



ST XAVIER'S COLLEGE OF MANAGEMENT & TECHNOLOGY

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

(Affiliated to Aryabhatta Knowledge University)

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Date: 8 June 2024

ACTIVITIES PLANNED FOR 2024-25

- **Activities planned for 2023-24 to be continued in 2024-25**
- The responsibilities shared among the members of the Internal Quality Assurance Cell (IQAC) during the planning session held on 8 June 2024 at IQAC:

Responsibilities and Activities Undertaken:

1. Develops and implements a quality assurance framework

- **Person In charge:** Dr. Niharika Kumari
- **Activities:**
 - Assist in formulating various policies as per the need and requirement.
 - Implement teaching reforms such as case studies, student-led classes, and lectures from industry experts
 - Develop e-content & video content
 - Formulate new committees as per the need

2. Coordinates and facilitates accreditation processes

- **Person In charge:** Mr. Piyush Verma
- **Activities:**
 - Initiate preparation of the Annual Quality Assurance Report (AQAR)
 - Prepare for NAAC Cycle 2
 - Conduct internal and external audits (green, energy, water, cleanliness, etc.)

3. Conducts regular monitoring and evaluation

- ***Person In charge:*** Sr. Dr. Grace SCSC
- ***Activities:***
 - Oversee lesson plans and class supervision
 - Conduct Academic and Administrative Audits (AAA)
 - Perform internal departmental audits
 - Cross-check answer scripts and student attendance
 - Attain COs, POs, and PSOs
 - Gather feedback from students and stakeholders

4. Conducts regular monitoring and evaluation

- ***Persons In charge:***
 - Effective use of ERP: Mr. Piyush Verma
 - Initiate best practices: Mr. Piyush Sahay
 - MoUs and collaborations: Sr. Dr. Grace
 - Organize national/international seminars: Mr. Piyush Sahay
 - Regular IQAC meetings: Sr. Dr. Grace SCSC
 - College magazine write-up: Sr. Dr. Grace SCSC
 - Digital initiatives: Mr. Piyush Verma

5. Supports capacity building and professional development activities

- ***Person In charge:*** Dr. Ashok Kumar
- ***Activities:***
 - Train students in communication ("Let's Talk" program)
 - Conduct Faculty Development Programs (FDP) for staff and students
 - Plan training for administrative and maintenance staff
 - **Organize sessions on sexuality by Dr. Ajay Krishan**
 - Support slow learners
 - Offer bridge and certificate courses for students

6. Documentation

- **Person In charge:** Mr. Mario Martin
- **Activities:**
 - Verify documentation processes
 - Digitize documentation processes
 - Ensure documentation deadlines are met

7. Other Initiatives

- IQAC Calendar (2023-2024): Mr. Mario Martin
- Standard Documentation Formats: Sr. Dr. Grace SCSC
- Formats for report writing: Mr. Piyush Verma
- PPT presentation guidelines and demonstrations: Sr. Dr. Grace SCSC

8. Action Plan for Upcoming Session (2024-25)

- Collaborative initiatives: Dr. Ashok Kumar
- Student exchange programs: Mr. Piyush Sahay & Sr. Dr. Grace SCSC
- Student programs on relationships, stress management, career-related topics: Sr. Dr. Grace SCSC (Date: 20 July 2024)
- Refresher courses for teaching staff: Mr. Piyush Sahay
- NAAC criteria-wise seminars/workshops/conferences

Tentative Time Schedule for 2024-25

1. IQAC Meetings with the entire team:
 - 12 August 2024
 - 17 February 2025
2. Faculty Development Program (FDP):
 - 15 to 20 July 2024
3. Academic and Administrative Audit (AAA):
 - Internal Department Audit: 12, 13 & 14 May 2025
 - AAA: 26, 27 & 28 May 2025

4. Planning for 2025-26:
 - 29 & 30 June 2025
5. Feedback from Students:
 - Twice a year (semester-wise)

NOTE: *This structured plan aims to enhance the quality of education provided by the college through systematic and continuous efforts by the IQAC members.*

Mr Mario Martin
Asst. coordinator IQAC

Sr Dr Grace SCSC
Coordinator IQAC

Fr Dr Martin Poras SJ
Principal