

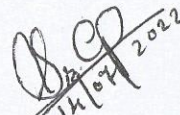
**ACADEMIC & ADMINISTRATIVE
AUDIT (AAA)
INTERNAL REPORT
(2021 - 2022)**

Academic & Administrative Audit (2021-2022)

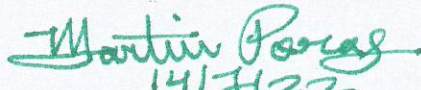
This is to inform that Academic & Administrative Audit (AAA) for the year 2021-2022 will be held from 18th-22nd July 2022 in De Nobili Hall, 09:00 AM onwards.

All full time and part time faculty members are expected to be present.

14.07.2022


Sr Dr Grace, SCSC
IQAC Coordinator

Jay Xavier's College of Mgmt. & Tech.
Digha Ghat, Patna - 800 044


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

2021-2022

Academic & Administrative Audit (AAA) (2021-2022)

NAAC CRITERIA WISE

St Xavier's College of Management & Technology, Patna

Schedule for Academic and Administrative Audit (AAA) (2021-2022)

Dates: July 18th to 22nd, 2021-2022

Venue: De Nobili Hall

Time Schedule:

- 9:00 am-10:30 am: First session.
- 10:30 am- 10:45 am: Short Break
- 10:45 am– 12noon: Second session
- 12 noon- 12.30 pm: Break (Refreshment)
- 12:30 noon - 1:30 pm: Third session
- 1:30 pm – 1:45 pm: Short Break
- 1.45pm – 3pm: Fourth session

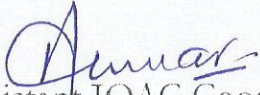
Day 1: Introduction, Criterion: 1 & 2

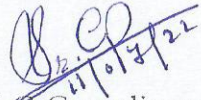
Day 2: Criterion: 3, 4, & 5

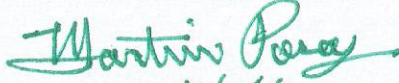
Day 3: Criterion: 6, 7 & Presentation

Day 4: Presentation & Feedback

Day 5: Department wise planning


Assistant IQAC Coordinator


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


Principal
St. Xavier's College of Mgmt. & Tech.
Digha Ghat, Patna-800011
Bihar, India

Common questions applicable to each module.

1. Do the activities (curricular and co-curricular) conducted in the College interwoven with the Vision, Mission and Motto of the College?
2. Do they enhance the quality of academic climate of the College?
3. Do they enhance 6 C's in students and aim at their Holistic development and make them men and women for others?

MODULES	FEEDBACK (2021-2022)	SUGGESTIONS (IQAC: 2022-2023)	DECISIONS (2022-2023)
<p>1. <u>Curricular Aspects:</u></p> <p>A. Academic aspects</p> <ul style="list-style-type: none"> • Curriculum planning & Implementation: <ul style="list-style-type: none"> ➤ What was the objectives & ➤ Did you achieve the objectives? ➤ How did you implement it? <ul style="list-style-type: none"> ➤ Process of assigning teachers, ➤ Allocation of papers: Number of periods for each paper • Time table: Class time table & teachers time table • Methods of teaching • Use of Infrastructure • Lesson plan: Preparation & Implementation 		<p>1. <u>Curricular Aspects:</u></p> <ul style="list-style-type: none"> ➤ Syllabus Committee needs to meet every 3 months to discuss the Syllabus completion ➤ Academic Calendar should be prepared to give a clear picture of the upcoming events and will help in planning. ➤ Time table: (To have two types of time table: <ol style="list-style-type: none"> 1. For students & 2. For Faculty: Mention the time for research & meetings etc.) 	

- **Outcome:** (POs, PSOs, COs)
- **Feedback about the curriculum:** (from faculty, current students, parents, alumina, industry, various forums),
- **Feedback evaluated & Action taken:** (current year, previous years)
- **Academic flexibility:** Eg: Adjustment during Covid-19 with online classes,
- **Graduation Day etc.,**
- **Annual Theme:** How far are we satisfied with the implementation & execution?

B. Co-curricular activities:

Dean of Activity: Feedback on various activities conducted in the College (Evaluation, feedback & action taken report)

- Each committee is responsible: For the outcome of each activities.
- Every activity needs to be value oriented (Fulfill the Vision, Mission & Motto of the College)

- Create a format for the POs, PSOs, COs.
- To set a bench mark as per the students: (Eg: My students should get 75% marks)
- **To have periodic Departmental meetings** on regular basis.

2. Teaching-learning and Evaluation

- **Performance of Examination Committee:**
Objectives & were you able to achieve?
- Feedback, Outcome & Action taken
- **Examination policy**
- **Academic flexibility :(Examination):** Eg:
Adjustment regarding time & conducting the exams etc.;
- **A. Internal Assessment: Feedback, Outcome & Action taken.**
- Examination system :
PPT, Online MCQ, Internship & Project report, The process of evaluation (criteria spelt out; objectivity; fairness), Declaration of results, Faculty development program, Let's talks series, PPT demonstration for 1st year by 2nd and 3rd Year.
- **Coordination with the University exam department:** Filling up of examination form, registration, admit card, Examination center etc.;

2. Teaching-learning and Evaluation

- Policy for Teaching & Learning:
- **Admission policy:** Need to upload it on the website.
- Guidelines,
- **Admission for diversified students:**
(physically challenged, if no one, needs to conduct awareness program.
- **To have a clear reservation policy.** Some Colleges keep 10% seats for girl students.
➤ The College is sensitive towards gender equity but it should have a clear cut policy and guidelines.
- Gender equity in each department: (What measures does the institution take to implement gender equity?)
- Diversity of teachers
- To take care of the diversity of the students
(Eg: Students are from various boards like ICSC, CBSC, and State Board)

		<ul style="list-style-type: none"> ➤ How do we take care of the diversity of the students? (Various culture, understanding, knowledge etc., what is the level of students?) ➤ Students enrolment & profile ➤ Reforms for teaching & Learning ➤ Automated Examination system ➤ Examination Calendar ➤ Examination policy ➤ Examiners for outside Colleges ➤ University Examination results (Semester wise) 	
<p><u>3. Research, Innovations & Extension</u></p> <ul style="list-style-type: none"> • National Seminar: <ul style="list-style-type: none"> ➤ (a) Presenting papers, ➤ (b) publishing papers: • Objective & were you able to achieve it? <ol style="list-style-type: none"> 1. Promotion of Research & Facilities 2. Resource Mobilizations for Research 3. Innovation Ecosystems 4. Research Publications and Awards 5. Consultancies 6. Extension Activities 7. Collaboration 		<p><u>3. Research, Innovations & Extension</u></p> <ul style="list-style-type: none"> • To have policy to support research of the faculty, Promotion of research, • To have two routines (for students separate & one for faculty mentioning the time for research) ➤ To attend seminars & workshops (national or International) are these days counted as working days? • Faculty exchange • Extension Activity 	

Do the faculties go as resource persons?

- **Individual contribution towards research:**

- Paper presentation,
- Publication,
- Write-ups on Magazines, newspaper etc;

- **Innovation:** Blended mode

Outreach program:

- AICUF,
- NSS,
- YFI,
- Social Involvement for AKU Part I students,
- Media coverage,
- Photography,
- Videography,
- Press reporting,
- College Magazine, Public Relation etc;
- **Feedback, Outcome & Action taken**

4. Infrastructure and Learning Resources

- **Physical facility:**
- **Library:**
- **IT: (ERP)**

Maintenance of campus Infrastructure:

- Computer Lab,
- Library,

4. Infrastructure and Learning Resources

- To have offices for placement, NSS etc.,
Needful infrastructure too
- Optimum use of Infrastructure Eg: Same rooms
are used for various purposes

<ul style="list-style-type: none"> ➤ Internet Connection, Wi-Fi, ➤ Canteen, ➤ Swimming Pool, ➤ Sports facilities, ➤ Parking, ➤ Hall for programs (Indoor; outdoor), ➤ Audio-visual lecture halls, Language Lab, ➤ Studio, ➤ Prayer Room (Audio system), ➤ Sick Room, ➤ AC Rooms for Staff, <p>Feedback, Outcome & Action taken.</p>		<ul style="list-style-type: none"> ● IT facility: Eg:-Bio metric system for students attendance, Class assignment (online submission), to reduce the use of paper, to apply for leave: online etc. 	
<p><u>5. Student Support and Progression</u></p> <ul style="list-style-type: none"> ● Parent – Professor meet: Objectives & were you able to meet it? ➤ Attendance ● Feedback from the students about the staff: Feedback analysed, outcome & Action taken. ● Discipline matters: (Platforms for registering grievances; Ragging; Physical fights; Punishments) 		<p><u>5. Student Support and Progression</u></p> <ul style="list-style-type: none"> ● Staff selection policy and students selection policy is required with names of committee members, how much salary is for what kind of Professor, eligibility criteria etc. ● Under Student Council we can also have some training program for them to show how we are contributing in creation of future leaders. 	

<ul style="list-style-type: none"> ● Uniform and Dress Code: Process (Did we explain why we are having uniform and dress code?) ● English Proficiency classes: <ul style="list-style-type: none"> ➤ Diagnostic test ➤ Faculty ➤ Response of the students ➤ Evaluations ➤ Language Lab ● Prayer in the morning: <ul style="list-style-type: none"> ➤ Preparation for the prayer ➤ Style of conducting the prayer ➤ Content of the Prayer ➤ Groups for the Prayer (the same students?) ➤ Decoration of the Prayer Notice Board ● Student's orientation. ● XEST ● Counselling ● Encouraging meritorious students: <ul style="list-style-type: none"> ➤ Rewards and Sanctions (Certificates; Scholarships; Constructive punishments) ● Committees & Clubs <ul style="list-style-type: none"> ● Committees: <ul style="list-style-type: none"> ➤ Social awareness Committee ➤ Academic Committee ➤ Cultural Committee ➤ Sports Committee ➤ Discipline Committee 		<ul style="list-style-type: none"> ● Bridge course: A helping hand to different students from various boards to have a common platform: <ul style="list-style-type: none"> ➤ Eg: English, ➤ Accountancy & Mathematics (May be of three weeks) ● To have Higher Education Support Cell for Students: <ul style="list-style-type: none"> ➤ What help does the Institution provide for higher education? Eg: To get admission for further studies. ➤ To prepare them for various competitive exams ● Value added courses of two nature: <ol style="list-style-type: none"> 1. Compulsory for everyone, 2. As per their requirements. <ul style="list-style-type: none"> ➤ Eg: Communication skills, Skill development programs ● Students participation should be everywhere 	
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<p>Clubs:</p> <ul style="list-style-type: none"> ➤ Dance, Singing, Debate, YFI, Poetry, Eco-mitr, XTC, Quiz 		<ul style="list-style-type: none"> ● Alumina engagement: Students working in the different states from our College: Local Chapter (Patna), Bangalore, Delhi etc. ➤ Why do the Alumina need to have contact with the Institution? ➤ ➤ To have a portal on the website (to publish their paper in the College magazine) ● How is it possible Student support and Progression? Focus on Higher Education 	
<p><u>5. Governance, Leadership & Management</u></p> <ul style="list-style-type: none"> ● Process of Selection of faculty ● Examination policy ● Feedback from the students about the staff : ● Student Council and Student Cabinet Selection and Election Process(Policy) ➤ Their performance 		<p><u>6. Governance, Leadership and Management</u></p> <ul style="list-style-type: none"> ● Managing Committee ● Staff recruitment policy: ● Student Admission policy ● Admission and Selection Process ● Examination policy 	

<ul style="list-style-type: none"> ➤ Should we have a formal training for the Council members? ➤ How do we make these function optimally? • Does the Governing Body support in strategic plan & decision making? 		<ul style="list-style-type: none"> ➤ Usefulness need to be assessed and updated ➤ Policy is required for everything ➤ Collaboration & Consultancy • AAA: Action has to be taken, It should have positive impact, & uploaded on the College website, Outcome of the report. 	
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7. Institutional Values and Best Practices

- **Foundation and Mentoring classes**
- Preparation by the faculty members
- Help provided by the management
- Materials made available
- Execution
- **Faculty Development program**
- **YFI**
- **Green Riders**
- **Use of Solar panels**
- **Incubation funds for students without interest**

7. Institutional Values & Best Practices

- All the activities conducted in the College has to fulfil the vision, mission & motto of the College.
- All the Activities need to be mentioned on the College Calendar
 - Best practices of the College: Eg: 1. Give name of each plant in the pot, 2. Plants dedicated to particular person/event, 3. A person comes to your College gate welcome him/her differently (wow factor to the visitor), 4. Self-defence for girls, 5. A functional legal aid clinic, 6. A practice of gifting sapling to the guest & winners of competition, 7. Plant of the day, Language lab etc.
- What are the things that I do to fulfil the vision, mission & motto of the College?
- What are the practices that make my institution to stand out? It should give some positive inspiration for others.
- Admission process could be one of the best practices of the College.

St Xavier's College of Management & Technology, Patna

Schedule for Academic and Administrative Audit (AAA) (2021-2022)

Presentation of feedback

Modules for Presentation of feedback:

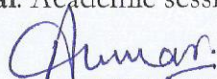
1. Purpose/Objective
2. Style of function
3. Activities conducted, Feedback, Outcome and Action taken
4. Planning for the academic year 2022-2023

As per the above-mentioned modules, kindly prepare your feedback report/presentation for the Academic and Administrative Audit (AAA).

Time limit: 8 to 10 minutes

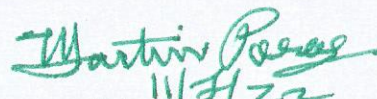
- A. Placement Cell: (Mr Samar Reyaz)
- B. Foundation and Mentoring: (Ms Kalpana Kumari)
- C. EPC: (Fr Dr Sushil SJ)
- D. Counselling: (Sr Jaya RNDM)
- E. Committees &
- F. Clubs (Dean of Activities: Mr Joel D'Cruze)
- G. IT: (Mr Piyush Verma)
- H. NSS: (Mr Ajay)
- I. YFI: (Mr Piyush Sahay)

1. **Feedback of the Dean Academic:** Feedback of the academic session 2021-2022, Program objective attainment, methods & achievements, Outcome attained, Action taken)
2. **Feedback of the IQAC Coordinator:** Academic session 2021-2022
3. **Feedback by the Principal:** Academic session 2021-2022


Assistant IQAC Coordinator


IQAC Coordinator

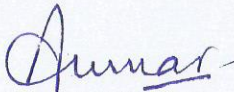
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Digha Ghat, Patna - 800 011

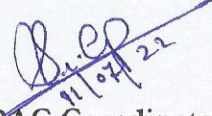

Principal

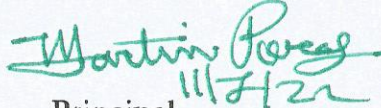
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Digha Ghat, Patna-800011
Bihar, India

Suggestions: IQAC Meeting (06/07/2022)

- EPC can be one of the best practices as we have taken it out of the curriculum
- XHEC and Academic Cell has to give feedback during AAA.
- **AAA has to be in 3 parts:**
 1. Evaluation of academic and administrative audit,
 2. Planning for academic and administrative audit
 3. Suggestions/ action taken
- **All the office should also be evaluated:**
 - Files must be checked.
 - It should be checked whether they are functioning in a systematic manner.
 - How files are maintained.
 - Time taken to retrieve data, roles and responsibilities of staff members, etc. must be checked.
- Appointment letters for Coordinators, job description, service book of every staff should be there. (A clerical staff for each department who does all these. Centrally managing all these things is difficult.


Assistant IQAC Coordinator


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Bihar, India

St Xavier's College of Management & Technology, Patna
Schedule for Academic and Administrative Audit (AAA) (2021-2022)

DAY	SESSION	FACILITATOR	CHAIRPERSON
18/07/2022	1 st 2 nd 3 rd 4 th	Mr Farhan Khalid	Fr Dr Martin Poras SJ Mr Rakesh Patak Mr Mukesh Kumar Dr Mala Kumari Upadhyay
19/07/2022	1 st 2 nd 3 rd 4 th	Ms Rachana Thakkar	Fr Dr Sushil SJ Dr Kalpana Kumari Mr Piyush Sahay Mrs Supriya
20/07/2022	1 st 2 nd 3 rd 4 th	Dr Alok Baran	Fr Dr Sebastian SJ Dr Niharika Kumari B N Choudhary Mr Piyush Verma
21/07/2022	1 st 2 nd 3 rd 4 th	Mrs Priya Manish Kumar	Fr Dr Sherry George SJ Dr Anurag Kumar Sinha Mr Joel D'cruze Mr Frank Krishna

Responsibilities of the Facilitator: Prayer, sharing the highlights of the previous day, proposing vote of thanks etc.

Arunar.

Assistant IQAC Coordinator

[Signature]

IQAC Coordinator

Martin Poras

Principal

St. Xavier's College of Mgmt. & Tech.

Digha Ghat, Patna-800011

Bihar, India

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St. Xavier's College of Mgmt. & Tech.
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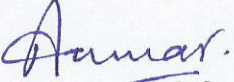
St Xavier's College of Management & Technology, Patna
Schedule for Academic and Administrative Audit (AAA) (2021-2022)

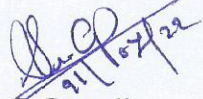
PLANNING FOR ACADEMIC YEAR: 2022-2023

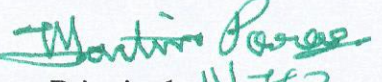
Date: 22/07/22

Department wise planning of the academic year (2022-2023), academic calendar etc.

Person In charge: Dean of Academic


Assistant IQAC Coordinator


IQAC Coordinator


Principal 11/7/22
St. Xavier's College of Mgmt. & Tech.
Digha Ghat, Patna-800011
Bihar, India

***** Thank You *****

Academic & Administrative Audit 2021-2022

Held from 18th July 2022 to 22nd July 2022

ATTENDANCE SHEET

Name	18.07.2022	19.07.2022	20.07.2022	21.07.2022	22.07.2022
Fr. Joseph Sebastian, S.J.					
Fr. Dr. Martin Poras, S.J.	Martin	Martin	Martin	Martin	Martin
Fr. Dr. Sushil A. Bilung, S.J.	Sushil	Sushil	Sushil	Sushil	Sushil
Fr. Dr A Sebastian, SJ	A Sebastian	A Sebastian	A Sebastian	A Sebastian	A Sebastian
Fr Dr Sherry George, S.J.	Sherry	Sherry	Sherry	Sherry	Sherry
Fr. Grace SCSC	Grace 18/07/22	Grace 19/07/22	Grace 20/07/22	Grace 21/07/22	Grace 22/07/22
Fr. Jaya RNDM	Sr. Jaya	Ab	Sr. Jaya	Sr. Jaya	Sr. Jaya
Dr. Anurag Kumar Sinha	Anurag	Anurag	Anurag	Anurag	Anurag
Mr. Ajay Kumar	Ajay	Ajay	Ajay	Ajay	Ajay
Mr. Abhishek Anand	Abhishek	Abhishek	Abhishek	Abhishek	Abhishek
Ms. Kalpana Kumari	Kalpana	Kalpana	Kalpana	Kalpana	Kalpana
Mr. Bidya Nand Choudhary	Bidya	Bidya	Bidya	Bidya	Bidya
Dr. Niharika Kumari	Niharika	Niharika	Niharika	Niharika	Niharika
Mr. Joel D'cruze	Joel	Joel	Joel	Joel	Joel
Mr. Piyush Ranjan Sahay	Piyush	Piyush	Piyush	Piyush	Piyush
Mr. Samar Reyaz	Samar	Samar	Samar	Samar	Samar

Name	18.07.2022	19.07.2022	20.07.2022	21.07.2022	22.07.2022
Mr Mario Martin	<i>mario</i>	<i>mario</i>	<i>mario</i>	<i>mario</i>	<i>mario</i>
Mr. Rakesh Kumar Pathak	<i>Rakesh</i>	<i>Rakesh</i>	<i>Rakesh</i>	<i>Rakesh</i>	<i>Rakesh</i>
Mr. Prakash Upadhyay	<i>Prakash</i>	<i>Prakash</i>	<i>Prakash</i>	<i>Prakash</i>	<i>Prakash</i>
Ms. Supriya	<i>Supriya</i>	<i>Supriya</i>	<i>Supriya</i>	<i>Supriya</i>	<i>Supriya</i>
Mr. Piyush Verma	<i>Piyush</i>	<i>Piyush</i>	<i>Piyush</i>	<i>Piyush</i>	<i>Piyush</i>
Mr. Mukesh Kumar	<i>Mukesh Kumar</i>	<i>Mukesh Kumar</i>	<i>Mukesh Kumar</i>	<i>Mukesh Kumar</i>	<i>Mukesh Kumar</i>
Mr. Ashok Kumar	<i>Ashok</i>	<i>Ashok</i>	<i>Ashok</i>	<i>Ashok</i>	<i>Ashok</i>
Dr. Mala Kumari Upadhyay	<i>Mala</i>	<i>Mala</i>	<i>Mala</i>	<i>Mala</i>	<i>Mala</i>
Mr. Farhan Khalid	<i>Farhan</i>	<i>Farhan</i>	<i>Farhan</i>	<i>Farhan</i>	<i>Farhan</i>
Ms. Rachna Thakkar	<i>Rachna</i>	<i>Rachna</i>	<i>Rachna</i>	<i>Rachna</i>	<i>Rachna</i>
Dr. Alok Baran	<i>Alok Baran</i>	<i>Alok Baran</i>	<i>Alok Baran</i>	<i>Alok Baran</i>	<i>Alok Baran</i>
Ms Priya Gupta	<i>Priya Gupta</i>	<i>Priya Gupta</i>	<i>Priya Gupta</i>	<i>Priya Gupta</i>	<i>Priya Gupta</i>
Mr Ashish Kumar	<i>Ashish</i>	<i>Ashish</i>	<i>Ashish</i>	<i>Ashish</i>	<i>Ashish</i>
Md. Rashid	<i>Rashid</i>	<i>Rashid</i>	<i>Rashid</i>	<i>Rashid</i>	<i>Rashid</i>
Md. Sarfraz Ahmad	<i>Sarfraz Ahmad</i>	<i>Sarfraz Ahmad</i>	<i>Sarfraz Ahmad</i>	<i>Sarfraz Ahmad</i>	<i>Sarfraz Ahmad</i>
Mr. Frank Krishner	<i>Frank</i>	<i>Frank</i>	<i>Frank</i>	<i>Frank</i>	<i>Frank</i>
Ms. Priya Manish Kumar	<i>Priya</i>	<i>Priya</i>	<i>Priya</i>	<i>Priya</i>	<i>Priya</i>
Mr. Vikas Kumar	<i>Vikas</i>	<i>Vikas</i>	<i>Vikas</i>	<i>Vikas</i>	<i>Vikas</i>
Mr. Syed Md. Zaul Haque	<i>Syed Md. Zaul Haque</i>	<i>Syed Md. Zaul Haque</i>	<i>Syed Md. Zaul Haque</i>	<i>Syed Md. Zaul Haque</i>	<i>Syed Md. Zaul Haque</i>



ACTION TAKEN REPORT

ACADEMIC AND ADMINISTRATIVE AUDIT:

Held on 23rd to 28th August 2020-2021

REPORT PRESENTED: JULY 18th 2022 (During the AAA of session: 2021-2022)

NAAC Criteria 1: (CURRICULAR ASPECTS)

<u>DECISION TAKEN</u>	<u>ACTION TAKEN</u>
<p>A. ACADEMIC ASPECTS</p> <p>1.1: Syllabus, curriculum, distribution of papers for teaching:</p> <p>Decision Taken: It was informed that we have sent the application for syllabus approval of BBE and BMC to the University. Other departments should come together and plan for syllabus revision.</p> <p>The management is ready to provide training of any sort for upgrading the teaching skills of the Faculty members aiming that they will handle that paper from the next semester.</p> <p>It was said that the number of periods need not be equal to the credits assigned to a certain paper. Number of periods should be decided on the basis of the syllabus.</p> <p>The Management was requested to check computer competency whenever there is a recruitment of a new Faculty member.</p> <p>The Coordinator should share the preferences given by the members of their department with the Principal, Dean-Academics and IQAC Coordinator.</p> <p>No. of teaching periods-</p> <p>Coordinators: 18 periods, others: 21 periods</p> <p>Divide the syllabus among the faculties-</p>	<p><i>Allocation of classes according to syllabus of each course.</i></p> <p><i>SPSS Training was conducted in the month of September.</i></p> <p><i>Taken into practice.</i></p> <p><i>No new recruitment has been done during the year.</i></p> <p><i>Shared with the principal.</i></p> <p><i>Done</i></p>

<p>I. Core papers, II. Stream specific, III. Not so comfortable</p>	
<p>1.3 <u>Methods of teaching and infrastructure:</u></p> <p>Decision Taken: Faculty members are asked to try to teach by giving examples as much as possible. Case studies are very helpful for effective learning.</p>	<p>Action Taken: <i>While teaching professors are giving examples from real life situations. Yet teaching through case studies is not a common practice.</i></p>
<p>1.4 <u>Graduation Day:</u></p> <p>Decision Taken: During Chapel prayer we need to ensure proper discipline.</p>	<p>Action Taken: <i>Prayer sessions were conducted department wise maintaining proper silence.</i></p>
<p>1.6 <u>Industrial Visit:</u></p> <p>Decision Taken: A clear policy should be there for it. Students should prepare a report of their industrial visit.</p>	<p>Action Taken:</p> <p><i>No Industrial visit has been arranged due to Covid 19.</i></p>
<p>2. <u>Internship & Project Report:</u></p> <p>Decision Taken: Dean-Academics informed that a common format for the Project report is being prepared and will be given to all the departments to follow. Internship and Project Report can be divided in different phases and marks can be allotted for each phase instead of having marks for Internship & Project Report as a whole. It is a student's responsibility to find a company for an internship. Those who can't find Placement cell will help them. BBA and B.Com (Prof) students need to improve their report writing skills.</p>	<p>Action Taken:</p> <p><i>A common format for Internship reports is approved.</i></p>
<p>2.A. <u>PPT demonstration for 1st year:</u></p> <p>Decision Taken: As the Part I students did not know anything about PPT presentation, some good students of Part II and III gave demonstrations on PPT to them. It was informed that it has helped the Part I students a lot and they are doing really well. We shall continue with the process every year.</p>	<p>Action Taken:</p> <p><i>It was arranged and was found very useful by the students of 1st year.</i></p>

<p><u>2.E. Faculty Development Program:</u></p> <p>Feedback: There are three types of Faculty Development Programs which need to find a place in the academic curriculum. First for the personal growth of the Faculty members, second is to cater the needs of the students and third is for the career advancement of Faculty members</p> <p>Decision Taken: The first type of FDP which focuses on personal growth will continue the way it is being held in the College i.e., presentation by the Faculty member on a book or topic given to them by the Principal.</p>	<p>Action Taken:</p> <p><i>SPSS Training was conducted in the month of September.</i></p> <p><i>The practice is continue.</i></p>
<p><u>2. F. Let's Talk Series:</u></p> <p>Feedback: Let's Talk Series was a very good initiative by the BBA department. It has really benefitted the students as well as those who attend. We have got good response on it.</p> <p>Decision Taken: It must be continued.</p>	<p>Action Taken:</p> <p><i>No further session has been conducted.</i></p>
<p><u>Special courses for advanced and slow learners:</u></p> <p>Suggestion: We can have remedial and tutorial classes for weak students. Students who do not have a background in which they take admission can be given bridge courses. We can have different groups of good and weak students and during the free activity periods we can have classes for them separately. There should be clear guidelines to identify weak and good students. Many do not perform well because they lack motivation.</p> <p>Decision Taken: By the end of 1st semester we can identify the weak students based on their performance.</p>	<p>Action Taken:</p> <p><i>During the tutorial period, professors were available for the weaker students for consultation and clarification.</i></p> <p><i>The mentors were following up with the weaker students.</i></p>
<p><u>Agenda- NAAC Criteria 3. Research, Innovations and Extension:</u></p> <p>Feedback: The College is lacking behind in Research work.</p> <p>Decision Taken: Plagiarism software that fits our budget can be bought. E-journals can be introduced from the new session. It was suggested to</p>	<p>Action Taken:</p> <p><i>The College purchased plagiarism checker.</i></p>

<p>immediately get subscriptions of journals in consultation with the Library Director. The I.T. The department will strengthen the Research Lab with better systems and research tools. _We can have a Department-wise National Seminar. A Committee to conduct research work in College will be formed. Faculty members must do research work because it will reflect on their salary from the next year.</p>	<p><i>Publication of research works are frequently being reported by the faculty members to the principal.</i></p>
<p>Suggestion: It was informed that proper data is not available in the Placement Cell as per the NAAC requirement. Placement cell must have a correct record of placement percentage year-wise and a copy of the offer letters of all students who got placement. Coordinators can help to prepare students for job interviews by giving them valuable tips. Rather than running behind companies, we can contact some trustworthy consultancy firms for placement.</p>	<p>Action Taken:</p> <p><i>Coordinator helped in arranging for the companies for internship. It was informed that a standard format is being prepared for all students.</i></p> <p><i>It was said that all departments will have to help the Placement Cell to provide data of the students.</i></p>
<p>3.3 <u>Social Involvement:</u></p> <p>Suggestion: Cultural committee must have a list of students going for Social Work so that they do not engage them in any activity. Consistency in Social Work programs is lacking.</p> <p>Decision Taken: It was clarified that students can perform 30 hours of Social Work under Xavier Theatre Club and YFI as per the requirement of AKU.</p> <p>Social work under the Management Thesis paper of the BBA department cannot do it. Reflection or feedback of these exercises must be taken.</p>	<p>Action Taken:</p> <p><i>The chair of the cultural committee is given the list of the students doing social work.</i></p> <p><i>Students of Xavier Theatre Club and YFI were told that their works in the club will replace the compulsory social involvement.</i></p>

<p>3.4 <u>National Service Scheme:</u></p> <p>Suggestion: Some of the clubs of our College are also performing similar activities as the NSS. Duplication must be avoided.</p> <p>Decision Taken: Dean of activities- Proper documentation must be done for all the activities that the unit performs.</p> <p>It was suggested that the Guide, NSS Director, Sr Jaya, IQAC Coordinator and the Club in-charge of those clubs who perform similar activities must decide how the activities of these clubs can be collaborated with NSS to avoid unhealthy competition among students.</p> <p>We can make a collage of the pictures of the work done by our students in NSS and in other clubs and it can be displayed on the boundary wall of the College.</p> <p>It was said that sometimes the videos produced to mark the importance of a particular day by clubs or NSS are received very late. It must be circulated on time.</p>	<p>Action Taken:</p> <p><i>The decision taken was kept in to consideration while organizing activities this year.</i></p> <p><i>It is done. And the flex is displayed in the NSS office.</i></p> <p><i>Clubs have been communicated this for future activities.</i></p>
<p>3.4 <u>AICUF:</u></p> <p>Suggestion: It was suggested that more and more of Non-Christian students should also be included in AICUF.</p> <p>Decision Taken: For Christian students it should be compulsory. AICUF can conduct self-awareness programs and Carol singing on Christmas.</p>	<p>Action Taken:</p> <p><i>Done</i></p>
<p>3.5 <u>Media Coverage:</u></p> <p>Feedback: It was informed that Hindi releases have being sent since last year.</p> <p>Suggestion: It was suggested that some important information can be advertised in the newspapers like no. of students placed, highest package received, courses offered by the College, passing percentage etc. The presence of electronic media is still lacking. We can have more News channels covering the events. We should focus on YouTube.</p>	<p>Action Taken:</p>

<p>It is in trend. We should encourage our students to subscribe to the channel of our College. Many times, it was tried to create a bad image of the College using fake ids in social media platforms. If anyone can provide help from the Cyber Cell, the management would appreciate it.</p> <p>Decision Taken: The PR committee must meet once in a while and prepare plans to carry out their activities. Brand building campaigns can be carried out by the PR Committee. Fr Principal said he is open to the idea if it is within the budget.</p> <p>The Banners of our College at some places in Patna have worn out. New banners are to be put. Official page of our College on Facebook and Instagram will be created. College websites should be regularly updated and properly maintained. The Management is ready to invest to keep the College website up to date. There should be a team to handle social media. A WhatsApp group can be created where anything related to social media can be posted instantly. The Chair of the PR committee can look into this. They must also design the matter to be posted on the Social Media platform and the IT Manager will only look after the technical aspect of it.</p>	<p><i>DONE</i></p>
<p style="text-align: center;"><u>Agenda: NAAC CRITERIA 4:</u> <u>INFRASTRUCTURE AND LEARNING</u> <u>RESOURCES</u></p> <p><u>4.1 I.T.:</u></p> <p>Suggestion: Wi-Fi facilities should be improved. Devices and logbooks need to be maintained properly.</p> <p>Decision Taken: I.T cell WhatsApp group can be used for reporting I.T related issues.</p>	<p>Action Taken:</p> <p><i>DONE</i></p>

<p>4.2 <u>Library:</u></p> <p>Decision Taken: Library should have a photocopy machine. It should be used only by the Library staff. It is planned to provide an internet facility through which they can access DELNET software from the Library. We should have as much as possible. Professors can create E-content for the paper that they take. This way over a period of time we will have E-content of all papers which will be of great use for students. Faculty members were asked to start doing this. Library must be opened to the deprived children of the neighborhood area. Fr Raj Kumar can take lead in this matter. AKU has asked us to increase the no. of journals. Coordinators must inform the Library director which journal to subscribe to. Coordinators must also submit the list of books to be purchased for the two new courses which the College has applied for.</p>	<p>Action Taken:</p> <p><i>DONE</i></p>
<p>4.4 <u>Facilities (Canteen, Parking, Hall for program, Prayer Room, Sick Room, AC for Staff)</u></p> <p>Suggestion: Students should be allowed to paint the walls of the Canteen. Flooring can be changed. Space provided for Faculty members must be kept locked when not used by Faculty members. Students should be provided a decent place to have their lunch. Menu served in the Canteen should be expanded. Quality of food must be monitored. Parking space has become slippery. Trails will be installed on the roof of the shed. Drainage system is an issue during the rainy season.</p> <p>Decision Taken: Students should be taught to keep the campus clean.</p>	<p>Action Taken:</p> <p><i>No, announced sessions were conducted in this regard. Yet professors have frequently talked to students in the context.</i></p>
<p>5.2 <u>Attendance:</u></p> <p>Decision Taken: All Professors must submit attendance on time. For this year students will get their attendance marks based on their online class</p>	<p>Action Taken:</p> <p><i>Attendance is being taken on the app.</i></p>

<p>attendance. RASHMI app will be used for taking attendance when the classes go offline.</p>	
<p>5.3 <u>Feedback from the students about the staff:</u></p> <p>Suggestion: The Professors must be informed about the feedback of the students in mid semester and not later. The questions in the Feedback form must be rephrased. Feedback must be taken yearly and not every semester. Sr Jaya should give feedback to Faculty members immediately after she attends someone's class.</p> <p>Decision Taken: No decision was taken on this.</p>	<p>Action Taken:</p> <p><i>No action taken.</i></p>
<p>5.4 <u>Discipline matters:</u></p> <p>Suggestion: The NAAC requirements must be known to the Committee members. The working of all Committees should be in a more structured way.</p> <p>Decision Taken: An Examination Grievance Cell should be created.</p>	<p>Action Taken:</p> <p><i>The examination grievance cell is created.</i></p>
<p>5.5 <u>Uniform and Dress Code:</u></p> <p>Feedback: Students wear black jeans instead of uniform trousers. Girl students are found taking more liberty with regard to the uniform and dress code.</p> <p>Decision Taken: Female Professors must take more charge in such cases. Politely explaining the importance of uniform and dress code to students will bring a change. F&M class can help. Students need to follow the dress code on all days.</p>	<p>Action Taken:</p> <p><i>Though professors have been doing this yet as Dean Academics mentioned during AAA this year that more strict efforts are needed in this direction.</i></p>
<p>5.8 <u>English Proficiency Class:</u></p> <p>Decision Taken: If the language of a student is not improving, the EPC Coordinator must be informed. Students must be encouraged to talk in English as much as possible. 3rd years should speak in English only. Faculty members must also talk in English only among themselves. It is one of the indices under API.</p>	<p>Action Taken:</p> <p><i>For the weaker students special certificate course in English was conducted.</i></p> <p><i>Teachers were told to use only English while teaching.</i></p>

<p>Students after their 2nd year will have a test on their English Proficiency and will be given a certificate at a fee of Rs 200/-.</p>	
<p>5.9 (1) <u>Prayer:</u></p> <p>Suggestion: Students who hesitate must be encouraged to conduct Prayer.</p> <p>Decision Taken: We must encourage prayer in online classes also. Reading the prayer instructions can be practiced during EPC classes. Record of students who conduct prayer everyday should be maintained by the office. Instructions in the prayer to send vibrations for the approval of Xavier University Patna will be added. Awarding the best prayer notice board by students should be done.</p>	<p>Action Taken:</p> <p><i>Towards the end of the semester it will be done.</i></p>
<p>5.9 (3) <u>XEST:</u></p> <p>Suggestion: XEST must reflect the goodness of the Bihari Culture.</p> <p>Decision Taken: The Student Cabinet and Council must take lead to conduct such events. Faculty members must be there for supervision.</p>	<p>Action Taken:</p> <p><i>Not Done.</i></p>
<p>5.14. <u>Committees and Clubs:</u></p> <p>Suggestion: The Academic Awareness Committee can conduct easy writing competitions. Committees should also plan for participating in national events. Name of student representatives of each committee must be there in the Committee list. Committees should plan for National and State level competitions. Need to start more sports and athletic activities.</p> <p>Water logging in the Football ground is an issue during the rainy season. Workshop on self-defense should be organized for female students. Rooms for each committee should be there. A sign board for Swimming pool should be put near Xavier Raj path. The Debate Club can organize Parliamentary debate. Eco-Mitr must conduct more activities. Quiz club can use Quiz master.</p>	<p>Action Taken:</p>

<p>Decision Taken: An art performance teacher should be hired. The Cultural Committee was asked to make changes in its mission statement. Record of students who perform in cultural items should be kept. Sports committee must maintain proper documentation. We can open the Swimming pool again for our students and outsiders as the situation goes normal.</p> <p>Any activity performed by clubs must be informed in advance.</p>	<p><i>No art performance teacher was hired.</i></p> <p><i>Done.</i></p>
<p align="center"><u>CRITERIA 6: GOVERNANCE, LEADER AND MANAGEMENT</u></p> <p><u>Agenda- NAAC 6.1. Process of selection of faculty:</u></p> <p>Suggestion: Essay writing on general topics should be included in a written test for recruitment. We need to advertise for vacancies in nearby states. We can have a number of observers during a demonstration class and Interview. We can register in job websites to post vacancies</p> <p>Decision Taken: Requisition letter for the vacant post is to be used by departments.</p>	<p>Action Taken:</p> <p><i>DONE</i></p>
<p><u>6.2. Admission and Selection process:</u></p> <p>Suggestion: Social media can be used to promote the courses offered in our College</p> <p>Decision Taken: Students should be marked very carefully. Panel should discuss before allotting marks. The evaluation criteria for XET personal interview need to be changed.</p>	<p>Action Taken:</p> <p><i>The panels mark students after discussion.</i></p> <p><i>The evaluation criteria for XET personal interview are the same as last year.</i></p>

<p>6.4. <u>Student Council and Student Cabinet:</u></p> <p>Suggestion: Marking students based on 6 Cs is a difficult task. For the selection of council members in Ist year's academic performance in their +2 can be considered. The CRs should be changed every year.</p> <p>Decision Taken: Professor can choose not to mark a student on 6 Cs if s/he doesn't know that student. Mentors must know all of their students.</p>	<p>Action Taken:</p> <p><i>Done.</i></p>
<p align="center"><u>Agenda- NAAC CRITERIA 7:</u> <u>INSTITUTIONAL VALUES AND BEST PRACTICES</u></p> <p>7.1. <u>Foundation and Mentoring:</u></p> <p>Suggestion: Offline F & M classes are more effective than online. Mentoring group can go for meditation sessions.</p> <p>Decision Taken: Exchange of Mentors was a good practice. We can continue it. Mentors must maintain the dairy given to them.</p>	<p>Action Taken:</p> <p><i>Done.</i></p>
<p>7.10. <u>Incubation funds for students without interest:</u></p> <p>Feedback: It was informed that the College is charging Rs. 15000/- from the companies who come to talk shows and this money is being used to create an incubation fund. Rupees One Lakh has been saved in this fund till date.</p> <p>Decision Taken: Many students are not aware of this facility. We must convey it to the students that they can apply for this fund for their startups.</p>	<p>Action Taken:</p> <p><i>No session for spreading awareness has been conducted during previous year due to Covid-19.</i></p>

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Academic & Administrative Audit (AAA)
and Initiation of Follow up Action

ACADEMIC AND ADMINISTRATIVE AUDIT:

Held on 23rd to 28th August 2020-2021

REPORT PRESENTED: JULY 18th 2022 (During the AAA of session: 2021-2022)

The Academic and Administrative Audit (AAA) was conducted by IQAC of the Institute from 18 to 22 July 2022. All the teaching fraternity were present for the five 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 suggestions/decisions were taken during the audit for enhancing the quality of education provided in the Institute specially the teaching, learning & evaluation.

Follow up action:

The IQAC took note of all the suggestions and decisions seriously and followed up with a bird's-eye view by constant reminders to the persons responsible like (Faculty & the Management).

A gradual progress is being observed in all the areas particularly:

- **Academic aspects:** Allocation of classes according to syllabus of each course
- **Conducting training for faculty:** SPSS
- **Methods of teaching:** Faculty members were asked to teach by giving examples as much as possible so most of them followed the Case study method.
- **Internship & Project Report:** A common format for Internship reports was approved.
- **PPT demonstration for 1st year:** It was arranged and was found very useful by the students of 1st year
- **Publication of research:** Publication of research works are frequently being reported by the faculty members to the principal

- **Placement Cell:** Coordinator helped in arranging for the companies for internship. It was informed that a standard format is being prepared for all students.

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