



# ST. XAVIER'S COLLEGE, JAIPUR

Hathroi Fort Road, Jaipur - 302001, Rajasthan  
Approved under Section 2(f) & 12(B) of the UGC Act, 1956

Ref : SXC/STAFF/IQAC/2019/1145

30 October 2019

## Staff Notice

This is to inform all the staff members that IQAC, St. Xavier's College, Jaipur is conducting Academic and Administrative Audit (AAA) for all the academic and administrative offices/departments of the college on Dec 6<sup>th</sup> 2019. Also, a one-day workshop on the Revised Accreditation Framework (RAF) has been planned on Dec 7<sup>th</sup> 2019 at St. Xavier's College, Nevta for the staff of both of our colleges. This is in line with our preparation for the NAAC assessment and thus all the staff members are requested to lend their support in the successful conduction of both the programs. Detailed requirements and process will be shared with you by the IQAC.

For more details, you can contact Coordinator, IQAC.

  
Principal

Ref : SXC/STAFF/IQAC/2019/1146-1150

### 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. All Staff, St. Xavier's College, Jaipur
4. Website Coordinator, St. Xavier's College, Jaipur
5. Office, St. Xavier's College, Jaipur

  
Principal

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



# St. Xavier's College

(Affiliated to University of Rajasthan)

Hathroi Fort Road, Jaipur-302001, Rajasthan-India

Tel : 0141-2370296 / 2371290

Website : [www.stxaviersjaipur.org](http://www.stxaviersjaipur.org) Email : [stxavierscollegejpr@gmail.com](mailto:stxavierscollegejpr@gmail.com)

## Internal Quality Assurance Cell

### External Academic and Administrative Audit

on

*6 December 2019*

#### Schedule of Audit

8.30 – 9.15	–	Commerce Department Audit
9.15 – 10.00	–	English Department Audit
10.00 – 10.45	–	Management Department Audit
10.45 – 11.30	–	Computer Science Department Audit
11.30 – 12.15	–	Economics and Political Science Department Audit
12.15 – 12.45	-	Break
12.45 – 13.45	-	College Office Audit (Principal Office and college office)
13.45 – 14.45	-	Other administrative units Audit (Accounts, University Coordinator Office, Library, Lab, etc.)

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# St. Xavier's College, Jaipur

Internal Quality Assurance Cell (IQAC)

Hathroi Fort Road, Opp Rotary Club, Jaipur – 302001.

SXC/IQAC/2019/

Date: 09/12/2019

## ACADEMIC AND ADMINISTRATIVE AUDIT REPORT

**Academic Year: 2019-2020**

(Information for the last four years from 2015-16 to 2018-19)

### A. ACADEMIC AUDIT

1. **Departments Audited:** Computer Science, Commerce, English, Economics & Political Science, and Management
2. **Year of establishment:** 2010
3. **Courses offered:** UG and PG

Undergraduate	Postgraduate
1. Bachelor of Computer Application (BCA), 2. Bachelor of Business Administration (BBA), 3. B.A. Hons. (Economics), 4. B.A. Hons. (English), 5. B.A. Hons. (Political Sc.), 6. Bachelor of Commerce (BCom)	1. M.A. English, 2. M.A. Economics, 3. MHRM, 4. M.Com. (EAFM), 5. M.Sc. (IT)

### Suggestions for College from AAA

#### General Observations:-

1. **Outcome based learning** – techniques/ tools which result in outcome based learning like expert lectures, industrial/ educational visits, case studies, online courses, etc. should be used frequently.
2. **Industrial visits** – Departments should plan visits to complement the curriculum and subject knowledge. Departments must look for some industrial tie-ups for students.
3. **Best practices of Department** – All departments and other units should focus on adopting best practices for students and faculties. Best practices must cover the success, outcome along with the problems faced and future plans to overcome the problems.
4. **Outstanding achievements of departments** must be highlighted irrespective of the academic year. Achievements in higher studies, merit holders at university level, clearing

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national/ international level exams like CAT/UPSC/Others, sports, and cultural achievements.

5. **Certificate/Add on courses** – More courses must be encouraged at department level which helps in skill development and adds to the knowledge gained through regular curriculum. Such courses to be duly approved by the academic council and management committee of the college.
6. **Alumni interaction** – Department level alumni chapters should be encouraged and meetings with alumni need to be organized along with documentary evidences. College alumni should be active and proper database should be maintained.
7. **Incubation center** and policy at college level need to be prepared for the Entrepreneurship development.
8. **Student progression and placement records** – Data of placements of students involved in their own business (self-employment) can be kept by the placement cell. Proper and updated student progression records should be maintained at college and department level.
9. **Bridge and Remedial course:** Proper curriculum must be developed for the conduction of bridge and remedial courses at department level and must be duly informed to students. Entry and exit level examination may be planned for the same to assess the performance of students and the outcome of the course. Slow learners content should be developed keeping in mind that they should reach the level of advanced learners and content for advanced learners should be more than university curriculum so that they get something extra and beyond their usual syllabus.
10. **Financial assistance to students:** Management may develop various need-cum-merit based scholarship and free ships in the form of financial assistance for needy students.
11. **Coaching Classes:** Students must be motivated and counselled for NET/ SLET or Administrative services etc. College must tie-up with external institutions for coaching classes within the campus.
12. **Collaboration/ Linkage/ MoU's:** Three types of collaborations were described:
  - a. MoUs (More Intense and regularised understanding between two parties and it should be an active MoU i.e. should continue regularly)
  - b. Linkage (Agreements on Letter Head)
  - c. Collaboration (Normal liasoning with other institutions and organisations)
13. **College Website** should be maintained properly and updated regularly. The outcomes of programs and courses should be displayed on the website and handbook.
14. **Extension Activities:** Social work at college level should be prioritized by establishing a cell/club/unit for the same other than AICUF and NSS. Teach India program should be adopted for the whole college under NSS or social club.
15. **Green Practice:** College should adopt green practices at every level in order to meet the requirement of NAAC like solar electricity, water harvesting, reduction in usage of plastics, waste management, etc.

### **Suggestions for IQAC:**

16. **Segregation of Slow learners and advance learners** – Procedure for segregation of slow and advance learners to be devised for the departments. Internal examination, Higher

Secondary marks, class performance, etc should be used as the criteria for division of students.

17. **Internship and Projects** – Departments should be motivated to take up student related projects and internship or any socially relevant research projects as a compulsory activity for every student. Reports should be prepared for all the internships done by students. Also the research project reports to be published with ISBN.
18. **Participation with Local Community** – Participation of students at college level through a social cell/ value education cell or any similar body in various social initiatives like computer literacy drives, awareness drives, education programs, cleanliness drive, etc in urban or nearby rural areas can be shown as a participation with local community.
19. **Capability enhancement Programs** – Subject specific workshops (minimum 2 days), specific skill development workshops (4-5 days) can be conducted at department level or college level.
20. **Faculty enrichment programs** – College should organize faculty enrichment programs for the staff members. It can be domain specific as well as general programs like orientation programs, refresher, etc. Staff should be motivated to pursue courses on Swayam, ARPIT, and other MOOC platforms. Swayam coordinator should be appointed at college level for better coordination and to provide information to students and faculty regarding MOOCs at Aawayam and on any other platform.
21. **Research Publications:** Department must promote publications of research papers (in UGC Care journals/Web of science/Scopus indexed journals) and Books (with ISBN no) among faculties and budding scholars. Possibility of research journal can be delved upon which can integrate research work of students inside and outside the institution. Initially all college level journal publication should have ISSN and later on it can be indexed with acceptable indexing agencies.
22. **Research Projects:** Faculty members should be motivated to apply for sponsored/funded research projects and consultancy work in their respective subject.
23. Research policy, consultancy policy, code of ethics policy should be developed at college level in order to maintain quality, transparency, and integrity.
24. **Feedback:** Feedback for courses, add-on courses and syllabus by Stake Holders like (Parents, Alumni, Student, Teachers, Employers) and proper scientific analysis has to be done. Feedback report on syllabus should be sent to university regularly. There should be a provision of another scientific questionnaire to conduct feedback on issues other than course and curriculum from all the stakeholders. Action Taken Report (ATR) on all feedbacks should be prepared and to be submitted to Governing body/Managing committee.
25. **Learning Management System:** should be evolved. It should cover sharing of lesson plans with students, usage and sharing of PPTs, case studies during lectures. Access to these should be through ERP, but with limited rights. E-learning material can be posted on ERP for extra learning.
26. Performance based Appraisal System should be implemented.
27. Career Advancement Scheme to be implemented.
28. Documentation center of all the activities in college should be with IQAC.

### **Recommendations for Documentation Procedure for all Administrative Units:**

1. **Record-keeping/ Documentation** – Departments should keep records of Video lectures, Guest lectures, Case studies discussed in classes etc. as an evidences course wise. Documentary evidences on the topic covered from industrial visits, Debates, Quiz, and class/home assignments have to be maintained. Reports describing outcome of all the programs conducted by the departments and any other college unit should be generated within a stipulated framework.
2. Printed Index inside the file cover should be pasted so that every filed document is numbered
3. Files should be properly labelled and numbered. KI wise files should be prepared. Files like Student database, alumni, Department meeting minutes, Department activities, Admission file, etc should be prepared at department level.
4. All Key indicators of RAF should be properly documented separately for the whole college.
5. Alumni database should be maintained systematically:
  - Placement details
  - Higher study details
  - Business in which they are self employed
  - Any award received
  - LOR Copy
  - Sports achievements
6. Rubber stamps for all staff and administrative units should be prepared.
7. Register for usage of smart labs and their equipment should be maintained.

### **Major Strengths, Weaknesses, Opportunities and Challenges (SWOC) of the institution.**

- a. **Strengths:** Quality of Students, Young and Dynamic qualified Faculty, activities conducted by the departments, Research orientation, leadership role to students
- b. **Weaknesses:** Placement opportunities, lack of mathematics exposure, poor documentation procedure, lack of add-on courses
- c. **Opportunities:** Locational advantage, quality English medium co-ed institution in the state, Research Projects, Student and Faculty Exchange Programmes, Internship opportunities, Capability enhancement programs.
- d. **Challenges:** Motivating students to attend classes, engage students in research, to develop interest of students in skill oriented courses, generation of placement opportunities.

### **Future plans of the college:**

#### **a. Long term plans-**

- To be amongst the top-ranked institution in the state with recognition at national level. Ultimately, to become a state of the art university in the state.
- To introduce more employment driven courses.
- To develop the institution as a state of the art HEI with prime focus on academics and research.

- To have all faculty members with Phd degrees.

**b. Short term plans**

- To strengthen the quality of students admitted in the college.
- To introduce more applied certificate courses in the college.
- To strengthen the Alumni Association.
- To strengthen the Research environment and promoting faculty members to take up ICSSR sponsored research projects.
- To enhance the exposure of data analysis software to faculty members.
- To promote faculty members to keep upgrading their knowledge base with MOOC's.
- To develop the college campus as the green campus.

  
**Dr. A. Lourdasamy**

*External Auditor*

*Coordinator, IQAC, St. Xavier's College, Palayamkottai*

Date: **DIRECTOR**

**Internal Quality Assurance Cell (IQAC)**

**St. Xavier's College (Autonomous)**

**Palayamkottai - 627 002.**

**Points to remember:**

1. Faculties should only be specified as Regular or Visiting faculty.
2. Program implies BA hons (Economics) and Course implies papers taught in BA Hons (Eco).
3. Outstanding achievements (national and international level) of faculty and students should be mentioned in qualitative write-ups/SSR and all the achievements in the presentations at the time of peer time visit. We can include outstanding achievements even if it's before the duration of assessment at the time of presentation.
4. Division of students between service class and business class parents should be done in order to track the possibility of self-employment, especially for commerce and management students.
5. Pictures/evidence of faculty using ICT tools for teaching should be arranged by the IQAC.
6. Department activities organized at various levels should be used in various metrics in KI 3,5,7.
7. Add-on courses can be marked as elective programs. All departments should try to offer such programs.
8. Incorporation of SDGs into practice at college level should be ensured.
9. Audit reports of college accounts should be maintained and submitted to IQAC.
10. Report for all the activities should be prepared along with circulars, photos (geo-tagged), attendance, and any other relevant material.
11. Student to PC ration should be either 1/3 or 1/4<sup>th</sup>.

  
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- vii. Creation of guidelines for the Scholarship Committee as per State and National Scholarship Scheme (V)
- viii. Creation of guidelines for the Training, Internship and Placement Cell (V)
- ix. Dept. Alumni Chapters guidelines to be framed by the Alumni committee. It should be functional in each department (V)
- x. Preparation of Standard Operating Procedures (SoPs) for all the general committees, cells, clubs, and other administrative & leadership roles by incorporating existing and new committee members (VI)
- xi. Gender Equity and Sensitization Action Plan to be created by Gender Study Club (VII)
- xii. Anti Sexual Harassment committee should create guidelines for handling sensitive issues as per the legal scenario (VII)

### 3. Creation of new committees/cell/club

- i. Examination Cell should be created. It should be part of Special Tasks Committee. (II)
- ii. MOOCs/Swayam committee to be created with Swayam Coordinator along with representation from each department (II)
- iii. Innovation and Incubation Cell to be created. It should be part of Special Task. (III)
- iv. Infrastructure utilization and maintenance Policy should be created for the execution of infrastructure utilization and maintenance Committee (IV)
- v. Scholarship Committee to be framed (V)
- vi. Training, Internship and Placement Cell (TIPC) to be added as special task in place of Placement Committee (V)
- vii. Institutional Social Responsibility Cell (ISRC) to be added as Special Task committee for outreach activities (V)
- viii. Life-skill enhancement cell (LSEC) to be added as Special Task (V)
- ix. Creation of Financial Management and Resource Mobilization Policy by the Finance and resource mobilization committee (VI)
- x. Eco-friendly club to be established (VII)
- xi. Code of conduct committee instead of discipline committee (VII)

### 4. Any other initiatives for this criterion

- i. Gender study club to be proactive (I)
- ii. Political Science and Commerce to start 2 electives each in respective departments (I)
- iii. Heads are suggested to begin at least 1 Add-On/Certificate Course in their department with minimum 30 contact hours (I)
- iv. Identification of Slow/Advance Learners post admission and before official classes by the respective HoDs (II)
- v. Swayam courses should be incorporated in the class timetable by each department. Swayam coordinator will help in identification of courses for each department (II)
- vi. Creation of indoor sports facilities like Sports Room, yoga centre, meditation, and Gymnasium area, Indoor Sports complex – Chess, Table Tennis, Boxing, swimming pool etc (IV)
- vii. Implementation of RFID Technology in Labs, library and Auditorium

  
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**St. St. Xavier's College, Jaipur**  
**Internal Quality Assurance Cell**

**Action Plan for College (2020-21) based on AAA**

**1. Creation of Policies**

- i. Admission policy to be created by Admission committee (II)
- ii. Preparation of *Examination Policy* by the examination cell (II)
- iii. Framing and Formation of Research, Publication and Ethical Policy of the Institution by XRPC (III)
- iv. Creation of Infrastructure utilization and maintenance Policy by the Infrastructure utilization and maintenance committee (IV)
- v. Scholarship Policy by the Scholarship Committee as per State/ Central Govt./DCE policy (V)
- vi. Policy for statutory / regulatory bodies (grievance redressal, anti-sexual harassment and anti-ragging committee) to be framed according to Govt. policies keeping in mind the UGC, Dept. of Minority Affairs and Directorate of College Education , Govt. of Rajasthan (V)
- vii. Creation of Financial Management and Resource Mobilization Policy by the Finance and resource mobilization committee (VI)
- viii. Perspective/ strategic plan for medium and long term (VI)
- ix. Preparation of staff welfare policy by IQAC. It should cover the initiatives undertaken/proposed by the college management for teaching and non-teaching staff (VI)
- x. IQAC should formulate Internal Auditing Policy based on DCE guidelines (VI)
- xi. Green Policy should be created by the newly framed club i.e. Eco-friendly club (VII)
- xii. Disabled friendly policy to be created by IQAC following the policies of the government and legal bodies (VII)
- xiii. Code of Conduct and Institutional ethics policy should be framed by IQAC (VII)

**2. Creation of SoPs/Guidelines**

- i. Feedback format for various stakeholders (Teachers, Students, Parents, Alumni, Management, Other staff) on syllabus and its transaction, institution to be made (I). Feedback forms for various purpose (teaching, conference, workshops, other courses, events, special lectures, any other initiatives to be prepared by steering committee (II)
- ii. Creation of guidelines for the Examination cell (II)
- iii. Guidelines of XRPC for implementation of Research, Publication and Ethical Policy to be framed (III)
- iv. Guidelines of IIC to be prepared (III)
- v. Creation of guidelines for the Library Management (IV)
- vi. Creation of guidelines for e- governance (usage of ERP, Website, e-library(e-content) (IV)

  
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- viii. ICT-enabled facilities, LMS, internet connection, WI-FI setup (IV)
  1. Academic Support Facilities- smart class for each department (at least one class), Media Centre, recording facility, Lecture Capturing System (LCS)
  2. Provision of Multi media room for the college. This should be other than conference room. (IV)
- ix. For soft skill development, language lab to be established (V)
- x. Felicitation of meritorious students during Orientation Day and/or during Annual Award Ceremony (V)
- xi. Students preferably of part III should be part of major committees (V)
- xii. Redrafting of Vision and Mission statement by IQAC based on nature of governance, perspective plans and participation of the teachers in the decision making bodies of the institution (VI)
- xiii. Prepare College Manual by IQAC (combining service rules, general rules & handbook) (VI)
- xiv. Annual Confidential Report (ACR) for staff should be implemented (VI)
- xv. Organogram of the Institution by IQAC (overall & all units separately) (VI)
- xvi. Implementation of e-governance in areas (Administration, Finance and Accounts, Student Admission and Support, Examination) of operation through ERP from the coming session and single vendor tender for the work outsourced by college (VI)
- xvii. IQAC should organize professional development/administrative training programs for teaching and non-teaching staff (at least one) every year (VI)
- xviii. Performance based appraisal system (PBAS) to be implemented through ERP for career advancement scheme and increments (VI)
- xix. Internal auditing committee should work actively from the coming session in coordination with IQAC (VI)
- xx. College should plan for ISO Certification of Nevta campus (VI)
- xxi. Action Taken Reports should be prepared all administrative units, committees and clubs, etc. IQAC should prepare a summary annual report for the institution (VI)
- xxii. IQAC should bring an annual newsletter encompassing the initiatives undertaken at the college level (VI)
- xxiii. All the special task cell should have a fixed tenure of three year with the post of coordinator, deputy coordinator and assistant coordinator (VI). All the general committees and clubs should have a fixed tenure of two years (VI)
- xxiv. Girls common room should be created and there should be a provision of sanitary napkin dispensers in girls wash room (VII)

  
Coordinator, IQAC

Dated: 19.03.2020  
College, Jaipur

  
Principal

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**St. St. Xavier's College, Jaipur**  
**Internal Quality Assurance Cell**

**Action Taken for College (2020-21)**

**1. Creation of Policies**

- i. Admission policy created by Admission committee (II)
- ii. Preparation of *Examination Policy* by the examination cell (II)
- iii. Framing and Formation of Research, Publication and Ethical Policy of the Institution by XRPC (III)
- iv. Scholarship Policy by the Scholarship Committee as per State/ Central Govt./DCE policy (V)
- v. Policy for statutory / regulatory bodies (grievance redressal, anti-sexual harassment and anti-ragging committee) framed according to Govt. policies keeping in mind the UGC, Dept. of Minority Affairs and Directorate of College Education , Govt. of Rajasthan (V)
- vi. IQAC formulated Internal Auditing Policy based on DCE guidelines (VI)
- vii. Green Policy created by the newly framed club i.e. Eco-friendly club (VII)
- viii. Disabled friendly policy created by IQAC following the policies of the government and legal bodies (VII)
- ix. Code of Conduct and Institutional ethics policy framed by IQAC (VII)

**2. Creation of SoPs/Guidelines**

- i. Feedback format for various stakeholders (Teachers, Students, Other staff) on syllabus and its transaction, institution is created through ERP (I). Feedback forms for various purpose (teaching, conference, workshops, other courses, events, special lectures, any other initiatives prepared by steering committee (II)
- ii. Creation of guidelines for the Examination cell (II)
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- x. Preparation of Standard Operating Procedures (SoPs) for all the general committees, cells, clubs, and other administrative & leadership roles by incorporating existing and new committee members (VI)

**3. Creation of new committees/cell/club**

- i. Examination Cell is created and it should be a part of Special Tasks Committee. (II)
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- v. Swayam courses should be incorporated in the class timetable by each department. Swayam coordinator will help in identification of courses for each department (II)
- vi. Creation of indoor sports facilities like Sports Room, yoga centre, meditation, and Gymnasium area, Indoor Sports complex – Chess, Table Tennis, Boxing, swimming pool etc (IV)
- vii. ICT-enabled facilities, LMS, internet connection, WI-FI setup (IV)
  - 1. Academic Support Facilities- smart class (at least one class)
- viii. For soft skill development, language lab is established (V)
- ix. Felicitation of meritorious students during Orientation Day and/or during Annual Award Ceremony (V)
- x. Implementation of e-governance in areas (Administration, Finance and Accounts, Student Admission and Support, Examination) of operation through ERP (VI)



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- xi. All the special task cell have a fixed tenure of three year with the post of coordinator, deputy coordinator and assistant coordinator (VI). All the general committees and clubs have a fixed tenure of two years (VI)
- xii. Girls common room is created and there should be a provision of sanitary napkin dispensers in girls wash room (VII)



**Coordinator, IQAC**

**Coordinator**

Dated: 31.03.2021

St. Xavier's College, Jaipur



**Principal**

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