

2.6.3

PASS PERCENTAGE OF STUDENTS DURING LAST FIVE YEARS

(EXCLUDING BACKLOG STUDENTS)

**Annual Report of
University Affairs Cell (UAC)
Academic Year (2018-19)**


Principal

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

St. Xavier's College - Jaipur

University Affairs Cell

Annual Report 2018-19

1. About the Cell:

The University Affairs Cell (UAC) was established in 2010 to enhance coordination between the college and regulatory bodies such as the University of Rajasthan, the Commissionerate of College Education, and the UGC. The UAC's primary purpose is to oversee university-related matters, including admissions, exams, and course affiliations, and manage approvals for staff and programs.

2. Members of the committee:

- Dr. Dharmveer Yadav - Coordinator
- Mr. Yashwardhan Singh
- Mr. P.S. Pradhan
- Ms. Suja Koruth
- Mr. Rajeev Nokhwal

3. Functions:

- To facilitate interaction between the college and various external institutions such as the University of Rajasthan and the College Education Department.
- To manage the collection and provision of required data to multiple units of the college and external entities for the academic year 2018-19.
- To supervise university-related tasks such as admissions, course affiliations, and examination administration.
- To handle staff recruitment and approvals, including preparing for vacancies and releasing job advertisements.
- To coordinate with college units to streamline university processes and compliance.
- To maintain accurate student and staff records to aid in reporting and monitoring.
- To keep up-to-date information about the changes in university regulations and ensure college adherence.



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4. Details of the Activities organised/ Work Performed

- External Coordination: Built strong relationships with the University of Rajasthan and the College Education Department, ensuring the college met all requirements and maintained smooth operations
- Data Management: Provided necessary data for the academic year 2019-20 to various college units, the University of Rajasthan, and other external parties
- University-Related Tasks: Managed admissions processes, course affiliations, and examinations, ensuring compliance with university standards
- Recruitment Planning: Prepared recruitment plans for the upcoming session, including identifying vacancies and releasing job openings
- Streamlined Communication: Worked with other college units to optimize processes and enhance efficiency in dealing with university-related matters.
- Documentation and Records: Maintained precise records of staff and student data to support effective administration and reporting



Dr. Dharmveer Yadav

Coordinator


University Affairs Cell (UAC)

17 May 2019

University Coordinator
St. Xavier's College
Hathrol Fort Road, Jaipur



Principal



Principal

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