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/Dept. Audit/01/2023-2024

Date: 21 March 2024

Dear Teaching fraternity,

We would like to inform you that the Department Audit for the following programs will be conducted on the specified dates:

➢ BBA & BBA (IB): 15 April 2024
➢ BCA, BCP & BA (JMC): 16 April 2024

The Department Audit Committee (DAC) comprising the following members will oversee and conduct the audits:

- Dr. Fr. Sherry George (Chair)
- Dr. Niharika Kumari (Dean of Academics)
- Sr. Dr. Grace SCSC (Coordinator IQAC)

The DAC is tasked with ensuring the integrity of our academic processes, compliance with regulatory requirements, and identifying areas for improvement. Your cooperation and support during the audit process are highly appreciated.

If you have any questions or require further information, please contact coordinator IQAC, Sr Dr Grace SCSC

Thank you for your attention.

Sr Dr Grace SCSC   Fr Dr Martin Poras SJ

IQAC Coordinator   Principal

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Date: 10 April 2024

NOTICE

DEPARTMENTAL AUDIT

Dear Faculty Members,

We would like to notify you of an upcoming Department Audit scheduled for the 15 and 16 of April 2024, commencing from 2 pm onwards. Please find the detailed schedule below:

Date	Dept.	Venue (Room No)	Time
15.04.2024	BBA	67	2 pm to 2.45 pm
	BBA (IB)	24	2.45 pm to 3.30 pm
16.04.2024	BCP	37	2 pm to 2.30 pm
	BA(JMC)	45	2.30 pm to 3 pm
	BCA	58	3 pm to 3.30 pm

Fr Dr Sherry George SJ   Dr Sr Grace SCSC   Fr. Dr. Martin Poras SJ

Chairperson   IQAC Coordinator   Principal

Ref. No: SXCMT/IQAC/Dept. Audit/01/ 2023-2024
Date: 10 April 2024

INTERNAL DEPARTMENT ACADEMIC AUDIT
(Session: 2023-2024)

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

(Additional Information such as the work culture of the dept. and a Self-evaluation of every department may be provided separately in about 3-4 pages, avoiding the repetition of the data.)

1. **A Brief Introduction to the Department:**
   A. Vision and Mission of the College
   B. Name of the Department:
   C. Year of Establishment:
   D. Names of Programmes:
   E. Names of the Courses offered (with Syllabus and credits allotted):
   F. Semester based credit system (programme wise):
   G. Participation of the Department in the courses offered by other Departments:
   H. Courses in collaboration with other universities, industries, foreign institutions, etc.:
   I. Details of Courses/Programmes discontinued (if any) with reasons:
   J. Evidences of adherence to the Policies of the College or the Department (like slow learners' policy)
   K. Report of the previous year's Department Audit, Follow-up and Action taken report:

2. **Compliance:**
   a. Adherence to college policies and procedures
   b. Compliance with accreditation standards

3. **Academic Programs:**
   a. Curriculum alignment with learning objectives
   b. Faculty workload

4. **Human Resources:**
   a. Performance evaluations and professional development opportunities

5. **Faculty profile:**

	Sanctioned	Filled
Professors		
Associate Professors		

Asst. Professors (including parttime)		

Name	Qualification	Designation	Specialization	Years of Experience

Faculty Achievements		**Nos**
	Projects/Patents completed / ongoing	
	Seminars / conferences attended	
	Papers / articles / books published/ Chapters of book	
	FDP / Training attended/conducted Program / Workshop participated	
	Preparation of E-learning materials / Content	
	Acted as Resource Persons/Contributions done as Coordinators, Mentors etc.	
	Any funds (Seed money, Research grant in aid received) by Faculty	
	M.Phil. & Ph. D awarded	

6. **Student Details** (Along with the photo & name)
   A. Number of Students (Current Year)
   B. Students' Result (Internal & External)
   C. Students' Attendance
   D. Student performance evaluation and grading practices
   E. Success Rates (Analysis of Results of internal and external in each semester)
   F. Retention rates of students

Profile of Students		Remarks
	Demand ratio (Applications received Vs Sanctioned Strength)	
	Students' involvement in extracurricular (Sports, cultural etc,) & Co- curricular activities	
	Study tour / industrial visits /Social involvement /exhibitions / Internship / Training etc,	
	Awards/Achievements/Publications	

Students' Support	Accompaniment/Remedial measures offered (List & Proof)	
	Counselling/Mentoring given (List), Diary	
	Support for Placement/ OJT/ Training on Soft Skills etc.	

7. **Student Services:**
   a. Quality of counselling and academic support services given to the weaker students
   b. Student feedback mechanisms and response to grievances

8. **Research and Development:**
   Collaboration with industry partners and research institutions

9. **Academic and Activity Calendar of the Department**

10. **Time table (Class and Teacher timetable with workload)**

11. **Lesson plan**

12. **Teaching- Learning:**

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

13. **Activities of the Department**

Activities of the Department		Remarks/Comments
	MoUs signed (Pertaining to the Department)	
	Consultancy	
	Collaborations or collaborative ventures	
	Dept. Meetings	
	Guest lectures	
	Conference / Seminar / Workshop conducted	
	Extension Activity in collaboration with clubs and committees etc.	
	Interaction with Industry / Research Centres / Educational Institutions	
	Certificate Courses offered (with details)	
	Remarkable achievements	

14. Details of Infrastructural facilities (in Nos)

Infrastructure in the Department		Nos
	No. of class rooms	
	No. of computers	
	I.T Access/Equipment's	
	Any Other (like Studio)	

15. Scholarship, Fee waiver etc. to Students

Number of students of the Department receiving financial assistance from college, university, government or other agencies (with details):

16. Department Alumni Details and their Contributions:

A. Student Progression (Alumni)

B. List of Outstanding Alumni of the Department

C. Contributions (Human resource/monetary) by Alumni

D. Admission Promotion Activities (if any)

E. Feedback taken (show samples)

17. Admission Promotional Activities by the Department

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

19. SWOC Analysis of the Department

➢ Strength:

➢ Weakness:

➢ Opportunities:

➢ Challenges:

20. Future Plans of the Department:

(Prepared by the Audit Committee)