



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

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

Date: 12 July 2023

PLANNED ACTIVITIES OF IQAC (2023-2024)

SL. NO	RESPONSIBILITIES ASSIGNED	ACTIVITIES UNDER TAKEN
1.	Develops and implements a quality assurance framework	<ul style="list-style-type: none">To assist the concerned persons for formulating different policies (fund mobilization policy, policy for the sanctioned post, policy for admission etc)Teaching Reforms: Teaching learning Reforms: - Case study, students conduct classes, E-Content development, Video content development, lectures from Industry experts etcFormulation of new committees as required (Academic Advisory Committee, Managing Committee, examination grievance redressal cell)
2.	Coordinates and facilitates accreditation processes	<ul style="list-style-type: none">Initiate preparation of AQARPreparation for NAAC Cycle 2Conducting Internal & External Audit (Green audit etc)
3.	Conducts regular monitoring and evaluation	<ul style="list-style-type: none">Lesson planSupervision of classConducting AAADepartmental auditsAnswer Script cross checkStudents' attendance cross checkAttainment of CO's and POs and PSOsConducts Feedback of students & Stakeholders
4.	Contributes to Institutional planning	<ul style="list-style-type: none">Effective and comprehensive ways of using ERPInitiate Best Practices of the institution

	and strategic initiatives	<ul style="list-style-type: none"> • MOU`s • National/International Seminars • Regular meetings of IQAC • Write up on college magazine • Digital initiatives
5.	Supports capacity building and professional development activities for faculty, staff and students	<ul style="list-style-type: none"> • Training students on Let`s talk • FDP for staff as well as students • In-house FDP • Training administrative and maintenance staff to be planed • Session by Dr Ajay Krishan on Sexuality • Grooming of slow learners • Bridge Course • Certificate Course for students
6.	Documentation	<ul style="list-style-type: none"> • Verification of documentation process • Make documentation a digital process • Ensuring deadlines for documentation.

Mr Mario Martin
Asst. IQAC coordinator

Sr Dr Grace SCSC
IQAC coordinator

Fr Dr Martin Poras SJ
Principal