



## ST. XAVIER'S COLLEGE, JAIPUR

Hathroi Fort Road, Jaipur - 302001, Rajasthan  
Approved under Section 2(f) & 12(B) of the UGC Act, 1956

Ref: SXC/STAFF/MEETING/2021/3992

02/03/2021

### STAFF NOTICE

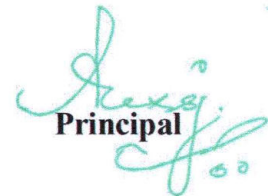
#### Staff Council Meeting

This is to inform that there will be a Staff Council meeting on 3 March, 2021. All the teaching staff members are expected to attend the same.

**Date: 03 March, 2021**

**Venue: College Library**

**Time: 09:00 AM**

  
Principal

Ref: SXC/STAFF/MEETING/2021/3993-3996

**Copy forwarded to the following for information and necessary action.**

- 1.-2. Vice-principals, St Xavier's College, Jaipur
3. All Teaching Staff, St Xavier's College, Jaipur
4. Office, St Xavier's College, Jaipur



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



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### MINUTES OF STAFF COUNCIL MEETING

**Date:** March 3, 2021

**Time:** 9:00 am to 12:00 noon

**Venue:** College Library

The following members were present at the meeting:

- Chairperson of the Meeting- Rev Fr Dr A Rex Angelo SJ, Principal
- Rev. Fr. Dr. Sherry George, S.J, Vice Principal & Treasurer
- Rev. Fr. Dr. Raymond Cherubin, S.J, Vice Principal & Administrator
- All teaching staff members (Attendance sheet attached as Annexure 1)
- The Meeting was initiated with a prayer to God Almighty by Fr Principal.

The following points in the agenda were discussed:

#### **AGENDA 1: Structural Changes for Quality Enhancement**

##### **(a) Quality of events and process of approval of events: Action to be taken:**

- IQAC should be the apex body for coordinating all Academic and Cultural Programmes in the college/departments/committees/cells/clubs. The final approval will be given by Fr Principal.
- Event Quality Assurance Form (EQA) shall be duly filled in and submitted by the respective coordinator/head to IQAC for inclusion of the events/Programmes in the Annual Calendar.
- Annual Calendar for activities is to be finalised by IQAC in coordination with the respective bodies and submitted to Fr Principal for approval.
- There should be a departmental budget allocation for departmental activities and publication to help them in planning the programmes.
- All events will be organised and monitored by staff with minimal involvement of students in decision-making and approval in order to facilitate greater academic orientation among students. Missing classes and other academic exercises by students for the sake of various events should be totally avoided.
- Department-related notices are to be circulated by Heads of the Departments only.

##### **(b) Formal channels of communication: Actions to be taken:**

- Standard Operating Procedure for formal communication process is attached (as Annexure 2). WhatsApp should not be primary/official mode of communication.
- Student-related matters shall be discussed and resolved by the respective Class Mentors in coordination with the Head of the Dept concerned. If not resolved, they can contact Fr Vice-Principal (I/C Student Activities).





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### (c) Rationalisation and compartmentalisation of committees as per requirement: Action to be taken:

- Committees/clubs will be restructured as per NAAC requirements by the Management.
- Proper registers have to be maintained by respective committees to record all activities of staff and students, minutes of the meeting held, attendance, evaluation, feedback, newspaper clippings, and other relevant matters.
- The following new Committees will be created for smooth functioning of the College post-merger.
  - ❖ Media and Promotion Committee
  - ❖ Student Welfare Cell which incorporates Student Council and Cultural Committee.
  - ❖ Transportation Committee
  - ❖ Cyber Security Cell

### (d) Feedback system after each event: Action to be taken:

- Event Feedback Form shall be duly filled in by participants through Google Form.
- Feedback by staff coordinators and students (committees) about their respective events has to be submitted through ERP.

### (e) Selection/participation criteria for students: Action to be taken:

- Selection/participation criteria for students in all the clubs /cells/ external events must be 75% attendance and their past performance.

### AGENDA 2: Dedicated team of teachers for admissions post-merger: Action to be taken:

- Creation of College Media & Promotion Committee for advertising for admissions.
- The Admission Cell should be created which should incorporate Admission Committee, ERP Committee, and Prospectus Committee.

### AGENDA 3: Group Insurance Policy for Staff: Action to be taken:

- Consent is to be taken from staff for availing group insurance.

### AGENDA 4: Minimisation of clerical tasks for teachers:

The following points were discussed:

#### (a) Teaching Faculty involved in administrative Duties: Action to be taken:

- College Management will increase non-teaching staff to support the teaching staff.





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(b) Tele-calling by Teaching Faculty: Action to be taken:

- It will be restricted to only emergency calling by class mentors on issues related to poor attendance, indiscipline, serious breach of code of conduct, etc. Phone calls about fee payment, falling sick in the campus, etc., will be done by non-teaching staff.

**AGENDA 5: Enhancement of technical strength of the College: Action to be taken:**

- Technical persons shall be employed for typing, desktop works, photoshop activities, website development, ERP, and other technical tasks.

**AGENDA 6: Staff conveyance for NEVTA Campus: Action to be taken:**

- A Transport Committee shall be constituted to look into the matter.

**AGENDA 7: Research & Publication-related activities of all departments to be centralised under XRPC: Action to be taken:**

- Research & Publication cell in coordination with IQAC shall be the apex body for coordinating all Research-oriented Programmes in College/departments/committees/cell/clubs. The final approval will be given by Fr Principal.
- All publications of the College & the departments should be first certified by XRPC for Quality Assessment before publication in the name of St Xavier's College.

**Other Suggestions:**

- ❖ St Xavier's College Scholarship Exam as part of the Admission Promotional Activity.
- ❖ Coordination with Schools through Children-specific programmes.
- ❖ Formulation of Staff Association.
- ❖ Outcome-based Teaching & evaluation, Research, Publication, Consultation & Extension activities should be the prime responsibility of teaching staff.
- ❖ Establishing Coaching Hubs in the College premises for competitive exams like CA, CS, UPSC, CAT, GMAT and special training for IELTS, TOEFL, etc.
- ❖ IQAC shall create forms for booking of College Auditorium and Meeting Rooms.
- ❖ Office automation & paperless communication should be promoted in the campus.

The meeting ended with Dr Nitasha Khatri, the Staff Secretary thanking the staff for their wholehearted support. She also expressed her gratitude to Fr Principal and other members of the Management for their constant guidance. The meeting ended at 12.00 Noon.

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



