**Prepare CQI report:**

1. The concerned faculty member will prepare a CQI report for the courses he/she is teaching.
2. In the following CQI report, he/she will check the percentage under a specific PO.
3. Below a particular percentage (30% or 40%), faculty members need to mention the reason for student performance outcomes.
4. Then faculty members will try to solve these issues
5. For that they can make changes in particular CO PLO mapping or can change the course outline and assessment plan for better performance in the new semester.
6. They can also ask for suggestions from other faculty members regarding this.
7. After that they will compile all the data and generate the report
8. This report will be sent back to the department head and stored in the OBE storage.