



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



IQAC

ANNUAL REPORT

Session 2020-21



St. Xavier's College, Jaipur

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



IQAC Annual Report 2020-21

31 May 2021

1. About the Cell (*in brief – max 100 words*):

To foster quality initiatives and to administer the progress on preparation for the NAAC accreditation Internal Quality Assurance Cell (IQAC) was formed by the college management in May 2018. It will work with all the academic and administrative departments of the college for the accumulation of data, report formation, and implementation of quality initiatives.

2. Member Details:

- Dr. Fr. A. Rex Angelo – Chairperson, Principal
- Dr. Fr. Sherry George – Vice Chairperson, Vice Principal
- Fr. Varkey Perekhatt – Management Nominee/Stakeholder
- Fr. Augustine Perumalil – Management Nominee/Stakeholder
- Prof. Vijayvir Singh – Educationist and Member IQAC, UoR
- Prof. Sudha Rai – Educationist and Former Head, Department of English, UoR
- Ms. Anshul Bhatt – Alumni Representative
- Coordinator, University Affairs Cell
- Librarian
- Mr. Yashwardhan Singh – Coordinator IQAC, Department of Economics
- Dr. Shikha Bakshi – Member, Department of Management
- Dr. Nitasha Khatri – Member, Department of Commerce
- Dr. Ranjit Kaur – Member, Department of English
- Ms. Vaishali Singh – Member, Department of Computer Science

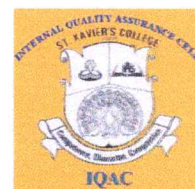
3. Objective: (*Key objectives of organizing events/programs/ work performed in the last academic year in points only*)

- To foster quality culture in the institutional functioning
- To sustain the initiatives taken by various units of the college for overall development of the institution
- To coordinate and work as a bridge between different units of the college



St. Xavier's College, Jaipur

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



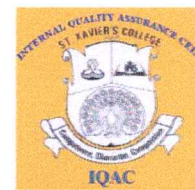
4. Details of the Activities organized/ Work Performed (Not more than 500 -700 words)

- a. Preparation of the Policies and Guidelines according to NAAC requirement for all the cells/clubs/committees of the college with the help of teaching staff members and Steering Committee in March-April 2020. Further it was finally reviewed by the Steering committee in April-May 2021. This is to be translated into a college manual.
- b. Implementation of ERP for all the units of the college in June 2020. It involves the process of admission, fee collection, online teaching, attendance, leave for staff, payroll for staff, online examination, feedback, and communication for students and staff.
- c. Digitalization of Library – MOPAC – a library module of ERP was implemented in September 2020 for staff and students which is useful for issuing books, assessing the availability of books, and proper online record of books in the library.
- d. Department Questionnaire for NAAC was prepared and circulated amongst all the departments in July 2020 to collect the data for the last five years. It also includes necessary documentation as proof for the data collected.
- e. Documentation Centre was initiated which envisages collection of data from different units of the college. A form was prepared for collecting the information about the programs conducted in the last academic year.
- f. Feedback for online classes was conducted in October 2020 and Annual Academic Feedback for all the teaching staff in April 2021.
- g. Applied for Unnat Bharat Abhiyan through Institutional Social Responsibility Cell in March 2021.
- h. The link between UGC and college units for the implementation of Quality Mandate given by UGC. An 11-point program was prepared by the UGC for improving the quality of education in HEIs. Efforts were made to implement some of these in the session with the help of college units.
- i. Standard Application Form was developed for the application of TC/CC/LoR from college by our pass out or existing students. The aim of this form was also to collect data about graduating students.



St. Xavier's College, Jaipur

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



Quantitative Summary Report:

| S.No. | Description | 2020-21 |
|-------|---|------------|
| 1 | Number of Certificate/Value Added Courses and Online Courses (MOOCs, SWAYAM, NPTEL, etc.) | 14 |
| 2 | Grants Received from Government and Non-Governmental Agencies for Research Projects/Endowments | Rs 46,5000 |
| 3 | Number of Workshops/Seminars/Conferences including Programs Conducted on Research Methodology, Intellectual Property Rights (IPR), and Entrepreneurship | 21 |
| 4 | Number of Extension and Outreach Programs Conducted by the Institution | 15 |
| 5 | Number of Functional MoUs/Linkages/Collaborations with Institutions/Industries | 2 |
| 6 | Capacity Development and Skills Enhancement Activities Organized | 16 |
| 7 | Number of Awards/Medals for Outstanding Performance in Sports/Cultural Activities/Extension Activities | 6 |
| 8 | Faculty Development Programs (FDP), Management Development Programs (MDPs), Professional Development/Administrative Training Programs attended by teaching and non-teaching staff | 38 |
| 9 | Teachers Provided with Financial Support to Attend Conferences/Workshops and Towards Membership Fee of Professional Bodies | 31 |

- Number of Certificate/Value Added Courses and Online Courses (MOOCs, SWAYAM, NPTEL, etc.): 14
- Grants Received from Government and Non-Governmental Agencies for Research Projects/Endowments: \$465,000
- Number of Workshops/Seminars/Conferences including Programs Conducted on Research Methodology, Intellectual Property Rights (IPR), and Entrepreneurship: 21



St. Xavier's College, Jaipur

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



- Number of Functional MoUs/Linkages/Collaborations with Institutions/Industries: 2
- Capacity Development and Skills Enhancement Activities Organized: 16
- Number of Awards/Medals for Outstanding Performance in Sports/Cultural Activities/Extension Activities: 6
- Faculty Development Programs (FDP), Management Development Programs (MDPs), Professional Development/Administrative Training Programs attended by teaching and non-teaching staff: 38
- Teachers Provided with Financial Support to Attend Conferences/Workshops and Towards Membership Fee of Professional Bodies: 31
- Number of Research Papers Published per Teacher in Journals as Notified on UGC CARE List:
- Number of Books and Chapters in Edited Volumes/Books Published and Papers Published in National/International Conference Proceedings:
- Number of Extension and Outreach Programs Conducted by the Institution:


Coordinator, Internal Quality Assurance Cell


31/5/21

Coordinator
IQAC
St. Xavier's College, Jaipur

Report Submitted by: Coordinator, IQAC on 31 May 2021.


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


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