

Annual Quality Assurance Report (AQAR) of the IQAC
St. Xavier's College (Autonomous) Kolkata
Department of Education
2003-04

Name of the Institution/Department: St. Xavier's College, Department of Education
Year of Report: 2003-04

Section A: Plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement (Attach separate sheet if required)

Introduction

In the month of May 2003, the institution was accredited by NAAC. A separate NAAC team visited the B.Ed. department. The department was awarded B+ grade – which was an index of quality, accountability and commitment. Some areas for the qualitative improvement of the department were also suggested by the NAAC team.

In the same year, the revision of the B.Ed. curriculum (for the following academic session) was suggested by the Department of Education, University of Calcutta. The need of academic autonomy was also gradually being felt. The Governing body of the college and the staff members started the preparation accordingly.

In view of these emerging challenges, plan of action for the session 2003-2004 was drafted.

Plans specifically were as follows:

- To deepen the spirit of Nihil Ultra (nothing beyond) - the motto of the college, among the faculty and students.
- To encourage different faculty development programmes for promoting awareness of faculty members towards different emerging issues in the field of teacher education.
- To organize different activities like Practice Teaching Programme, Orientation Programme etc. for the trainee teachers and thereby to enhance their professional commitments, competencies and performance skills.
- To encourage the trainee teachers to organize school and community based supplementary educational activities.
- To encourage open and distance learning mode in the field of teacher education and to establish a strong network between formal mode and open and distance mode.
- To acquaint the students with different techniques and modern media of teaching, particularly with the potentialities of information and communication technology in the field of teaching learning.
- To enable the students to integrate their knowledge of content with pedagogy more effectively.

- To organize different co curricular activities to bring about socio-cultural development of the learners.
- To enhance quality of the department by receiving feedback from various sources (stakeholders etc).
- To organize various interdisciplinary programmes to provide opportunities to the trainee teachers of different subject combinations to showcase their views.
- To develop positive attitude of trainee teachers towards action research in the field of teaching-learning.

Section B: Details in respect of the following

1. Activities reflecting the goals and objectives of the institution.

Institution has organized the following activities:

Celebration of the feast of St Ignatius in the college on 31st July, celebration of Independence Day on 15th August, an inter-college debate competition in collaboration with SBI, Hyderabad from 3rd to 8th November, Xavotsav (the college fest) for 3 days from 20th December, the feast of St Francis Xavier on 3rd December, Annual Sports Day in December, Valedictory Programme on 12th January 2004, organization of the meeting of International Jesuit Alumni etc.

The Department of Education organized some other activities in addition to these, in view of the specific objectives of the B.Ed. course as prescribed by the University of Calcutta. The specific objectives and the additional activities were as follows:

The specific objectives of the Department:

- To make the course practical and relevant.
- To help the trainees to develop their professional competencies.
- To encourage creative vision of the students.
- To ensure all-round development of trainees..
- To acquaint them in diagnosing learning difficulties of the learners and to take remedial measures. ?????

Departmental activities organized in this light:

- Celebration of Inaugural Programme for the B.Ed department on 1st July, 2003, Orientation Programme of the department on 26th, 28th, and 29th July consisting of

different activities such as group discussion, role play, debate etc. - for developing positive attitude of trainee teachers towards the profession.

- Students Council Elections conducted in August 2003 for promoting the concept of students' self government.
- The Teachers day celebration on 5th September 2003 – in order to enable the students to appreciate the contribution of the great educator Dr. S. Radhakrishnan.
- Preparatory sessions before the Practice Teaching Programme for two weeks in September, in order to develop teaching skills and competency of trainee teachers.
- Commemoration of the death anniversary of Tagore as an important cultural activity.
- Evaluation of content knowledge through departmental examination (from 16th July to 4th August) and to provide feedback to the students regarding their learning difficulty.
- Departmental picnic in the month of December.

2. New Academic programmes initiated:

Since the department was under Calcutta University at that time, the syllabus prescribed by the university was followed by the department.

The B.Ed. department also established a network and collaboration with IGNOU. A separate IGNOU B.Ed. Study Centre was opened in the college.

3. Innovations in curricular design and transaction

The University of Calcutta was in the process of framing and implementing a new syllabus for the B.Ed. course and the department was following the same. However the Department had introduced a few relevant and contemporary programmes like action research, case study etc. in the existing curriculum, yet the B.Ed department had incorporated some relevant and contemporary programmes in the curriculum like action research, case study etc.

4. Inter disciplinary programmes started

B.Ed. is a professional course where students from different disciplines are admitted. The programmes organized by the B.Ed. department are therefore often inter-disciplinary. A few such programmes organized in 2003-04 are given below:

- A programme on death anniversary of *Kabiguru* Rabindranath Tagore
- Teacher's Day Celebration
- Debate etc.

5. Examination reforms implemented

Performance of the students was evaluated continually through content knowledge test (held from 16th July to 4th August). Result of these exams helped the faculty members to diagnose learning difficulty of students. Students were provided the necessary feedback.

6. Candidates qualified: NET/SLET/GATE etc.

Not Applicable

7. Initiative towards faculty development programme

(Annexure I)

8. Total number of seminars/workshops conducted

Nil

9. Research projects a) Ongoing; b) Completed

Nil

10. Patents generated, if any

Nil

11. New collaborative research programme

Nil

12. Research grants received from various agencies

Nil

13. Details of research scholars

Not Applicable

14. Citation index of faculty members and impact factor

Nil

15. Honors/Awards to the faculty: National and International

Nil

16. Internal resources generated

Rs. 44,362 /-

17. Details of department getting assistance/recognition under SAP/, COSIST (ASSIST)/DST, FIST, and other programme

Nil

18. Community Service

Students of the department were intimately associated with NSS and AICUF of the college. They also participated in Blood Donation Camp organized by the Association of Voluntary Blood Donors in the college. As a part of their social service they visited Old Age Homes, Orphanages, NGOs, etc.

19. Teachers and officer newly recruited

Nil

20. Teaching non-teaching staff ratio

5:3 (excluding part-timers)

9:3 (including part timers)

21. Improvements in the library services

One of the faculty members was assigned the responsibility of the Teacher-In Charge of the B.Ed. library.

22. New book/journal subscribed and their value

Since the University of Calcutta was in the process of framing a new curriculum from the following session, the purchase of books for this session 2003-2004 was kept on hold.

23. Course in which students assessment of teachers is introduced and the action taken on student feedback

Informal feedback from students was taken regularly through interaction with the Dean of Education. The feedback was utilized for the quality enhancement of the process of teaching-learning.

24. Feedback from stakeholders

The Dean of Education took informal feedback from practice teaching schools at the time of her supervision of the trainees in those schools.

25. Unit cost of Education

Rs. 4040/-

26. Computerization of administration and the process of admissions and examination results, issue of certificates.

Process of admission: The application forms and prospectus were purchased from the B.Ed. office. Data from the application forms were entered and processed using computer.

Exam result and issue of certificate: The examination results and the issue of certificates were the responsibility of Calcutta University.

27. Increase in the infrastructural facilities :

Need was gradually being felt particularly in the context of upcoming autonomy. Routine maintenance of the infrastructural facilities were carried out by the college.

28. Technology Upgradation

The audio- visual room of the college was technologically upgraded. Computer centre and various offices were interconnected with a central hub.

29. Computer and internet access and training to teachers, non-teaching staff and students.

Computer department of the college provided training to the teachers and non teaching staff. The students had internet access in the college cyber-room.

30. Financial aid to students

Three students were given financial aid in the form of fee concession.

31. Activities and support from the Alumni Association

- The department participated wholeheartedly in many of the programmes organized by the college Alumni such as 'Beyond Barriers', Teachers' day programme as well as the dinners and luncheons that were hosted by them.
- The department of Education did not have a separate Alumni Association but students of this department could become members of this, if they desired.

32. Activities from the Parent Teacher Association

The department did not have any formal parent teachers association. However suggestions from the parents were welcomed.

33. Health Service

Basic first aid facilities were provided by the department.

- There was the provision of an infirmary in St. Xavier's college. It was equipped with beds, wheelchairs, oxygen, stretcher, basic medicines. Ambulance facilities were also available. A full time nurse, compounder, ayah etc were also available.
- In case of emergency the college had the provision of sending the patients to nearby hospitals and nursing homes, such as Mission of Mercy Hospital and Lifeline hospital etc.

34. Performance in sports activities

The students of the department have participated in various events such as the annual sports, inter-departmental competitions (foot ball match), etc.

35. Incentives to outstanding sports persons

Nil

36. Students achievement and awards

The following awards were given to the students by college:

The *Nihil Ultra* Award

Best Personality Award

37. Activities of the guidance and counselling unit

Teachers of the B.Ed department provided informal counselling to the students in various subjects and activities. This in turn helped the students to derive a meaningful experience from the educational programme. Students with problems of a serious nature were sent to the college counsellor. A full time counsellor provided the required service to the students when they needed it.

Students were also provided with academic counseling and guidance during the practice teaching by the teacher supervisors from the department for the improvement of teaching-learning of the trainee teachers.

Individual/Group Counselling along with Career Guidance were provided by the counseling centre of the college as well as by the teachers as and when required.

38. Placement services provided to students

The department did not have a separate Placement Cell. The Department provided the students with information about the vacancies in different schools by displaying the advertisement on the notice board. Teachers of the department acted as the referees. Many of our students were placed in reputed schools across the country. Some of those are given in **Annexure II**

39. Development Programme for non-teaching staff

Medical and financial facilities were provided to the non teaching staff whenever necessary.

40. Good practices of the department

- Organizing different inter college and inter departmental co curricular activities.
- Placement facility for students.
- Enhancing ability of teacher trainees to integrate technology as well as human value in educational practices.
- Continuous evaluation of learners, diagnosis of their learning difficulty, and remedial measures whenever necessary.
- Encouraging several community services for the development of strong network between institution and community.
- Organizing Orientation Programmes for the trainees
- Delegation of responsibilities to the students and thereby to encourage their leadership quality.
- Formation of an apolitical student council as a part of student self government.

- Organization of Departmental picnic to strengthen the bond between teacher and the student.
- Accessibility and availability of teachers to meet the students' needs and to provide guidance and counseling facility.
- Provision of fee concessions for the needy students.
- Book Bank facility of the department to provide books to all students.

41. Linkages developed with National/International, academic/research bodies

National Network with IGNOU B.Ed course

42. Action taken report on the AQAR of the previous report

Not applicable (for this being the first AQAR after NAAC accreditation)

43. Any other relevant information the Institution wishes to add

Session 2003-04 was important in particular. It was mostly a preparatory period to accept various emerging challenges which were knocking at that time.

Section C: Outcomes achieved by the end of the year (attach separate sheet if required).

- Faculty members participated in various seminars and refresher courses related to curriculum evaluation and curriculum revision which were relevant in the contemporary context
- Students and faculty both have utilized successfully ICT, web based instruction and several other educational technologies in teaching learning.
- Students took part in various activities reflecting the spirit of Jesuit pedagogy (preparation of lesson plan following the five steps Ignatian Pedagogy Process, i.e. Context, Experience, Action, Reflection, Evaluation etc.)
- Several cultural activities were organized by the students (celebration of death anniversary of Tagore etc.)
- Students actively organized various departmental activities (cultural programmes, publication of magazine)
- Students took part in a science exhibition, prepared charts and models, utilized their understanding of action research and successfully completed different project activities.
- All round development of the students were facilitated which helped them to be well placed in several reputed institutions (ref. Placement record).
- An academic linkage was established with IGNOU B.Ed. programme (under open and distance learning mode)

Section D: Plans of the HEI for the next year

- To extend the service for poor and needy students
- To encourage extensive use of educational technology in teaching learning.
- To give more weight age to pedagogy based study.
- To encourage students to participate extensively in community services.
- To encourage more participation of the students in inter as well as intra-college activities.
- To organize different seminars, expert talks etc. in the department and also to encourage the students to contribute significantly to those activities.
- To introduce variety in the co-curricular programmes.

Name & Signature of the
Director/Coordinator, IQAC

Name & Signature of the
Chairperson, IQAC

ANNEXURE I

Prof. Mandira Mukherjee

Name of seminar/workshop /paper presentation/books published/paper written	Place	Date
Seminar on 'Educational Management'	Gopal Chandra Memorial College of Education, Kolkata	September 29, 2003
Seminar on 'Quality in Open and Distance Learning - Needs & Importance'	Rabindra Bharati University, Kolkata	March 12, 2004
Seminar on 'Proposed B.Ed. Syllabus of Geography & non-Laboratory based subjects'	Scottish Church College, Kolkata	March 20, 2004
Seminar on 'Teaching Practical, Simulated Lesson and Lesson Plan'	Ramkrishna Mission Brahmananda College of Education	March 26, 2004
Seminar on 'Vocation Oriented Syllabus in secondary level- need of the time'	David Hare Training College	March 28, 2004
Seminar on "Approaches to teaching of core papers & simulated lesson in the new B.Ed. syllabus"	Satyapriya Roy College of Education, Salt Lake, Kolkata	May 06, 2004
Workshop on "Implementation of Revised B.Ed. Syllabus"	WBGCTA	June 12-13, 2004

Prof. Swati Sarkar

Name of seminar/workshop /paper presentation/books published/paper written	Place	Date
Seminar cum workshop on the proposed B.Ed. Syllabus to be implemented from 2004-2005	B.Ed. Department, Scottish Church College, Kolkata	March 20, 2004
Workshop on 'Teaching Practical, Simulated Lesson and Lesson Plan'	Ramakrishna Mission Brahmananda College of Education	March 26, 2004
Seminar on 'Approaches to Teaching of Core Papers and	All Bengal Teachers' Training College	May 06, 2004

Simulated Lessons in the New B.Ed. Syllabus'		
Workshop on 'Implementation of Revised B.Ed. Syllabus'	W.B.G.C.T.A, Sanskrit College, Kolkata	June 12-13, 2004

Dr. Subir Nag

Name of seminar/workshop /paper presentation/books published/paper written	Place	Date
Seminar on 'Educational Management'	G.C.M. College of Education, New Barrackpore	September 29, 2003
Seminar on 'Revised curriculum on Science & Maths'	G.C.M. College of Education, New Barrackpore	February 23, 2004
UGC sponsored Seminar on 'Quality in Open and Distance Education'	Rabindra Bharati University, Kolkata	March 12, 2004
Workshop on Teaching practical, simulated lesson and Lesson Plan	RKM Bramhananda College Education, Rahara	March 26, 2004
Seminar on 'Vocation Oriented Syllabus in Secondary Level'	David Hare Training College, Kolkata	March 28, 2004
Seminar on 'Approaches of Teaching Core-Papers and Simulated Lessons'	A.B.T.T. College, Kolkata	May 06, 2004
Workshop on implementation of revised B.Ed. Curriculum	W.B.G.C.T.A., Sanskrit College, Kolkata	June 12-13, 2004

Prof. Rajib Mukherjee

Name of seminar/workshop /paper presentation/books published/paper written	Place	Date
Seminar on 'Educational Management'	G.C.M. College of Education, New Barrackpore	September 29, 2003
Seminar on 'Revised curriculum on Science & Maths'	G.C.M. College of Education, New Barrackpore	February 23, 2004
UGC sponsored Seminar on 'Quality in Open and Distance Education'	Rabindra Bharati University, Kolkata	March 12, 2004

Workshop on Teaching practical, simulated lesson and Lesson Plan	RKM Bramhananda College Education, Rahara	March 26, 2004
Seminar on 'Vocation Oriented Syllabus in Secondary Level'	David Hare Training College, Kolkata	March 28, 2004
Seminar on 'Approaches of Teaching Core-Papers and Simulated Lessons'	A.B.T.T. College, Kolkata	May 06, 2004
Workshop on implementation of revised B.Ed. Curriculum	W.B.G.C.T.A., Sanskrit College, Kolkata	June 12-13, 2004
Book on Physical Science for Secondary students	Publisher: Soma Book Agency	

Prof. Charlotte Simpson

Name of seminar/workshop /paper presentation/books published/paper written	Place	Date
National Seminar on 'India and the Global Order: Diplomacy and security in 21st Century'	Jadavpur University	February 05-06, 2004
UGC sponsored seminar on 'Quality in Open and Distance Education-Needs and Implementation'	Rabindra Bharati University, Kolkata	March 12, 2004
Workshop on New B.Ed. Syllabus: Languages and Computer Applications	Ramakrishna Mission Siksha Mandira, Belur	March 18, 2004
Workshop on teaching practicals, simulated lessons and lesson plan	Ramakrishna Mission Brahmananda College of Education	March 26, 2004
UGC sponsored Seminar on 'Radhakrishnan on Buddhism and Vedanta'	Rabindra Bharati University, Kolkata	March 30-31, 2004
Workshop on 'Culture of Consumerism- Our Response'	Xavier Board of Higher Education in India, Goa	April 30-May 03, 2004
Conference of the Xavier Board for Higher Education in India	Xavier Board of Higher Education, Goa	May 2004

IGNOU B.Ed. Workshops I & II	St. Xavier's College, Kolkata	May to June of 2004
Implementation of revised B.Ed. Syllabus	W.B.G.C.T.A., Sanskrit College, Kolkata	June 12-13, 2004

Prof Sirin Ray

Name of seminar/workshop /paper presentation/books published/paper written	Place	Date
Seminar on 'Revised curriculum on Science & Maths'	G.C.M. College of Education, New Barrackpore	February 23, 2004
Workshop on Teaching practical, simulated lesson and Lesson Plan	RKM Bramhananda College Education, Rahara	March 26, 2004

Prof. Sadhana Jha

Name of seminar/workshop /paper presentation/books published/paper written	Place	Date
Workshop on New B.Ed. Syllabus (Languages and Computer application)	R.K.M.S. Belur, West Bengal	March 18, 2004

ANNEXURE II

Name (Session 2003-2004)	Name of School	Date of Appointment	Designation
Joseph Edmund Paul	La Martiniere	2004	Assistant Teacher
Malobee Home	Don Bosco	2004	Assistant Teacher
Shelley	Don Bosco	2003	Assistant Teacher
Sumana Kundu	Fort Gloster Vidyalaya	2002	Assistant Teacher
Piyali Lahiri	St Xavier's Collegiate School	2003	Assistant Teacher

**Photographs of the Activities of the B.Ed Department
St. Xavier's College (Autonomous)
Session 2003-04**

Cultural Programmes



Sports Activities



Teaching Aid Workshop

