



# ST XAVIER'S COLLEGE OF MANAGEMENT & TECHNOLOGY, PATNA

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

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## INITIATIVES TAKEN BY IQAC: (2021-2022)

### A. ACADEMICATURE:

S.No	DATE	INITIATIVE	OUTCOME
1.	2021-2022	Suggesting general guidelines for power point presentation and demonstration of PPT presentation to Part I by Part II and III students	Students found it very easy to prepare PPT after such demonstration and a standard & uniform presentation style is put in practice.
2.	2021-2022	Organized online webinars	To enhance the efficiency of teaching fraternity
3.	2021-2022	<b>Supervising the classes</b> to enhance the quality of teaching and learning.	The report is communicated to the principal for further action.
4.	2021-2022	<b>Lesson plan:</b> The IQAC goes through the lesson plans and provides suggestions as and when required. It helps in syllabus completion on time.	The report is communicated to the principal at the end of every month for further action.
5.	2021-2022	IQAC coordinated arrangement of feedback response from alumni, parents and other stakeholders on quality-related institutional processes.	Enhanced the teaching learning process at the College.
6.	2021-2022	How the feedback obtained is being analysed and utilized for overall development of the Institution: <b>Feedback Obtained:</b> The IQAC collects both structured and unstructured feedback from the students. The procedure of collection, analysis and utilisation of feedback from each of the student is as follows: <b>Students: Teaching and Learning:</b> <ul style="list-style-type: none"><li>Students' feedback plays a vital role in enhancing the quality of teachers. Upon completion of every</li></ul>	<ul style="list-style-type: none"><li>Then, the feedback is communicated to the faculty in order to facilitate the teacher in understanding his/her strengths and the areas of improvisation.</li><li>Teachers receive the feedback positively and take necessary action.</li></ul>



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		<p>semester, the feedback about the teachers is collected from all the students.</p> <ul style="list-style-type: none"><li>• The questionnaire is designed in such a manner that it covers all aspects of teaching and learning.</li><li>• This questionnaire is made available to the students online and students are provided with enough time to give their feedback.</li><li>• Students are also instructed to provide an honest and critical feedback about the teachers.</li><li>• The feedback is communicated to the principal for further action</li></ul>	
7.	2021-2022	The IQAC initiated the formation of NAAC Committees, coordinated the preparation of NAAC SSR, arranged for NAAC mock team and peer team visits.	Various NAAC committees have been formed for proper preparation of SSR. The preparation of the SSR became more easy and effective. (Criterion Wise)
		<b>B. ADMINISTRATIVE</b>	
8.	21/08/2021	Establishing the documentation process in the College	Documentation and storing of data became easy after this.
9.	23-28/08/2021	Academic and Administrative Audit was conducted in the month of August 2021. The IQAC also initiated Department audit as well as External audit of the academic session. The decisions taken during AAA were followed up through	This facilitated monitoring by the authorities in order to enhance the teaching & learning process in the College.



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		continuous monitoring and timely reminders to the persons involved.	
<b>10.</b>	2021-2022	Contacts through e-mails and SMS alert for meetings and other events were followed for all communications	Preservation of environment through paper less communication is supported.
<b>11.</b>		Paperless communication from the office of IQAC to submit the following reports a) Minutes of the meetings and reports of events: M Still to be improved. b) Academic Audit Report : Paper less	The documentation became more systematic & effective.

## NOTE:

- All that we have initiated is trending towards the vision, mission and the Motto of the college.
- Enhances the quality of Institution, Students and Faculties.
- To enhance Teaching, Learning & Evaluation

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