall exercise such other powers and perform such other duties and functions as may be imposed or conferred upon it by the Rules and Bye-Laws. The core objective of academic council is to maintain the standards of education, approval of syllabi, approval of new programme, admission process, teaching-learning and evaluation methodologies, research initiatives and student support facilities.
- **Board of Studies:** The Board of Studies (BoS) is the basic constituent of the academic system of an Institute. Its functions various programmes courses, reviewing and updating the content from time to time, introducing new programmes, courses of study etc.
- **Finance Committee:** The finance committee is protecting and renewing the institution's resources and assisting the board fulfilling its financial responsibilities. The committee ensures that the resources are secured, appropriately allocated and protected and it is also responsible for supervision of the financial resources for academic and student support, administrative and welfare activities. The committee reviews and prepares budget proposal under the direction of the Head of the institution which is forwarded to the Governing body for approval
- **IQAC:** St. Xavier's College of education (Autonomous) aims at continuous quality enhancement in education. The internal Quality Assurance Cell (IQAC) was constituted under the chairmanship of the Head of the Institution on 02/09/2005. For monitoring the quality parameters in the college. Every year, the college submits an Annual Quality Assurance Report to NAAC. The IQAC Coordinator takes the responsibility of developing a system for improvement in the overall performance of institute. She/he is responsible for development and monitoring of quality benchmarks for various academic and administrative activities of the institution.
- **Academic:** The academic is the basic unit within the college organized to carry on all the academic, co-curricular and extra-curricular activities for the overall development of the students. We have different committee to lead, manage and develop the department to ensure it achieves the highest possible standards of excellence in all its activities. Planning all the overall activities of the department, monitoring the progress in academic matters and appraising the same to the head of the institution. The main objective of committee is to

promote and arrange internship programme and extracurricular activities to bring out the talents of students in the performing arts. The members of the committee are involved and are responsible for all intra and intercollegiate cultural events in the college. They plan and schedule cultural events for the academic year. It involves in arranging events for staff and students in coordination with student coordinators.

- **Administrative Department:** the admin department is a group of the college employees responsible for the maintenance of the institution. The admin office is fully computerized. Students and parents have access to the office for their admission, fees payment, student's scholarship, student registration and all other educational needs. The office also offers services to staff members. Administrative Department appoint Admin Officer and Office assistants to provides administrative support to an academic teaching department by providing reception services, scheduling appointments, meetings and travel, filing, researching files records, preparing and proof reading correspondence, reports, organizing files writing copy, typing filing, taking inventory, keeping records and sorting checks etc, and other documents as requested.
- **Examination Committee:** The Examination committee shall conduct the internal and external examinations. They are responsible for preparing invigilation duties chat, seating arrangement, question paper distribution and smooth conduction of the examinations. Main duties of examination committee is to accept examination forms, to issue the hall tickets, record maintenance and administration etc.
- **Controller of Examinations:** The Controller of Examinations of the college is the officer in charge of all examination related affairs of the college. It is also the duty of the Controller of Examinations to arrange for paper setting, moderation and printing of question papers and all other incidental matters connected with the smooth running of examinations. He is also responsible for arranging for evaluation of answer scripts and all other incidental matters connected with the publication of results
- **Result Review Committee:** The fundamental role of the result review is to verify the results of the examinations conducted.
- **Unfair Means Committee:** The Unfair Means Committee is authorized to take disciplinary action against a student for misconduct during examination conducted by college. They can decide quantum of punishment after reviewing nature of malpractices at theory, practical/project report examination.
- **Convocation Committee:** Convocation Committee responsible for planning the annual convocation ceremony, the committee shall counsel with the Chairperson regarding the selection of a speaker and the agenda for the ceremony.
- **POCSO Grievance Committee/Sexual Harassment Committee:** POCSO Act was passed by the Government of India to protect children from offences of sexual harassment, sexual assault and pornography by incorporating child-friendly mechanisms such as recording, reporting of evidence, inquiry, investigation and speedy trial of crimes through special courts. The main objective of committee is to promote awareness about it and any complaints or incidents, related to POCSO, have to be taken care of very sensibly and at once reported to the Head of the institution, so that necessary action can be taken against the person(s) concerned.
- **Anti-ragging Committee:** Anti-Ragging Committee is formed as per Clause 6.3 (c) (d) and (e) the UGC regulations on curbing the menace of Ragging in Higher Education Institution.

In case of any objectionable behavior of senior students which such a student is not willing to do and which has the effect of generating a sense of embarrassment the committee can be contacted as well as head of the institution. Ragging in any form is strictly prohibited and the students involved would be punished according to the legal provision.

- **Appeals & Grievance Redressal Committee:** The Committee desires to promote and maintain a conducive and unprejudiced environment for its stakeholders. It attends to the grievances and complaints registered by anyone with regard to the activities of the Institution, and in particular, those made by students. The cell ensures effective solution to the grievances, using a fair approach. The Cell enables the students to express their grievances by initiating and following the grievance procedure in accordance with the rules and regulations of the college.
- **Student Welfare Committee:** The College has its own student welfare committee. Students are given opportunities to participate regional/state/national conferences such experience broaden their outlook and encourage holistic development as well as the committee is responsible for arranging scholarship for those who are financially weak .
- **Sports & Games Committee:** Our College having a well maintained campus for sports & games. Which we are sharing with our sister school St. Michael's School, Patna. We have a spacious and well equipped sports room, where our teacher training students can play indoor games like Chess, Caroms, table tennis, Ludo etc. The facilities in the campus include Volley Ball, Basket Ball Courts Cricket , Football Hand Ball, Sports event competitions are conducted in the Annual Sports day in an academic year and the winners are awarded and rewarded accordingly
- **Excursion/Picnic Committee:** The committee has main responsibility to arrange Educational Excursion/Picnic programme for Final years students to divulging our trainees to the historical realities and cultural heritage of our country and Bihar in particular
- **Extra-Curricular Committee:** Extra-curricular activities to bring out the talents of students in the performing arts. The members of the committee are involved and are responsible for all intra and intercollegiate cultural events in the college. They plan and schedule cultural events for the academic year. It involves in arranging events for staff and students in coordination with student coordinators.
- **Women's Committee:** Our Institution having more then 60-75 female candidate every year. The motive of the committee is to Provide a safe environment for women to discuss current workplace, community and personal issues, Raise awareness on issues affecting women in your local
- **Library Committee:** The main purpose of library committee is to act as a bridge in between library and its users for the holistic development and to establish a good contact in between library and its academic fraternity. This committee is effectively involved in seeking requisition for the purchase of new books, General Books, Reference books and e-resource access through INFLIBNET N-list consortium, free Wi-Fi connectivity and a separate library for B.Ed., M.Ed. and Ph.D. (Education).
- **Research Committee:** The College has a research advisory to monitor and address matters related to research promotion and ethics. The college aims to support and promote research and research training within and outside the college. The Research committee also helps the teachers in strengthening their own research skill and working towards discovery of new

ideas and concepts, for this purpose the committee organizes methodology workshops, training session and talks and seminars.

- **Departmental Research Committee:** This Committee shall have responsibilities to permit & review presentation of research proposals of Ph.D.(Education) scholars after successful completion of their course work. To review the research proposal and finalize the topic of research. To periodically review the progress of the research work of research Ph.D.(Education) scholars. To take up any other matter that relates to Ph.D.(Education) Programme including Ph.D.(Education) admission, continuous assessment, research facility development or any other issue related to Ph.D.(Education).
- **Placement Committee:** The Committee supervises and manages the whole placement process which include interacting with different schools and institution, arranging necessary infrastructure to conduct the placement drive, conducting and holding the campus placement.
- **Counselling & Career Guidance Cell:** The cell encourages the students to understand themselves and the issues that trouble them and guides them to resolve their problems. In the changing scenario, counseling cell plays a vital role in an educational institution. Education stands for an overall development of students. As per UGC guidelines, college established a Career Guidance Counseling Cell in the campus to students for their psychological well being. The department of Counselling works with a vision to provide students with holistic knowledge on values, self-care interpersonal skills and nurture self-efficacy. The genial environment created at the counseling cell, enables students to freely express and resolve their problems. Career Guidance is an integral part of the student support facility. The committee plans for the pre-placement activities, career counseling and campus recruitment training programme. the following co-operating schools are associated with the college for its Practice Teaching and Internship Programme St. Xavier's High School, Bankipur Higher Secondary Girls School, Notre Dame Academy, Loyola High School St. Michael's High School, Hartmann Girls' High School Sri Chand High School, St. Paul's High School, Bon Bosco Academy, DAV Inter School, Mahant Hanuman Sharan High School, Indra Prasad Singh Kanya Uchch Vidyalaya St. Mary's Academy etc.
- **Staff Welfare Committee:** Welfare committee aim for overall development of staff members by applying different schemes. This committee works for the benefit and welfare of the all staff as well as Annual Leave, Free Wi-Fi-Internet facilities. The main responsibility of committee is to build a healthy working environment and good relation among the staff.
- **Award Committee:** Appreciating the academic excellence of students in different competition of college various prizes in the form of medals and certificate are constituted by the management of the college.
- **College Annual Committee:** The committee draft annual plan of activities for the year and collect the materials from the departments for publication in our Vision Annual Magazine.
- **Alumni Committee:** The College has an Alumni Association, which began in 2003. Since then it has been quite active and has conducted many activities. The aim of the alumni association is to keep the light burning as men and women for others.