



ST XAVIER'S COLLEGE JAIPUR

Nevta - Mahapura Road, Jaipur - 302029, Rajasthan, India

Affiliated to the University of Rajasthan

Approved under Section 2(f) & 12(B) of the UGC Act, 1956

A Christian Minority Jesuit Institution

Ref: SXCJ/ACAD/2023-24/281

02 August 2023

Proposed Activities by Department/Cells/Committees for Academic Calendar 2023-24

Dear all,

All departments/cells/clubs/committees should prepare and send the Proposed Calendar of Activities **latest by 10th August** along with the required details of the event (**Please fill out the Event proposal form**) to IQAC at iqac@stxaversjaipur.org.

HoDs are additionally requested to send a summary sheet of proposed events (mentioning the date and name of the event) apart from the Event Proposal form.

Please find attached the guidelines and UGC recommended activities for the preparation of the Academic Calendar for the session 2023-24. Please go through it before you finalize the events.

After the approval from Fr Principal, IQAC will prepare the Annual Academic Calendar for the College latest by 19th August.

Please feel free to contact IQAC in case of any queries.

Principal

St. Xavier's College, Jaipur
Nevta-Mahapura Road, Jaipur

Ref: SXCJ/ACAD/2023-24/282-286

Copy forwarded to the following for information and necessary action:

1. Vice-principal, St Xavier's College, Jaipur
2. Coordinator, IQAC, St Xavier's College, Jaipur
3. Heads of all the Departments, St Xavier's College, Jaipur
4. Website Coordinator, St Xavier's College, Jaipur
5. Principal Office, St Xavier's College, Jaipur



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Internal Quality Assurance Cell St. Xavier's College Jaipur

Guidelines for the Academic Calendar Planning

Department/Club/Cell/Committee Events for session 2023-24

All the departments, clubs, cells, and committees are advised to keep the following points in mind before finalizing the events for the academic session 2023-24:

1. The college management is planning for NAAC in the coming academic year which requires extensive involvement of all staff members. Hence, focus should be on organizing limited but quality and outcome-oriented programs keeping in mind the NAAC requirement.
2. Events/activities should be planned to keep in mind the Quality Mandate for higher education prepared by UGC. It covers the following areas:
 - i. **Student Induction/Orientation Program** – Departments should explain to freshers about department programs, key highlights, and other relevant things concerning the department in their department orientation. IQAC shall organize the same keeping in mind the college units and programs, college highlights, etc under Deeksharambh.
 - ii. **Learning Outcomes Based Curriculum Framework** – Departments/cells should focus on this while preparing the content of bridge and certificate/add-on courses.
 - iii. **Curriculum for Life Skills** – Life Skill Enhancement and Aanandam Cell (LSEAC) and departments should plan activities keeping in mind key life skills that are important for enhancing employability potential.
 - iv. **Social Responsibility and Community Engagement – Social & Industry Connect** – Unnat Bharat Abhiyan Cell (UBA Cell) and Training, Internship & Placement Cell (TIPC) along with departments should plan activities for enhancing social and industry connect for our students.
 - v. **Publication and Research – CARE** – Research & Development Cell (RDC), Faculty Enrichment Cell (FDTEPC), and departments should plan activities for enriching the research profile of staff and students, along with a focus on publication, projects, and exchange programs for staff and students.
 - vi. **Trans-disciplinary research for Indian Economy** – concerned departments and research cell should promote and inform staff to apply for projects under this scheme.



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- vii. ***Eco-friendly and Sustainable Campus development*** – Eco-friendly club, cells, committees, and departments should promote events to generate focus on the environment, sustainability, and development amongst staff and students.
 - viii. ***Inculcation of Human Values & Professional Ethics*** – Life Skill Enhancement and Aanandam Cell (LSEAC) along with other committees, cells, clubs, and departments can plan events to impart human values and ethics amongst students along with other extra-curricular, co-curricular, and curricular programs.
 - ix. ***Faculty Induction Program for newly appointed staff*** – IQAC, Faculty Enrichment Cell (FDTEPC), other cells, committees, and departments can organize FDPs, Workshops, Training Programs for the staff members.
3. Departments/cells/clubs/committees should try to collaborate with government or private institutions/NGOs for the organization of events/activities. This can be done by formalizing the event through an MoU.
 4. The departments should prepare a complete academic structure for bridge and certificate/ add-on courses before finalizing the program. This includes preparation of course curriculum, learning outcome, exit test, and timeline of the course. The bridge course should start at the beginning of the session for first-year students.
 5. Cells/Clubs/Committees should also plan their limited activities for the next academic session so that a comprehensive academic calendar is prepared.

The above guidelines are advisory and are intended to give some ideas for organizing constructive events and programs in the college. Improvisations and new events or programs are most welcome from different units of the college.

In case of any clarification please contact IQAC.


Principal

St. Xavier's College, Jaipur
Nevta-Mahapura Road, Jaipur