



St. Xavier's College of Education (Autonomous)

[Re-accredited (3rd Cycle) at 'A' Grade by NAAC with CGPA: 3.67]

Palayamkottai, Tirunelveli – 627002. Tamil Nadu

ACADEMIC AND ADMINISTRATIVE AUDIT

(For the Academic Session 2018-2019)

PART – I: PRELIMINARY INFORMATION

A. Date and Time of Visit: 26-03-2019, 10 am to 4.30 pm

B. Members of the Visiting Team:

(i) Dr. S. Arulsamy - Chairman of AAA Team, Associate Professor, Department of Education, Bharathiar University, Coimbatore.

(ii) Dr. A. Faritha Begam- Member of AAA Team, Associate Professor & Controller of Examinations, St. Ignatius College of Education (Autonomous), Palayamkottai

INSTITUTIONAL DATA	
1. Name of the college	St. Xavier's College of Education
2. Year of establishment	1950
3. Address	John's College Road, Palayamkottai – 627 002, Tirunelveli District, Tamil Nadu
4. Website	www.sxcedn.edu.in
5. Type of college	Government Aided – Coeducational Institution

6.	Status of the college	<p>Autonomous</p> <ul style="list-style-type: none"> * Granted Autonomy - 2006-2007 * Extension of Autonomy (2nd Cycle) - 2013-2014 * Extension of Autonomy (3rd Cycle) - 2017-2018 (from 2018-2019 to 2027-2028)
7.	Details of Accreditation/Re-accreditation by NAAC	<p>1999-2000 - Accreditation (1st Cycle) with Five Stars 2006-2007 – Reaccreditation (2nd Cycle) with A⁺ 2012-2013 – Reaccreditation (3rd Cycle) at A Grade with CGPA: 3.67 2017-2018 – Extension of Accreditation from 2018-19 to 2019-2020</p>
8.	Courses offered	B.Ed., M.Ed., M.Phil., (Full-time & Part-time), Ph.D.
9.	Number of teachers	<p>Permanent - 12 Temporary - 8 Visiting faculty - 4</p>
10.	Special features of the college	<ul style="list-style-type: none"> • Giving a privileged place to the rural and dalits in the admission process and form them as men and women for others • 69 years old Teacher Education Institution run by Christian Minority

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)					
1.	Courses offered	Strength			
		I year	II year	Total	
1.	B.Ed.	97	98	195	
2.	M.Ed.	2	2	4	
3.	M.Phil. (P.T)		5	5	
4.	M.Phil. (F.T)	2		2	
5.	Ph.D.	1		1	
2.	College Timings (Visualizing and Keeping NCERT Time Schedule)				<ul style="list-style-type: none"> To be continued.
3.	Annual Curricular Plan and Update (Role of Board of Studies, Academic Council and Governing Body)			<ul style="list-style-type: none"> Procedures are followed as per the norm. Feedback by staff and students are collected. Based on the feedback received from students, experts in board of studies, and academic council every year curriculum is updated. 	<ul style="list-style-type: none"> To be continued.
4.	Coverage of Syllabus			<ul style="list-style-type: none"> As per NCTE Two Year B.Ed. and M.Ed. curricular framework, all components mentioned in the framework are covered in the syllabus. 	<ul style="list-style-type: none"> Current social issues could be included in the syllabus.

5.	<p>Considerations in the Curriculum (Employability, Research, Social Concern, Eco Consciousness, Gender Sensitization, Women Empowerment and Global Trends)</p>	<ul style="list-style-type: none"> • Intensive English Coaching • Strengthening English Language Proficiency and Communicative English • Environmental Education • Modern Theatre Skills • Action research • Case study • Gender Issues in Education • Soft Skills Development • Value Education are included in the curriculum • Steps are taken towards preparing socially conscientious student teachers who could react positively to social, ecological, cultural and global issues. They are sensitized towards their role in the society. 	<ul style="list-style-type: none"> • Courses related to employability skill could be considered in the syllabus.
6.	Academic Flexibility	<ul style="list-style-type: none"> • Three to four electives are included in each semester so that students can elect their own choice. • Relevant courses like soft skills are obligatory. • Caters to individuals need and aptitude. 	<ul style="list-style-type: none"> • Elective could be distributed into all the semesters equally.
7.	Add-on/Certificate Courses	<ul style="list-style-type: none"> • Web Designing • Hindi • Need based and time relevant courses are offered. 	<ul style="list-style-type: none"> • A few more courses may be included

8.	Introduction of New Courses	-----	<ul style="list-style-type: none"> • Integrated B.Ed. and M.Ed. Programmes may be introduced. • Proposal of pre-primary teacher education may be considered seriously.
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 students at the end of each semester • Feedback from Headmasters from Internship Schools • Students, Alumni and Parents as part of IQAC, Board of Studies and other bodies • Feedback is considered and curricular and co-curricular aspects are updated based on the feedback. 	<ul style="list-style-type: none"> • To be sustained.
10.	Attendance (%) *Staff *Students	<ul style="list-style-type: none"> • 93% of Staff attendance • 90% of Students attendance • Good 	<ul style="list-style-type: none"> • To be followed.
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. - 10/20 • NET/SET - 14/20 • M.Phil. - 16/20 • Well qualified candidates are appointed as faculty. 	<ul style="list-style-type: none"> • To be sustained.
	(b) Number of Research Publications of the faculties to their credit	<ul style="list-style-type: none"> • National: Our Journal : 9 Others: 14 • International: 3 	<ul style="list-style-type: none"> • More concentration must be given in this area. • Faculty must be insisted to acquire minimum APA score required for their CAS promotion.

	(c) Number of Seminar/Workshop/conferences attended by the faculties	<ul style="list-style-type: none"> • National : 49 • International: Within India: 19 • Aboard : 1 • Good. 	<ul style="list-style-type: none"> • To be continued.
	(d) Total No. of Projects	<ul style="list-style-type: none"> • Applied: 6 • Ongoing: • Completed: 	<ul style="list-style-type: none"> • Needs due care in this area.
	(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"> • Course plan is prepared by all the staff members every year • Good 	<ul style="list-style-type: none"> • To be continued.
	(f) Imparting instructions on each unit with the help of power point presentations or by methods integrating ICT.	<ul style="list-style-type: none"> • PowerPoint presentation is used in teaching by all the faculty 	<ul style="list-style-type: none"> • Could use Smart boards and assistive technology while teaching. • Faculty may be encouraged to prepare e-content modules
	(g) Providing the list of Essential Books and Articles to be read by students.	<ul style="list-style-type: none"> • Fair 	<ul style="list-style-type: none"> • Must be strengthened
	(h) Giving Home Assignments.	<ul style="list-style-type: none"> • Fair 	<ul style="list-style-type: none"> • Self learning Reflective thinking should be encouraged.

<p>(i) Length of Teaching Experience of the Faculty in the Institute.</p> <table border="1" data-bbox="172 1400 446 2116"> <thead> <tr> <th>Years of Experience</th> <th>Number of Faculty</th> </tr> </thead> <tbody> <tr> <td>More than 10 years</td> <td>5</td> </tr> <tr> <td>Between 5 to 10 years</td> <td>4</td> </tr> <tr> <td>Between 3 to 5 years</td> <td>5</td> </tr> <tr> <td>Below 3 years</td> <td>6</td> </tr> </tbody> </table>	Years of Experience	Number of Faculty	More than 10 years	5	Between 5 to 10 years	4	Between 3 to 5 years	5	Below 3 years	6	<ul style="list-style-type: none"> • Sufficient • Good. 	<ul style="list-style-type: none"> • To be sustained.
Years of Experience	Number of Faculty											
More than 10 years	5											
Between 5 to 10 years	4											
Between 3 to 5 years	5											
Below 3 years	6											
<p>Institutional Support for faculty development</p> <p>(a) Existence of Awards like Best Teacher/Best Researcher etc. to motivate and recognize faculty's Contribution.</p> <p>(b) Evidence of Grant of Study Leave with pay for faculty to pursue higher studies or attend FDPs (other than summer/winter vacations)</p> <p>(c) Reimbursement of Registration Fee and TA/DA expenses along with Special Causal Leave for participation in Conferences/Seminars/Workshops</p> <p>(d) Providing of Computing Facility to individual teacher (Desktop/Laptop/Internet)</p> <p>(e) Providing institutional/Seminar for faculty development</p>	<ul style="list-style-type: none"> • In contemplation • No one has applied so far (Single Faculty College) • Registration fee is reimbursed for single authored paper presentation • On Duty is provided • Systems have been allotted for staff in the computer Centre • Free wi-fi connection in the campus • Minimum two programmes per year are conducted. 	<ul style="list-style-type: none"> • Faculty may be encouraged to apply for grants and awards. • Staff should be encouraged to attend International Seminars. 										
<p>2. Student –Teacher Ratio</p>	<ul style="list-style-type: none"> • 1 : 10 • Good 	<ul style="list-style-type: none"> • To be maintained. 										

3.	Catering to Diverse needs of Students (Student Learning Environment)	<ul style="list-style-type: none"> • Tutor –ward interaction • scholarships • ICT enabled classrooms • Free Wi-fi Campus • Good 	<ul style="list-style-type: none"> • To be sustained.
4.	Teaching Learning Resources (Library, Laboratories and Practicum)	<ul style="list-style-type: none"> • Library and laboratories are well equipped • Good 	<ul style="list-style-type: none"> • To be maintained.
5.	Instructional Approaches	<ul style="list-style-type: none"> • Good 	<ul style="list-style-type: none"> • To be continued.
6.	Teaching Diary No Teachers submitted: 20 No Teachers Not submitted with details: NIL	<ul style="list-style-type: none"> • All the staff have prepared • Excellent 	<ul style="list-style-type: none"> • The same to be followed.
7.	Use of supplementary teaching tools and application of ICT	<ul style="list-style-type: none"> • Learning materials are uploaded in the individual faculty website • Good 	<ul style="list-style-type: none"> • To be continued.
8.	Student Access to technology	<ul style="list-style-type: none"> • Students are encouraged to prepare power point presentation 	<ul style="list-style-type: none"> • Students should be trained to handle smart boards and interactive white boards in the classrooms. • May also be encouraged to prepare multimedia package.

9.	Student Centric Activities	<ul style="list-style-type: none"> • Enough and well organized • AASAAN – E-Magazine is published • Good 	<ul style="list-style-type: none"> • To be sustained.
10.	Student seminars	<ul style="list-style-type: none"> • Seminars on Legal Awareness • Alcoholism • Transgender Awareness • Media Analysis • Consumer Rights • Aids Awareness • Time management 	<ul style="list-style-type: none"> • Issues related to Ecological factors could be added. • Value Education should be an integral part of seminar.
11.	Remedial Coaching	<ul style="list-style-type: none"> • Occasionally held 	<ul style="list-style-type: none"> • Need to be improved.
12.	Student Assignment	<ul style="list-style-type: none"> • Assignment is compulsory for all courses • Online assignment for some subjects 	<ul style="list-style-type: none"> • To be continued. • Online assignments to be made compulsory for all the courses.
13.	Students Feedback about teaching learning activities (Analysis done or not)	<ul style="list-style-type: none"> • Feedbacks are received and analyzed • Good 	<ul style="list-style-type: none"> • To be maintained.
14.	Preparation of Prospective Teachers for Practice Teaching	<ul style="list-style-type: none"> • Excellent. • Microteaching • Demo Teaching • Peer Teaching • Preliminary Teaching • Intensive Teaching Practice 	<ul style="list-style-type: none"> • The same procedure to be followed.

III. Evaluation and Results			
1.	Conduct of Internal Examinations	<ul style="list-style-type: none"> • Two Internal per semester are conducted regularly • Satisfactory 	<ul style="list-style-type: none"> • The same to be followed.
2.	Conduct of External Examinations	<ul style="list-style-type: none"> • One external examination per semester is efficiently organised 	<ul style="list-style-type: none"> • To be continued.
3.	Use of Technology in Assessment and Evaluation	<ul style="list-style-type: none"> • Good • Online internal for few electives • Online staff evaluation by students • Online programme evaluation by students • Online entry and exit behaviour test 	<ul style="list-style-type: none"> • Submission of online assignment must be insisted by all the faculty and feedback through online could be encouraged.
4.	Publication of Result as per the plan	<ul style="list-style-type: none"> • Published within ten days after examinations • Excellent 	<ul style="list-style-type: none"> • The same to be followed.
5.	Maintenance of Marks Register	<ul style="list-style-type: none"> • Well maintained • Good 	<ul style="list-style-type: none"> • To be sustained.

Result of Examinations-2018 to 2019						
S. No	Course		Appeared	Pass	Fail	%(pass)
	I year	II year				
1.	B.Ed	I year	97	95	2	97.94
		II year	98	98	-	100
2.	M.Ed	I year	2	2	-	100
		II year	2	2	-	
3.	M.Phil (P.T)		5	5	-	100
4.	M.Phil (F.T)		2	2	-	100

• Very Good

• The same to be maintained.

IV. Research Consultancy and Extension

1.	Does the institution have recognized Research Centre?	<ul style="list-style-type: none"> • Yes • Research centre functioning efficiently 	<ul style="list-style-type: none"> • Enrollment of Ph.D. Scholars to be increased.
2.	Number of Research Degrees awarded (2017-2019)	<ul style="list-style-type: none"> • Ph.D. 24 • M.Phil. 3 • Good 	<ul style="list-style-type: none"> • To be followed.
3.	Number of Research oriented Publications by the Research Centre a) International Journals b) National Journals-2	<ul style="list-style-type: none"> • Good • Research and Reflections on Education (Quarterly Journal) • Xavier Journal of Research Abstracts (Annual) • Social Project (By B.Ed. II year Students) 	<ul style="list-style-type: none"> • May apply for journal impact factor

4.	Institutional motivation for faculties for research	<ul style="list-style-type: none"> • Management encourages all the faculty to write projects • Encourages the staff members to do Ph.D. if they don't have 	<ul style="list-style-type: none"> • Need more attention on these areas
5.	Number of Extension activities done during these two years (NSS/NCC/Community Camp/Outreach Programme)	<ul style="list-style-type: none"> • 16 • Good 	<ul style="list-style-type: none"> • More number of extension activities could be done.
6.	Does the institution provide consultancy service a) If yes paid or free b) Level of consultancy/Collaboration I. Local II. State III. National IV. International	<ul style="list-style-type: none"> • a) Yes and free • b) Local and State • Excellent 	<ul style="list-style-type: none"> • National level consultancy could be encouraged. • Fund must be created out of consultancy.
7.	Institutional/in house Research	<ul style="list-style-type: none"> • Not done 	<ul style="list-style-type: none"> • Could be given due attention.
8.	Facilities available to enhance research	<ul style="list-style-type: none"> • Separate library for research spacious and network is available. • Excellent infra-structure facilities are available. 	<ul style="list-style-type: none"> • To be maintained.
9.	Number of Research Project completed	<ul style="list-style-type: none"> • NIL 	<ul style="list-style-type: none"> • Faculties could be encouraged for writing projects proposal to various funding agencies.
10.	Number of Publication by the faculty	<ul style="list-style-type: none"> • 26 	<ul style="list-style-type: none"> • To be improved. • Minimum one paper per semester by each faculty to be targeted.

V. Student support and progression

1.	Learning climate (Lecture Halls / Class Rooms)	<ul style="list-style-type: none"> • Sufficient rooms available. 	<ul style="list-style-type: none"> • Need to be improved. • Separate classrooms may be provided for each optional subject.
2.	Status of Library	<ul style="list-style-type: none"> • Number of Titles 14256 • Total volumes of Books 22304 • Number of Journals 4+36 • (Indian & International) • Number of Back Volumes 841 • DAI 53 • Computerization/Library Automation ROVAN LMS • Internet connectivity Wi-Fi and Internet • Book Bank Facility 1324 • Photocopier Facility, etc. Available • Sufficient books are available • Equipped with internet facility with student support services. 	<ul style="list-style-type: none"> • To be continued.
3.	<p>Status of Subject Laboratories</p> <ul style="list-style-type: none"> a) Number of Laboratories b) Status of Instruments / Equipments in the Laboratories: c) Upgradation as per new technological developments and requirements of the course curriculum : 	<ul style="list-style-type: none"> • 6 (Bio-Science, Physical Science, Language, Psychology, Computer and Educational Technology Laboratories) • Good Working Condition • Upgraded 	<ul style="list-style-type: none"> • Care should be taken to replace expired chemicals in the Physical Science laboratory.

4. **Status of Computer Labs**

- Number of Computer Labs : 1
- Number of PCs : 43
- Availability of licensed softwares as per the course curriculum : MS Office, Windows, K7 Anti Virus
- Details of Configuration : 21 no's Core i3 + 19 no's Dual core + 3 no's Core 2 Duo
- Available Hardwares : SONY (Portable), 2.1 Woofer, Web camera, Internet, Laser Printer, Wireless smart board (2)
- Details of Printers/CD writers : 1 Lazer Printer, 45DVD Writers
- Details of Servers : 1
- Internet connectivity : 4 Mbps , 8 Mbps, 24 Mbps
- Upgradation as per new technological developments: Upgraded
- Computer Lab is well furnished and equipped with computers with latest configuration, software also equipped other peripherals.

- More computers with modern features could be provided.

5.	<p>Sports and games</p> <p>a) Facilities</p> <p>b) Participation of students</p>	<ul style="list-style-type: none"> • Number of Grounds / Courts available for outdoor games- 5 • Facilities available for indoor games-1 • Intramural Sports Competition -90 • Inter Collegiate Sports Competition • Competition at University Level-14 • Competition in National Level • Good 	<ul style="list-style-type: none"> • Students could be encouraged to participate in National Level competitions whenever opportunities are available.
6.	<p>Additional Services enabling students to Compete (SLET, NET and TET Coaching)</p>	<ul style="list-style-type: none"> • Number of Programmes conducted -2 • Number of beneficiaries during this year-240 • Effectively organized. 	<ul style="list-style-type: none"> • To be continued.
7.	<p>Cultural activities</p>	<p><u>Number of Participants</u></p> <ul style="list-style-type: none"> • Intramural Cultural Competitions-190 • Inter Collegiate Competitions-36 • Adequate platform is provided to all the students to bring out their innate potentials. 	<ul style="list-style-type: none"> • To be continued.
8.	<p>Scholarship</p>	<ul style="list-style-type: none"> • Government Scholarships, Management Scholarships (Rector/Secretary/Principal) and Alumni Scholarship are available • Good number of students are benefited by scholarship. 	<ul style="list-style-type: none"> • To be continued.

9.	Placement Services	<ul style="list-style-type: none"> • Campus interview is efficiently conducted • Number of Schools Participated - 7 • Number of Students Placed - 45 	<ul style="list-style-type: none"> • To be continued.
10.	Alumni Association	<ul style="list-style-type: none"> • Excellent efforts are taken by the Alumni Association to strengthen it. • Scholarship – 10 students • Representation of Alumni in various bodies such as Governing Body, Board of Studies, IQAC, College Development Council 	<ul style="list-style-type: none"> • To be sustained.
VI. Physical Infrastructure			
1.	Infrastructure for Curricular Activities (Utensil report of all class rooms)	<ul style="list-style-type: none"> • Enough and sufficient • Good 	<ul style="list-style-type: none"> • To be continued.
2.	Infrastructure for Co-curricular Activities (Utensil report of Auditorium and Laboratories)	<ul style="list-style-type: none"> • Enough and sufficient • Good 	<ul style="list-style-type: none"> • To be sustained.
3.	Infrastructure for Extra - Curricular Activities including Sports and Games	<ul style="list-style-type: none"> • Enough and sufficient • Good 	<ul style="list-style-type: none"> • To be continued.
4.	Maintenance of Infrastructure	<ul style="list-style-type: none"> • Well maintained • Excellent 	<ul style="list-style-type: none"> • To be sustained.

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 democratic way 	<ul style="list-style-type: none"> • To be continued.
2.	Statutory bodies (Enclose organization, structure and members list of various bodies)	<ul style="list-style-type: none"> • Verified • Functioning Good 	<ul style="list-style-type: none"> • To be continued.
3.	Non statutory bodies (Enclose organization, structure and members list)	<ul style="list-style-type: none"> • Verified • Functioning Good 	<ul style="list-style-type: none"> • To be continued.
4.	Salary structure (for aided and unaided teaching)	<ul style="list-style-type: none"> • Satisfactory 	<ul style="list-style-type: none"> • To be maintained.
5.	Salary structure (for aided and unaided non-teaching)	<ul style="list-style-type: none"> • Satisfactory 	<ul style="list-style-type: none"> • To be maintained.
6.	ICT in Governance	<ul style="list-style-type: none"> • SMS alert system • Sending projects and seminars invitation to various institutions through mail 	<ul style="list-style-type: none"> • Attention should be given for automation of the Administrative and Controller section. • ERP may be introduced.
VIII. Innovative practices			
1.	Internal Quality Assurance System (IQAC / IAC)	<u>Staff Development Programme</u> <ul style="list-style-type: none"> • Web 2.0 Tool • Effective Mentoring • Colloquium on Best Practices of Colleges of Education • Functioning good. • Biannual IQAC newsletter is published. 	<ul style="list-style-type: none"> • To be continued.

2.	Teaching and Learning	<ul style="list-style-type: none"> • ICT supported Learning • Digital Emotive Pedagogy • Good 	<ul style="list-style-type: none"> • To be continued.
3.	Research	<ul style="list-style-type: none"> • Research colloquium • Research and Reflections on Education (Quarterly Journal) • Xavier Journal of Research Abstracts (Annual) • Produced 112 doctorates • Good 	<ul style="list-style-type: none"> • To be continued.
4.	Extension Activities	<ul style="list-style-type: none"> • Mother Teresa Evening Study Centre (MOTESC) • Social Project • Community Camp • Excellent 	<ul style="list-style-type: none"> • To be continued.
5.	Students Support and Progression	<ul style="list-style-type: none"> • Intensive English Coaching • ELT Workshop • English Cultural Show • Campus Interview • Awareness Programmes • Good 	<ul style="list-style-type: none"> • To be continued.
6.	Staff Enrichment	<ul style="list-style-type: none"> • Two Staff Development Programme per year 	<ul style="list-style-type: none"> • Faculties should be encouraged to attend webinars and FDP in various universities in India
7.	Governance	<ul style="list-style-type: none"> • Participatory approach • Good 	<ul style="list-style-type: none"> • To be continued.
8.	Infrastructure	<ul style="list-style-type: none"> • ICT enabled classrooms • Beautification of Garden • Furnishing ladies restroom • Good 	<ul style="list-style-type: none"> • To be continued.

OVERALL ANALYSIS


(Restricted to 5 bullet points under each aspect)

Sl. No.	Observation on Key Aspects
1.	<ul style="list-style-type: none"> • Psychologically comfortable organizational Climate. • Well qualified faculty • Good infrastructure • Green Campus
2.	<ul style="list-style-type: none"> • Need concentration on research projects and research publications
3.	<ul style="list-style-type: none"> • Integrated B.Ed. and M.Ed. programmes, Pre-primary Teacher Education may be started • Eventually move towards deemed to be university status
4.	<ul style="list-style-type: none"> • Financial constraints and students admission
5.	<ul style="list-style-type: none"> • Research Publication should be increased • Projects through funding agencies should be enhanced • Motivation to attend International Conferences to the Faculty members. • Initiation for starting new courses such as Integrated B.Ed., M.Ed. and Pre-primary Education programme. • Additional infrastructure facilities may be provided to strengthen the existing programme and new programme.


Could add some futuristic plans: Deemed to be University status.

Name & signature of AAA PT Members with Date:

Chairperson


Dr. S. ARULSAMY, Ph.D.
 Associate Professor
 Department of Education
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Member


Dr. A. Paditha Begam
 M.A.(Psy) M.A.(Soc) M.Ed., M.Phil., Ph.D.,
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