# St. Xavier's College Jaipur

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

# College Manual

## A Compendium of Policies and Guidelines

# PART A

## College Manual: A Compendium of Policies and Guidelines

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

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# 1. ACADEMIC POLICY

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

## I. Academic Council

### 1.1. Introduction:

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

### 1.2. Purpose

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

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

### 1.3. Composition and Functioning:

#### 1.3.1. Composition

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

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

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

#### 1.3.2. Functioning:

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

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

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

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

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

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

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

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

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

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

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

(* Pass Percentage)

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

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

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

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

## II. MOOCs / SWAYAM Policy

### 2.1. Introduction

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

### 2.2. Purpose

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

- Develop an environment for conducive eLearning where advanced curriculum and professional certification are provided under a unified scheme in the field of higher education.
- Raise the API scores of the faculties by the creation of MOOC contents as per their specializations.
- Improve teaching-learning mechanisms that can meet the needs of life-long learners.
- To popularise independent courses that may not be part of any set curriculum and may be taught as awareness courses, continuing education programs, and for training of specific skill sets certified by the sector skill councils of various Ministries.

**2.3. Composition and Functioning**

**2.3.1. Composition:** The committee shall comprise of:

- Coordinator
- Assistant Coordinator
- Faculty Members are given a choice of becoming course mentors

**2.3.2. Functioning**

- To promote and popularize the concept of MOOCs and SWAYAM among the students enrolled in the college.
- To create a strong centre in the college in collaboration with MHRD and other MOOC centres to get teachers at the college trained from various disciplines so that the college can also create its MOOCs to suit the needs of the learners in Rajasthan and pan India.
- To encourage faculty members to enrol for various training and development programs according to their interests and requirements conducted under the umbrella of SWAYAM.
- To encourage students from Collegetoregister in various MOOCs Courses offered by institutions of good repute, especially advanced learners so that they make the most of the learning content available in abundance to further their knowledge and careers later.
- To help fill in the gap between the industry and the prescribed curriculum by suggesting courses that expand knowledge and broaden the scope of the syllabi.
- To monitor the progress of the students who have registered on the SWAYAM

Platform from College.

- To ensure timely submission of assignments by the students before the due date of their respective MOOCs.
- To encourage faculty members of the college to produce MOOCs which will give them the opportunity to use ICT tools for teaching-learningpurposes for college students as well as students across the country.
- To ensure smooth execution of the **MOOCs/SWAYAM** course for the students and teachersof the college who are registered for various courses.
- Enrol students in identified and recommended courses from SWAYAM website.
- Conduct workshops, seminars, and guest lectures to popularize the concept of SWAYAM and for content development.
- Display the list of MOOCs at prominent places in the college such as Notice Board, Canteen, and Student's Common Room and alsodisplay relevant details placing them on the college website.
- Coordination with the departments to select an online learning course being offered through the SWAYAM platform following the academic requirement of the students and the prescribed syllabus.
- Encourage departments to dedicate a slot to **MOOCs/SWAYAM** courses in the class timetable.
- Encourage the college faculty to develop content and then appoint them as mentors for the appropriate course after completion of all the requirements.

## III. Timetable Committee

### 3.1. Introduction

The Timetable is the pivot around which the academic aspect of the college rests. A timetable is a necessary tool for the efficient working of a college as it clearly defines the institutional routine. For the preparation and execution of the college timetable, there is a provision of the Timetable Committee. The purpose of the timetable committee is to apply the principles of scheduling, make the arrangements at the organizational level, and set the roles and responsibilities for the preparation of timetables. This makes the coordination easier. The department heads make the department timetables after fixing lots for common classes so that clashes can be avoided. The committee also instructs the heads to incorporate slots for slow learners, advanced learners, bridge and remedial classes, counseling, and mentoring sessions

in their department timetable. Slots for various add-on/certificate/short-term courses run by various departments are to be managed by the committee with the help of departments offering the course so that no clashes arise.

### 3.2. Purpose

- To set guidelines and give required instructions for the setting of department timetables
- To prepare the Master Timetable of the college comprising of consolidated Class-wise and Room-wise timetables and to finalize the department & faculty-wise workload for the academic year
- To prepare the Room Allocation chart
- To keep the number of classes as per faculty as per UGC and affiliated university guidelines
- To incorporate slots as per NAAC requirement
- To instruct the respective heads regarding the preparation of the department timetable keeping in mind slots for bridge classes, add-on/certificate/short-term courses, slow and advanced learners, like remedial and SWAYAM sessions, counseling sessions per week, mentoring sessions per week
- To publicize the time timetable at the college and department level
- To ensure the swapping of at least one subject every year for the faculty
- To monitor the uploading of the timetable by the individual faculty on the ERP

### 3.3. Composition and Functioning of Timetable Committee

#### 3.3.1. The committee shall consist of

- Coordinator
- Assistant Coordinator
- Head of Departments

#### 3.3.2. Functioning

The committee ensures the implementation of class routines, allocation of rooms, and planning of events/sessions in the college for any given day

- To formulate a timetable keeping in mind infrastructural factors and space management
- The committee should finalize the timetablebefore the start of the new academic session
- Helpful in the utilization of facilities like labs, auditorium, classrooms, and conference room, Library, and grounds
- The class-wise timetable helps in the segregation of the lectures section wise. It shows the distribution of subjects in each class along with teachers for each period.
- Faculty timetable - Every teacher has a copy of his class schedule, showing the details of his academic work
- Room wise timetable helps in allocating the classes to be conducted in each room. Thus helping in the smooth coordination and utilization of college infrastructure
- To plan as per the number of faculty required for the coming session and submit the faculty requirement to the Principal
- The heads of the departments should meet first at the department level to fix the number of papers and workload per faculty and set a tentative timetable for their department
- To fix slots of common periods and courses so that respective heads can set the department timetable accordingly. To manage changes and keep clashes at bay in the master timetable
- All the departments should submit a copy of their consolidated department timetable including department workload & subject allocation, class-wise, and faculty wise timetable.
- The final master timetable should be submitted to the Principal office and a copy should be forwarded to the Vice-Principal office, ERP committee, and all the Heads of the Departments.

# 2. EXAMINATION POLICY

## 1. Introduction

The Examination cell is a special task cell of the Institute which is facilitated by three sections: Examination, Record Maintenance, and Administration. Examination cell plays a key role in the evaluation part. The Prime responsibility of the Examination Cell is conducting all examinations (Both Internal and External Practical Exams) fairly and systematically under the directions of the College Administration.

## 2. Purpose

It is a centralized system of internal assessment of students toevaluate the Learning Outcomes and to conduct the university practical/theory examinations. It is headed by a Coordinator and a team of members that shall be executing the functions of the cell. It will be responsible for conducting two internal exams based on university pattern for all the department students (UG & PG) and to conduct university practical examinations for all UG and PG departments. The Cell will also assist and help College University Affairs Cell (UAC) for collecting and maintaining University forms of all (UG & PG) courses.

## 3. Composition and Functioning

### 3.1 Composition

The Examination Cell will comprise of:

- Coordinator/Convenor
- Member
- Faculty members from departments
- University Affairs Cell Coordinator
- Office Staff

### 3.2 Functioning

- To conduct the internal exams and university practical examination
- The Exam Cell shall ensure that adequate stationery, like answer sheets, trays, threads, etc. related to conducting evaluation are made available.

- The Exam Cell shall hold a pre-exam meeting to brief the members of the faculty with regardto the examinationproceduresand the role and responsibilities of the invigilators. A report of the same shall be submitted to the Principal.
- Fixing the dates for the internal exam and university practical examination and informing students about the same along with Examination guidelines beforehand.
- Common instructions and notifications related to examinations to be displayed on the college notice board and on the college website by the Examination Cell.
- Preparation of guidelines for faculty members to prepare question papers for different subjects.
- Preparation of schedule for getting question papers ready, examination schedule, invigilation duty chart, and any other prerequisite related to examinations, Seat allotment in the Examination halls, and result compilation
- Paper Setting, Proofreading, Printing, and Packing of the question papers.
- Post-examination work – the record of marks, PTM, grievance redressal
- Coordination with heads, university affairs coordinator, and external examiners for smooth execution of examination.
- Preparation of Examination Timetable and circulate it among the students well in time.
- Processing and Publication of internal examination Results within 15 days of the last exam.
- To maintain the attendance record of the students appearing in exams
- To take strict disciplinary steps against any case of fraud or cheating
- Coordinate with all the heads and university coordinator for conducting internal examinationand university practical exams(involves fixing of dates for examination, duty chart, paper setting, paper checking, score sheet preparation)
- Addressing grievances, if any, of the students related to all kinds of exams.

# 3. ADMISSION POLICY

## 1. Introduction

The policy deals with guidelines, information, criteria, and procedures regarding admissions for UG and PG courses offered by St. Xavier's College Jaipur affiliated to the University of Rajasthan, Jaipur. Admission of students into the affiliated degree courses offered by the University of Rajasthan will be based on the aggregate marks in the qualifying examination or its equivalent, for the Undergraduate (UG) and the Postgraduate (PG) courses. The college being a Christian Minority institution, reserves adequate seats for minority students and in case the reserved seats are not filled then the remaining seats are converted into open quota seats. All information related to admission is on the college website and accessible to the applicants. Applicants can apply online through the website.

## 2. Purpose

The purpose of the admission policy is to streamline the admission process of St. Xavier's CollegeJaipur, and to provide information and guidance to students, parents, and other stakeholders. Policy intends to provide an efficient, fair, and transparent admission process to all prospective students.

## 3. Composition and Functioning

### 3.1 Composition

For the smooth implementation of the admission policy, the Admission & Promotion Cell is constituted by the management of the college. It coordinates to ensure smooth functioning of the admission process for UG & PG programmes in the various courses offered by the college. The cell comprises of :

- **Principal as Chairman**
- **Coordinator(s)**
- **Members**: Vice-Principal, Administrator, Heads of the Departments, Coordinator University Affairs, Coordinator Media & Publicity, Coordinator ERP, and Coordinator Website

### 3.2 Functioning

- Admission and Promotion Cell prepare the admission prospectus and brochure and plan the admission promotion activity in consultation with management.
- The Admission Prospectus should incorporate information on the admission policy, regular courses, add-on/certificate courses, achievements, and other details. It must include eligibility norms as per the Directorate of College Education, Rajasthan, and the University of Rajasthan.
- Cell can suggest changes, if required, in the admission policy from time to time, to the management
- The commencement of admission procedure along with the courses offered should be displayed on the college website and advertised properly, namely through Social Media, Newspapers, FM, and banners at strategic places in the city.
- It prepares a phase-wise admission schedule and decides the dates for the admission process and any other prerequisite related to the admission policy.
- The direct provisional admission list (merit-based) and Cut-off list (merit-cum-category wise) must be prepared to keep in view the guidelines of the University of Rajasthan, Jaipur.
- For the proper functioning of the Admission Cell, it should work in compliance with the Academic Council, Scholarship Committee, Planning, and University Affairs Cell, ERP Committee, Website Committee, College office and Accounts Office.
- Report on the admission of reserved category should be sent to concerned authorities like, the minority commission, reserved category commission, etc. verified by the admission committee and sent by the University Affairs cell.
- No student shall be treated as admitted to a course till he/she has deposited the necessary fees (admission, tuition, and others)
- All matters related to the admission procedure should be dealt at the admission cell level. If any new decision, not mentioned in the admission policy of the college, is required as per the situation, then it should be approved by the Academic Council before implementation.
- Admission Cell caters to any grievance related to the admission process in the post-admission work (like allotment of students in sections and requests for change of streams (as per availability of seats) and other tasks entrusted by the management regarding admission.

## 4. General Guidelines of Admission policy

### 4.1. Eligibility Norms:

College adheres to the admission eligibility norms, as published and informed by the University of Rajasthan and the Directorate of College Education, Government of Rajasthan. Minimum marks required for eligibility (except for **SC/ST/OBC, NIOS and State Open School** candidates) vary from course to course and should be according to the Admission Norms of the University and are as given below:

| Course | Minimum Marks in Qualifying Exam |
|---|---|
| BA Hons. | 50% |
| B.Com. | 50% |
| BCA | 48% |
| BBA | 48% |
| BA | 50% |
| B.Sc. | 50% |
| MA English | 48% |
| M.Com. (MHRM) | 45% |
| M.Com. (ABST) | 50% |
| *M.Sc. (IT) | 50% |
| MA (Economics) | 48 % |

- For **SC/ST/OBC** candidates, pass mark is considered to be the criterion for eligibility.
- **IB** Board students will be admitted only after proper documentation:
    - Final Mark sheet
    - Passing certificate released by the board
    - Transfer certificate

The process of UG admission is based on Cut-off list (merit-cum-category wise) as per the University of Rajasthan, Jaipur where eligibility norms are subject to the availability of seats.

- The process of PG admission shall be based on direct admission (merit-based) as per the University of Rajasthan eligibility norms subject to the availability of seats.
- Every year the cut-off mark will be fixed based on the previous years' experience. Students who have scored 60% and above will be admitted to various courses offered by the college.
- The admissions will be made on a first-come first-served basis.
- Depending on the number of admissions of students from the preceding cut-off list, and if needed, the latter cut-off list could be prepared with lower cut-off marks for any course.
- The rank list will be displayed with the approval of the management.
- The admission for UG programmes shall be given to those students who have cleared the 12th class exam from the Boards having equivalence (the Minimum duration of the program must be at least the same as prescribed for the corresponding level of qualification in India i.e. a minimum of 12 years of Schooling for being equated with the Senior School Certificate Examination of the CBSE/other Boards in India) from the University of Rajasthan, apart from following other eligibility conditions.
- Students from **CBSE**, **ISC/ECSE**, **and State Boards** are eligible for **UG** admission. Any other board certificate has to be attested by a gazetted officer for consideration.
- **NIOS** and **State Open School candidates shall b**e considered for a**dm**ission only if they have obtained 70 or above percentage of marks.
- Those students who are not from the English medium need to sit for a **language proficiency** test to ascertain their eligibility.
- Candidates must have passed all subjects in which they have appeared in class 12.
- Students seeking admission to **II Year** can apply by producing a mark sheet of the last qualifying exam and one affidavit (stamp paper) explaining the reason and should meet the conditions mentioned by the University of Rajasthan.

**4.2. Reservation Norms**:

The focus of the admission policy has been on student diversity in terms of reservation categories (SC, ST, OBC, EWS) and special categories (Minority, *Divyangjan*, Widow, Gallantry Award Winners, etc.) as per the reservation policy of the Centre/ State Governments. Being a minority institution the college management has decided to implement the allocation of seats, course-wise. While preparing the provisional admission rank list, the

seat reservation matrix (given below) will be followed. And, in case of having less number of applicationsin any prescribed category, except in the Management quota, students from the general category will be given preference.

Seat reservation matrix is prepared on the basis of the following categories:

**Christian students**:

Being a Christian (Catholic) Minority Institution, generally, all eligible Catholics and, if possible, all Christians may be admitted.

**Non-Christian students:**

General, OBC, SC/ST, EWS, and Others *which includes – Divyangjan, children of a widow, armed forces, or any other special category not mentioned already in the following matrix.*

**Sports Quota** ***:***

Under the sports quota, the following students will get priority during the admission process:

a. International medal holder/Participant
b. Inter-University medal holder/Participant
c. National Medal holder/National School Games medallist

*Note: The final admission will be based on selection trials conducted by the sports department of the college.*

**IB Board:**

IB Board students will be admitted only after proper documentation:

a. Final Mark sheet released by the board.
b. Passing certificate
c. Transfer certificate

**Management Quota**: As per management decision.

**Seat Reservation Matrix**

| Course | TOTAL SEATS | CHRISTIAN | NON-CHRISTIAN | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | *GEN* | *OBC* | *SC* | *ST* | *EWS* | *OTHERS* | *SPORTS* | *IB Board* | *MGMT* | *TOTAL* |
| BBA | 420 | 42 | 168 | 34 | 25 | 25 | 21 | 13 | 33 | 17 | 42 | 420 |
| BCOM | 360 | 36 | 144 | 29 | 21 | 21 | 18 | 11 | 29 | 15 | 36 | 360 |
| BA | 120 | 12 | 48 | 10 | 7 | 6 | 6 | 4 | 10 | 5 | 12 | 120 |
| BSC | 60 | 6 | 24 | 5 | 4 | 3 | 3 | 2 | 5 | 3 | 6 | 60 |
| BA_H_ECO | 90 | 9 | 36 | 7 | 6 | 5 | 4 | 3 | 7 | 5 | 8 | 90 |
| BA_H_ENG | 90 | 9 | 36 | 7 | 6 | 5 | 4 | 3 | 7 | 5 | 8 | 90 |
| BA_H_POL | 60 | 6 | 24 | 5 | 4 | 3 | 3 | 2 | 5 | 3 | 5 | 60 |
| BA_H_PSY | 60 | 6 | 24 | 5 | 4 | 3 | 3 | 2 | 5 | 3 | 5 | 60 |
| BCA | 60 | 6 | 24 | 5 | 4 | 3 | 3 | 2 | 5 | 3 | 5 | 60 |
| MA_ENG | 40 | 4 | 16 | 3 | 2 | 2 | 2 | 1 | 4 | -- | 6 | 40 |
| MA_ECO | 40 | 4 | 16 | 3 | 2 | 2 | 2 | 1 | 4 | -- | 6 | 40 |
| MHRM | 40 | 4 | 16 | 3 | 2 | 2 | 2 | 1 | 4 | -- | 6 | 40 |
| MCOM_EAFM | 40 | 4 | 16 | 3 | 2 | 2 | 2 | 1 | 4 | -- | 6 | 40 |
| MSc_IT | 40 | 4 | 16 | 3 | 2 | 2 | 2 | 1 | 4 | -- | 6 | 40 |
| **Total** | **1520** | **152** | **608** | **122** | **91** | **84** | **75** | **46** | **126** | **59** | **157** | 1520 |
| ***Percentage*** | | ***10%*** | ***40%*** | ***8%*** | ***6%*** | ***6%*** | ***5%*** | ***3%*** | ***8%*** | ***4%*** | ***10%*** | ***100%*** |

- The admission process is divided into two phases, Cut-off based admission for UG and direct admission for PG. However, the college management has the right to give direct admission on a first-cum-first serve basis in Phase I to the students scoring more than the stipulated marks in 12th class for each UG course. In Phase II, admission will be given based on merit-cum-category wise seat quota for each department respectively. There can be at least two merit lists for filling up the seats, which can go up to three if needed.
- The original required mark sheets (for UG, that of classes X and XII, and for PG, that of UG), other necessary documents (letter from the parish priest for Catholic candidates or letter from the pastor for other Christians, Certificates of various other category mentioned, etc.) as the case may be, the undertakings, copy of the fee receipt of the first Instalment of the fee, two passport size photographs need to be submitted to confirm the seat.
- The candidates also should submit two sets of photocopies of the above documents.
- Drop-out students applying for the first-year classes can apply by producing the mark sheet of XII board and an affidavit explaining the reasons

**4.3. Provisional Admission Rules**:

- A valid declaration certificate is to be incorporated along with the admission form for provisional admission rules.
- All admissions will be provisional until the applicant completes all the formalities required, which includes, depositing the fee for the course, minimum percent in XII class, and depositing all the necessary documents.
- Candidates who have dropped for more than a year shall be considered only for conditional/ provisional admission.
- Students applying from IB Board and other open universities can be given provisional admission on the basis of the mark sheet of their pre-board examination. The admission will be confirmed only on the presentation of the final mark sheet of class XII exam.
- Catholics with compartments can be considered for provisional admission only after obtaining special permission from the management.

### 4.4. Admission Withdrawal Rules

- The management of the institution follows the refund procedure as per the UGC norms.
- The college shall acknowledge any appeal for cancellation or refund from any chosen/offered Programme to a candidate if the request is as per the prescribed policy of the institution.
- Provision to apply for cancellation of admission is available during the time of the academic year of admission or any time later.
- Application for cancellation of admission and refund if any must be given in writing in physical form or a duly signed, scanned letter via email by the concerned student and parents.
- The request must be supported by original fee receipt and original acknowledgement given by the institution.
- Refund includes only the Academic Programme fee based on the actual amount paid to the institution.
- No refund shall be provided towards Application fee / Admission Registration Fee.

### 4.5. Add-on / Certificate courses

- It is suggested that each UG and PG regular student should complete at least one Add-on/Certificate Course.
- The fee for the add-on/certificate course should be proposed by the admission committee and approved by the academic council and this fee is non-refundable under any circumstances.
- Transfers from one certificate /add on course to another after enrolling is not permitted.
- It is required to have a minimum of 75% attendance and to score passing marks/grades in the add-on/certificate courses.

### 4.6. Parent's Role in Admission

- The parents and students need to give an undertaking that their wards will be regular in the college and that only those students, who fulfil the attendance criteria of minimum 75%, can participate in the co-curricular activities and sports.

- Parents need to accompany their ward at the time of final admission and need to enter their contact numbers in the admission register and give the same to the concerned class mentors and any change of the above needs to be updated immediately.

**4.7. Ex-Student**

Students who have failed in the first year of undergraduate programmes shall not be considered for admission in any other discipline. They can appear as ex-student with the discipline they were previously affiliated to.

**4.8. Important Admission Rules and Guidelines from University**

- Admission of a student to a course shall be subject to the conditions prescribed by the relevant University Ordinances/Rules as applicable to the course in which admission is sought.
- Students shall not be eligible for admission to a course unless they have passed the qualifyingexamination or any other examination recognized for the purpose and possess such other qualifications (if any) as may be prescribed by the Ordinances.
- Acceptance of application form does not guarantee admission.
- Students seeking admission to II Year can apply through the last qualifying exam mark sheet and one affidavit (stamp paper) explaining the reason and should satisfy the University of Rajasthan norms.
- For all Honours courses, students need to mention the choice of subsidiary papers in the form at the time of admission which will not be entertained thereafter.
- Seats will be reserved for Christian, General, S.C., S.T., OBC (except creamy layer), SBC, other minority, and especially abled applicants as per the Government of Rajasthan policy/as per directions of Honourable High Court of Rajasthan.
- All fees will be charged for 12 months irrespective of the date of admission.
- Deserving (need-cum-merit based) students will be considered for scholarship. To avail the scholarship, the parentshave tosubmit an application along with necessary documents addressing the manager. The scholarship will be a certain reduction in the college fees alone. The scholarship amount will be decided by the college management based on the scrutiny and suggestions of the Scholarship committee.
- Any person who has been convicted of a criminal offense involving moral turpitude shall not be eligible for admission as a regular student in any of the Departments of the College. If this fact is hidden at the time of admission, such a student will be

asked to withdraw admission and discontinue immediately as the matter comes to the notice of the management.

- Any candidate who has been found guilty in any misbehaviour with any teacher or with any authority/official of the college shall be debarred from seeking admission in any of the departments of the college.

**4.9. Grievance Redressal**

The mechanism for grievance redressal related to the admission cell should be transparent, time-bound, and efficient. Any grievance related to the admission process should be immediately transferred to the admission committee. They should be resolved within 5 working days.

# 4. SCHOLARSHIP POLICY

## 1. Introduction

The Scholarship Policy ensures that the college upholds everyone's right to education while fostering an inclusive atmosphere. To this end the college provides need- and merit-based scholarships to ease financial burdens and promote academic achievement through the Scholarship Committee. The committee also administers several scholarship programs of the Central and the State governments, the UGC, governments, and the college itself to assist students from OBC, minority, and SC backgrounds.

## 2. Purpose

The scholarship bridges the gap between students who are academically gifted but have limited financial resources and augments federal and state financial aid. The scholarship committee is in charge of organizing and reviewing the scholarship applications.

Through this committed committee, St. Xavier's College places a high priority on providing for the academic and financial needs of all students, particularly those from SC/ST/OBC and minority communities. The committee's objectives are:

**Scholarship Development**: Helping graduate students and undergraduates get the knowledge and understanding required to obtain scholarships that support their academic and professional goals.

**Information regarding Scholarship**: **Increasing Student knowledge** of scholarship prospects through seminars, events, online resources, and one-on-one counselling to successfully complete the application and search processes for scholarships.

**Support and Guidance**: Providing students with guidance to help them create successful scholarship applications for both regional and national possibilities.

**Interaction with External Organizations:** Seeking assistance and scholarships from non-governmental organizations, sponsors, alumni, and staff to give students financial aid and scholarships.

## 3. Composition and Functioning

### 3.1 Composition of Scholarship Committee:

- Convener - Principal
- Co-convener – Vice Principal
- Scholarship Committee Coordinator
- Coordinator University Affairs Cell
- Heads of the Departments
- Accountant
- Office Assistant

### 3.2 Functioning of Scholarship Committee

- **Policy Development and Oversight**: Create scholarship policies, standards, and processes and evaluate them regularly to make sure they meet the institution's objectives and legal requirements.
- **Scholarship Promotion**: Actively publicize the institution's scholarship offerings via a variety of platforms, including the website, social media accounts, informational meetings, and direct student interactions.
- **Application management**: To oversee the gathering, sorting, and evaluation of scholarship applications. This could entail offering application instructions, establishing deadlines, and making sure the procedure runs smoothly and openly.
- **Eligibility Verification**: Verify candidates' eligibility according to the scholarship requirements, which may include leadership attributes, community service, academic accomplishment, financial need, and special skills or hobbies.
- **Selection Procedure**: Assess applications by predetermined standards to provide a fair and unbiased selection process. To rank applications, the committee may employ scoring rubrics or other evaluation instruments.
- **Award Notification and distribution**: Notify recipients of the scholarships of their accomplishments and prepare for the distribution of the rewards by working with the Accounts office.
- **Monitoring and Compliance**: Throughout the duration of the scholarship, scholarship winners should be observed to make sure they fulfil the eligibility

conditions, which may include upholding a specific grade point average, being enrolled full-time, or meeting other continuous requirements.

- **Reporting**: Prepare reports on the distribution of scholarships, the characteristics of recipients, the utilization of funds, and the impact of scholarships on academic performance of the recipient. These reports can be utilized for regulatory compliance, donor updates, and internal review.
- **Feedback and On-going Improvement**: To make the scholarship program improve every year, get input from applicants, recipients, and other stakeholders. This could entail making changes to the recipient support services, selection criteria, or process.

## 4. Types of Scholarships

Scholarships are sponsored by a number of different organizations, for a number of diverse reasons. There are four types of scholarships available for students at St. Xavier's College Jaipur:

- Merit-based Scholarship
- Need-based Scholarship
- Student Enrichment (Academic/Sports/NSS/Others)
- Institutional Free ship

### 4.1 Eligibility:

The Xavier's Scholarships program is open to students from all undergraduate and postgraduate disciplines. Successful scholarship applicants at St. Xavier's College will be provided with a contribution agreement outlining the administration and distribution of scholarship funds. The committee will set their internal deadlines for every academic session to receive supporting documentation seeking scholarships.

**Basic Criteria:**

- Students need to clear the Internal Exams of the session.
- Good Conduct in the College.
- The student should have maintained at least 75 % attendance in the academic year.
- There should be no disciplinary issues against the student.

**Scholarship value:**

The value of the scholarship is determined by the study's duration, level, and specific program. It is important to note that the scholarship does not cover periods such as terms, months, or semesters, including summer breaks, when full-time study or other academic activities are not mandated for the completion of the program.

**Scholarship duration:**

Students are eligible for scholarship for a minimum of a half year of the academic year (6 months) and up to a maximum of three academic years (36 months total), which starts from the July/August month of every academic year.

### 4.2. Criteria for Merit based Scholarship

- Student should have good academic performance i.e. percentage above the cut off marks in last Qualifying Exam (mentioned in the table below as per the Courses)
- Only the top scoring students from each batch in every department will be selected for merit-based scholarship. They will be given specific percentage reductions in the college tuition fees respectively. The College Management reserves to itself all decisions which will be final and binding on all.

### 4.3. Criteria for Need-based Scholarships

Need-based scholarships are given on the grounds of compassion and discretion of the Management.

It is open only to such students in need of economic assistance with the following conditions: Need based scholarship is preferably given to students from SC/ST/OBC/Minority/EWS/Divyangjan/any other category.

- 25% of Institutional Freeships/scholarships are reserved for girl students of each category mentioned. Scholarships can be transferred to the male candidates of the same community in case of a shortage of female candidates in the college.
- Have a family income less than INR 2.5 Lakh per annum* (income certificate proofs to be provided with application) (*minimum income slab as prescribed by Central Govt.).
- For Need-based Scholarships, concessions up to 50 % in Tuition Fees will be granted.

- Being a Christian Minority Jesuit College, Christian/Catholic students are offered a concession of 50% in tuition fees along with an additional 25 % concession in Tuition Fees, provided such candidates fulfil the above-mentioned conditions for the Need-based Scholarships. It is also mandatory for them to deposit the first instalment of the fees.
- Christian/Catholic students need to submit the valid Recommendation letter from Parish Priest/Bishops/Letter approved by the Church.
- Not more than two students from a family would receive the scholarship meant for minorities.
- The candidates cannot avail the benefits of any other scholarship scheme if he/she is obtaining benefits from institutional Freeships/ scholarships.
- The candidates must not provide any false information to obtain a scholarship as it would lead to the cancellation of the scholarship.

### 4.4. Criteria for Student Enrichment Scholarships

The student enrichment scholarship comprises financial support provided to students for academic programs (certificate courses, academic fests, NSS, and others). Every student can avail themselves of this scholarship if they meet the minimum required attendance. In the case of sports, detailed requirements should be followed, as outlined below:

#### 4.4.1. International Players:

- International players will be given a scholarship at the time of admission, if he/she has represented India or played internationally in a team or individual game. **Only the admission fees and alumni fees will be paid by the player at the time of admission**. However, if he/she does not play at the international level in the second year, his/her scholarship will be reduced by 75%, and if this continues in the third year, only 50% will be reduced.
- If the student's performance improves or deteriorates, he or she will be awarded a scholarship based on performance.

#### 4.4.2 National Players:

- If a player is a national champion or runner-up, his/her 50% fee will be waived off at the time of admission, **leaving only the admission and alumni fees to be paid**. If the

student does not continue to represent at the national level, only 25% of the fees will be waived off in the second year and if the student's performance is below par in the third year, the student must pay the full fees for the third year.

- If a player continues to play at the national level, his/her scholarship will be renewed; if his performance improves, the scholarship will be renewed, based on the improved performance.
- If a student has national level participation at the time of admission, he or she will receive a 25% fee concession. If the student's performance improves or deteriorates, he or she will be awarded a scholarship based on performance.

#### 4.4.3. Important Guidelines for Players:

- The player is obliged to notify the Head of the Department concerned as well as the Assistant Director, Department of Physical Education (DPE). **Attendance will be relaxed** for all players with proper approval and information to the Assistant Director, DPE and the same permission should be received from the respective Head of the Departments.
- For the second and third years of the scholarship, the student must always notify the Assistant Director, DPE about their performance/progress in their respective games. The student **will not be considered** for the scholarship in the second and third years, if the Assistant Director, DPE is unaware of the student's performance.
- Students will receive additional medals and other perks at the annual prize distribution ceremony for their exceptional performances.
- Sports certificates from the last two academic years are required and older certificates will not be accepted.

**Note:** If a student falls into more than one category, he/she can apply for only one scholarship.

### 4.5. Criteria for Institutional Free ship (Transport)

- Minimum 75% attendance per semester/Annually
- Appearance in Internal Examination
- Participation in Curricular and Extracurricular activities
- There should be no disciplinary issue against the applicant

**5. Application Processes**

- All students seeking financial aid/scholarship from the College will have to undergo the process of filling the application form which should be duly signed by their parents and submitted to the Class Mentor and in case of Sports Scholarship first to the Assistant Director, Department of Physical Education (DPE).
- Class mentors will authenticate the Attendance and Internal Marks performance, which will be further verified by the respective Head of the Department.
- The Application will be then forwarded by the HOD or Assistant Director, DPE (in case of Sports Scholarship) to the Coordinator of the Scholarship Committee.
- These applications will be scrutinised by the Vice-principal and submitted to the Principal for final approval.
- Only duly-filled in application forms and Affidavit for Non Receipt of Scholarship, submitted within the due date shall be considered, provided all the relevant details, certificates, and documents required are also attached with the application.
- Late submissions will be rejected.

**6. Scholarship under Central Schemes/State Schemes**

**National Scholarships Portal** is a one-stop solution through which various services starting from student application, application receipt, processing, sanction and disbursal of various scholarships to Students are enabled.

**7. Discontinuation of Scholarship**

- Scholarship will be cancelled if the student fails repeatedly or is involved in malpractices/ antisocial / criminal activities or is found violating the terms and conditions scholarship schemes or exhibits **lack of regularity, punctuality and well cherished values of the College**.
- If a student violates the law of land and becomes embroiled in a law and order conflict, the concerned law enforcement authorities in India will handle the situation.
- A student is entitled to receive a scholarship by the end of semester, after declaration of result. This date will be calculated on the basis of the online results declared by the concerned authority.

# 5. SC/ST/ OBC/MINORITY POLICY

## 1. Introduction

The SC/ST/OBC/Minority Policy of the college ensures the effective implementation of the various policies and programs of the Government of India, State Government and UGC with regard to Schedule Castes, Schedule Tribes and Other Backward Classes. St. Xavier's College Jaipur is committed to provide an environment that promotes diversity and respects everyone regardless of color, religious belief or cultures. While maintaining diversity of all kinds, it also commits to ensuring protection of everyone including SC/ST and OBCs and helps them by providing academic and allied assistance in order to achieve equality and social justice.

In order to create a living and working environment where all students feel safe and respected and with a view to ensure implementation of the affirmative policy of the Government of India/UGC and related orders issued by such authorities from time to time for the benefit of SC/ST and OBCs.

## 2. Purpose

For the creation of a living and working environment where all students feel safe and respected, SC/ST/OBC and Minorities Cell with the following purposes:

- To provide counselling, guidance, and support to SC/ST/ OBC/Minority students on various issues and help them to manage academic and personal demands of a university life effectively.
- To ensure a protected environment so that all such students falling under this category feel safe and secure.
- To provide a counselling platform for any kind of emotional emergencies arising on account of any event at the campus life.
- To provide a mechanism to support grievance redressal of such students falling under the category of SC, ST, and OBC students.
- To ensure protection and reservation as mandated by the constitution of India.
- To facilitate special opportunities to these students in order to enhance the career growth of such students through placement, internship and training cell of our college.

## 3. Composition and Functioning

### 3.1 Composition

- **Coordinator**
- **Member**
- **Office Staff**

### 3.2 Functioning

The SC/ST/OBC/Minority Cell provides comprehensive preventive and proactive services to all such students enrolled for various academic programmes in the college. The goal of the cell is to enhance the wellbeing of SC/ST/OBC/Minority students and its functioning includes-

- Reservation for SC/ST, OBC & Minorities in the College, is based on the Admission and Reservation Policy of the Department of College Education (DCE)
- Collecting data regarding the implementation of policies in respect to admissions, to take up measures for achieving the objectives and targets laid down for the purpose by the State Government and the UGC, to guide the SC/ST students of the college, to optimally utilize the benefits of the schemes offered by the State Government, Government of India (GOI) and UGC.
- Maintaining information on admissions, education, training and employment of SC/ST, OBC and Minority, prepare reports for transmission to the Department of Social Justice and Empowerment (SJE), /University Grants Commission and such other authorities as may be required.
- To promote higher education among these communities suffering economic, social and educational deprivations.
- Providing the mechanism to redress the grievance of SC/ST/OBC/Minority students, if any. It also communicates with the SJE/ DCEin response to representations/ complaints.
- Complaints if any will be forwarded to the Committee for necessary action.
- The Coordinator of the Committee/Cell will forward their report in the sealed envelope to the Principal within one week from the date of receipt of complaint

# 6. FACULTY ENRICHMENT AND EXCHANGE POLICY

**The policy governs the functioning of the Faculty Development, Training and Exchange Programme Cell (FDTEPC) to ensure academic opportunities for the staff and students.**

## 1. Introduction

The Faculty Development, Training and Exchange Programme Cell (FDTEPC) at St. Xavier's College Jaipur is committed to delivering education within a dynamic learning atmosphere characterized by diverse curricula that merge intellectual traditions. The FDTEPC operates through two main components: the first component concentrates on enhancing the overall academic development of faculty members through the organization of diverse programs such as Faculty Development Programs, Orientations, and Workshops while, the second component focuses on arranging exchange programs with other institutions, aiming to foster a culturally rich learning environment for both faculty and students. These exchange programs serve as catalysts for augmenting cultural exchanges through educational initiatives.

## 2. Purpose

- The main purpose of this cell is to provide an opportunity to the teaching fraternity for updating their knowledge about, innovations in teaching & research, and technological perspectives.
- To enhance the presentation and communication skills of faculties by inviting experts/professionals from various domains for sessions
- Student Exchange programs provide a platform for students to encourage the flow of information from different academic backgrounds, among their peer groups of national and international levels.
- To acquaint the students and faculties to different cultures by giving them the opportunity to visit places of importance.

## 3. Composition & Functioning

### 3.1 Composition

- Coordinator
- Assistant Coordinator

- Member

**3.2 Functioning**

- To manage and support the organization of specialized workshops tailored to address NAAC criteria for faculty members, aligning with the IQAC goals of our college
- To arrange interactive lectures focusing on the latest research trends and teaching methodologies for faculty members across various academic disciplines at St. Xavier's College Jaipur
- To explore new collaborative opportunities with educational institutions nationally and internationally for exchange programs
- To ensure equitable distribution of faculty and student visits among departments for national and international exchange programs organized by FDTEPC of our college and hosted by collaborating institutions.
- To provide equal opportunities for faculty members from all departments to accompany selected students in diverse exchange programs organized by FDTEPC of our college.
- To schedule a student exchange program once per session with colleges already partnered with St. Xavier's College Jaipur
- To form a dedicated student representative team, inclusive of members from each department, in collaboration with Heads of Departments (HoDs)
- To designate student coordinators from the departmental representative team, who will work under the supervision of teacher coordinators from FDTEPC of our college for various exchange program activities.
- To develop an annual plan outlining the activities and initiatives to be undertaken by the FDTEPC
- To coordinate closely with academic departments, administration, and external institutions for effective implementation of programs
- To schedule regular meetings to review progress, discuss challenges, and plan future activities.
- To identify areas for faculty development based on the needs assessment and feedback from faculty members.
- To solicit feedback from participants to identify strengths, areas for improvement, and future priorities.

# 7. RESEARCH AND ETHICS POLICY

## 1. Introduction

St. Xavier's College Jaipur (SXCJ) aims to put in place a robust mechanism for developing and strengthening the research ecosystem within the institution through Research and Ethics Policy. SXCJ in its endeavour to promote research in Higher Education has established a Research and Development Cell (RDC) for promoting quality research work, innovation, lateral, critical and analytical thinking in various disciplines based on the UGC guidelines. RDC plays an instrumental role in developing inquisitive temper and scientific outlook and to motivate faculty members to engage in research related activities, in addition to regular teaching. The establishment of RDC is expected to play a pivotal role in catalysing multidisciplinary/ transdisciplinary and translational research culture mandated in NEP 2020.

## 2. Purpose

Research and Development Cell (RDC) promotes research activities among the teaching staff and the students of the college. It also aims to ensure that the research and development activities of the college conform to all applicable rules and regulations as well as to the established standards and norms related to safe and ethical conduct of research. RDC objectives are to:

- **Promote Research and Innovation:** Research and Innovationare important parameters for any Higher Education Institution. Research performance and achievements are an essential part of the Key Performance Indicators (KPIs) for annual increments. Significant contributions in research are given weightage in professional career advancement.
- Encourage multi-disciplinary research internally within the institute and externally through collaboration/ partnership with other organizations.
- Encourage faculty to prepare and submit proposals to government agencies like AICTE, UGC, DST, DBT, ICSSR etc for obtaining funded projects as well as apply for in house projects.
- Encourage faculty to publish papers/chapters in various National/International journals of repute and good ranking journals (SCOPUS/Web of Science indexed or featuring in the UGC Care List) in their specialized areas.

- Motivate and assist the faculty in both initiating and successfully completing Ph.D. or Post-Doctoral programs.
- Identify the potential areas of research in various disciplines and form clusters of students assigned to respective faculty as per their specialization, area of work and interest to work on projects for a particular academic session.
- Develop strategies for mobilizing resources through industry engagement, consultancy, and external funding.
- Scrutinize faculty and student's project proposals and support them in the process of applying to various agencies for financial support.
- Undertake consultancy projects sponsored by Government & Private, Industrial and other organizations.
- Encourage such research projects by students that help in enriching the curriculum.
- Encourage creativity faculty and students, to make original contributions by way of products, concepts, ideas etc. and obtain patents.
- The policy provides rights and power to the Management for adopting any changes in the policy as per the needs of the changing times.

**2.1 The Research and Ethics policy of the college shall apply to all the researchers of the college and the term 'researchers' refers to:**

- All staff, temporary and permanent,
- All students enrolled with the college.
- All mentors, guides, external experts and sponsors associated with any of the research activities of the college.

## 3. Composition and Functioning of RDC

### 3.1 Composition

Research and Development Cell (RDC) has forked structure to facilitate better research opportunities. Headed by the **Principal** as Chairman, and led by **Dean**, Research and Development as the Coordinator, the cell comprises of two units:

**a. Publication Committee**

- Coordinator

- Assistant Coordinator
- Members (Maximum 3)

**b. Research and Projects Committee**

- Coordinator
- Assistant Coordinator
- Member (Maximum 3)
- Student representatives for Research projects and publication members from each department shall be part of the cell.

**3.2 Functioning**

**3.2.1 Research & Projects Committee (RPC)** is constituted with the aim to inculcate an interest in independent and original research among students and to promote research capacity of those students who are keen to engage themselves in research work. It provides a platform to students to understand published works, determine an area of interest and jump start their career as young researchers.

- The role of RPC is to promote and conduct college level multidisciplinary/ interdisciplinary projects covering area/s focusing on relevant areas like Gender Sensitization, environment protection, economic issues, entrepreneurship, social responsibility, Cultural heritage, etc. This list is only suggestive.
- RPC is responsible for collaboration and association with government and non-government agencies for funding of research projects.
- RPC is responsible for the publication of the Student-Faculty research project in the research book In Quest through the publication committee.
- All the full-time faculties will have to supervise at least one interdisciplinary project for the session. The topics finalized for the project need to be intimated to the RPC on or before the specified deadline.
- All selected projects will have to submit a synopsis and also the tentative budget (if any) that may be incurred for the project work.
- RPC is responsible for conducting and organizing sessions and workshops by experts related to the relevant areas of research.
- Conducting Faculty and Student research-oriented **Presentations/workshop/seminar.**

- Encourage the staff to attend National/International Conferences/ Seminars/ Workshops/ research-oriented Faculty Development Programs (FDPs)/ workshops
- For eligible faculty, academic leaves can be availed for attending conferences/seminars/ workshops/examiners /evaluation/ guest lectures etc.
- Faculty supervisors involved in student projects, research papers of conferences and symposiums, must ensure that the same paper /projects is not presented /published in any outside conferences, conclaves, and seminars.
- Managing and reporting of faculty external projects from other funding agencies.

#### 3.2.1.1 Research Projects

A faculty can submit a research project to any government or non-government agency as per the provisions of the college. Every research proposal has to be submitted to RDC for the approval of the institution through RPC which will maintain an up-to-date record of submitted and sanctioned research projects. The RDC may monitor the progress, maintain the accounts and submit the utilization certificate (UC) in time to the funding agency for all funded research projects. The RDC encourages students and faculty members to report findings from a research project either as a publication or through a patent. The Best faculty and student's research project should be honoured with certificates of appreciation at the end of the year.

### 3.2.2 Publication Committee (XRPC)

The Xavier Research and Publication Committee (XRPC) motivates faculty and students to publish quality research papers in the reputed journals and with national/international publishers. It follows the process of Peer review for all its publications to ensure that only quality work that is original, creative, ground breaking, innovative and progressive is encouraged and upheld by the college.

- The conference proceedings that publish quality research papers of the conferences are taken care of by the publication committee and published in the College's multidisciplinary journal *Anusandhak*
- XRPC manages plagiarism software to ensure that all the publication of the college (college journals, conference proceedings, research projects book, student journals, souvenirs, content of college magazines in form of articles , poetry etc.) are original that will be subsequently published and posted in the college website.

- All research related publications of the college like conference proceedings, souvenirs, Anusandhak, Inquest and Department journals must follow the ethical policy of publication of the college.
- Completed research irrespective of results must be published and shared on the college website or other available relevant platforms.
- The research in consultation with IPR Cell should assess patentability of the research outcome before publication. Turnitin software is used to detect and prevent plagiarism.

**3.2.2.1 Publication of Papers/Chapters in Books or Journals**

- Faculty members and students shall be expected to publish their research in refereed national and international journals. Except in case of Indian languages, it is expected that the journals are indexed in UGC-CARE List or with either SCOPUS (Elsevier) and/or Web of Knowledge (Clarivate Analytics). In order to improve the quality of research publications, the institution shall provide incentive for selected publications that appear in UGC-CARE List or with either SCOPUS (Elsevier) and/or Web of Knowledge (Clarivate Analytics) indexed journal.
- **Anusandhak – Xavier's Journal publication with e-ISSN**aims to publish selected papers from conferences in collaboration with the conference committee. Efforts should be made to include the journal in the UGC Care List.
- **Xavier's Student Journal (Inquest) publication** with ISSN aims to publish best papers from Symposiums in collaboration with the Symposiums committee.
- Faculty should be motivated to publish subject related books under joint or individual publication with internal or external publishing houses.

**3.2.3 Identification of Thrust Areas**

Although the faculties and students have the right to choose their individual topics of research, it is extremely desirable to make research relevant to the society. The research and development cell should identify broad research areas and expects all the departments to have a thrust area of research, with a view to be relevant, timely and intensive in their efforts under the broader thrust area identified usually at the college level every year.

**3.2.4 Promotion of Orientation/Refresher Course/Short-Term courses**

- Research Policy encourages faculty to attend and participate in orientation, refresher courses and short-term courses and to be included in Career Advancement Schemes (CAS).
- All department faculties who have been teaching for at least two academic sessions in two years may be permitted to participate in orientation, refresher courses and short-term courses to enhance their skills.
- Departments must ensure that all eligible faculties attend orientation, refresher courses and short-term courses, without affecting the teaching learning process of the college. However, more faculties are encouraged to attend these courses in the lean period of regular classes.
- It is suggested to grant academic leaves for attending orientation, refresher courses and short-term courses.

### 3.2.5 Collaborative National & International Research

The RDC encourages its faculty members to conduct collaborative research with their peers from reputed national and international Universities/Institutions and external agencies. The RDC may also sign Memorandum of Understanding (MoU) with prominent Research Institutions and agencies, for conducting joint research in the areas of common interest.

### 3.2.6 Patent and IPR

The Research and Development Cell (RDC) encourages faculties and students to file for patents arising out of their work. Expenses for filing patent, sharing of revenue in case a patent is commercialized shall be done as per statutory provisions. The RDC shall organize awareness programs and workshops in collaboration with Intellectual Property Rights Cell (IPR), among faculty and students from time to time.

## 4. Research Incentives

### 4.1 Research Corpus Fund

As part of Research Incentives, RDCsuggests creating and maintaining a research corpus fund. The suggested initial amount is INR 20 lakh to be allocated for all research promotion related activities every year.

**4.1.1 Allocation for Corpus Fund distribution For Faculty:** ***(up to 7.5 Lakh)***

- Membership Fees (Institution) of professional bodies – ***(up to Rs 50,000 annually)***
- Attending Conferences/Seminars/ Workshops organized by top ranking institutions and nationally recognized bodies at national and international level - ***(up to Rs 2.5 lakh annually)***
- Publication Fees in UGC-CARE List with either SCOPUS (Elsevier) and/or Web of Science (Clarivate Analytics) indexed journal - ***(up to Rs 3 lakh annually)***
- **Faculty project seed fund -** ***(up to Rs 1.5 lakh annually)***

**4.1.2 Allocation for Corpus Fund distributionFor Students** ***(up to 2.5 Lakh)***

- Seed Fund can be granted to Student Projects expenses for field survey based on approval by the Research Project committee and subject to submission of all the research work and proper verification of expense bill. ***(up to Rs 2 lakh annually)***
- Students are encouraged to present their papers in conferences/seminars *(of repute). Registration fees and traveling/stay/publication charges can be granted from the student component of the corpus fund. ***(up to Rs 50000 annually)***

**4.1.3 For organizing conference/workshops/FDPs for the faculty and students -** ***(up to 10 Lakh)***

**4.2 Guidelines for Applying for Incentives:**

- The incentive applies to members of faculty who publish while remaining on rolls of the institution.
- The faculty member attending the workshop/seminar/conference should compulsorily present the paper and should be a regular employee of the institution and the concerned faculty should provide geotagged photos.
- If there are more than one author for a paper from the institution, only one author will be eligible for financial assistance after the publication or the amount will be distributed amongst them.
- A faculty can avail the financial assistance twice in an academic year on successful production of vouchers/Payment Request Form regarding registration fee and travel tickets after the publication/presentation.

- The financial assistance to a workshop/seminar/conference is subject to review by RDC in order to review the quality/standard/credibility of the workshop/seminar/conference.
- Faculties who are invited to attend national/international academic conferences/seminars etc. should verify that the level of the program and the Institution organizing the event is up to the national/international/professional standard and capable of enhancing the skills of the participants.

**4.2.1. Financial assistance to faculties to attend the conferences/seminars/symposiums etc. in India or abroad.**

| Details of National/International Conferences/Workshops/Seminars in India | National/International Conferences/Workshops/Seminars Abroad |
|---|---|
| Registration fees based on the recommendations of RDC following the publication guidelines | Registration fees based on the recommendations of RDC following the publication guidelines |
| Travel Allowance Assistance to the extent of to &fro 2 Tier AC or Rs 10,000/- whichever is lower | Assistance to the extent of 50% of actual fare by Economy class by any airline or Rs 20,000 whichever is lower |
| The Maximum financial assistance limit will be Rs 50,000/- including Registration fee, and Travelling Allowance per faculty in a year. | |

- Academic leave up to 10 days may be granted without any financial assistance by the institution if a faculty is not presenting any paper in the workshop or training programme other than UGC-HRDC in India or abroad.
- Faculties going under any international collaboration exchange programme with CSIR, DST, ICSSR, ICAR, MCI, DCI and other agencies of similar reputation may be provided financial assistance up to 50% of the travel expenses or Rs. 10,000/- whichever is lower in addition to a maximum of 10 days of academic leave. However, the works and detailed plan of such visits should be submitted to RDC, before venturing for it.
- Financial assistance to faculty for attending the conferences/seminars/symposia etc. at the national level will be available once in an academic year. In such cases, the financial assistance will be limited to travel expenditure (actual train fare-AC-2 Tier or equivalent airfare) and registration fee to a maximum of Rs. 10,000/-.

- Financial assistance to faculty for attending the conferences/seminars/symposia etc. abroad/ internationally may be available once in two academic years. In such cases, the financial assistance will be limited to travel expenditure and registration fee to a maximum of Rs. 30,000/-. Deputation to attend conferences in India will not be counted for the purpose of availing such assistance.
- Only one faculty per department will be allowed to attend the same conference in India or abroad. In case of two or more applicants for attending the same conference/seminars & symposium etc, the management and department heads can mutually decide to maintain the proper functioning of the academic ethos. However, in absence of any clash, permission may be granted to the faculty applying (without financial assistance for second faculty).
- The management reserves the right to modify/approve/reject the financial assistance to any staff based on the prevailing situation.

**4.2.2 Procedure of applying for financial assistance**

The prescribed "**Research Payment Requisition Form"** for conference/ symposia/ seminar/orientation course/refresher course/short-term course/ Workshop/ Publication in journal or book etc. in India and abroad is to be used for applying for financial assistance. Properly filled requisition form is to be duly forwarded by the head of the Department and RDC for the approval from the Principal, preferably 30 days before the date of the programme (even if, the acceptance letter is not received which should be submitted as soon as it is received) along with the following document:

- A soft copy of the full text of documents/ papers prepared by the faculty for presentation at the National/International conference/seminars/symposia/ congress/workshops.
- Brief details of the organizers, title of the programme, place and duration of the conference etc. in which the paper is proposed to be presented or participation is desired.
- A copy of the letter/email of invitation from the organizers of the conference/seminar/symposium accepting the paper for presentation, immediately after it is received.

- In case of conference / seminars / symposia / congress / workshops / training programmes of short duration, the invitation/certificate or other relevant documents should be attached.
- Follow-Up Action for abroad and India-The faculty not utilizing their sanctioned amount for whatever reason should immediately inform RDC within a week.

**5. Research Misconduct**

Research misconduct is defined as any fabrication, falsification or plagiarism in proposing, performing or reviewing research or in the reporting results of research. Research misconduct does not include an honest error or difference of opinion, authorship dispute that does not involve plagiarism, and violations of other Institutional policies (e.g., anti-sexual harassment policy). The Institution believes that the occurrence of misconduct is a threat to the basic principles of research. The Institution shall put in place a mechanism for taking action on all allegations of misconduct, and shall ensure that the procedures for inquiry, investigation and adjudication of any misconduct are well defined and just towards all parties involved.

**6. Ethics Policy for Publication(s)**

The ethical policy, framed and adopted by the RDC of St. Xavier's College Jaipur, is about avoiding the five most unethical practices of falsification, plagiarism, duplicate submission, authorship conflict and conflict of interest.

The focus is on and thus advise the researchers to conform to the scientific ethics at each stage of performing research and documenting its results. The misconduct affects authors, reviewers and editors as well as all the stakeholders involved and the society at large. Though the publication guidelines of the institution and the society will guide the author to keep a check on their misconduct in research and publication, ideally the expectation from the author is to undergo a self-scrutiny of the authenticity of their research work. The editorial board has the right to reject the work of the researcher in case of violation of rules and regulations.

As a researcher it is absolutely essential to follow all the ethical principles framed by the institution, as stated below, and avoid any misconduct or unethical practices:

- **Duplicate Submission:** The author should not submit their research paper in two or more journals at the same time. It has been normally observed that such practices are

adopted by authors to increase the number of their publications. As per the ethical principles the research paper should be submitted to only one journal.

- **Falsification/fabrication of Research Data:** The authors sometimes try to manipulate data and the methods used to prove their results and studies, such practices are considered as falsification or fabrication of data. Such activities are treated as unethical by the institution and should be avoided under every circumstance.
- **Plagiarism:** The ethical policy of the institution focuses on proper referencing in the desired formats and thus the research paper(s)/article(s)/book review(s) should be Plagiarism free. The author(s) sometimes intentionally or unintentionally uses the content from another person's work(s) or idea(s) in the writing of research paper(s)/article(s)/book review(s)without giving them due credit and passing them off as one's own in the paper, which is undoubtedly unethical.
- **Self-Plagiarism**: Even using one's own text from other publications in the current writing without due reference is considered plagiarism and is more specifically termed as self-plagiarism. The author(s) are advised to be vigilant in proper referencing as per the prescribed formats like APA, MLA etc. the author is expected to properly acknowledge the source, even if it is one's own work through proper referencing from his/her/their previous publications. The institution has advanced versions of soft tools to undergo a systematic plagiarism check as detection of plagiarism has become easier with the advent of numerous plagiarism checking tools.
- **Authorship Conflict:** Any person who contributes to the conception, designing or acquisition of research data, analysis of data, drafting or revision of the article, and its final approval before publication is entitled for the authorship of that paper.

Following unethical practices lead to an authorship conflict:

a) Not including the name of the person who contributes to the research in any manner.
b) Failure to obtain consent from a person whose name is cited in the manuscript.
c) Adding an extra author (who has made no contribution towards the paper, whatsoever) or removing the name of an existing author before or after publication.
d) Citing a person as an author just on the basis of seniority, family or professional relationship when none of them has contributed to the research or its writing.
e) The conflict can be prevented by deciding the authorship at the very onset of research.

**Conflict of interest:**

Conflict of interest is a situation in which the author of the research study may be influenced by personal and/or financial considerations to affect the quality or the end result of the research. If any such conflicts of interest should arise, be they personal, financial or any other, they must be disclosed with complete honesty to the editorial team.

**7. Any Other**

The management reserves the right to withdraw, modify, and amend the policy from time to time in the larger interest of the institution.

# 8. ENTREPRENEURSHIP AND INNOVATION ECOSYSTEM POLICY

The policy oversees and guides the functioning of Entrepreneurship Cell (E-Cell), Innovation & Incubation Cell (IIC), Training, Internship and Placement Cell (TIPC) and Intellectual Property Rights Cell (IPR)

## I. Entrepreneurship Cell (E-Cell)

### 1.1. Introduction

The Entrepreneurship Cell is dedicated to fostering innovative thinking and nurturing entrepreneurial spirit among students. It is an initiative of the Department of Business Administration aimed at inspiring students towards entrepreneurship and refining their skills as job creators. Through initiatives such as Entrepreneurship Workshops, Business Plan Making Competitions, and interactive sessions with accomplished individuals serving as role models, the Cell strives to enhance students' business administration skills.

Each year, the Cell conducts an orientation program for newcomers, encouraging them to showcase their creativity and innovative abilities. The ultimate goal is to empower students to become self-reliant entrepreneurs who not only create their own opportunities but also provide meaningful employment to others, thereby benefiting society as a whole.

### 1.2. Purpose

The main purpose of the Entrepreneurship cell (E-Cell) is to support and motivate college students to begin their own business/enterprise. The other purposes of the cell are as follows:-

- Organizing events, workshops and expert lectures, to promote self-employment and create solutions to societal problems by innovative business ideas.
- Working as a guide for students with creative thoughts which can be changed into effective organizations.
- Giving mentorship through experts to students propelling their new ventures
- ToEncourage participation of students with prospective ideas in other colleges like in E-summit/Drive/TEDX events / Business plan competition of reputed E-cell in selected institutions.

- Forming tie-ups and functional MOU's with government support agencies for seed funding in collaboration with the Innovation and Incubation cell (IIC) of St. Xavier's College Jaipur
- A prevalent challenge encountered by emerging start-ups is insufficient funding. Numerous promising concepts fail annually due to inadequate financial resources. This cell will bridges the gap between students' ideas and angel investors through the facilitation of business plan competitions

### 1.3. Composition & Functioning

#### 1.3.1. Composition

- Coordinator – HOD, Department of Business Administration (DBA)
- Assistant Coordinators– Faculties Members, (DBA)
- Student Coordinator
- Student Assistant Coordinator

#### 1.3.2. Functioning

- To plan events and activities of the cell
- To appoint student coordinator and core team to organize the events and activities
- To organize gala events In-Youth and Envision every year
- Organize B-plan competitions
- This cell shall collaborate with the incubation cell
- Organize workshops for cell members as well as for faculty mentors
- To organize special motivational sessions monthly/quarterly by successful entrepreneurs
- To take initiatives to resolve grass root level problems in nearby villages under guidance of UBA
- To train student mentors to give entrepreneurial training to needy women in the near-by localities of the institution.

## 2. Innovation and Incubation Cell (IIC)

### 2.1. Introduction

St. Xavier's College Jaipur has a well-established Innovation and Incubation Cell (IIC) registered under the Ministry of Education (MoE's Innovation Cell) i.e. 'MHRD's Innovation Cell' with the IIC ID as IC202216607. Its aim is to foster the culture of building entrepreneurs through our higher education Institution. Taking forward the mandate of Ministry of Human Resource and Development (MHRD) and Atal Innovation Mission (AIM), we being a higher education institution provides a platform for students to create new ideas and inventions for solving societal problems, train them about IPR, business Incubations, funding etc. Collaborating the efforts of different departmental clubs of the college like E-cell, TechX society and IPR committee., this Cell provides a broader platform for students to initiate and bring up their business ideas into practice. We regularly mentor our young entrepreneurs to come up with solutions to societal problems through their entrepreneurial initiatives.

### 2.2. Purpose

The purpose of having an innovation and incubation cell in our college is to foster a culture of entrepreneurship and innovation among students. It provides a platform for students to explore their entrepreneurial ideas, receive guidance and mentorship, access resources and funding, and ultimately, turn their ideas into viable business ventures. Additionally, it facilitates collaboration between students, faculty, and industry experts, promoting the development of innovative solutions to real-world problems and contributing to economic growth and societal advancement.

### 2.3. Composition and Functioning

#### 2.3.1. Composition

- Convenor
- Start-up Activity Coordinator
- Innovation Activity Coordinator
- Internship Coordinator
- Social Media Coordinator
- IPR Activity Coordinator

### 2.3.2. Functioning

- To identify and motivate interested students from all the departments to join and become active members of the cell.
- To tie up with government bodies like AIM, Start-Up India, Bhamashah Techno Hub, DST, and Government of Rajasthan among others.
- To teach and train students the skills and basics of Business Administration, Entrepreneurship, Economics, Accounting, and different functional areas of Management.
- To assist and guide start-ups by providing mentorship support in converting innovative business ideas from earlystage to scalable level and commercially viable level.
- To support start-ups by providing industry tie-ups, mentorship, connection to funding agencies, and management training.
- Conduction of Specific Women Entrepreneurship Promotion Programs.
- Collaborative activities with some NGOs for grass root level development practices.
- To Plan and conduct different innovation and entrepreneurship-related activities such as periodic workshops, seminars, interactions with entrepreneurs, Angel investors, professionals, and build a mentor pool for students.
- To apply for Patents through the IPR Committee.
- To provide opportunities to explore students' talents specifically in the IT sector and come up with technical innovations.
- To motivate students' awareness of their social responsibility and also encourage the idea of social entrepreneurship.
- To coordinate with E-Cell, Tech-X society, IPR committee and the departments for the implementation of the purpose of the cell.
- Successful Start-Ups shall create employment opportunities within the college and beyond.
- Tie-ups with Industries and Government shall create a learning platform for the teachers as well.
- Obtaining Patents can create multiple financial and non-financial benefits.
- It will help in raising awareness of technology and its various tools.
- Gain attention from IT Companies, Industry, and social networking sites with rich sources of information.

- It will provide a platform for start-ups by budding entrepreneurs to convert their innovative ideas into commercially viable products.
- Spreading awareness about this cell among students during Orientation programs, and regular sharing of information about the initiatives and opportunities related to entrepreneurship.

## 3. Training, Internship and Placement Cell (TIPC)

### 3.1. Introduction

The Training, Internship and Placement Cell will guide and provide the best career-augmenting services to all students enrolled with the college. It would attempt to make students passing out of the College more employable and ready for the challenges that come with opportunities in the real world. This Cell will serve as a bridge between the institution and the corporate and government agencies that look to hire talented and informed workforce. The Cell will work closely with the corporate partners to develop and support collaborative activities beneficial for all. It shall act as a convening point for the faculties from different departments to help them further the shaping of students' future by offering them an opportunity to become a part of corporate and/or government work culture through summer internships and campus placements.

### 3.2. Purpose

TIPC plays a crucial role in collating information on job opportunities for Under Graduates from the college by interacting with select firms and industrial establishments. The Cell contributes at the strategic level of ideation and becomes instrumental in establishing an efficient and effective training and placement mechanism of the college so there are more recruiters interested in college placements. The purpose of the cell is to

- Optimize the use of Placement Statistics and student's data to promote more beneficiaries and brand the college as a champion on exceptional values and teaching ethics in the corporate world.
- Try and offer end-to-end training and placement solutions to college students.
- Do Strategic Planning for campus branding across recruiters.
- Establish Industry-Academia Tie-Ups.
- Develop a placement strategy based on the Talent Pool available with us.

- Motivate students to develop technical knowledge and soft skills in terms of career planning, goal setting.
- Guide and help in imparting quality practical experience through internship opportunities.
- Develop confidence building measures to help students face the selection process of job recruiters.
- Provide employment opportunities through campus placements by inviting established companies to the campus for direct recruitment.
- Inform and guide students about on/off campus placements and job opportunities and about higher education motivate them towards pursuing evolving career prospects.

### 3.3. Composition and Functioning of TIPC

#### 3.3.1. Composition

- Faculty Coordinator
- Faculty Member
- Training and Placement Officer (TPO)
- Student Bodycomprising of- Coordinator, Assistant Coordinator and Members

#### 3.3.2. Functioning

- **Tie-ups with industry bodies:** TIPC shall engage with industry bodies such as FICCI and FORTE to keep ourselves updated with their demands and possible recruitment opportunities. The cell shall also establish tie-ups with international networking platforms such as The Indus Entrepreneurs (TiE) and EO (Entrepreneurs Organisation) which are headed by young corporate leaders who are on the lookout for energetic and talented youth.
- **Participation by invite:** This Cell operates round the year to facilitate contacts between companies and graduates. On invitation, many reputed industry heads can visit the college premises and take a first-hand look at our exemplary academic services while getting an opportunity to interact with students. This cause can be furthered by organising lectures of corporate leaders and heads of institutions in the government sector and co-branding during college festivals.

- **Training programmes:** This Cell can organise career guidance programmes for all the students starting from the very first year. The Cell shall arrange training programmes like Mock Interviews, Group Discussions, and Communication Skills Workshop. It can also invite HR Managers from different industries to preside over such training initiatives.
- **Campus placement:** The Cell can build on the existing database of the companies listed with the college for recruitment along with those students who are willing to avail the training and placement services. The student database can be shared with the companies interested in campus placement on need basis only. We can also schedule field visits for students to give them a better exposure to the daily functioning of a corporate or a government institution.
- **Database Management:** The cell shall keep a proper database management system by maintaining full record either on annual basis regarding the no. of companies approaching the institution, no. of students going in for summer internships, no. of students attending placement drives no. of students getting actually placed, no. of students enrolling in higher education with the help of the Head of the departments in the college. Each Department has to provide proper information regarding the internship or placement of their department students.
- **The Cell shall** provide assistance to the students to seek employment as per the requirements available based on their ability and skill. The coordinator is responsible to organise and approve the field placement and also inform the student of any required or recommended inoculations and tests prior to the student's start date.

**3.4. Student Registration :**

- All final-year students of our college who wish to avail the placement services of the college have to register themselves with this cell so that a handy database can be readied and shared with respective agencies depending on the openings as and when they are announced.
- Students should be informed about the online registration link (through local hub) and they must register for placement before leaving the campus for summer internships.
- Students should carefully fill up all the information while registering. Any false information furnished will lead to disciplinary action.

## 4. Intellectual Property Right Cell (IPR Cell)

### 4.1. Introduction

The Intellectual Property Rights (IPR) Cell at St. Xavier's College Jaipur supports college students and alumni who are interested in matters related to IPR. The Cell provides guidance and assistance in protecting students' innovations and intellectual property, by conducting prior-art search reports, offering patentability opinions, drafting patent specifications, preparing filing documents, filing applications, and following up on them. Additionally, the Cell assists in prosecuting filed applications by responding to office actions such as FER (First Examination Report), provides advisory services on various aspects of IPR and IP management, reviews the IP policy of the College, and organizes capacity-building workshops and conferences on IPR.

### 4.2. Purpose

- Raising awareness about IPR among faculty and students
- Providing training on the patent filing process for future endeavours
- Organizing workshops, seminars, and training courses on IPR
- Facilitating opportunities for product development and commercialization

### 4.3. Composition and Functioning

#### 4.3..1. Composition

- **Chairman**
- **Coordinator**
- **Members**

#### 4.3.2. Functioning

- The IPR cell of the college enhances the quality of thinking, ensures speedy and accurate identification and protection of innovations arising out of the research work carried out by the students and alumni of college.
- IPR cell facilitates transfer of knowledge and technology from the college to industry and enhances the scope of their commercialization.

- The Cell also offers assistance to grass-root innovators in the local area to realize the commercial benefits of their innovations.
- The Cell creates an awareness about IPR standard procedure for faculties, students and alumni of the college.
- The cell imparts training on future endeavours regarding patent filing processes.
- The cell conducts workshops, seminars and training courses on IPR.
- The cell creates an opportunity for Product development and Commercialization.
- The cell disseminates knowledge on patents, patent regime in India and abroad and registration aspects.
- The cell encourages faculty members and students to go for patentable works.
- Career assistance and guidance on preparation for Patent Agent Examination, Trademark Agent Examination, other IP positions and the required skills.
- Providing assistance in scientific R&D by providing the latest publication and patents on the subject.
- Promote and encourage application oriented scientific research.
- Facilitating IPR services including outsourcing, coordinating with experts like advocates and agents for various IPR needs including IPR watch, oppositions, litigations etc.

# 9. INFRASTRUCTURE POLICY

## I. Transportation Policy

### 1.1. Introduction

College transportation plays a crucial role in the overall experience of students as they navigate campus life, academic responsibilities, and social activities. Whether it's commuting to classes, exploring the local community, or traveling back home during breaks, reliable and efficient transportation is essential for a smooth college experience. The Transportation Committee is constituted to ensure convenience in traveling for staff and students.

### 1.2. Purpose

**The purpose of the committee is:**

- To coordinate various bus routes regularly with the assistance of route-in-charges.
- To supervise and manage the daily transport operations and provide required instructions to the route-in-charges.
- To examine the condition of the buses and report for necessary action regularly.
- Review transportation policies and provide recommendations to the Management.
- Review transportation administrative procedures and provide feedback to the Management.
- To help resolve grievances of students internally or collaborate with the Grievance Redressal Cell.
- Provides bus schedules and takes all the necessary logistics of transport.
- Arranging buses for local visits.

### 1.3. Composition and Functioning

#### 1.3.1. Composition - the Committee shall comprise of the following members-

- Principal
- Vice Principal
- Transport Committee Coordinator (Faculty Representative)
- Transport Operator (Representative)
- Office Staff (Member)

### 1.3.2. Functioning

The Committee has following functions-

- To allocate routes to particular drivers and in the absence of the driver, a suitable substitute must be arranged immediately.
- All the buses must be kept in excellent running condition and cleanliness must be ensured.
- Ensure that drivers stick to speed governors provided in the vehicles giving topmost priority to safe driving.
- Any breakdown of a bus coming to college or returning, drivers should immediately inform the Transport In-charge. In the event of such occurrences, the students travelling in such vehicles must be adjusted by other transport means.
- Ensure that the drivers stick to the route allotted to them and do not deviate. However, in exigencies, they can seek approval of Transport In-charge duly informing him/her the situation faced by them.
- Drivers should cooperate with Transport Department officials whenever they are asked for and they should present all the requisite permissions / approvals / licenses.
- Ensure that the drivers wear only the prescribed uniform during their duty hours.
- Ensure that drivers allow the students to travel only if they have a valid transportation pass issued by the college.

### 1.4. Guidelines

- The transport facility, on a payment basis, is arranged by the College to facilitate the students in their first year.
- The transport facility is for the full academic session for the students who undertake to abide by the transport rules and regulations of the College.
- The College holds the Rights and Regulations reserved to frame, amend, revoke, repeal, and enforce the Rules and Regulations, as and when fit; and students shall be well versed and updated with the amended Rules and Regulations as applicable from time to time.
- The College has complete authority to inspect transport vehicles including personal belongings during transit or at any time in and outside the campus.
- The College reserves the right to deny transport facility to any student on the grounds of misconduct/Indiscipline.

- The drivers' conduct with students should be decent and vice-versa.
- Ragging, by law, is strictly prohibited. If any student traveling in the College bus is found indulging himself/herself directly/indirectly in any activity like theft/ragging/fighting/ quarrelling/using abusive language/misbehaving with fellow students, juniors/seniors, it shall be considered a serious act of indiscipline. Strict disciplinary action shall be initiated against him/her or may be handed over to the Police for legal proceedings according to the nature of offence for which the entire responsibility lies on the student concerned.
- Use of any kind of drugs/intoxicants, smoking, drinking, gambling, playing cards, taking photos of others without permission, etc., are strictly prohibited in the College campus as well as during the transit. Students involved in any such act shall be liable for strict disciplinary action, including suspension or dismissal.
- Students availing the transport facility shall be responsible for all their personal belongings and the College Management is not responsible for any theft/loss of property during travel.
- All students must reach their respective bus stops at least 5 minutes before the scheduled departure time of the bus. Students will board the buses from the assigned boarding point/location only.
- Students using transportation do so entirely at their own risk. The College Management does not take any responsibility towards compensation of any nature whatsoever.
- In case of a breakdown of a bus due to any mechanical fault or any unforeseen reason, no charges for alternative conveyance will be paid. Alternate arrangements shall be made.
- Buses will run on predetermined routes as laid down by the College. Students will be assigned routes and pickup points. The same may be subject to change from time to time.
- Students are liable to pay for any damage caused by them to the transport vehicle or property therein either alone or jointly with others. In addition, disciplinary action may also be initiated against them.
- Giving preference to people with special needs/seniors is part of our great culture.

**1.5. Fee Payment**

- The Transport Fee is charged semester-wise and the same shall be deposited in the College through offline/online mode.
- Students are expected to pay full transport fees.
- Transport fee once paid will not be refunded/readjusted.
- The fee once paid is NON-REFUNDABLE, if the transport is withdrawn on grounds of violation of Rules & Regulations.
- Transport charges are subject to revision every year.

## II. Hostel Policy

### 2.1. Introduction

St. Xavier's College Jaipur is dedicated to creating a secure and welcoming environment for its students. In pursuit of this goal, the college offers on-campus accommodation specifically for female students. These dormitories come equipped with separate study rooms, ensuring conducive spaces for academic pursuits. Students are required to pay accommodation fees directly to the college administration. Additionally, mess fees are to be paid to the designated provider for meal services on campus.

### 2.2. Purpose

- In essence, the purpose of running a girls' hostel in a college, particularly within a Jesuit institution overseen by sisters, goes beyond mere accommodation—it embodies a commitment to holistic education, social justice, and the empowerment of young women, reflecting the values of service, excellence, and *Magis* (the Jesuit principle of striving for the greater good) that define the institution's mission.
- The presence of a girls' hostel provides a platform for the integration of faith and learning, where students are encouraged to discern their vocation, engage in social justice initiatives, and uphold principles of ethical responsibility and service to others.
- Providing on-campus accommodation for female students ensures their safety and security. With Sisters serving as hostel wardens, there is a heightened sense of protection and care, creating a nurturing environment where students feel secure and supported in their academic pursuits.
- The hostel offers platforms for female students to assume leadership roles, empowering them to take on responsibilities, advocate for their needs, and contribute to the campus community.

### 2.3. Composition and Functioning

### 2.3.1. Composition - The Committee for the girls' hostel shall comprise of -

- **Manager**
- **Warden**

### 2.3.2. Functioning

- Implement a strict security protocol including CCTV surveillance, controlled access points, and 24/7 security personnel.
- Ensure the hostel is well-lit and secure, with restricted access to outsiders.
- Establish a system for registering guests and visitors, with mandatory sign-in/sign-out procedures.
- Assign rooms based on student preferences, compatibility, and academic year.
- Ensure adequate facilities for differently abled students.
- Maintain a fair and transparent process for room allocation, addressing individual needs and concerns.
- Maintain cleanliness and hygiene standards throughout the hostel premises, including common areas, bathrooms, and bedrooms.
- Provide necessary amenities such as beds, study tables, chairs, cupboards, and adequate ventilation in each room.
- Regular pest control measures should be undertaken to ensure a comfortable living environment.
- Designate common areas for recreational activities, study groups, and social interactions.
- Provide facilities like a common room, TV lounge, library, and kitchenette for students' use.
- Encourage the creation of a supportive and inclusive community through organized events and activities.
- Conduct regular fire drills and ensure all students are familiar with emergency evacuation procedures.
- Provide fire extinguishers, smoke detectors, and first aid kits in accessible locations throughout the hostel.
- Educate residents about personal safety measures and emergency contacts.

- Offer access to basic healthcare services, including a first-aid room and tie-ups with nearby medical facilities.
- Promote mental health awareness through counselling services, peer support groups, and stress management workshops.
- Encourage a balanced lifestyle by providing recreational facilities, yoga/meditation sessions, and nutritional guidance.
- Maintain a conducive atmosphere for studying, with designated quiet hours and study zones.
- Provide access to high-speed internet, printers, and other necessary resources for academic pursuits.
- Establish rules regarding noise levels and respectful behaviorto ensure a peaceful learning environment.
- Establish open channels of communication between hostel management and residents, allowing for feedback and suggestions.
- Regularly communicate important announcements, rules, and regulations through notice boards, emails, or online platforms.
- Conduct periodic surveys or meetings to assess the satisfaction levels of residents and address any concerns promptly.
- Foster a culture of respect, tolerance, and inclusivity, regardless of students' backgrounds or beliefs.
- Celebrate cultural diversity through festivals, events, and awareness programs.
- Implement policies and procedures to address instances of discrimination or harassment, ensuring a safe and supportive environment for all.
- Promote eco-friendly practices such as waste segregation, energy conservation, and water-saving measures.
- Encourage students to participate in sustainability initiatives like tree planting drives, recycling programs, and environmental awareness campaigns.
- Incorporate green technologies and practices into hostel infrastructure wherever feasible.
- Establish clear guidelines for meal timings and adherence to the schedule.
- Maintain hygiene standards in the kitchen and dining areas, ensuring regular cleaning and sanitizing of utensils, surfaces, and food storage areas.
- Provide a balanced and nutritious menu catering to diverse dietary preferences and requirements, including options for vegetarian, vegan, and special diets.

- Enforce strict rules regarding food wastage, encouraging responsible consumption and minimizing leftovers.
- Facilitate feedback mechanisms for residents to voice their opinions on the quality and variety of meals, with regular reviews and improvements implemented based on input received.
- Encourage community involvement in meal planning and preparation through initiatives like cooking classes, recipe sharing, or student-led kitchen committees.

By adhering to these guidelines, the girls' hostel within the college campus can provide a safe, comfortable, and enriching living environment for its residents, fostering holistic development and academic success.

## III. Canteen Committee

### 3.1. Introduction

The College has a well-established canteen on its campus. It is as much a melting pot of students from different streams, enrolled in different courses, as it is for the college faculties from different backgrounds. The canteen has had a long-standing tradition of offering a decent spread ranging from wholesome meals to quick bites. It is ensured that the environment in the canteen is clean and hygienic. The rates charged for the food items are checked and then approved by the college administration.

### 3.2. Purpose

The Canteen Committee is responsible for monitoring the operations of the canteen and implementing and reviewing the canteen policy. It may also concern itself with reviewing the implementation of decisions as outlined by the canteen policy. Decisions such as employing canteen staff, authorizing major purchases and/or authorizing changes in the menu fall under the ambit of the Committee. The Committee while governing the functioning of the canteen offers the canteen enough autonomy to operate as a business while maintaining the ethos of the institute on whose premises it is functioning and offering its services. It provides an authorized platform for the canteen in-charge to raise the issues affecting him and resolve any conflict of interest, if any.

### 3.3. Composition and Functioning

### 3.3.1. Composition

- Principal
- Vice Principal
- Canteen Committee Coordinator (Faculty Representative)
- Canteen Operator (Representative)
- Office Staff (Member)

### 3.3.2. Functioning

- The Committee monitors, at regular intervals, the quality and quantity of services provided by the canteen and works together with the canteen in-charge to maintain, and improve if necessary, its services with regards to quality of the food provided, timings of opening and closure, and rate card of the edible items sold therein.
- The Canteen Committee reports to the Vice-Principal of the College and tables its decisions on operations of the canteen, including long and short-term goals.
- Plans, organises, monitors and evaluates the requirements of the canteen and helps to draft the canteen menu and price list.
- Monitors and, if required, upgrades the condition of the canteen`s facilities and approves purchase and installation of major equipment.
- The committee can also instruct the canteen vendor about the waste management policy of separating the dry and wet wastes in different bins to maintain the cleanliness of the campus.
- The committee shall instruct the canteen vendor to keep the canteen Plastic-free and avoid the use of single-use plastic.
- Regular and surprise visits should be done to keep a check on the use of single use plastic and to monitor the waste management adopted by the vendor.
- To facilitate the availability of hygienic and nutritious food at reasonable rates in coordination with the Canteen In-charge. Propose to offer a more balanced menu by getting the canteen-in-charge to introduce more options for healthy food instead of an overdose of fast food and fries.
- For disciplinary measures, entry into the canteen for students shall be restricted in the morning for the till interval. The canteen vendor shall not serve food to students in the morning hours as mentioned above.

## IV. Arrupe Central Library Policy

### 4.1. Introduction

A Library committee is an integral part of an educational institution as it takes care of the library, a place that is responsible for maintaining and expanding the sources of knowledge and keeping it updated in all terms. An upgraded library is a prerequisite for any higher education institute, thereby it is imperative to have a committee, working solely for the library. The Arrupe Central Library at St. Xavier's College Jaipur provides inclusive resources and services to support and enhance the teaching-learning experience and to fulfil the research needs of the users.

### 4.2. Purpose

The library committee shall -

- Gather and maintain, rich and reliable collections of material and build tools to support research and learning.
- To make efforts to accumulate rare books, manuscripts, special reports, and other knowledge resources for library enrichment.
- Ensure the preservation and long-lasting availability of library resources.
- Create suitable and comfortable physical and virtual environments for learning and study.
- Consult with faculty and researchers to enrich the sources of knowledge.
- Formulating general policies, regulations, and procedures including rules and guidelines related to the opening hours, access, circulation, and other services, for efficient use of library resources and to provide for proper documentation services and updating the library collection.
- To work consistently towards modernization, improvement, and maintenance of the library.
- To prepare a budget and proposals for the development of the library.
- To seek student and faculty feedback on library functions from the readers, to submit an annual report on the functioning of the library.
- To find effective ways of classification and cataloguing of books.

- To ensure proper functioning of the software in the library for proper access to E-Resources (e-books, e-journals, e-magazines) and Institutional repository, DSpace.
- To frame the rules and guidelines of the library for students.
- The committee assesses the needs of the library in accordance with national library standards.
- To maintain the daily as well as annual records of the library.

### 4.3. Composition and Functioning

#### 4.3.1. Composition

- **Principal**
- **Librarian**

#### 4.3.2. Functioning

- Make a state-of-art & inclusive library in terms of automation devices and resources.
- Books are to be returned within a fortnight of the date of issue or else late fees shall be charged per day for each book retained beyond the prescribed date of return.
- Updating the collections on the basis of the new course introduced.
- Checking the utilization of the available Facilities like computers and internet connectivity, photocopy service, the status of library automation, open access system, number of books issued daily, fines etc.
- Evaluating Services through different data like average number of books circulated, number of students visiting the library, number of teachers visiting library.
- Managing Physical verification with the help of library staff once in a year.
- Managing inventory of books regarding count and timing of purchases.
- Arranging the internal audit regarding the status of the library
- Manage In-House publications at display.
- Record keeping of expenditure of all the purchasing of the library.
- Making the arrangement of proper Donation of books by faculty and students.
- Giving Annual best user award for students.

### 4.4. General Rules and Guidelines

- Library books will be issued only on showing the College Identity card.

- All books should be returned to the library at the time of submission of the University Examination Form for the semester and annual examination and get No-Dues from the library.
- Students can make entry in the library through IN-OUT SYSTEM check-in only and must ensure to check out on leaving.
- The library is open from 7.30 AM to 11.00 PM. (Open on Sunday for hostel students)
- Reference books, magazines, and journals will not be issued.
- Books will be issued to a student for a maximum period of 15 days, after which the books may be reissued or returned. Otherwise, a fine per day per book will be charged.
- A student can get a book reissued up to a maximum of two times.
- The librarian may recall any book from any member at any time and the member shall return the same immediately.
- If a student loses a library book or the papers are torn off or damaged then he/she must replace it or pay the cost of the new book.
- Students are required to handle the books/ journals very carefully; marking with pencil; writing or highlighting, tearing the pages, or mutilating the same in any other way will be taken very seriously. In such cases, the reader shall be responsible unless these are brought to the notice of the library staff at the time of issue.
- Students can get information about books through **Library WebOpac.**
- Bags and personal books are not allowed in the library.
- The students are expected to be silent in the library.
- Use of mobile phones is strictly restricted in the library.

### 4.4.1. Guidelines for Self-circulation Kiosk

Arrupe Central Library has implemented Radio Frequency Identification (RFID) enabled KIOSK; this latest technology is used to automate the book handling process, including check-out, and inventory maintenance.

The technology would allow the readers to utilize the service of self 'issue' and 'reissue' books without standing in a queue. Use Self-Circulation Kiosk softly, don’t push the buttons unnecessarily.

### 4.4.2. Guidelines for Reading Room

- The books marked as "REFERENCE" and periodicals (both journals and magazines) are meant only for reading inside the READING ROOM ONLYand cannot be taken out.
- Do not scatter the pages of newspapers when reading.
- DO NOT misplace books while selecting from the shelves. After consulting books, return them at the counter or leave them on the table.
- Laptops and Palmtops allowed in the library.
- Books newly acquired will be displayed in the New Arrival Section.

**4.4.3. Guidelines for membership and borrowing books.**

The membership of the library is open to Jesuit fathers, faculty members, research scholars, students, and support staff of the college. The outside research scholars, eminent persons of the society, retired faculty members and staff members, and alumni/ae members of the college are also eligible for membership subject to the approval of the college authority**.**

| S. No. | Category | No. of Books | Loan Period | Renewal |
|---|---|---|---|---|
| 1 | Faculty Members | 05 | 60 days | 2 times |
| 2 | PG Students | 04 | 15 days | 2 times |
| 3 | UG Students | 03 | 15 days | 2 times |
| 4 | Non-teaching Staff | 02 | 15 days | 2 times |

## V. Multimedia Design Centre Policy

**The Policy governs the functioning of the Multimedia Centre to enhance the designing and graphical skills among the students.**

**5.1. Introduction**

St. Xavier's College Jaipur works for the overall academic and extracurricular development of the students. Keeping this vision in view and to provide a platform for enhancing designing skills among the students, a studio was established in the college premises in 2011. The studio is well equipped with the latest technology required for graphic and website designing and editing of audio and video. Besides Windows-based PCs, the studio also has Mac PC, good quality photography Cameras, printer-copier machine, sound recording, video

editing, and every facility which is needed by students, and so on. For better management of the Multimedia Centre, a committee has been formed to look after the regular monitoring and functioning of the centre. It enhances the skills of perception, observation/concentration, designing, professional skills, by providing practical knowledge, training and exposure to the students. Studio is considered as the backend of the entire digital work of the college.

### 5.2. Purpose of Multimedia Centre

- It is a creative designing studio helping students in graphic designing, web designing and photography.
- Graphic designing incorporates designing of magazines, journals, logos, flyers, maps brochures, letterheads and envelopes and much more.
- The professional web designing of Department Events and International Conference in the college premises by students.
- Creation of videos and its editing with software can be done.
- Latest photocopier/ coloured printer for printing posters certificates, flyers etc. in bulk during the events or as and when required.
- The studio acts as a backend storage for storing a large volume of data in the form of audio, video graphics files, etc.
- The studio helps in in-house designing of magazines, journals, posters, flex, etc, thereby reducing the expenditure.
- Various software's are available for sound mixing and aftereffects in video/short film/ documentary.
- Studio helps in reducing the designing cost as most of the designing work is done in house only.

### 5.3. Composition and Functioning

#### 5.3.1. Composition

- Teacher Coordinator
- Student Coordinator
- Student Member

### 5.3.3. Functioning

- Maintain transparency and maintain a proper record of using the facilities of the studio.
- To maintain a studio logbook with updated details about PCs and Software.
- Maintain transparency about the selection process of students as coordinator and members of the Committee with teacher coordinators.
- To conduct studio committee meetings with the preparation and distribution of agenda-action plans in each meeting.
- Ensure that the studio facilities are not used for personal reasons or as a sitting lounge.
- If it is necessary to open the studio after permitted hours the same should be duly informed to the teacher coordinators and the college management in writing (with the reason mentioned for the same).
- To give permission to work in studio.
- The committee shall organize various workshops on video editing, designing, film making for the students working in the studio.
- The faculty coordinator will form a committee of students and responsibilities will be allotted to them as per the need.

## 5.4. Guidelines for Multimedia Centre

- The Committee coordinator with the consent of Management (Administrator) shall work with the members for smooth working of the Studio.
- Student team members will only work in the studio with the prior permission of the faculty coordinator.
- The faculty coordinator will allot time duration as per the purpose or urgency of work.
- The student member can form a team of students during any fest for working in the studio with the permission of the faculty coordinator.
- Only the studio committee (student) will be allowed to work in the studio. Other students if required shall work in the outside room.
- Printer will be operated by the committee student member only with the consent of faculty coordinator and under the supervision of Lab Assistant (Computer Science).
- Details of printing will be maintained by the student coordinator and his/her team. These details will be submitted to the faculty coordinator on a regular basis.

- In case of any department fest, details of printing (coloured/grey) must be duly signed by the event teacher coordinator and submitted to the studio coordinator.
- Any kind of audio video recording can be only done with due permission of the faculty coordinator.
- No downloading from the studio will be allowed. If urgent, written permission duly signed by the teacher who gave permission of downloading must be submitted to the studio teacher coordinator.
- No PCs, equipment or gadgets will be shifted in or out without the permission of the faculty coordinator.
- For working beyond 3 p.m. a teacher coordinator needs to stay back with students.
- For work permission students (non-studio members) should get it duly signed by concerned authority on a format prepared by the studio committee and submit the same to the faculty coordinator.

# 10. E-GOVERNANCE POLICY

The enhancement of ICT initiatives in the education sector and their physical infrastructure has created an environment of capacity building and creating awareness within government and outside it. The main fields of e-governance in the education sector are: e-administration, which refers to cultivating of government processes and of the interior workings of the community sector with innovative ICT executed information processes; e-services refers to better-quality delivery of public services to citizens.; e-democracy indicates interactive participation and involvement enabled by ICTs in decision-making process. The E-governance policy has implemented a wide range of ICT activities in the college for desired quality performance and constructive participation of the stakeholder.

For smooth implementation of e-governance policy, there are provisions of the Enterprise Resource Planning (ERP) committee and website committee. These committees will monitor the requirements of the ICT infrastructure in the college. The policy governs the ERP and Website Committee to provide better facilities to the stakeholders.

**I. Enterprise Resource Planning Policy**

**1.1. Introduction**

Strategy Development and deployment of e-governance have enhanced the administration of the higher education system. Information and Communication Technology (ICT) plays an important role in developing efficient management and administration in the education sector. This implies that higher education institutions should focus on e-governance implementation through ERP and the user-friendly website of the institution. Therefore, the college has taken an initiative to develop ERP, a comprehensive enterprise solution and a fully integrated web-based college management system. The ERP committee has tactical responsibility for the ERP project.

**1.2. Purpose**

The integration of Electronic Governance (e-Governance) with the use of Information and Communication Technologies (ICT) for the planning, implementation, and monitoring of programs, projects, and activities have been initiated for cost-effective and easy-to-access services. The ERP system has been introduced with the objective of easy management of

various modules of the college such as registration, admission, student information, course administration, timetable, attendance, library, finance, examinations, security and MIS reports. The college outsources the Software providers for customizing the ERP structure to suit its needs. The purpose of ERP Committee is to ensure -

- **ERP** is a next-generation college management software based upon Cloud Technology that aims to automate the *Academic and Administrative* processes.
- The strength of ERP intensifications have many folds with the integration of various modules that inclusive and covers all the various aspects of the institutional functioning including but not limited to Curricular Planning, Curriculum Enrichment System, Attendance Management, Finance Management, Leave Management, Inventory Management, Cultural Event Form, Student Enquiry Management, Emp-Payroll Management, Timetable Management, Library System and e-content, Internal Examinations, Fee Management System and Feedback Management.
- Adoption of e-governance in college administration and ultimately leading to paperless administration
- Easy way to keep the records (even old) of students and staff error-free and up to date.
- Online Time-Table management
- Better means to provide parents and guardians fast access to student records.
- Fair means of staff evaluation system and feedback system.

**1.3. Composition and Functioning**

**1.3.1. Composition**- The committee comprises of

- Coordinator
- Members
- ERP Operator

**1.3.2. Functioning**

**End-to-End solution**: ERP solution provides a fully integrated end-to-end solution to manage all the functions and activities required for our education institution. It manages high volumes of critical information with a hundred percent accuracy helping us to run our institution more smoothly and efficiently.

- Streamlines Educational process: ERP helps in proper documentation and standardization of the education process by setting up protocols for each process.
- Automates important functions: ERP automates critical functions like fee collection, salary computation, timetable, Examination, mark-sheets, etc. helping institutions to effectively improve productivity, efficiency, and accuracy of their entire system.
- Increases productivity and efficiency of the staff: ERP helps us to handle the same amount of work by less staff thereby allowing the rest of the manpower to be deputed in other productive works.
- Saves a lot of human hours that directly means saving a lot of money: ERP automation of various critical tasks such as fee collection, salary management, etc. saves a lot of man-hours that directly reflect the expenditure of the organization.
- Reduces paperwork: ERP has an in-built document management system that helps organizations to largely reduce their paper consumption which is not just cost-effective but eco-friendly as well.
- Strengthens the relationship between different user entities: ERP relationship between various user entities such as Management, Staff, Faculty, Students, and Parents plays a vital role in the development of students.
- User-Friendly Interfaces: It's designed with easy to use, interactive and user-friendly interfaces that help non-expert users to perform complex functions without any difficulty.
- Comprehensive Reporting System: It's a powerful mechanism to generate accurate and robust reports with a great deal of flexibility.
- Ensures Data Security: It ensures complete security of data and various security measures have been implemented to tighten the security at the database level as well as at the application level.
- Easy Centralized Backup Options: It makes it easy to manage database-backup systems. The database backup and restoration processes both are simple and easy and don't require any database expert to perform these activities.
- Provide training to colleagues on the ERP system.
- Resolve issues and queries independently; provide advice and recommend alternative courses of action including escalation if unable to assist.

## II. Website Policy

### 2.1. Introduction

A college website plays a significant role in making the first impression of the college, as it provides the first point of contact that people have with the college from any point in this online globalized world. Hence, it represents one of the prominent quality benchmarks of a college. Thus, the aim of the formation of the Website Committee is to mark college's reliable, effective and attractive web presence in an ever-expanding online domain.

### 2.2. Purpose

- To facilitate a user-friendly website interface with a proper navigation facility.
- To make the college website informative with a range of quality content, to serve prospective as well as current students, parents, staff, alumni and other stakeholders of the college.
- To make its appearance attractive through good colour schemes and layout
- To coordinate with the college management, staff members, other committees and societies for regular updating and an effective content management of the website.
- To update contents related to college, department, society and committees' events and activities.
- Yearly quality review of the content, as per the changing scenario at local and global level both.

### 2.3. Composition and Functioning

#### II.III.I. 2.3.1. Composition- The committee comprises of

- Coordinator
- Members
- Website Operator

#### 2.3.2. Functioning

Availability of all key information and online facilities needed for prospective as well as current students, staff, parents, alumni and other stakeholders of the college.

- There shall be regular updating of content.

- Each dynamic web page and their concerned department's web pages would be distributed among the members for information updating.
- Regular updating of concerned web pages shall be done before and after every event (addition and removal of content).
- The Heads of the Departments, the Coordinators of committee/cells/societies shall support the Website Committee in the following manner:

i. Data which needs to be updated or uploaded, shall be emailed on website email ID and informed timely to the website convenor and as per the format given.

ii. Data may include-Write Up, Images and Videos related to college and its stakeholders.

iii. Each member shall attentively work on the website for fetching the soft copies of the information to be uploaded for assigned tabs and updating the same on the website.

# 11. GRIEVANCE REDRESSAL POLICY

## 1. Introduction

Grievance Redressal Policy has been framed to structure an effective complaints redressal mechanism for students and staff, in order to maintain a harmonious environment in the college. It led to formation of grievance redressal committees at both college and department level to handle grievances. The committee shall uphold dignity and ensure a strife free environment in the college through promoting cordial and warm student-student relationship and student-staff relationship.

## 2. Purpose

The college's policy on grievance redressal has been formulated in order to make all the students and staff aware of the complaint handling process. This system would ensure that the redressal sought is just and fair and is within the given frame-work of rules and regulation. The policy shall discuss and analyze the causes for the complaints, initiate the complaint resolution process if required, to discuss the progress and action plans on the same and finally share the outcome with the complainant and the management. The Grievance Redressal Committee shall consider all grievances submitted in writing by an individual member of the college regarding employment/association, working conditions and any other alleged injustice done to an employee while discharging his/her duties at the college. It shall also consider all grievances from students related to college and departments. The committee shall deal with grievances received in writing from the students about any of the following matters such as academic matters like time issues of duplicate Mark-sheets, Transfer (TC) Certificates, or other examination related matters; financial matters that are related to dues and payments from library, lab etc.; miscellaneous matters such as certain misgivings about conditions of sanitation, preparation of food, victimization by faculty and staff etc.

## 3. Composition and Functioning

### 3.1 Composition

The Committee shall comprise of

- Principal (Convenor)
- Vice Principal(s)
- The Heads of Departments

### 3.2 Functioning

- The grievances cases shall be attended promptly on receipt of written grievances from the students and shall be reviewed accordingly as per the management policy.
- Any discipline-related issues should be first settled by the HoDs through the respective mentor of the class. More serious cases must be referred to the committee and also to the respective Vice-principals at the earliest, before allowing any such issues to deteriorate into heinous crimes.
- To redress grievances promptly, amicably, and in a time-bound manner.
- All the grievances of the students/staff which could not be settled in the routine process should be referred to this committee.
- To let the complainant present their case without any prejudice.
- Use positive, friendly ways to resolve the crisis rather than punitive steps, which disturb the system.
- To act impartially and try to resolve the matter as amicably as possible.
- To ensure effective, sensitive and confidential communication between all parties involved.
- Ensure that there is a proper process of investigation of the facts and figures related to the problem should be thoroughly investigated.
- The committee shall work as an appeal mechanism for the complainant if he/she is not satisfied by the department level grievance committee.
- Follow documentation of the procedures and of all necessary steps taken to resolve the problem/complaint.
- The committee shall set up a suggestion/complaint box at the reception area/s and on each floor of the building in which the students, who want to remain anonymous, can put in writing their grievances.
- The committee shall act upon only those cases, which have been forwarded in written along with the necessary documents.
- The Grievance Redressal Committee shall consider only individual grievances of specific nature of staff and students of the college raised individually by the concerned aggrieved employee/ student of the College
- The Grievance Redressal Committee shall not consider any grievance of general applicability or of collective nature raised collectively by more than one employee/ student.

- After receiving any application, the Committee will decide on the merit of case regarding scope of further discussion.
- The committee shall resolve the complaint within 14 days. In exceptional circumstances, the convener can increase the time to resolve the complaint.
- The student complaint regarding any department issue is to be taken up by the Department Grievance Committee. If the complainant is not satisfied by the resolution, then it can be forwarded to the college Grievance committee by the Principal on submitting a written application to him by the complainant.
- The Grievance Committee will meet as and when required and maintain record the minutes of meetings.
- If a member of the Grievance Committee is connected with the grievance of the aggrieved individual, the concerned member of the Grievance Committee shall not participate in the deliberations regarding that individual's case.
- If the aggrieved person happens to be a member of the Grievance Committee, then he/she shall not participate in the deliberations as a member of the Committee when his/her representation is being considered.
- The complaint should be submitted online through ERP portal, preferably. Although written applications in hard copy can be accepted.
- The aggrieved member shall submit his/her petition to the Principal in a sealed envelope marked "confidential".
- On receipt of a petition the Principal will forward it to Convener, Grievance Redressal Committee if the matter can't be resolved through verbal resolution. It is the endeavour of GRC to send its recommendation to the Principal within 15 days if possible, but in any case not beyond one month, for further action.
- The Grievance Redressal Committee may mediate between the complainant and defendant against whom the complaint has been made, if required
- In case of false and frivolous complaint (if proved), the Grievance Redressal Committee will recommend Code of Conduct /Disciplinary committee and finally to the Principal to take appropriate action against the complainant.
- The grievances will be addressed at three levels in the college:

  i. Departmental level grievances shall be taken care of by the concerned class mentors, department faculties and Department Heads to maintain the transparency.

ii. The faculty coordinators of grievance redressal committee will act as facilitators to communicate and sort out the grievances at the department level.

iii. Unresolved grievances at the departmental level are referred to the Grievance Redressal committee of the college.

### 3.2.1 Exclusions

**The Grievance Redressal Committee shall not entertain the following issues:**

- Any sexual harassment complaint.
- Any ragging related complaint.
- Any complaint pertaining to SC/ST/OBC related issues.
- Any decisions taken by academic council, society co-coordinators, administrative and academic Committees constituted by the college.
- Any decisions taken by the management with regard to any award of scholarship, fee concessions, medals, trophies and certificates etc.
- Any decisions taken by the college management with regard to disciplinary matters and misconduct.
- Any decisions taken by the college management with regard to the admissions process in any courses offered by the college.
- Any decisions taken by the college management with regard to the assessment and examination result.

# 12. FINANCIAL MANAGEMENT AND RESOURCE MOBILIZATION POLICY

## 1. Introduction

Financial Management implies planning, organizing, allocating, controlling and recording the financial activities such as procurement and utilization of funds and accounting and periodic financial reporting systems of the institution. Thereby applying general management principles to the financial resources of the institution. Resource mobilization is the procedure of securing new and additional resources along with efficient utilization, use of, and maximizing, existing resources by the institution. The process of mobilizing resources begins with the formulation of a financial management and resource mobilization strategy, which may include separate strategies for mobilizing financial and in-kind resources. This may include legal agreements at various stages, budgeting of funds under various heads of expenditure in a financial year, and steps for generating resources both cash and in kind. Executing the financial resource mobilization strategies needs to identify potential bases of funds, deposition of funds, and observing and recording of the transactions. These strategies may be constrained by rules established by the institution and recorded in the official documents.

## 2. Purpose

Financial Management and Resource Mobilization Policy shall manage the finance and mobilize resources of short and long-term nature to fulfill the expenditure requirements that are technically feasible and economically viable. Diversify and expand its resource base in supporting the achievement of the strategic plans, goals, and overall growth of this institute. It should identify and analyze the resources available for program priorities, policies, and efficient budget allocation. There should be a provision of the **Finance and Resource Mobilization Committee (FRMC)** for the effective execution of the policy. It will help in proper planning, coordination, and control in the preparation of budget allocation for all the units of college as per their needs. It will create a centralized system of fund allocation through the FRMC. Specific focus can be given to resource generation and utilization for the institution.

## 3. Composition and Functioning

### 3.1. Composition

Finance and Resource Mobilization Committee (FRMC) shall comprise of the following:

- Chairman - Principal
- Coordinator - Accountant
- Members – Vice Principal, Treasurer, Administrator, IQAC Coordinator, and Heads of all the Departments

### 3.2. Functioning

The policy should cover the accounts department, academic departments, IQAC, Cells/Committees/Societies and any other unit of the college which requires financial support for the execution of its initiatives and programs. It should be governed by the Principal's office on behalf of the college administration through the FRMC. The major source of fund collection for the institution has been the fees collected from its students. Major functions of the FRMC:

- Design and implement a robust resource mobilization strategy every year.
- Check reports and ensure that they are compliant with set policies and procedures.
- Accountant shall prepare the budget and all the reports for the perusal of the committee
- Chairman shall finalize all the budget for all departments and other units of the college based on the proposals received from respective units and shall present the budget and audited statements to the Managing Committee.
- Chairman shall coordinate with JXEA Treasurer in effective utilization of funds for the institution.
- Scrutinizes the budget submitted by the different departments and other units and monitors the utilization of their budget.
- Proposes the budget for the financial year for the departments and the institute in March.
- To consider audited accounts of the Institute and submit the same to the Managing Committee not later than June every year.
- Ensure due diligence and instituting measures to mitigate identified fiduciary risks to the grants.

- Set up accounting systems, ensure internal controls, procurement and liaison with all stakeholders on financial matters.
- Transparency and accountability is to be ensured by conducting an annual internal and external audit of the financial statements.
- The annual accounts and financial estimates for the current and succeeding year of the Institute shall be placed before the FRMC for scrutiny and thereafter submitted to the Managing Committee together with the comments of this Committee for approval.
- The Committee shall fix limits of the total recurring expenditure and the total non-recurring expenditure for the year based on the income and resources of the Institute.
- No expenditure other than that provided and more than the limits so fixed in the budget shall be incurred by the Institute without the approval of the Committee.
- To collect the Utilization Certificate (Statement of Expenditure) from all those units which are using college funds.
- Communicate effectively with all the units of the college for fund requirement, allocation and outcome of the same at all times.
- Monitor and supervise the optimal use of Government funds for which it has been sanctioned and to keep a copy of the Utilization Certificate for college records.

**4. General Guidelines**

- It is responsible for planning and managing funds of the college.
- Develop sources to raise additional capital for the institution.
- At least two meetings of the committee can be organized within the financial year.
- The management can forward any matter related to finance and resource utilization not mentioned above as and when required.
- In case departments or other units of college generate funds through sponsorship for their programs, a copy of the financial statement (revenue and expenditure) should be submitted to this committee.

# 13. INTERNAL AUDITING POLICY

## 1. Introduction

Internal audit assists in achieving efficiency and effectiveness in educational institutions, ensuring that processes and systems produce results that meet the needs of the institution while making the best use of resources at their disposal. The Internal auditing committee will act as an independent, objective assurance and consulting committee which is an activity designed to add value and improvement in an organization's academic activities.

Internal auditing is a catalyst for improving an organization's effectiveness and efficiency by providing insight and recommendations based on analyses and assessments of academic and administrative outcome-based reports. The Internal Audit serves as a "THIRD EYE' for the management to control and watch the efficiency and working of various units under them. The term 'INTERNAL' means work carried out by using one's own employees. The college has instituted an Internal Auditing Committee for smooth and effective implementation of Internal Auditing Policy.

## 2. Purpose

This Internal Audit Policy is developed to guide/assist the internal audit committee of the college to provide independent, objective, value-added and advisory services to the management of the college in order to improve the achievement level. More specifically this policy is intended to provide an internal audit committee with tools and information for assessing risk in processes and activities, developing an appropriate internal auditing work programme and planning, performing and reporting on internal audit engagements. With commitment to integrity and accountability, the internal auditing committee will provide value to the governing body management as an objective source of independent advice. Through the risk assessment process, and by following a scientific, systematic and disciplined approach to their work, internal auditors can compare operations to best-in-class organizations and achieve the goals of academic integrity. The policy shall help in implementing best practices and quality initiatives for the institution. The policy may involve topics such as the academic quality, research standards, efficiency of operations, the reliability of financial reporting, deterring and investigating fraud, safeguarding assets, and compliance with laws and regulations.

## 3. Composition and Functioning

### 3.1 Composition

For the smooth implementation of the internal auditing policy, there is a provision of the internal auditing committee. The committee consists of-

- Principal
- IQAC Coordinator
- Senior faculty Members

### 3.2 Functioning

IIC conducts audits for Departments and Administrative Units and suggests the methods for improvement and for overcoming the weaknesses.

- To identify the bottlenecks in the existing academic administrative mechanisms and to identify the opportunities for academic reforms, administrative reforms and examination reforms etc.
- To evaluate the optimum utilization of financial and other resources.
- To suggest the methods for continuous improvement of quality keeping in mind criteria and reports suggested by NAAC.
- To audit the academic and administrative units of college based on pre-decided indicators every year.
- Evaluate the performance of all units based on the indicators given in appendix
- Submit the report to the principal latest by April end every year
- The committee shall work in coordination with the IQAC in assessing the quality of work performed by different units of college and prepare a report on audit in consultation with IQAC
- Shall do the physical verification of data.

**(Refer to Annexure I)**

# 14. PREVENTION OF SEXUAL HARASSMENT AND INTERNAL COMPLAINTS COMMITTEE POLICY

## 1. Introduction

As per the guidelines of the University Grants Commission (UGC) and the Supreme Court a Prevention of Sexual Harassment and Internal Complaints Committee has been established by St. Xavier's College Jaipur, to provide a healthy and congenial atmosphere to the staff and students of the Institution. The committee aims to sensitize and work to prevent sexual harassment in the institution. The committee shall conduct an inquiry by forming an Internal Complaints Committee (ICC), at the time of requirement for suggesting suitable action as per the legal format of Vishaka Guidelines, Sexual Harassment at the Workplace of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, and GOI's Instructions in this direction.

St. Xavier's College Jaipur is committed to providing a congenial and conducive atmosphere in which students, teachers, and non-teaching staff can work together in an environment that is free of violence, harassment, exploitation, and intimidation. This includes all forms of violence; (sexual harassment and discrimination) based on gender. Every member is expected to be aware of the institution's commitment to their right to freedom of expression and association, as the college strongly supports gender equality and opposes any form of gender discrimination and violence.

Concerning the Supreme Court Judgment and guidelines issued in 1997 to provide for the effective enforcement of the basic human right of gender equality and guarantee against sexual harassment and abuse, more particularly against sexual harassment at workplaces, the University Grants Commission (UGC) issued circulars since 1998, to all the universities, advising them to establish a permanent cell and a committee; to develop guidelines to combat sexual harassment, violence against women and ragging at the universities and colleges. Keeping the above guidelines in view, the College has constituted a committee against Sexual Harassment.

The Supreme Court of India, in a landmark judgment in August 1997 (Vishaka & others vs. the State of Rajasthan & others) stated that every instance of sexual harassment is a violation

of “Fundamental Rights” under Articles 14, 15, and 21 of the Constitution of India, and amounts to a violation of the “Right to Freedom” under Article 19 (1)(g). Another Supreme Court Judgment in January 1999 (Apparel Export Promotion Council vs. Chopra) stated that sexually harassing behavior “needs to be eliminated as there is no compromise on such violations”. The Supreme Court further reiterated that sexual harassment “is a violation of the fundamental right to gender equality and the right to life and liberty”.

### 1.1 University of Rajasthan Mandate

Based on these, the University of Rajasthan, Jaipur to which St. Xavier’s College Jaipur is affiliated, made it mandatory for the affiliated and constituent colleges to adhere to the following:

- A Prevention of Sexual Harassment and Internal Complaints Committee is to be made functional with at least two senior women faculty in the committee.
- A Prevention of Sexual Harassment and Internal Complaints Committee policy to be adopted and publicized.
- An affidavit to be submitted by each college declaring that such a policy is adopted and the Prevention of Sexual Harassmentand Internal Complaints Committee is operational.

### 1.2 Definition of Sexual Harassment

To understand the scope of the committee, sexual harassment is defined as including such unwelcome sexually determined behavior (whether directly or by implication) as:

- Physical contact and advances;
- A demand or request for sexual favors;
- Sexually coloured remarks;
- Showing pornography;
- Any other unwelcome physical, verbal, or non-verbal conduct of a sexual nature.

## 2. Purpose

The committee is formed with a purported aim to meet the following key objectives:

- To develop the policy and guidelines to keep a check on such complaints.

- To fulfill the directives of the Supreme Court, the directives of the UGC, and the University of Rajasthan, Jaipur to implement a policy against sexual harassment in the institution.
- To hear the complaints with utter confidentiality.
- To evolve a mechanism for the prevention and redressal of sexual harassment cases and other acts of gender-based violence in the institution.
- To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.
- To provide an environment free of gender-based discrimination.
- To create a secure physical and social environment that will deter acts of sexual harassment.
- To promote a social and psychological environment that will raise awareness about sexual harassment in its various forms.

## 3. Composition and Functioning

### 3.1 Composition

St. Xavier's College Jaipur has framed a committee comprising of the following members

- Convenor
- Coordinator
- Member

In addition to this, the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, mandates that the employer or the person designated in charge of any workplace nominate an Internal Complaints Committee (ICC) for every branch of the workplace that employs more than ten persons. One-half of the total members of the ICC must be women and must comprise:

- A woman as the Presiding Officer, chosen from amongst the employees of the workplace and necessarily employed at a senior level.
- Not less than two members from amongst employees preferably committed to the cause of women or who have had experience in social work or have legal knowledge.

- One member from amongst non-governmental organizations or associations committed to the cause of women or a person familiar with the issues relating to sexualharassment.

**3.2 Functioning**

The committee shall conduct the following activities throughout the academic session:

- Provide a safe working environment.
- Keeping a check over cameras and complaint boxes placed at strategic places in the institution.
- Setting up an easy complaint filing procedure and ensuring confidentiality and quickness in resolving the complaints
- Organize workshops and awareness programs at regular intervals to sensitize students & employees on the issues and implications of workplace sexual harassment and organize orientation programs for members of the Internal Complaints Committee
- Treating sexual harassment as misconduct under the service rules and initiating action for misconduct

**3.2.1 The rules and regulations outlined in this policy shall apply to all complaints of sexual harassment made:**

- By a member of the institution against any other member irrespective of whether the harassment is alleged to have taken place within or outside the campus.
- By an outsider against a member of the college or by a member of the college against an outsider if the sexual harassment is alleged to have taken place within the campus.
- By a member of the college against an outsider if the sexual harassment is alleged to have taken place outside the campus. In such cases, the committee shall recommend that the college authorities initiate action by making a complaint with the appropriate authority. Further, the committee will actively assist and provide available resources to the complainant in pursuing the complaint.

**3.3 Guidelines for Resolving Complaints**

According to the SAKSHAM Handbook of UGC, the basic perspectives and principles that must guide all HEIs in their task of addressing and redressing sexual harassment on campuses

against the background of the Vishaka Guidelines, and now the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

As per the law and stated UGC guidelines the goal of the Sexual Harassment policy is to end the problem faced by the student/employee through an internal system of relief that is easy to access, and thereby to provide an effective remedy to the aggrieved complainant as quickly as possible so that s/he can continue to study/work and develop without further impediments. The larger perspective guiding sexual harassment policy is to be educational, preventive, corrective, and, when punitive, to carry out processes following a complaint with sensitivity, rigor, and justice.

St. Xavier's College Jaipur shall also focus on the following broad principles and guidelines in resolving any complaint in this direction:

- **Confidentiality**
- **Non-coercion as well as interim relief**
- **Counselling for both the parties involved.**
- **Fair inquiry**
- **Fair Judgment**
- **Creating an atmosphere of trust**
- **Keeping a check over the vulnerability of discrimination and exploitation, based on caste, minority, disability, etc.**
- **Endorsing practices of zero tolerance toward sexual harassment**

### 3.4 Standard Operating Procedure

**The college management shall take care of the following matters:**

- The management shall form an ICC in case of receiving any sexual harassment complaint.
- The employer is also required to monitor the timely submission of reports by the ICC

The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 also sets out the constitution of the committees, and the process to be followed for making a complaint and inquiring into the complaint in a time-bound manner. It also empowers the ICC to recommend to the employer, at the request of the aggrieved employee,

interim measures such as (i) transfer of the aggrieved woman or the respondent to any other workplace; or (ii) granting leave to the aggrieved woman up to 3 months in addition to her regular statutory/ contractual leave entitlement.

The above act also states, that if an employer fails to constitute an Internal Complaints Committee or does not comply with any provisions contained therein, the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 prescribes a monetary penalty of up to INR 50,000. A repetition of the same offense could result in the punishment being doubled and/or de-recognition.

The government is in turn required to set up 'Local Complaints Committees' ("**LCC**") at the district level to investigate complaints regarding sexual harassment from establishments where the ICC has not been constituted.

The law allows the employer to initiate action against the complainant in case of a "false or malicious complaint". In case the allegation has been proved, the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013 allows the ICC to recommend to the employer to deduct from the respondent's salary such sums it may consider appropriate to be paid to the aggrieved woman or take an action as per the law.

### 3.4.2 Procedures

**3.4.2.1** For Recording Complaint

Procedure according to the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, in **recording a complaint:**

- Use a standard format for the recording of complaints if there has been a series of incidents, seek information about all previous incidents; collect evidence like messages, emails, and any other relevant documents, including itemized call records
- Reduce oral complaints to writing using the standard format that the complaint is as far as possible in the words of the complainant. Ensure that all documents submitted by the complainant are authenticated on every page, and countersigned by the member of the ICC who has recorded/ received the complaint.

- Development of a standard procedure for the constitution of the Inquiry Committee, designation of the Inquiry Officer, and a clear definition of its role, responsibilities, and powers

**3.4.2.2 For Formal Inquiry:**

- **Order and Manner of Inquiry:** The necessity of adopting a mode of inquiry whereby the respondent has a full opportunity to understand the case being made out against him/her before he/she presents his/her defence.
- **Dealing with depositions:** Verbatim vs. sense-based reduction of oral depositions. Use of questions and answers. Administration of an oath of confidentiality, and signatures on attendance sheets. The necessity of the deposition being explained to the witness in a language she/he can understand, and the use of translation/interpretation. Also, the a need for the authentication of depositions (preferably on the same day) by all witnesses, particularly the respondent
- Procedures for the cross-examination of the parties and their witnesses, modulated by the guiding principles of gender sensitivity and non-coercion.
- Supply of authenticated and anonymized depositions to both parties
- How to summon and interview official witnesses and access official records?

**3.5 Duties of the Chief Inquiry Officer:** Supply the complaint and other documents to the respondent; issue summons to witnesses; conduct meetings of the Inquiry Committee, proper record of minutes/; correspondence with the complainant, respondent, witnesses, and officials.

**3.5.1 Roles and responsibilities of other members of the Inquiry Committee, including the NGO representative:** The key responsibilities of other committee members are to attentively attend all the meetings (in case of absenteeism prior information should be sent to the Chief Inquiry Officer), record keeping of the minutes, giving their valuable suggestions in the case proceedings, helping in exploring more information, supporting in report compilation etc.

**3.6 Granting Interim Relief to Complainants:** Addressing requests for transfer, leave, medical care/leave, and protections against victimization. Implementation of guarantees of

confidentiality and principles of natural justice, including serving restraint orders, and interim disciplinary action.

**4. Declaration of Policy**

Educational Institutions are not merely 'workplaces' where faculty and non-teaching staff are employed but are places where students come to learn and be trained for their professional careers and to realize their full potential as individuals. It is therefore imperative that all students, particularly women students, are provided with a safe and dignified environment in which they can achieve these goals, because only then will they be able to realize the constitutional promise of equality. Keeping this in mind St. Xavier's College Jaipur also declares the safekeeping of its workforce and students by having a Prevention of Sexual Harassment and Internal Complaints Committee policy and following a systematic procedure in resolving the complaints.

# 15. INSTITUTIONAL GREEN POLICY

## 1. Introduction

St. Xavier's College Jaipur is dedicated to fostering sustainability initiatives across all levels of decision-making among its stakeholders through the implementation of its Green Policy. The institution is firmly committed to prioritizing sustainability and environmental management in its operations.

## 2. Purpose

All the stakeholders of St. Xavier's College Jaipur – management, staff, students and those who use the campus shall adhere to the green policy and code stated herein.

## 3. Composition and Functioning

### 3.1 Composition – Following shall be member of Institutional Environmental Consortium

- Principal
- Campus Administrator
- Swachhta Action Plan (SAP)
  - Sanitation & Hygiene Unit
  - Waste Management Unit
  - Energy Management Unit
  - Greenery Unit (Biodiversity conservation & Preservation)
  - Water Management Unit
- Eco-Friendly Club/ National Green Corps (NGC)
- National Service Scheme (NSS)
- Institutional Social Responsibility & Extension Activity Cell (ISREAC)/ Unnat Bharat Abhiyan (UBA)
- Internal Quality Assurance Cell (IQAC)
- Internal Audit Committee

### 3.2. Functioning

The core functions of the Institutional Green Committee shall be:

- The institutional Green Committee shall perform the role of overall planning, executing, and monitoring of the eco-friendly initiatives of the institution.
- Promote and expand environmental consciousness about the importance of a clean green environment through orientation, circulars, notices and signages among stakeholders and the neighbourhood communities.
- Identification and implementation of alternative sources of energy and energy conservation measures.
- Implementation of effective waste management techniques to reduce pollution.
- Identification and putting into practice water conservation measures.
- Implement and monitor green initiatives in the campus.
- Review and implement the recommendations made by Green Audit.
- The Green units will serve as creating a roadmap for all the employees and stakeholders of St. Xavier's College Jaipur to be more environmentally conscious and become green citizens of the country.
- The Department of Science will collaborate with these units for the implementation of these green initiatives.

## 4. GENERAL GUIDELINES

### 4.1. Energy Management

To protect the environment for the present and future generations, it is imperative that the members of the unit strive to conserve energy and use alternate sources of energy.

Reduce energy consumption by taking initiatives like:

- **Installing Solar power panels and use of renewable energy: Solar Energy** shall be harnessed through Solar Rooftop Systems, ensuring generation of maximum electricity abiding by the guidelines of theMinistry of New and Renewable Energy MNRE), Government of India
- **Only star rated equipment** – refrigerator, air conditioners, microwave, deep freezers etc. shall be procured. The computer labs and library shall utilize LED desktop monitors.
- **LED lights** will be implemented in classrooms, laboratories, auditorium, halls and corridors.

- **Planning and incorporating natural lighting and cross ventilation** into new construction/architectural design, so as to reduce power consumption.
- **Sensor based energy conservation** - Implementation of smart technology to conserve energy in the form of sensor-based mechanism for lights, fans and other equipment.

**4.2 Water Management**

The unit shall strive to conserve and recycle the used water as mentioned in the Water (Prevention and Control of Pollution) Act, 1974. A methodical, organized, well planned, structured mechanism shall be implemented to conserve water.

- **Rainwater Harvesting:** A well planned mechanism in collecting and storing rainwater run-off shall be planned and executed through the rain water harvesting unit. Institution shall construct an additional storage tank to store excess water that can be rechanneled during heavy rains.
- **Borewell/ Open Well Recharge:** Borewells shall be dried only when necessary. Recharge pits should be planned and executed.
- **Maintenance of water bodies and distribution system:** Manage the hygiene of water storage containers so that minimum water is wasted. Regular checks over water leakages, such as dripping taps in washrooms or drinking water zones should be conducted to prevent leaks and minimize water loss.
- **Awareness and Training:** Awareness programs and training sessions should be organized to educate students, staff, and stakeholders about the importance of water conservation and their role in water-saving practices.

**4.3. Waste Management**

The unit will comply with waste management legislations as mentioned in the Hazardous and Other Wastes Rules, 2016, by reducing waste generated in the campus, reducing environmental impact through segregation, reuse, recycling and composting of waste. There shall be a systematic mechanism for waste segregation, characterization, minimization, collection, separation, treatment and disposal.

**4.3.1 Management of Biodegradable**

- **Composting:** Unit shall adopt vermicomposting and bio-composting methods, and the compost generated from this will be used as bio fertilizer for nurturing the flora of

the campus.

### 4.3.2. Management of Solid Waste

Institutions shall have a waste recycling mechanism that will enable the reuse of potentially useful material and reduce the consumption of additional raw material.

- **Reduce, Reuse, Recycle:** the Institution shall have a systematic mechanism for reducing, recycling and reusing non-biodegradable waste to minimize environmental pollution.
- **Waste segregation and collection** at every level of the organization has to be done through color coded and labelled bins placed in classrooms, auditorium, cafeteria, laboratories, corridors, washrooms, quadrangle, open spaces and parks.
- **Exclusive support staff** should be appointed for waste collection, segregation, treatment, or disposal.
- **Paper, plastic, glass, cardboard, metal scrap and e-waste** collected shall be sent to authorized waste collector.
- **Leaf litter, pruning and garden waste** will be composted using a composting machine.
- **Incinerators** shall be used to dispose of sanitary napkins and used paper food plates and cups.
- The institution shall have a waste recycling mechanism that will enable the reuse of potentially useful material and reduce the consumption of additional raw material (such as reusable construction waste and wood scrap).
- The institution shall not use thermocol for any purpose.

### 4.3.3 Management of Liquid waste

- TheInstitution shall be equipped with Sewage Treatment Plant to recycle and reuse gray water
- The water generated as waste during purification of water from reverse osmosis unit shall be diverted to the water harvesting unit and shall be reused for gardening.

### 4.3.4 Management of Biomedical waste

The Institution shall manage biomedical waste of laboratory origin with utmost care and

dispose of the same in a manner to contain potential hazards and to protect the environment.

- Biomedical waste, other than sharps, should be collected in strong containers (labeled red)
- Laboratory shall display **biosafety protocols** for safe handling and disposal of biomedical waste.
- **Disposal of needles and sharps** should be linked with a large hospital with a proper waste disposal system or buried in deep pits.
- Only **trained laboratory personnel** are authorized to handle biomedical waste with standard precautions.
- Biomedical waste should be **incinerated or autoclaved or treated with disinfectants** to prevent any health and environmental hazards.

### 4.3.5 Management of E-waste

The NGC cell is responsible for e-waste management. The following norms will be implemented for e-waste management:

A **MoU** shall be signed with an authorized e-vendor for the timely collection and recycling of e-waste. The NGC cell shall make arrangements for the annual collection and disposal of the e-waste.

## 4.4. Green Campus

The Institution should take steps to encourage sustainability and environmental consciousness among its stakeholders and maintain an environmentally friendly campus with appropriate policies and procedures which adhere to the Environmental (Protection) Act, 1986.

**Usage of Battery powered Vehicles, Bicycles, and carpooling system**: Members of the institution shall be encouraged to use e-vehicles for commuting. Transportation within the campus shall be provided through battery operated e-vehicle to reduce carbon emission. Charging points shall be set up for the convenience of recharging e-vehicles.

College buses and carpooling are two sustainable modes of transportation that faculty, students, and staff should investigate.

**Ban on Plastic Usage:** The institution shall adhere to 'Zero Single Use Plastic Usage' policy in all the campus facilities.

**Landscaping with Trees and Plants:** The development of parks and lawns must receive enough attention, and green space cannot be compromised in the process of building new infrastructure. Flora documentation needs to be kept up to date. A distinct area needs to be set out for the herb garden. A separate space shall be allocated for the herbal garden.

**Implementation of Green & Sustainable practices:**

a. Administrative sections shall gradually move towards paperless operations through an e-governance mechanism.
b. Online payments and fee transactions shall be promoted.
c. Communications shall be encouraged through e-mail, mobile app, internal servers and web page.
d. E-verification of certificates and documents for students shall be initiated.
e. The college shall reduce paper and printing costs by publishing e-handbook, e-prospectus, e-journals and e-magazines.
f. E-certificates shall be considered for conferences, workshops, FDPs, Value added courses, curricular festivals, cultural and sports activities.

**Awareness:** Institution shall make members aware about the significance of a clean and green campus. There shall be a campus manager to monitor the cleanliness of the campus, and adequate manpower shall be recruited for the upkeep and cleanliness. Moreover, effort shall be made to adopt green cleaning practices.

### 4.5. Quality Audit

Utilizing the national benchmarks of green campuses, the institution shall have an internal mechanism for auditing green and sustainable initiatives.

- **Green Audit**: To improve the environmental condition of the institution an audit of implementation and effectiveness of green practices has to be done annually. This audit shall be carried out to measure institutional practices such as waste management, energy conservation and water management.
- **Environmental Audit:** Environmental Audit will measure the effects of institutional practices on:

a. Air issues

b. Water issues

c. Wastes

d. Biodiversity

e. Environmental Management Systems

- **Energy Audit:** Energy audit will identify, measure and report energy utilization, conservation and power efficiency in the institution.

# 16. ALUMNI ASSOCIATION POLICY

## 1. Introduction

St. Xavier's College Jaipur Alumni association, registered in the year 2013 as Xavier's College Alumni Association (XCA) coincided with the graduation of the first batch of the college. It serves as a strong pillar of support for the institution, its students and the surrounding community. The college recognizes its alumni as it is one of the most valued and talented resources and encourages alumni participation in shaping the institution's future and systematically and steadily uplift the image and status of St. Xavier's College Jaipur, both nationally and internationally. XCA works hand-in-hand with the institution for the holistic growth of its students, aiding them getting theoretical and practical experiences for the overall development. The association fosters brotherhood and camaraderie among college alumni, providing a forum for exchanging ideas on academic, cultural, and social issues. It promotes general interests through networking, social, cultural, and sports activities, as well as seminars, talks, and conferences.

Upon successful completion of their academic journey, including graduation and postgraduate studies, individuals are eligible to join the alumni community of our institution. To become a member, one must register with the alumni association. This affiliation grants individuals the status of esteemed alumni, fostering a lifelong connection with the college.

## 2. Purpose

- To facilitate the creation and maintenance of a strong network among former students.
- To engage and encourage members to take an active and abiding interest in the work and progress of the college, fostering assistance in its development.
- To provide support for current students in career development and mentorship to navigate their professional paths is a priority.
- To regularly organize reunions, sports, and cultural activities to maintain a strong sense of community among alumni.
- To encourage generous contributions in cash or kind from alumni members for departmental programs/initiatives and the overall development needs of the college.

- To provide prizes, awards, scholarships, and financial aid, which are instituted to recognize outstanding students for projects, research papers, or other professional activities.

**3. Composition and Functioning:**

**3.1. Composition and election/Appointment/ selection of the members of the alumni committee**

- Director: Principal of the St. Xavier's College Jaipur
- Core Committee
    a. An appointed President
    b. An appointed Vice President
    c. Secretary
    d. Treasurer
    e. Joint Secretary
- Executive Committee: Consisting of seven executive members including at least 3 female members
- Invitee Members: Up to 10 invitee members

**3.2. Functions**

- Identify, create, and update the database of alumni members.
- Elect a committee consisting of core committee on regular bases
- Hold periodic alumni meetings (at least two per year).
- Encourage members to take an active and abiding interest in the work and progress of the college.
- Communicate regularly with members of the alumni and alumni chapter members, keeping each other mutually informed of the developments of the College and Department Alumni Chapter.
- Update the alumni directory and other information regarding activities, events, and programs on the college and alumni website.
- Encourage generous contributions in cash/kind from alumni members for college programs/initiatives and for the development needs of the college.

- Institute prizes/awards and disburse scholarships to outstanding students for projects, research papers, or other professional activities, and provide financial aid to poor and deserving students of the college through the funds raised.
- Undertake to organize activities of a civic or charitable nature to increase public awareness of the role of technology in value addition in the economic and social development of the nation.
- Assist recent graduates and current students in shaping their careers on a regular basis.
- Maintain books of accounts/bills/vouchers/receipts and undergo the annual audit.
- To regularly organize reunions, sports, and cultural activities to maintain a strong sense of community among alumni.
- Coordinate and tally the membership lists of the Alumni with the office of Xavier's College and Alumni chapters, aiming to develop, maintain, and strengthen the database for the alumni and department chapter by adding more and more members.
- Alumni should conduct at least one program annually of educational, social, and networking events.
- All alumni events and activities must be coordinated with the Department Alumni Chapters.
- Foster continuing professional/academic development of the College and extended relationships between present students, staff, and others associated with the college.
- Impart identity to its members by issuing them with photo-identity cards.
- Motivate alumni to visit the campus regularly to deliver lectures, conduct seminars, and provide motivational lectures.

**4. Department Alumni Chapter**

Each department will establish an Alumni Chapter, comprising members from the same department, to enhance alumni connections within the department. The chapter collaborates with Xavier's College Alumni (XCA) and serves as a vital bridge connecting XCA, the department, and the college. It facilitates communication for alumni interactions with students and faculty. The formation of Department Alumni Chapters is crucial for fostering a strong network.

### 4.1. Purpose

- To encourage alumni to serve as ambassadors for their respective departments, actively contributing to departmental growth.
- To organize regular reunions, social, cultural, and sports events to strengthen alumni relationships.
- Promote continuous professional/academic development and extended relationships among present students, staff, and others associated with the college.
- To motivate department alumni to visit the campus regularly for lectures, seminars, and motivational talks, providing career guidance and knowledge enhancement.
- Maintain regular communication with alumni chapter members and the college/department, ensuring mutual updates on the Department Alumni Chapter's developments.
- To encourage generous contributions, in cash or kind, from department alumni for departmental programs/initiatives and college development.

### 4.2. Composition and Functioning

**4.2.1. Composition** - For smooth implementation of the above objectives, there is a provision of the Department Alumni Chapter. The committee of the Department Alumni Chapter consists of elected office bearers, teacher coordinator, all the faculties of the department and the head of the department.

#### 4.2.2. Functioning

- To conduct regular Department Alumni Chapter meetings for its members.
- To coordinate and reconcile the membership lists of the Department Alumni Chapter with the office of Xavier's College Alumni Association.
- To develop, maintain, and enhance the department chapter's database, actively adding more members, even if they are not part of XCA.
- To organize at least one annual program comprising educational, social, and networking events.
- Promote the alumni network to strengthen bonds of friendship, interests, and welfare for its members through email and the college website.
- To assist the department and its students in both financial and non-monetary aspects whenever required to facilitate growth.

### 4.3. Guidelines/ Standard Operating Procedure

The constitution of the department alumni chapter will include the official name and address of the department alumni chapter, memberships, organization structure, powers, duties, and responsibilities of elected office bearers, operations of funds, meetings and other activities. The Dept. Chapters will invite alumni and make them share their experience and knowledge with present students. It will organize alumni meets every year for strengthening the bond between the members and college. The Dept. Alumni Chapter will function according to the constitution of the chapter.

# 17. POLICY FOR SPECIALLY ABLED (*DIVYANGJAN*)

## 1. Introduction

St. Xavier's College Jaipur, guided by its motto of nurturing competent, compassionate, and noble individuals for a brighter future, is committed to inclusive education. Embracing the constitutional principle that education is a fundamental right for all, our institution has developed policies to accommodate the needs of individuals with disabilities, referred to as **"Specially Abled (Divyangjan)"**. These policies align closely with the guidelines set forth by the UGC under the Disabilities Act 1995, the Rights of Persons with Disabilities Bill – 2016, and the Directorate of College Education, Government of Rajasthan.

Our college has taken proactive steps to create a conducive learning environment for students with special needs. This initiative aims to provide an equitable learning platform, ensuring that every student, regardless of their abilities, has access to quality education.

## *2.* Purpose

The policy at St. Xavier's College Jaipur is designed to ensure accessibility to education for specially abled individuals, offering them suitable opportunities and fostering awareness about their capabilities. Through education, the aim is to empower them to become self-reliant and independent. These guidelines serve as a framework for establishing an inclusive and barrier-free learning environment within the institution and across its departments. The objective is to equip our institution with the necessary facilities to facilitate access for specially abled individuals, thereby promoting inclusivity and equal educational opportunities. The policy ensures:

## 3. Composition and Functions

**3.1. Composition:** The following college units plays an important role to support the quality education for specially-abled (*Divyangjan*) individuals:

- ***Grievance Redressal****:* Any grievances concerning individuals with disabilities are directed to the Grievance Cell and Grievance Redressal Committee. Special meetings may be convened; if deemed necessary to address specific concerns effectively.
- ***Internal Quality and Assurance Cell (IQAC)***: Monitors the seamless dissemination of information to the specially abled (Divyangjan) individuals.

- ***Infrastructure Utilisation and Management Committee:*** Supervises the infrastructure and ensures a barrier-free environment on campus to facilitate easy movement for specially abled (Divyangjan) individuals. The following amenities is available in campus:
- Ramps were constructed for easy mobility.
- Wheelchair is available in the campus to ease the mobility.
- Lift facility to ease the movement is available within the campus.

**3.2. Functioning**

- **Mentoring:** To provide regular guidance and counselling to specially abled students.
- **Teachers Training:** To train and organize awareness programmes for teachers regarding approaches of teaching, guidance, counselling, evaluation, analysing their special skills and providing platforms through activity clubs etc.
- **Web Services:** To ensure that web services are compliant to National and international accessibility standards and regulations such as Web content Accessibility Guidelines (WCAG) with appropriate version and Government of India Guidelines for Web accessibility.
- **Awareness About Benefit schemes:** To spread awareness about various government support schemes available for *divyangjan*in India.
- **Creating Employment Opportunities:** To provide assistance to them to seek employment based on their ability and skill.
- To ensure fair and just implementation of the policy
- Assistance in procuring special permission from the university for annual examinations with the help of Examination Cell and University Coordinator's Office
- To procure and ensure maintenance of special assistive devices procured by the higher education institute under the HEPSN scheme and encourage specially abled (Divyangjan) individuals to use them for enriching their learning experiences like computers with screen reading software, low-vision aids, scanners, mobility devices etc.
- To maintain proper documents and records of the number of especially abled (Divyangjan) learners year wise, the assistance/guidance/counselling provided and all other related documents

- **Accessibility:** Ensure that all facilities, services, and information are accessible to specially abled (Divyangjan) learners with disabilities, promoting equal participation and inclusion.
- **Awareness:** Conduct awareness programs to foster understanding and appreciation of the capabilities and needs of individuals with disabilities among the campus community.
- **Inclusivity:** Implement inclusive practices in all aspects of campus life, including admissions, academics, extracurricular activities, and support services.
- **Infrastructure:** Ensure that campus infrastructure is designed and maintained to be accessible and user-friendly for individuals with special needs, including ramps, elevators, accessible restrooms, and signage.
- **Training**: Conduct training programs for faculty, staff, and students on disability awareness, inclusive teaching practices, and assistive technologies.
- **Collaboration**: Foster partnerships with relevant government agencies, non-profit organizations, and disability advocacy groups to promote the rights and inclusion of individuals with disabilities.
- **Compliance:** Adhere to legal requirements and guidelines related to disability rights and accessibility, including relevant legislation such as the Disabilities Act and Rights of Persons with Disabilities Bill.
- **Continuous Improvement:** Regularly review and evaluate the effectiveness of the policy and its implementation and make necessary adjustments to enhance the support and inclusivity provided to individuals with disabilities.

**4. Future Perspectives**

To make the barrier free environment for especially abled learners the following suggestions were proposed.

- Tactical path is being constructed from the main entrance towards the campus building and canteen.
- Motion sensored doors along with ramp facility will be available.
- Self-book issuing kiosk will be installed in library.
- The Kibo XS Device specifically designed to meet the needs of visually impaired individuals will be installed in library.
- Special toilets well equipped with sensors would be constructed.

# 18. ANTI-RAGGING POLICY

## 1. Introduction

Ragging, a social menace, has no place in the academic environment of St. Xavier's College Jaipur, where character, compassion, and competence are strived for and emerges from its core value of inclusivity and dignity.

The Ministry of Human Resource Development, Government of India has taken a serious note of the incidents of ragging and is of the view that serious action should be taken against those indulging in 'ragging' so that these incidents are not repeated, and exemplary punishment is meted out to those indulging in it. Strict implementation of the guidelines issued by the Honourable Supreme Court on this issue has also been stressed by the Ministry.

To this end the college has a strict Anti-Ragging Policy that constitutes and ensures smooth functioning of the Anti-Ragging Committee in order to create a healthy and safe environment for its students. The committee takes care of preventive, procedural, and punitive aspects of ragging based on the guidelines issued by the University Grants Commission, Ministry of HRD (Govt. of India), and Department of College Education, Govt. of Rajasthan (DCE). Ragging is prohibited and punishable under the UGC Regulations on "Curbing the Menace of Ragging in Higher Educational Institutions (2009)" as issued and amended by the UGC from time to time and scrupulously followed by St Xavier's College Jaipur.

## 2. Purpose

Purpose of the policy is to dictate the functioning of the **Anti-Ragging Committee** for preventing ragging and dealing with the ragging cases in a sensible manner. The sole responsibility of the anti-ragging committee is to deal with the ragging according to terms given by the UGC and DCE.The 'anti-ragging policy' covers the guidelines and system for the anti-ragging committee of the college, to achieve the following end:

- To develop a proper system to file complaints related to the ragging of any type.
- The policy intends to provide an efficient, fair, and transparent experience to all our students.

- Create, develop, and nurture a conducive, socio-academic environment within the college campus.
- Generating and maintaining a high level of confidence within new entrants and their parents/guardians to perceive that fresh entrants to the college are welcome and provided support, rather than being harassed and intimidated.
- Keeping in place an integrated system to discourage and prevent any negative acts like 'ragging' by the seniors, which disrupts socio-academic integration of new entrants.
- Prescribing deterrent measures for any violation of the 'anti-ragging policy' by way of disciplinary measures
- Redress ragging complaints promptly. Give a friendly environment so that students without fear can come and discuss their problems freely
- Ensure effective, sensitive and confidential communication between all involved without prejudging or commenting.

## 3. Composition and Functioning

### 3.1 Composition

As per the directives of the Honourable Supreme Court of India, the UGC/DCE has issued strict guidelines to all the institutions of higher education to check and curb the menace of the ragging on campus. For smooth implementation of the anti-ragging system, St. Xavier's College, Jaipur constitutes an anti-ragging committee in each academic session. The committee members shall work as per provisions of UGC/DCE guidelines to ensure and check ragging of students on the campus. This committee consists of: -

- Coordinator
- Assistant Coordinator
- Two Members

### 3.2. Functioning

a) The advertisement for admissions shall clearly mention that ragging is totally banned/prohibited in the College and anyone found guilty of ragging and/or abetting ragging is liable to be punished appropriately

b) The prospectus should contain a specific caution that "Ragging is banned in college, and anyone found indulging in ragging, is likely to be punished appropriately which may include expulsion from the institute."

c) Management of the College/Heads of the Departments/Faculties, during their address/discussion to/with parents/guardians, admission aspirants/fresh entrant students at the time of counselling meets, on registration, induction program, batch inaugurals and other such occasions, should invariably assure the students and parents about full protection and support against any attempts of ragging by seniors while briefly introducing the 'anti-ragging policy' of the college.

d) Migration/School leaving certificates and character certificates, issued by the previous school/college/institution/university to the admission aspirants should be carefully checked for any entry relating to the student's involvement in 'ragging' activities at the time of registration for admission.

e) All matters of discipline, related to anti-ragging, within teaching institutions must be resolved within the campus except those impinging on law and order or breach of the peace or public tranquillity, all of which should be dealt with under the penal laws of the land.

f) Remedial action shall be initiated and completed within the week of the incident itself but in any case, not beyond fifteen days, for further action.

g) A database shall be created out of undertakings affirmed by each student and his/her parents/guardians stored electronically and shall contain the details of each student. The database shall also function as a record for the anti-ragging committee.

h) Big posters (preferably multi-coloured with different colours for the provisions of law, punishments, etc.) shall be prominently displayed on all notice boards of all the departments, and at various vulnerable places in the building.

i) Apart from placing posters, the college shall undertake measures for extensive publicity against ragging by means of audio-visual aids, by holding counselling sessions, workshops, and other methods as it deems fit

j) Ensure that the UGC Anti Ragging Undertaking should be filled by the students and Parents/Guardians after they have taken admission in the college. The link for the same is available on the college website and also in the important links given.

k) Maintain the record of registered complaints received and the status of the action taken.

l) Aware the students about the Punishments/Penalties for 'Ragging' at the college level after they have taken admission for UG and PG Courses

m) Depending upon the nature and gravity of the offense as established by the anti-ragging committee of the college, the possible punishments for those found guilty of ragging at the college level will be any one or any combination of the following:

- Suspension from attending classes and academic privileges or class for a limited period.
- Withholding/withdrawing scholarship and other benefits
- Debarring from appearing in any test/examination or other evaluation processes
- Debarring from representing the institution in any regional, national or international meet/events, tournament, youth festival etc.
- Suspension/expulsion from the college
- Cancellation of admission
- Rustication from the college for a particular period
- Debarring from admission in PG or any other course
- Fine with a public apology
- Prosecuting for a criminal offense
- The college can approach police/lodge FIR if the situation demands.
- Collective punishment in case the individual(s) committing or abetting 'ragging' are not identified.

# 19. SPORTS AND YOGA POLICY

## 1. Introduction

Physical exercise is important for mental and physical well-being. Sports and yoga activities keep students physically fit and provide a platform to make it their career option. These activities by teaching patience, teamwork, unity, and how to handle pressure, help to develop the personality of a student. Sports and yoga play a pivotal role in inculcating discipline, confidence, accountability, sacrifice, and most importantly how to get up and fight after losing.

We, at St. Xavier's College Jaipur, believe in the all-round development of our students, and hence sports and yoga are given equal importance as academics. Thus, the Sports and Yoga Committee has been constituted to look at the physical and mental well-being of our students and also provide a lucrative career option to the ones who excel.

## 2. **Purpose**

- To motivate participation in sports and yoga across all levels, fostering a culture of fitness and well-being.
- To promote gender inclusivity by encouraging girls to participate in sports and yoga activities.
- To keep students informed about upcoming sports and yoga events at various levels and address any grievances related to sports and yoga.
- To recognize and motivate students for extraordinary achievements in sports to inspire others.
- Cultivating sportsmanship, teamwork, and discipline through intra-departmental tournaments and events, while also developing leadership skills.

## 3. Composition and Functionating

### 3.1. Composition

**Convener:**

- **Assistant Director, Department of Physical Education (DPE)**
- **Members**
- **Sports Secretary**

### 3.2 Functions

The committee shall supervise and conduct various sports activities.

- The coordinator shall nominate student representatives as captain and vice-captain in consultation with other members.
- Coordinate various sports activities at the college and national level and ensure all the students get to know about all the upcoming sports events.
- Maintain record of all the documentation related to sports committee.
- Motivate students to take part in various sports and yoga activities at every level viz inter-college, inter-university, district, state, national and international levels.
- Encourage girls to take part in different sports and yoga activities at every level.
- To keep the students updated about the upcoming sports and yoga events at different levels viz inter-college, inter-university, district, state and national level.
- Select Captain and Vice-Captain at the department level based on the performance of students.
- Organizes Sports and yoga events at the intra-department level.
- Maintain a record of the sports and yoga achievements of the students at different levels.
- Recognize extraordinary achievements of the students in the field of sports by felicitating them to motivate others.
- To inculcate sportsman spirit, teamwork, and discipline among students by organizing intra-departmental tournaments and sports day.
- To work towards making the best team that will represent the college in various inter-college and university tournaments and maintain all the required records related to these teams.
- To maintain and keep a proper record of all the sports equipments and related material.

# 20. PLANNING AND EVALUATION POLICY

## 1. Introduction

Planning is the first step towards achieving the desired goals or objectives for an institution/individual. Planning related to academic and infrastructural requirements is key to achieving the goal of quality education. In this context, infrastructure plays a very vital role in supporting the academic growth of a higher education institution. It is the backbone for providing quality education and holistic development of the students. The Planning and Evaluation Committee has been constituted to manage and suggest about the infrastructural needs of the college. It deals with the planning of infrastructure utilization and its requirements by different units of the college. Apart from this, it also deals with the evaluation of existing utilities/infrastructure and gives suggestions regarding the same.

## 2 Purpose

- To estimate the future requirement of the infrastructural facilities, human resources and to plan the future course of action.
- To propose an increase in intake and plan for accreditation by various agencies
- The committee shall plan for creating the infrastructural facilities.
- Submission of the annual report regarding the adequacy and quality of the maintenance of the facilities
- To scrutinize the indents put forth by the Departments/ Labs /Committees/and various units of the college.
- To coordinate with all the units of the college regarding the utilization of college infrastructure
- To evaluate the usage of existing infrastructure
- Helps in concentrated approach towards the planning of infrastructural requirements.
- Point of contact for all the infrastructural utilization and allocation
- Helps in proper planning for future requirements in advance.
- Evaluation of usage of existing infrastructure helps in efficient utilization.

## 3. Composition and Functioning

### 3.1 Composition-

- Convener – Principal
- Co-convener – Vice-principal
- Members: Administrator, Coordinator and Deputy Coordinator, Planning & University Affairs

**3.2 Functioning**

- To prepare an annual report on planning and evaluation of infrastructural and academic requirements of the institution
- To coordinate with Heads of departments, IQAC and other coordinators of the cell, societies, and committees for infrastructural requirement before the beginning of the session
- To discuss and submit the proposals from different units of the college to the management.
- To coordinate with the Administrator office for the execution of the work of the committee

# 20. CODE OF CONDUCT

## 1. Introduction

St. Xavier's College Jaipur, a Jesuit institution of higher learning, which draws its inspiration from Jesus Christ, envisions the formation of the whole person. We, at Xavier's seeks to form young men and women who are committed to the establishment of a just and caring social order. The college envisions that people who are not only competent and compassionate but are overall people of integrity and character can create a better society. We believe that by promoting the intellectual, emotional and moral growth of the student we can create men and women who are committed to and confident of promoting a humane world. In this Code, "we or us" means St. Xavier's College, its management, employees, students, and those as the need may arise depending upon the context.

This code spells out expectations for the clarity of all those who work with/for us. It is expected for such people/institutes/NGOs/Companies/ Organizations who in any way come in contact with us, to be aware of this Code that clarifies our way of working/dealing with people and situations.

## 2. Purpose

This Code is formulated in order to create a standard ethical and disciplinary code of conduct for all its employees/collaborators/stakeholders/students to help them know what is expected of them by the way of behaviour as members/collaborators of/with the Xavier's family.

The Code of Conduct ensures -

- Following the highest moral and ethical standards as outlined in Jesuit Official Documents based on the principles promulgated and practised by our founding fathers.
- Preserving the cultural rights of every community/religion/race/tribe in harmony with the fundamental rights outlined in the constitution of our nation.
- To discourage discrimination of all kinds in all our procedures like recruitment/promotion of employees, admission of students and dealing with all our stakeholders.

- Commitment to inculcate good values as expected of a responsible Indian and Global Citizen.
- To provide a safe, healthy, clean, and harmonious working environment for all our stakeholders is our priority.
- When our stakeholders have an opportunity to represent us, we expect a high degree of ethical standards to be maintained including professionalism, honesty and integrity.
- Absolute prohibition of all kinds of alcoholic beverages/ narcotic substances in our campus.

**3. Composition and Functioning**

3.1 Composition

- Principal as convenor,
- Vice-Principal,
- Dean, Student Affairs Cell
- Heads of the Departments,
- Assistant Director, Physical Education

**3.2 Functioning**

- The committee should function in coordination with all the units of the college.
- The department head should implement the policy in their respective departments and in case of any issue/misconduct the Head must resolve the matter within the department in consultation with the department members.
- If the matter/violation of code of conduct is at the college level, then the committee in consultation with the Convenor will resolve the matter and take appropriate decisions.
- In case the students or stakeholders are not satisfied by the decision of the code of conduct committee then the Principal can refer the matter to the Internal Inquiry Committee for a detailed report and the college management will take an appropriate decision.

**3.2.1 Discipline:**

- Students are expected to dress and to conduct themselves in a proper manner
- All forms of ragging/misbehaviour are prohibited. If any incident of

ragging/misbehaviour comes to the notice of the authorities, the student will be given the opportunity to explain. If the explanation is not found to be satisfactory, the authorities can take disciplinary action including expelling him/her from the college.

- Misbehaviour towards girl students, use of threat or violence against members of the staff or fellow students will be considered as a very serious case of misconduct.
- Students are expected to conduct themselves in a manner that provides a safe environment for one and all.
- If a student(s) is/are found to be practicing malpractice during examination, the authorities will take a strict action against such student(s)
- Students should not consume any kind of intoxicants/narcotic substances within or nearby campus areas. If anybody is found to be under the consumption of any of these substances, the authorities will take disciplinary action including expelling him/her from the college.
- Students should not organize or involve in any unauthorized activity in the campus like celebrations, collection of funds, political campaigning, propaganda meetings, distribution or display of any material etc. If a student(s) is/are found to be practicing in any one of the unauthorized activities, the authorities will take a strict action against such student(s)
- Students should not be involved in any act of defaming the College Name, spreading any wrong information about College, misleading the other students and any act of violence.

**3.2.2 Procedure for Disciplinary action:**

- If any student is found to be violating the code of conduct guidelines, the code of conduct committee should take immediate cognizance of the same on the basis of a written application.
- The Code of Conduct committee is responsible to prepare the entire report of the incident and submit it with recommendations for disciplinary action to the Convenor.
- Based on the inquiry of the code of conduct committee and the gravity of the misconduct, the college management can take following actions:
    a. Issue an oral warning
    b. Issue a warning letter
    c. Issue a suspension from college for a stipulated duration
    d. Dismissal from college

### 3.2.3 Attendance

- The university prescribes a minimum of 75% attendance. The college insists on regular attendance in all classes. Therefore, unless there is a real necessity, no one should absent oneself from class. When absenting from class, a leave letter duly signed by the parent or guardian should be presented to the Office in advance. If the absence is due to any unforeseen circumstance, the leave letter should be submitted on the Day of return.
- Students going for Sports, NCC/NSS camps, cultural competition and other extracurricular activities as on duty should get prior permission from the Principalthrough the professor- in-charge of the programs/ Head of the Department.
- The attendance shall be communicated to the students at regular intervals and frequent absenteeism shall be reported to the Guardian.
- Failure in observing rules regarding attendance will entail the loss of attendance and this may disqualify the student from appearing for the University Examinations.
- In case of prolonged absence on account of medical reasons, a medical certificate ought to be submitted to the Principal within fifteen Days of absence.

**3.2.4 Leave:** A student is eligible for the following leave:

- Leave on personal grounds
- Leave on medical grounds (for extended sickness normally requiring hospitalization.)
- Medical leave for periods of less than 7 days is not permitted. A Medical Certificate and a subsequent Fitness Certificate from the CMO of the College are required for resumption of studies.
- A combination of different types of leave is not normally permitted.
- Students permitted to attend approved academic and co-curricular activities, conferences may be considered to be on duty.
- Students not appearing for first and second internal examination without prior permission from the Head and the Class Mentor will be seriously dealt with.
- An application stating the genuine reason has to be produced prior to the commencement of examination should be presented for permission to the Head and the Class Mentor.
- A Parent teacher meeting is conducted after the internal exams to apprise the parents of the progress and performance of their ward along with an interaction centring on

their ward's general behaviour and regularity.

### 3.2.5 ID Card:

- St. Xavier's College Jaipur issues RFID Cards to each and every student, after granting him/her admission, which is valid during his/her period of study in the College.
- The student ID Card is for identification purposes only. Each student is mandatorily responsible for the use and to carry his/her student ID Card mandatorily in the college premises, University Exam, in any other academic activity/event or participation in co-curricular activities held inside/outside the campus.
- Entry in the college premises including Library, Auditorium and Computer Lab is restricted without the ID Cards.
- Entry and participation in all college activities is restricted without the ID Card
- ID cards shall be distributed by the college office. The students need to collect their ID Cards from the office within the announced time limit.
- The student ID Card is not transferable to any other person. Students must ensure that their ID Cards are kept secure and are not deliberately or inadvertently made available for use by any other person.
- The student ID Card must be presented at the request of an authorized person of the college. Any student refusing to provide the same may invite disciplinary action against him/her.
- Alteration, falsification or misuse of the student ID Card is a violation of Students' Code of Conduct and will be dealt accordingly that can include a severe disciplinary action against him/her. Fraudulent use of the student ID Card may also result in criminal charges and/or civil proceedings as deemed fit.
- A student who has lost his/her student ID Card, must report the same to the Principal of the college as soon as possible to invalidate the issued card and apply for replacement by completing the appropriate application form. Until the loss is reported and the old card invalidated, the student may be held responsible for any unauthorized use of that card.
- Replacement of student ID Card due to loss, damage, or the change in name will accrue a charge as determined by the college.
- Student ID Card is the property of the College. Students must have to surrender their ID Cards to the College for cancellation upon withdrawal/termination or successful

completion of studies

- Upon completion or cessation of studies, the student must no longer use the student ID Card for proof of his/her student status for any purpose

### 3.2.5 Rules and Regulations for using mobiles and laptops inside the College campus

- Mobile phones, laptops must be used only for the purpose of education
- Use of phones, cameras, etc. is prohibited during the class hours inside the campus
- The students should not click unauthorized pictures of staff and fellow students
- Mobile phones are strictly prohibited inside the library and examination hall
- The students should not use mobile phones while attending meetings, workshops, functions and other activities of the college
- Laptops must be used as a tool for education. If used for any other purposes like watching movies, surfing social sites, immediate action will be taken.
- Mobile phones must remain in silent mode inside the college premises
- Mobile phones must not be charged inside the classrooms
- If your mobile phone is lost or stolen, the phone cannot be claimed back and the college will not be responsible
- Any breach of this policy will be treated as a potential disciplinary issue and dealt with through our disciplinary procedure

### 3.2.6 Recommendation to the Parents

- Active involvement of parents in the education of their children is very much required for success. This is achieved through the interaction of parents with the teachers and the college authorities as well as monitoring the performance of their ward on ERP..
- Class-wise parent-teachers' meetings are held at the end of every term after the exams for analysing the results and the general performance of the ward in the college and at home.
- Occasional visits of parents to the college and regular dialogue with the authorities, especially the mentor is very much encouraged.
- The visits and interaction with the authorities are to enhance the overall development of the students.
- To encourage this and to attend to the requests of the parents, records are maintained in the college for the parents by the coordinator.

- The College Administration checks these and addresses the issues regularly.
- For the safety of your ward, it is recommended that the Mentor and the office should be informed of the local address of the guardian, the hostel/paying guest/room or any other place of residence of their child.

**4. All Xavierites shall aim at observing certain norms of good conduct and polite behaviour:**

Good manners are expressions of a refined character.

- Practice and promote respect and cordiality among the students and staff.
- Always be punctual in attending classes and other duties.
- When a professor enters the class, gently rise and remain standing till he/she sits or signals to be seated.
- Maintain proper behaviour with all the students and staff
- Handle college property with care. Do not disfigure walls and furniture.
- Insubordination to Professors, habitual neglect of class work, vulgarity in words and deed, deliberate vandalism, stealing, being a nuisance in the class, habitual neglect of study are sufficient reasons for disciplinary action.
- Only those electronic items that are necessary in the course of the course are allowed to be brought to the college and are to be used as per the directions of the professors.
- Use of mobile phones during class hours is strictly prohibited.
- Obscene books and periodicals, smoking, use of alcohol and drugs in any form, are strictly forbidden in the college campus.
- The students are forbidden to bring crackers, lethal weapons, explosives and other dangerous materials to the College.
- The government and the university have issued detailed instructions with regard to the banning of any sort of RAGGING on the college campus by any student. Instant dismissal will be the punishment for any offenders in this regard. All students should mandatorily fill the Anti-ragging undertaking available on UGC website every year. The signed undertaking to be submitted to the college office at the time of admission/readmission.
- The students are expected to dress in simple and decent clothes, formal or informal. Let your person and dress be neat and clean without show. Personal cleanliness, overall smartness, the neatness of the classrooms and cleanliness and beauty of the

college campus need to be maintained.

- Do not bully, harass or discriminate against any member of the college.
- Do not behave in a manner, within or outside college that may bring the college into disrepute.
- The college prohibits all forms of sexual misconduct, including sexual harassment, sexual assault, sexual exploitation, indecent exposure, stalking and other misconduct that is sex or gender based.
- During class hours, students shall not be found loitering anywhere in the college campus. Doing any other work on the college campus during class hours is to be avoided by all.
- After the second bell, strict silence is to be observed in the class by all the students. If the Professor happens to come late, students shall maintain silence inside the class.
- During free hours, students are expected to make good use of the library.
- Leave the toilets clean after use.
- Queue up at counters patiently waiting for your turn without us usurping the turn of others.
- **Let your parents and guardians be proud of your conduct at home and in society.**

# 11. INFORMATION (IT) POLICY

## 1. Preamble

Striving for continuous improvement, St. Xavier's College Jaipur endeavors to remain agile and responsive to emerging trends in technology. The IT policy enhances ICT initiatives in the education sector including the physical infrastructure it fosters transparency and an environment of capacity building, for desired quality performance and constructive participation of the stakeholders. The institution is committed to leveraging cutting-edge IT infrastructure to facilitate academic processes. The institution places strong emphasis on efficiency and cybersecurity risk management in the execution of its academic processes.

## 2. Purpose

The IT Policy aims to establish and uphold international benchmarks in adopting and implementing IT infrastructure, systems, and processes. The Policy governs the IT Committee to regulate the norms about accessibility, transparency, confidentiality, security, and integrity of all the IT-related aspects within the institution. In pursuit of academic excellence, St. Xavier's College recognizes the pivotal role that advanced and secure IT systems play in providing a conducive environment for learning, research, and administrative functions and aims to create an IT landscape that not only meets the present needs but also anticipates and adapts to the evolving technological landscape in the academic domain.

The IT Policy of the institution assists in E-Governance and encompasses all individuals associated with the college, including students, research scholars, faculty members, non-teaching staff, and guests. It extends its governance to the entire spectrum of IT resources, covering IT infrastructure, college website, ERP system, internet usage, intranet activities, data management practices, security systems, and the protection of intellectual property owned by the institution. IT infrastructure is related to ICT, which includes-

- Networking Details include Internet connection such as Leased line, Wi-Fi, bandwidth, etc. Number of labs equipped with IT technologies.
- Software Details include the purchase and installation of software.

- Hardware includes all ICT tools such as Computer systems and their configurations, Projectors, Smart Board, LED Panel, CCTV cameras, Online UPS, Printers, E-Infrastructure such as College Website, YouTube, social media (Instagram, Facebook), ERP, E-Content facilities.

## 3. Composition and Functioning of the IT Committee

### 3.1 Composition

- IT Coordinator
- IT Administrators
- Committee Members

### 3.2 Functioning

The policy delineates the roles and responsibilities of the members of the IT Committee and encompasses a range of tasks related to the management, maintenance, and security of information technology systems and services.

#### 3.2.1 IT Coordinator:

- Overseeing the overall IT strategy, budget, and operations.
- Setting IT policies and procedures in alignment with organizational goals.
- Managing IT staff, including hiring, training, and performance evaluation.
- Liaising with other departments to understand their IT needs and priorities.
- Reporting to senior management on IT performance and initiatives.

#### 3.2.2 System Administrator:

- Installing, configuring, and maintaining servers, operating systems, and other IT infrastructure components.
- Monitoring system performance, troubleshooting issues, and optimizing system resources.

- Implementing security measures, such as access controls, firewalls, and antivirus software.
- Managing backups, disaster recovery plans, and system upgrades.
- Providing technical support to end-users and resolving IT-related problems.

**3.2.3 Network Administrator:**

- Designing, implementing, and maintaining the institute's network infrastructure.
- Configuring network devices, such as routers, switches, and firewalls.
- Monitoring network performance and optimizing network traffic.
- Implementing network security measures, including encryption, VPNs, and intrusion detection systems.
- Troubleshooting network issues and ensuring network uptime.

**3.2.4 Database Administrator (DBA):**

- Installing, configuring, and managing databases, such as MySQL, Oracle, or SQL Server.
- Designing database schemas, tables, and indexes for optimal performance.
- Ensuring data integrity, security, and availability through backup and recovery strategies.
- Monitoring database performance and optimizing SQL queries and database operations.
- Providing support to developers and end-users for database-related issues.

**3.2.5 Security Administrator:**

- Developing and implementing IT security policies, procedures, and standards.
- Conducting risk assessments and vulnerability scans to identify security threats.
- Managing security controls, such as access controls, encryption, and intrusion detection/prevention systems.
- Responding to security incidents, conducting forensic analysis, and implementing incident response plans.

- Providing security awareness training to staff and promoting a culture of security awareness.

### 3.2.6 Help Desk/Technical Support:

- Providing technical assistance and support to end-users via phone, email, or in person.
- Troubleshooting hardware and software problems and resolving technical issues.
- Logging support tickets, tracking their status, and escalating complex issues to higher-level support.
- Maintaining documentation, knowledge base articles, and FAQs for common IT problems.
- Conducting user training sessions and workshops on IT tools and applications.

# PART B

# GUIDELINES


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# 1. STUDENT ENGAGEMENT AND PARTICIPATION

**I. Xavier's Arts/Dance/Fashion/Music/ Photography/ Theatre Society**

**1.1. Introduction**

St Xavier's College Jaipur ensures holistic development of the students through societies that focus on arts. These societies help to create awareness of local and ethnic art and culture and simultaneously promote self employment among the students.

To cater to the diverse talents of the students and to give them opportunity to learn and explore performative and fine arts including dance, drama, music, art and craft, Photography and fashion, the college has various societies -

- Xavier's Arts Society (XAS)
- Xavier's Dance Society (XDS)
- Xavier's Fashion Society (XFS)
- Xavier's Music Society (XMS)
- Xavier's Photography Society (XPS)
- Xavier's Theatre Society (XTS)

**1.2. Purpose**

**1.2.1. XAS**

- To prepare and promote students who have taste and potential for Arts and craft.
- To encourage students to take part in competitions held outside the campus.
- To promote the inspirational art throughout the year, thereby giving all students equal opportunities to contribute to the college through their artistic talents.
- To provide full support in decoration for the major events of the college like freshers' day, farewell, teachers' day, feast days, conference to mention a few.
- To support in volunteering the art related events happening in the city, which may give them exposure to learning organization skills and help them meet the art experts in the city.

### 1.2.2. XDS

- To perform in college activities such as Independence Day, Zest and others
- To help in building a platform for new learners.
- To explore & promote the dancing art among the students and also encourages them to participate in various programs and competitions in other institutions.
- To hold auditions every year to provide an opportunity to the dance enthusiasts of the college who aspire to become a part of the society.

### 1.2.3. XFS

- To prepare students interested in fashion by providing each student with proper guidance.
- To promote and enhance creative leadership skills.
- To organize various workshops and sessions to enhance creativity and fashion skills among students
- To prepare the students for self employment as Make-up artists and beauty Clinicians
- To prepare students for national and international level competitions in the fashion industry

### 1.2.4. XMS

- To help in building a platform for new learners.
- To hold auditions every year for the college students who aspire to become a part of the society.
- To give a platform to and nurture the students to explore their talent and skills in the music field.
- To help students in showcasing their talent during college events and external participation.

### 1.2.5. XPS

- To cover photography of all college events
- To store and maintain photographs of the events
- To provide photographs of the events to the bodies when required
- To upload pictures on shared drive

### 1.2.6. XTS

- To organize workshops to teach theatre skills to the member students
- To uphold the significance of the ethnic dramatic arts.
- To create opportunities for regular performances to hone the dramatic skills of the students.
- To involve the entire community in immersion and enjoyment of various forms of theatre arts, used both as for entertainment and for education.
- Producing student-directed performances, street plays and monologues for the local community and the surrounding area.
- Attending and reviewing theatre performances and touring the spaces in which such performances take place to witness, learn and interact with other artists.
- Developing skills related to cinema and theatre such as writing, direction, sound and light, acting, editing, set designing, costumes designing and make-up.

### 1.3. Composition

To ensure smooth functioning of these cells, each one will comprise of -

- Teacher Coordinator
- Deputy Coordinator
- Student Coordinator(s)
- Student Assistant Coordinator(s)
- Student Members

### 1.4. Guidelines for the Societies

- Each society shall contribute/perform in all the events of the college or when asked by the teacher coordinator.
- Students shall practice as per the time slots permitted by the Principal
- To be part of any society, a student must have 75% attendance
- The students shall take care of any equipment or props that they take from the college and shall return in time. For instance the cameras, the drone, mic, guitar and so on
- The XPS Members are responsible for copying Photographs on the College Administrator's Computer System.

- The societies shall organize workshops to enhance the skills of its members
- Competitions shall be held for engaging interested students as well.
- To cultivate the time management skills among students to ensure that they do not avoid the academics on the extracurricular grounds
- To encourage students to participate in various activities organized within the college and at intercollegiate level
- To coordinate with other societies and students' council.
- To hold meetings as and when need be and to keep a proper record of the same
- To maintain documentation of all their activities/events.
- The members of the society will represent the college at state level or national level competitions with the required permissions
- Annual report of the society will be prepared at the end of the session.
- The societies shall organize visits to relevant and concerned events/places like *Jairangam*, art gallery, and so on.
- To create a common forum for various discussions, resolving disputes and for providing suggestions.
- The society coordinator will check on the quality of art and performances that would be portrayed on the stage.
- The students must be present for Mock sessions whenever scheduled and in case of absence shall inform well in time.

**1.5. Guidelines for Event Coordinators with regards to Societies**

- To support the smooth functioning of the Societies, Event Coordinators are requested to follow the below mentioned guidelines:
- Event coordinators must inform the society coordinator teacher well in advance (at least 8-10 working days) if performance/ decoration/photography is needed in the event.
- They must take resources needed by the concerned society like- deco items, dresses and so on, in case they are asked.
- The societies must submit the bills if any to the event coordinators
- In case of need for photography, the request for Photography Coverage shall be placed at least two days prior to any event and a week before any mega event. For this the event coordinator hasto fill a **'Photography Coverage Requisition Form'**, which would be made available with the society Coordinator.

# II. STUDENTS' COUNCIL

## 2.1. Introduction

St. Xavier's College Jaipur, a Jesuit institution inspired by Jesus Christ, is dedicated to fostering the holistic development of individuals. The educational ethos at Xavier's aligns with the vision of St. Ignatius, encapsulated in the term "*Magis*," signifying a commitment to excellence. The college strives to mould young men and women into advocates for a just and compassionate social order. Our belief is that by nurturing intellectual, emotional, and moral growth, we can cultivate individuals capable of promoting a humane world. Every activity at Xavier's reflects the unwavering stance of the Society of Jesus in pursuing this educational ideal globally. The Students' Council serves as the representative body for the entire student community, acting as a vital link between students, professors, and the management. It collaboratively addresses concerns that impact students directly and indirectly, participating in discussions and decisions affecting the student community. The council's objective is the comprehensive development of students, organizing various co-curricular and extra-curricular events throughout the year in collaboration with different societies and cells on campus. Office bearers, elected for a one-year term, form the core council, and class representatives from each department are integral members.

## 2.2. Purpose

The Students' Council aims to:

- Develop leadership skills by organizing and managing college/inter-college events and activities.
- Collaborate with the management, staff, and students for the benefit of the college.
- Officially represent all students and propose various events for approval.
- Frame the activity calendar with faculty coordinators and organize approved activities.
- Uphold college traditions, foster belongingness, and encourage respect among students.
- Efficiently utilize college resources and build positive relationships with other institutions.
- Promote student participation in college/inter-college events and activities.
- Increasing participation in co-curricular and extra-curricular activities.

- Creating awareness about various activities organized by different institutes.
- Facilitating the seamless organization of college-level activities.
- Building leadership, organizational skills, and teamwork.
- Promoting and developing entrepreneurial skills.
- Providing a platform for students to showcase talents beyond academics.
- Improving communication skills and fostering networks between students and faculty.
- Offering practical learning experiences for students.
- Conducting smooth elections to develop leadership qualities.
- Motivating students to organize various programs at both college and national levels.

### 2.3. Composition and Functioning

#### 2.3.1. Composition

- Faculty Coordinator
- Faculty Assistant Coordinator
- Faculty Members
- Student Members- Core Council and others
    a. Students' Council President
    b. Vice-Presidents (2)
    c. General Secretaries
    d. Cultural/Sports/ Discipline/ Editorial/ Creative/ Technical Secretaries
    e. Joint-secretaries
    f. Class Representatives

#### 2.3.2. Functioning

- **Students' Council Body**

As an elected body, the Students' Council has the right to represent students and address college life issues requiring consensus. Roles and responsibilities include representing students officially, identifying and solving student problems, communicating opinions to the administration, and actively participating in college activities.

- **Students' Council Coordinator**

The Coordinator's role encompasses nominating student representatives, finalizing program schedules, assigning tasks, ensuring smooth council functioning, and conducting and organizing activities in the annual calendar. The Coordinator also oversees budget approval, financial monitoring, and documentation.

- **Council Faculty Members**

Faculty members assist in preparing the annual activity calendar, coordinating with core-council members, organizing events, conducting meetings, and ensuring proper financial management.

### 2.4. Election Guidelines

#### 2.4.1. Criteria for Class Representatives

- Candidates running for the student council election must be a student of the college.
- Each candidate must have an approval from the class mentor to give their names for the elections.
- the candidate must have 75% attendance.
- the candidate must have 55% in the last qualifying exams.
- there should be no disciplinary action against the candidate.

#### 2.4.2. Voter Qualification

The right to vote is extended to all students in the college. However, for the election of core council members, the right to vote is restricted to class representatives.

#### 2.4.3. Casting and Counting of Votes

The vote to elect class representatives takes place in the respective classes. Students indicate their choice of candidate by writing the name or by marking one of the circles on a sealed paper slip distributed to them. The vote is secret. The voting for core council members is carried out in the auditorium.

The counting of the votes in elections for class representatives is usually done by the class mentor in front of the whole class. In elections for the core committee of the student council, the votes are counted by the selected faculty coordinators in the presence of the teachers of students' council.

### 2.4.4. Selection of Council President and the Core Council

The selected Class Representatives of second and third year are eligible to apply for core council posts as per their class. The voting is followed by interviews for final formation of the Core Council.

## 2.5. Roles and Responsibilities

### 2.5.1. Students' Council

- To promote the interests of students among the college administration, staff and parents.
- To inform students about any subject that concerns them.
- To consult students on any issue of importance.
- To organize the cultural fest Zest and other events.
- To participate in developing the college's educational project and to promote it to students.
- To organize an activity to recognize the efforts of students involved in organizing college activities.
- To propose activities to the college administration that would improve the quality of life in the college.
- To maintain good relations, out of mutual respect, with the college staff (the principal, teaching and non-teaching personnel) and parents.

### 2.5.2. President

- To act as official spokesperson for the council in its relations with the students and the college administration.
- To call meetings of the council and to prepare the agendas.
- To chair, or co-chair with faculty coordinator, the meetings of the council.
- To supervise the tasks of the council members.
- To take part in all special committees formed by the council or send a representative to such committee.
- To represent the students on official occasions.

### 2.5.3. Vice-Presidents

- To advise and assist the president.
- To coordinate the work of non-elected students involved in the organization of college activities.
- To replace the president when he or she cannot be present.
- Secretary
- To write up the minutes of every council meeting.
- To publish and distribute all the documents necessary for meetings.
- To write and classify the correspondence of the council.

## III. EXTENSION PROGRAMS

### 3.1. Introduction

Students enter college at a crucial juncture of their life wherein they embark upon a journey of self-discovery and lifelong goal setting and the extension programs organised by the college ensures a holistic development of a student through community service. The college has units of various government bodies and also non-Governmental organisations to provide a platform to the students to enable them to understand that the contribution of the community is far greater in their lives than their own contribution to the community. In the process, students have the opportunity to discover their individuality i.e. create their own identity yet remain humble.

### 3.2. Purpose

- To inculcate social awareness, values and environmentally responsible behaviour amongst students.
- To inculcate a sense of patriotism among students and make them aware about their responsibility towards nation.
- To nurture students as mature and rational citizens with moral, ethical and social values.
- To provide service to the society through activities and discharge their obligations towards the society.

- To organize societal development activities (events or workshops) in collaboration with various stakeholders for the upliftment of society throughout the academic year.
- To create awareness among students about codes of professional practice, social commitment, and life-long learning.
- It will help students to accept new challenges and new roles so that they learn to work collaboratively and are able to become leaders in their own way.
- Students will be aware of the community we belong to and the responsibility and commitments associated with the betterment of our society.
- Make them balanced individuals who enjoy and find significance in a range of activities involving physical, intellectual, spiritual, creative and emotional experiences.
- Increase the impact and cooperation of the college within society, industry, public bodies and will contribute to tackle societal challenges.
- Promote and align the participation of college in the policy-making and funding
- To enable the students to develop a critical awareness and analysis of the Indian and global situation at large.
- To transcend the narrow limits of caste, community, religion, region, language, race and gender.
- To create awareness and be change makers to eradicate injustice and violation of human rights.
- To help create socially responsible citizens of tomorrow with a critical mind and a scientific temper.
- To help students evolve spiritually, having humane values at its core, through involvement and reflection.
- Youth is made aware of the national and international issues plaguing the society.

### 3.3. Various Units under Extension Programs

**Institutional Social Responsibility and Extension Activity Cell (ISREAC)/ *Unnat Bharat Abhiyan* Cell**

ISREAC/UBA Cell was established with the aim of fostering a conducive environment within the institution for indigenous and sustainable rural development. Under ISREAC/UBA college youth will understand their responsibility towards the neighbouring villages and

become pivotal agents of changes, contributing significantly to the progress of villages. It also has the responsibility of enhancing the skills of its team through suitable orientation, training and it will also take the necessary steps to introduce curriculum changes and other supportive measures**.**

**Government Sponsored units – The following units were established-**

**a). National Cadet Corps**

- To cultivate discipline, leadership, and a secular outlook in youth, while preparing them for armed forces and other service sectors.

**b). National Service Scheme**

- To develop a student's personality through community service, fostering a spirit of social responsibility and national unity**.**

**c). Rangers and Rovers**

- To support the holistic development of young adults, encouraging them to be active, responsible citizens and community leaders**.**

**d). Red Ribbon Club**

- To empower students with knowledge and skills to prevent HIV/AIDS and promote voluntary blood donation among the youth.

**e). Non-Government Sponsored Program**

**All India Catholic University Federation (AICUF)**

All India Catholic University Federation is a movement of university students with a vision for a fair and just society. Progressing in a history of constant rediscovery and re-creation, the **AICUF** ever tries to link itself to the emerging needs and realities of the institution, the Church and the wider society. AICUF – St. Xavier's College Jaipur, works to sensitize its members towards the creation of such a just society. It is affiliated to PAX ROMANA – The International Movement of Catholic Students (IMCS). It is concerned about protection of basic human rights and creating awareness on social issues plaguing the world such as

communalism, negative impacts on the local community due to globalisation, protection of environment and of human rights.

### 3.4. Composition and Functioning

**3.4.1. Composition- T**he above units shall comprise of

- Coordinator (UBA and AICUF)
- Program Officer (For NSS and RRC)
- NCC Officer (ANO) (For NCC only)
- Rover Scout Leader
- Ranger Scout Leader
- Assistant Faculty Coordinator
- Faculty Members
- Student Coordinator
- Student Assistant Coordinator
- Any other Officers as per the norms

**3.4.2. Functioning**

- To organize training/awareness programs, social projects in association with social organizations, NGOs, clubs, old homage etc.
- To undertake activities, schemes for village development.
- To plan and execute projects for the *Divyangjan.*
- To visit and take membership of different NGOs.
- To arrange seminars/lectures by social workers for our faculty and students.
- To provide guidance and counselling regarding CSR activities.
- To create awareness and sensitise students and staff regarding the needs of the society and environment.
- To keep track of government policies regarding Social Responsibilities of the College.
- To maintain proper documents and records of the number of activities conducted under ISRC month-wise and year wise.
- These units shall work actively in collaboration with other units of the college including the departments, Gender Study and Women's Cell, Eco-friendly Society, Xavier's Theatre Society amidst others.

- The units shall encourage all stakeholders, especially students to participate in social activities like Community Health Programs, Blood and Organ Donation Camps, Tree Plantation, Yoga and Meditation Training Programs, Disaster Management Training Programs, Self-defence Training Programs, Swachh Bharat Abhiyan etc.
- The coordinator shall give information regarding the meetings at least three days prior to the scheduled date and time.
- Signing of MOUs with NGOs, social bodies etc. will be forwarded to the concerned authorities for due permission.
- Develop a proper mechanism of keeping record of activities.
- The students shall be encouraged to participate in surveys conducted by government and non-government agenciesfor different projects and the researchers of different universities dealing with the crucial social issues.
- To organize drives, rallies and campaigns to sensitize on key issues.
- Enact mimes, street plays, short skits to sensitize local community.
- Organize workshops and talks on relevant issues to create awareness among youth.
- Attend and organise retreats for spiritual wellbeing.
- Organize camps, nature walk, trekking for fostering a love for Nature.
- To adopt villages or *bastis* or any local community that needs support and help.
- Organise donation drives, field visits to adopted villages, suburbs, shelter homes of all kinds, NGOs etc. to connect meaningfully with the local community.
- To conduct surveys in the related fields to get a factual report on the needs and challenges of the community.

### 3.5. Guidelines

- For any extension activity in villages all the unit shall work under the coordination of UBA Cell and XVI (Centre for Employability)
- For any other activities, all units may work independently.

# 2. GENDER STUDY AND WOMEN'S CELL

## 1. Introduction

Gender Study Cell is a significant part of an educational institute to ensure gender equality and gender sensitization in all its approaches. Here at Xavier's the cell was founded in 2010 in accordance with the evolving responsibilities of higher education institutions in the socio-cultural scenario of a nation and world at large. The cell is devoted towards shattering gendered perceptions and discriminations and creating an understanding of equality amidst genders, in the college. The youth today is a poignant weapon that can bring about not just social change, but also change in the mind-sets and thought processes of the society. It becomes imperative to pull them out of the patriarchal mind sets and set ups and guide them into an era of gender equality. In light of legal acceptance of different paradigms of relationships, and college students seeking solutions to their questions, the gender study cell with its targeted activities, aims to channelize their search for identity. Moreover, the cell with its outreach programme, has in mind to make focused efforts to sensitize the students and faculty towards the so-called marginalized sections of the society.

## 2. Purpose

- Promoting a healthy and liberal environment for sustaining gender equality.
- Encouraging and ensuring gender inclusivity in the institution.
- Provide an interface with the changing psyche of the youth.
- The cell shall organise special sessions for the welfare of female students and staff.
- Advance gender sensitization through various programmes both within and outside the college.
- Present a platform for institutions' social outreach activities.

## 3. Composition and Functioning

### 3.1 Composition

To ensure smooth functioning of the cell, for the benefit and welfare of the female students and teaching, non-teaching and maintenance staff, the cell shall comprise of -

- Faculty Coordinator
- Faculty Member(s)

- Student Coordinator(s)
- Student Assistant Coordinator(s)
- Student Members

**3.2 Functioning**

- The key function of Gender Study and Women's Cell is to promote a healthy and liberal environment in the institution for gender sensitization.
- The cell tries to ensure gender inclusivity at all levels within the campus.
- One of the major functions of the Cell is to organize health awareness programs for students, teaching, and non-teaching staff.
- In addition, the cell also concerns itself with women empowerment issues.
- It is also the responsibility of the cell to run courses regarding gender studies.
- The cell shall provide a platform for sensitive exploration and vigorous debates on gender and sexuality.
- Another major concern of the cell is to organize workshops, seminars on relevant topics.
- The cell must also work in association with the Anti-Sexual Harassment Cell.
- It comes under the functions of the cell to celebrate International Women's Day.

# 3. INTERNAL QUALITY ASSURANCE CELL (IQAC)

## 1. Introduction

The Internal Quality Assurance Cell (IQAC) plays a vital and purposeful role in the functioning of the Institution. The primary objective of IQAC is to create a system that fosters mindful, reliable, and transformative enhancement in the institution's performance.

The National Assessment and Accreditation Council (NAAC) recommends that institutions of higher education establish an Internal Quality Assurance Cell (IQAC) to maintain and enhance quality post-accreditation. St. Xavier's College Jaipur primarily focuses on delivering quality and holistic education. Pursuing NAAC accreditation (first cycle) represents another step in this direction. Thus, to prepare the institution for accreditation, the IQAC was established in May 2018. Since quality enhancement is an ongoing process, the IQAC is responsible for addressing the need for quality and maintaining it as our commitment to excellence at Xavier's.

## 2. Purpose

In alignment with the Jesuit heritage and identity, the IQAC's primary task is to develop a system for conscious, consistent, and catalytic improvement in the academic and administrative performance of the institution. This can be achieved by nurturing the capacity for reflective and critical thinking, creativity, research, and innovation among its primary stakeholders, namely the staff and students at St. Xavier's College. The IQAC also aims to identify and nurture the talent and potential of both staff and students, contributing to the strengthening of the college's vision and mission. It takes initiatives to promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices. It seeks to improve internal communication and build an organized methodology of documentation and acting as an agent of change in the institution.

## 3. Composition and Functioning

### *3.1 Composition*

IQAC is constituted under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows (as per NAAC Guidelines):

- Chairperson: Head of the Institution
- A few senior administrative officers
- Three to eight teachers
- One member from the Management
- One/two nominees from local society, Students and Alumni
- One/two nominees from Employers /Industrialists/stakeholders
- One of the senior teachers as the coordinator/Director of the IQAC

The membership of such nominated members shall be for a period of three years, which can be extended by the management on need basis. It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time to working out the procedural details.

***3.2 Functioning***

- Consistently developing and applying quality parameters and setting benchmarks for various academic and administrative activities of the institution through internal audits, and departmental and management review meetings.
- Facilitating the creation of a learner-centric environment conducive to quality education by implementing value-added/certificate courses by all the departments to keep the students abreast with developments in their subject.
- Arrangement for feedback from all the stakeholders viz. students, parents, alumni and other stakeholders on institutional processes related to quality through an online feedback system and by placing suggestion boxes at strategic places in the college and consequently prepare an action taken report based on the measures taken by the management on suggestions/feedback received by IQAC.
- Dissemination of information on various quality parameters of higher education by circulating the IQAC newsletter every year

- Organization of intra and inter-institutional workshops, seminars on quality-related themes and promotion of quality circles and personal visits across different institutions to study the best practices.
- Acting as a nodal agency of the institution for quality-related activities, including the adoption and dissemination of best practices as directed by the management.
- Documentation of the various programmes/activities organized by every unit of the college leading to quality improvement. This is to be done by a specially created documentation centre of the college by IQAC.
- Development and maintenance of institutional database through MIS to maintain/enhance institutional quality. This is to be done through the ERP system.
- The penultimate objective of IQAC is to develop a culture of quality in the institution.
- Preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters as a post-accreditation measure.

## 4. General Guidelines

- IQAC shall evolve mechanisms and procedures for ensuring the timely, efficient and progressive performance of academic, administrative and financial tasks that are done with the help of different departments and other units of the college. It shall also prepare policies, guidelines, and standard operating procedures for different academic and administrative units, cells, clubs, committees, and departments of the college.
- To maintain the relevance and quality of academic and research programmes with the help of heads of the various departments and the Research and Development Cell (RDC).
- To provide equitable access to and ensure affordability of academic programmes for various sections of society which is done by the admission policy of the college.
- To optimize and integrate modern methods of teaching and learning through faculty development programmes and knowledge training workshops organized regularly.
- To provide credibility to evaluation procedures which is done by an independent examination system through the Examination Cell of the college.
- Ensuring the adequacy, maintenance and functioning of the support structure and services with the help of counsellors/mentors, heads, and the vice principal.

- Sharing research and networking with other institutions in India and abroad to exchange knowledge, bring contemporary trends to the classroom, create employment-ready youth, and sensitise them to the pressing needs of society. This is done by linkages with industries, academic institutions, and community service.

# 4. UNIVERSITY AFFAIRS CELL (UAC)

## 1 Introduction

The University Affairs Cell (UAC) of St. Xavier's College Jaipur was constituted in 2010 with the inception of the college to coordinate with the affiliating University and Government Institutions. This cell serves as a liaison for the college, managing official communications with the University of Rajasthan, Directorate of College Education, and other government departments. Additionally, the UAC is responsible for processing and maintaining student and faculty records, disseminating academic information, issuing necessary memorandum/orders, and acting as a communication channel between the college and all the other administrative departments/institutions of the government concerning higher education.

## 2. Purpose

- To engage in official communication with University of Rajasthan, Directorate of College Education, University Grants Commission, and any other government department or institution on behalf of college administration regarding the matter related to students, staff, and other academic activities
- To coordinate with Directorate of College Education regarding TNOC/PNOC of courses, and other matters with the consent of the management
- To coordinate with University of Rajasthan regarding affiliation (new and extension) of courses, and any other matter with the consent of the management
- To facilitate the coordination of enrolment-related tasks for new admissions.
- To coordinate with University of Rajasthan for examination form-related work and practical examinations on behalf of the Examination Cell.
- To manage Staff selection process and the consequent correspondence with the University
- To provide the college data in the stipulated format to All India Survey on Higher Education (AISHE) and the Directorate of College Education every year
- To apply for NIRF Rankings each year
- To coordinate with all the departments and committees regarding student and staff related matter related to the University
- To coordinate with PWD Government of Rajasthan for building safety certificates inspections as per government policy.

- To manage documents related to all the above mentioned tasks and obtaining necessary approvals from government departments.
- To coordinate with University of Rajasthan for marksheets and degree certificates of all graduating students.
- To coordinate with UGC/COBSE (Council of Boards of School Education) to declare the list of fake/Non-Recognised boards and universities before starting the admission process in each admission session.

**3. Composition and Functioning**

**3.1 Composition**

To ensure smooth functioning the cell shall comprise of -

- Coordinator
- Deputy Coordinator & Assistant Coordinator
- Office Staff

**3.2 Functioning**

- UAC Cell acts as a bridge between affiliating University and the college.
- It aims to resolve the problems of students related to University of Rajasthan (UOR), inform the college, staff and students about necessary circulars from the University.
- It provides necessary suggestions to the management for academic matters and obtains necessary approvals related to UOR.
- Serves as a single point of contact for students and staff regarding university related matters.
- Cell ensures to coordinate with the principal's office for matters related to the University.
- Cell aims to coordinate with Heads of the Departments for student and staff related University matters.
- Cell aims to maintain necessary liaison with the UOR and Directorate of College Education.
- The cell must work towards attainment of more programmes and courses and to get affiliation for the same from the UOR.

# 5. STAFF COUNCIL

## 1. Introduction

The staff council provides a democratic medium to all the teaching staff members in an institution. It is constituted by the teaching staff members and college management. The council serves as a platform for discussion and approval of a policy decision concerning all the teaching staff. All the members can raise their concerns and give suggestions regarding any issue affecting the college at large. The major initiatives/policy decisions of the college should be presented to the staff council and upon approval can be implemented by the administration. There is a provision of the Staff Secretary who will work as a bridge between staff and management. It is his/her responsibility to manage the staff council meetings on behalf of the Chairperson of the staff council.

## 2. Purpose

- To decide and approve the policy decisions for the college.
- To decide about the allocation of administrative and extra-curricular work to the teaching staff, i.e. formation of committees, assigning responsibilities of cells/societies/committees, and assigning responsibilities for academic and extra-curricular work like conference/ workshops, Zest, etc.
- To give suggestions regarding the decisions taken by the college management related to the whole college.
- To suggest about any new initiative for the college.
- To discuss major decisions taken by the cells/societies/committees for the college.
- It can be used as a platform for the orientation of the new staff members.
- To discuss any staff related matter, if needed.
- Helps in better coordination amongst different units of college as well as amongst the teaching staff members.
- Serves as a democratic platform to discuss issues related to college and teaching staff.
- Helps in collaborative decision making.
- Helpful in the resolution of issues related to the functioning of any member or units of college.
- Can take up any issue related to teaching staff members.

## 3. Composition and Functioning

### 3.1 Composition

- Chairperson – Principal
- Vice-chairperson - Vice Principal
- Staff Secretary
- Members - All teaching staff members
- Invited Members – Manager and Administrator

### 3.3 **Functioning**

- There should be at least two meetings of staff council, preferably first in July (before the academic session starts) and last in April (end of academic session).
- The meetings should be organized by the Staff Secretary after the consent of the Chairperson.
- The staff council should discuss all the issues raised by teaching staff and college management and conclude the same.
- Proper documentation of meetings to be done by Staff Secretary.
- The chairperson shall implement all the decisions of the staff council.
- If in the opinion of the Chairperson, however, an emergency has arisen which requires that immediate action should be taken, the Chairperson shall take such action as he deems necessary and shall report the same to the next meeting of the Staff Council for confirmation.
- The decisions of the Cells/Society/Committees shall be reported to the subsequent meeting of the Staff Council for ratification, wherever necessary.
- The staff council will maintain a staff fund (including non-teaching staff) with staff secretary for the purpose of expenditure on recreational activities, gifts on special occasions, and for any other purpose. This fund shall be generated every year, and if needed more than once within a year. There can be different slabs of contribution for teaching and non-teaching staff.

### 3.2.1 Selection of Staff Secretary

- The selection of staff secretary will be done through secret ballot voting by the teaching staff. In case of a dispute, the administration will make the final decision.

- The minimum requirement for the selection of a staff secretary is that he or she should be a confirmed staff (teaching) and have completed four years of continuous service at the college.
- The tenure of the staff secretary will be for two years.
- A person can hold the post of the staff secretary for not more than two tenures in continuation.

**3.2.2 Staff Secretary**

- Organizing staff council meetings and keeping the minutes of the meetings.
- Raising staff-related issues with the administration.
- Conducting staff-related recreational activities from time to time.
- Advising the administration on staff-related issues.
- He/she will represent the staff during the managing committee meetings.
- Raising the staff fund from the staff members (teaching & non-teaching) every year after the consensus of all staff members.
- Proper financial records of the fund should be maintained, and the staff council should be informed about the transactions at the end of every year.
- Any staff related grievance matter to be first brought to Staff Secretary notice and then it is to be taken to management via Staff Secretary.

# 6. LIFE – SKILL ENHANCEMENT AND ANANDAM CELL (LSEAC)

## 1. Introduction

The term 'Life Skills' is used to describe a set of basic skills like creativity, critical thinking, problem-solving, decision-making, and the ability to communicate and collaborate. These are usually acquired through learning and/or direct life experience. It is important to understand and remember that these skills actually enable individuals and groups to effectively handle issues and problems usually confronted in day-to-day life. These skills also include personal and social responsibility that contribute to becoming a good citizen. Thus, Xavier's Life – Skill Enhancement and Anandam Cell (LSEAC) will offer life skills training to students, teaching, non-teaching staff and others who are actively involved in contributing to the growth and success of the institution at large.

## 2. Purpose:

LSEAC activities are designed to strengthen Thinking Skills, Social Skills, Personal Self-Management Skills, and Emotional Skills which will help learners to be actively engaged in college. Enhancing the social environment with Life skill enhancement of students will increase peer bonding, which in turn, may enhance academic achievement and reduce problematic behaviour. Peer Educators trained by counsellors of college, will present an effective resource for mentoring students, as peer interaction is the most successful form of transaction of Life Skills. Thus, in nutshell LSEAC endeavours to satisfy this need through training, behavioural coaching and mentoring. Life Skills are psychosocial abilities that enable individuals to translate knowledge, attitudes, and values regarding their concerns into well informed and healthy behaviours. The purpose of LSEAC is-

- To touch as many lives as possible, providing enduring values in the process and transform the future generations of the society to become better citizens of this world.
- To mobilize a behaviour development approach through adequate delivery of content addressing knowledge, attitudes, and value enhanced Life Skills.
- To behave responsibly this in turn leads to healthy living in order to develop a positive attitude towards themselves and others.
- To promote the state of mental well-being as this motivates them and others.
- To promote risk free behaviour.

- The Cell must observe Anandam Day as per the norms of the UOR.

**3. Composition and Functioning**

**3.1 Composition**

- Coordinator
- Assistant Coordinator
- Faculty Members

**3.2 Functioning**

LSEAC offers life skills training to students, teaching, non-teaching staff and others who are actively involved in contributing to the growth and success of the institutions in the group by focusing on - **Communication Skills, Professional Skills - Career Skills, Leadership and management skill, Concept and strategies to promote Healthy Lifestyle Skills.**

# 7. MEDIA AND ADVERTISING COMMITTEE

## 1 Introduction

The Media Committee recognizes the role of public relations and mass media in image building, transparent management system and establishing good relations with various stakeholders. It acts as a liaison between the institute and the outer world which includes the digital as well as the print media. It promotes the institute in the media as well as manages its brand positioning. Along with being the media interface of all the events and activities of the institute, the Media Committee also frames a well-defined strategy for marketing them. All the communication regarding the events and activities and participation from the institute in the same also falls under the purview of the committee.

Advertising committee catalyses the role in college admission through various forms of advertisement which acts as the most powerful tools that a Brand like St. Xavier's College can make use of to announce its presence in the education market. By the sheer nature of its mass appeal, varied forms and reach, it not only has the ability to disseminate information to the target audience (students and parents) but also creates a space for the Brand in their minds when used effectively. To be specific, advertising in the education sector definitely helps a Brand to cross the first step effortlessly – of introducing it to the target audience.

## 2. Purpose

As we all are aware that St. Xavier's College Jaipur, organizes various academic and co-curricular events and activities every year, thus in order to appropriately spread the events to all the stakeholders of college, viz. Students, Parents, and all sections of society, it is of great importance to promulgate the news of events up to a determined extent through various forms of News and Media. The primary purpose of the Media and Advertising Committee is to establish links with the print, electronic and social media platforms and provide regular reports and press releases on campus news and opportunities. The Media and Advertising Committee also provides internal and external media support for the events organized by the various units of the college. The essential utility of the committee is for-

- Brand Building
- Increasing Admissions
- Creating Demand

- Engagement
- Expanding Students Base and counselling
- The Media/Publicity and Promotion Committee give students the opportunity to get involved voluntarily and to help them to enhance their professional Skills.

### 3.2.1 Functioning

**The committee** is responsible for extensive coverage of all college events. It takes care of

- **Print Advertising:** Newspaper, magazines, & brochure advertisements, etc.
- **Broadcast Advertising:** Television and radio advertisements.
- **Outdoor Advertising:** Hoardings, banners, flags, wraps, etc.
- **Digital Advertising:** Advertisements displayed over the internet and digital devices**.**
- **Brand Integration:** In entertainment media like TV shows, YouTube videos, etc.
- **Social Media Platforms to serve news and Advertisements :**Social networking (Facebook, LinkedIn, Google+), Microblogging (Twitter, Tumblr), Photo sharing (Instagram, Snapchat, Pinterest), Video sharing (YouTube, Facebook Live, Periscope, Vimeo).
- The committee sends press releases to print and digital media, and posts updates on social media about all campus activities.
- The event coordinators must create a media invite specially for the bigger events
- The event coordinators must submit the media report in both English and Hindi along with selected good pictures to the Media Committee Coordinator soon after the event.
- The committee shall explore various possible advertisement platforms and execution under guidance of management.
- To frame news in desired format for print and social media.
- To support convenor in designing and exploring advertisement platforms.

# 8. INTERNAL INQUIRY COMMITTEE (IIC)

## 1. Introduction

The college provides a safe environment for the staff and students that at our college this committee is constituted. The Internal Inquiry Committee (IIC) is constituted with an objective of internally disposing of the complaints received by the college management or by this committee directly. The procedure adopted by this committee complies with the ethical and moral principles of natural justice that are embedded in the core values of the College. The Internal Inquiry Committee (IIC) is an extremely vital body for the college.

## 2. Purpose

The purpose of IIC is to take action on any complaint addressed to the management/principal/vice-principal against the Faculty/student/ non-teaching staff of the institution by any staff, students or parents. This committee shall entertain complaints governed by other ordinances or statutory regulations such as complaints against corruption, fraud or theft. The committee shall also take up a complaint directly sent to it by the college management on a specific issue.

## 3. Composition and Functioning

### 3.1 Composition

#### 3.1.1. Presiding Officer: Chairman

- The chairman shall keep the inquiry confidential and shall not share any information related to the inquiry other than the IIC members
- The Chairman must conduct a fair and impartial hearing according to law, to take appropriate action to control the pre-hearing and hearing process, to avoid delay and to maintain order.
- The chairman must strictly follow the principle of natural justice.
- The chairman shall convene the first hearing of the inquiry to the complainant, respondent and to the committee at least 7 working days in advance in writing mentioning the date, time, and venue of the inquiry proceedings. The subsequent proceedings may be on a day-to-day basis, to be decided by IIC.

- The chairman shall report the outcome of the inquiry committee to the management of the College.
- The chairman shall make sure that every complaint shall be disposed of timely.
- The chairman shall take the decisions to make the IIC strong with the consultation of the co-convenor and other members of the committee.

### 3.1.2 Internal Members: Vice Principals and Heads of the Departments

- A member shall keep the inquiry confidential and shall not share any information related to inquiry other than the IIC members, and chairman.
- Record the minutes of the meetings regularly.
- Members shall prepare the day to day minutes of the inquiry.
- Members shall make sure that minutes shall be signed by the Chairman.
- Members shall make sure that the inquiry shall be carried out in accordance with the principle of natural justice.
- Proper record of the minutes shall be stored and kept case-wise.
- Members shall keep the records including documents of the case in a proper manner.
- Members shall make sure that notices/replies to any complaint shall be submitted on time.
- They will provide all the necessary support in the smooth conduction of inquiry and report preparation.

### 3.1.3 External Member (one): Shall be appointed by Management

- External members shall keep the inquiry confidential and shall not share any information related to the inquiry other than the IIC members, convenor and co-convenor.
- Provide handholding support in the proper functioning of the IIC.
- Assist the IIC in conducting the Inquiry if/when there is a complaint.
- Play the role of a bridge between respondent and IIC.
- Prepare the content on the functioning of the IIC in the Annual Report of the organization.
- Assist the Employer in conducting awareness training for all the employees.

- Give appropriate advice as and when called for to the members of the IIC and to any employee who has approached.
- Make sure that the proceedings are happening according to the principles of natural justice.
- Ensure the implementation of the law as per the procedures established.

**3.2 Functioning**

- Upon receipt of an inquiry/complaint, IIC should be appointed to handle it immediately.
- The IIC should handle complaints lodged by faculty, staff, and students through various means, including post, fax, email, phone, or in person relating to the Education Ordinance, education policies, services, daily operations, and internal affairs only.
- The IIC should handle and respond to all written inquiries, opinions, or complaints as soon as possible to prevent any uninviting situation from worsening.
- The complaint can be forwarded to any existing committee like Grievance Redressal, Anti-sexual Harassment, and Anti-ranging as and when need be, for necessary action.
- The college management should regularly review the complaint handling policies and guidelines by consulting IIC and revise the handling procedures whenever necessary.
- The college management and IIC shall treat the complainants and respondents fairly.
- Before an investigation begins or where appropriate, the IIC should declare interests. If there is any conflict of interest, the person concerned should not be involved in handling the case or have access to any related information.
- The college management should see to it that the rights of the complainants or other persons involved in the complaint are being protected.
- The management of the college has the power to release any IIC members, who are found to be engaged in or working against the IIC guidelines.
- If IIC members were found helping/supporting the complainant/respondent in any manner, then strict action shall be taken against him/her in accordance with the services rules.
- IIC members shall keep the inquiry and information shared during the inquiry confidential. Sharing the information and inquiry with the third person shall be treated as a miss-conduct towards the duty.
- IIC cant take up a complaint on its own. It will be forwarded by the management only.

**3.2.1 The IIC guidelines are not applicable to the handling of the following types of complaints:**

- Complaints related to ongoing legal proceedings.
- Complaints under the jurisdiction of other organizations/government departments.
- Anonymous complainants fail or refuse to provide the personal details, the complaint will be deemed anonymous and the college may not handle it. However, if there is sufficient evidence and the case is serious or urgent, college management may decide whether to follow up with an anonymous complaint. If follow-up actions are considered unnecessary, the IIC should briefly state the reasons and put on file for record.
- Complaints not made by the person concerned: Anyone who seeks to file a complaint on behalf of the person concerned has to obtain his/her prior written consent, otherwise it will not be considered. Only when the case involves a student (or a minor, or an intellectually disabled person), then his/her parents/guardian, or the person authorized by the parents/guardian, may lodge a complaint on his/her behalf.
- If a complaint is lodged by more than one entity on behalf of the other person concerned, the college management may require the person concerned to appoint one of them as the contact person.
- If a complaint is lodged on behalf of the person concerned or referred by other groups should obtain prior written authorization from the person concerned, the college management will then handle the complaint in accordance with the prescribed procedures.
- Complaints involving incidents that happened more than one year before related to the daily operations of the college should be lodged within the same academic session. Even though the complaint is filed after the incident has taken place for more than one year, the college management may decide to conduct an investigation under special circumstances.
- Complaints with insufficient information or fails to provide sufficient information to allow an investigation to proceed, the college management shall not handle the complaint concerned.

### 3.2.2 The Procedure for Handling Complaints:

- Any aggrieved person may make only in writing, a complaint other than daily operations, against any person (staff/student/faculty member/management) to this committee, within a period of a week (7 days) from the date of the incident and in case of a series of incidents, the complaint shall be made immediately.
- Copies of a written complaint should be submitted to the Committee or any of its members along with supporting documents. Additional documents can be submitted to IIC at a later stage during the inquiry.
- Provided further that the IIC for the reasons to be recorded in writing can extend the time limit of not exceeding three months if it is satisfied that the circumstances were such which prevented the aggrieved person from filing a complaint within the said period.
- The IIC shall discuss and decide on its jurisdiction to deal with the case or reject the complaint prima facie and recommend to the Institute that no action is required to be taken in the matter.
- Notice shall be issued to the respondent within 7 working days of receipt of the complaint and 10 working days shall be given for submission of reply (along with the list of documents if required.)
- If at the initial level before the commencement of the inquiry and after issuing notice to the person against whom the complaint has been filed, admits his/her mistake, the present committee shall not conduct the inquiry further and shall close the inquiry recording its reason in writing with the recommendation.
- As an interim measure, the IIC may recommend the transfer of the aggrieved person or the respondent to another section or Department as deemed fit by the Committee with recording their reasons for doing that.
- The IIC shall proceed to make an inquiry into the complaint in accordance with the provisions of the service rules adopted by the College.
- The first hearing date of the inquiry shall be conveyed at least 7 working days in advance in writing of the date, time and venue to the complainant and respondent. The subsequent proceedings may be on a day-to-day basis, to be decided by IIC.
- The IIC shall provide a reasonable opportunity to the complainant and respondent for presenting and defending her/his case.

- The IIC may at any time during the inquiry proceedings, preclude the face-to-face examination of the respondent and complainant.
- The IIC may call any person to appear as a witness if it is of the opinion that it shall be in the interest of justice.
- The IIC shall have the right to summon, as many times as required, the respondent, complainant and/or any witnesses for the purpose of supplementary testimony and/or clarifications.
- The IIC shall have the power to summon any official papers or documents pertaining to the complainant as well as the respondent.
- The IIC shall have the right to terminate the inquiry proceedings and to give an ex-party decision on the complaint, if the complainant or respondent fails, without valid ground, to be present for three consecutive hearings convened by the IIC.
- The minutes of all the proceedings of the IIC shall be prepared and the same shall be endorsed by the committee members present in token of authenticity thereof. In case the minutes cannot be reduced in writing on the same day, the written proceedings will be authenticated on the next available opportunity.
- If the complainant desires to tender any documents by way of evidence, the IIC can supply true copies of such documents to the respondent. Similarly, if the respondent desires to tender any documents in evidence, the IIC shall supply true copies of such documents to the complainant.
- In the event the IIC thinks that supplementary testimony is required, the convenor shall forward to the persons concerned a summary of the proceedings and allow for a time period of seven days to submit such testimony, in person or in writing, to the IIC.
- The complainant and the respondent shall have the right of cross-examination of all witnesses. However such cross-examination shall be conducted in the form of written questions and responses via the IIC only. The respondent shall have no right to directly cross-examine the complainant.
- The IIC shall retain the right to disallow any questions that it has reason to believe to be irrelevant, mischievous, slanderous, derogatory or gender insensitive.
- Amicus Curiae (external member) can be called for helping the IIC if and when required.
- After concluding its investigation, the IIC shall submit a detailed reasoned report to the management of the college with their recommendations and opinions.

- If the IIC finds no merit in the allegations, it shall report to the management of the college.

**3.2.3 Action to be Taken**: In the event the IIC finds that the allegation(s) against the respondent has been proved, it shall recommend the nature of the action to be taken by the management of the college. The following actions may be recommended:

- A written apology
- Warning
- Reprimand or censure
- Withholding of promotion
- Withholding of pay rise or increments
- Undergoing a counselling session
- Carrying out of community service
- Terminating the respondent from service
- Any other punishment according to the service rules applicable to the respondent

**3.2.4 False Complaints:** When the IIC arrives at the conclusion that the allegation against the respondent is malicious or the complainant or any other person making the complaint has made the complaint knowing it to be false or the complainant or any other person making the complaint has produced any forged or misleading document, it may recommend to the management of the college to take action against such falsification.

- The IIC at first shall scrutinize the complaint received by them for finding the gravity of the allegations made under the complaint and for finding the genuineness of the complaint. On finding a complaint genuine and serious in nature this committee shall take further action. The complaints which are prima facie found to be non-serious shall be disposed of in a summary manner after recording its reasons in writing.
- On finding any complaint of serious nature, the IIC shall immediately issue a show-cause notice in writing to the person (respondent) against whom the complaint has been received and the respondent shall submit the reply to the show-cause within 7 days in writing. The entire inquiry shall be concluded within a period of 30 days from the receipt of the complaint depending on the nature of allegations. The IIC should submit its inquiry report to the manager of the college with their observations and recommendations, if any, within 10 days of completing the inquiry.

- Nothing precludes the College management from taking cognizance of any new fact or evidence which may arise or be brought before it during the pendency of the inquiry proceedings or even after the communication of the findings to the College.
- The college management shall have the necessary powers to take suo-moto notice of any incidents or any complaint and refer it to the IIC for inquiry.
- No legal practitioner will be allowed to represent either complainant or respondent before the IIC.

# 9. MENTAL HEALTH AND COUNSELLING CELL

## 1. Introduction

Learning and development toward one's life goals require a supportive, stable, and stimulating psychosocial environment. With the growing demands and concerns of students from all backgrounds, as well as their various requirements and ambitions, a holistic and comprehensive guidance system in the form of counselling services for students' mental health and well-being is essential.

Counselling is a procedure that tries to assist and guide students' personal well-being for a healthy mind and body through the support and guidance of experienced psychologists and counsellors. With the goal of addressing and assisting the student community with emotional and psychological concerns, St. Xavier's College Jaipur established a "Mental Health and Counselling Cell".

The Counselling Cell assists students in better understanding themselves and the challenges that they face, as well as assisting them in finding solutions to their concerns. Personal, emotional, social, family, peer, academic, sexual issues of the students are addressed with the help of the cell members. Individual as well as group counselling methods are used to assist students with academic goals, social and personality development, professional ambitions, and improving listening skills, among other things.

## 2. Purpose

- Facilitate positive behaviour changes, improving the student's ability to establish and maintain relationships socially, promoting their decision-making process, helping the student to understand their own potential and cope effectively with the problems they face.
- Provide assistance in the proper management of mental health issues.
- Improve students' achievement and foster a healthy and secure learning environment
- Improving interpersonal and communication abilities, a higher level of self-acceptance and self-esteem ability to alter self-defeating patterns and actions.
- Assisting students from a variety of social, economic, and linguistic backgrounds in

adapting to the demands of college life

- Promoting the student's development in all aspects of (mental, emotional, social, physical) well-being

**3. Composition and Functioning**

**3.1 Composition**

To ensure smooth functioning of the cell, the cell shall comprise of -

- Counsellor
- Teacher Coordinator (Department of Psychology)
- Teacher Member(s) (Department of Psychology)

**3.2 Functioning**

- The major function of the cell is to identify the students that require assistance and organise, plan and schedule counselling sessions for them.
- After initial counselling sessions, the cell is responsible for follow- up to monitor the progress and provide ongoing support as needed.
- The cell aims to organise workshops and seminars to boost the self-esteem and overall well-being of students, especially those belonging to marginalized communities or sections of society.
- It is also the responsibility of the cell to conduct workshops, seminars, and awareness programs to educate the campus community about mental health issues, coping mechanisms, stress management techniques, and the importance of seeking help when needed.
- The cell will collaborate with various stakeholders within the institution, including faculty, administration, student organizations, and external health service providers, to promote mental health awareness and support initiatives across the campus.
- In cases where individuals require specialized care or interventions beyond the scope of the cell, counsellors shall provide referrals to external mental health professionals or services to ensure that the individuals receive appropriate and comprehensive support.
- The cell is committed to the meticulous maintenance and regular updating of all counselling-related data, across online and offline platforms, with unwavering attention to preserving confidentiality.

- The cell will regularly evaluate its services, solicit feedback, and incorporate best practices and evidence-based approaches to continually improve the quality and effectiveness of its mental health support services.
- The cell strives to make its services accessible to all members of the campus community. This includes providing flexible appointment scheduling, offering remote counselling options, and ensuring physical accessibility for individuals with disabilities.

# 10. GENERAL GUIDELINES

## I. Department Guidelines

### 1.1. Introduction

The departments are the key pillars of our institution, their functionality and the responsibility of its members should be clearly defined. Thus, the department guidelines have been framed as a quality initiative for the implementation of systematic work culture and to create transparency of work within the department. Although the role and responsibility in all the departments is more or less the same, each department will have their own customized guidelines based on the work performed within the department.

### 1.2. General Guideline for the Departments

The general guideline of the department shall be applied on the entire department, including Head of the Department (HoD), full-time/regular and other part time/visiting/guest faculty members of the department, or any other faculty members from one department teaching in any other department of the college. Following points to be noted here:

- Faculty should be well prepared for their classes
- Faculty should prepare the lesson plan for their papers before the start of a new academic session and mail a copy to the head.
- Faculty should be on time in the class and shall not leave the class before time
- Faculty should attend all the department meetings and report five minutes prior to the meeting. In case someone is not able to attend then the HoD will share the minutes with him/her before the next meeting
- Faculty shall not be allowed to leave the class in between, except in case of emergency or asked to do so by higher authority
- The department shall coordinate for PTM as and when asked by the management
- In case a faculty has to attend any scheduled event or meeting during class time, then he/she has to make an arrangement of substitution of class on his/her own and inform the Head of the Department in writing at least a day prior. In case faculty fails in doing so then he/she shall not be allowed to leave the class in between. In case of

emergency/sudden meeting the faculty should inform the head verbally and ask students to go to the library if no substitution is possible

- In case of a planned leave the faculty is required to make an alternative arrangement of substitution on their own and to inform the Head of the Department about the same while getting the leave application signed stating the name of the faculty who will be taking his/her class in absence
- In case substitution is not possible due to occupancy of available staff members then the students can be diverted for a Library period or a computer lab period depending upon the requirement of the course or any other adjustment with the permission of higher authorities
- In case of a leave taken at the last minute due to sickness or emergency, the faculty should inform the HoD after taking due permission from the Principal/Vice-Principal and also give details of the classes of the day. The head, in that case, shall arrange for an alternative and manage the classes. The faculty on reporting back to the duty shall get the leave form filled within five days of joining and get it duly signed by the head and the Principal/Vice-Principal and submit to the respective office section.
- No faculty of the department, including the head, shall carry or assign any personal work to any fellow faculty member or student during college hours. No faculty of the department or college, including the head, shall use the student data or research paper for their personal use. In case of any such incident being brought to the notice of the head or the management then the matter shall be duly reported in writing reported then to the Internal Inquiry Committee for further action.
- All faculty members, along with the head, are responsible to take care of the computer labs, projectors and other departmental things
- In case of defaulter students who have repeatedly, despite repeated warnings/counselling/advice of the class mentor/faculty, violated the college code of conduct, ethics or basic etiquette or behaviour expected out of a student, the concerned class mentor shall forward the complaint in writing to the Head of the Department or to the management as the case maybe for further action under Grievance Redressal Committee (Department Level). Verbal complaints will not be entertained for any action.
- The department is responsible for complaints arising within the department and proper record should be maintained by the faculty in-charge from the department side.

- Complete transparency should be maintained in the department by the head as well as all the faculty members. Proper communication should be done well in time related to events, activities, duty allocations, and issues related to students.
  (Refer to Annexure II)

### 1.3. Roles and Responsibilities within the Department

#### 1.3.1. Head of the Department

**Head of the Department** is the administrative in-charge of the department and is accountable to the management for the effective functioning of the department by way of harmonious coordination amongst its department members. Head must take care of academic quality and overall discipline in the department. He/She is an ex-officio member of various committees. The head of the department (shall be)-

- Is responsible for the division of subjects/papers within the department in consultation with the faculty members and the approval of the Academic Council, keeping in mind their specialization and interest, before commencement of the new academic session. The head should ensure that at least one or more paper(s) are regularly circulated among the members to maintain quality and help faculty to grow and gain expertise in more areas.
- Is responsible for working out the workload at the end of every academic session or when the need arises within a session due to resignation /sabbatical/long leave/maternity of another faculty, to calculate the requirement of new full time/part-time/guest/visiting faculty; and shall forward faculty requirement to the management at least a month before the actual requirement for necessary action.
- Is responsible for the preparation of the Program Specific Outcomes (PSOs) and Course Outcomes (COs) of UG and PG courses with the help of the faculty members of the department.
- On the approval of the management, participate in the recruitment process of new full time/part-time/guest/visiting faculty so that the best talent is recruited.
- Prepare the timetable as per the requirement of the time-table committee for the department before the commencement of the new academic session and upload it timely on the college drive after it is approved by the timetable committee.

- Inform in writing to the faculty for preparing their lesson plans and course outcomes in the prescribed format and mail it to the Head of the Department, within the given deadline mutually decided by the faculty and the head. The head will forward the same to IQAC.
- Address the grievances of the students and take appropriate action and forward the issues to the management where necessary.
- Make sure the class mentors share the final timetable with the students in advance.
- Ensure that faculty members record the attendance of the students daily in the attendance register and ERP system of the college and submit to the Office of Principal or as directed for verification at the end of every month.
- Interact with the students class wise once in a month and shall identify the problems of the students and provide solutions.
- Direct their fellow faculty members to set the question papers of internal exams and practical examination papers as per the instructions given by the examination cell and to maintain the confidentiality of the same; Head shall also ensure that all the deadlines given by the examination cell are followed and that the answer scripts of internal and practical exams are evaluated promptly.
- Must convene department meetings, at least twice a month, and record the minutes of the meeting; may internally assign the duty of recording the minutes of the department meetings to another faculty who shall record them and read them in the next department meeting as the first point in the agenda and get it signed by the members present in that meeting.
- Take the feedback on the students from the class mentors during the department meetings.
- Form batches of the students and allot guides for project work (wherever applicable) in consultation with the members of the department as per the guidelines prescribed by the university.
- Route all the correspondence that is meant for outside the college through the office of the principal. For correspondence within the department, the head shall assign the duty to maintain its records to a faculty and ensure that a copy of the same is sent to IQAC/Office of the Principal regularly.

- Finalize class mentors, co-mentors and event/activity coordinators within the department and the department council after consultation with other members of the department in a fair and just manner. Such duties should be assigned in writing to the respective faculties after discussion in the department meeting and shall be announced in the department meeting after finalizing before the beginning of the new academic session.
- Keep the management informed of any important information of events taking place in the department and about the performance of the faculty members regularly.
- Endeavor to follow the guidelines/instructions given by the Principal/Management
- Maintain and update the files as listed in Annexure-I as per NAAC requirements.
- Provide necessary inputs to the Office of the Principal for conducting Academic Council / Management meetings.
- Carry out finance management and resource mobilization in the department following the instructions and guidelines provided by the Finance and Resource Mobilisation Committee (FRMC). The head shall create a tentative budget for the academic session and submit to the FRMC in the beginning of the session or as and when required to do so. Subsequently, at the end of the session they need to submit the final income and expenditure statement to FRMC.
- Submit the complaint of any student duly forwarded by a mentor to the office of the principal. The head of the department shall maintain the confidentiality of any complaint received by him/her.
- In case of an Memorandum of Understanding (MoU) for any course or activity, the head or the teacher coordinator on behalf of Head shall sign as a witness after reading it thoroughly.
- The head of the department may arrange special classes, if necessary, for the benefit of slow/advanced learners and inform the Academic Coordinator and the Principal.
- The head of the department in his/her absence or unavailability due to any reason shall designate any senior faculty/former head to represent him/her in any meeting.
- For students who leave the college or are admitted late, the head, after receiving information from the office, shall inform the class mentor and Erp after assigning the section to the students.

### 1.3.2. Class Mentor

The class mentor is in-charge of a particular class assigned to him/her by the head of the department. He/She shall

- Work as a bridge between the student and the head and the college management
- Circulate the final timetable with the consent of the head of the department with the students before the commencement of the classes
- Interact with students once a week/fortnightly and shall submit a report to the head of the department in writing.
- Keep a record of attendance with the help of the ERP system of the college.
- Shall also prepare the list of the students who have less than 75% attendance in the academic session and send them mail every month for being regular in classes to be able to be eligible for participation in events and for filling University Exam Form.
- Prepare and maintain the records of individual students of his/her class for internal exams and submit the same to the HoD within the given deadline.
- Prepare the database of each individual student for the PTM and submit the report to the head of the department after the PTM.
- Forward the complaint of any student to the head of the department and shall maintain the confidentiality of that complaint.
- Resolve all minor issues on their own and if deemed necessary shall inform the head of the department in writing.
- Nominate In consultation with the head is responsible for the student for class representative in the election process based on rules mentioned by the students' council.
- Is responsible for checking the attendance and performance record of the students before signing any 'LOR' for them.
- Shall keep a record of students who have taken withdrawal.
- The class mentor shall do the following and also maintain proper records:
    - Meet the group of class students at least twice a month.
    - Continuously monitor, counsel and motivate the class students in all academic matters and provide counselling in career development and also provide professional guidance if required.

- Advise students regarding choice of electives, projects, summer training, internship, placement etc.
- Contact parents/guardians in case of academic irregularities, negative behavioural changes, interpersonal relations, detrimental activities or any such activities as per his/her discretion.
- Maintain a brief but clear record of all discussions with students during mentor-mentee meetings.
- Maintain the leave application of the students (sports, medical etc).
- Maintain the internship/training proofs of the students.
- Maintain the progression data (only in case of UG Third Year and MA Final students).

**1.3.3. Guidelines forCo-Mentor**

- The co-mentor shall assist the class- mentor in their work.
- The duties and responsibilities assigned to the class mentor shall be co-shared or shouldered equally by the co-mentor.
- Co-mentor can be assigned any extra work by the head of the department related to its class.

**1.4. Guidelines regarding Certificate Course/Add on Course/ Magazines/Journal/ Bridge course**

- The permission required for conducting a certificate course/add-on course/short term course/bridge course or initiating the publication of a journal/magazine etc. should be taken to the Academic Council by the head of the department.
- The head shall appoint a course coordinator who shall search experts and institutions according to the course requirements, nevertheless all the members of the department may suggest courses and the best ones shall be finalised in the department meetings; they shall also contribute in the framing of the course, its structure and also suggest experts and required fees.
- The head of the department shall circulate the notice of such courses mentioning the fee, course structure and duration of the course and the coordinator shall carry out the registration process of at least minimum number of students.
- The coordinator shall carry out the payment process as per college rules made by the students and college.

- The coordinator of the course with the help of the head shall prepare the schedule of the course according to the duration.
- The coordinator shall monitor the e-material/training material provided for practice to the students.
- The coordinator shall schedule an online/offline test or any other mode of evaluation after the completion of the course to evaluate the students' performance.
- The coordinator shall distribute the certificates of the completed course to qualifying students well in time.
- The coordinators shall take feedback of the course and submit the report to the head and the management.
- The coordinator shall work in coordination with the student editorial team of journal/magazine in timely publication of the volume.
- The coordinator will get the final draft verified by the head of the department before it goes for printing.

**1.5. Letter of Recommendation and Internship Consent Rules**

- The student should provide his/her curriculum-vitae along with an application/ form (available at college office) stating the reason for the requirement of LOR/NoC for any valid application to the concerned teacher.
- Give at least four or preferably five weeks' notice for the request.
- Students should approach the instructors or mentor who knows them well and can speak of both their academic and personal strengths.
- The student should get the rough draft approved by the concerned teacher and the HoD.
- After the approval, the LOR or Internship Application draft shall be mailed by the concerned teacher/HoD at office@stxaviersjaipur.org for signatures on the Letterhead.
- The student should collect the final LoR/NoC from the college office and a copy of the LOR/NoC should be kept for record.
- In case the LOR is for an internship, the student should also submit a copy of the certificate of completion issued by the company to the department after the internship is over.
- If the LOR is for further study, the student should email either the HoD or the office

stating whether the student got admission in the desired institution or course or not.

### 1.6. Guidelines for Documentation of the Academic Events

For academic events of every department, documents should be maintained **at two level** for sub-events/competitions and for committees structured for organising the event and they should be duly signed by the concerned faculty in-charge:

#### 1.6.1. For Events

- Details of Registered participants (Two Separate Sheets for In-house & Outside Registration) with following heads – S. No, Name, Course, Name of the Institute, Contact number, E-Mail id, Registration Amount, Mode of payment
- Attendance Sheet of Participants (each event of a fest) duly signed by the faculty coordinator carrying all the details as mentioned in Point 1
- Write-up (description about the event in 100 words)
- Posters of the Event
- Rule Book
- Details of Judges (If Any) with following heads – Name, Profile, CV, Mode of Payment (Account details in case of Online Payment else Mention Through Cash)
- Judgement Sheet and Criterion
- Geotagged Photographs Best 5, Normal Photographs Best 5
- Feedback Form to be filled by Participants, Feedback Response Excel Sheet along with a Feedback Report in 100-150 words
- Overall Program Report in 500 words – include brief report of each event of fest, participant details, winners, and other relevant information
- List of Students (workforce) - S. No, Name, Stream, Class & Section, Level of responsibility, Contact Number, E-Mail id
- Media report (if any)
- IQAC Event Information Form

#### 1.6.2. For Event Committees

The Event Committees Like Public Relation, Registration, Marketing, Decoration, Technical & Website, Admin, Refreshment, Hospitality, Transportation, Photography,

Resources, Media, Inaugural, Closing, Cultural, Tent-age, Finance, Cultural Evening, Discipline & Editorial have to submit their final list of work force along with the below mentioned documents to the department fest coordinator:

- Public Relation - Details to be submitted i.e List of Targeted Colleges, A write-up of 200 words about the work done.
- Registration - Proper Database of Registered Candidates (Two Separate Sheets In-house & Out-station), Proper Database of the Fund Collected through registration, A write-up of 200 words about the work done.
- Marketing - Proper Database of the Sponsors contacted and confirmed (Two Separate sheets In Cash & In Kind), A write-up of 200 words about the work done.
- Decoration - Fund Allocated & Utilized & A write-up of 200 words about the work done.
- Technical & Website - A write-up of 200 words about the work done.
- Admin - Details of the Winners of all the events, Overall, Winner, List of Certificates actually issued (Volunteers, Participants, Winners) & A write-up of 200 words about the work done.
- Refreshment - A write-up of 200 words about the work done.
- Hospitality - A write-up of 200 words about the work done.
- Transportation - A write-up of 200 words about the work done.
- Photography - A write-up of 200 words about the work done.
- Resources - Proper resource list of all the Events, A write-up of 200 words about the work done.
- Media - Media Report in English & Hindi.
- Inaugural & Closing - A write-up of 200 words about the work done.
- Cultural - A write-up of 200 words about the work done.
- Tentage - Budget Sanctioned & Actual Utilization.
- Finance - Overall Budget, Income & Expenditure Statement.
- Cultural Evening - A write-up of 100 words about the work done.
- Discipline - A write-up of 100 words about the work done.
- Editorial - A write-up of 100 words about the work done.

**If there is any committee which is not there in the fest then you can avoid the writeup.*

(Refer to Annexure III)

## II. Guidelines for Events and Meetings

### 2.1. Guidelines for Events/Activities' Documentation

For each activity and event, the organising committee/cell/society/council must keep a record of following documents:

- Proposal form
- Notice
- Schedule
- Poster/Brochure
- Geotag Pictures and Normal Pictures
- Report/Media Report
- Feedback & Report
- Attendance report (duly signed)
- Certificates' List & Sample copies
- Budget/ Finance details
- MOUs if applicable
- IQAC documentation form

### 2.2. Guidelines for Meetings

It is expected that for all meetings called for, below mentioned guidelines should be followed:

- Notice for meeting with mention of Agendas.
- Pictures- GeoTag, Normal.
- Minutes of the Meeting and Action Taken Record.
- The minutes for each meeting must have an attendance record with signature.
- In Absentia of any member, following things should be noted:
    - Members who are unable to attend a meeting must notify the chairman/Head/Coordinator thereof before the meeting.
    - A member must notify the chairman of any circumstances which may give rise to doubts about the member's competence to act or vote impartially or any

such other cause. Such notification must be as far as possible given before the meeting.

- In case of illness, or any such reason that a member is unable to attend meetings for a period of more than four months and therefore unable to participate in the academic council's work, the chairman may appoint a substitute to take the member's place on the council during the period of absence. Decisions concerning the calling-in of substitutes must made in consultation with the Rector/head of the institution/Vice Principal.

## III. Roles and Responsibilities

### 3.1. Academic Coordinator

The Academic Coordinator shall deal with matters pertaining to Academics in order to ensure an academic environment for enriching students' learning experience.

The major role and responsibility shall be**:**

- To receive, process and maintain all records related to the undergraduates and postgraduate programmes including curricula, courses offered, academic calendar, registration, examination, unfair means, and grades.
- To deal with matters pertaining to conduct/organising of academic council meetings.
- to coordinate the preparation and execution of the academic timetable.
- shall act as a channel of communication between students, instructors, and departments
- shall assist the Principal in formulating a mechanism for executing academic policies.
- **Any other responsibility given by the management as and when required**

### 3.2. Activity Coordinator

The Activity Coordinator is responsible for planning, organizing, and coordinating various extracurricular and co-curricular activities within the college. This role involves working closely with students, faculty, and external stakeholders to create a vibrant and engaging campus life. The Activity Coordinator plays a crucial role in fostering a positive and inclusive campus environment.

The primary role and responsibilities shall be:

- To work closely with faculty, staff, and student leaders to align activities with the overall mission, vision and educational objectives of the college.
- To collaborate with external organizations, professionals, and community groups to enhance the network of the college and provide diverse opportunities for students.
- To coordinate day to day management of events and activities with the help of management.
- To be involved in planning and executions of all college activities.
- To collaborate with the Head of the Departments and event coordinators to plan and organise various activities & experiences outside the classroom.
- To coordinate college representation at relevant events and outreach programmes, showcasing the diversity and vibrancy of campus life.
- To ensure that all activities adhere to the college policies and regulations regarding conduct, safety, and inclusivity.
- Toprovideinformation and support to students regarding campusresources, policies, and procedures related to student activities.
- To empower students to learn how to organise activities and encourage participation in leadership roles within student organisations and provide guidance on logistics, budgets and promotional strategies.
- To collaborate with relevant departments to secure necessary resources, funding, and facilities for planned activities.
- To promote and support campus associations and committees and coordinate with them for smooth organisation of events.
- To coordinate student related activities and functions.
- To serve as an advisor for Government Sponsored Programmes and events.

**3.3. Faculty Coordinator (Committees/Cells/Societies)**

- Convener/Coordinator must conduct meetings with the preparation and distribution of agenda and action plan of each meeting and coordinate with the co-convener and committee members and allocate tasks to them.
- Shall follow proper guidelines of the concerned policy.

- Ensure that there is a proper investigation of the facts and figures related to any problem that is brought to notice.
- Lead and represent the committee related to any grievance redressal matter as and whenever needed.
- To maintain record of events and submission of Annual Report.
- Ensure smooth execution of all the activities of the Cell/Council with requisite permissions by the Management.
- Maintain proper documentation of all the activities organised by the cell/committee.

**3.4. Faculty Assistant Coordinator**

- Assistant convenor is expected to support in every responsibility of the convenor and the tasks assigned by the convener.
- Prepare and maintain minutes of the meeting and action taken report and get it signed by the convener and members present.
- Maintain and keep the records of the activities and any other information needed to serve the functionality of the committee.

**3.5. Members**

- Coordinate with Coordinator and Assistant Coordinator in smooth execution of activities.
- The members are to discharge the roles and responsibilities outlined for the committee and work according to the directions of the coordinator.

**3.6. Student Coordinators**

- To assist the teachers in charge in organising meetings.
- To act as a bridge between the teacher coordinator and the students.
- To lead the students effectively under the guidance of the teachers in charge and encourage active participation of the members.
- To shoulder responsibilities as and when required to do so.
- To help in organising all events planned in the annual action plan
- To assist the coordinator in maintaining records
- Writing their reports
- Maintaining minutes and action taken plan

### 3.7. Student Members

- To assist the society coordinators as and whenever needed.
- To handle the resources carefully and avoid any kind of damage or loss.
- To take responsibility for the events and sessions allotted to them.

### 3.8. SOP for Selection of Students to various committees/Councils/ Cells/ Societies

- Minimum 75 % attendance is required to be eligible for nomination as student coordinator.
- The student nominee with maximum votes shall be appointed as the Coordinator of the society.
- For the post of the Coordinator, students can either be nominated by society members (or affiliated group members) or self-nominate themselves at the election meeting.
- The nominated candidates will give a brief speech to the society on their motivations and goals for becoming the society coordinator. After all the candidates have spoken, a vote by secret ballot shall be taken, the candidate with maximum votes will become the coordinator for that position. The decision of Faculty Coordinator and Deputy Coordinator, in consultation with the Principal and the Management shall be final and binding.

# IV. ANNEXURES

**Annexure I**

Execution Plan for individual segment is as mentioned as below:

**(a) Segment – Teaching and Learning**

| S. No. | Key Indicator | Parameter | Supporting Documents |
|---|---|---|---|
| 1. | Students Strength | Actual strength as percentage of sanctioned strength | College statistical booklet / Online verified data |
| | | No. of application received as the ratio of sanctioned seats in UG and PG | |
| 2. | Inclusivity | Percentage of Girls | College statistical booklet / Online verified data |
| | | Percentage of SC | |
| | | Percentage of ST | |
| | | Percentage of OBC | |
| | | Percentage of MBC | |
| | | Percentage of EWS | |
| | | Percentage of Minorities | |
| | | Percentage of students from other Country, State and Districts separately | |
| | | Percentage of BPL | |
| | | Percentage of Students with special abilities | |
| 3. | Choices | No. of faculties (Arts, Commerce , Science etc) | College statistical booklet / Online verified data |
| | | No. of subjects offered at UG courses | |
| | | No. of subjects offered at PG courses | |
| | | No. of vocational / skill courses/ Add On courses offered | |
| | | Percentage of students enrolled in vocational / skill courses/ Add On courses offered | Registration record of students enrolled in courses (Department wise) |

| | | | |
|---|---|---|---|
| 4. | Faculty Portrayal | Working faculty (Including permanent, probation, ad hoc and guest) as percentage of sanctioned post. | Appointment letters / Attendance registers |
| | | Percentage of filled post ( regular appointments against sanctioned posts) | |
| | | Percentage of working faculties having awarded with Ph.D degree | Relevant certificate |
| | | Percentage of working faculties having awarded with M.Phil degree | |
| | | Percentage of working faculties having awarded with PDF/ D.Litt degree | |
| | | Student teacher ratio | College statistical booklet / Online verified data |
| | | Percentage of faculty members contributed to development of E- Content | Recordings / YouTube channels |
| 5. | Student performance and Learning outcomes | Pass percentage in last university results | TR for all course management by HOD of respective departments and to be randomly verified by the internal audit team. |
| | | Percentage of students scored above 60% in university results | |
| | | Percentage of students scored above 75% in university results | |

**(b) Segment – Research and Innovation**

| S. No. | Key Indicator | Parameter | Supporting Documents |
|---|---|---|---|
| 1. | Research output | Percentage of faculty members having five and more research papers published in UGC Care rated / Scopus journals during last three years | Supporting documents and data to be verified from individual |
| | | Percentage of faculty members authored / co-authored at | |

| | | | |
|---|---|---|---|
| | | least one book | faculty logbooks. |
| | | Percentage of faculty members recognized as research supervisor | |
| | | Percentage of faculty members under whom at least one scholar is awarded a PhD degree. | |
| | | Percentage of faculty members presented at least three papers in international conferences in the last three years. | |
| | | No. of International / National conferences / seminars / workshops / symposium organized in the last five years. | |
| | | No. of faculty members who have acted as Convener / Organizing secretary in International / National conferences / seminars / workshops / symposium organized in the last five years. | |
| | | Percentage of faculty members who have been awarded research projects from UGC and other research funding agencies. | |
| | | Percentage of faculty members who have been associated with foreign agencies for research assignments. | |
| 2. | Academic Enrichment | Faculty academic associations | Supporting documents and data to be verified fromindividual faculty logbooks. |
| | | Percentage of faculty members attended (International level Academic programmes outside India in last five years | |
| | | No. of IPR's (Patents, Copyrights, Trademark, Design) in the name f faculty member of the college | |

**(c) Segment – Infrastructure and Learning resources**

| S. No. | Key Indicator | Parameter | Supporting Documents |
|---|---|---|---|
| 1. | Physical assets | Percentage of classrooms, labs, girl's common room, staff room, department rooms, No of Computers, other physical infrastructure. | To be physically validated by the internal audit committee. |
| | | No. of Computers | |
| | | Language lab | |
| | | Wifi Enabled campus | |
| | | No. of smart classrooms | |
| | | Facilities for physically challenged students | |
| | | Solar panel | |
| | | Audio video system in college | |
| | | Studio's | |
| | | Any Other specific infrastructure | |
| 2. | Office setup | Percentage of working ministerial staff including lab assistants to no. of sanctioned posts. | Appointment letters / Attendance registers |
| | | Percentage of working supporting staff to no of sanctioned posts | |
| | | Working accounts personnel | |

**(e) Segment – Financial resources and utilization**

| S. No. | Key Indicator | Parameter | Supporting Documents |
|---|---|---|---|
| 1. | Financial Management | Percentage of total grants received from UGC ICSSR etc. | To be managed by the College accounts office and physically verified by the Treasurer. |
| | | Other relevant financial matters and documents | |
| 2. | Self-financing efforts | Funds received from sources like Central or state Government etc | |

**(f) Segment – Commitment, Leadership and Management**

| S. No. | Key Indicator | Parameter | Supporting Documents |
|---|---|---|---|
| 1. | Societal footprint | Progress made under green campus initiative (No. of activities) | To be managed by Green society/ cell. |
| | | No. of programs undertaken for creating national integration and community awareness. | Physical verification of data maintained by HOD's |
| | | No. of institutional / corporate Tie Ups | Functional MOU's |
| | | No. of programs undertaken by AICUF and NSS | Physical verification of data maintained by AICUF and NSS team. |
| 2. | Innovation, Best practices | No. of workshops, seminars organized for student's welfare. | Physical verification of data maintained by AICUF and NSS team. |
| | | Faculty and student development initiatives | Physical verification of data maintained by the Faculty / Student Exchange Committee. |

| | | | |
|---|---|---|---|
| | | No. of books collected under community book bank scheme. | Physical verification of data maintained by the Library committee. |
| | | Any Other best / Unique activity / Social contribution | Physical verification of data maintained by AICUF and NSS team. |
| | | Formal mechanism for student feedback | Data to be managed by IQAC |
| 3. | Effective implementation of Government / Management schemes | Scholarships provided. | Physical verification of data maintained by the Scholarship committee. |
| 4. | Strengthening the bond | No. of interactive / motivational session organized for students | Physical verification of data maintained by HOD's |
| | | I[No. of students teacher meeting other than class teaching | |
| | | No. of parents teacher meeting | |
| | | No. of staff council and department meeting held | Physical verification of data maintained by Staff secretary |
| | | No. of Alumni meeting held in department | Physical verification of data maintained by Alumni association / departments. |

**Annexure II: Files to be maintained at the Department Level**

| S. No. | File Name | Details |
|---|---|---|
| 1 | Faculty File | Resume<br>Appointment Letter<br>Research profile<br>Performance Based Appraisal System (PBAS) Record |
| 2 | Academic File | Syllabus<br>Timetable<br>Lesson Plan File<br>POs,COs,PSOs Collection<br>Bridge course details<br>Certificate/ Add-on course |
| 3 | Department File | Notices and Circulars, Dispatch Register |
| 4 | Department Activity File | Activities conducted for students throughout the year |
| 5 | Internal Examination/Continuous Internal Evaluation/ Practical Exam File | Maintained by the examination cell coordinator |
| 6 | Library Management File for Department | Book Requisition Details to be maintained |
| 7 | Department Alumni File | Session wise list of Alumni to be maintained |
| 8 | Department. Research File | Conference/workshop/ symposium/ projects |
| 9 | Placement and Internship File | Record of Placements and Interships |
| 10 | Student Application/Permissions (class wise maintained by mentor) | LoR, NOC, Scholarship, leave, other permissions |
| 11 | Certificate course/add on courses/ **MOOCs/SWAYAM** Course File | Maintained by the Coordinator in the Department |

| | | |
|---|---|---|
| 12 | Question Bank File | Previous years University Question Papers & Internal Exam Question Papers |
| 13 | Student Attendance Record | Paper wise, class wise attendance to be maintained |
| 14 | Department Website File | Data provided to the Website |
| 15 | Feedback, PTM and Counselling File | Counselling record can be maintained in a register class wise by mentor |
| 16 | Department Council File | Council formation and events details and documents |
| 17 | Admission File | Record of Admission related documents |
| 18 | Department Minutes of Meeting File | Record of of Minutes of Meetings |
| 19 | Student Participation/Achievement File | Register all the kinds of student inter/intra-college achievement or participation |

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