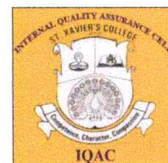




# ST XAVIER'S COLLEGE - JAIPUR

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



Ref: SXC/STAFF/IQAC/AAA/2021-22/ 7251

31-03-2022

## STAFF NOTICE

### **Academic & Administrative Audit Academic Sessions 2015-16 to 2021-22**

Internal Audit Committee and Internal Quality Assurance Cell (IQAC) is organising an **Academic and Administrative Audit** for all departments and administrative units of the institution from the academic session 2015-16 until session 2021-22 on **29 April to 30 April 2022** in the Conference Hall. The External Auditors for conducting the Audit will be **Prof A Joseph Dorairaj, School of English & Foreign Languages, Gandhigram Rural Institute, Tamil Nadu** and **Dr Mary Magdalene Abraham, Associate Professor, Fatima College (Autonomous), Madurai, Tamil Nadu.**


The aim is to understand the relevance of documentation and assess the performance of each and every department and administrative unit of the institution as well as to assess the quality status of the Institution and monitor the preparation of the Institution for the first cycle of NAAC Accreditation.

#### **Note:**

- All HODs need to prepare the presentation as per the format provided by IQAC.
- All IQAC and NAAC Steering Committee should attend all departmental presentations.
- Members of the Steering Committee from each department need to note all observations and recommendations given in their respective departmental presentation, make a report, and mail the same to IQAC by 2 May 2022.

#### **For more details contact:**

Dr. Shikha Arora Bakshi (Coordinator- Internal Audit Committee)  
Mr. Yashwardhan Singh (Coordinator- IQAC)



Principal

Ref: SXC/STAFF/IQAC/AAA/2021-22/ 7252-7257

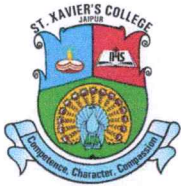
#### **Copy forwarded to the following for information and necessary action:**

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



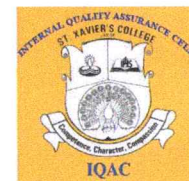
Principal

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



# St. Xavier's College, Jaipur

Affiliated to University of Rajasthan, Jaipur  
Approved under Section 2(f) and 12(B) of UGC Act, 1956



## ACADEMIC AND ADMINISTRATIVE AUDIT

Organized by  
**Internal Quality Assurance Cell (IQAC)**  
and  
**Internal Audit Committee**

29.04.2022 – 30.04.2022

### Schedule

Date: 29.04.2022

Venue: Conference Hall

Time	Details of Session	Resource Person/ Session Coordinator
9:00 am – 10:00 am	<ul style="list-style-type: none"><li>Inaugural Session: Relevance of Academic and Administrative Audit</li></ul>	Rev Fr Dr A Rex Angelo S J, (Principal) Prof A Joseph Dorairaj & Dr Mary Magdalene Abraham (External Auditors) Mr Yashwardhan Singh (IQAC Coordinator) Dr Shikha Bakshi (Internal Audit Committee Coordinator)
10:00 am -10:45	<ul style="list-style-type: none"><li>Department Presentation: <i>Business Adm</i></li></ul>	Dr Leena Sharma, Dr Shikha Bakshi & Dr Gurneet Suri
10:45 am – 11:00 am	<ul style="list-style-type: none"><li>Tea Break</li></ul>	
11:00 am -11:45 am	<ul style="list-style-type: none"><li>Department Presentation: <i>Economics &amp; Psychology</i></li></ul>	Ms Poorvi Medatwal, Ms Nupur Chouhan, & Mr Yashwardhan Singh
11:45 am – 12:30 pm	<ul style="list-style-type: none"><li>Department Presentation: <i>English</i></li></ul>	Dr Atiqa Kelsy & Dr Ranjit Kaur
12:30 pm – 1:30 pm	<ul style="list-style-type: none"><li>Lunch</li></ul>	Venue: College Canteen
1:30 pm – 2:15 pm	<ul style="list-style-type: none"><li>Department Presentation: <i>Political Science &amp; Arts</i></li></ul>	Dr Meeta Sharma & Dr Denny Shaji
2:15 pm – 3:00 pm	<ul style="list-style-type: none"><li>Meeting with IQAC &amp; Steering Committee</li></ul>	
3:00 pm to 4:00 pm	<ul style="list-style-type: none"><li>Department Visits – Business Administration, Economics &amp; Psychology, English, and Political Science</li></ul>	

#### Note:

- All department presentations will be followed by interaction.
- During Department Visits, Departments have to display all relevant documents.

  
Principal

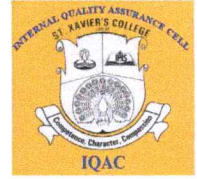
St. Xavier's College, Jaipur

Address: Nevta-Mahapura Road, Jaipur, Rajasthan 302029 | Email: principal@stxaviersjaipur.org



# St. Xavier's College, Jaipur

Affiliated to University of Rajasthan, Jaipur  
Approved under Section 2(f) and 12(B) of UGC Act, 1956



## ACADEMIC AND ADMINISTRATIVE AUDIT

Organized by  
Internal Quality Assurance Cell (IQAC)  
and  
Internal Audit Committee

29.04.2022 – 30.04.2022

### Schedule

Date: 30.04.2022

Venue: Conference Hall

Time	Details of Session	Resource Person/ Session Coordinator
9:00am – 9:45 am	• Department Presentation: <i>Commerce</i>	Dr Ekta Puri, Dr Mahua Bose & Dr Nitasha Khatri
9:45 am-10:30 am	• Department Presentation: <i>Computer Science</i>	Dr Vaishali Singh & Dr Dharmveer Yadav
10:30 am – 10:45 am	• Tea Break	
10:45 am – 11:15 am	• Department Presentation: <i>Science</i>	Dr Aparna Dixit & Sr. Dr. Ligimol Louis
11:15 – 12:15 pm	• Role and Responsibilities of College Administrative units	Discussion with College Office staff
12:15 pm - 1:15 pm	• Lunch	Venue: College Canteen
1:15 pm– 1:30 pm	• Group Photograph	College Portico
1:30 pm – 2:00 pm	• Sharing of the Report & Closing Ceremony	Rev Fr Dr A Rex Angelo S J, (Principal) Prof A Joseph Dorairaj & Dr Mary Magdalene Abraham (External Auditors) Mr Yashwardhan Singh (IQAC Coordinator) Dr Shikha Bakshi (Internal Audit Committee Coordinator)
2:00 pm – 3:00 pm	• Department Visits – Commerce, Computer Science, Science, Library, Labs & Offices	
3:00 pm – 4:00 pm	• Review Meeting with IQAC & Steering Committee	

#### Note:

- All department presentations will be followed by interaction.
- During Department Visits, Departments have to display all relevant documents.

  
Principal

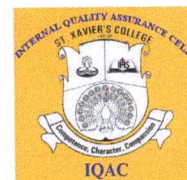
St. Xavier's College, Jaipur

Address: Nehta-Mahapura Road, Jaipur, Rajasthan-302029 | Email: principal@stxaviersjaipur.org



## St. Xavier's College, Jaipur

Affiliated to University of Rajasthan, Jaipur  
Approved under Section 2(f) and 12(B) of UGC Act, 1956



### ACADEMIC AND ADMINISTRATIVE AUDIT

Organized by

Internal Quality Assurance Cell (IQAC)

&

Internal Audit Committee

29.04.2022 – 30.04.2022

### Inaugural Session Schedule

Date: 29.04.2022

Venue: Conference Hall

Time: 9:00 am onwards

9:00am - 9:02am	Welcome and Introduction
9:02am - 9:05 am	Felicitation of Guests – Green Greetings
9:05am – 9:10am	Welcome Address by <i>Rev Fr Dr Arokya Swamy SJ, Manager</i>
9:10 am – 9:20 am	Overview of Academic & Administrative Audit by <i>Rev Fr Dr A Rex Angelo SJ, Principal</i>
9:20 am – 9: 50 am	Address by External Auditors on the Relevance of Academic and Administrative Audit <ul style="list-style-type: none"><li>• <i>Prof A. Joseph Dorairaj, Gandhigram Rural Institute, Gandhigram</i></li><li>• <i>Dr. Mary Magdalene Abraham, Associate Professor, Fatima College (Autonomous), Madurai</i></li></ul>
9:50 am – 9:55 am	Release of Literati 2021-22 (Magazine of Department of English)
10:00 am onwards	Department Presentations

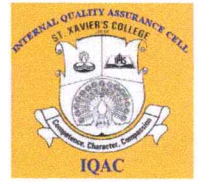
Principal

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



## St. Xavier's College, Jaipur

Affiliated to University of Rajasthan, Jaipur  
Approved under Section 2(f) and 12(B) of UGC Act, 1956



### ACADEMIC AND ADMINISTRATIVE AUDIT

Organized by

Internal Quality Assurance Cell (IQAC)

&

Internal Audit Committee

29.04.2022 – 30.04.2022

### Closing Ceremony Schedule

Date: 30.04.2022

Venue: Conference Hall

Time 1:30 pm onwards

1:30pm – 1:40pm	General Summary of the Audit by <i>Mr Yashwardhan Singh, IQAC Coordinator</i>
1:40 pm – 2:00 pm	Observations & Suggestions by the team of External Auditors <ul style="list-style-type: none"><li>• <i>Prof A. Joseph Dorairaj, Gandhigram Rural Institute, Gandhigram</i></li><li>• <i>Dr. Mary Magdalene Abraham, Associate Professor, Fatima College (Autonomous), Madurai</i></li></ul>
2:00 pm -2:05 pm	Closing Remark by <i>Rev Fr Dr A Rex Angelo SJ, Principal</i>
2:05 pm – 2:07 pm	Felicitation of Guests
2:07 pm – 2:10 pm	Vote of Thanks by <i>Dr Shikha Bakshi, Coordinator, Internal Audit Committee</i>

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

## ST. XAVIER'S COLLEGE, JAIPUR

### Academic and Administrative Audit

29 & 30 April 2022

### REPORT

#### Preamble

St. Xavier's College, Jaipur, established in 2010, is standing on the firm foundation laid by visionary Jesuits. The aim of the college is to sculpt "intellectually equipped, morally upright, socially committed and spiritually awakened" students. The state-of-the-art infrastructure provides the impetus for creating a strong eco-system for academics and research. The college has qualified staff capable of providing the right academic and research orientation along with the necessary skill set to equip the students face the challenges of a highly dynamic educational and social scenario.

#### Academic and Administrative Audit

The first academic and administrative audit was conducted on 09-12-2019 and the second academic and administrative audit was scheduled on 29-30 April 2022. The external experts were Dr. Mary Magdalene Abraham, Associate Professor of English, Fatima College (Autonomous), Madurai, Tamilnadu and Prof. A. Joseph Dorairaj, (Former Vice-Chancellor i/c), Professor of English, Gandhigram Rural Institute, Deemed to be University, Gandhigram, Tamilnadu. The audit was arranged by Rev. Dr. Arockya Swamy, SJ, Manager, St. Xavier's College, Jaipur and Rev. Dr. A. Rex Angelo, SJ, Principal, St. Xavier's College, Jaipur and coordinated by the Principal and the IQAC of St. Xavier's College, Jaipur.

#### SWOC ANALYSIS

##### Strengths

- The Jesuit management is proactive and is committed to the cause of higher education.
- The infrastructure is very good with scope for both horizontal and vertical growth.
- The campus has been designed aesthetically.
- Salary for both teaching and non-teaching staff is quite attractive and is much higher than what is paid in other private colleges in Rajasthan.
- All staff are qualified and many have PhDs.
- There are staff and students from other states, ensuring staff and student diversity.
- A few departments like English (*Literati*) and Political Science (*Janmat*) bring out students' magazines.
- Headship is for a period of three years and is on rotation.
- A sizable percentage of students have turned into entrepreneurs and have taken up their family business.



Principal

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

- The management has arranged transport facilities for students from the city to the campus and back.
- There is a robust system to harvest rainwater.
- There are fire extinguishers at strategic locations ensuring the safety of the campus.
- A few faculty have been granted patents.

### Weakness

- There is no proper ecosystem for research. In the entire college, there is only one Research Department (Department of English).
- There are very few sponsored research projects, both major and minor.
- In both PG and UG programmes, the student intake is not sufficient. There is a gap between the sanctioned strength and the actual intake.
- Students don't attend classes regularly.
- The institution faces locational disadvantage as it is 25 km away from the city.
- The affiliating university has not updated its curriculum for nearly 7 years and so the teachers at St. Xavier's, Jaipur teach 'obsolete' curriculum.

### Opportunities

- The college has the capacity and resources to be converted into a university.
- The college can network with like-minded academic institutions.
- There is an opportunity to introduce certificate courses on cross-cutting issues like Gender, Eco-sustainability and Human Rights and Values.
- The college has the potential to tap alumni fund for the development of the college.
- The college has the resources to sign MoUs with international Jesuit Universities for its academic and research development.

### Challenges

- The locational disadvantage is a challenge, for the college is located on the outskirts of Jaipur city.
- It's a challenge to ensure that all the sanctioned seats for all programmes are filled.
- It's a challenge to transform the students' mind-set so that they take academics seriously and attend classes regularly.
- It's a challenge to institute a research culture on campus with sponsored research projects and publications in indexed journals.
- It's a challenge to retain qualified and committed faculty, for some of them leave due to family reasons and other extraneous factors.

### SUGGESTIONS

1. Create endowments, especially through alumni contributions, and out of the interest that accrues from these endowments, organize annual endowment lectures and create scholarships for the needy.



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

2. Sign MoUs with foreign universities, especially Jesuit universities, for academic and research collaboration.
3. Remedial and Bridge courses need to be structured and the impact of these intervention programmes has to be studied for finetuning these programmes.
4. Establish an Institute-Industry Interface Cell with a full-time Placement Coordinator who will not only coordinate placements but also offer training.
5. Offer more value-added certificate courses and ensure that all UG and PG students complete at least two certificate courses when they leave the portals of the college.
6. IQAC has to organize FDPs on topics like NEP, Autonomy, CBCS and Examination Reforms.
7. Offer Soft Skills to all UG and PG students, especially to the outgoing students, to facilitate students' progression.
8. Make the campus disabled-friendly by adding handrails to ramps and stairways. The signage could be in Braille also.
9. Ensure that all departments organize field visits, industrial visits and study tours so that learning becomes experiential.
10. Start a Legal Aid Cell using the expertise available in the Department of Political Science and cater to the needs of your students and the women in your service villages.
11. Launch a course on Human Rights and offer it to all students, preferably in the first year.
12. Prepare course material for your Bridge Courses (for English language and for various subjects) and get them printed as resource books.
13. Ensure that all students complete at least one online course offered through the SWAYAM platform.
14. Since you have a strong bandwidth, enable all students to use college Wi-Fi, ensuring that safety protocols are in place.
15. Use the Hathroi campus optimally. Use the campus to offer a few certificate courses, especially foreign language programmes, in the evening for your own students as well as the general public.
16. Organize capacity-building workshops for the non-teaching staff. For example, the Department of English can organize a workshop on effective written communication.
17. Introduce "Earn While You Learn" scheme.
18. Go in for professional Green and Energy audits.
19. Prepare an Organogram spelling out the hierarchical structure and attendant responsibilities
20. Articulate the Vision and Mission of your college and display it in prominent places.
21. Identify two of your institutional Best Practices (one could be academic/research-oriented and the other could be non-academic, especially related to extension) and articulate your Institutional Distinctiveness.
22. Chalk out policies on various topics/issues such as IT, Recruitment and Research as per NAAC Guidelines.
23. Prepare a Perspective Plan/Vision Document articulating your short- and long-term plans and the strategies to be deployed to actualize these goals.



Principal

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



24. Articulate your Programme Outcomes (POs) for Arts and Science programmes.
25. All departments need to introduce compulsory internships, especially at the PG level.
26. Organise structured student induction programmes.
27. Insist on Plagiarism Check for all submissions by PG students.
28. Institute Best Teacher Award and Best Researcher Award (in both Humanities and Sciences).
29. Appoint a trained full-time counsellor and train a few staff in counselling skills.
30. Organize a few programmes on NEP and implement the major suggestions/recommendations articulated in NEP.
31. All staff members should produce e-content modules and these should be uploaded in your website.
32. Welfare Measures: The management should encourage the staff to present papers in conferences/seminars by meeting the travel expenses of the staff, at least partially.
33. Performance-based staff appraisal for both teaching and non-teaching staff has to be undertaken every year.
34. Sensitize the staff to the fact that programmes, especially remedial ones, can be organized without any external help, especially in terms of MoUs.
35. Create more departments and launch some more UG and PG programmes.
36. Ensure that there are at least five research departments before you go in for the first cycle of NAAC Assessment and Accreditation.
37. Ensure that there is a competent international editorial board for your college journals and don't reduce your department journals to in-house publications.
38. Strengthen your extension and outreach activities by making some of your activities department-specific. For example, the Department of English can offer Spoken English classes in the service villages and nearby rural schools.
39. Put up separate hostels for boys and girls and increase the intake on need basis.
40. Where multiple copies of books are available in the central library, one copy each could be transferred to Departmental Libraries.
41. Add Braille and talking books to the library holdings.
42. Have a separate corner in the library to display staff and students' publications.
43. Sign more MoUs and focus on the outcome of the MoUs that you have signed.
44. Increase the green cover by planting more saplings.
45. All departments should bring out e-newsletters (print as well as e-versions) highlighting the department activities and achievements.
46. Include student representatives in non-statutory committees so that governance is decentralized and participative.
47. Provide seed money to budding researchers. Create a corpus fund and out of the interest that accrues, institute four research fellowships (one for languages, one for Pure Sciences and two for Social Sciences).
48. Display of files in the Department: Arrange them according to NAAC's seven criteria and according to the respective Key Indicators.
49. Opt for Provisional Accreditation so as to prepare yourself for the first cycle of NAAC Assessment and Accreditation.
50. Do a feasibility study before launching any new programme.



Principal

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

51. ERP: Send details of students' attendance to their parents the same day.
52. Create a corpus fund.
53. Use the college website for floating tenders and inviting quotations,

*Mary Magdalene Abraham*

**(Dr. Mary Magdalene Abraham)**  
Associate Professor of English  
Fatima College (Autonomous)  
Madurai 625018, TN

**Dr. MARY MAGDALENE ABRAHAM**  
Associate Professor  
The Research Centre of English  
Fatima College (Autonomous)  
Madurai - 625018

*A. Joseph Dorairaj*  
**(Dr. A. Joseph Dorairaj)**  
Professor of English  
Gandhigram Rural Institute  
Gandhigram 624302, TN

*20/4/2022*

**Dr. A. Joseph Dorairaj**  
Professor of English  
Gandhigram Rural Univ.  
Gandhigram 624 302 - TN

*[Handwritten signature in blue ink]*

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

*[Handwritten signature in blue ink]*

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

**ST. XAVIER'S COLLEGE, JAIPUR**  
**ACADEMIC AND ADMINISTRATIVE AUDIT REPORT**

**Academic Year: 2021-2022**

**IQAC REPORT**

- 1. Departments Audited:** Business Administration, Computer Science, Commerce, English, Economics & Psychology, Political Science & BA (Pass Course), and Science
- 2. Year of establishment:** 2010
- 3. Courses offered:** UG and PG

Undergraduate	Postgraduate
1. Bachelor of Computer Application (BCA)	1. M.A. English
2. Bachelor of Business Administration (BBA)	2. M.A. Economics
3. B.A. Hons. (Economics)	3. M.Com. (HRM)
4. B.A. Hons. (Psy)	4. M.Com. (EAFM)
5. B.A. Hons. (English)	
6. B.A. Hons. (Political Sc.)	
7. Bachelor of Commerce (BCom)	
8. B.A. (Pass Course)	
9. B.Sc. (Pass Course)	

**4. Important Details for Audit of Session 2021-22:**

S. No.	Item	Sanctioned	Actual
1	Teaching Staff	65	47
2	Non-Teaching Staff	39	31 (Office – 11, Support – 20)
3	Students: UG (I+II+III Year)	1320+1320+1260 = 3900	936+817+876 = 2631
4	Students: PG (Prev+ Final)	320	67
5	Number of Programs		UG - 9 PG - 4
6	Number of Classrooms	54	43
7	Number of seminar/ conference halls		2
8	Number of auditoriums		1

  
Principal

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

9	<b>Number of Hostel: No Hostel Facility</b> (Temporary Arrangement is done for this academic Year)	<b>Seats:</b> Boys – 36 and Girls - 20 <b>Occupants:</b> Boys – 29 and Girls - 9
10	<b>Library: Books</b>	<b>Titles</b> – 12776 and <b>Copies</b> - 17651
11	<b>Subscription to Journals</b>	<ul style="list-style-type: none"> <li>• <b>Print</b> – 27 and <b>online</b> – 4</li> <li>• <b>Magazines</b> – 20 and <b>Newspaper</b> – 07</li> <li>• <b>e-resources</b> - N-LIST &amp; NDLI</li> </ul>
12	<b>Facilities for Sports and Games</b>	<b>Indoor Facilities</b> – Table tennis, Carrom, Chess, Yoga <b>Outdoor Facilities</b> – Football, Basketball, Volleyball, Cricket, Handball, Kabaddi, Kho-Kho, Long Jump, Badminton, Tracks for Athletics
13	<b>Number of computers</b>	<b>Office</b> – 16 <b>Exclusively for students - Computer Labs</b> – 105, <b>Library</b> – 20, <b>Total</b> - 125
14	<b>Bandwidth</b> (2 Lease Lines)	<b>Office &amp; labs</b> - 500 mbps, <b>Wi-Fi</b> - 50 mbps
15	<b>Canteen</b>	One (Indoor cum Outdoor) with Seating Capacity - 200

## OVERALL RECOMMENDATIONS FOR THE INSTITUTE AFTER AAA

### 1. IQAC (After the approval from the College Management)

- **Perspective/ strategic plan for short term medium and long term (VI)**
  - Short term plan (one year), Medium term plan (3 years) & Long-term plan (5 to 7 Years) should be prepared keeping in mind all the administrative, academic, research and other units of the college
- **IQAC should meet all major units of the college to finalize the scope and implementation of activities before the beginning of the academic session**
- **Redrafting of College Vision and Mission statements by IQAC based on nature of governance, perspective plans and participation of the teachers in the decision-making bodies of the institution (VI)**
- **Prepare College Manual by IQAC (general rules, policies, guidelines) (VI)**
- **Self-appraisal Report (SAR) for staff should be implemented through Performance based appraisal system (PBAS) for career advancement scheme and increments (VI)**
- **Redrafting of the Organogram of the Institution by IQAC (overall & unit-wise) (VI)**
- **IQAC should organize professional development/ capacity building/ administrative training programs for teaching and non-teaching staff (at least one) every year, like FDPs, Workshop, Certificate course in Office Automation (CCOA) for Office Staff (VI)**
- **IQAC should organize Student and Staff Orientation/Induction Program (Deeksharambh) with the help of other units**
- **College should plan for ISO Certification of Nevta Campus (VI)**

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

- IQAC should bring an **annual newsletter/IQAC website encompassing the initiatives undertaken** at the college level (VI)
- Approval of the Policies and Guidelines related to all the departments, cells, committees, clubs of the college prepared by IQAC which will be implemented through College Manual
- **Preparation of staff welfare policy by IQAC.** It should cover the initiatives & welfare measures undertaken/proposed by the college management for teaching and non-teaching staff (VI)
- **All the units are required to prepare the Action Taken Report (ATR)** and submit the same to IQAC. Review of Annual Reports of all the units and a summarized action taken report should be prepared by IQAC for college

## 2. Research & Publication

- **Research Policy should be implemented** covering all the dimensions of the research area for the staff. It covers financial support through the college management by creating a corpus fund for research. Through this **research fellowships for staff** can be launched (one for each domain)
- Staff should focus on research **publications in Scopus, web of science, and UGC Care listed journals** and take care of h-index and impact factors
- The focus should be on **organizing research workshops** in collaboration with Xavier's Research and Publication Cell (sponsored by ICSSR and other related organizations) for faculties and research scholars
- The staff & departments **should focus on undertaking research projects funded by UGC, DST and ICSSR, etc.**
- All departments should focus on **localized research and policy/report** submission to government for the betterment of the society. For example, the Science Department should undergo research to analyze water and soil of the Nevta/nearby areas
- The Computer Science Department should try to involve students and provide platforms to **develop Apps** to enhance their professional skills
- The Institute should purchase an authentic plagiarism checking software to enrich the quality of the research papers and projects
- **Scope of multidisciplinary conference should be limited to domain/faculty specific** (Arts, Commerce, Science) instead of having only one conference for the college

## 3. Student Centric Activities

- There should be a guideline for **the Institutional Student Awards** (only Formal) covering the type of awards, criteria for selection and other aspects. This should be approved by the Academic Council and executed by the Students' Council. Annual Felicitation of meritorious/ special achiever students should be done during **Graduation Day Ceremony** (Aug-Sept) (V)



Principal

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

- Students preferably of part III should be part of major cells/ committees/ clubs (V) – **Guidelines for student involvement** to be prepared by IQAC
- Each department should have their **separate student association**
- Each concerned cell/committee should **plan activities focusing on Environment, Social Inclusion, Gender equality & justice, value added etc.**
- Newsletters, Department Magazines & Journals should be encouraged
- **Rigid steps should be initiated to increase attendance** of the students like Students debarred from attending college over long absenteeism, black listing of students, etc.
- If it is not possible **to maintain the ideal mentor: mentee ratio** for a few departments with more student strength per section, it is suggested to **distribute the total faculty among the total student strength**. This may include the faculties of other departments to be a mentor of other department strength. (Indicator 2.3.3). **Group mentoring should be initiated as once in a month activity** (preferably third Saturday) with proper documentation
- **Develop a proper mechanism by the Sports Committee to collect data** and certificates/ e-certificates regarding achievements of students at University/State, National and International Levels
- **Devise a strategy to procure data on student participation, achievement, and progression.** This should be properly communicated to all the staff members by the concerned unit/office.
- **Student Diary should be implemented** which will record all the student related activities, participation, and achievements during study
- **Psychometric testing should be done for all the graduating students** by MHCC

#### 4. Central/ Department Library

- **Increase number of Books, Journals and Magazines for Department and Central library**
- Proper logs of issue and return should be maintained
- **The department library should be supplemented with books** having multiple copies available in the central library
- The department should engage alumni to donate more books to its department library
- **Central library should organize one week book fair, library fest, and library association should be made**
- **In-house publication (faculties & students) should be displayed in a separate section in central library**
- **Any good reference book/rare book should be allowed to buy and submit it to library by faculty members** after taking permission from the authorities

#### 5. Training, Placements & Career Guidance Cell

- Change the nomenclature of Training, Internship & Placement Cell (TIPC) to **Career Guidance Cell**

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

- Establish an **Institute-Industry Interface Cell** and appoint a separate **full-time Training & Placement Officer (TPO)** and clarify his/her roles & responsibilities and link one faculty from each department under this Cell
- The Cell should tie up with various companies for recruitment (sign MoUs), **disseminate information about placement, provide soft skills training through seminars and workshops and take feedback from the recruiters about the students** who get placements
- **Appointment of a Professional Behavioral Counselor under MHCC**
- Regular Career Guidance, Mental Health, and Well Being Sessions should be organized for the students and the staff members
- Institute can also initiate a **Software & Technology Consulting Cell**
- Make internship mandatory for PG students
- Collection of self-employed data of the pass out students

## 6. Alumni

- **Alumni and student profile files should be maintained in alumni office**
- Regular update of Xavier's College Alumni Website and Strengthen Alumni reach through social media and collect data of their progression
- Keep a **college alumni meet at least once in a year** to bring alumni together
- **Establish Department Alumni Chapters in college**
- Motivate alumni to contribute to the department, and college at large **in terms of financial support, plantation drives, infrastructure development, etc**
- **Alumni aided Placements can be initiated**
- Alumni Aided Village Developments can be initiated
- Motivate/Promote alumni, faculties & other stakeholders to **start endowment funds for scholarships (merit cum need-based), awards & recognitions and research**
- **Regular visits by the executive committee of XCA** in the allocated room for the Xavier's Alumni Association on the college campus
- Should be made compulsory for graduating students to fill out the registration form and LinkedIn account to maintain an updated record. Proper mechanism should be developed for the alumni database management

## 7. MOU

- **MOUs should be beneficial, and outcome oriented for the students** rather than college or other parties.
- **MOUs should be initiated with Industrial Parks Like Mahindra Sez, Media Houses, Corporates, Coaching Institutions, Other Institutions of repute, Government, and NGOs, etc.**
- MoU for Internships, Exchange Programme and Field visits.
- MoU with Hospitals/Mental Health Professionals for crisis intervention and assistance for students.

  
Principal

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

- MOUs with foreign Jesuit Universities, HEIs outside the province for research and academic collaborations

## 8. Add – On Courses/ Bridge Courses/Certified Courses (Curriculum Design & Academic Freedom)

### 8.1 Add-on/ Certificate Course

- Certificate /add-on courses offered by the department should be made mandatory for all the students. These courses should be employment-oriented and add value to the curriculum. At least 2 certificate/ add-on courses are mandatory for UG students, and 1 certificate/ add-on course is mandatory for PG students during study
- One/Two add-on courses should be run by each department and involvement of every student. Preferably few courses should be multidisciplinary
- Inclusion of Certificate Course fee in the main fees structure for each year
- Proper pre and post-test for monitoring students' performance should be done
- Add-on/ Certificate courses like Human Rights, Jewelry designing, Waste Mechanism, Vermicomposting plant, Tissue culture, Aqua culture, Herbal Garden, Media and Literacy, Women Centric Certificate Courses, Foreign Languages, Soft Skills, etc can be initiated
- Add more skill and ability based multidisciplinary and interdisciplinary STTP/Certificate Course/Add-on Course/Training Cum Internship Courses
- Few Certificate courses (like on languages) can be run in Hathroi campus during evening hours
- Civil Services, TOEFL and IELTS coaching can be done on campus at Nevta/Hathroi Campus
- At Least one Swayam course should be completed by students during study. The Swayam Committee should take an orientation session about the online Swayam courses for all students. It can be a part of Deeksharambh Program

### 8.2 Remedial/ Bridge Course

- Bridge courses should always be organized in ZERO days, and it should be for the whole college. It can be clubbed with Deeksharambh program, and all the bridge courses offered by departments should be mentioned in the College Handbook
- Development of proper mechanism of Advanced and slow learners.
- Conduct Pre-Test and Post-Test for Bridge Course to evaluate the change in performance level of the students
- General English & Basic Computer Skills Bridge course to be offered by the English and Comp Sc Department to all the first years being admitted
- After implementing the Bridge Course for 3 years, publish the study material
- Remedial Classes: Timetable to be distributed throughout the academic session and separate timetable to be displayed in the College Handbook. At least one remedial class should be scheduled every week.

  
Principal

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



## 9. Scholarship/ Endowment Fund

- Scholarship schemes should be informed to the student's time-to-time by the scholarship committee. Regular update of information about scholarship schemes on the college website
- Please look into Vidhya Sarthi Portal and the link should be uploaded on the college website <https://www.vidyasaarathi.co.in/Vidyasaarathi/>
- College should create a corpus fund. Department(s) should create an endowment fund for the Memorial Lecture. Alumni must be encouraged to contribute for the same
- Endowment Lecture to be started after funds are collected from the alumni

## 10. Infrastructure

- Disable friendly campus: Railing alongside all the stairs & ramps, Braille Sign Boards within the campus, separate washroom for divyangjan on ground floor, software in labs (eg-JAWS)
- Girls and Boys Common Room: Mirror, Center table, magazines and newspapers, washbasin, Water Dispenser must be arranged
- Shoe rack/bench outside the prayer room and Computer Labs and Bag rack, carpeting in computer lab
- Provision of entry gate in library for divyangjan behind the center back side stairs on ground floor
- Generalized Braille and Talking books in the college library for divyangjan (Encyclopedia, dictionaries, etc).
- Campus Maintenance Fund should be implemented through Infrastructure Maintenance and Resource Mobilization Policy
- Creation of indoor sports facilities like Sports Room, yoga center, meditation, and Gymnasium area, Indoor Sports complex – Chess, Table Tennis, Boxing, swimming pool etc (IV)
- Implementation of RFID Technology in Labs, library, and Auditorium
- Research & Development Centre (Incubation, Innovation, IPR, Entrepreneurship) for Research Centre, XRPC, IIC by allocating room and necessary infrastructure (IV)
- ICT-enabled facilities:
  - LMS, e-resource on YouTube, Wi-Fi for students (IV)
  - Academic Support Facilities - smart class for each department (at least one class), Media Centre, recording facility with sound proofing in Studio (Q-Base software), Lecture Capturing System (LCS),
  - Provision of Multimedia room for the college in the Moot Court room. This should be other than the conference room. (IV)
  - For soft skill development, language lab to be established in the computer lab (V)
- The College should plan for Solar electrification as part of Eco-friendly campus (VII)

  
Principal

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

- Sensor for energy conservation (water sensor, foot fall sensor)
- Major Notice Boards should be covered by glass or grill to protect the notices/circulars

## 11. Documentation

- All department files should contain original documents as much as possible (duly signed by the Principal and HoD)
- All Files should be maintained criteria wise having labeled in uniform format (prepared by IQAC). Table of Contents to be added in the files.
- Documentation of initiatives undertaken by the department during the COVID-19 Pandemic
- A proper action taken report apart from annual report should be prepared by each unit of the college.

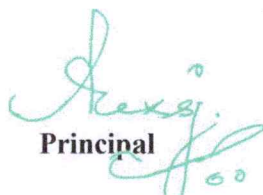
## 12. General Suggestions

- College and each department Vision & Mission (in compliance with college Vision and Mission Statement) to be displayed through notice boards/reception and on college websites.
- Identify two Institutional Best Practices (one academic/research oriented and other could be extra-curricular) and articulate our Institutional Distinctiveness
- All the Minutes of Meeting of major units of college should be uploaded on college website and circulated amongst all staff members
- POs, PSOs and COs to be displayed at Dept. level (notice boards) (II)
- Departments should invite industry experts/ senior faculty member from other institutions for few special lectures
- Library period should be mandatorily incorporated in the department timetable for each class minimum once in a week
- There should be an e-tender system (if expenses beyond Rs 50,000/-) and ONE VENDOR system for all kinds of outsourcing work like, designing, printing, tentage, publicity/advertisement, hospitality, transport, etc. (VI)
- Development of E-Content and MOOC content by every staff member
- E-waste Management and Handling Rules Policy
- Lab waste disposal register should be maintained along with, E-waste, and Chemical waste management
- Anandam Project work can be shown as one of the best practices adopted by the College clubbing it with Student Research Projects and giving a comprehensive nomenclature (academic/research BP)
- Legal aid cells can be established as per the requirement of the institute which can cater to the needs of our students and women in our nearby villages

  
Principal

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

- Green practices like Naming and Tagging of plants, Birds count (local ecosystem count), Green house, Organic food farming etc should be initiated
- Audit of various units (like Green Audit, Energy Audit, Inventory Audit, etc) as per NAAC should be done by Internal Auditing Committee every year
- Provision of E-Rickshaw in college for old-age visitors, divyangjan, and for visit to nearby villages
- Channelize the “Earn while you Learn” scheme systematically for students from the new academic year
- Install Best Teacher and Best Researcher Award (in Arts, Com, Science) to motivate staff
- Create more departments and launch some more UG and PG programs
- Staff related workshops/FDPs should be organized by relevant cells (FEEPC, XRPC, etc) in collaboration with external institutions/agencies for financial and academic support
- **Feedback**
  - Compulsory feedback from different stakeholders (Students, Teachers, Employers, Alumni, Parents) annually. Consequently, an action taken report should be formulated and displayed on the college website
  - Curriculum feedback should be taken from students and an action plan should be prepared by concerned department for updating the syllabus to the Affiliating University

  
Principal

Date: 16.05.2022

  
Coordinator,  
IQAC

  
Principal

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


**ST. XAVIER'S COLLEGE, JAIPUR**  
**ACADEMIC AND ADMINISTRATIVE AUDIT REPORT**  
**Academic Year: 2021-2022**

**Draft Action Plan for College (2022-23)**

S. No.	Criteria	Suggestion	Action By
1	Curricular Aspects	<ul style="list-style-type: none"> <li>● At least 2 (for UG) and 1 (PG) certificate/ add-on courses is mandatory</li> <li>● Focus area - Human Rights, Jewelry designing, Waste Mechanism, Vermicomposting plant, Tissue culture, Aqua culture, Herbal Garden, Media and Literacy, Women Centric Certificate Courses, Foreign Languages, Soft Skills, Value Added Courses, etc</li> <li>● Each department should offer at least one course which can be multidisciplinary and interdisciplinary</li> <li>● At Least one Swayam course should be completed by students during study</li> <li>● Bridge courses should be conducted for the whole college</li> <li>● Remedial Classes: Timetable to be distributed throughout the academic session</li> <li>● Development of E-Content and MOOC content by every staff member</li> </ul>	Academic Council & Departments
		<ul style="list-style-type: none"> <li>● Inclusion of Certificate Course fee in the main fees structure for each year</li> <li>● Few Certificate courses (like on languages) can be run in Hathroi campus during evening hours</li> </ul>	Management
2	Teaching Learning and Evaluation	<ul style="list-style-type: none"> <li>● To maintain the <b>ideal mentor: mentee ratio</b> for big departments distribute the total faculty among the total student strength</li> </ul>	Management & Academic Council
		<ul style="list-style-type: none"> <li>● Group mentoring should be initiated as once in a month activity with documentation</li> <li>● POs, PSOs and COs to be displayed at Dept. level (notice boards)</li> <li>● Departments should invite industry experts/ senior faculty member from other institutions for few special</li> </ul>	Departments

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

		<p>lectures</p> <ul style="list-style-type: none"> <li>Library period should be mandatorily incorporated in the department timetable</li> </ul>	
3	<p><b>Research, Innovations and Extension</b></p>	<ul style="list-style-type: none"> <li>Dedicated focus on research in college. Thus, Research Policy should be implemented</li> <li>Research fellowships for staff</li> <li>College should create a corpus fund for research</li> </ul>	<p><b>Management &amp; XRPC</b></p>
		<ul style="list-style-type: none"> <li>Publications in Scopus, web of science, and UGC Care listed journals only</li> <li>Organize Sponsored research workshops for staff in collaboration with institute of repute</li> <li>Focus on undertaking research projects funded by UGC, DST and ICSSR, etc</li> <li>Focus on localized research and policy/report as an outcome</li> <li>App development should be promoted in college by Computer Science Dept</li> <li>Scope of multidisciplinary conference should be limited to domain/faculty specific</li> </ul>	<p><b>XRPC, FEETC &amp; Departments</b></p>
		<ul style="list-style-type: none"> <li>MOUs should be beneficial, and outcome oriented for the students</li> <li>MOUs should be initiated with Industrial Parks Like Mahindra Sez, Media Houses, Corporates, Coaching Institutions, Other Institutions of repute, Government, and NGOs, etc</li> <li>MOUs with foreign Jesuit Universities, HEIs outside the province for research and academic collaborations</li> </ul>	<p><b>All Units</b></p>
4	<p><b>Infrastructure and Learning Resources</b></p>	<ul style="list-style-type: none"> <li>Increase number of Books, Journals and Magazines for Department and Central library</li> <li>Add books in department library through donation from alumni, old copies in central library, etc</li> <li>Central library should organize one week book fair, library fest, and library association should be made</li> <li>In-house publication (faculties &amp; students) should be displayed in a separate section in central library</li> <li>Any good reference book/rare book should be allowed to buy and submit it to library by faculty</li> </ul>	<p><b>Library Committee &amp; Departments</b></p>

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

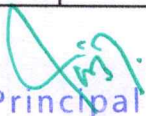
		<ul style="list-style-type: none"> <li>● Disable friendly campus: Railing alongside all the stairs &amp; ramps, Braille Sign Boards within the campus, separate washroom for divyangjan on ground floor</li> <li>● Girls and Boys Common Room: Mirror, Center table, magazines and newspapers, washbasin, Water Dispenser must be arranged</li> <li>● Shoe rack/bench outside the prayer room and Computer Labs and Bag rack, carpeting in computer lab</li> <li>● Provision of entry gate in library for divyangjan behind the center back side stairs on ground floor</li> <li>● Campus Maintenance Fund should be implemented</li> <li>● The College should plan for Solar electrification</li> <li>● Major Notice Boards should be covered by glass or grill to protect the notices/circulars</li> <li>● Implementation of RFID Technology in Labs, library, and Auditorium</li> <li>● <b>ICT-enabled facilities:</b> <ul style="list-style-type: none"> <li>○ Wi-Fi for students</li> <li>○ Academic Support Facilities - smart class for each department (at least one class), Media Center, recording facility with sound proofing in Studio (Q-Base software), Lecture Capturing System (LCS),</li> <li>○ Provision of Multimedia room for the college in the Moot Court room.</li> <li>○ Language lab software to be installed in the computer lab</li> </ul> </li> </ul>	<b>Management</b>
		<ul style="list-style-type: none"> <li>● <b>Creation of indoor sports facilities</b> like Sports Room, yoga center, meditation, and Gymnasium area, Indoor Sports complex</li> </ul>	<b>Sports Committee</b>
<b>5</b>	<b>Student Support and Progression</b>	<ul style="list-style-type: none"> <li>● Civil Services, TOEFL and IELTS coaching can be done on campus at Nevta/Hathroi Campus</li> <li>● Attendance management and ensuring strict action like black listing, debarring students from exam</li> <li>● Devise a strategy to procure data and communication on student participation, achievement, and progression with the help of various units. <b>Student Diary</b> should be implemented for this purpose.</li> </ul>	<b>Management &amp; Academic Council</b>

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

	<ul style="list-style-type: none"> <li>● Career Guidance Cell/ Institute-Industry Interface Cell should subsume TIPC and a dedicated TPO should be appointed</li> <li>● College should create an endowment fund for scholarship</li> </ul>	
	<ul style="list-style-type: none"> <li>● The Institutional Student Awards should be initiated and distribution in Graduation Day Ceremony in Aug-Sept</li> <li>● Selection criteria for such awards should be done by Academic Council and execution by Students' Council</li> </ul>	<b>Academic Council &amp; Students' Council</b>
	<ul style="list-style-type: none"> <li>● Separate student association of each department</li> </ul>	<b>Departments</b>
	<ul style="list-style-type: none"> <li>● Plan activities focusing on Environment, Social Inclusion, Gender equality &amp; justice, value added etc.</li> </ul>	<b>All units</b>
	<ul style="list-style-type: none"> <li>● Develop a proper mechanism to collect data and related certificates for Sports related achievements of students</li> </ul>	<b>Sports Committee</b>
	<ul style="list-style-type: none"> <li>● Psychometric testing should be done for all the graduating students</li> <li>● Appointment of a Professional Behavioral Counselor under MHCC</li> </ul>	<b>MHCC</b>
	<ul style="list-style-type: none"> <li>● Rename TIPC as Career Guidance Cell/ Institute-Industry Interface Cell</li> <li>● The cell should actively work by disseminating information about placement, provide soft skills training through seminars and workshops and take feedback from the recruiters about the students</li> </ul>	<b>TIPC</b>
	<ul style="list-style-type: none"> <li>● Alumni database management, engagement, and constructive involvement should be ensured by XCA</li> <li>● XCA office bearers should work regularly from college office and organize annual meet</li> <li>● Establish Department Alumni Chapters in college</li> <li>● Alumni should contribute in terms of financial support, plantation drives, infrastructure development, etc</li> <li>● Alumni aided Placements can be initiated</li> </ul>	<b>Alumni Committee &amp; XCA</b>

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

		<ul style="list-style-type: none"> <li>Alumni can start endowment funds for scholarships (merit cum need-based), awards &amp; recognitions and research</li> </ul>	
		<ul style="list-style-type: none"> <li>Scholarship schemes should be informed to the student's time-to-time by the scholarship committee</li> <li>Vidhya Sarthi Portal and the link should be uploaded on the college website</li> </ul>	<b>Scholarship Committee</b>
<b>6</b>	<b>Governance, Leadership and Management</b>	<ul style="list-style-type: none"> <li>Perspective/ strategic plan for short term medium and long term</li> <li>Redrafting of College Vision and Mission statements based on NAAC</li> <li>Prepare College Manual</li> <li>Performance based appraisal system (PBAS) should be implemented</li> <li>Redrafting of the Organogram of the Institution</li> <li>College should plan for ISO Certification of Nevta Campus</li> <li>Preparation of staff welfare policy</li> <li>There should be an e-tender system (if expenses beyond Rs 50,000/-) and ONE VENDOR system for all kinds of outsourcing work</li> <li>Install Best Teacher and Best Researcher Award</li> <li>Compulsory feedback from different stakeholders and an action taken report should be formulated and displayed on the college website</li> </ul>	<b>Management &amp; IQAC</b>
		<ul style="list-style-type: none"> <li>IQAC should meet all major units of the college to finalize the scope and implementation of activities before the beginning of the academic session</li> <li>Organize professional development/ capacity building/ administrative training programs for teaching and non-teaching staff</li> <li>Organize Student and Staff Orientation/ Induction Program (Deeksharambh) at college level</li> <li>Annual newsletter/ IQAC website encompassing the initiatives undertaken</li> <li>Guidelines for student involvement in various units of college</li> </ul>	<b>IQAC</b>
		<ul style="list-style-type: none"> <li>All the units are required to prepare the Action Taken Report (ATR) apart from Annual Report</li> </ul>	<b>All Units</b>

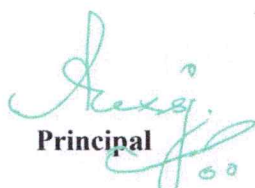


Principal

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

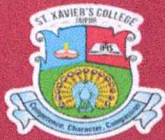


		<ul style="list-style-type: none"> <li>All the Minutes of Meeting of major units of college should be uploaded on college website and circulated amongst all staff members</li> </ul>	
7	<b>Institutional Values and Best Practices</b>	<ul style="list-style-type: none"> <li>All Files should be maintained criteria wise having labeled in uniform format</li> <li>A proper action taken report apart from annual report should be prepared by each unit of the college</li> </ul>	<b>All Units</b>
		<ul style="list-style-type: none"> <li>College and each department Vision &amp; Mission (in compliance with college Vision and Mission Statement) to be displayed through notice boards/reception and on college websites</li> <li>Provision of E-Rickshaw in college</li> <li>Channelize the "Earn while you Learn" scheme systematically</li> </ul>	<b>Management</b>
		<ul style="list-style-type: none"> <li>Identify two Institutional Best Practices (one academic/research oriented and other could be extra-curricular) and articulate our Institutional Distinctiveness</li> </ul>	<b>IQAC</b>
		<ul style="list-style-type: none"> <li>Lab waste disposal register should be maintained along with, E-waste, and Chemical waste management</li> </ul>	<b>Science Dept</b>
		<ul style="list-style-type: none"> <li>Green practices like Naming and Tagging of plants, Birds count (local ecosystem count), Green house, Organic food farming etc should be initiated</li> </ul>	<b>Science Dept, Eco-friendly club, SAP (G)</b>
		<ul style="list-style-type: none"> <li>Audit of various units (like Green Audit, Energy Audit, Inventory Audit, etc) as per NAAC</li> </ul>	<b>Internal Audit Committee</b>

  
**Principal**  
 Date: 16.05.2022

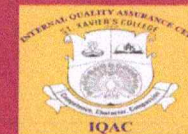
  
**Principal**  
 St. Xavier's College, Jaipur  
 Nevtā-Mahapura Road, Jaipur

  
**Coordinator,**  
**IQAC**



# 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



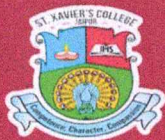
## INTERNAL QUALITY ASSURANCE CELL ACADEMIC AND ADMINISTRATIVE AUDIT REPORT

**Audit Year: 2021-2022**

### Action Taken Report for AAA (2022-23)

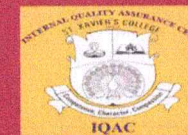
S. No.	Criteria	Suggestion	Action taken
1	Curricular Aspects	<ul style="list-style-type: none"> <li>At least 2 (for UG) and 1 (PG) certificate/ add-on courses is mandatory</li> <li>Focus area - Human Rights, Jewelry designing, Waste Mechanism, Vermicomposting plant, Tissue culture, Aqua culture, Herbal Garden, Media and Literacy, Women Centric Certificate Courses, Foreign Languages, Soft Skills, Value Added Courses, etc</li> <li>Each department should offer at least one course which can be multidisciplinary and interdisciplinary (<i>Skill Enhancement and Ability Courses</i>)</li> <li>Data and Action Taken Report for internship/ training/ fieldwork/ project should be maintained with the department and TIPC from session 2021-22</li> <li>At least one Swayam course should be completed by students during study</li> <li>Bridge courses should be conducted for the whole college</li> <li>Remedial Classes: Timetable to be distributed throughout the academic session</li> <li>Development of E-Content and MOOC content by every staff member</li> </ul>	<ul style="list-style-type: none"> <li>At present we have certificate/ add-on course for all UG &amp; PG courses</li> <li>Focus area- Human Rights, Vermicomposting plant, Herbal Garden, Media and Literacy, Women Centric Certificate Courses, Soft Skills, Value Added Courses, etc.</li> <li>Each department offers at least one course which is multidisciplinary and interdisciplinary (<i>Skill Enhancement and Ability Courses</i>)</li> <li>Both department and TIPC maintain Data and Action Taken Report for internship/ training/ fieldwork/ project from session 2022-23</li> <li>Each session one Swayam course is completed</li> <li>All departments conduct bridge courses for respective courses</li> <li>Remedial Classes conducted before the end of the session</li> </ul>

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



# 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



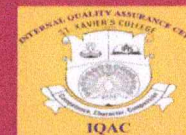
		<ul style="list-style-type: none"> <li>• Inclusion of Certificate Course fee in the main fees structure for each year</li> <li>• Few Certificate courses (like on languages) can be run in Hathroi campus during evening hours</li> <li>• Feedback and Action Taken Report for Parents/ Employers/ Alumni/ Open Feedback should be conducted and displayed on website</li> </ul>	<ul style="list-style-type: none"> <li>• Certificate Course fee is included in the main fees structure for each year</li> <li>• Hathroi campus is used to run professional courses like MBA &amp; MCA</li> <li>• Feedback and Action Taken Report for Parents/ Employers/ Alumni/ Open Feedback conducted and displayed on website</li> </ul>
2	Teaching Learning and Evaluation	<ul style="list-style-type: none"> <li>• To maintain the <b>ideal mentor: mentee ratio</b> for big departments distributes the total faculty among the total student strength</li> <li>• Grievance Redressal committee for Examination (Internal/External) should be functional as a sub unit of Examination Cell</li> </ul>	<ul style="list-style-type: none"> <li>• Grievance Redressal committee for Examination (Internal/External) is functional as a sub unit of Examination Cell</li> </ul>
		<ul style="list-style-type: none"> <li>• Group mentoring should be initiated as once in a month activity with documentation</li> <li>• POs, PSOs and COs to be displayed at Dept. level (notice boards)</li> <li>• Departments should invite industry experts/ senior faculty member from other institutions for few special lectures</li> <li>• Library period should be mandatorily incorporated in the department timetable</li> </ul>	<ul style="list-style-type: none"> <li>• POs, PSOs and COs displayed at Dept. level</li> <li>• Departments invite industry experts/ senior faculty member from other institutions for few special lectures</li> <li>• Library period is incorporated in the department timetable</li> </ul>
3	Research, Innovations and Extension	<ul style="list-style-type: none"> <li>• Dedicated focus on research in college. Thus, Research Policy should be implemented</li> <li>• Research fellowships for staff</li> <li>• College should create a corpus fund for research</li> </ul>	<ul style="list-style-type: none"> <li>• Dedicated focus on research in college. Thus, Research Policy is implemented</li> </ul>

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



# St. Xavier's College Jaipur

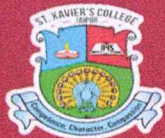
Affiliated to the University of Rajasthan Approved under Section 2(f) and 12(B) of UGC Act, 1956  
A Christian Minority Educational Institution under Section 2(g) of NCMEI Act, 2004



		<ul style="list-style-type: none"> <li>• Publications in Scopus, web of science, and UGC Care listed journals only</li> <li>• Organize Sponsored research workshops for staff in collaboration with institute of repute</li> <li>• Focus on undertaking research projects funded by UGC, DST and ICSSR, etc</li> <li>• Focus on localized research and policy/report as an outcome</li> <li>• Extension activities should be conducted for neighboring community and not for our own students</li> <li>• App development should be promoted in college by Computer Science Dept</li> <li>• Scope of multidisciplinary conference should be limited to domain/faculty specific</li> </ul>	<ul style="list-style-type: none"> <li>• Publications of faculty members in Scopus, web of science, and UGC Care listed journals</li> <li>• Organized Sponsored research workshops for staff in collaboration with institute of repute</li> <li>• Focus on localized research and policy/report as an outcome</li> <li>• Extension activities are conducted for neighboring community through faculty and students</li> </ul>
		<ul style="list-style-type: none"> <li>• MOUs should be beneficial, and outcome oriented for the students</li> <li>• MOUs should be initiated with Industrial Parks Like Mahindra Sez, Media Houses, Corporates, Coaching Institutions, Other Institutions of repute, Government, and NGOs, etc</li> <li>• MOUs with foreign Jesuit Universities, HEIs outside the province for research and academic collaborations</li> </ul>	<ul style="list-style-type: none"> <li>• MOUs are done for mutual benefit, and outcome oriented for the students</li> <li>• MOUs are initiated with Institutions of repute, industry, Government, and NGOs, etc</li> <li>• MOUs with foreign Jesuit Universities, HEIs outside the province for research and academic collaborations</li> </ul>
4	<b>Infrastructure and Learning Resources</b>	<ul style="list-style-type: none"> <li>• Increase number of Books, Journals and Magazines for Department and Central library</li> <li>• Add books in department library through donation from alumni, old copies in central library, etc</li> </ul>	<ul style="list-style-type: none"> <li>• Increased number of Books, Journals and Magazines for Department and Central library</li> <li>• Books in department/central library</li> </ul>

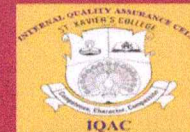
St. Xavier's College, Jaipur  
Nevta-Mahapura Road, Jaipur

Principal



# 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



		<ul style="list-style-type: none"> <li>● Central library should organize one week book fair, library fest, and library association should be made</li> <li>● In-house publication (faculties &amp; students) should be displayed in a separate section in central library</li> <li>● Any good reference book/rare book should be allowed to buy and submit it to library by faculty</li> </ul>	<ul style="list-style-type: none"> <li>● added through donation from alumni, old copies in central library, etc</li> <li>● In-house publication (faculties &amp; students) is displayed in a separate section in central library</li> <li>● Any good reference book/rare book is allowed to buy and submit it to library by faculty</li> </ul>
		<ul style="list-style-type: none"> <li>● Disable friendly campus: Railing alongside all the stairs &amp; ramps, Braille Sign Boards, wheel chair, within the campus, separate washroom for divyangjan on ground floor</li> <li>● Girls and Boys Common Room: Mirror, Center table, magazines and newspapers, washbasin, Water Dispenser must be arranged</li> <li>● Shoe rack/bench outside the prayer room and Computer Labs and Bag rack, carpeting in computer lab</li> <li>● Provision of entry gate in library for divyangjan behind the center back side stairs on ground floor</li> <li>● Campus Maintenance Fund should be implemented</li> <li>● The College should plan for Solar electrification</li> <li>● Major Notice Boards should be covered by glass or grill to protect the notices/circulars</li> <li>● Single vendor system for regular outsourcing like printing, stationary, etc.</li> <li>● E-tender system for expenditure greater than 1 lakh</li> <li>● Common &amp; standardized memento for college activities</li> </ul>	<ul style="list-style-type: none"> <li>● Disable friendly campus: Built Railing alongside all the stairs &amp; ramps, wheel chair, within the campus, separate washroom for divyangjan on ground floor</li> <li>● Girls and Boys Common Room: Mirror, Center table, magazines and newspapers, washbasin, Water Dispenser are arranged</li> <li>● Provision of entry gate in library for divyangjan behind the center back side stairs on ground floor</li> <li>● Campus Maintenance Fund is implemented</li> <li>● Solar electrification has done</li> <li>● Major Notice Boards are covered by glass or grill to protect the notices/circulars</li> <li>● Common &amp; standardized memento for college activities</li> </ul>

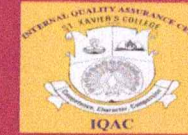
St. Xavier's College, Jaipur  
Nevta-Mahapura Road, Jaipur

Principal



# 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



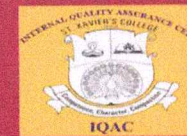
		<ul style="list-style-type: none"> <li>• Implementation of RFID Technology in Labs, library, and Auditorium</li> <li>• <b>ICT-enabled facilities:</b> <ul style="list-style-type: none"> <li>○ Wi-Fi for students (Hotspot in Canteen, Common Room, Reception, and Library)</li> <li>○ Academic Support Facilities - smart class for each department (at least one class), Media Center, recording facility with sound proofing in Studio (Q-Base software), Lecture Capturing System (LCS),</li> <li>○ Provision of Multimedia room for the college in the Moot Court room.</li> <li>○ Language lab software to be installed in the computer lab</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• RFID Technology is implemented in library, and IRIS attendance system in labs, conference room, and Auditorium</li> <li>• Academic Support Facilities - smart class for each department), Media Center, recording facility in Studio and Board room for Lecture Capturing System (LCS),</li> </ul>
		<ul style="list-style-type: none"> <li>• <b>Creation of indoor sports facilities</b> like Sports Room, yoga center, meditation, and Gymnasium area, Indoor Sports complex</li> </ul>	<ul style="list-style-type: none"> <li>• Indoor sports facilities like Sports Room, yoga center, meditation, and Gymnasium area, Indoor Sports facilities are created.</li> </ul>
5	<p align="center"><b>Student Support and Progression</b></p>	<ul style="list-style-type: none"> <li>• Civil Services, TOEFL and IELTS coaching can be done on campus at Nevta/Hathroi Campus</li> <li>• Attendance management and ensuring strict action like black listing, debarring students from exam</li> <li>• Devise a strategy to procure data and communication on student participation, achievement, and progression with the help of various units. <b>Student Diary</b> should be implemented for this purpose.</li> <li>• Career Guidance Cell/ Institute-Industry Interface Cell</li> </ul>	<ul style="list-style-type: none"> <li>• Attendance management and ensuring strict action like black listing, debarring students from exam</li> <li>• We have Training Internship and Placement Cell in the college, TPO ye to be appointed</li> <li>• Scholarship is provided for transportation, academic courses, and student enrichment through a dedicated</li> </ul>

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



# 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



	<ul style="list-style-type: none"> <li>should subsume TIPC and a dedicated TPO should be appointed</li> <li>• College should create an endowment fund for scholarship</li> <li>• Display board for Anti-ragging, Anti-sexual harassment, No-smoking, Tobacco free, Single-use plastic free campus in college building</li> </ul>	fund
	<ul style="list-style-type: none"> <li>• The Institutional Student Awards should be initiated and distribution in Graduation Day Ceremony in Aug-Sept</li> <li>• Selection criteria for such awards should be done by Academic Council and execution by Students' Council</li> <li>• Extra-curricular achievements should be maintained by the cultural committee</li> </ul>	<ul style="list-style-type: none"> <li>• Extra-curricular achievements maintained by the cultural committee</li> </ul>
	<ul style="list-style-type: none"> <li>• Separate student association of each department</li> <li>• Student progression data should be maintained at the department level</li> </ul>	<ul style="list-style-type: none"> <li>• Student progression data is maintained at the department level</li> </ul>
	<ul style="list-style-type: none"> <li>• Plan activities focusing on Environment, Social Inclusion, Gender equality &amp; justice, value added etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Activities focusing on Environment, Social Inclusion, Gender equality &amp; justice, value added are part of academic planner</li> </ul>
	<ul style="list-style-type: none"> <li>• Develop a proper mechanism to collect data and related certificates for Sports related achievements of students</li> </ul>	<ul style="list-style-type: none"> <li>• Physical education dept collect data/ related certificates for Sports related achievements of students</li> </ul>
	<ul style="list-style-type: none"> <li>• Psychometric testing should be done for all the graduating students</li> </ul>	<ul style="list-style-type: none"> <li>• We do Psychometric testing for all the graduating students</li> </ul>

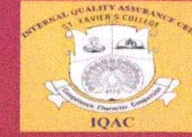
St. Xavier's College, Jaipur  
Nevta-Mahapura Road, Jaipur

Principal



# 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

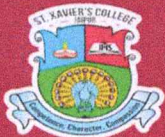


		<ul style="list-style-type: none"> <li>Appointment of a Professional Behavioral Counselor under MHCC</li> </ul>	<ul style="list-style-type: none"> <li>Professional Counselor is appointed under MHCC</li> </ul>
		<ul style="list-style-type: none"> <li>Rename TIPC as Career Guidance Cell/ Institute-Industry Interface Cell</li> <li>The cell should actively work by disseminating information about placement, provide soft skills training through seminars and workshops and take feedback from the recruiters about the students</li> </ul>	
		<ul style="list-style-type: none"> <li>Alumni database management, engagement, and constructive involvement should be ensured by XCA</li> <li>XCA office bearers should work regularly from college office and organize annual meet</li> <li>Establish Department Alumni Chapters in college</li> <li>Alumni should contribute in terms of financial support, plantation drives, infrastructure development, etc</li> <li>Alumni aided Placements can be initiated</li> <li>Alumni can start endowment funds for scholarships (merit cum need-based), awards &amp; recognitions and research</li> </ul>	<ul style="list-style-type: none"> <li>XCA ensures alumni database management, engagement, and constructive involvement</li> <li>XCA office bearers work regularly from college office and organize annual meet</li> <li>Alumni contributes in terms of financial support, plantation drives, infrastructure development</li> </ul>
		<ul style="list-style-type: none"> <li>Scholarship schemes should be informed to the student's time-to-time by the scholarship committee</li> <li>Vidhya Sarthi Portal and the link should be uploaded on the college website</li> </ul>	<ul style="list-style-type: none"> <li>Scholarship committee informs about Scholarship schemes to the student's and maintains the database</li> </ul>
6	<b>Governance, Leadership and</b>	<ul style="list-style-type: none"> <li>Perspective/ strategic plan for short term medium and long term</li> </ul>	<ul style="list-style-type: none"> <li>College has three institutional perspective plans and short term plans</li> </ul>

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

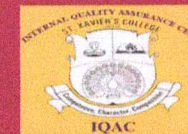
Principal





# 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



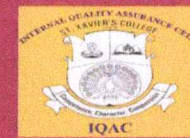
	<b>Management</b>	<ul style="list-style-type: none"><li>● Redrafting of College Vision and Mission statements based on NAAC</li><li>● Prepare College Manual</li><li>● Performance based appraisal system (PBAS) should be implemented</li><li>● Redrafting of the Organogram of the Institution</li><li>● College should plan for ISO Certification of Nevta Campus</li><li>● Preparation of staff welfare policy</li><li>● There should be an e-tender system (if expenses beyond Rs 50,000/-) and ONE VENDOR system for all kinds of outsourcing work</li><li>● Install Best Teacher and Best Researcher Award</li><li>● Compulsory feedback from different stakeholders and an action taken report should be formulated and displayed on the college website</li></ul>	<ul style="list-style-type: none"><li>● Redrafted College Vision and Mission</li><li>● College Manual approved by college management</li><li>● Performance based appraisal system (PBAS) is implemented</li><li>● Redrafted the Organogram of the Institution</li><li>● Staff welfare policy is implemented</li><li>● Compulsory feedback from different stakeholders and an action taken report formulated and displayed on the college website</li></ul>
--	-------------------	--	--

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



# 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



		<ul style="list-style-type: none"> <li>● IQAC should meet all major units of the college to finalize the scope and implementation of activities before the beginning of the academic session</li> <li>● Organize professional development/ capacity building/ administrative training programs for teaching and non-teaching staff</li> <li>● Organize Student and Staff Orientation/ Induction Program (Deeksharambh) at college level</li> <li>● Annual newsletter/ IQAC website encompassing the initiatives undertaken</li> <li>● Guidelines for student involvement in various units of college</li> </ul>	<ul style="list-style-type: none"> <li>● IQAC meets all major units of the college to finalize the scope and implementation of activities before the beginning of the academic session</li> <li>● We organize professional development/ capacity building/ administrative training programs for teaching and non-teaching staff</li> <li>● We organize Student and Staff Orientation/ Induction Program (Deeksharambh) at college level</li> <li>● IQAC has started with newsletter initiative</li> <li>● Guidelines for student involvement in various units of college</li> </ul>
		<ul style="list-style-type: none"> <li>● All the units are required to prepare the Action Taken Report (ATR) apart from Annual Report</li> <li>● All the Minutes of Meeting of major units of college should be uploaded on college website and circulated amongst all staff members</li> </ul>	
7	<b>Institutional Values and Best Practices</b>	<ul style="list-style-type: none"> <li>● All Files should be maintained criteria wise having labeled in uniform format</li> <li>● A proper action taken report apart from annual report should be prepared by each unit of the college</li> </ul>	<ul style="list-style-type: none"> <li>● Documentation is done at the level of units and IQAC as per the template designed by IQAC</li> <li>● ATRs are prepared by units</li> </ul>
		<ul style="list-style-type: none"> <li>● College and each department Vision &amp; Mission (in compliance with college Vision and Mission Statement)</li> </ul>	<ul style="list-style-type: none"> <li>● College and each department Vision &amp; Mission (in compliance with college</li> </ul>

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



# 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



	<ul style="list-style-type: none"> <li>to be displayed through notice boards/reception and on college websites</li> <li>● Provision of E-Rickshaw in college</li> <li>● Channelize the “Earn while you Learn” scheme systematically</li> </ul>	<ul style="list-style-type: none"> <li>Vision and Mission Statement) are displayed through notice boards/reception and on college website</li> <li>● E-Rickshaw is available in college</li> </ul>
	<ul style="list-style-type: none"> <li>● Identify two Institutional Best Practices (one academic/research oriented and other could be extra-curricular) and articulate our Institutional Distinctiveness</li> </ul>	<ul style="list-style-type: none"> <li>● Two Institutional Best Practices (one academic/research oriented and other extra-curricular) and articulated our Institutional Distinctiveness</li> </ul>
	<ul style="list-style-type: none"> <li>● Lab waste disposal register should be maintained along with, E-waste, and Chemical waste management</li> </ul>	
	<ul style="list-style-type: none"> <li>● Green practices like Single-use plastic free campus, Naming and Tagging of plants, Birds count (local ecosystem count), Green house, Organic food farming etc should be initiated</li> </ul>	<ul style="list-style-type: none"> <li>● Imitated green practices like Single-use plastic free campus, Naming and Tagging of plants, Birds count (local ecosystem count), Green house, Organic food farming etc</li> </ul>
	<ul style="list-style-type: none"> <li>● Audit of various units (like Green Audit, Energy Audit, Inventory Audit, etc) as per NAAC</li> </ul>	<ul style="list-style-type: none"> <li>● Audit like Green Audit, Energy Audit conducted as per NAAC</li> </ul>

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

Principal

*Jain Singh*

Principal

Date: 16.12.2023

*Yash*  
Coordinator,  
IQAC