



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

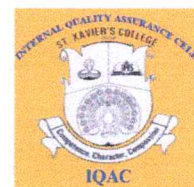
ANNUAL REPORT

Session 2021-22



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 2021-22

15 June 2022

1. About the Cell:

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 works with all the academic and administrative departments of the college for the systematic functioning, accumulation of data, report formation, and implementation of quality initiatives.

2. Member Details:

1. Fr. Dr. A. Rex Angelo SJ – Chairperson, Principal
2. Fr. Dr. Raymond Cherubin SJ – Vice Chairperson, Vice Principal
3. Fr. Dr. S. Arokya Swamy SJ – Management Nominee/Stakeholder
4. Fr. Dr. Nelson D'Silva SJ – Management Nominee/Stakeholder
5. Fr. Dr. George Joseph SJ – Management Nominee/Stakeholder
6. Prof. Vijayvir Singh – Educationist
7. Prof. Sudha Rai – Educationist
8. Prof. Pankaj Nagar – Co-Coordinator, IQAC, University of Rajasthan, Jaipur
9. Mr. Ajay Kochar (Industrialist)
10. Ms. Aparna Joshi – Alumni Representative
11. Coordinator, University Affairs Cell
12. Ms. Loveleen Mathur, Librarian
13. Mr. Yashwardhan Singh – Coordinator IQAC, Department of Economics
14. Dr. Shikha Bakshi – Member, Department of Management
15. Dr. Nitasha Khatri – Member, Department of Commerce
16. Dr. Ranjit Kaur – Member, Department of English
17. Ms. Vaishali Singh – Member, Department of Computer Science
18. Dr. Aparna Dixit – Member, Department of Science

3. Objective:

- foster quality culture in the institutional functioning
- develop standard operating procedure and policies for various units of college
- 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

4. Details of the Activities organized/ Work Performed:

The IQAC had carried forward its work related to quality initiatives and preparation for NAAC accreditation which was started in the academic session 2018-19. This year due to the shifting and merger of the college and ongoing pandemic the IQAC's role became more



St. Xavier's College, Jaipur

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



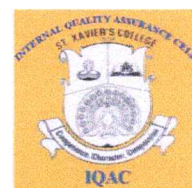
important to further the cause of quality education on account of continuation of online teaching and addition of new staff members. Following initiatives were taken during the academic session 2021-22:

- a. The draft Policies and Guidelines prepared last year according to NAAC requirement for all the cells/clubs/committees of the college with the help of teaching staff members and Steering Committee was reviewed again this year to factor in the merger and pandemic impact. All the finalized drafts have been sent to college management for final approval which will be eventually translated into a college manual.
- b. IQAC is a 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. For this purpose, the Academic Planning was initiated by IQAC by collecting the event proposals in a structured manner from all the units of college for the session 2021-22. This was converted into Academic Planner of the college in consultation with all the departments and major units of college.
- c. Covid-19 Awareness Webinar Series was organized in June 2021 by the Covid Action Committee under the aegis of IQAC to create awareness about impact of second wave of covid-19, preparation for the third wave, and myths & facts about covid vaccines for the staff, students, parents, and general public. The resource persons were Dr. Rajat Bhargava, Asso Prof, Department of Gastroenterology, Mahatma Gandhi Hospital and University, Dr. Raghav Shah, Department of Psychiatry, Rajasthan Hospital, Jaipur, Dr. Hema Singh, Department of Endocrinology, Metro Mass Hospital, Jaipur, and Dr. Nishtha Singh, Asthama Bhawan, Jaipur.
- d. Streamlining and effective implementation of ERP for all the units of the college. In this direction a week-long ERP Training Workshop was organized from 21-26 June 2021 by ERP committee under the aegis of IQAC for teaching and non-teaching staff to gain complete know-how about the system.
- e. Ten-day NAAC Induction Workshop on NAAC Assessment and Preparedness was organized from 7th to 17th July 2021, for both teaching and non-teaching staff. The aim was to gain complete knowledge about all the seven criterions of assessment and accreditation of Higher Educational Institutions, to derive an



St. Xavier's College, Jaipur

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



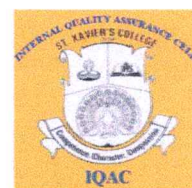
understanding of the 'Quality Status' of the Institution and to prepare for the first cycle of NAAC Accreditation. The resource persons were Prof. Joseph Dorairaj, Gandhigram Institute, TN, Dr. Prashant Borkar, MasterSoft, and all the Steering Committee members of St. Xavier's College, Jaipur.

- f. Feedback on teaching-learning (Annual Academic Feedback for the teaching staff) and Peer Feedback with the help of ERP for all staff was conducted in December 2021 and February 2022 respectively. The report on the same along with feedback result was submitted to the college management.
- g. NIRF 2021 data was collected and submitted for the ranking process with the help of university affairs cell and college office.
- h. A two-day workshop on NAAC module (ADMS) was organized in 4-5 April 2022 with the help of ERP committee to train the steering committee members for the data collection and segregation of last seven-year data. It will be managed by the Steering Committee based on their criteria management for the preparation of Self Study Report.
- i. Academic and Administrative Audit (AAA) was organized on 29-30 April 2022 for all the units of college to assess our preparedness for NAAC accreditation with the help of external auditors Prof. Joseph Dorairaj, Gandhigram Institute, TN and Dr. Marry Magdalene, Fatima College, TN. The departments were supposed to collect the data for the last seven years and present the same to the auditors through the Department Questionnaire for NAAC. It also includes necessary documentation and filling as proof for the data collected. A session was conducted for office staff to assess their preparedness for NAAC and review meeting with IQAC and Steering Committee was organized to discuss about the issues and challenges for the NAAC preparation. The auditors submitted their report (SWOC Analysis) to college management for improving and strengthening the working of college.
- j. The Government of Rajasthan has initiated Annual Audit Program (AAP) for private colleges from session 2021-22. This is based on the NAAC criteria and an institutional grading is calculated criteria wise depending upon the data submitted in the required format. IQAC has submitted the format to the college education department and consequently its report was submitted to the college management.



St. Xavier's College, Jaipur

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



- k. IQAC has prepared an Action Plan for the College and its various units based on the recommendations of the external auditors, suggestions from departments and steering committee, and the AAP result. The criteria wise Action Plan keeping in mind the NAAC accreditation is submitted to the college management for necessary approval and implementation from the next session.
- l. Documentation Centre collected the event information data in a structured manner throughout the year from different units of the college for session 2021-22.
- m. Performance Based Appraisal System (PBAS) has been developed by IQAC based on the API format of UGC. It will be circulated amongst all teaching staff members for self-evaluation for the session 2021-22.

Quantitative Summary Report

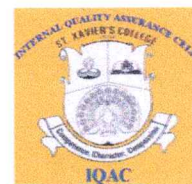
S.No.	Description	2021-22
1	Number of Certificate/Value Added Courses and Online Courses (MOOCs, SWAYAM, NPTEL, etc.)	19
2	Grants Received from Government and Non-Governmental Agencies for Research Projects/Endowments	Rs 150000
3	Number of Workshops/Seminars/Conferences including Programs Conducted on Research Methodology, Intellectual Property Rights (IPR), and Entrepreneurship	14
4	Number of Extension and Outreach Programs Conducted by the Institution	15
5	Number of Functional MoUs/Linkages/Collaborations with Institutions/Industries	10
6	Capacity Development and Skills Enhancement Activities Organized	13
7	Number of Awards/Medals for Outstanding Performance in Sports/Cultural Activities/Extension Activities	19
8	Faculty Development Programs (FDP), Management Development Programs (MDPs), Professional Development/Administrative Training Programs attended by teaching and non-teaching staff	55
9	Teachers Provided with Financial Support to Attend Conferences/Workshops and Towards Membership Fee of Professional Bodies	44

- Number of Certificate/Value Added Courses and Online Courses (MOOCs, SWAYAM, NPTEL, etc.): 19
- Grants Received from Government and Non-Governmental Agencies for Research Projects/Endowments: \$150,000
- Number of Workshops/Seminars/Conferences including Programs Conducted on Research Methodology, Intellectual Property Rights (IPR), and Entrepreneurship: 14
- Number of Functional MoUs/Linkages/Collaborations with Institutions/Industries: 10



St. Xavier's College, Jaipur

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



- Capacity Development and Skills Enhancement Activities Organized: 13
- Number of Awards/Medals for Outstanding Performance in Sports/Cultural Activities/Extension Activities: 19
- Faculty Development Programs (FDP), Management Development Programs (MDPs), Professional Development/Administrative Training Programs attended by teaching and non-teaching staff: 55
- Teachers Provided with Financial Support to Attend Conferences/Workshops and Towards Membership Fee of Professional Bodies: 44
- 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:

5. Posters and Pictures Supporting the Activities/ Work performed:

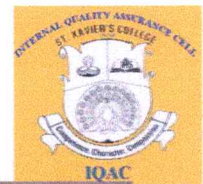
a. NAAC Induction Workshop (7-17 July 2021)





St. Xavier's College, Jaipur

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



b. AAA (29-30 April 2022)





6. Media Coverage of Events:

सेंट जेवियर्स कॉलेज नैक ऑडिट के लिए तैयार फं

बिजनेस रेमेडीज/जयपुर

सेंट जेवियर्स कॉलेज, जयपुर का उद्देश्य उन युवा पुरुषों और महिलाओं को प्रशिक्षित करना है जो रचनात्मक नेतृत्व और जिम्मेदार नागरिकों के रूप में आगे आएं और जो समाज की सेवा के लिए प्रतिबद्ध हैं। यह देखने के लिए हर संभव प्रयास किया जाता है कि छात्र बौद्धिक रूप से प्रखर, नैतिक रूप से ईमानदार, सामाजिक रूप से प्रतिबद्ध, और परमेश्वर की उपासना के लिए आध्यात्मिक रूप से जागृत हों। उन्मुख दृष्टि के साथ सेंट जेवियर्स कॉलेज, जयपुर की आंतरिक परीक्षाओं के समाप्त होने के तुरंत बाद नैक



की तैयारी के लिए आवश्यक अकादमिक और प्रशासनिक लेखा परीक्षा के लिए पूरे उत्साह के साथ तैयारी की। एए ऑडिट बाहर से आए अपने क्षेत्र में विशेषज्ञ और परीक्षक प्रोफेसर ए. जे. सोमेश्वर दोराईराज, गांधीग्राम ग्रामीण संस्थान, गांधीग्राम और डॉ. मेरी मैगडालेन अब्राहम, एसोसिएट प्रोफेसर, फातिमा कॉलेज (स्वायत्त), मद्रास द्वारा कॉलेज आंतरिक गुणवत्ता आश्वासन

सेल के तत्वावधान में सफलता पूर्वक आयोजित किया गया। एए ऑडिट का मुख्य उद्देश्य शिक्षा, अनुसंधान के अतिरिक्त पाठ्यक्रम और कॉलेज के विभागों / कार्यक्रमों से संबंधित प्रशासनिक पहलुओं की समीक्षा और मूल्यांकन करना था। एए ऑडिट की शुरुआत रेव फादर डॉ. अरोक्य स्वामी एसजे, प्रबंधक द्वारा स्वागत भाषण के साथ की गई। उन्होंने दोनों आगंतुक प्रोफेसर का

उनकी मूल्यवान अंतर्दृष्टि के लिए बधाई देते हुए उनका अभिवादन किया और अपना मूल्यवान समय देने हेतु कृतज्ञता दर्शाया। इसके बाद कॉलेज के प्रिंसिपल रेव फादर डॉ. ए. रेवस एंजेलो एसजे द्वारा एए ऑडिट की रूपरेखा प्रस्तुत किया गया। समीक्षा प्रक्रिया आंतरिक समिति के सदस्यों, बाहर से आए शिक्षाविदों द्वारा की गई, जिन्होंने उपलब्ध संसाधनों के साथ शैक्षिक गुणवत्ता में निरंतर सुधार, उनके इष्टतम उपयोग और नैक मान्यता प्राप्त करने के लिए गुणवत्तापूर्ण शिक्षा प्रदान करने के लिए उपलब्ध संसाधनों की आवश्यकता का विश्लेषण किया।

बिजनेस भारत डिजिटल ने अ ऑफ फेसिट जिएर देनों। रता है उच्च खरीद बैंक जमा के बि डिजिट विस्तृ या वा कर र



St. Xavier's College, Jaipur

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



सेंट जेवियर्स कॉलेज नैक की एए ऑडिट के लिए तैयार



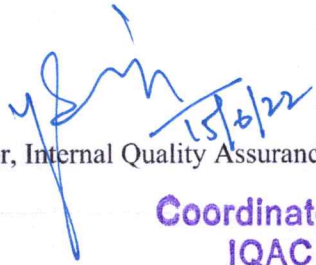
जयपुर, समाचार जगत न्यूज़। सेंट जेवियर्स कॉलेज, जयपुर की आंतरिक परीक्षाओं के समाप्त होने के तुरंत बाद नैक की तैयारी के लिए आवश्यक अकादमिक और प्रशासनिक लेखा परीक्षा के लिए पूरे उत्साह के साथ तैयारी की। एए ऑडिट बाहर से आए अपने क्षेत्र में विशेषज्ञ और परीक्षक प्रोफेसर ए जोसेफ दोराईराज, गांधीग्राम ग्रामीण संस्थान, गांधीग्राम और डॉ मैरी मैग्डालेन अब्राहम, एसोसिएट प्रोफेसर, फातिमा कॉलेज (स्वायत्त), मदुरै द्वारा 29 और 30 अप्रैल 2022 को कॉलेज आंतरिक गुणवत्ता आश्वासन सेल (आईक्यूएसी) के तत्वावधान में सफलतापूर्वक आयोजित किया गया। एए ऑडिट का मुख्य उद्देश्य शिक्षा, अनुसंधान के अतिरिक्त पाठ्यक्रम और कॉलेज के विभागों / कार्यक्रमों से संबंधित प्रशासनिक पहलुओं की समीक्षा और मूल्यांकन करना था। एए ऑडिट की शुरुआत रेव फादर डॉ अरोक्य स्वामी एसजे, प्रबंधक द्वारा स्वागत भाषण के साथ की गई। उन्होंने दोनों आगंतुक

प्रोफेसर का उनकी मूल्यवान अंतर्दृष्टि के लिए बधाई देते हुए उनका अभिवादन किया और अपना मूल्यवान समय देने के लिए कृतज्ञता दर्शायी। इसके बाद कॉलेज के प्रिंसिपल रेव फादर डॉ ए रेक्स एंजेलो एसजे द्वारा एए ऑडिट की रूपरेखा प्रस्तुत किया गया।

समीक्षा प्रक्रिया आंतरिक समिति के सदस्यों, बाहर से आए शिक्षाविदों द्वारा की गई, जिन्होंने उपलब्ध संसाधनों के साथ शैक्षिक गुणवत्ता में निरंतर सुधार, उनके इष्टतम उपयोग और नैक मान्यता प्राप्त करने के लिए गुणवत्तापूर्ण शिक्षा प्रदान करने के लिए उपलब्ध संसाधनों की आवश्यकता का विश्लेषण किया।

बाहरी परीक्षकों प्रोफेसर ए जोसेफ दोराईराज और डॉ. मैरी मैग्डालेन अब्राहम ने दस्तावेज के विभिन्न पहलुओं की जांच की और इसे सहायक सबूतों के साथ प्रमाणित किया। कॉलेज की सभी इकाइयों और विभागों ने एक विस्तृत एसडब्ल्यूओसी विश्लेषण प्रस्तुत किया जिसकी बाहरी टीम के सदस्यों द्वारा जांच की गई थी।

Coordinator, Internal Quality Assurance Cell


15/6/22

Coordinator
IQAC
St. Xavier's College, Jaipur



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

Report Submitted by: Coordinator, IQAC on 15 June 2022.


Principal

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