



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@sxcpatna.edu.in, Website: www.sxcpatna.edu.in

Date: 10 March 2023

DEPARTMENT ACADEMIC AUDIT

(Session: 2022-2023)

Note: All Data must be supported by photocopies of documents/certificate/letter etc.

- The Self-evaluation of every department may be provided separately in about 3-4 pages, avoiding the repetition of the data.

1. Name of the department:
2. Year of Establishment:
3. Names of Programmes:
4. Semester based credit system (programme wise):
5. Participation of the department in the courses offered by other departments:
6. Courses in collaboration with other universities, industries, foreign institutions, etc.:
7. Details of courses/programmes discontinued (if any) with reasons:

8. Faculty profile:

	Sanctioned	Filled
Professors		
Associate Professors		
Asst. Professors (including part time)		

Name	Qualification	Designation	Specialization	Years of Experience

Faculty Profile	Nos
Projects completed / on going	
Seminars / conferences attended	
Papers / articles / books published	
FDP / Training attended/Given Program / Workshop attended	
Preparation of E-learning materials / Content	

	Acted as resource persons	
	M.Phil. & Ph. D awarded	

9. Student Details (Along with the photo & name)

a. Students Result (Internal & External)

b. Students Attendance

10. Calendar

11. Time table

12. Lesson plan

13. Teaching- Learning:

Activities	Methods used	Remarks
Teaching methods & teaching aids		
Assessment and Evaluation		
Student support – remedial classes		

Profile of Students		Remarks
	<i>Demand ratio</i> (Applications received Vs Sanctioned Strength)	
	Students involvement in extracurricular & Co- curricular activities	
	Study tour / industrial visits / exhibitions / Internship / Training	
	Achievements	

14. Activities of the Department

Activities of the Department		Remarks/Comments
	MoUs signed	
	Consultancy	
	Collaborations	
	Dept. Meetings	
	Guest lectures	
	Conference / Seminar / Workshop conducted	
	Extension Activity	

	Interaction with Industry / Research Centres / Educational Institutions	
	<i>Certificate course offered</i>	
	<i>Student Progression</i>	

15. Awards & Achievements of the Students

16. Details of Infrastructural facilities (in Nos)

Infrastructure in the Department		Nos
	No. of class rooms	
	No. of computers	
	I.T Access/Equipments	

17. Number of students receiving financial assistance from college, university, government or other agencies:

18. Please comment on SWOC Analysis:

- Strength:
- Weakness:
- Opportunities:
- Challenges:

19. Best Practice (s) / Innovations of the Department:

20. Future Plans of the Department:

Signature of the Coordinator:

Date:

Internal Departmental Audit Team:

1. ----- 2. ----- 3. -----

Sr Dr Grace SCSC
IQAC Coordinator

Fr Dr Martin Poras SJ
Principal



ST XAVIER'S COLLEGE OF MANAGEMENT & TECHNOLOGY

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

(Affiliated to Aryabhatta Knowledge University)

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

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

IQAC coordinator

Principal