

Digha Ghat P.O., Patna - 800 011, Bihar, India NAAC Accredited with 'A' Grade (3rd cycle)

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

Affiliated to Aryabhatta Knowledge University, Patna

ACADEMIC AND ADMINISTRATIVE AUDIT

(For the Academic Session July-2020 to June-2021)

PART - I: PRELIMINARY INFORMATION

A. Date of Visit

: 13/11/2021

B. Members of the Visiting Team:

- (i) Dr. Habibulla Ansari, Registrar, A.N. Sinha Institute of Social Studies, Patna 800 001
- (ii) Prof. Gyandeo Mani Tripathi, Dean, Educational Training & Research, Aryabhatta Knowledge University, Mithapur, Patna -800 001
- (iii) Prof.(Dr.) Lalit Kumar, Former Principal, Patna Training College, Patna University

STIT	TUTIONAL 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	0612-2567153, 6201161517



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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/Reaccreditation 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: 15 Contractual: 05
12	Special features of the college	 33 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

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PART: II PEER TEAM OBSERVATIONS AND REMARKS

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

Criteria					Observations	Remarks/Suggestio ns by Academic Advisors
	I. Curricular Aspects (Ability to adhere the Sanctioned Strength)			th)	Admissions Based on merit in CET for both B.Ed. & M.Ed. (Combined Entrance Test)	
1.	Course Strength Offered			Reservation policy of Bihar government followed		
		I Year	II Year	Total	Pays adequate attention to students from the deprived	
i	B.Ed.	100	100	200	sections of the society (Subalterns) including women.	
ii	M.Ed.	50	50	100		
iii	Ph.D.	36		36	50% reservation for minority, followed in admission	
2	2 College Timings			Classes from 9.45 A.M 5.15 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)				As per NCTE norms procedures are followed Feedback from staff and students are collected Periodical meetings are held by the Board of Studies, Academic Council and Governing Body to discuss and update curricular activities.	
4	4 Coverage of Syllabus			<u> </u>	All the components mentioned in the NCTE framework are covered both for B.Ed. & M.Ed. syllabus.	

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	Criteria	Observations	Remarks/Suggestio ns by Academic Advisors
5	Considerations in the Curriculum (Employability, Research, Social Concern, Eco Consciousness, Gender Sensitization, Women Empowerment and Global Trends)	National workshops Each one Teach one Social survey Action Research Case Study Gender Sensitization Women Empowerment Environment Education for Sustainability 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	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	Nil	
8	Introduction of New Courses	Nil	



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	Criteria	Observations	Remarks/Suggestions by Academic Advisors
9	Mechanism followed to get feedback on Curricular aspects (Management/Staff/Students/Alumni/Parents/Heads of Schools	 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	 Staff attendance: 97% Students attendance: 92% Which is good 	
II. Te	aching and Learning		
1	Quality of the Faculty: (a) How many of the faculty members possess degrees of M.Phil/NET/SET/Doctorate:	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	National : 11 Others : 01 International : 15	
	(c) Number of Seminar/Workshop/conferences attended by the faculties	National : 21 International : 02	

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	Criteria	Obse	rvations		Remarks/Suggestions by Academic Advisors
	(d) Total number of Projects	NIL			
	(e) Preparing the Course Plan with details of number of lectures to be delivered on each unit of the curriculum.		e beginning of the session the ne is prepared for the impend		
	(f) Imparting instructions on each unit with the help of power point presentations or by methods integrating ICT.	Use s	r point presentation is used f faculty mart board while teaching r faculty have prepared e-cor		
	(g) Providing the list of Essential Books and Articles to be read by students	•	Fair		
	(h) Giving Home Assignments	•	Good		
		Suffic Good	Years of Experience	No. of Faculty	
	(i) Length of Teaching Experience of the Faculty in		More than 10 years	09	
	the Institute.		Between 5 and 10 years	03	
			Between 3 and 5	05	
			Below 3 years	00	
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	Criteria	Observations	Remarks/Suggestio ns 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 	Institution need to motivate the staff to pursue for higher studies Registration fee and TA are reimbursed for paper presentation/Seminar attendance with duty leave 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 organized	
2.	Student-Teacher Ratio	1:14 Good	
3	Catering to Diverse needs of Students (Student Learning Environment)	Mentoring Scholarships ICT enabled classrooms Free Wi-Fi/internet Campus Good	
4	Teaching Learning Resources (Library, Laboratories and Practicum	Well furnished library and laboratories Good	



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	Criteria	Observations	Remarks/Suggestio ns 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	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	
10	Student seminars	Ecology/Environment Human Rights/Child Rights Women Empowerment HIV/AIDs	
11	Remedial Coaching	Occasionally held for weaker students. The fast learner are motivated to help slow learners	
12	Student Assignment	Compulsory assignment in all subjects	
13	Students Feedback about teaching learning activities (Analysis done or not)	Feedback of teachers from students taken and analyzed	

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14	Preparation of Prospective Teachers for Practice Teaching	Prospective tea through Micro Simulation cla Teaching Prac- individual teac	teaching, N sses Prelim tice, Class o	fodel Te inary Te observat	eaching, F eaching, I ion, Vide	Peer Teaching, intensive to recording of	
III. F	Evaluation and Results						
1	Conduct of Internal Examinations	One Internal per Content test in					
2	Conduct of External Examinations	One external exorganized	xamination	per sem	ester is p	roficiently	
3	Use of Technology in Assessment and Evaluation	Online marks sheets are issued Assessment of student works and feedback generated through Google classroom & Edumodo					
4	Publication of Result as per the plan	Published with	in ten days	after exa	amination	ıs	
5	Maintenance of Marks Register	Well maintaine	ed				
6	Result of Examinations -	Course	Appeare d	Pass	Fail	%(Pass)	
		B.Ed. (2018-2020)	96	96		100	
	C	M.Ed. (2018-2020)	15	15		100	

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	Criteria	Observations	Remarks/Suggestions by Academic Advisors			
IV. I	IV. Research Consultancy and Extension					
1	Does the institution have recognized Research Centre?	Yes Research centre functioning efficiently				
2	Number of Research Degrees awarded	NIL				
3	Number of Research oriented publications by the Research Centre	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	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)	NIL (COVID-19) Nation Lock Down				



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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	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	Spacious library for research and network is available Excellent infra-structure facilities available	
9.	Number of Research Projects completed	Nil	
10	Number of Publication by the faculty	More such papers could be published in national, international journals	
V. Stu	dent support and progression		
1	Learning climate (Lecture Halls/Class Rooms	Sufficient Air Conditioned lecture halls and classrooms available with Ceiling mounted LCD projector	

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		Number of Titles : 6440	
		Total volumes of Books: 14609	
		Number of Journals (Indian & International): 20	
		Number of Back Volumes: 335	
		Dissertation Abstract International: 26	
2	Status of Library	Book Bank Facility : Yes: 535	
		Computerization/Library Automation INFLIBNET N-	
		LIST, SOUL2.0	
		Wi-Fi and Internet	
		Photocopy & Printing facility	
		Sufficient books for reference & issuance	
	Status of Resource Centre	Six Resource Centers (Bio. Science, Physical Science,	
		Social Science, Language, Psychology, Mathematics and	
	(a) Number of Laboratories	Computer) Good Working Condition	
3	(b) Status of Instruments/Equipments in the Laboratories	Upgraded	
	(c)Up gradation as per new technological developments		1
	are requirements of the course curriculum		



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4	Status of Computer Laboratories	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: 100 Mbps Upgraded as per new technological developments Well equipped computer Lab. with latest configuration, software and other peripherals	
5	Sports and games a) Facilities (b) Participation of students	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	

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6	Additional Services enabling students to Compete (NET and CTET Coaching)	NIL (COVID-19) Nation Lockdown	
7	Cultural activities	Adequate platform is provided to all the students to bring out their innate potentials	
8	Scholarship	Students are helped and encouraged to apply for • Government Scholarships • All India Women's Conference Trust • IGSSS loan scholarship	
9	Placement Services	COVID-19 (Lockdown)	
10	Alumni Association	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. P	hysical Infrastructure		
1.	Infrastructure for Curricular Activities (Utensil report of All Class rooms)	Sufficient	
2	Infrastructure for Co-curricular Activities (Utensil report of Auditorium and Laboratories)	Sufficient	
3	Infrastructure for Extra-Curricular Activities including Sports and Games	Sufficient	

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4	Maintenance of Infrastructure	Well maintained	
VII C	Sovernance and Leadership		
1	Organization structure (Whether Centralized Decentralized)	Decentralized Responsibilities are equally distributed to all faculties in independent way	
2	Statutory Bodies (Enclose organization, structure and members list of various bodies)	Verified Functioning well	
3	Non statutory bodies (Enclose organization, structure and members list	Verified Functioning well	
4	Salary structure (Self financed teaching faculty)	Basic of 7 th pay scale	
5	Salary structure (Self financed non-teaching)	Basic of 7 th pay scale	
6	ICT in Governance	SMS alert system/ Whatsapp Sending projects and seminars invitation to various institutions through e-mail	
VIII.	Innovative practices		
1	Internal Quality Assurance Cell (IQAC)	Staff Development Programme Web 2.0 Tool Effective Mentoring Functioning Good Biannual IQAC meeting conducted	
2	Teaching and Learning	ICT Supported teaching learning	

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3	Research	Bi-annual Journal of Research in Education published Ph.D. (Education) Research Guide	
4	Extension Activities	 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 	
5	Student Support and Progression	Due to COVID-19 Lockdown the following student support and progression was conducted online Special class for CTET Interest free Loan scholarship College scholarship for the needy Awareness programme - HIV/AIDS & TB Gender Sensitization programme	

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6	Staff Enrichment	Staff Development Programme conducted yearly and a few more should be conducted	
7	Governance	Participatory approach - responsibilities delegated Good	
8	Infrastructure	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	



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Sl.No	Observation of Key Aspects		
1	Institutional Strengths	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	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	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	

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4	Institutional Challenges	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)	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:

Dr. Habibulla Ansari 1.

2.

Prof. Gyandeo Mani Tripathi:

Prof. (Dr.) Lalit Kumar 3.