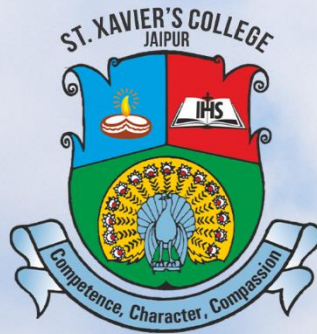


# St. Xavier's College Jaipur

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



## College Manual A Compendium of Policies and Guidelines



## PART A

### College Manual: A Compendium of Policies and Guidelines

For consistently successful functioning, St. Xavier's College Jaipur has a college manual of explicit policies and guidelines, as the foundation for implementation of its vision and mission and to achieve its goals. Policies help to furnish the guidelines for various units of the college.

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## **1. ACADEMIC POLICY**

**Academic Policy ensures a smooth course of action for the Academic Council, MOOCs/ SWAYAM Committee, and the Time-Table Committee**

### **I. Academic Council**

#### **1.1. Introduction:**

The Academic Council is the pivotal body of any institution after the governing body/Managing committee. It caters not only to the academic needs of the institution but also serves as the polestar for formulating academic policies. All other bodies of the institution, catering towards academic development, come under the Academic Council and work under its purview. The minutes and reports of the meetings of the Academic Council are to be reported to the Managing Committee.

#### **1.2. Purpose**

The Academic Council is the apex body for the approval of any new academic initiative or any other matter that is related to academic development in the institution. It needs to be the most proactive body of the institution as it can ensure the relevance of knowledge being imparted, identify skill gaps in the students and the demands of the industry, and then launch programs accordingly to develop the required skills. One of the focus areas of the Academic Council besides offering customized programs is also curriculum development, focus on knowledge delivery, application of knowledge through field and lab work, and emphasis on the application of knowledge to real-life experiences. The Council's primary goal is to promote a conducive academic environment and enrich students' learning journey by fostering critical thinking, problem-solving abilities, analytical reasoning, cognitive skills, and self-directed learning. Education should enable knowledge production, participation in the knowledge economy, and improving national and global competitiveness so that there are opportunities for social mobility. Thus, the onus of framing a curriculum that is based on learning outcomes to improve and upgrade the academic climate of the institution by raising the quality of teaching and research falls on the Academic Council. It also encourages the use of technology to improve teaching-learning processes and incorporate alternative modes of learning such as open and distance learning modes, use of MOOCs, and making use of Meta universities which will be the future of higher education globally. Another vital role of

the Academic Council is to create a conducive environment for academic research and innovations for practical use in society and the economy.

### **1.3. Composition and Functioning:**

#### **1.3.1. Composition**

The Academic Council is a comprehensive umbrella body of the institution. All other bodies/committees/cells/boards/societies are further derived from it and are answerable to it as well. The following are part of the Academic Council:

- Manager, as the Representative of the Managing Committee,
- Principal
- Vice Principal
- Coordinator, IQAC,
- Heads of the Departments
- A Nominee of the Management,
- An educationist,
- An industry representative and
- A well-reputed Alumni.
- A student representative may also be nominated to ensure student representation.

The academic council elects a chairman from among the members elected as representatives of the academic staff. It can also appoint/nominate observers who are non-members as per the requirement and the suggestion of the Governing Body. Observers have the right to suggestion and discussion but do not have the right to vote.

#### **1.3.2. Functioning:**

**To meet at least twice in a year or more if required to address the following:**

- To consider matters of academic interest either on its initiative or at the suggestion of the Management/Department Heads/IQAC/NAAC Steering Committee/Faculties and to take appropriate action.
- To exercise general supervision over the academic ethos of the institution and to direct the curriculum delivery and internal modes of evaluation.

- To suggest ways to improve the academic standard of the institution by overseeing the maintenance of academic standards, planning of delivery, review of the curriculum and advising the Governing Body/Management on the resource implications of such planning.
- Fostering and maintaining close connections with industry, other educational establishments, research organizations, the local community and students.
- Facilitating the development of teaching-learning methods, methodologies and technology.
- Prescribing new programmes, courses, certificate courses, Add-On courses, Diplomas with consideration for student needs and industry demand
- Making arrangements for the conduct of examinations in accordance with the Ordinance/By-Laws of the institution.
- To suggest measures for inter/intra-departmental coordination.
- To approve the academic calendar prepared by IQAC and ensure its compliance with the University Grants Commission (UGC), the State Government and the Affiliating University at least three months prior to the commencement of the new academic session.
- Proposing a draft of Policies relating to the academic matters to the Management.
- To amend or repeal Ordinances and Regulations relating to academic matters.
- To exercise general supervision through IQAC over the academic work of the college and provide direction regarding methods of instruction, evaluation, and improvements in academic standards.
- To promote research within the institution.
- To recognize the certificates, diplomas and degrees of other universities and institutions and approve their equivalence after receiving the report from the University Affairs Cell.
- To approve reports from major cells/committees of the college.
- To form a quorum when at least half of its tenured members are present.

**1.3.3. Recommendations by the Academic Council to the Governing Council/Managing Committee on:**

- Developing strategies related to fulfilling the vision and mission of the institution including (but not limited to) strategies on learning and teaching, research, student support, quality assurance and collaboration.
- Approving and monitoring policies and procedures to implement the academic strategies approved by the Governing Body/Managing Committee and other policies and procedures required by the Academic Council's delegated responsibilities.
- Maintaining or changing the academic structure and organization of the institution if the need arises.
- To recommend the overall fee structure of various programmes/ certificate courses/add-on courses/ diplomas/short-term programmes.
- Measures for improvement of standards of teaching and inculcating a culture of research and training.
- The regulation of the admission procedure of students and their progression within the institution
- To recommend framing of rules regarding attendance and discipline, approved by the Academic Council under delegated authority from the Governing Body/ Managing Committee
- To take periodical reviews from departments/cells/committees/ programmes/courses to ensure the desired academic quality.
- To recommend the establishment of departments/centers courses/ programmes/ electives/ interdisciplinary courses/ short-term training programs in developing or new areas in line with the changing trends in the industry or abolition of outdated/obsolete ones
- To recommend filling up of teaching posts (Professors, Associate Professors and Assistant Professors) to the Management
- To appoint sub-committees to advise on such specific matters as may be required and consider the recommendations of the sub-committees and to take such action as the circumstances of each case may require.
- The nomination of academic representatives to external bodies
- To prepare and present reports to the Governing Body/ Managing Committee and make recommendations as it may consider appropriate on any academic and related matters.

#### **1.4. Outcome Based Education (OBE) Policy**

The OBE policy shall serve as the guideline to ensure a robust teaching-learning environment in the college to deliver the outcomes of the courses and the paper. The guidelines outlined shall apply to all courses and programs.

**The OBE policy will dictate the Mapping of Course Outcomes (Cos) and Programme Outcomes (POs) and ensure proper evaluation through assessment.** Each department will outline the Course Outcomes and Program Outcomes which will be mapped by the faculties and approved by the Academic Council. The college is affiliated with the University of Rajasthan which conducts comprehensive external assessments of the students where the answer scripts of the students are evaluated by external examiners. The college also conducts internal examinations to prepare the students for the University examinations. The paper-wise result analysis will aid in understanding the attainment of the COs and also aid students in preparing for the university exams. This includes a direct analysis of the syllabi and the results of the internal examinations to understand the attainment of COs and POs. The policy will guide IQAC to conduct the Graduate Attributes Survey that assesses the attributes of graduates based on the specifications of UGC. They include components of POs and COs which will help in the tracing of the attainment of POs and Cos.

##### **1.4.1. The benchmark used for the attainment of COs shall be:**

<b>Attainment Level</b>		<b>Status</b>	<b>Description</b>
Level 1	60% and above	Attained	High Level of Attainment
Level 2	Pass Percentage to 59.99%	Attained	Moderate Level of Attainment
Level 3	Less than Pass Percentage*	Not Attained	Low Level of Attainment

\* BA (Hons), BCA - 40%; BA, BBA, BCom, BSc- 36%; All PGs- 36%

(\* Pass Percentage)



#### **1.4.2. The benchmark used for the attainment of POs shall be:**

**High Level of Attainment of POs:** 60% and above students attaining Level 1 and Level 2 of COs

**Moderate Level of Attainment of POs:** 40% - 59.9% of students attaining Level 1 and Level 2 of COs

**Low Level of Attainment of POs:** Less than 40% of students attaining Level 1 and Level 2 of COs

## **II. MOOCs / SWAYAM Policy**

### **2.1. Introduction**

MOOC (Massive Open Online Courses)/SWAYAM (Study Web of Active Learning by Young and Aspiring Minds) is a program initiated by the Government of India. It is one of the flagship programs of MHRD to provide an online learning environment to learners and upgrade the students with advanced learning capabilities. This policy will govern the MOOC/SWAYAM Committee to take the initiative for providing opportunities for the anytime-anywhere format of eLearning. This committee will act as a communicating linchpin between the government body and the student-teacher fraternity at St. Xavier's College Jaipur so that the academia of college is abreast with the broadened horizons of imparting education and the face of the learning mechanism that technology has made possible. The cell stands committed to providing all the necessary information and procedural requirements to build a conducive environment for online learning and enable the learners to avail the benefits of the eLearning mechanism through MOOC/SWAYAM courses.

### **2.2. Purpose**

The objective of this effort is to make the best teaching-learning resources available for all and to create synergies between the salient features of e-learning and the traditional chalk and talk methods, in order to develop a unique mechanism for content delivery. The cell will function as a centralized system for the diffusion of the necessary information related to the MOOC/SWAYAM domain:



Principal