



ST XAVIER'S COLLEGE OF MANAGEMENT & TECHNOLOGY

NAAC Accredited with B++ Grade (1st Cycle)

(Affiliated to Aryabhata Knowledge University)

Digha-Aashiyaana Road, Digha Ghat, Patna- 800011, Bihar

Mobile Nos.: 8987262019; 8877617734, E-mail: info@sxepatna.edu.in,

Website: www.sxepatna.edu.in



ACADEMIC & ADMINISTRATIVE AUDIT (AAA) 2022 – 2023

DOCUMENTS:

- **DEPARTMENT AUDIT REPORT 2022-23**
- **AAA SHEDULE (2022-2023)**
- **AAA DECISIONS & ACTIONS TAKEN
FOR 2022-2023**
- **AAA REPORT (2022-2023)**
- **ACADEMIC PLANNING FOR 2023-2024**
- **DECISION TAKEN FOR 2023-2024**



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Mobile Nos.: 8987262019; 8877617734, E-mail: info@sxcpatna.edu.in,

Website: www.sxcpatna.edu.in



Ref No. SXCMT/IQAC/IDAR/02/2022-2023

Date: 27 May 2023

INTERNAL DEPARTMENT AUDIT REPORT

Academic Year 2022-2023

1. Internal Department Audit information:

- Name of the Event: Internal Department Audit
- Date: 25 & 26 May
- Time: 1.30 pm to 3.30pm
- Venue: Respective Departments
- Name of the Team: Internal Department Audit
- Number of participants involved in organizing the event : Internal Department Audit Team & the Members of each Department
- Beneficiaries: Departments & the Institution

2. Objective:

- To know the preparedness of the department to provide quality education
- To enable the faculty to improve the quality of teaching and learning on an ongoing basis

3. Outcome of the activity:

- To develop accountability of the individual members with regards to their academic performance

4. SWOC analysis:

- **A brief report of the Activity:** The Departmental Audit started with BBA (IB), BCP & BA (JMC) on 25 May, and BBA & BCA on 26 May. The audit was conducted on the following parameters.
- **Academic Calendar:** The departments were having the College calendar and it was suggested by the audit team that from the next academic year, there has to be a Departmental Calendar in which all the departmental activities need to be highlighted.
- **Semester-wise Time Table:** The Departments were having semester-wise timetables except for the BBA Department which had paper allocation and the workload of all the teachers along with the time table. It was suggested by the audit team that paper allocation and workload of each teacher teaching in the department should also be included in this.
- **Syllabus:** The syllabus is complete for BBA (IB) but new PO's, PSO's are prepared and given to the father principal for approval. Once they are approved, it will form a part of the Syllabus. Other Departments have done with the POs & PSOs.

- **Notices of Activities:** Notices of all the activities conducted by the Departments were arranged chronologically.
- **Alumni Details:** The Departments find difficult to get the alumni details but still they managed to collect some details about students pursuing higher studies and students doing jobs.
 - The audit team suggested that a few good points about the alumni of the Departments need to be highlighted in the AAA presentation by the Departments like an alumni has gone to JNU for higher studies, another has gone abroad etc. It was also suggested to form an alumni group through which the departments can stay connected with the alumni. Student Satisfaction Survey shall also be a part of student's progression.
 - The audit team was also impressed by the QR Code developed by BBA department. After scanning it through the mobile phone, an alumni can fill in all the details about himself/herself and the Department will get all the details regarding him or her.
- **Teachers Profile:** The Departments have its teacher's Profile ready. The team suggested to mention the contributions of each professor of the Department to the Department, and to the College in the form of various other responsibilities that they are performing for the College other than teaching like being coordinators, chairpersons of various committees and clubs, etc. They can also mention if they have suggested any book for the library as their contribution towards the college library in their profile.
- **Minutes of Meeting (Departmental):** The Departments conduct their formal Departmental meetings. The team suggested to keep a note of all the informal meetings conducted too and needs to be signed by all the faculty members who attended the meeting.
- **Two best practices of the Departments:**
 - **BBA (IB):** Current News Analysis (CAN) is done by the students of the Department on matters related to economics.
 - **BCP:** Identifying the weaker students on the basis of their result analysis and then helping them in peer learning where a bright student is assigned a weak student who is helped and guided by his friend.
 - **BA (JMC):** Ignatian Waves was started by the Department which is a news bulletin but it is not documented properly. The department also has Xavier Wall Magazine but it is not regular and not documented properly. The audit team suggested that from next academic year, they need to document it properly.
 - **BCA:** Identifying the weaker students on the basis of their result analysis and then helping them in peer learning where a bright student is assigned a weak student who is helped and guided by his friend.
 - **BBA:** QR code has been generated by the Department that can be scanned by the students and every detail with regards to the candidate can be filled in. It was suggested by the audit team that this has to be properly documented.

- **Internship and Industrial Visit:** All reports related to internship and industrial visit of the students for all three years is complete with the Departments.
- **Accompaniments:** The Departments is not having any concrete process of accompanying the weaker students hence it was suggested by the audit team to plan out something concrete for the next academic year (2023-2024).
- **Certificate courses:** The Departments had the list of students enrolled for the certificate course along with their attendance sheet. It was said that once the certificate is given to the students, a copy of the same will also be kept in the file. It was suggested by the audit team that the student's evaluation of the certificate course should also be included in this.
- Evaluation by the faculty members of the department can also be done.
- **Initiatives taken by the Departments for promotion of the Departments:** It was informed by the members of the Departments that videos have been prepared and circulated with regard to the promotion of the Departments except the BCA. Also, the Departments take the help of alumni in promoting the Course.

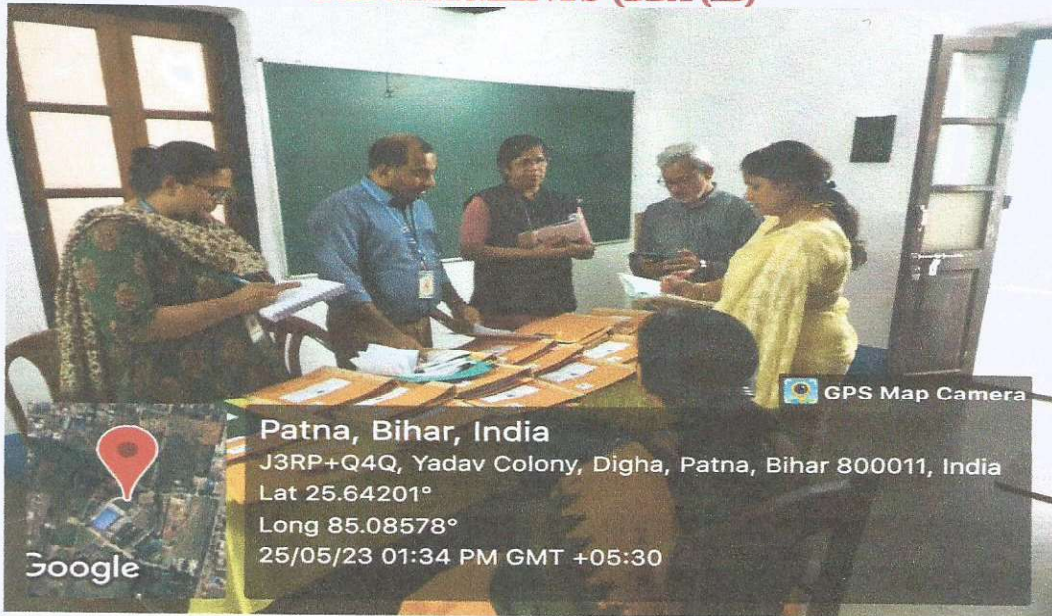
5. Suggestions by the Team for the next session (2023-2024)

- To have Department-specific Calendar
- Lesson plan update needs to be done by the Coordinator at the end of every month
- Activity & other reports: To have the centralized documentation system, to have the original copy in the College office and the Departments could have the soft copy of everything to avoid excess use of papers
- To conduct Departmental peer team evaluation at the end of each semester
- Feedback session could be conducted for the students & the modules could be decided by the Departments
- Students' accompaniment is a major area where every department needs to pay special attention
- Remedial measures for the weak students need to be taken care
- Contribution of alumni to the Departments and vice versa need special attention
- Departmental distinctiveness needs to be mentioned
- To form an alumni group through which the Departments can stay connected with the alumni.
- Student Satisfaction Survey shall also be a part of student's progression.
- SWOC analysis and concrete plans with tentative dates need to be planned for the next academic session (2023-2024).

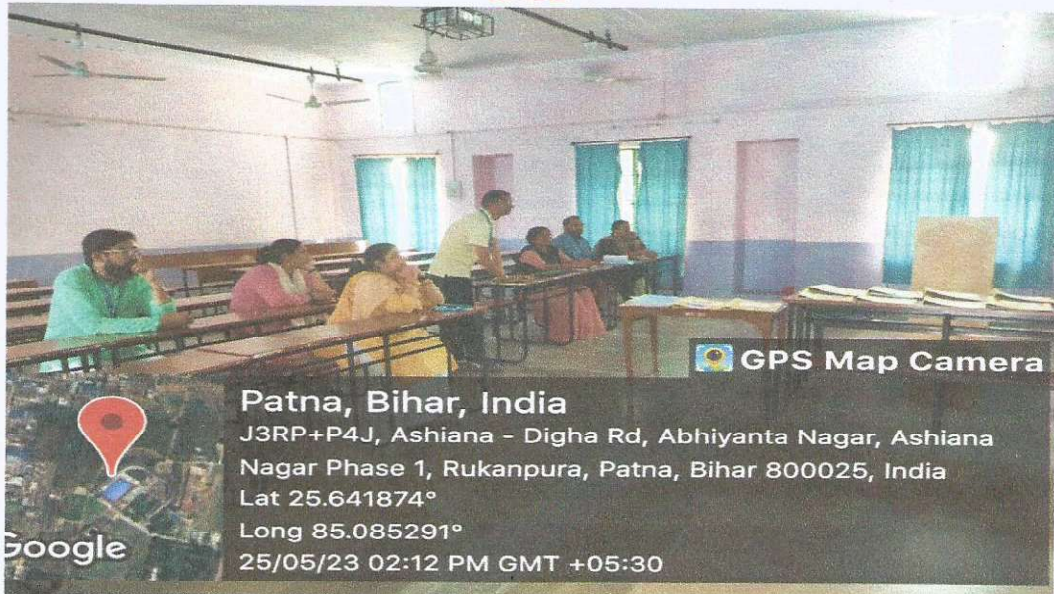
6. Geo-tagged photos

VISIT OF INTERNAL DEPARTMENT AUDIT TEAM

DEPARTMENTS (BBA (IB))



BCP



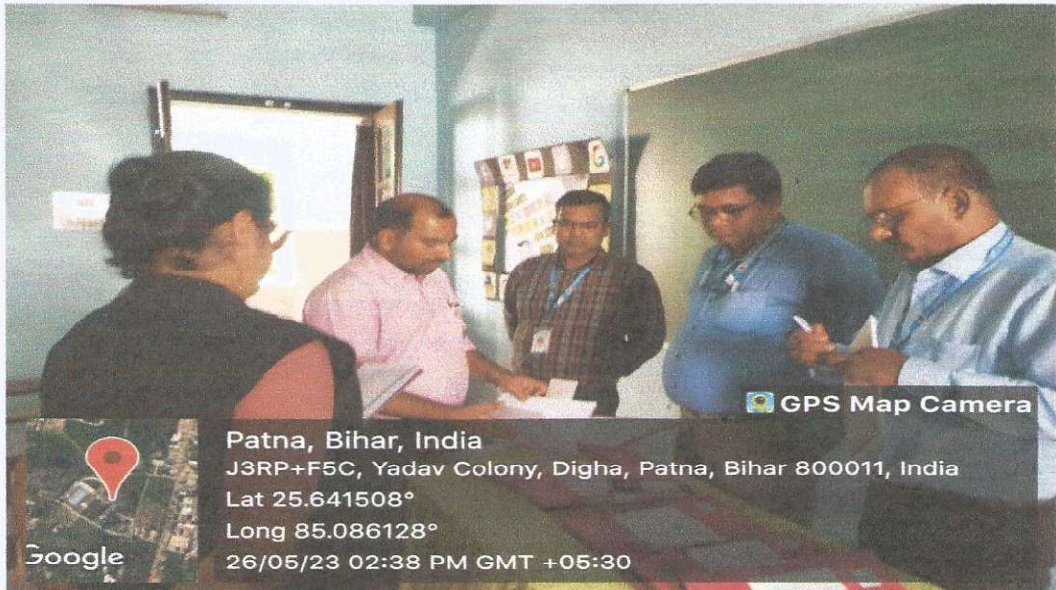
BA (JMC)



BBA



BCA



Chairperson

Dr. P. P. 24/05/23
IQAC coordinator
IQAC

Principal

St. Xavier's College of Mgmt. & Tech.
Digha Chat, Patna - 800 011



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Ref No.: SXCMT/IQAC/AAA/03/2022-2023

31 May 2023

ACADEMIC & ADMINISTRATIVE AUDIT (AAA), 2022-2023

(SCHEDULE)

Date : 8 to 10 June 2023
Time : 8.30am to 3pm
Venue : Buddha Conference Hall

General guidelines:

1. Time Schedule:

- *First session:* 08.30AM -10:00 AM
- *Short Break:* 10:00 AM - 10:15 AM
- *Second session:* 10:15 AM – 12:00 Noon
- *Lunch Break:* 12:00 PM – 12:45 PM
- *Third Session:* 12:45 PM – 03:00 PM

2. **Presentation of the committees include:** Activities, Objective & Outcome of the activity conducted, SWOC analysis, Future plan.

(Time for each presentation: 8 to 10minutes)

DAY 1, (8 JUNE 2023), (EVALUATION)

Session 1

- Prayer: Ms Supriya Shree (Time: 5minutes)
- Report of AAA 2021-22: Dr Ashok Kumar (10minutes)
- **Internal Department Audit presentation:** (Time 10 minutes): Dean of Academics
- Examination Department,(20 minutes) Fr Dr Sebastian SJ
- Placement & Internship, (15 minutes) Mr Samar Reyaz
- EPC (10 minutes) Fr Dr Sherry George SJ
- F & M, (10minutes) Dr Kalpana Kumari
- Counselling, (15 minutes) Sr Jaya
- Social outreach/Involvement (30 Hrs.) (10 Minutes), Mr Ajay Kumar

BREAK:

Session 2

- IT Cell presentation of IT, ERP, Website, Online Exam. Platform (30 minutes) Mr Piyush Verma
- Dean Activities presentation on committees & club (15 minutes)
- Cultural Activity Committee, (10 minutes)
- Academic Activities Committee,(10minutes)
- Social Awareness Committee, (10 minutes)
- Sports Activity Committee, (10 minutes)
- YFI, (10 minutes)
- NSS presentations (10 minutes)
- XTC (10 minutes)

LUNCH BREAK: 12 to 12.45 PM

Session 3

- Discipline – Vice Principal (10minutes)
- ICC – Ms Priya Manish Kumar (10 minutes)
- Students’ Council – Vice principal (15minutes)
- Alumni association – Dr Ashok Kumar (15minutes)
- Criteria wise Suggestions/ Requirements for NAAC
(*Chairpersons of NAAC Criteria*) (15minutes)

DAY 2, (9 JUNE 2023) PLANNING 2023-24

Session 1

- *Address by the Principal*
- *Examination planning (CIA Modules, Tentative Schedule & Marks Allocation) Fr. Dr Alphonse Sebastian SJ*

BREAK:

Session 2

- *Department planning - Coordinators*
 - *Calendar*
 - *Activities*
 - *Bridge course*
 - *Certificate/ Add on Course*
 - *Remedial Classes*
 - *Lesson plan*

LUNCH BREAK

Session 3

- **Committee's Planning (Activities & Tentative Dates) Chair Person**
- BREAK (10 Minutes)**

Session 4

- **Social involvement**
- **NSS**
- **XTC**
- **Placement & Internship**
- **Foundation & Mentoring**

DAY 3 (10 JUNE 2023)

Session 1: 8.30 AM onwards

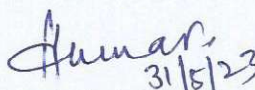
- Planning for the Academic session 2023-2024, (College Level)
- College calendar
- To decide **Two Best practices - 2023-2024**
- MoUs need to be allotted to different Departments for conducting activities
- Any other

RESPONSIBILITIES SHARED

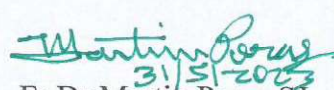
DAY	SESSION	PRAYER	REPORT WRITER	CHAIRPERSON
08/06/2023	1 st 2 nd 3 rd	Ms Supriya	Mr. Mario Martin	Fr. Dr Martin Poras SJ Dr. Kalpana Kumari Mr Rakesh Kumar Pathak
09/06/2023	1 st 2 nd 3 rd 4 th	Dr. Rachana Thakkar	Mr Farhan Khalid	Fr. Dr Sushil SJ Mr Piyush Ranjan Sahay Dr Mala Kumari Upadhyay Ms Priya Manish Kumar
10/06/2023	1 st 2 nd	Dr Alok Baran	Ms. Priya Gupta	Fr. Dr Sebastian SJ Dr Niharika Kumari

NOTE: Responsibilities of the Report writer: To write the report of the sessions and present the report the next day.

Moderator for all three days: Asst. IQAC Coordinator- Dr Ashok Kumar


Dr Ashok Kumar
Asst. IQAC Coordinator


Sr Dr Grace SCSC
IQAC Coordinator
IQAC
St. Xavier's College of Mgmt. & Tech.


Fr Dr Martin Poras SJ
Principal
St. Xavier's College of Mgmt. & Tech.
Digha Ghat, Patna-800011
Bihar, India



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Date: 17 July 2023

ACADEMIC AND ADMINISTRATIVE AUDIT(AAA), 2021-2022)

DECISION & ACTION TAKEN FOR (2022-2023)

The Academic and Administrative Audit (AAA) was conducted by IQAC of the Institute from 8 to 10 June 2023. Most of the teaching fraternity were present for the three days of evaluation and planning.

PURPOSE:

- To analyse and evaluate the Institution's academic and administrative processes and make the Institution a centre of excellence
- To enhance the quality of education provided
- To suggest activities to enhance the quality of the system

By conducting the Audit effectively, the Institute is constantly moving towards excellence. The AAA helps the Institute in offering the highest quality of education by the continuous evaluation process. A number of decisions were taken during the audit for enhancing the quality of education provided in the Institute specially in the teaching, learning & evaluation. The decisions taken during the AAA of 2021-2022 for the academic session 2022-2023 were supervised and managed by the IQAC.

INITIATION OF FOLLOW UP ACTIONS:

The IQAC took note of all the suggestions and decisions seriously and followed up with a bird's-eye view: Collated the decisions, Sent the decisions taken to the persons concerned and by constant reminders to the persons responsible like Faculty & the Management. As a result, most of the decisions were put into effect.

CRITERION 1: CURRICULAR ASPECTS

SYLLABUS:

DECISION TAKEN: It was decided that towards the end of every month a departmental meeting will be held to take stock of syllabus completion. Then, Coordinators will meet with the Dean of Academics and Examination Committee to give them a report. On first Wednesday of every month, syllabus completion will be a fix agenda during General Faculty Meeting where Dean Academic will give brief the house.

ACTION TAKEN:

BCA:

- Three meetings were held during the session,
- Exam department and Dean academic were informed regarding the completion of syllabus twice when we discussed regarding the completion of syllabus in meeting.
- It will be suitable for coordinator if the lesson plan will be shared by department members to the coordinators.

BA (JMC):

- The departmental meetings were held on 23rd November 2022 and 23rd March 2023.

BBA(IB):

- It has happened but not in the same process as mentioned here. In the departmental meeting Coordinator use to take the status of the Syllabus and mentions it in the Minutes of the Meeting which is shared with the dean academic.
- The coordinator gives the status of the syllabus in the General faculty meeting, not the Dean Academics.

BBA:

- The status is being observed by the coordinator every month. This was the agenda of the departmental meetings. No formal meetings were arranged every month for Dean of academics, examination committee and coordinators.

BCP: Not happened on Routine basis

DEAN OF ACADEMICS:

- A departmental meeting is held once a month and if the meeting is held a report regarding the departmental meeting is submitted to the office. Though coordinators meeting with the Dean of Academics and Examination Committee was not held.

ACADEMIC CALENDAR:

DECISION TAKEN -The year 2022-23 onwards each department will have to prepare their academic calendar.

It should have 90 working day including exams, viva-voce, etc. Minimum 75 days of teaching should be there along with departmental seminar, industrial visit, internship and all the other celebrations.

Everyday has to be marked with the activities held in the College. It will be given to each student of all three years.

ACTION TAKEN -

BCA: It was prepared well in advanced and is made available to everyone.

BA(JMC)

- The academic Calendar is prepared but only for departmental activities.
- The exam schedule including viva-voce is being prepared by the Examination Department for the purpose of uniformity.

BBA(IB):

- It is done but at the college level. Not at the department level. College level Academic Calendar seems better and brings uniformity.

BBA: Done

BCP:

- An academic calendar of the college is there with departmental activities marked in it.
- Academic calendar is given to each student.

INDUSTRIAL TRIP:

DECISION TAKEN: It was decided that industrial trip will be department specific.

MoUs should be signed for these trips.

MoU should be signed every year not for 2-3 years.

It was informed that 1st year goes to a trip somewhere inside Patna, 2nd year within Bihar, 3rd year has a syllabus mandate, so they go out of Bihar to visit better companies.

ACTION TAKEN

BCA: The computer science department was not able to do the industrial visit since the software companies are still preferring employees to work from home. Instead of Industrial visit some skill enhancement course should be done by students of BCA.

BA(JMC):

- Took the 1st years to AIR premises where they visited the studios and learnt about the functioning of AIR.
- The 2nd years were to visit the office of Hindustan Times but the office caught fire and the visit has been postponed.
- The 3rd year students have not given their confirmation for an out of station Industrial Visit.

BBA(IB):

- Done
- 1st year and 3rd year went for the Industrial trip. The 2nd-year industrial visit is in process. It is better to take only 3rd year out of the station.
- MoU is also in process.

BBA:

- Done
- MoUs signed
- Visit arranged for all 1st, 2nd and 3rd year students.

BCP:

- Industrial Trip for first and third year took place in the month of December 2022.

TIME TABLE:

DECISION TAKEN: Faculty members will have to prepare their own time table.

It was clarified that taking holidays before and after college holidays will come under sandwiched holidays and the entire leave will be counted.

ACTION TAKEN:

BA(JMC):

- The department coordinator prepared the time table in consultation with other coordinators and the principal.

- The matter of sandwiched holidays has been accepted by the faculty members.

BBA:

- Department of Business administration is following the guidelines.

BCP: Prepared.

PREPARATION OF LESSON PLAN:

DECISION TAKEN: Part-timers and full-timers both have to submit the lesson plan. Regarding the daily checklist, Principal will decide with the Management whether to continue it or not.

ACTION TAKEN:

BCA: It was done in excel sheet. But in new ERP only planning is done.

BBA(IB):

- Part-timers are not submitting lesson plans, but the syllabus updates are being shared with the coordinator.

BBA:

- Lesson plan is being prepared in ERP. As a coordinator I am not getting any lesson plan from the faculties teaching in the department.

BCP: Submitting.

PAPER ALLOCATION:

DECISION TAKEN: While discussing regarding one department being asked to take papers of some other department, it was said that the New Education Policy promotes inter-disciplinary approach. One cannot limit him/herself to one area. But, Professors must be informed of a new paper at least one year in advanced. Coordinators have to plan for the next semester ahead.

ACTION TAKEN

BCA: takes papers of other Departments like BBA, BBA (IB) BCP & BMC.

BA(JMC):

- The paper allocation for odd semester beginning in July, was discussed in the March Departmental meeting.

BBA(IB):

- The faculty members are taking new papers. In one semester one new paper allocation has been done.

BBA:

- Done

BCP:

- Being done accordingly. Fr. Principal is allocating papers to members of the department of commerce.

CRITERION 2: TEACHING LEARNING AND EVALUATION

POLICY FOR TEACHING AND LEARNING:

DECISION TAKEN: In last NAAC SSR it was mentioned that 15% seats are for backward castes. Should it be same or go with the government norms? Are we really reserving any seats?

It was said that as we do not have many applicants, so we cannot adhere to this policy right now. But SC and ST are given admission 90% times.

We can say that as we are minority, self-financed institution and do not get any grant from govt., we cannot fulfil the reservation criteria. However, girls are given admission as far as possible.

ACTION TAKEN:

BA(JMC): In BA(JMC) 1, the number of girls is higher than that of boys. 18 girls and 8 boys.

FEEDBACK ABOUT THE CURRICULUM FROM STAKEHOLDERS:

DECISION TAKEN: Evaluation of the feedback has to be done along with the action taken by the Criterion In-charge

ACTION TAKEN:

BCP: Done

REPORT OF DEAN OF ACTIVITIES:

DECISION TAKEN: It was said that each Committee is expected to submit an annual report. Clubs can also prepare the report.

ACTION TAKEN:

BBA(IB):

- Submitted

Dean of Activities:

- So far I have received 37 activity reports from different committees and clubs.

EXAMINATION MODULES-

DECISION TAKEN: Invigilators were asked not to go for invigilation duty with their mobile phone.

Action taken -

BCA: Professors do not carry mobile to exam hall and in class

BA(JMC): Invigilators are not taking mobile phones in the exam hall while on duty.

BBA: Done

BCP: Done

EXTERNAL EXAMINERS:

DECISION TAKEN: Professors going as externals/ invigilators in other institutions must be documented. The College allows the Professors to go as externals/ invigilators. The General Office will keep the invigilation duty letters and send a copy to IQAC. IQAC will send a copy to Criteria In-charge, where it belongs to.

ACTION TAKEN:

BCA: Mr Prakash Upadhyay has submitted the copy to office when he was external examiner in MGM college Patna.

CRITERION 3: RESEARCH, INNOVATIONS & EXTENSION

RESEARCH ACTIVITY

DECISION TAKEN: The Criteria In-charge will draft a policy and get approval of the Management regarding research activity.

The In-charge of all matters related to MoUs and its activities was decided as below-

- Blood donation, health check-up, social involvement- Social Awareness Committee
- Publication and Research: Academic Committee,
- Student/ faculty exchange/ on-the job training- Placement Cell
- Faculty exchange- Academic Activities Committee
- Field trip/ Industrial visit/ Certificate courses- Respective Departments
- Green Audit- Eco-mitr club
- Radio Mirchi/ Dainik Jagaran/ media related, Nukkad Natak- BMC Department
- Faculty Development Programs- IQAC
- International Language- BBA (IB) Department

ACTION TAKEN:

DEAN OF ACADEMICS:

- Drafting a Research policy is in process.
- MoUs with various educational Institutions and NGOs are being signed.
- A Research Committee under the chairmanship of Mr. Piyush Ranjan Sahay was formed.
- It is decided that the Professors need to publish at least two papers, one in UGC Approved journal and the other in a peer-reviewed journal.
- It was decided that there will be Five Departmental Seminars in the college with each department organizing one seminar the papers of which can be published in seminar proceedings.

CRITERION 4: INFRASTRUCTURE AND LEARNING RESOURCES

DOCUMENTS FROM ACCOUNT OFFICE

DECISION TAKEN: Criteria In-charge was asked to give the expense heading which are required as per NAAC to the Principal and Accounts department will be asked to prepare it as per the requirement.

IT stock register has to be prepared immediately and maintained properly.

ACTION TAKEN:

Accounts department is still maintaining the expense heads as they used to do. Many expenses have dual entries such as maintenance which has two classifications as major and minor. Here major expense means infrastructure augmentation and minor expense means repair. This is confusing and creates trouble.

Mr Piyush Verma

- IT Stock Register is being maintained both in hardcopy as well as in softcopy.
- Daily Log book is also being maintained by our Hardware support staff Mr Prabhat Kumar. He prepares the report at the end of every month and submit it to the head of IT Department.
- He also submits the report on the new devices used/setup/installed at various places in the college.

CANTEEN:

DECISION TAKEN: As lots of complaints are coming for the new Canteen, a warning will be given to the owner, if not improved, he will be asked to move out.

ACTION TAKEN:

Canteen contractor is changed and things have improved thereafter

Constructive punishment:

DECISION TAKEN: It was decided that from next academic year we will go back to old system of constructive punishment i.e., giving them Library hours.

ACTION TAKEN: In the new academic year, students are given library hours as constructive punishment.

CRITERION 5: STUDENT SUPPORT AND PROGRESSION

DECISION TAKEN: For DRCC, Accounts department was asked to mandatorily get the sanction letter.

It was decided that the College office will maintain a copy of letters of scholarship and give to Criterion 5 to follow up.

ACTION TAKEN: Done

DECISION TAKEN: It was decided that Professors will not carry mobile phones during activities. They were asked not to assemble near Kalam Hall gate.

ACTION TAKEN: Faculty members are not carrying their mobile phones to Kalam Hall

CRITERIA 6:

GOVERNANCE LEADERSHIP AND MANAGEMENT

POLICIES

DECISION TAKEN: Criteria In-charges were asked to draft policies wherever required and get it approved from the Management.

Mr Piyush Verma said that in website pages are created but there is no content to put. PR Committee volunteered to take up the responsibility of designing the content and a technical person can upload.

It was said that as a college we need to come together to prepare perspective plan of the College. IQAC can take the initiative.

ACTION TAKEN:

CRITERION :6

- We are still waiting for the CJT meeting report for the approval of ERP software.
- Letter for new ERP proposal to the management is still missing.

Mr Piyush Verma

- The website is given to Mr Mukesh Kumar to maintain.


ENGLISH PROFICIENCY CLASS:

DECISION TAKEN: We will have a different session on EPC with EPC Professors to work out something to improve it.

ACTION TAKEN: Done

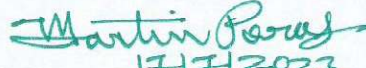
<u>COUNSELLING:</u>
DECISION TAKEN: It was said that from the next academic year, yoga and meditation will be a part of F&M and Mentors can invite Sr Jaya to conduct these sessions.
ACTION TAKEN: <ul style="list-style-type: none"> • Few classes had meditation and reflective sessions during F&M sessions. • Yoga classes were not conducted after a discussion with the management. • Plan was to ask two volunteers to get trained from each class. It was not materialized
<u>IT INFRASTRUCTURE:</u>
DECISION TAKEN: It was decided that spoken tutorial courses of IIT Bombay will be conducted department-wise. Coordinators will finalise the courses year-wise. They will collect the money and give the details to IT Manager and deposit the money to Account office. Fix a deadline to complete the course and examination and inform the IT Manager. It would be better to conduct in the beginning of the semester, Awareness on the importance of the course needed which the department need to do. For those who had already paid, dates of examination can be announced. If they do not appear, it's up to them.
ACTION TAKEN:
<u>YOUTH FOR FREE INDIA (YFI):</u>
DECISION TAKEN: YFI and NSS must prepare their Annual Calendar and show to Principal.
ACTION TAKEN:
YFI: <ul style="list-style-type: none"> • Annual Calendar is prepared and submitted to the office.
<u>NATIONAL SERVICE SCHEME (NSS):</u>
DECISION TAKEN: NSS must prepare their Annual Calendar and show to Principal.
ACTION TAKEN: Done

Dated: 08 June 2023


Sr Dr Grace SCSC
IQAC Coordinator

IQAC
St. Xavier's College of Mgmt. & Tech.
Digha Ghat, Patna - 800 011

Date 17/07/23


Fr Dr Martin Poras SJ
Principal
St. Xavier's College of Mgmt. & Tech.
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Digha-Aashiyaana Road, Digha Ghat, Patna- 800011, Bihar

Mobile Nos.: 8987262019; 8877617734, E-mail: info@sxepatna.edu.in,

Website: www.sxepatna.edu.in



Ref No.: SXCMT/IQAC/AAA/03/2022-2023

17 July 2023

REPORT OF ACADEMIC & ADMINISTRATIVE AUDIT

Academic Year 2022-23

1. *Event information:*

- Name of the Event: Academic & Administrative Audit: 2022- 2023
- Date: 08.06.2023 to 10.06.2023
- Time: 09:30 AM onwards
- Venue: Buddha Conference Hall
- Name of the Department: IQAC, SXCMT
- Beneficiaries: Faculty Members from all the Departments

2. *Objective of the Activity/ Event :*

- Assess the Quality of teaching and learning
- Identifying areas for improvement
- Continuous growth of the College
- Improvement in student learning process

3. *A brief report of the FDP:*

Dr Ashok Kumar, assistant coordinator IQAC welcomed everyone to the AAA which was followed by a prayer and Song by Ms Supriya. The Chairperson Fr Dr Martin Poras SJ stated the goal of the AAA is to ensure Quality education provided to the students.

He shared seven-fold objectives of the AAA

1. Assess the Quality of teaching and learning
2. Identify areas for improvement
3. Experience Continuous growth of the institution
4. Improve Transparency and accountability
5. Improve student learning outcome
6. Compliances
7. Better Strategic Planning

He also stated 5 Guidelines to be kept in mind during the AAA

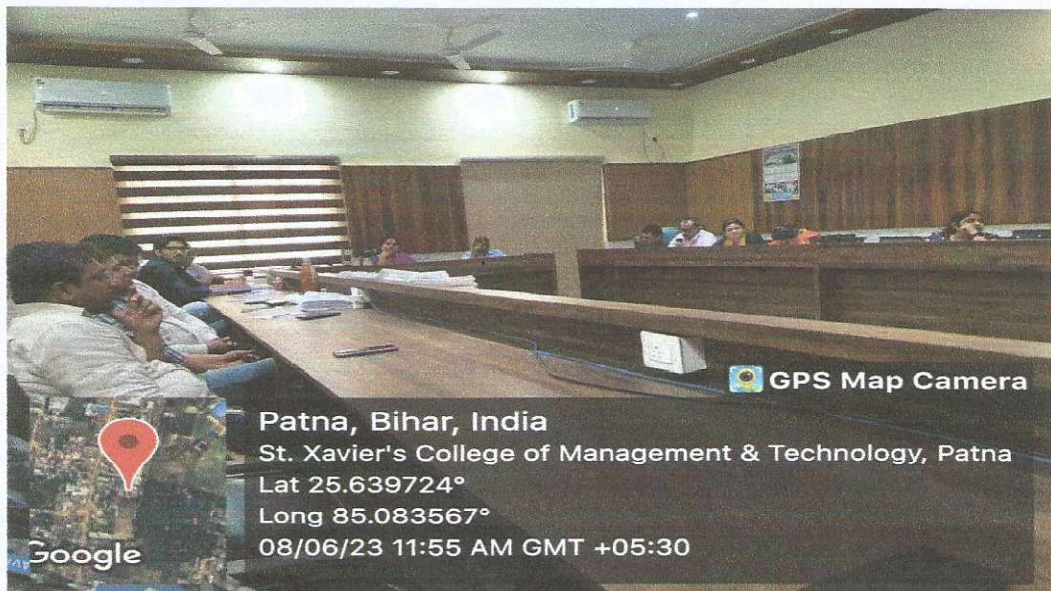
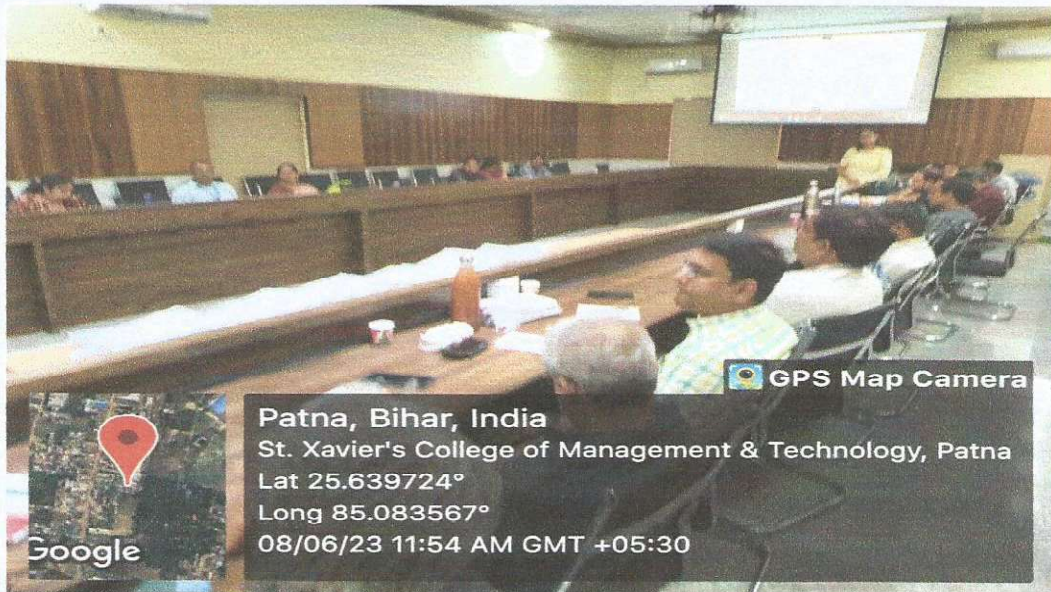
1. Active Engagement
2. Be brief
3. Be Objective
4. Do not repeat
5. Be attentive

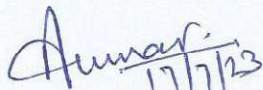
Dr Ashok Kumar presented the report of AAA 2021-22.


The event started and continued as per the schedule.

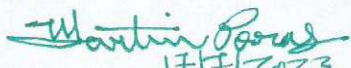
Mr Mario Martin, assistant professor, Mr Farhan Khalid, assistant professor, and Ms Priya Gupta, assistant professor wrote the report for three days respectively. Dr Ashok Kumar proposed the vote of thanks.

ACADEMIC & ADMINISTRATIVE AUDIT




17/7/23
Dr Ashok Kumar
Asst. IQAC Coordinator


17/7/23
Sr Dr Grace SCSC
IQAC Coordinator


17.7.2023
Fr Dr Martin Poras SJ
Principal
St. Xavier's College of Mgmt. & Tech.
Digha Ghat, Patna-800011
Bihar, India

IQAC
St. Xavier's College of Mgmt. & Tech.
Digha Ghat. Patna - 800 011



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PLANNING FOR ANNUAL CALENDAR 2023-2024

Activities planned for the Month of July 2023

- i. College reopens on 10th July 2023
- ii. Faculty Development Program and Orientation Program for faculty will be held on 10th, 11th, 12th July 2023.
- iii. 13th, 14th & 15th July will be utilized to finalize the AQAR 2023-24.
- iv. Orientation Program for Part II will be held on 17th July 2023 by **Academic Committee**.
- v. It was agreed upon that the Bridge Course will be conducted from 17th July to 26th July 2023. The following faculties were assigned for the respective subjects:
 - English – Sir Dr Grace SCSC, Mr Abhishek Anand, Dr Anurag Ambasta
 - Accountancy – Dr (CS) Mala Kumari Upadhyay, Mr Farhan Khalid, Mr Ashok Kumar
 - Maths – Fr Dr sherry George SJ, Mr B.N Chowdhary, Mr Manish Kumar
- vi. Departmental activity will be organised on 22nd July 2023.
- vii. Two days Orientation Program for Part I will be held on 27th & 28th July 2023 by **Academic Committee**.
- viii. Feast Day will be celebrated on 31st July 2023.
- ix. Nine working days in the month of July.

Activities planned for the Month of August 2023

- i. Regular classes begin for the 1st year and orientation day for 3rd year on 1st August 2023.
- ii. Trials for college sports team will be conducted during 1st Aug to 14th Aug 2023 by **Sports Committee**.
- iii. Cyclotron will be organized on 5th August by **Social Awareness Committee**.
- iv. Session on General Issues (Awareness Program) will be conducted by **Internal Complaint Cell (ICC)** on 5th August 2023.
- v. Session on Mental Health will be organized by **Counselling Cell** on 12th August.
- vi. Oath Taking Ceremony jointly celebrated with the Independence Day on 15th August.
- vii. Let's talk on G20 jointly organized by BBA & BCA Department on 19th August.
- viii. Departmental activity will be organised on 26th August.
- ix. Industrial visit planned by BA (JMC) Department for part I & II students on 28th and 29th August.

- x. 25 working days in the month of August.

Activities planned for the Month of September 2023

- i. Activity organized by **ICC and Debate Club** on 2nd September.
- ii. 5th September staff day, organized by **Student Council**.
- iii. Departmental activity (CIA Module) for part 2 students will be held on 7th, 8th, 11th and 12th September.
- iv. CIA for IIIrd years will be held on 13th, 14th and 15th September.
- v. Talent Hunt will be organized by **Cultural Committee** on 16th September.
- vi. Hindi Diwas will be organized and celebrated on 9th September by **Academy Committee**.
- vii. Industrial Visit Planned by BBA (IB) for 2nd year on 22nd September.
- viii. Flixation 2.0 and activity on NSS Day jointly organized by **BA (JMC) Department, Social Awareness Committee and NSS**.
- ix. Industrial visit planned by BBA Department for Part I and Part II students during 25th to 29th September.
- x. University Connect Program and Gandhi Jayanti will be jointly organized by **Mr Mario Martin, Samar Reyaz and Social Awareness Committee** on 30th September.
- xi. 24 working days in the month of September.

Activities planned for the month of October 2023

- i. Departmental activity CIA module for part one students will be held on 3rd, 4th, 5th and 6th October.
- ii. Inter-Departmental Basketball Tournament will be organized by **Sports Committee** on 5th, 6th and 7th October.
- iii. Model Test (CIA module) will be conducted for all the three years between 27th October 23rd November.
- iv. Departmental activity will be organized on 7th October.
- v. National Seminar by BBA (IB) Department will be organized on 14th October.
- vi. Program will be organized by Kabir Club in collaboration with Dance and Dhvani Club on 21st October.
- vii. 22 working days in the month of October.

Activities planned for the month of November 2023

- i. Inter-Department Cricket Tournament will be organized by **Sports Committee** between 6th to 10th November.
- ii. Let's talk session on Preamble will be organized on the Constitution Day jointly by **Social Awareness Committee and BA(JMC) Department** on 25th November.
- iii. Sadbhaawana Samagam and PPM will be organized on 26th November by **Social Awareness Committee in collaboration with NSS, ICC and Examination Department**.
- iv. Rangoli competition will be organized on 7th by **Kabir Club**.
- v. National Seminar by BA (JMC) Department will be organized on 30th November.
- vi. 19 working days in the month of November.

Activities planned for the month of December 2023

- i. World Aids Awareness Day will be celebrated by NSS on 1st December.
- ii. Class presentation for part I and II will be held during 4th to 8th December.
- iii. Patron's Day will be celebrated on 2nd December by **Cultural Committee**. Badminton tournament for staffs and students will be organized by **Sports Committee** on the same day.
- iv. Departmental activity or XEST will be organized on 16th December.
- v. Industrial visit for all Part III students (except BCA) by their respective departments and NSS camp will be planned between 26 to 30th December.
- vi. 19 working days in the month of December.

Activities planned for the month of January 2024

- i. Even semester will begin from 2nd January.
- ii. Departmental activity will be conducted on 6th January.
- iii. BBA (IB) department planned Industrial Visit for Part I on 12th January.
- iv. National Youth Day will be celebrated by Social Awareness Committee in collaboration with NSS on 13th January.
- v. National seminar by BCP Department will be organized on 20th January.
- vi. 26th January (Republic Day) will be celebrated by **Cultural Committee**.
- vii. English Fest will be organized by **Academic Committee** on 27th January.
- viii. 25 working days in the month of January.

Activities planned for the month of February 2024

- i. On 3rd February Aasmaan 2.0 will be organized by Sports Committee.
- ii. Jashn-e-Nukkad will be organized by BA (JMC) Department and Xavier Theatre Club on 8th and 9th February.
- iii. National seminar by BBA Department will be organized on 10th February.
- iv. Activity will be organized by counselling cell on 17th February.
- v. Departmental activity will be organized on 24th February.
- vi. CIA activity for all three years during 25th February to 1st March 2024.
- vii. 24 working days in the month of February.

Activities planned for the month of March 2024

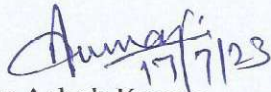
- i. Departmental activity will be organized on 2nd March.
- ii. International Women's Day will be organized by Social Awareness Committee on 9th March.
- iii. It was planned to organize Annual Day on 16th March by Cultural Committee.
- iv. Bihar Diwas and Holy Milan will be organized on 23rd March by Academic Committee and Art Club respectively.
- v. 22 working days in the month of March.

Activities planned for the month of April 2024

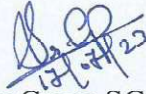
- i. Model Test (CIA) will be conducted between 3rd March to 9th March.
- ii. On 13th March Eid will be celebrated by **Kabir Club** and Ambedkar Jayanti will be celebrated by **Social Awareness Committee**.
- iii. Departmental activity will be organized on 27th March.
- iv. 23 working days in the month of April.

Activities planned for the month of May 2024

- i. International Workers Day will be organized by Social Awareness Committee and Health Awareness Camp by NSS on 1st May.
- ii. Class presentation will be held between 13th to 17th May for all Part three years.
- iii. Departmental activity will be organized on 11th May.
- iv. It was proposed to organize graduation day on 25th May.
- v. 21 working days in the month of May.


17/7/23

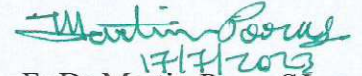
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Digha Ghat, Patna - 800 011


17/7/2023

Fr Dr Martin Poras SJ

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Date: 17 July 2023

DECISIONS & SUGGESTIONS MADE DURING THE AAA (2022-2023)

Examination Department: Decisions & Action Taken for 2023-24

Sl.No	Decision taken	Action Taken during 2023-24
1.	A policy needs to be framed for students who miss the Examination	
2.	Examination Grievance cell needs to be set up,	
3.	The method of conducting the lab exam needs to be changed, the Lab exam for the two sections can be held separately so the subject teacher can evaluate for both the sections	
4.	Scrutiny of the Lab Exercise needs to be done, a committee needs to be formed to update the Lab Syllabus in order to introduce current topics.	
5.	The examination guidelines mentioned in the student handbook needs to be updated.	
6.	The Examination department plans to upload marks on the ERP from the new academic Year.	
7.	Professor must submit model answers so that the evaluation can be cross checked by others as there are a number of complaints received regarding unfair practices in the evaluation process.	
8.	According to the UGC guidelines the results of the internal examination needs to be published within 15 days, this needs to be followed	

9.	The modules of CIA need a few reforms	
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Placement Cell: Decisions & Action Taken for 2023-24

Sl.No	Decision taken	Action Taken during 2023-24
1.	The data of the students who are self-placed should also be included in the placement records.	
2.	Students Volunteers who are part of the placement cell should be given a certificate of appreciation	
3.	The placement cell needs to ensure that amount received for the incubation fund is transferred to incubation fund balance, follow up needs to be done with the account's office.	

Foundation and Mentoring: Decisions & Action Taken for 2023-24

Sl.No	Decision taken	Action Taken during 2023-24
1.	During the first F & M for the freshers the mentor should address the students on the importance of EPC.	
2.	The F&M session need to follow certain fixed topics 1st Years – Inner self / self-awareness 2nd Year – Interpersonal Skills 3rd Year – Societal aspects	

English Proficiency Classes: Decisions & Action Taken for 2023-24

Sl.No	Decision taken	Action Taken during 2023-24
1.	EPC will be certificate Course in 2023-24	
2.	The Syllabus for EPC needs to be prepared for the 3 different levels	

Counselling: Decisions & Action Taken for 2023-24

Sl.No	Decision taken	Action Taken during 2023-24
1.	Dr Krishna who has conducted various sessions in the College on Sexuality, should be called to address the students every year. Sr Jaya needs to plan for the session,	

2.	The room behind Loyola Hall will be used as a Yoga Hall, Sr Jaya was asked to take charge of it.	
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Social Outreach: Decisions & Action Taken for 2023-24

Sl.No	Decision taken	Action Taken during 2023-24
1.	Xavier's Rakth Foundation is to be established.	

IT: Decisions & Action Taken for 2023-24

Sl.No	Decision taken	Action Taken during 2023-24
1.	Lab 1 and Lab 2 are to be shifted to a New Location	
2.	Client Server concept is going to be deployed	
3.	Replacement of computers for the office	
4.	Different modules of ERP need to be deployed	
5.	The Departments must use subpages for their social media accounts not create a new account of their own	
6.	The College Website to have separate tab for different departments.	
7.	A social media policy is required.	

Dean of Activities: Decisions & Action Taken for 2023-24

Sl.No	Decision taken	Action Taken during 2023-24
1.	The files of clubs and committees need to be audited	
2.	The New Format for the activity report needs to be finalized	

Cultural Committee: Decisions & Action Taken for 2023-24

Sl.No	Decision taken	Action Taken during 2023-24
1.	The Curtains for the stage need to be fixed.	

Sports Committee: Decisions & Action Taken for 2023-24

Sl.No	Decision taken	Action Taken during 2023-24
1.	All the sports clubs that are not active will be removed	
2.	The college to have teams for different sports	

Discipline Committee: Decisions & Action Taken for 2023-24

Sl.No	Decision taken	Action Taken during 2023-24
1.	Discipline Committee could conduct some activity related to code of conduct of the College as per NAAC requirements.	

Student Council: Decisions & Action Taken for 2023-24

Sl.No	Decision taken	Action Taken during 2023-24
1.	More training sessions could be conducted on leadership for the student council	

Internal Complaint Cell (ICC): Decisions & Action Taken for 2023-24

Sl.No	Decision taken	Action Taken during 2023-24
1.	Need to formulate proper guidelines for redressal of grievances.	
2.	ICC should make a presentation during student's orientation.	

Alumni Association: Decisions & Action Taken for 2023-24

Sl.No	Decision taken	Action Taken during 2023-24
1.	Alumni could be invited during the special occasions of the college.	

NAAC Criteria 1: Decisions & Action Taken for 2023-24

Sl.No	Decision taken	Action Taken during 2023-24
1.	An Academic Advisory Committee is required	

2.	Academic Planning Committee is required	
3.	Feedback from the employers is a must as per NAAC	
4.	EPC will be added as a certificate course from the new academic year.	

NAAC Criteria 2: Decisions & Action Taken for 2023-24

Sl.No	Decision taken	Action Taken during 2023-24
1.	Examination Grievance Redressal Cell should be formed.	
2.	A policy is required for the sanction post of faculty.	
3.	A clear-cut policy is required related to admission.	

NAAC Criteria 3: Decisions & Action Taken for 2023-24

Sl.No	Decision taken	Action Taken during 2023-24
1.	Xavier Institute of Social Research (XISR) will be included in the research related area of the college.	

NAAC Criteria 4: Decisions & Action Taken for 2023-24

Sl.No	Decision taken	Action Taken during 2023-24
1.	Somebody from the account's office needs to be added as a member in this criterion.	
2.	Inventory needs to be maintained properly.	
3.	Repairs & Maintenance expenses need to be maintained properly	

NAAC Criteria 5: Decisions & Action Taken for 2023-24

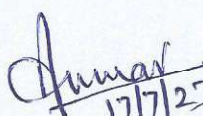
Sl.No	Decision taken	Action Taken during 2023-24
1.	Evidence is required for student credit card is scheme	
2.	Evidence is required for student credit card is scheme	

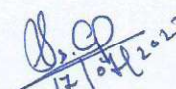
NAAC Criteria 6: Decisions & Action Taken for 2023-24

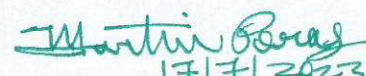
Sl.No	Decision taken	Action Taken during 2023-24
1.	Policy document for fund mobilization is required.	
2.	Performance Appraisal System will be formulated from the coming academic year	

NAAC Criteria 7: Decisions & Action Taken for 2023-24

Sl.No	Decision taken	Action Taken during 2023-24
1.	A proper energy conservation and waste management is required.	
2.	Code of Conduct Committee needs to be formed. Annual awareness program on code of conduct	
3.	Annual gender sensitization plan	
4.	To conduct various audit: Energy Audit, Green Audit , Environment Audit	
5.	Physical infrastructure for divyangjan	
6.	Uploading best practices on website	
7.	The Dean of activities should get the following: 1 copy of the activity report must be submitted to the Dean's office Each committee / club must maintain a file of activity reports	


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