## **NOTICE for answering TAQs** (Teacher Assessment Questionnaire)

St. Xavier's College is known for its attention to the holistic development of all its students. Academics forms a very significant part of this development with the teachers playing a vital role. It is hence imperative that the teachers and the Teaching-Learning process be intermittently reviewed by the management and the primary stakeholders i.e. the students.

The Student feedback of the teacher is formalized in a questionnaire called the Teacher Assessment Questionnaire (TAQ).

1. It is MANDATORY for the students to individually fill a TAQ sheet for the teacher of every course they have to attend. Each TAQ sheet provides feedback about the teacher with respect to that particular course. Incase, there are more than one teachers teaching a particular course, TAQ has to be filled for all the teachers teaching that course. This has to be done online during a stipulated period either in college or after college. On successful submission of a fully completed TAQ for each of the displayed courses pertaining to your login, you will get access to the HALL TICKET / ADMIT CARD for the upcoming end-semester exams which can be printed. You must carry this HALL TICKET with you to the examination hall at the time of the End-Semester exams and produce the same for verification if asked to do so.

## For this purpose, click on the link given below and follow the instructions given below for answering the respective TAQs

### https://sxcauto.silvodel.in

 Login by selecting STUDENT from the drop-down list presented (URL -> <u>https://sxcauto.silvodel.in</u>)

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#### 3. Enter correct User Name & Password and click the LOGIN button

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4. From the OPERATIONS Menu select the - SUBMIT TAQ ORIGINAL menu option



5. Enter your College UID and click on the **OTP** button on the right of the screen to generate an OTP which will be sent to your registered mobile number. Enter the OTP in the box provided just below the OTP button and press the **TAB** button on the keyboard to exit out of the box. Next, proceed to select your class from the drop-down list and the correct semester (2 or 4 or 6) from the drop-down list provided. Thereafter, select the course name and the corresponding lecturer who taught the course as shown in the screen shot below –

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#### 6. Click on the SHOW button to start answering the questions

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# Select the option you feel best for the concerned teacher and complete the questionnaire.

After answering the questions, scroll to the bottom of the questionnaire and click on the **SUBMIT** button and SUBMIT the questionnaire for that particular course

- 7. Repeat the above steps by submitting the TAQ for ALL theory courses that you have.
- 8. On successful submission of fully completed TAQ for all the displayed courses pertaining to your login, please proceed to print a hard copy of the HALL TICKET / ADMIT CARD for the respective end-semester exams by clicking on the PRINT button which will be visible to you only on submission of ALL required TAQs. You must carry this HALL TICKET with you to the examination hall at the time of the End-Semester exams and produce the same for verification if asked to do so.

Your identity and your responses will be stored in separate databases and hence your responses will not be tracked with your identity.

## Steps to be followed to print End Semester Hall Ticket

### 1. ONLY USE A PC OR A LAPTOP - DO NOT USE A MOBILE PHONE OR A TABLET

- 2. Open the url <u>https://sxcauto.silvodel.in</u> in a web browser on your PC / Laptop
- 3. Click on the Sign In button as shown below –



4. Select **Student** from the drop-down list and enter your **registered mobile number** and **college UID** and click the **Login** button as shown below –

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5. Click on the **Submit TAQ – Original** sub-menu item under the **Operations** menu as shown below -



6. Enter your college UID and click on the OTP button as shown below -

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7. Click the **OK** button as shown below and wait for OTP to arrive in your SMS

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8. Enter the OTP in the textbox provided and click anywhere in the screen and select your current class from the drop-down list and select the current semester too from the drop-down list and click on the Print button as shown below to generate the Admit Card -

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## SO BE A RESPONSIBLE & PROUD XAVIERITE.....

### AND GIVE YOUR FEEDBACK !!!!!!!!

### LAST DATE FOR COMPLETION OF ALL THE TAQS IS EXTENDED UPTO 22<sup>nd</sup> MARCH 2023.

Dr. Rajendra Shinde

Principal