

St. Xavier's College Jaipur

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

Academic Council Meeting on 07 August 2023

Minutes of the Meeting

The Academic Council Meeting of St. Xavier's College Jaipur was held in the College Conference Hall at 02:00 pm on 7th August 2023 under the Chairmanship of Rev Fr Dr S Xavier SJ, Principal. The following members were present.

1	Rev Fr Dr S Xavier SJ	Principal Chairman, Academic Council
2	Rev Fr Dr Raymond Cherubin SJ	Vice Principal
3	Dr Ranjit Kaur	Coordinator, Academic Council
4	Dr Leena Sharma	HoD Business Administration
5	Dr Mahua M. Bose	HoD Commerce
6	Dr Arpita Banerjee	HoD Computer Science
7	Dr Rama Hirawat	HoD English
8	Ms Poorvi Medatwal	HoD Economics
9	Dr Meeta Sharma	HoD Political Science
10	Dr Aparna Dixit	HoD Science
11	Ms Nupur Chauhan	HoD Psychology
12	Ms Mrinalini Faujdar	HoD Arts
13	Mr Yashwardhan Singh	Coordinator, IQAC
14	Dr Nitasha Khatri	Timetable Coordinator

Absent: Rev Fr Dr M Amaldass SJ

Agenda for the Meeting:

1. Inauguration of NEP BATCH of 2023-2024
2. Department Orientation
3. NEP Curriculum for NEP BATCH of 2023-2024
4. Timetable: Department and Individual Faculty
5. Matters regarding attendance and its benefits
6. Attendance related to participation in Departmental Activities and College Fests
7. Academic ambience in the staff room
8. Library usage by the faculties
9. Birthday celebration of the faculties
10. Any other matter with the permission of the chair

Address: Nevta-Mahapura Road, Jaipur, Rajasthan 302029





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Agenda 1: Inauguration of NEP BATCH of 2023-2024

Resolution: It was resolved unanimously to propose the Inauguration of NEP BATCH of 2023-2024 and Deeksharambh - Student Induction Programme with the approval of the Management.

The Inauguration of the Academic Session for the NEP BATCH of 2023-2024 is scheduled for August 16, 2023. This will be followed by department orientations, document verification, general counselling, and an overview of the college and its units on August 21st and 22nd, 2023, in the form of "Deeksharambh - Student Induction Programme." IQAC (Internal Quality Assurance Cell) will plan and execute the Deeksharambh - Student Induction Programme. The IQAC's involvement suggests a focus on ensuring the quality and effectiveness of the induction program, aligning with the institution's commitment to providing a supportive and enriching environment for new students.

Action: IQAC and Academic Council

Agenda 2: Department Orientation

Resolution: It was resolved unanimously to propose the Department Orientation of NEP BATCH of 2023-2024 with the approval of the Management.

The Department Orientation for NEP BATCH of 2023-2024 is scheduled on 16th August 2023. The Department Orientation will be carried out by the individual departments, utilizing the assistance of their respective department faculties. This orientation is likely designed to introduce the students of the NEP Batch of 2023-2024 to the academic and administrative aspects of their chosen departments, helping them get familiar with the department's structure, faculty, and resources.

Action: HoD's of Respective Department

Agenda 3: NEP Curriculum for NEP BATCH of 2023-2024

Resolution: It was resolved unanimously that the curriculum as prescribed by the University of Rajasthan will be adopted, and a well-structured timetable will be established for the Academic Session 2023-24 based on the below mentioned guidelines.

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For I (First) Semester UG and PG, NEP BATCH of 2023-2024, the following guidelines were unanimously approved for the preparation of time table:

- Subjects with Practical:** 3 Theory Periods + 1 Period (online) + 2 Practical Periods
*As per UGC and UOR guidelines 2 Practical's Period load will be considered equal to 1 Period.
- Subjects without Practical / Core Paper :** 4 Theory Periods + 2 Periods (online)
- For BBA/ B Com (per paper):** 4 Theory Periods + 2 Periods (online)
- For Minor Paper:** 4 Theory Periods + 2 Periods (online)
- For Ability Enhancement Course (Hindi):** 3 Theory Periods + 1 Period (seminar / assignment/ library)
- For Skill Enhancement Course (SEC1):** 2 Theory Periods or 1 Theory + 1 Period (field visit / seminar / assignment / library)
- For Value Added Course (VAC1):** 2 Theory Periods or 1 Theory + 1 Period (field visit / seminar / assignment / library)

Action: Timetable Coordinator, Academic Coordinator and all the heads of department

Agenda 4: Timetable: Department and Individual Faculty

Resolution: Various aspects associated with Department and Individual Faculty timetable were discussed as illustrated below:

4.1 Individual Faculty Workload

Individual Faculty Workload for various academic designations was proposed by Fr Principal and unanimously accepted by the members present in the meeting and is illustrated below:

S.no	Academic Designation	Workload Per Week
1.	Activity Coordinator	12
2.	Academic Coordinator	15
3.	IQAC Coordinator	15
4.	University Affairs Coordinator / PRO	15
5.	Students' Council Coordinator	15
6.	Website / ERP Coordinator (HoD BCA)	16
6.	Head of Department (Except BCA)	18
7.	Time Table Coordinator	18
8.	Other Teaching Staff	20 or 22 *

*as per the requirement of department

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4.2 Guidelines for preparation of timetable:

Proposed date for finalisation and submission of department timetable by respective Head of Department will be 12th August 2023. It was resolved unanimously that the below mentioned guidelines of timetable will be followed for the Academic Session 2023-24.

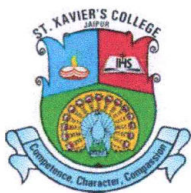
- a) **Faculty Subject Allocation:** Ensure that each faculty member is assigned a minimum of four distinct subjects, aligning with UGC and CAS compliance.
- b) **Transparent Course Allocation:** Engage in departmental discussions to deliberate and finalize course allocations. Maintain comprehensive meeting records to promote transparency in the decentralized system.
- c) **Avoid Consecutive Teaching:** Prevent scheduling the same teacher for back-to-back periods of the same subject to enhance teaching effectiveness and variety.
- d) **Prioritize Core Courses:** Arrange critical or challenging courses within the first three periods to optimize student attention and participation.
- e) **Conflict-Free Scheduling:** Strategically design the timetable to eliminate overlapping course timings. Consider both horizontal and vertical aspects to prevent clashes.
- f) **Cross-Verification for Accuracy:** After entering course details, cross-reference with teacher and room schedules to ensure consistent and accurate information.
- g) **Simultaneous Timetable Development:** Develop faculty and room timetables concurrently to streamline the scheduling process and enhance efficiency.
- h) **Optimal Time Management:** Aim to complete classes for second- and third-year students by the 5th period (1:00 pm) to maximize effective utilization of time.

4.3 Other resolutions unanimously approved are stated below:

(a) **Issue:** Mentor of BBA department (Query raised by HoD BBA)

Resolution: Fr Principal advised seeking support from the Department of Commerce for the mentorship of BBA students. It was also proposed that the staff of the Political Science Department would share the academic load in the Department of BA Pass Course.





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(b) Issue: Load of Value Added and Skill Enhancement Course of NEP Batch (Query raised by HoD BA Psychology)

Resolution: Coordinator IQAC has recommended the consolidation of the workload related to Value Added and Skill Enhancement Courses within the departments. This suggestion is being considered based on its practicality and potential for implementation. The proposal received unanimous approval from the Fr Principal.

(c) Issue: Execution of NEP Batch Time table (Query raised by HoD's)

Resolution: Coordinator IQAC recommended implementing a consistent timetable format across all departments, in alignment with the NEP Batch. This proposed schedule entails arranging the first three periods of 50 minutes each, followed by a 30-minute lunch break, and subsequently conducting the remaining three periods of 50 minutes each. This resolution received unanimous approval from Fr Principal.

(d) Issue: Preparation of Co-curricular Activities (Query raised by Fr Vice Principal)

Resolution: Fr Principal unanimously resolved the issue by outlining the system of Academic flexibility. This system involves allowing co-curricular activities to be scheduled after 12 noon on weekdays, provided that students and faculty members obtain written permission from Fr Vice Principal. This approach aims to balance academic commitments with extracurricular involvement and likely aims to provide students with a more flexible schedule to engage in both academic and non-academic pursuits.

(e) Issue: Execution of Co-curricular Activities (Query raised by HoD B.Sc)

Resolution: Fr Principal has declared that every Saturday will be designated as "Activity Day" for co-curricular activities. This decision aims to streamline and concentrate co-curricular activities on Saturdays, allowing students to participate more effectively without interfering with their regular academic schedule. It's a well-structured approach to manage and organize various events while ensuring that important national occasions like Independence Day, Republic Day, and Science Day are celebrated on their respective dates. This will likely lead to a more organized and efficient implementation of co-curricular activities, as well as a focused celebration of significant national events. The resolution was

5

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unanimously approved.

(f) Issue: In-disciplinary Action against Students (Query raised by Members)

Resolution: Fr Principal explained the student guidelines and advised all members to adhere to them. In the event of any disciplinary issues involving students, a warning letter must be sent to the student, with a copy sent to both the Principal's and Vice Principal's offices. The resolution was unanimously approved.

(g) Issue: ABC (Academic bank of Credit) registration of NEP Batch (Query raised by IQAC Coordinator)

Resolution: The decision to verify the ABC registration of NEP Batch students during the department orientation was unanimously accepted. Additionally, it was agreed upon to promote the registration of SWAYAM Courses among the students.

Action: All the Teaching Staff Members

Agenda 5: Matters regarding attendance and its benefits

Resolution: It was unanimously resolved to implement the student guidelines regarding attendance and its benefits. *(Student guidelines Attached as Annexure)*

Action: Academic Coordinator and all the Heads of department

Agenda 6: Attendance related to participation in Departmental Activities and College Fests

Resolution: It was unanimously resolved to implement the student guidelines regarding attendance and its benefits. *(Student guidelines Attached as Annexure)*

Action: Activity Coordinator, IQAC and all the Heads of department

Agenda 7: Academic ambience in the staff room

Agenda Deferred to the next meeting.

Agenda 8: Library usage by the faculties

Agenda Deferred to the next meeting.





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Agenda 9: Birthday celebration of the faculties

Agenda Deferred to the next meeting.

Agenda 10 Any other matter with the permission of the chair

Agenda Deferred to the next meeting.

The meeting ended with a vote of thanks by the chair.

Minutes of Meeting Prepared by

Dr Nitasha Khatri

Time Table Coordinator

Date: 09.08.2023

Principal
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Guidelines for Selection/Participation of Students as Society/Cell/Committee Coordinators and Members

Students should exhibit positive leadership abilities, commitment, a good attitude, and a strong work ethic. In order to become a member of the college society/committee/cell/department or to participate in the activities organized by the college/department units, you must be able to meet the following requirements:

➤ Eligibility Criteria:

1. All the regular students of the institution are eligible to apply for membership/participation in college units.
2. The UG first, second and third-year student must have an overall average of 75, 70, and 60 per cent attendance or above (including a minimum of 5 per cent in the library) respectively **during the current (or previous) academic year.**
3. Members of the Cell/Society/Committee shall consist of students securing at least 60 per cent or above in University Examination.
4. The code of conduct of the student should be as per the rules and regulations of the college they should fulfil the minimum code of conduct requirements given below.

➤ Code of Conduct requirements:

1. You must not have any behavioural referrals at any time during the current/previous academic years.
2. You must not have a previous record of disciplinary action by the college administration at any time during the current/previous academic year.
3. Guidelines of respective units must be maintained throughout the year if he/she is elected.

➤ Restriction on multiple roles in various units:

To provide an opportunity for all the students to participate and contribute to the growth of the organization along with holistic learning of their own, membership has been restricted with the following conditions:

1. A student can't hold more than 2 positions as a Coordinator/ Assistant Coordinator and more than 2 positions as a member of any of the Cell/Society/Committee. In totality, the student can't be a part of more than 4 units of college in an academic year.
2. The student coordinator should be preferably from UG III year, Assistant Coordinator from II year and Member should be from I year (*Conditions applied at the discretion of Teacher Coordinators after taking consent and providing justification to the Principal)



➤ **Selection Procedure:**

1. The Selection/Election process of Class representatives, Coordinators, Assistant Coordinators, and members for Societies, Committees, Cells, and department units need to be democratic in nature.
2. Voting /Conduction of Interview or CV can be considered for the election/selection of students for various posts.
3. Documentation of notice and properly defined procedure should be followed by various societies/committees/cells/Departments to maintain transparency.
4. Disclosure of the Final formulated student membership should be done either by mail or on the website.
5. Department needs to be well informed about the participation of its students in various societies, cells and committees. This is the whole sole responsibility of the Faculty Coordinator of the Society/Committee/Cell to take the consent from Department before engaging students in their unit.

General Role and Responsibilities:

1. To officially represent all the students in the Society/Cell/Committee.
2. To ideate, formulate and execute the activities of the concerned Society, Committee or Cell with a consensus of all the members of their respective units.
3. To maintain harmony during the event or activity organised by their respective Society/Committee/Cell.
4. To keep in mind the growth of the organization as a whole while designing the events or activities.
5. To resolve any disciplinary issue or grievance that cropped up during the event or activity in coordination with the Faculty Coordinator of the concerned unit.
6. To identify and help solve problems encountered by students.
7. To communicate its opinion to the Faculty Coordinator on any matter that concerns students and on which the team wishes to be consulted.
8. To promote and encourage the involvement of students in organizing Society/committee/cell activities.

Removal of an Office Bearer:

The Selection Committee may remove any member or office bearer of the appointed student body for a continuing failure to attend meetings of the unit, for a lack of commitment to the purposes of the student body, or for stated misconduct (including significant breaches of the college's code of conduct). Such a decision should be taken by the faculty coordinator in consultation with the principal, after giving sufficient opportunity to the student to present his/her case. The principal on its own initiative or on the advice of the Faculty Coordinator(s), may remove an office bearer or a member of the Students Council in accordance with the rules and procedures in this regard.

NB: Faculty has to be objective in the whole process.



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