

ST. XAVIER'S COLLEGE OF EDUCATION
(AUTONOMOUS)

Aryabhatta Knowledge University, Patna

NAAC Accredited with 'A' Grade (3rd Cycle)



ACADEMIC AND ADMINISTRATIVE AUDIT
(For the Academic Session 2018-2019)

PART - I : PRELIMINARY INFORMATION

A. Date and Time of Visit : 26/11/2019

B. Members of the Visiting Team:

- (i) Dr.(Sr.) Maria Rashmi, A.C., Principal, Patna Women's College, Bailey Road, Patna - 800 001
- (ii) Prof. Gyandeo Mani Tripathi, Dean, Educational Training & Research, Aryabhatta Knowledge University, Mithapur, Patna -800001
- (iii) Prof.(Dr.) Preeti Sinha, Co-ordinator, B.Ed. & Education , Nalanda Open University, Patna-800001

INSTITUTIONAL DATA		
1	Name of the College	St. Xavier's College of Education
2	Year of establishment	1988
3	Address	Digha Ghat, Patna - 800 011, Bihar
4	Phone	0612-2260253, 6201161517

Amber...
26/11/2019

M. Rashmi
26.11.19

...
26.11.19

Preeti Sinha
26/11/19

5	Website	www.sxcepatna.edu.in
6	e-mail	sxcepatna@gmail.com
7	Type of college	Self Financing Christian Minority Institution
8	Status of the college	Autonomous from 2018-2019 to 2027-2028
9	Details of Accreditation/Re-accreditation by NAAC	2004- 1 st Cycle accreditation : B++ 2010- 2 nd Cycle accreditation : A 2016- 3 rd Cycle accreditation : A
10	Course offered	B.Ed., M.Ed., & Ph.D. (Education)
11	Number of Teachers	Permanent : 14 Contractual: 04
12	Special features of the college	<ul style="list-style-type: none">• 31 year old college of education -with more than 70% are women trainees• Personalized training through integral pedagogy and mentoring• Only Autonomous college of Education in Bihar

P. S. Singh
26/11/19

R. K. Singh
26.11.19

Dr. J. K. Singh
26.11.19

Preeti Singh
26/11/19

PART : II PEER TEAM OBSERVATIONS AND REMARKS

(Restricted to not more than five bullet points under each aspects)

Criteria					Observations	Remarks/Suggestions by Academic Advisors
I. Curricular Aspects (Ability to adhere the Sanctioned Strength)					<ul style="list-style-type: none">Admissions Based on merit in CET for both B.Ed. & M.Ed. (Combined Entrance Test)Reservation policy of Bihar government followedPays adequate attention to students from the deprived sections of the society (Subalterns) including women.50% reservation for minority, followed in admission	
1.	Course Offered	Strength				
		I Year	II Year	Total		
i	B.Ed.	98	98	196		
ii	M.Ed.	39	20	59		
iii	Ph.D.	12		12		
2	College Timings				<ul style="list-style-type: none">Classes from 09.45 A.M.. - 05.15 P.M..July to June Academic Calendar strictly followed	
3	Annual Curricular Plan and Update (Role of Board of Studies, Academic Council and Governing Body)				<ul style="list-style-type: none">As per NCTE norms procedures are followedFeedback from staff and students are collectedPeriodical meetings are held by the Board of Studies, Academic Council and Governing Body to discuss and update curricular activities.	
4	Coverage of Syllabus				<ul style="list-style-type: none">All the components mentioned in the NCTE framework are covered both for B.Ed. & M.Ed. syllabus.	

Handwritten signature
26/11/19

Handwritten signature
26/11/19

Handwritten signature
26/11/19

Handwritten signature
26/11/19

	Criteria	Observations	Remarks/Suggestions by Academic Advisors
5	Considerations in the Curriculum (Employability, Research, Social Concern, Eco Consciousness, Gender Sensitization, Women Empowerment and Global Trends)	<ul style="list-style-type: none"> National workshops Each one Teach one Social survey Action Research Case Study Gender Sensitization Women Empowerment Environment Education for Sustainability 	
		<ul style="list-style-type: none"> Social service (Honesty shop, donation box) Steps are taken to prepare student teachers who are morally upright, socially committed, intellectually competent and spiritually inspired in order to become instruments of social transformation. 	
6	Academic Flexibility	<ul style="list-style-type: none"> Three to four electives are included in each course so that students can elect their own choice as per individual's need and aptitude 	
7	Add-on/Certificate Courses	<ul style="list-style-type: none"> Certificate course in Functional English Certificate course in Counselling for Teachers 	
8	Introduction of New Courses	<ul style="list-style-type: none"> Ph.D. in Education 	

Handwritten signature
26/11/19

Handwritten signature
26.11.19

Handwritten signature
26.11.19

Handwritten signature
26/11/19

	Criteria	Observations	Remarks/Suggestions by Academic Advisors
9	Mechanism followed to get feedback on Curricular aspects (Management/Staff/Students/Alumni/Parents/Heads of Schools)	<ul style="list-style-type: none"> Feedback from Principals of Co-operating schools Feedback from students on teachers at the end of each the session and used for improvement Based on the feedback curricular and co-curricular aspect are updated 	
10	Average Attendance (%) *Staff *Students	<ul style="list-style-type: none"> Staff attendance : 97% Students attendance : 92% which is good. 	
II. Teaching and Learning			
1	Quality of the Faculty: (a) How many of the faculty members possess degrees of M.Phil/NET/SET/Doctorate:	<ul style="list-style-type: none"> Ph.D. : 07/18 NET : 9/18 M.Phil : 02/18 Pursuing Ph.D.: 06/18 Well qualified faculty 	
	(b) Number of Research Publications of the faculties of their credit	<ul style="list-style-type: none"> National : Our College Journal: 04 Others : 02 International: 07 	
	(c) Number of Seminar/Workshop/conferences attended by the faculties	<ul style="list-style-type: none"> National : 5 International : 10 	

Handwritten signature
26/11/19

Handwritten signature
26.11.19

Handwritten signature
26.11.19

Handwritten signature
26/11/19

	Criteria	Observations	Remarks/Suggestions by Academic Advisors										
	(d) Total number of Projects	<ul style="list-style-type: none">Completed : 6Applied : 1Ongoing: NIL											
	(e) Preparing the Course Plan with details of number of lectures to be delivered on each unit of the curriculum.	<ul style="list-style-type: none">In the beginning of the session the course plan/course outline is prepared for the impending semester.											
	(f) Imparting instructions on each unit with the help of power point presentations or by methods integrating ICT.	<ul style="list-style-type: none">Power point presentation is used for conducting classes by each facultyUse smart board while teachingA few faculty have prepared e-content modules											
	(g) Providing the list of Essential Books and Articles to be read by students	<ul style="list-style-type: none">Fair											
	(h) Giving Home Assignments	<ul style="list-style-type: none">Good											
	(i) Length of Teaching Experience of the Faculty in the Institute.	<ul style="list-style-type: none">SufficientGood <table><tr><th>Years of Experience</th><th>No. of Faculty</th></tr><tr><td>More than 10 years</td><td>5</td></tr><tr><td>Between 5 and 10 years</td><td>7</td></tr><tr><td>Between 3 and 5</td><td>5</td></tr><tr><td>Below 3 years</td><td>1</td></tr></table>	Years of Experience	No. of Faculty	More than 10 years	5	Between 5 and 10 years	7	Between 3 and 5	5	Below 3 years	1	
Years of Experience	No. of Faculty												
More than 10 years	5												
Between 5 and 10 years	7												
Between 3 and 5	5												
Below 3 years	1												

Handwritten signature
26/11/19

Handwritten signature
26.11.19

Handwritten signature
26.11.19

Handwritten signature
26/11/19

	Criteria	Observations	Remarks/Suggestions by Academic Advisors
1.	Institutional Support for faculty development (a) Existence of Awards like Best Teacher/Best Researcher etc. to motivate and recognize faculty's Contribution. (b) Evidence of Grant of Study Leave with pay for faculty to pursue higher studies or attend FDPs (other than summer/winter vacations) (c) Reimbursement of Registration Fee and TA/DA expenses along with Special Casual Leave for participation in Conferences/Seminars/Workshops (d) Providing of Computing Facility to individual teacher (Desktop/Laptop/Internet) (e) Providing institutional/Seminar for faculty development	<ul style="list-style-type: none"> Should be introduced Institution need to motivate the staff to pursue for higher studies <p>Registration fee and TA are reimbursed for paper presentation/Seminar attendance with duty leave</p> <ul style="list-style-type: none"> Systems have been allotted for staff in the Library/Computer Laboratory with free Wi-Fi/internet connection in the campus more of such faculty development should be organised 	
2.	Student-Teacher Ratio	<ul style="list-style-type: none"> 1:14 Good 	
3	Catering to Diverse needs of Students (Student Learning Environment)	<ul style="list-style-type: none"> Mentoring Scholarships ICT enabled classrooms Free Wi-fi/internet Campus Good 	
4	Teaching Learning Resources (Library,Laboratories and Practicum)	<ul style="list-style-type: none"> Well furnished library and laboratories Good 	

[Signature]
26/11/19

[Signature]
26.11.19

[Signature]
26.11.19

[Signature]
26/11/19

	Criteria	Observations	Remarks/Suggestions by Academic Advisors
5	Instructional Approaches	• Good	
6	Course Outline	Course outline is submitted by the faculty	
7	Use of supplementary teaching tools and application of ICT	• ICT application is used through Edumodo, Google classroom and learning materials uploaded by some faculty members	
8	Student Access to technology	<ul style="list-style-type: none"> • Hands on training to use smart boards • Students are encouraged to prepare power point presentation • use of INFLIBNET N-List • One period a week for use of computer laboratory 	
9	Student Centric Activities	Activities are organized regularly and VISION - the College Magazine is published yearly	

P. S. S.
26/11/19

R. S.
26.11.19

गानेश
26.11.19

P. S. S.
26/11/19

	Criteria	Observations	Remarks/Suggestions by Academic Advisors
10	Student seminars	<ul style="list-style-type: none"> • Ecology/Environment • Human Rights/Child Rights • Women Empowerment • HIV/AIDs 	
11	Remedial Coaching	<ul style="list-style-type: none"> • Occasionally held for weaker students. The fast learner are motivated to help slow learners 	
12	Student Assignment	<ul style="list-style-type: none"> • Compulsory assignment in all subjects 	
13	Students Feedback about teaching learning activities (Analysis done or not)	<ul style="list-style-type: none"> • Feedback of teachers from students taken and analyzed 	
14	Preparation of Prospective Teachers for Practice Teaching	<p>Prospective teachers are prepared for Practice Teaching through Microteaching, Model Teaching, Peer Teaching, Simulation classes Preliminary Teaching, Intensive Teaching Practice, Class observation, Video recording of individual teaching and reviewing for improvement,</p>	

P. S. S.
26/11/19

P. S. S.
26.11.19

मानदेव
26.11.19

P. S. S.
26/11/19

	Criteria	Observations	Remarks/Suggestions by Academic Advisors																														
III. Evaluation and Results																																	
1	Conduct of Internal Examinations	<ul style="list-style-type: none">One Internal per semester is conductedContent test in all method subjects																															
2	Conduct of External Examinations	<ul style="list-style-type: none">One external examination per semester is proficiently organised																															
3	Use of Technology in Assessment and Evaluation	<ul style="list-style-type: none">Online marks sheets are issuedAssessment of student works and feedback generated through Google classroom & Edmodo																															
4	Publication of Result as per the plan	Published within ten days after examinations																															
5	Maintenance of Marks Register	<ul style="list-style-type: none">Well maintained																															
6	Result of Examinations - 2017-2018 & 2018-19	<ul style="list-style-type: none">Very Good <table><tr><th colspan="2">Course</th><th>Appeared</th><th>Pass</th><th>Fail</th><th>%(Pass)</th></tr><tr><td>B.Ed.</td><td>I Year</td><td>99</td><td>98</td><td>1</td><td>98.98</td></tr><tr><td></td><td>II Year</td><td>98</td><td>98</td><td>--</td><td>100</td></tr><tr><td>M.Ed.</td><td>I Year</td><td>18</td><td>18</td><td>--</td><td>100</td></tr><tr><td></td><td>II Year</td><td>20</td><td>20</td><td>--</td><td>100</td></tr></table>	Course		Appeared	Pass	Fail	%(Pass)	B.Ed.	I Year	99	98	1	98.98		II Year	98	98	--	100	M.Ed.	I Year	18	18	--	100		II Year	20	20	--	100	
Course		Appeared	Pass	Fail	%(Pass)																												
B.Ed.	I Year	99	98	1	98.98																												
	II Year	98	98	--	100																												
M.Ed.	I Year	18	18	--	100																												
	II Year	20	20	--	100																												

[Signature]
26/11/19

[Signature]
26.11.19

[Signature]
26.11.19

[Signature]
26/11/19

	Criteria	Observations	Remarks/Suggestions by Academic Advisors
IV. Research Consultancy and Extension			
1	Does the institution have recognized Research Centre?	<ul style="list-style-type: none"> • Yes • Research centre functioning efficiently 	
2	Number of Research Degrees awarded	<ul style="list-style-type: none"> • NIL 	
3	Number of Research oriented publications by the Research Centre	<ul style="list-style-type: none"> • Journal of Research in Education (Biannual Journal) of the college • Action Research by B.Ed. II year students • Dissertation of M.Ed. students 	
4	Institutional motivation for faculties for research	<ul style="list-style-type: none"> • Management encourages all the faculty to take up research projects • Faculty are asked to write and publish at least 2 Research papers every year • Staff members who have not completed their Ph.D. are encouraged to do the same. 	
5	Number of Extension activities done during these two years (Community service/Outreach Programme)	<ul style="list-style-type: none"> • 11 (Each one Teach one, tree plantation, Swach Bharat Abhiyan, Women Empowerment) 	

[Signature]
26/11/19

[Signature]
26.11.19

[Signature]
26.11.19

[Signature]
26/11/19

	Criteria	Observations	Remarks/Suggestions by Academic Advisors
6	Does the institution provide consultancy service (a) If yes paid or free (b) Level of consultancy/Collaboration 1. Local 2. State 3. National 4. International	<ul style="list-style-type: none"> • Yes, paid and 40:60 share for college and resource person • Consultancy is provided in the form of Resource Person, Committee members, Inspection team etc. • Local, State & National 	
7	Institutional/in house Research	Institutional Research is carried out in the form of faculty research paper, action research and dissertations etc.	
8	Facilities available to enhance Research	<ul style="list-style-type: none"> • Spacious library for research and network is available • Excellent infra-structure facilities available 	
9.	Number of Research Projects completed	<ul style="list-style-type: none"> • 6 - UGC sponsored MRPs 	
10	Number of Publication by the faculty	<ul style="list-style-type: none"> • 10 • More such papers could be published in national, international journals 	
V. Student support and progression			
1	Learning climate (Lecture Halls/Class Rooms)	Sufficient Air Conditioned lecture halls and classrooms available with Ceiling mounted LCD projector	

Handwritten signature
26/11/19

Handwritten signature
26.11.19

Handwritten signature
26.11.19

Handwritten signature
26/11/19

	Criteria	Observations	Remarks/Suggestions by Academic Advisors
2	Status of Library	<ul style="list-style-type: none"> • Number of Titles : 6317 • Total volumes of Books : 14346 • Number of Journals (Indian & International): 24 • Number of Back Volumes : 281 • Dissertation Abstract International : 26 • Book Bank Facility : Yes: 544 • Computerization/Library Automation INFLIBNET N-LIST, SOUL2.0 • WiFi and Internet • Photocopy & Printing facility • Sufficient books for reference & issuance 	
3	Status of Resource Centre (a) Number of Laboratories (b) Status of Instruments/Equipments in the Laboratories (c) Up gradation as per new technological developments are requirements of the course curriculum	<ul style="list-style-type: none"> • Six Resource Centres (Bio. Science, Physical Science, Social Science, Language, Psychology, Mathematics and Computer) • Good Working Condition • Upgraded 	

P. S. S.
26/11/19

R. S.
26.11.19

26/11/19
26.11.19

P. S. S.
26/11/19

	Criteria	Observations	Remarks/Suggestions by Academic Advisors
4	Status of Computer Laboratories	<ul style="list-style-type: none"> • Number of computer Labs : 1 • Number of PCs : 50 • Availability of licensed softwares as per the course curriculum: MS Office 50, Windows 50, Quick Heal Anti Virus: 50 • Details of Configuration: N-computing • Available Hardwares : • Details of Printers/CD writers: 5 Laser Printers • 2 Inkjet Printers, 1 DVD Writer • Details of Servers : 1 • Internet Connectivity : 50 Mbps • Upgraded as per new technological developments • Well equipped computer Lab. with latest configuration, software and other peripherals 	
5	<p>Sports and games</p> <p>a) Facilities</p> <p>(b) Participation of students</p>	<ul style="list-style-type: none"> • Play Grounds/Courts are used on shared basis of sister institution in the same campus • Facilities for indoor games • Intramural Sports Competition • Inter Collegiate Sports Competition - 18 	

P. S. S.
26/11/19

R. S.
26.11.19

मानक
26.11.19

P. S. S.
26/11/19

	Criteria	Observations	Remarks/Suggestions by Academic Advisors
6	Additional Services enabling students to Compete (NET and CTET Coaching)	<ul style="list-style-type: none"> • Number of Programmes conducted : 2 • Number of beneficiaries during this year: NET - 17 CTET - 30 • Effectively organized 	
7	Cultural activities	<p><u>Number of Participants</u></p> <ul style="list-style-type: none"> • Intramural Cultural Competition : 220 • Inter Collegiate Competitions : 3 • Adequate platform is provided to all the students to bring out their innate potentials 	
8	Scholarship	<ul style="list-style-type: none"> • Students are helped and encouraged to apply for Government Scholarships • 21 student availed scholarship from college amounting Rs, 4,85,000/- • 08 students availed scholarship from All India Women's conference trust amounting Rs.2,00,000/- • IGSSS loan scholarship is provided to the needy students - Rs. 20,000/- 	
9	Placement Services	<ul style="list-style-type: none"> • Campus interview is efficiently conducted • Number of Schools Participated : 42 • Number of Students Placed : 73 	

Handwritten signature
26/11/19

Handwritten signature
26.11.19

Handwritten signature
26.11.19

Handwritten signature
26/11/19

	Criteria	Observations	Remarks/Suggestions by Academic Advisors
10	Alumni Association	<ul style="list-style-type: none"> • Vibrant Alumni Association • Various activities organized every year • Representation of Alumni in various bodies such as such as Governing Body, IQAC, Board of Studies and Faculty 	
VI. Physical Infrastructure			
1.	Infrastructure for Curricular Activities (Utensil report of All Class rooms)	<ul style="list-style-type: none"> • Sufficient 	
2	Infrastructure for Co-curricular Activities (Utensil report of Auditorium and Laboratories)	<ul style="list-style-type: none"> • Sufficient 	
3	Infrastructure for Extra-Curricular Activities including Sports and Games	<ul style="list-style-type: none"> • Sufficient 	
4	Maintenance of Infrastructure	<ul style="list-style-type: none"> • Well maintained 	
VII Governance and Leadership			
1	Organization structure (Whether Centralized Decentralized)	<ul style="list-style-type: none"> • Decentralized • Responsibilities are equally distributed to all faculties in independent way 	

[Signature]
26/11/19

[Signature]
26.11.19

[Signature]
26.11.19

[Signature]
26/11/19

	Criteria	Observations	Remarks/Suggestions by Academic Advisors
2	Statutory Bodies (Enclose organization, structure and members list of various bodies)	<ul style="list-style-type: none"> • Verified • Functioning well 	
		•	
3	Non statutory bodies (Enclose organization, structure and members list)	<ul style="list-style-type: none"> • Verified • Functioning well 	
4	Salary structure (Self financed teaching faculty)	<ul style="list-style-type: none"> • Basic of 7th pay scale 	
5	Salary structure (Self financed non-teaching)	<ul style="list-style-type: none"> • Basic of 7th pay scale 	
6	ICT in Governance	<ul style="list-style-type: none"> • SMS alert system/ Whatsapp • Sending projects and seminars invitation to various institutions through e-mail 	
VIII. Innovative practices			
1	Internal Quality Assurance Cell (IQAC)	<ul style="list-style-type: none"> • Staff Development Programme • Web 2.0 Tool • Effective Mentoring • Functioning Good • Biannual IQAC meeting conducted 	

P. S. S.
26/11/19

P. S. S.
26.11.19

मानव
26.11.19

P. S. S.
26/11/19

	Criteria	Observations	Remarks/Suggestions by Academic Advisors
2	Teaching and Learning	<ul style="list-style-type: none">• ICT Supported teaching learning	
3	Research	<ul style="list-style-type: none">• Bi-annual Journal of Research in Education published• 24 Ph.Ds in progress• 5 research guides	
4	Extension Activities	<ul style="list-style-type: none">• Blood Donation• Community Service• Tree Plantation in Co-operating schools• Adoption of 2 schools• Swach Bharat Abhiyan• Collecting fund for Communal Harmony and TB• Each one Teach one• Educational Survey of villages• Excellent	

[Signature]
26/11/19

[Signature]
26.11.19

[Signature]
26.11.19

[Signature]
26/11/19

	Criteria	Observations	Remarks/Suggestions by Academic Advisors
5	Student Support and Progression	<ul style="list-style-type: none">• Certificates Course in Counselling for Teachers• Certificate Course in Functional English• Coaching for NET• Campus Interview• Interest free Loan scholarship• College scholarship for the needy• Awareness programme - HIV/AIDS & TB• Gender Sensitization programme	
6	Staff Enrichment	<ul style="list-style-type: none">• Staff Development Programme conducted yearly and a few more should be conducted	
7	Governance	<ul style="list-style-type: none">• Participatory approach - responsibilities delegated• Good	
8	Infrastructure	<ul style="list-style-type: none">• Sufficient and ICT enabled classrooms• Green energy through solar panels• Well maintained Garden• Un-interrupted purified water and electricity supply• Separate Common room for boys and girls• Sufficient rest rooms for both men & women	

P. S. S.
26/11/19

P. S. S.
26.11.19

राजेश
26.11.19

P. S. S.
26/11/19

OVERALL ANALYSIS (Restricted to 5 bullet points under each aspect)			
Sl.No.	Observation of Key Aspects		
1	Institutional Strengths	<ul style="list-style-type: none">• Vibrant Academic environment• Well qualified and motivated faculty• Good infrastructure• Delegation of authority to faculty• Eco-friendly and well maintained campus• Solar panels & LED tubes for green energy• Women's Hostel is functioning	
2	Institutional Weaknesses	<ul style="list-style-type: none">• Student intake not enhanced in M.Ed. course• Does not have own vehicle for transportation• Need to work on research projects and publications	
3	Institutional Opportunities	<ul style="list-style-type: none">• Capacity building of students for National level Research Fellowships• Enhancing Research Capacity of the faculty• Long term discipline based community development• Integrated B.Ed. & M.Ed. programmes• Extension programmes	

P. S. Singh
26/11/19

R. S.
26.11.19

ज्ञानदेव
26.11.19

P. S. Singh
26/11/19

	Criteria	Observations	Remarks/Suggestions by Academic Advisors
4	Institutional Challenges	<ul style="list-style-type: none"> To get resource persons for National/International seminars Financial constraint for development Assuming leadership in - hosting inter-collegiate sports, cultural, academic events. Students admission for M.Ed. course 	
5	Recommendations (Not more than ten bullets)	<ul style="list-style-type: none"> Integrated B.Ed. & M.Ed. programmes Projects through funding agencies should be initiated Research publication be strengthened Introduction of new add on courses Have separate library for Research 	

Signature of the inspectors:

1. Dr. (Sr.) Maria Rashmi, A.C. : *M. Rashmi*
26.11.19

2. Prof. Gyandeo Mani Tripathi : *Gyandeo Mani Tripathi*
26.11.2019

3. Prof.(Dr.) Preeti Sinha : *Preeti Sinha*
26/11/19

Principal
26/11/19
Principal
St. Xavier's College of Education
(Autonomous)
Digha Ghat, Patna-11