



# ST. XAVIER'S COLLEGE JAIPUR

*Nevta-Mahapura Road, Jaipur 302029*

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

*A Christian Minority Jesuit Educational Institution*

## 6.2.2 Implementation of e-governance in areas of operation

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



# ST. XAVIER'S COLLEGE JAIPUR

*Nevta-Mahapura Road, Jaipur 302029*

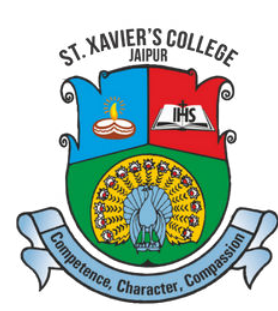
*Affiliated to University of Rajasthan. Approved under Section 2(f) and 12(B) of the UGC Act, 1956*

*A Christian Minority Jesuit Educational Institution*

## 1. Administration including complaint management

Principal

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



# ST. XAVIER'S COLLEGE JAIPUR

*Nevta-Mahapura Road, Jaipur 302029*

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

*A Christian Minority Jesuit Educational Institution*

## ADMINISTRATION

Administration in the Institution through a Website and ERP plays an important role towards enhancing accessibility, streamlining administrative processes, improving communication, enriching the learning experience, adapting to technological advancements, and reducing cost.

By embracing these IT platforms, colleges serve the needs of their students, faculty, and staff in the digital age.

Principal

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

# Login IDs – MasterSoft ERP

USER	USERNAME	PASSWORD
FACULTY	Happy16357@jxea.com	Agrawal@123
STUDENT	3946273@JXEA.COM	ADMIN



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

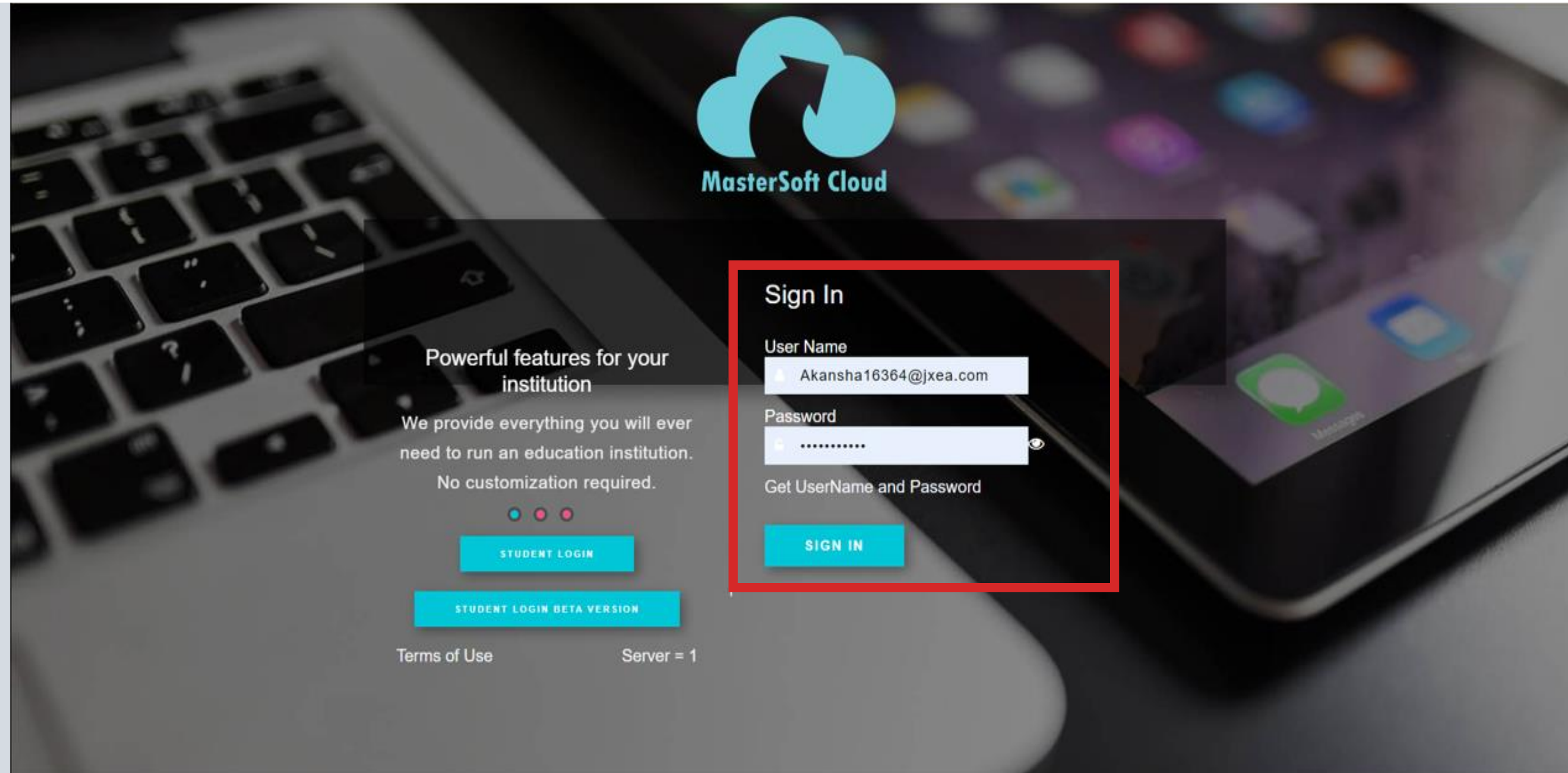
# Administration including complaint management

**The Administration of MasterSoft ERP is bundled in the following sub modules namely-**

- **Authorization Module (User Management and Access role Definitions)** – The authorization module defines a role-based access to the system's functionalities and data, facilitates the user management and compliance with data security regulations.
- **Academic Module-** The academic module encompasses a comprehensive suite of features designed to streamline and optimize various academic processes within the college environment.
- **Attendance Module-** This module aims to simplify and automate the attendance tracking process, improve accuracy and reliability of attendance data, and enhance communication and collaboration between faculty, students, and administrators.
- **Establishment Module-** The module automates the process of managing employee leave requests, approvals, and tracking of leave balances.
- **ITLE Module-** This module within an ERP system focuses on managing various aspects related to technology infrastructure, digital learning resources, and educational technology tools.
- **Feedback Module-** This plays a critical role in fostering transparency, accountability, and stakeholder engagement, driving continuous improvement and enhancing the overall quality of education and services provided by the institution.



# Login Page of MasterSoft ERP



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

**MasterSoft ERP is a cloud-based software that automates all major processes of our educational institution ensuring management of all academic & non-academic operations and ensuring transparency across all departments.**

# MasterSoft ERP Modules

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

Hello, ADMIN USER  
Session: 2023-2024  
Working Date: 07/02/2024  
Counter: 24  
v (Release Notes)

**ADMIN USER**  
Last Login : 06/02/2024 16:43:00  
Login ID : Admin@jxea.COM

**STUDENTS** 2241  
**EMPLOYEES** 100  
**MALE** 1428  
**FEMALE** 813  
**OTHER STUDENTS** 0

**My To Do Details**

Date	Description	Action
------	-------------	--------

**Recent Activity**

- 22/01/2024-13:42:45-183.83.55.4 HOLIDAY ENTRY-INSERT
- 17/01/2024-17:21:18-49.36.237.25 HOLIDAY ENTRY-INSERT
- 17/01/2024-17:19:05-49.36.237.25 HOLIDAY ENTRY-INSERT
- 17/01/2024-17:17:53-49.36.237.25 HOLIDAY ENTRY-INSERT
- 16/01/2024-10:32:19-45.119.8.42 USER ROLE ALLOCATION-UPDATE
- 12/01/2024-16:15:59-45.119.8.42 USER ROLE ALLOCATION-UPDATE
- 11/01/2024-00:52:03-183.83.55.4 THEORY BATCH STUDENT REGISTRATION-INSERT
- 11/01/2024-00:51:47-183.83.55.4 THEORY BATCH STUDENT REGISTRATION-INSERT
- 11/01/2024-00:49:23-183.83.55.4 PRACTICAL BATCH STUDENT REGISTRATION-INSERT
- 11/01/2024-00:49:05-183.83.55.4 PRACTICAL BATCH STUDENT REGISTRATION-INSERT

Recent 10 Records Only..

**Navigation Menu:** AUTHORIZATION, ACADEMIC, ATTENDANCE, STORE, EXAMINATION, PAYROLL, ESTABLISHMENT, CBCS EXAM, TITLE, FEEDBACK, NEP

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

# Subject Definition Screen

St. Xavier's College, Jaipur

Hello, ADMIN USER  
Session: 2023-2024  
Working Date: 06/02/2024  
Counter: 24  
v (Release Notes)

Search Menu

- Master
- Pre Admission
- Transaction
- Student Reports
- Tally Integration
- Fees Reports
- Setting
- Graphical Report
- JD Reports
- Import Excel Data

Add To Favourite

Subject Definition

Note : \* Marked Is Mandatory !

Subject Introduce In Year \* 2023-2024

Basic Course/Branch \* Select Basic Course

Course/Year \* Select Course

University Course Select University Course

University Subject Select University Subject

Medium \* Select Medium

Basic Subject Name Select Basic Subject Name

Part / Category Select Subject Part

Subject Code \* Please Enter Subject Code

Serial No. \* Enter Serial Number

Subject Name \* Please Enter Subject Name

Subject Name Please Enter Subject Name (Local Language)

Exam Fee Please Enter Exam Fee

Subject Language Select Language

Subject Type \* Select Subject Type

L/T/P Lecture  Theory  Practica

Optional  Check If Optional

Grace Applicable  Check If Grace Applicable

Avg. 100/2  Check If Avg. 100/2

Passing Head  Check If Passing Head

Exclude for Exam  Check If Exclude for exam

Grade Entry Subject  Check If Grade Entry Subject

Additional Subject  Check If Additional Subject

Academic Extra Credit  Check If Is Academic Extra Credit

Add In Earned Credit  Check If Add In Earned Credit

Help

Favourite

Shortcuts

ToU

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

Subject Definition shows feature for defining different subjects spanning in different years and semesters for various Programmes.



# Subject Grouping

Logo  
Hello, ADMIN USER  
Session: 2023-2024  
Working Date: 28/02/2024  
Counter: 24  
v3.0.3 (Release Notes)

Search Menu  
Master  
Pre Admission  
Transaction  
Student Reports  
Fees Reports  
Tally Integration  
Setting  
Graphical Report  
JD Reports  
Import Excel Data

St. Xavier's College, Jaipur

Add To Favourite

Subject Grouping

Note : \* Marked Is Mandatory !

Course/Year \* BA (HONS) ECO - III Medium \* ENGLISH

Section Select Section

Add New Record Cancel Report

Subject Type

ACTION	GROUP NAME	SUBJECTS	STATUS
<input checked="" type="checkbox"/>	ECO (H) - ENG LITERATURE - COMP	ECONH IX, ECONH X, ECONH XI, ECONH XII C, ELIT V, ELIT VI	ACTIVE
<input checked="" type="checkbox"/>	ECO (H) - ENG LITERATURE - ECOTR	ECONH IX, ECONH X, ECONH XI, ECONH XII B, ELIT V, ELIT VI	ACTIVE
<input checked="" type="checkbox"/>	ECO (H) - HISTORY - COMP APPL	ECONH IX, ECONH X, ECONH XI, ECONH XII C, HIS V , HIS VI	ACTIVE
<input checked="" type="checkbox"/>	ECO (H) - HISTORY - ECOTRICS	ECONH IX, ECONH X, ECONH XI, ECONH XII B, HIS V , HIS VI	ACTIVE
<input checked="" type="checkbox"/>	ECO (H) - POL SC - COMP APPL	ECONH IX, ECONH X, ECONH XI, ECONH XII C, PSC V, PSC VI	ACTIVE
<input checked="" type="checkbox"/>	ECO (H) - POL SC - ECOTRICS	ECONH IX, ECONH X, ECONH XI, ECONH XII B, PSC V, PSC VI	ACTIVE
<input checked="" type="checkbox"/>	ECO (H) - PSYCHOLOGY - COMP APPL	ECONH IX, ECONH X, ECONH XI, ECONH XII C, PSY V, PSY VI, PSY VI PR	ACTIVE
<input checked="" type="checkbox"/>	ECO (H) - PSYCHOLOGY - ECOTRICS	ECONH IX, ECONH X, ECONH XI, ECONH XII B, PSY V, PSY VI, PSY VI PR	ACTIVE
<input checked="" type="checkbox"/>	ECO (H) - PUBLIC AD - COMP APPL	ECONH IX, ECONH X, ECONH XI, ECONH XII C, PAD V, PAD VI	ACTIVE
<input checked="" type="checkbox"/>	ECO (H) - PUBLIC AD - ECOTRICS	ECONH IX, ECONH X, ECONH XI, ECONH XII B, PAD V, PAD VI	ACTIVE
<input checked="" type="checkbox"/>	ECO (H) - SOCIOLOGY - COMP APPL	ECONH IX, ECONH X, ECONH XI, ECONH XII C, SOC V, SOC VI	ACTIVE
<input checked="" type="checkbox"/>	ECO (H) - SOCIOLOGY - ECOTRICS	ECONH IX, ECONH X, ECONH XI, ECONH XII B, SOC V, SOC VI	ACTIVE

Settings  
Help  
Favourite  
Shortcuts  
To U

*Signature*

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

Subject Grouping Screenshot shows the feature to make user define the grouping of a particular subject.

# Time Table Template Definition

The screenshot displays the 'Time Table Creation' page in a web application. The interface includes a dark sidebar on the left with a search menu and navigation options: Dashboard, Master, Transaction, Report, Setting, and Biometric. The main content area features a breadcrumb trail 'Attendance > Transaction > Time Table > Time Table Creation' highlighted with a red box. Below the breadcrumb, there are two red notes: '1. \* Marked Is Mandatory !' and '2. For Creating Section-Wise Time Table, Theory Batch Allotment Must Be Done Section-Wise !'. The form contains several dropdown menus for selection: Attendance Session (2023-24), Basic Course (B.B.A.), Course (B.B.A. SEM - I), Section (C), Medium (ENGLISH), Subject (103--FINANCIAL ACCOUNTING(6.00)), Day (MONDAY), Slot (Please Select), and Room (Please Select). At the bottom of the form are 'Submit' and 'Cancel' buttons. The top right corner shows the user's name 'St. Xavier's College, Jaipur' and navigation icons. The bottom right corner features a signature and the title 'Principal, St. Xavier's College, Jaipur, Nehta-Mahapura Road, Jaipur'. A vertical sidebar on the right contains buttons for 'Help', 'Favourite', 'Shortcuts', and 'ToU'.

**Timetable Template Definition helps in aligning the proper schedule of the academic year keeping the focus on all subjects and their management.**

# Time Table Generation

☰ Add To Favourite

🏛️ St. Xavier's College, Jaipur



Attendance > Report > Time Table Report > Class Time Table Report

2023-24

Note : \* Marked Is Mandatory !

Academic Session\*

Course\*


Attendance Session\*

Section

Basic Course\*

Format\*

Report Cancel

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

# TimeTable Dashboard - Faculty View



Jaipur Xavier Education Association  
**St. Xavier's College, Jaipur**  
 NEVTA - MAHAPURA ROAD, JAIPUR - 302029

## TEACHER TIME TABLE

ATTENDANCE SESSION : 2022-23

TEACHER : Akansha Arora

SLOTS/TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
	SC-Sub/CN/TH/PR/S	SC-Sub/CN/TH/PR/S	SC-Sub/CN/TH/PR/S	SC-Sub/CN/TH/PR/S	SC-Sub/CN/TH/PR/S	SC-Sub/CN/TH/PR/S	SC-Sub/CN/TH/PR/S
PERIOD-1 8:55AM-9:45AM	PAPER I-AUDITING & MANAGEMENT ACCOUNTING/BCO M - III/THEORY/-/	PAPER I-AUDITING & MANAGEMENT ACCOUNTING/BCO M - III/THEORY/-/	PAPER I-AUDITING & MANAGEMENT ACCOUNTING/BCO M - III/THEORY/-/	105-FINANCIAL ACCOUNTING/BBA - I/THEORY/-B/	105-FINANCIAL ACCOUNTING/BBA - I/THEORY/-B/	105-FINANCIAL ACCOUNTING/BBA - I/THEORY/-B/	
PERIOD-2 9:45AM-10:35AM	105-FINANCIAL ACCOUNTING/BBA - I/THEORY/-A/	105-FINANCIAL ACCOUNTING/BBA - I/THEORY/-A/	105-FINANCIAL ACCOUNTING/BBA - I/THEORY/-A/	PAPER 1-INCOME TAX/BCOM - II/THEORY/-A/	PAPER 1-INCOME TAX/BCOM - II/THEORY/-A/	PAPER 1-INCOME TAX/BCOM - II/THEORY/-A/	
PERIOD-3 10:35AM-11:25AM	ABST I-CORPORATE AND FINANCIAL ACCOUNTING/BCO M - I/THEORY/-A/	ABST I-CORPORATE AND FINANCIAL ACCOUNTING/BCO M - I/THEORY/-A/	ABST I-CORPORATE AND FINANCIAL ACCOUNTING/BCO M - I/THEORY/-A/				
PERIOD-4 11:55AM-12:45PM	201-BUSINESS ACCOUNTANCY/BCA - II/THEORY/-/	201-BUSINESS ACCOUNTANCY/BCA - II/THEORY/-/					
PERIOD-5 12:45PM-1:35PM				201-BUSINESS ACCOUNTANCY/BCA - II/THEORY/-/			

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

# Attendance Marking Page - Faculty View

Hello, Akansha Arora  
Session: 2023-2024  
Working Date: 06/02/2024  
Counter: 0  
v (Release Notes)

St. Xavier's College, Jaipur

Add To Favourite

Attendance > Transaction > Attendance > Attendance Student 2023-24

Note: \* Marked Is Mandatory!

Attendance Session\* 2023-24 Topic Covered Please Enter Topic Covered

Attendance date \* 01/02/2024 Default Status A

Class Type \* REGULAR LECTURE

Subject Name\* PERIOD-IV->11:45AM-12:35PM->PAPER 1->INCOME TAX->A->THEORY->BCOM - II


Confirm Cancel

STUDENT ID	ROLL NUMBER	STUDENT NAME	COURSE NAME	ATTENDANCE STATUS
3009331	82	KRISHNA GUPTA	BCOM - II	A
3016919	13	AVINASH SABU	BCOM - II	A
3034437	23	DEVENDRA SINGH JADOUN	BCOM - II	A
3035439	72	RAUNAK MARK JOSEPH	BCOM - II	A

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

Attendance Module is designed to automate the process of recording and tracking students attendance. It allows teachers to mark attendance as present or absent.

# Attendance Marking Page - Student View




Hello, VARNIKA KHANDELWAL  
Session: 2023-2024  
Course: BCOM - III

- Dashboard
- Profile
- Attendance
- ITLE / E-Learning
- Student Section
- Examination
- Hostel
- Fees Receipt

Attendance > Class Attendance 2023-24

Subject Name	Teacher Name	Total Lecture	Present Lecture	Absent Lecture	Extra Lecture	Attendance Details
AUDITING & MANAGEMENT ACCOUNTING	Nitasha Khatri	52	41	11	0	Attendance Details
ADVANCED ACCOUNTANCY	Akansha Arora	52	31	21	0	Attendance Details
FUNCTIONAL MANAGEMENT	Nitasha Khatri	36	27	9	0	Attendance Details
ADVERTISING AND SALES MANAGEMENT	Leena Sharma	55	21	34	0	Attendance Details
RURAL DEVELOPMENT AND COOPERATION	Ekta Puri	80	41	39	0	Attendance Details
BUSINESS BUDGETING	Mahua M. Bose	60	44	16	0	Attendance Details
<b>Overall Percentage =61.19</b>						

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

# Staff Attendance Biometric System

Organization-1

63 48 Ankita Rathore 0.0 1 0 0.0 0.0 7.0 0.0 0 0 00:00 00:00 00:00 00:00 43:08

Department: Department-1 Designation: Designation-1

	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu
Shift	TA	TA	TA	TA	TA	TA	TA	TA	TA	TA	TA	TA	TA	TA	TA	TA	TA	TA	TA	TA	TA	TA	TA	TA	TA	TA	TA	TA	TA	TA	
IN	-	08:37	08:29	08:29	08:31	-	-	08:33	08:36	08:37	08:36	08:36	-	08:38	08:37	08:36	-	-	-	-	08:36	08:37	08:38	08:37	-	-	-	-	-	08:37	
OUT	-	15:17	20:05	20:43	21:09	-	-	15:03	15:02	15:01	15:04	15:02	-	15:03	15:02	15:05	-	-	-	-	15:02	15:01	15:03	15:03	-	-	-	-	-	15:02	15:03
Brk Start	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Brk End	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Late-IN	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Early-OUT	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
WrkHrs	-	06:40	11:36	12:14	12:38	-	-	06:30	06:26	06:24	06:28	06:26	-	06:25	06:25	06:29	-	-	-	-	06:26	06:24	06:25	06:26	-	-	-	-	-	06:26	
Overtime	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Auth OT	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Auth COFF	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Adj Hours	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Stat1	AB	AB	AB	AB	AB	MO	AB	PR	PR	PR	PR	PR	-	PR	PR	PR	-	-	-	-	PR	PR	PR	PR	-	-	-	-	AB	PR	
Stat2	AB	AB	AB	AB	AB	MO	AB	PR	PR	PR	PR	PR	-	PR	PR	PR	-	-	-	-	PR	PR	PR	PR	-	-	-	-	AB	PR	

64 49 Leena Sharma 0.0 1 0 0.0 0.0 7.0 0.0 0 0 00:00 00:00 00:00 00:00 36:07

Department: Department-1 Designation: Designation-1

	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu
Shift	TA	TA	TA	TA	TA	TA	TA	TA	TA	TA	TA	TA	TA	TA	TA	TA	TA	TA	TA	TA	TA	TA	TA	TA	TA	TA	TA	TA	TA	TA	
IN	-	08:39	08:29	08:32	08:31	-	-	08:37	08:32	08:32	-	08:33	-	08:32	-	08:35	-	-	-	-	08:34	08:43	-	08:36	-	-	-	-	-	15:07	08:35
OUT	-	-	20:14	20:37	20:48	-	-	15:05	15:06	15:09	15:23	15:11	-	15:06	-	15:11	-	-	-	-	15:10	15:14	-	15:18	-	-	-	-	-	15:07	
Brk Start	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Brk End	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Late-IN	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	00:03	-	-	-	-	-	-	-	06:27	
Early-OUT	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
WrkHrs	-	-	11:45	12:05	12:17	-	-	06:28	06:34	06:37	-	06:38	-	06:34	-	06:36	-	-	-	-	06:36	06:31	-	06:42	-	-	-	-	-	06:32	
Overtime	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Auth OT	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Auth COFF	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	

*Animesh*

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

Biometric Face Recognition attendance for staff ensures the safety of employees and controls the movement of people with a predefined protocol.





# Leave Application View

Hello, Akansha Arora  
Session: 2023-2024  
Working Date: 17/02/2024  
Counter: 0  
v3.0.3 (Release Notes)

Search Menu  
Master  
Transaction  
Report

Add To Favourite

St. Xavier's College, Jaipur

Establishment > Transaction > Application > Leave Application

Leave Type  Full Day  Half Day

Leave Name: CASUAL LEAVE      Balance Leave: 1

From Date\*: 01/02/2024      To Date\*: 03/02/2024

Total Days:      Joining Date:


Reason\*: Personal Work      Address During Leave: Jaipur

Charge Handover To: Mahua M. Bose      Leave Approval Path: HOD-COMM-> PRINCIPAL

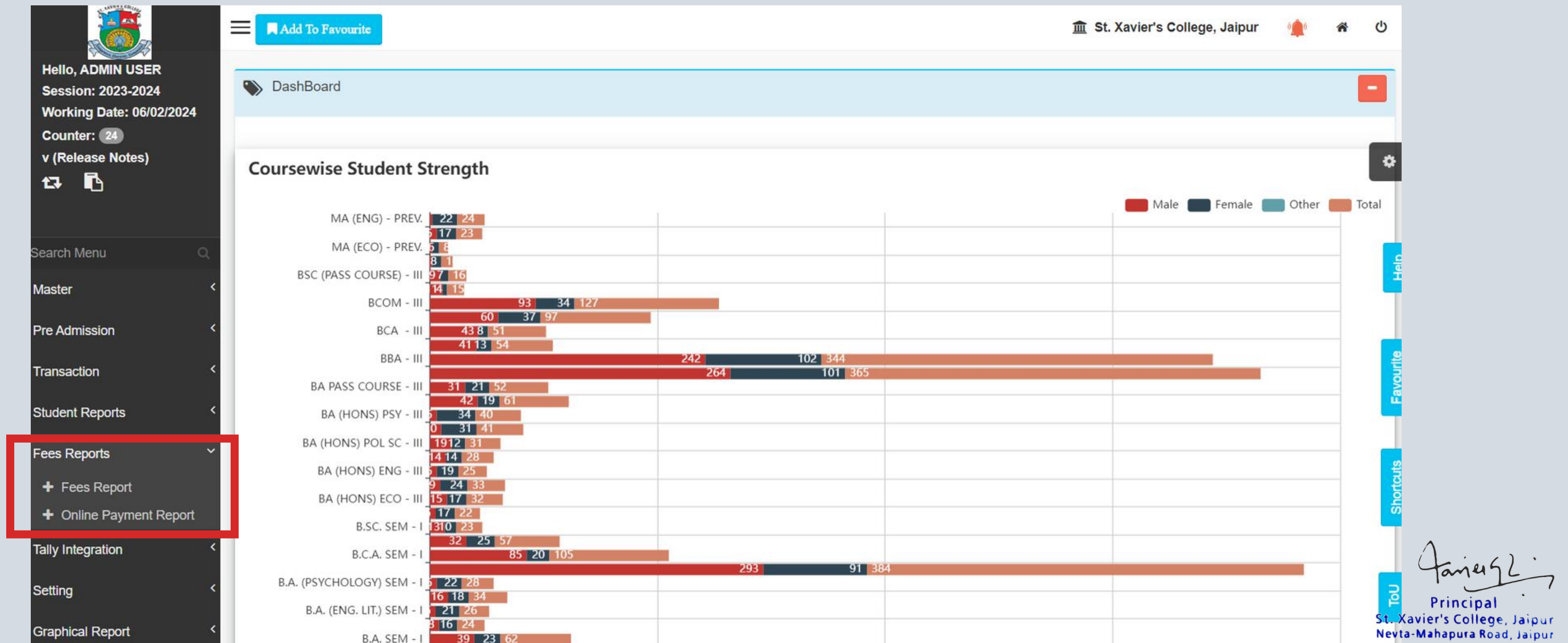
Active:

Save Cancel Back

Settings  
Help  
Favourite  
Shortcuts  
ToU


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

# Fee Management Module



Fees Management Module streamlines fees collection processes and generates reports of outstanding balances and fees waivers.

# Admin Dashboard



Hello, ADMIN USER  
Session: 2023-2024  
Working Date: 07/02/2024  
Counter: 24  
v (Release Notes)

- AUTHORIZATION
- ACADEMIC
- ATTENDANCE
- STORE
- EXAMINATION
- PAYROLL
- ESTABLISHMENT
- CBCS EXAM
- ITLE
- FEEDBACK
- NEP

St. Xavier's College, Jaipur


STUDENTS 2241

EMPLOYEES 100

MALE 1428

FEMALE 813

OTHER STUDENTS 0




### My To Do Details


Date	Description	Action
------	-------------	--------

### Recent Activity

- 22/01/2024-13:42:45-183.83.55.4 HOLIDAY ENTRY-INSERT
- 17/01/2024-17:21:18-49.36.237.25 HOLIDAY ENTRY-INSERT
- 17/01/2024-17:19:05-49.36.237.25 HOLIDAY ENTRY-INSERT
- 17/01/2024-17:17:53-49.36.237.25 HOLIDAY ENTRY-INSERT
- 16/01/2024-10:32:19-45.119.8.42 USER ROLE ALLOCATION-UPDATE
- 12/01/2024-16:15:59-45.119.8.42 USER ROLE ALLOCATION-UPDATE
- 11/01/2024-00:52:03-183.83.55.4 THEORY BATCH STUDENT REGISTRATION-INSERT
- 11/01/2024-00:51:47-183.83.55.4 THEORY BATCH STUDENT REGISTRATION-INSERT
- 11/01/2024-00:49:23-183.83.55.4 PRACTICAL BATCH STUDENT REGISTRATION-INSERT
- 11/01/2024-00:49:05-183.83.55.4 PRACTICAL BATCH STUDENT REGISTRATION-INSERT

Recent 10 Records Only..

Notification  

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

# User Roles Management

The screenshot shows a web application interface for 'User Role Allocation'. At the top, there is a navigation bar with a menu icon, an 'Add To Favourite' button, and the text 'St. Xavier's College, Jaipur'. Below this, the page title 'User Role Allocation' is displayed. A note states '\* Marked Is Mandatory !'. The main interface is divided into two sections. The left section contains a search area with a 'Search User' button (highlighted with a red box), a 'Search By' section with radio buttons for 'User Name' (selected) and 'Login Id.', and a search input field with a magnifying glass icon. Below the search area are input fields for 'User Name', 'Login Id', and 'Counter'. There are also checkboxes for 'Admin' (Check If Admin), 'Society User' (Check If Society User), and 'Active' (Check If Active, which is checked). At the bottom of this section are buttons for 'Submit', 'Cancel', 'Report', and 'Export to Excel'. The right section features a table with a search bar and a list of roles. The table has a header 'ROLE NAME' and a search bar. The roles listed are: STAFF, CBSE SCHOOL, STORE, PAYROLL ADMIN, PAYROLL USER, PAYROLL STAFF, PAYROLL DATA ENTRY, ESTABLISHMENT ADMIN, and ESTABLISHMENT FACULTY. Below the table, it says 'Showing 1 to 39 of 39 entries'. At the bottom of the right section, there is another table header 'LIBRARY ROLE NAME'.

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Nevta-Mahapura Road, Jaipur

User Role Database Management allows to define roles and permissions to the users enhancing securities and compliance.

# Communication and Reports

Hello, Akansha Arora  
Session: 2023-2024  
Working Date: 07/02/2024  
Counter: 0  
v (Release Notes)

Search Menu

Dashboard

Configuration

Course/Subject

Syllabus And Teaching Plan

Online Assesment

E-Library

**Communication**

- Communications
- Announcement
- View Announcement
- View Public Announcement

ITLE > Course/Subject > Select Course/Subject

Note: \* Marked Fields Are Mandatory!

Itle Session : \*

Show 10 entries Search:

Sr.No	Active Courses and Specializations
1	BCOM - II - PAPER 1 - INCOME TAX (TH) - 0.00
2	BCOM - III - PAPER II (1) - ADVANCED ACCOUNTANCY (TH) - 0.00
3	B.A. (ENGLISH LITERATURE) SEM - I - SEC-005 - Effective Communication (TH) - 2.00
4	B.A. (PSYCHOLOGY) SEM - I - SEC-005 - Effective Communication (TH) - 2.00
5	B.COM. SEM - I - VAC-1 - Aanandam (TH) - 2.00
6	B.COM. SEM - I - ABS-51T-101 - Financial Accounting (TH) - 6.00
7	B.B.A. SEM - I - 102 - BUSINESS COMMUNICATION (TH) - 6.00
8	B.B.A. SEM - I - 103 - FINANCIAL ACCOUNTING (TH) - 6.00

Showing 1 to 8 of 8 entries

Previous 1 Next

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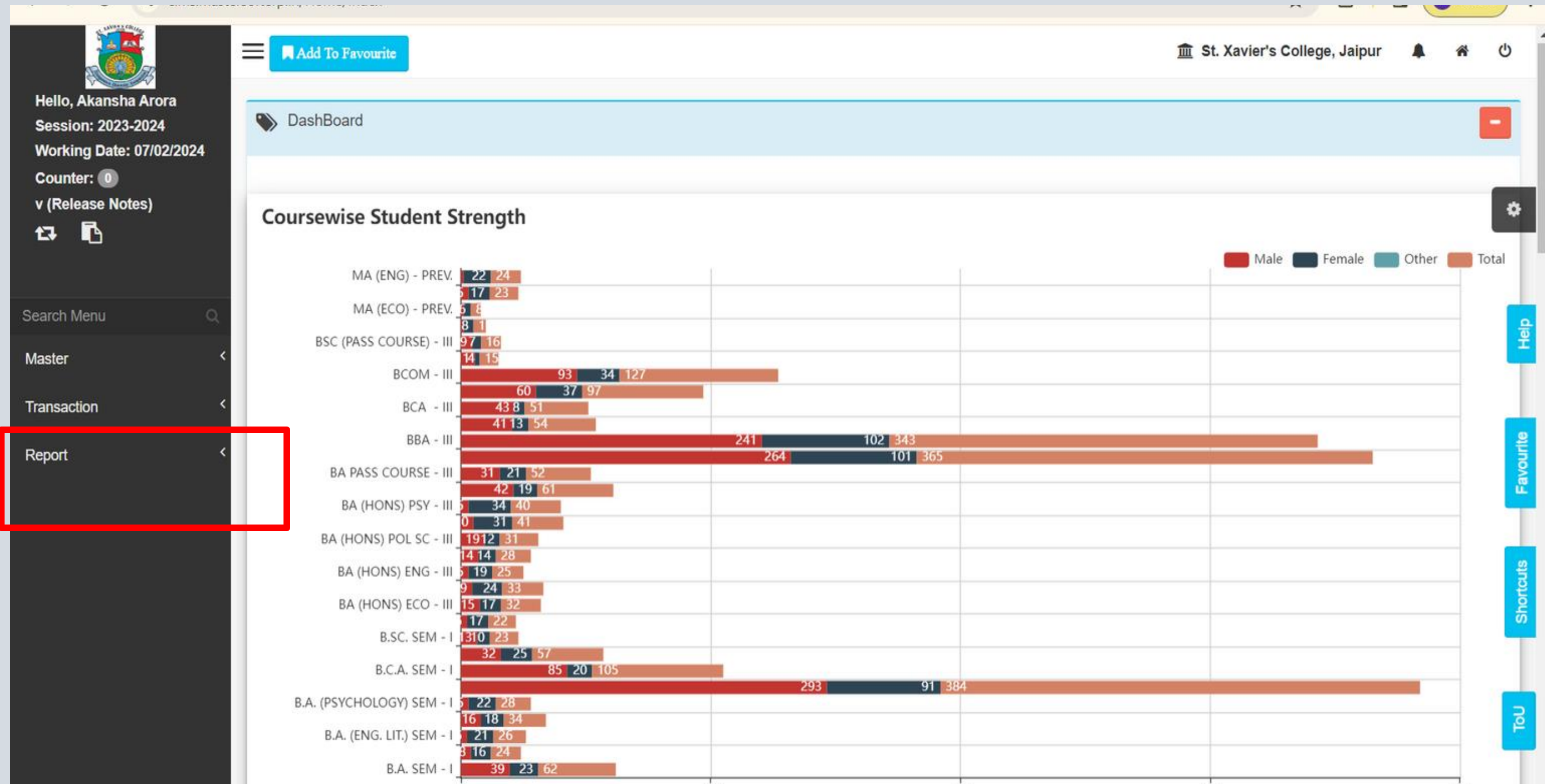
Help

Favourite

Shortcuts

ToU


# Communication and Reports



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Nevta-Mahapura Road, Jaipur

The Report Module helps to generate transactional records in form of reports to meet various in house needs for the administration.

# Mobile Application Student Diary View



Student Diary Cloud

### Login


User Name  
3851645@JXEA.COM

Password  
.....


Remember me [Forgot Password?](#)

Login

Good Morning  
VANYA GUPTA



St. Xavier's College, Jaipur  
2023-2024



### Attendance

Theory	<div style="width: 80.92%;"></div>	80.92 %
Practical	<div style="width: 0.0%;"></div>	0.0 %
Overall	<div style="width: 80.92%;"></div>	80.92 %

Attendance

Class Schedule

Online Classes

Exam TimeTable

Exam HallTicket

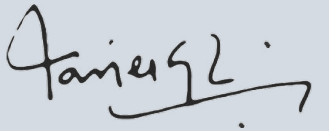
Result

Internal Mark

ATKT Subject Fees

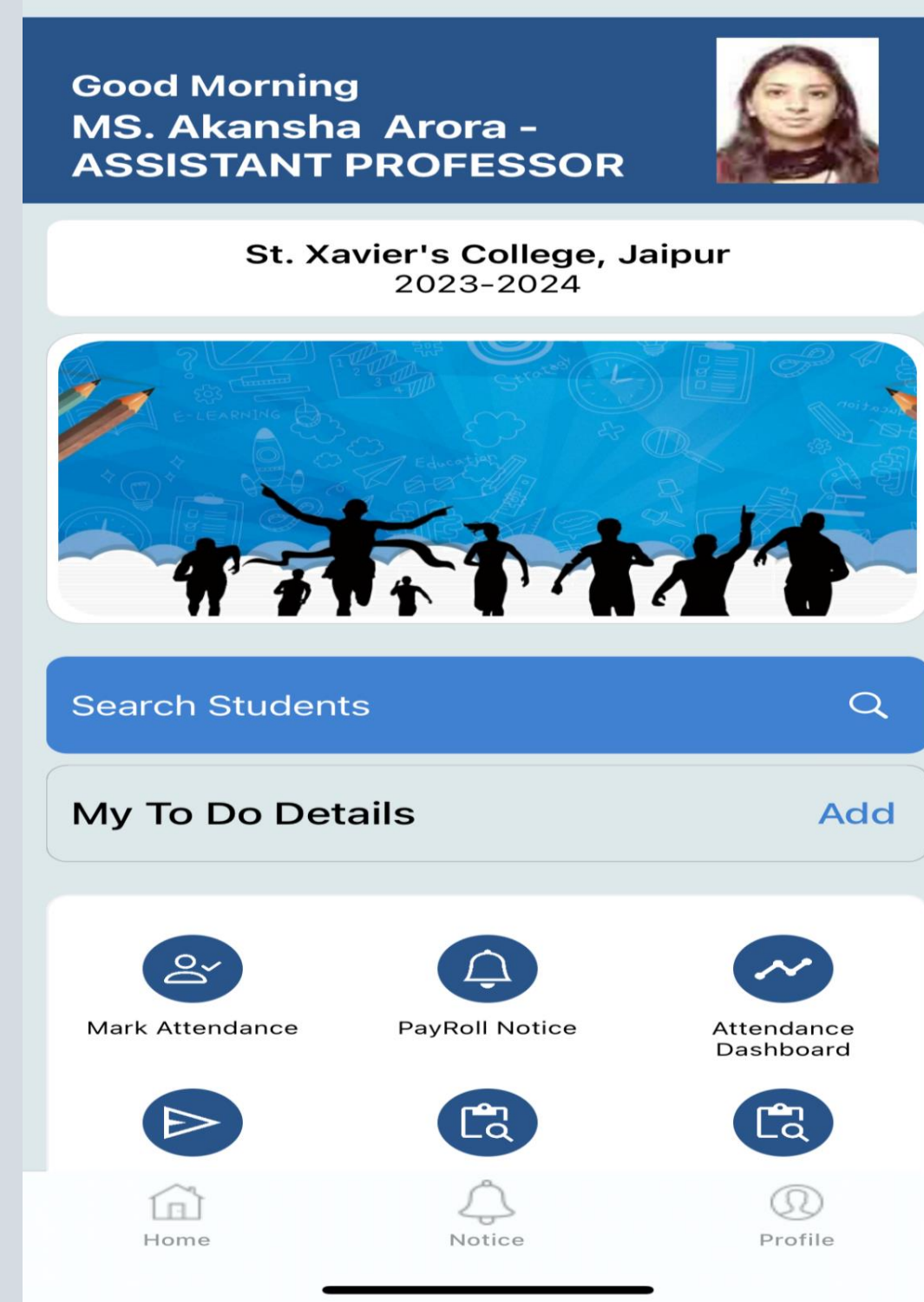
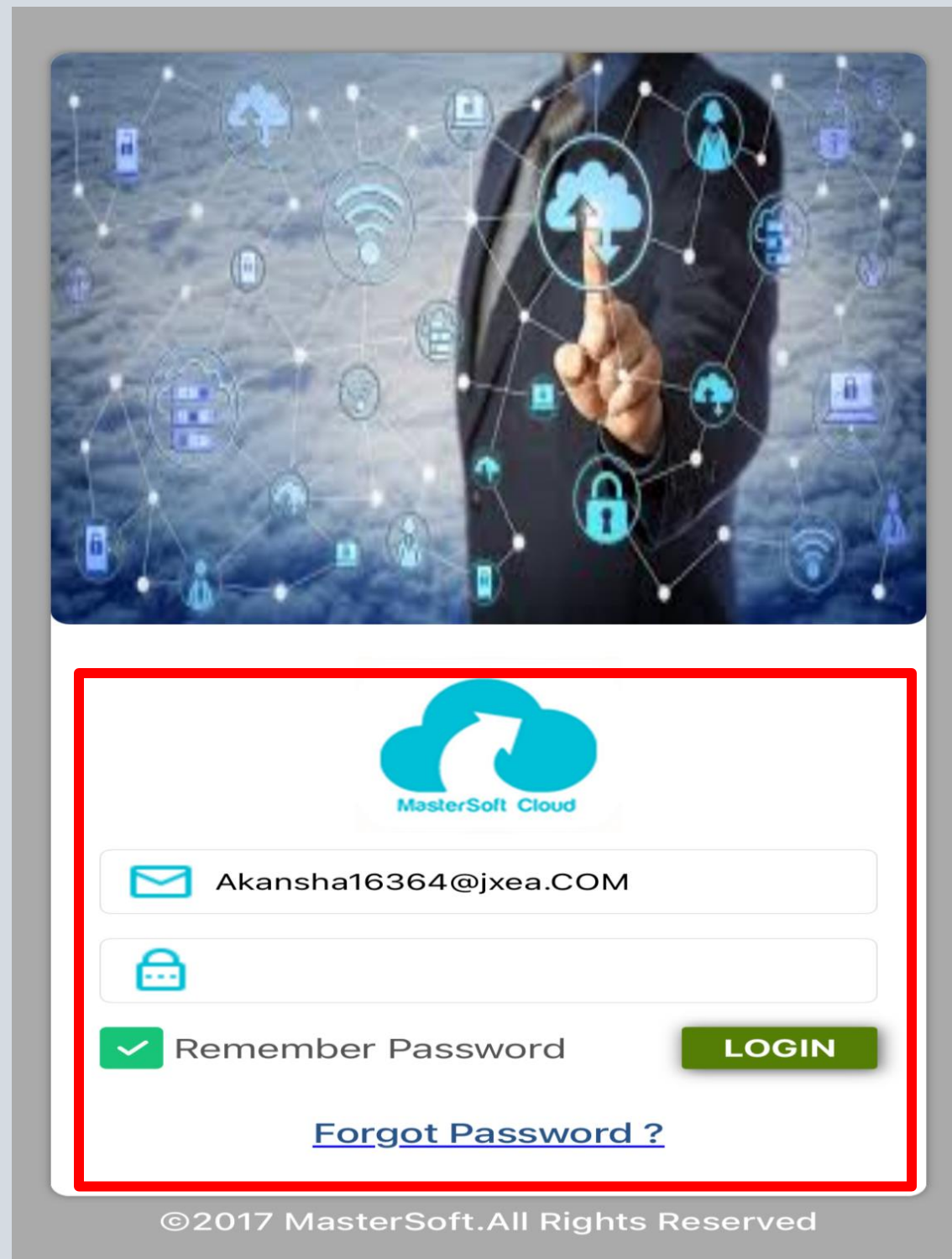
Exam Revaluation

Home

  
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Nevta-Mahapura Road, Jaipur

Student Diary Mobile Application provides access to the academic information such as class schedules, grades, course materials and fee status empowering students to manage their lectures more effectively.

# Mobile Application Faculty View



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

ERP Mobile applications for faculty streamline administrative processes, enhance communication and collaboration, and provide tools for teaching, research, and professional development.




# Online Fee Collection

Online Fee collection

feepayr.com/Login/Login

To get future Google Chrome updates, you'll need Windows 10 or later. This computer is using Windows 7. [Learn more](#)

**feepayr**   
Pay Fees Anytime, Anywhere

**Start Using Feepayr Now!**

- Best online fee collection platform for educational campuses.

[Terms of Use](#)

Server = 1

**Institute Type**

Please Select

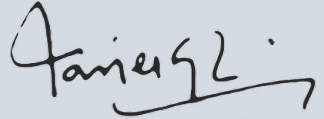
Mobile  Email

Enter your registered number

Send OTP

Free Demo

Request

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

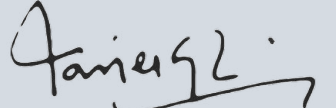
Students can remit the College Fees using online fees collection creating transparency in financial management.

# Fee Collection Portal

The screenshot shows the ICICI Bank Eazypay portal interface. The browser address bar displays `eazypay.icicibank.com/EazypayUpload/report/reportMain`. The page header includes the ICICI Bank logo, navigation links (Features, FAQs, Terms and Conditions), user information (Corp ID: STXAVIER05012018, CIB User ID: JOSHYKUR, EAZYPAY HELPDESK NO: 040 30021717), and a Logout button. A navigation menu contains links for Home, Upload Files, File Status, Collection Reports, Activation Form, Transaction Search, and Refund Initiation. The main content area features a table with a red border, listing merchant collection reports. The table has five columns: Merchant ID, Merchant Name, Enrollment Date, Category, and View Collection Reports. Below the table, there are navigation controls: `<< First`, `Prev`, `Next`, and `Last >>`. At the bottom of the page, there is a legend for the Category field and a link to a PDF document.

Merchant ID	Merchant Name	Enrollment Date	Category	View Collection Reports
379889	ST XAVIERS COLLEGE	17-JAN-2024	PG	Proceed
375112	ST XAVIERS COLLEGE	20-MAY-2023	PG	Proceed
374977	ST XAVIER S COLLEGE	17-MAY-2023	PG	Proceed
166813	ST XAVIERS COLLEGE	23-MAR-2018	CIB-DDP	Proceed

\*Category = CIB ( Corporate User ), CIB-DDP ( Corporate User with Direct Data Push ), PG ( Payment Gateway )  
Process to generate Paid or unpaid transactions report in CIB under Eazypay : <https://www.icicibank.com/managed-assets/docs/business/eazypay/process-to-generate-paid-or-unpaid-transactions-report-in-cib-under-eazypay.pdf>

  
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# Information and Dissemination

## St. Xavier's College Website [[www.sxcjpr.edu.in/](http://www.sxcjpr.edu.in/)]

**St. Xavier's College Jaipur**  
Nevta-Mahapura Road, Near Nevta Dam, Tehsil Sanganer, Jaipur - 302029  
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

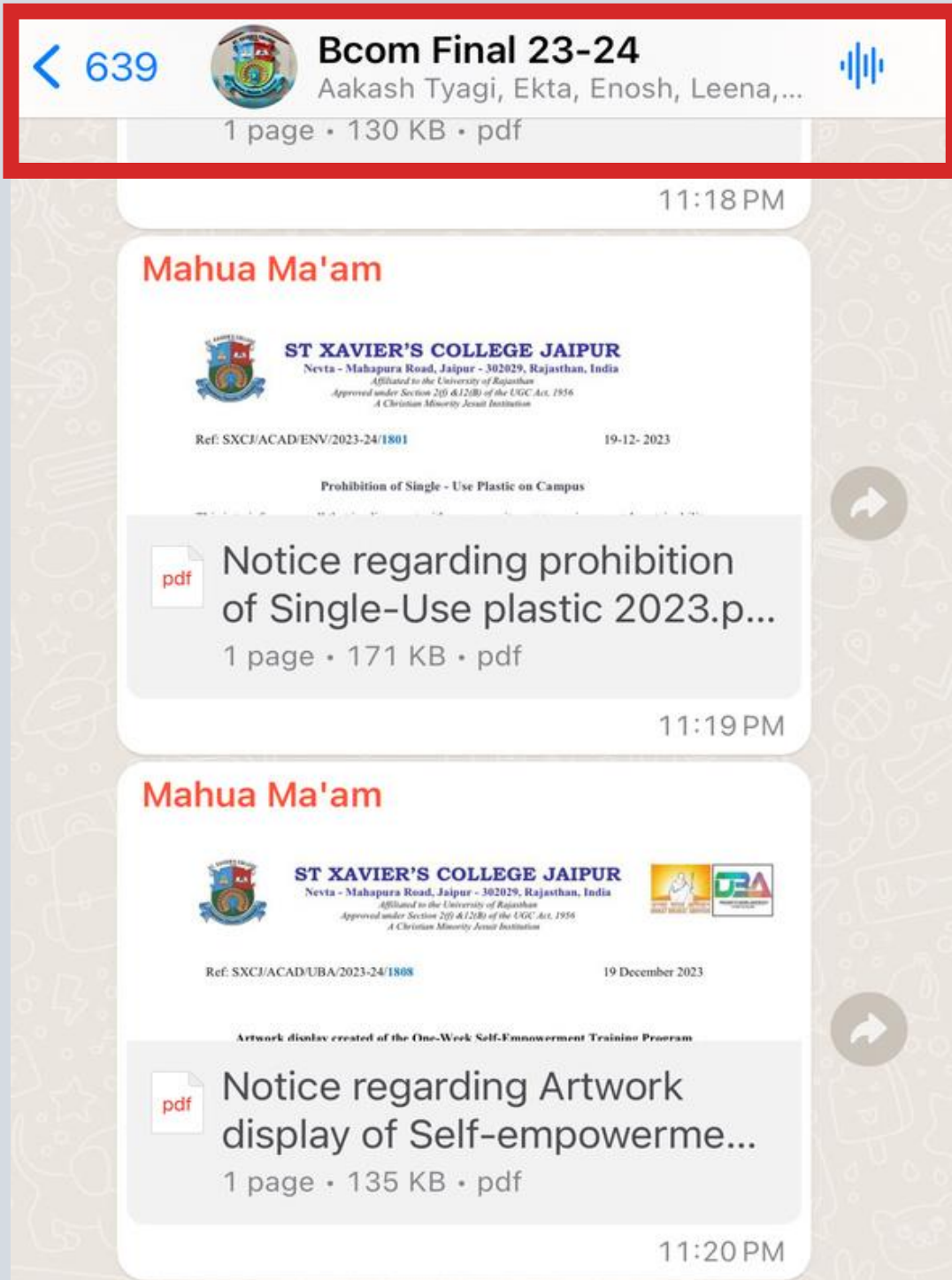
Search for...

[Home](#) [About](#) [Academics](#) [IQAC](#) [Admission](#) [Library](#) [RDC](#) [Student Support](#) [Services](#) [Campus Life](#) [Bulletin](#) [Outreach](#)

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

The College Website serves as a central repository for not only displaying the profile of the institution but also sharing information, announcements, news & updates equipped with web plugins.

# Whatsapp Group



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

St. Xavier's College Whatsapp Group ensures the information dissemination to the various stake holders pertaining to the news and events of the college.

# Library Automation System

The screenshot displays the website for Arrupe Central Library. At the top left is a circular portrait of a man. To its right is the text "ARRUPE CENTRAL LIBRARY" and the logo of St. Xavier's College Jaipur. Below this is a dark red navigation bar with the following links: Home, About Us (with a dropdown arrow), Library Team, Divyangjan Facilities, Services & Facilities, DSpace Repository, E-Resources (with a dropdown arrow), Research Support, and Useful Links.

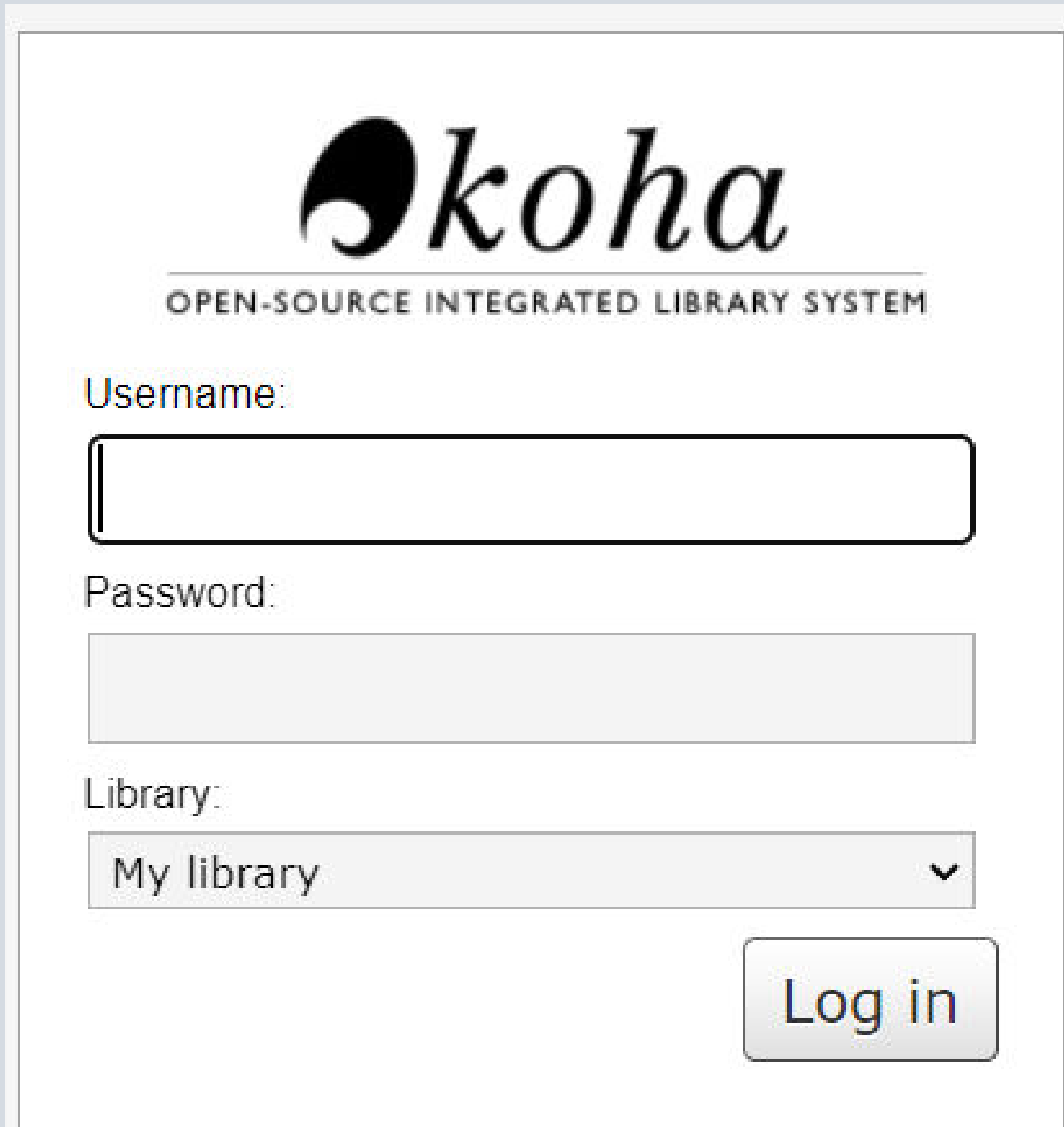
On the left side, under the heading "BEST PRACTICES", there is a list of features:

- ▶ Dynamic Library Web Page
- ▶ Library User Guide
- ▶ RFID Self Circulation Kiosk for students
- ▶ RFID staff station for circulation
- ▶ REID based anti-theft security gate
- ▶ IN-OUT entry system using biometric card
- ▶ Library web OPAC
- ▶ Single window search through OPAC
- ▶ Individual web OPAC page for users
- ▶ E-mail/SMS notification on issue/return

The main content area features a large photograph of the library's interior, showing a modern, circular reading area with bookshelves and people. A banner above the entrance reads "ARRUPE CENTRAL LIBRARY St. Xavier's College Jaipur". The photo includes navigation arrows and a "GPS Map Camera" watermark.

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

**Arrupe Central Library is a state -of –art library, well equipped with modern infrastructure, serving as essential pillar of E- Governance by facilitating digital access and bridging the digital divide.**



The screenshot shows the Koha login interface. At the top is the Koha logo and the text "OPEN-SOURCE INTEGRATED LIBRARY SYSTEM". Below this are three input fields: "Username:" with a text box, "Password:" with a text box, and "Library:" with a dropdown menu showing "My library". A "Log in" button is positioned at the bottom right of the form.

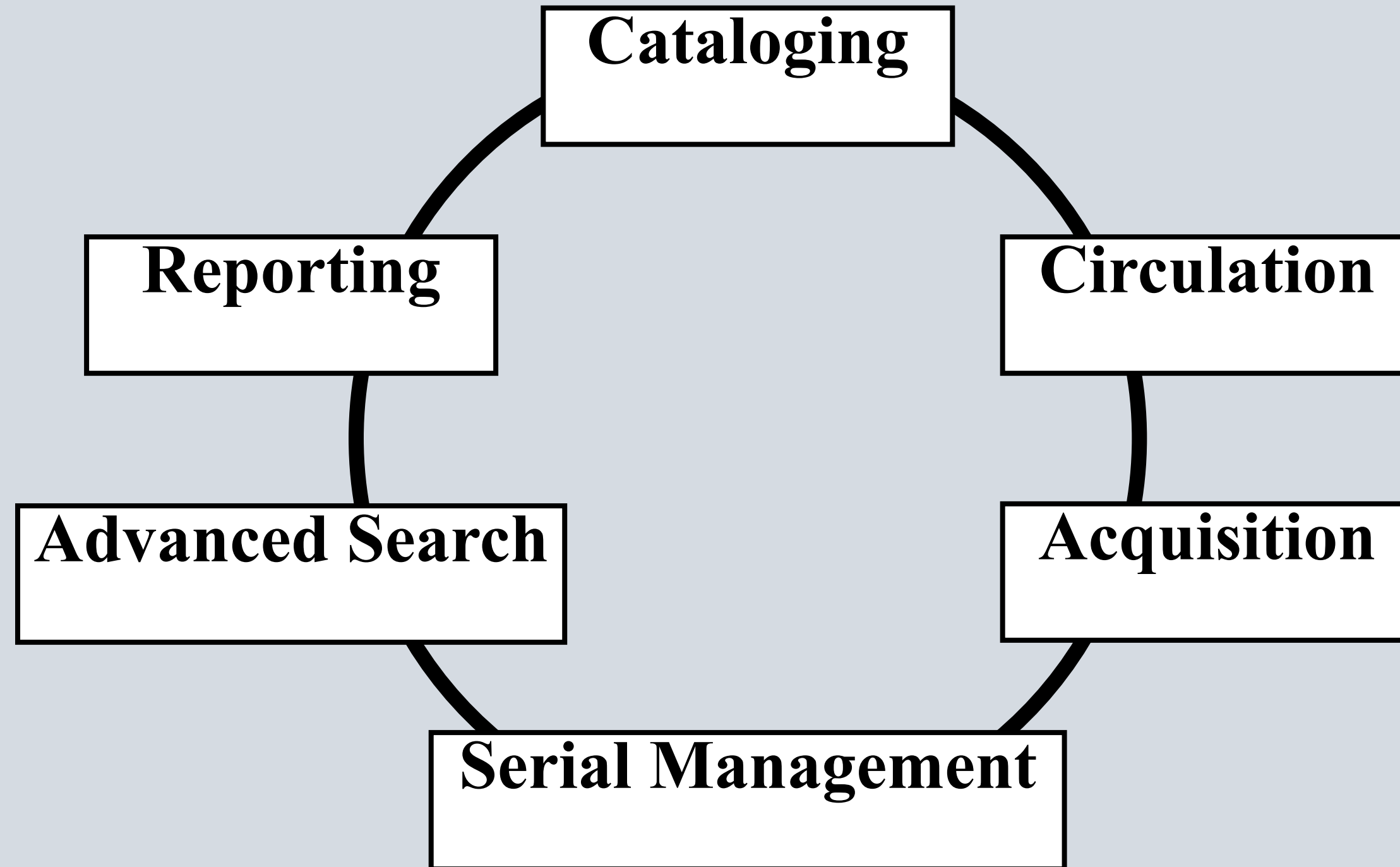
**The library is fully automated with KOHA-integrated Library Management Software version 23.05.04 and integrated with RFID technology.**

**Koha offers a comprehensive set of features to support various library functions, including cataloging, circulation, acquisitions, serials management, patron management, reporting, etc. and also empowers library to efficiently organize, manage, and deliver library services to their patrons while adhering to institutions standards and best practices**



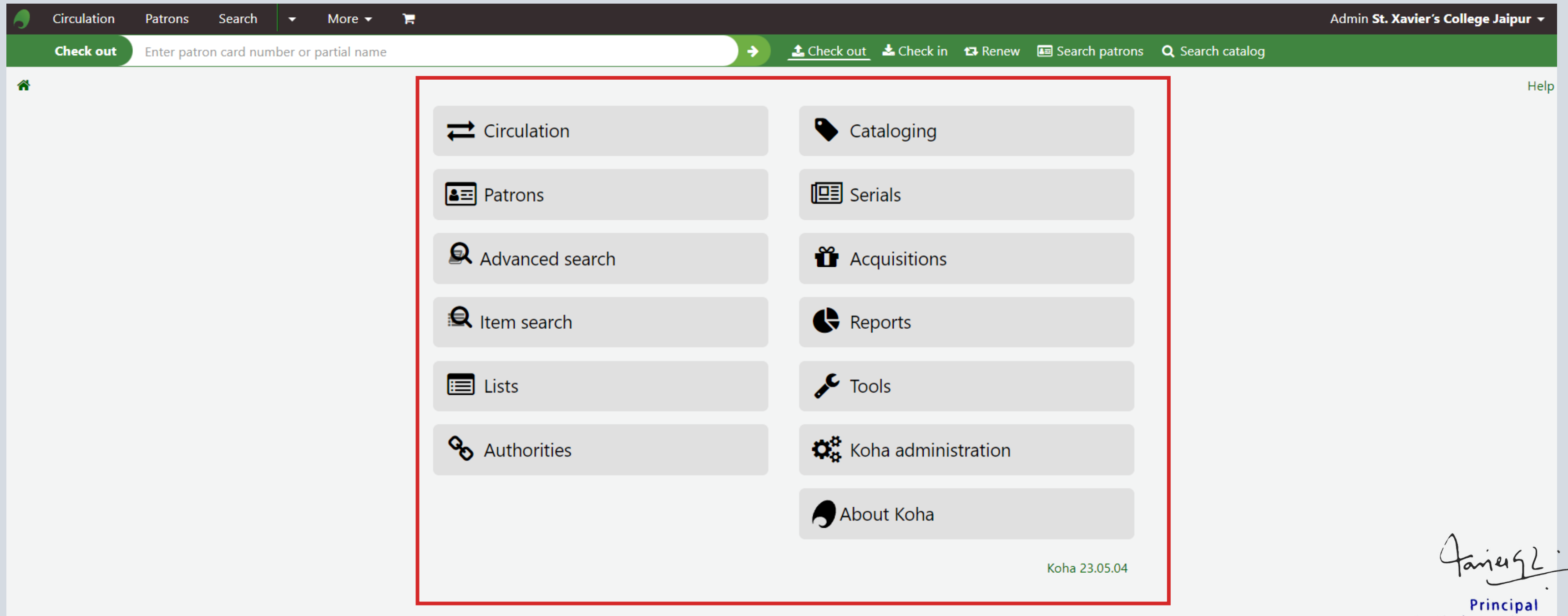
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Nevta-Mahapura Road, Jaipur

# Library Management Diagram



*Janiesh*

# Functions of Koha- Library Management Software



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

**KOHA Library Management Software of the college comprises of automated functions spanning acquisition, cataloguing, accession, database management, member services, feedback and reporting.**



# Circulation

Circulation Patrons Search More

Admin St. Xavier's College Jaipur

Check out Enter patron card number or partial name

Check out Check in Renew Search catalog

Circulation

Circulation

Check out

Check in

Renew

Set library

Holds

Holds queue

Holds to pull

Holds awaiting pickup

Hold ratios

Transfers

Transfer

Transfers to send

Transfers to receive

Overdues

Overdues

Overdues with fines

Offline circulation

Upload offline circulation file (.koc)

Pending offline circulation actions

Get desktop application

Get Firefox add-on

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Nehta-Mahapura Road, Jaipur

**KOHA supports circulation workflows, including check-in, check-out, holds/reserves, renewals, fines/fees management, and customizable circulation rules. It also integrates with RFID and barcode technologies for efficient item handling.**

# Catalogue

Circulation Patrons Search More

Admin St. Xavier's College Jaipur

Cataloging search Search the catalog and the reservoir

Q Cataloging search Check out Check in Renew Search catalog

Home > Cataloging Help

+ New record New from Z39.50/SRU

### Cataloging

#### Import

- Stage records for import
- Manage staged records

#### Export

- Export catalog data

#### Reports

- Inventory

#### Batch editing

- Batch item modification
- Batch item deletion
- Batch record modification
- Batch record deletion
- MARC modification templates

#### Automation

- Item modifications by age

#### Tools

- Label creator
- Barcode image generator
- Quick spine label creator
- Upload local cover image

#### Administration

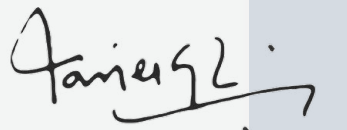
- Preferences
- Configuration

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Nevta-Mahapura Road, Jaipur

**Koha includes robust cataloging capabilities to create and maintain bibliographic records, manage authority control, and import records from various sources, such as library consortia or bibliographic utilities.**

# Acquisitions

The screenshot displays the Koha Acquisitions module interface. At the top, there is a navigation bar with links for 'Circulation', 'Patrons', 'Search', 'More', and 'Admin St. Xavier's College Jaipur'. Below this, a green header contains 'Vendor search' and 'Search vendors', along with 'Vendor search' and 'Orders search' buttons. The main content area is titled 'Acquisitions' and features a '+ New vendor' link. A yellow error message states 'You must define a budget in Administration'. Below this, the 'Manage orders' section includes a 'Vendor:' input field and a 'Search' button. The left sidebar contains a navigation menu with sections for 'Acquisitions' (including 'Acquisitions home', 'Late orders', 'Suggestions', 'Invoices'), 'Reports' (including 'Acquisitions statistics wizard', 'Orders by fund', 'Hold ratios'), and 'Administration' (including 'Budgets', 'Funds', 'Currencies', 'Manage invoice fields', 'Manage order basket fields', 'Manage order line fields').

  
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**Koha facilitates the management of library acquisitions, including ordering, receiving, invoicing, and budget management. It supports various acquisition methods and vendors, allowing libraries to streamline their procurement processes.**

# Serial Management

The screenshot displays the Koha Serial Management interface. At the top, there is a navigation bar with links for Circulation, Patrons, Search, and More. The user is logged in as Admin St. Xavier's College Jaipur. Below the navigation bar, there is a search bar with the text 'ISSN' and a search button. The main content area is titled 'Serials' and contains a 'New subscription' section. This section includes a 'Search subscriptions' form with the following fields: ISSN, Title, Call number, Publisher, Vendor, Library (dropdown menu set to 'All'), Location (dropdown menu set to 'All'), and Expires before (calendar icon and a red 'x' indicating a date selection error). A yellow 'Search' button is located at the bottom of the form. On the right side of the page, there is a signature of the Principal and the text: Principal, St. Xavier's College, Jaipur, Neva-Mahapura Road, Jaipur.

**Koha offers features for managing serials and periodicals subscriptions, including subscription tracking, claiming, renewal reminders, and serials check-in.**

# Reporting and Analytics

The screenshot shows the Koha library system's Reporting and Analytics interface. The top navigation bar includes links for Circulation, Patrons, Search, and More. The main header features a search bar for patron card numbers and buttons for Check out, Check in, Renew, and Search catalog. The page title is "Reports" and the user is logged in as "Admin St. Xavier's College Jaipur".

**Reports**

**Guided reports**

- Create guided report
- Create from SQL
- Use saved

**Search by keyword:**

**Reports dictionary**

- View dictionary

**Statistics wizards**

- Acquisitions
- Patrons
- Catalog
- Circulation
- Serials
- Cash register
- Holdings

**Top lists**

- Patrons with the most checkouts
- Most-circulated items

**Inactive**

- Patrons who haven't checked out
- Items with no checkouts

**Other**

- Items lost
- Orders by fund
- Catalog by item type
- Average loan time
- Koha database schema
- Koha reports library

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**Koha provides reporting tools to generate custom reports, statistics, and analytics on various aspects of library operations, such as circulation, collection usage, and patron demographics.**

# RFID Self-Service Kiosk



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

**Self-service kiosks enable check in and check out of library materials independently. By scanning the RFID tags embedded in the items, the kiosk updates the library's circulation system, recording the transaction without the need for manual intervention by staff.**

# E - Resources

**ARRUPE CENTRAL LIBRARY**

Home About Us Library Team Divyangjan Facilities Services & Facilities DSpace Repository **E-Resources** Research Support Useful Links

- E-Magazines
- E-Papers
- E-Resources
- E-Journals
- Open Access Resources

### BEST PRACTICES

- ▶ Remote/on campus access of e resources
- ▶ Plagiarism checking facility
- ▶ Best Library User Award for students and faculty members
- ▶ Self-study tables with power supply points
- ▶ New-Arrival Display
- ▶ In-house Publication Display
- ▶ Adopted Open Access System
- ▶ Shelf list with class numbers
- ▶ User Feedback System

<https://sxcjpr.edu.in/library/#> on System

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

**The Digital Resources, Electronic Content, Databases and resources of network library such as N-LIST, INFLIBNET are captured in the module.**

# IN - OUT System



Report

Date wise Reports

entries

Search:

Name	Date	Entry	Exit	Total	Loc	Category	Branch
YASHIKA SHARMA	2024-02-07	09:46:50	10:21:48	00:34:58	Library	Under Graduate	St. Xavier's College Jaipur
GAURAV MEENA	2024-02-07	10:34:38	10:56:18	00:21:40	Library	Under Graduate	St. Xavier's College Jaipur
PRIYANKA YADAV	2024-02-07	12:48:39	13:26:50	00:38:11	Library	Under Graduate	St. Xavier's College Jaipur
AVANINDRA SINGH SHEKHAWAT	2024-02-07	09:55:43	10:21:11	00:25:28	Library	Under Graduate	St. Xavier's College Jaipur
LOVESH SINGH	2024-02-07	09:46:11	10:56:13	01:10:02	Library	Under Graduate	St. Xavier's College Jaipur
NANDINI BENIWAL	2024-02-07	12:48:44	13:26:19	00:37:35	Library	Under Graduate	St. Xavier's College Jaipur
MARIAM MISKINA	2024-02-06	09:19:41	10:27:17	01:07:36	Library	Under Graduate	St. Xavier's College Jaipur
MARIAM MISKINA	2024-02-07	09:24:06	09:34:54	00:10:48	Library	Under Graduate	St. Xavier's College Jaipur
PRIYANSHU JAKHAR	2024-02-07	10:34:26	10:56:16	00:21:50	Library	Under Graduate	St. Xavier's College Jaipur
DIVYA JHAJHARIA	2024-02-06	10:16:00	00:00:00	-10:16:00	Library	Under Graduate	St. Xavier's College Jaipur

21 to 30 of 239 entries

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Principal  
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Nevta-Mahapura Road, Jaipur


Previous 1 2 3 4 5

The computerized IN-OUT system at the library entrance can be used using both biometric and ID Card. The physical usage of library resources by students and faculties is captured through this module.



# DSPACE@SXCJ

Home Browse Help Search DSpace Sign on to:

 **DSPACE@SXCJ**  
Digital Library and Institutional Repository of St. Xavier's College Jaipur.

*Dspace at St. Xavier's College*

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

**SXCJ's Digital Library and Institutional Repository is a scholarly archiving facility for the SXCJ community built with DSpace software.**

# DSPACE@SXCJ

The screenshot displays the DSpace@SXCJ website interface. At the top, there is a navigation bar with a home icon, 'Home', 'Browse', and 'Help' links. A search bar labeled 'Search DSpace' and a 'Sign on to:' dropdown are also present. Below the navigation bar, the main content area is divided into several sections:

- Free Counter**: A section with a red border containing a list of communities under the heading 'Communities in DSpace'. The list includes: College in News, E-Books, E-Magazines, IN-HOUSE PUBLICATIONS, IQAC NEWS LETTER, MAPS, MOOC / SWAYAM COURSES, QUESTION BANK, and QUESTION PAPERS (PREVIOUS YEARS).
- Discover**: A section with three columns of filters:
  - Author**: Rajasthan University (157), SXC (63), CSE (4), Indian Express (4), Khabredinraat (3), First India (2), khabre dinraat (2), SXC Jaipur (2), Voice of Jaipur (2), Aayush Antima (1), and a 'next >' link.
  - Subject**: English Hons. (20), Chemistry (13), Economics Hons (10), Physics (10), MA ENGLISH (9), Mathematics (9), Political Science (8), English subsidiary (6), History (6), and Public Administration (6), with a 'next >' link.
  - Date issued**: 2020 - 2024 (250), 2010 - 2019 (6), and 1986 - 1989 (1).
- Has File(s)**: A filter set to 'true' with a count of 257.

In the bottom right corner, there is a signature of the Principal, St. Xavier's College, Jaipur, located at Nevti-Mahapura Road, Jaipur.

**SXCJ's Digital Library and Institutional Repository enables institute members to archive their question papers of previous years, E-books, E-Journals, E-Magazines, and other important institutional archival documents.**

# COMPLAINT MANAGEMENT

The screenshot displays an email interface with the following content:

**Refund of My Extra Fees Charged** External | Inbox x

**Prerna Baid** <baidprerna72@gmail.com> to me

Sir, I am Prerna Baid from BA Political Science 2nd Year. I paid my second installment fees on time before the last date mentioned but, for some reason I have been charged with the late fees. So, kindly refund me my late fees money.

My account details are as follows:  
Name of the Bank: State Bank of India Account Number: 42061459788  
Account Type: Savings Account Number  
Account Holder Name: Ms Prerna Baid  
IFSC Code: SBIN0014260

One attachment • Scanned by Gmail

**Accounts Office** <accounts@sxcjpr.edu.in> to Prerna

Dear Student,  
Late fee charged in your fees due to a software configuration issue.  
We regret the inconvenience caused.  
We will transfer Rs. 1000/- to your bank account today.  
Thanks and regards  
Accounts Department

8:28 AM (0 minutes ago)

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

**Grievance submission through email is an effective and efficient way to communicate concerns and seek resolution ensuring fair and transparent process.**

# COMPLAINT MANAGEMENT

Search in mail Active SXC

4 of 8,367

**Regarding late fees** External Inbox x

**Jai Daiya** <thedaiya1234@gmail.com>  
to me

Feb 9, 2024, 9:32 PM (11 hours ago)

Sir I am Jai Daiya from BBA 2 year section b . I paid my second installment fees on time before the last date mentioned but for some reason I have been charged with late fees .  
So kindly refund me my late fees money

My account details are as follows  
Name of the bank = State Bank of India  
Account holder name = Jai Daiya  
Account number = 41122308137  
IFSC code= SBIN0006703

2 Attachments • Scanned by Gmail

OnlinePaymentRe... OnlinePaymentRe...

**Accounts Office**  
to Jai

8:41AM (7 minutes ago)

Dear Student,  
Late payment charged due to a software configuration issue  
We will refund Rs.1000/- to your account soon.

\*\*\*

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

**Accounts Office**  
to Jai

8:45 AM (3 minutes ago)