



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



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

IQAC Coordinator

I Q A C

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


Fr Dr Martin Poras SJ

Principal

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



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

Date: 10 April 2024

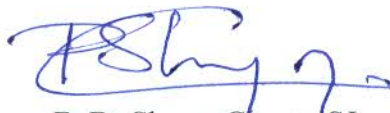
NOTICE

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	267	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
Chairperson

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



Dr Sr Grace SCSC
IQAC Coordinator

IQAC
St. Xavier's College of Mgmt. & Tech.
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Fr. Dr. Martin Poras SJ
Principal

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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)		
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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)



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Ref. No.: SXCMT/IQAC/IDAR/01/2023-2024

Date: 5 May 2024

INTERNAL DEPARTMENT AUDIT REPORT 2023-2024

1. Event information:

- Event: Internal Department Audit
- Dates: 15, 16 & 22 April 2024.
- Time: 2:00 pm to 4:00 pm

2. Objective of the Event:

- To evaluate the efficiency and effectiveness of departmental processes, procedures, and resource utilization to enhance the department's performance
- To assess the achievement of departmental objectives and goals, and identify areas for improvement.
- To identify the strengths and weaknesses within the department, including areas where improvements can be made to enhance performance and quality teaching.
- To ensure that the department adheres to institutional policies, procedures, and regulations governing its operations.
- To enhance the quality of curricular and co-curricular aspects of various departments
- To evaluate and suggest ways and measures to documentation of activities of the departments
- To prepare teaching staff to plan and implement various quality measures
- To help the department faculty for better teaching-learning process so as to bring better understanding of the 6 C's and its practice in the College.

3. Audit Team Members:

- Fr Dr Sherry George SJ (Chair)
- Sr Dr Grace SCSC, IQAC, (Member)
- Dr Niharika Kumari, Dean Academics (Member)

4. Process:

- A detailed format for departmental audit was prepared in accordance with the format of the NAAC. After the approval of the Principal, Fr. Dr. Martin

Poras SJ, it was sent to all the coordinators of all departments.

- Date and time of the Departmental Audit was finalized and sent to the coordinators of each department.
- Prior to proceeding for the audit on the first day, a meeting of the team members held in the IQAC office to finalize the *modus operandi* of the audit.

5. A brief report of the Activity/ Event with geo-tagged photo:

The Internal Dept. Audit was conducted on 15, 16 & 22 April 2024. The Auditing Team visited the **Department of Business Administration** at 2.00 p.m. on 15 April 2024. The coordinator of the department, Mr Piyush Ranjan Sahay presented the compiled audit report and showed all the related documents available in both hard and soft copies. The audit started with the follow-up and action taken on the previous year's audit (2022-2023). The department has worked on the suggestions given in the previous year's audit (-2022- 2023).

The Auditing Team visited the **Department of Economics** at 3.00 pm on 15 April 2024. The department coordinator, Dr Niharika Kumari presented the compiled audit report in the prescribed format and showed all the related documents available in hard and soft copies.

The team of auditors visited the **Department of Commerce** at 2.00 pm on 16 April 2024. The coordinator, Dr Farhan Khalid could not present the report properly as the linked documents were not present on the system. The team was made to wait more than half an hour. The audit started with the follow-up and action taken on the previous year's audit (2022-2023).

The Audit of the **Department of Journalism & Mass Communication**: The team of auditors visited the Department of Journalism & Mass Communication at 3:30 pm on 16 April 2024 and the following aspects were noted. The audit started with the follow-up and action taken on the previous year's audit (2022-2023). The department has worked on most of the suggestions given in the previous year's audit (-2022- 2023).

The Audit of the **Department of Computer Science**: The Audit team of visited the Department of Computer Science at 2.00 pm on 22 April 2024. Though it was originally planned to have the audit on 15th April 2024, due to lack of time, it was postponed to 22nd April. Three staff members were absent during the audit due to unforeseen circumstances.

6. Overall Remarks by the Audit Team:

- Most of the suggestions given during the previous year's (2022-2023) audit were taken into consideration.

- There was lack of seriousness and preparedness compared to the previous year's audit.
- Contributions of the faculty members, adherence to College policies etc. were properly documented.
- Report of each formal department meeting was recorded, but the informal meetings also need to be documented.
- The department's policy regarding accompanying the slow learners was missing in all the departments.
- Documents such as syllabus, workload of the faculty members, COs, POs and PSOs, updated faculty profile, Academic and Activities Calendar of the Department etc. were documented. However, for updating faculty profile and lesson plan, the model of Computer Science department could be followed. They share the documents in Google drive and are accessible to each member of the faculty for editing. Many preferred to go back to the previous type of lesson plan instead of the ERP.
- Separate Department Calendar could be prepared, incorporating Common College Activities.
- Teaching methods could be substantiated with a few photographs.
- More and more student as well as faculty exchange programmes could be planned and executed.
- After each Department activity such as Seminar, talks, certificate courses etc. an evaluation about the organizing and execution could be conducted for better work culture in the department. It could be one of the agenda in department meeting. It is to find out whether there was proper decentralization and division of labour, how each one fulfilled one's own responsibility etc.
- Better documentation of the best practices is needed. Evidences of success of these practices need to be documented.
- Alumni wing of each department need to be motivated and strengthened. Mere making of Whatsapp groups is not enough. They could be divided in batches and different professors could be assigned as mentors of each batch. A congratulatory note/thank you letter should be given to the alumni for their contribution to the College/Department.
- In promotional activities, names and photos of outstanding passed out students could be highlighted. Especially, in the Department tab in the website.
- Self-evaluation of the department by its own members is needed.
- Evaluation of the department as whole by the stake holders, like students of the department, parents and even by the industrialists where we go for visit could be conducted for improvement of the Department.

- Professors and students, especially of Journalism and Mass Communication should get involved in writing articles in local newspapers and magazines on relevant topics.
- Inventory need to be cross checked and duly signed by the responsible management personnel time to time, may be once in a semester.
- All departments should have the policy documents related to the department like the slow learners' policy
- The Venues of BBA & BA (JMC) was not appropriate to check the documents.
- The BBA department did not exactly follow the format given by the committee
- In the Department of Commerce data was not able to be accessed during the audit. It should be checked beforehand and be ready. It was suggested to improve the presentation process for external audits.

7. The Outcome of the Audit

The members of all the departments felt it was a fruitful exercise as they will be able to prepare themselves with better documentation and get more insights during the audit. It will help in preparing a comprehensive report detailing the findings of the audit, including strengths, weaknesses, areas for improvement, and recommendations for all the departments. It will also help in the Implementation of recommendations outlined in the audit report to improve departmental operations, efficiency, and compliance. The audit team was largely satisfied by the documentation process of the department.

8. Rating: 7.75/10

DEPARTMENT OF ECONOMICS



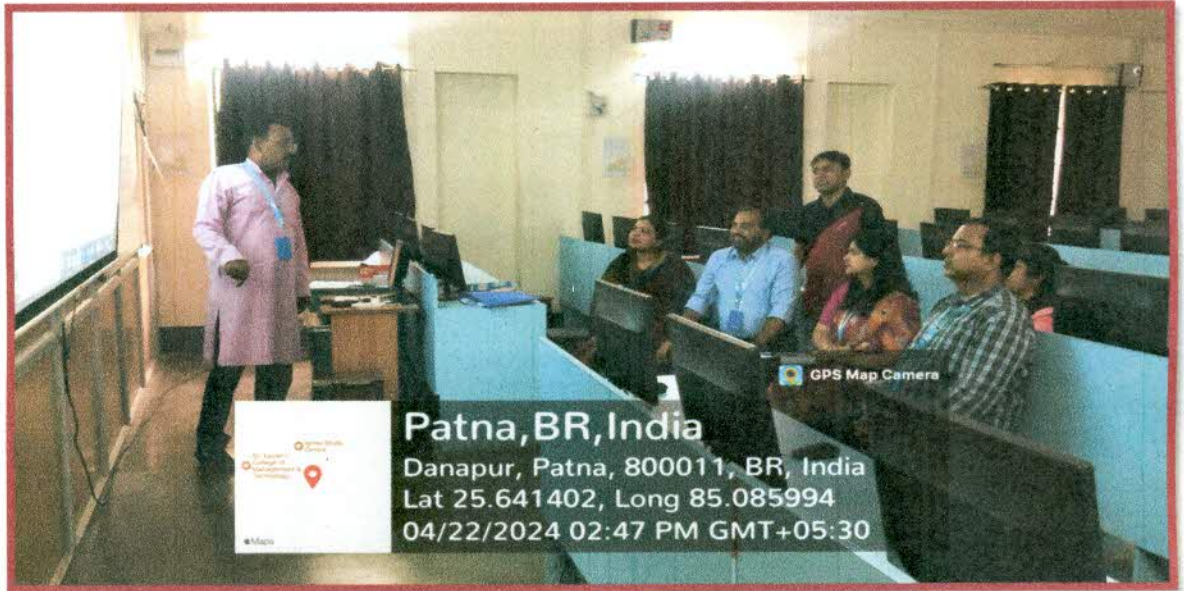
DEPARTMENT OF COMMERCE



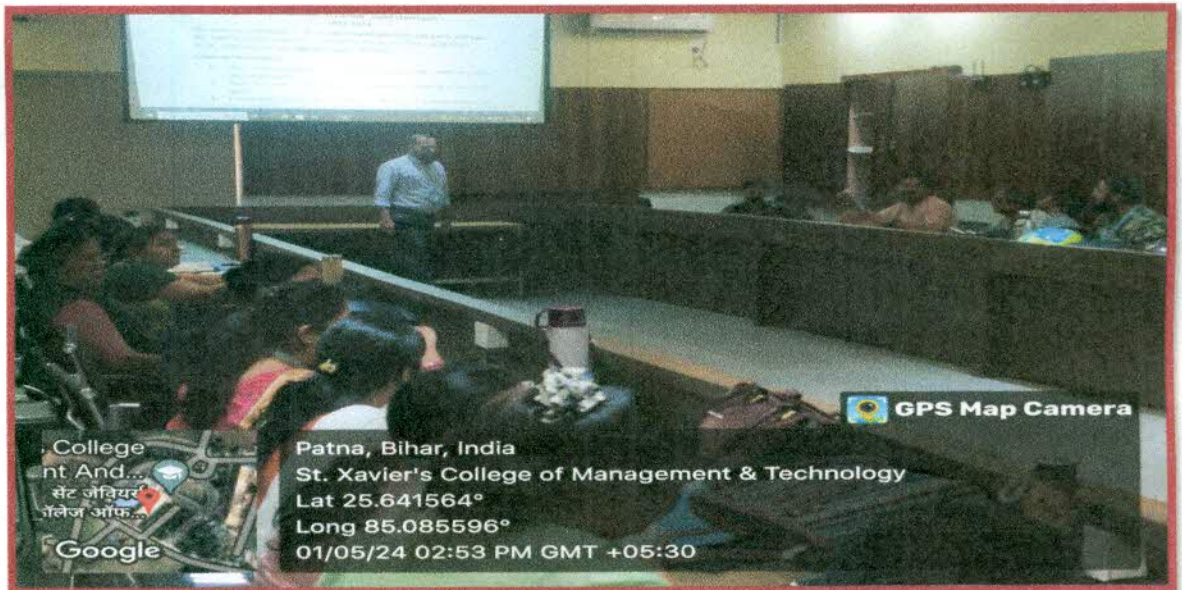
DEPARTMENT OF JOURNALISM & MASS COMMUNICATION




DEPARTMENT OF COMPUTER SCIENCE



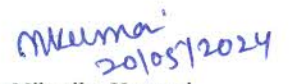
INTERNAL DEPT. AUDIT REPORT PRESENTED DURING THE GENERAL FACULTY MEETING





Fr Dr Sherry George, SJ
Chairperson (Internal Audit
Team)

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


Sr Dr Grace SCSC
Member


Dr Niharika Kumari
Member
DEAN-ACADEMICS
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