



## 1.1.1 CURRICULAR PLANNING AND IMPLEMENTATION

## UNIVERSITY AFFAIRS CELL ANNUAL REPORT ACADEMIC SESSION 2022-23



# St. Xavier's College Jaipur

Affiliated to the University of Rajasthan Approved under Section 2(f) and 12(B) of UGC Act, 1956  
A Christian Minority Educational Institution under Section 2(g) of NCMEI Act, 2004



## University Affairs Cell Annual Report

ACADEMIC SESSION 2022-23

  
Principal

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

# St. Xavier's College Jaipur

## University Affairs Cell Annual Report 2022-23

### 1. About the Cell:

UAC of St. Xavier's College, Jaipur did all the liaison work, coordination on behalf of the college, and official communication with the University of Rajasthan, Directorate of College Education, and other government departments was entrusted to this cell. Apart from that, it receives, processes and maintains all copies of records related to the students and faculty members. It disseminates information pertaining to all academic matters, issues necessary memorandum/orders, and acts as a channel of communication between students and university on behalf of college.

### 2. Member Details:

- Dr Salim Khan (Coordinator)
- Dr Pradeep Soni (Asst Coordinator)
- Dr Dharmveer Yadav (Member)
- Mr Dinesh Kaushik (Office Superintendent)
- Mr Parmanand Sharma (Office Assistant)

### 3. Objective: *(Key objectives of organizing events/programs/ work performed in the last academic year in points only)*

- It helps in smooth coordination amongst all the external authorities and the college
- Resolve the all kinds of problems of students with regards to university of Rajasthan
- It works as a bridge between affiliating university and college
- It also provides necessary suggestions to management with regard to academic work and necessary approvals
- Single point of contact for students and staff with regards to university related matters
- It checks the all certificates of students and declare the list of fake/Non-recognized boards and universities

### 4. Achievements of the students/faculty/unit in the academic year (if any):

- Increase Intake in BBA (120 Seats)

- Additional Subjects in B.A. (Pass Course) Geography, Statistics, Mathematics, Computer Application.
- Additional Subjects in B.SC. (Pass Course) Geography, Statistics, Psychology.
- Subsidiary in B.A (Hons) Geography, Statistics, Mathematics, Computer Application.
- Permanent Affiliation in B.SC (Pass Course) and B.A (Pass Course) Pending.

IQAC Documentation – 2022-23

- Application Form Permanent/Extension for Session 2023-2024

**5. Details of the Activities organized/ Work Performed** (Not more than 500 -700 words) N.A

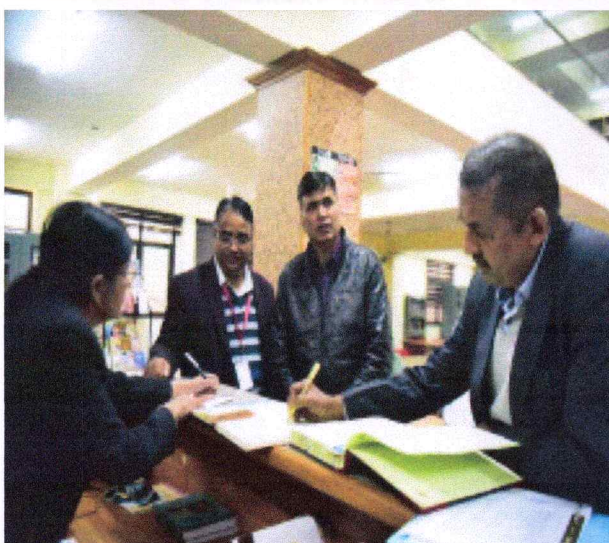
**1. Posters and Pictures Supporting the Activities/ Work performed (max four photos as thumbnail) – can be avoided by those units where there is no photographic evidence of work performed**



IQAC Documentation – 2022-23

  
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**2. Future Plans for the next academic year (briefly mention in points)**

As per the decision of management we shall apply for a new courses and filled the form for Permanent/Extension for Affiliation in University of Rajasthan

**Report Submitted by Head of Department/ Coordinator of Cell/Club/Committee: Dr Salim Khan**  
**-University Coordinator**

A handwritten signature in blue ink, appearing to be 'Dr. Salim Khan', is written over the printed name of the Principal.

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## University Affairs Cell Annual Report

ACADEMIC SESSION 2021-22

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

# **St. Xavier's College Jaipur**

## **University Affairs Cell Annual Report 2021-22**

### **1. About the Cell:**

The University Affairs Cell was created by the college administration in 2010 along with the creation of other administrative and academic departments of the college. The main goal was to streamline the coordination with regulatory bodies like an affiliating university (University of Rajasthan), Commissionerate of College Education, UGC, and others. Additionally, it was supposed to coordinate and seek approval concerning new courses from the college education department and manage the execution of university related work like admission process, examination, staff selection and approval, the affiliation of courses, and other requirements which may arise during the session. With time some other responsibilities were added like providing staff and student-related data to the college education department and All India Survey of Higher Education every year.

### **2. Member Details:**

- Mr. Yashwardhan Singh – Coordinator
- Dr. Salim Khan – Assistant Coordinator
- Dr. Pradeep Soni – Member
- Mr. Parmanand Sharma – Office Assistant

### **3. Objective:**

- To coordinate with various units of the college for admission related process, affiliation, and other approvals from the university
- To provide the required data for the academic year 2021-22 to various units of college, University of Rajasthan, College Education Department, and other external institutions
- To conduct staff interviews, coordinate shifting and merger process, and any other task allocated by the management

### **4. Details of the Activities organized/ Work Performed:**

- a. The major task of Shifting the College at Hathroi Fort Road to Nevta Campus and merging the college at Nevta into St. Xavier's College, Jaipur was finally over in February 2022 (NOC from Govt in September 2021 and University order in February 2022) after a long and tedious process over three years. It was a major responsibility of this cell and after completing 10 successful years at Hathroi Fort campus, the college started functioning from the new campus along with the merger of Nevta college from session 2021-22.
- b. Post-merger and shifting of campus, the college had applied for the revision of UG status to PG under section 2(f) and 12(B) of UGC Act through the cell. This is still under process and by June 2022 the college's status will be upgraded to PG in the

UGC records.

- c. Extension and Fresh Affiliation of courses for session 2022-23 was done by submitting necessary application to the college education department and the University of Rajasthan.
- d. University inspection for the Research Centre in English and Psychology & History subject in BA course for session 2021-22 was organized by the cell during this session. Eventually, we received the affiliation of Research Centre in English from this session. College Education Department through our Nodal College BBD Govt College, Shahpura had also conducted an inspection for issuing the NOC of the new courses for session 2022-23.
- e. Admission-related work like coordinating with ERP, sending admission data, and required documents to the university was performed. It also involves resolving student queries related to the admission process, university enrollment, and other related work.
- f. University examination forms-related work was performed like form-related queries, collection, approval, submission of forms, and other related work. Collection of marksheets and degree of existing and pass out students from the university.
- g. AISHE 2020-21 data for the session 2019-20 was uploaded on the portal by the cell. NIRF data was collected and uploaded on the NIRF portal for the session 2020-21. Student and staff-related statistical data for the session 2021-22 was uploaded on the portal of the college education department.
- h. Application process of new institution Xavier Institute of Management and Informatics (XIMI) for MBA and MCA courses with AICTE, DTE, and RTU was also initiated through the cell by the Technical Committee appointed for the said process.
- i. Recruitment for the coming session along with staff approval of the existing staff was planned by preparing the vacancy requirement (fresh and in-house) and releasing the advertisement for the same.
- j. Other related work is assigned to the cell by the college management from time to time.

**Report Submitted by: Coordinator, UAC on 15 June 2022.**

  
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## University Affairs Cell Annual Report

ACADEMIC SESSION 2020-21

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St. Xavier's College, Jaipur  
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# **St. Xavier's College Jaipur**

## **University Affairs Cell Annual Report 2020-21**

### **1. About the Cell:**

The University Affairs Cell was created by the college administration in 2010 along with the creation of other administrative and academic departments of the college. The main goal was to streamline the coordination with regulatory bodies like an affiliating university (University of Rajasthan), Commissionerate of College Education, UGC, and others. Additionally, it was supposed to coordinate and seek approval concerning new courses from the college education department and manage the execution of university related work like admission process, examination, staff selection and approval, the affiliation of courses, and other requirements which may arise during the session. With time some other responsibilities were added like providing staff and student-related data to the college education department and All India Survey of Higher Education every year.

### **2. Member Details:**

- Mr. Yashwardhan Singh – Coordinator
- Dr. Salim Khan – Assistant Coordinator
- Mr. Parmanand Sharma – Office Assistant

### **3. Objective:**

- To coordinate with various units of the college for admission related process, affiliation, and other approvals from the university
- To provide the required data for the academic year 2020-21 to various units of college and College Education Department
- To conduct staff interviews, coordinate shifting and merger process, and any other task allocated by the management

### **4. Details of the Activities organized/ Work Performed**

- a. The major task of Shifting the College at Hathroi Fort Road to Nevta Campus and merging the college at Nevta into St. Xavier's College, Jaipur was executed by applying for the NOC from the College Education Department. The inspection of Nevta Campus was done by the nodal college (Rajasthan Sangeet Sansthan) on 27<sup>th</sup> March 2021 as part of the approval process. The whole process was executed and is being pursued under the aegis of the Shifting and Merging Action committee through this cell.
- b. The Principal and staff selection interviews were conducted for the session 2020-21 from June to July 2021. The necessary approval and other formalities about these selections were completed by the cell.
- c. University Practical Examination for the third-year students for the session 2019-20 was

  
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conducted with the help of respective departments.

d. Admission-related work like coordinating with ERP, sending admission data, and required documents to the university was performed. It also involves resolving student queries related to the admission process, university enrollment, and other related work.

e. University examination forms-related work was performed like form-related queries, collection of forms, approval of forms, submission of forms, and other related work.

f. Extension and New Affiliation of courses were done by getting necessary approval from the college education department and the University of Rajasthan.

g. NIRF data was collected and uploaded on the NIRF portal for the session 2019-20. h. Student and staff-related data for the session 2019-20 were uploaded on the portal of the college education department.

i. Other related work is assigned to the cell by the college management from time to time.

**Report Submitted by: Coordinator, UAC on 31 May 2021.**

  
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