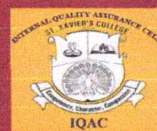




St. Xavier's College Jaipur

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 2019-20

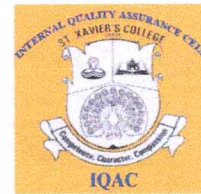




St. Xavier's College, Jaipur

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Annual Report

Session 2019-20

Internal Quality Assurance Cell (IQAC)

13 June 2020

Introduction

The Internal Quality Assurance Cell (IQAC) of our college is committed to ensuring and enhancing the quality of education and institutional practices. This report outlines our efforts and achievements over the past year in promoting excellence in education and meeting accreditation standards.

Key Initiatives and Achievements

1. **First NAAC Workshop for Staff (July 2019):** Organized a workshop to familiarize staff with NAAC accreditation processes and requirements, laying the foundation for quality enhancement initiatives.
2. **Digitalization of Library and e-Resources (Sep 2020):** Implemented digitalization initiatives to enhance access to library resources, promoting research and academic excellence.
3. **Initiation of ERP for Academic Units (June 2020):** Launched an Enterprise Resource Planning (ERP) system for academic units to streamline administrative processes and improve efficiency.
4. **Workshop for Staff on Documentation & Record Keeping (7 Dec 2019):** Conducted a workshop to train staff on effective documentation and record-keeping practices, ensuring compliance with standards and regulations.
5. **Development of Standard Operating Procedures (SOPs) for College Administration:** Established SOPs to standardize administrative processes and enhance operational efficiency across the college.
6. **Creation of Audit Questionnaires based on NAAC Manual and Peer Institutions (July 2019):** Developed comprehensive audit questionnaires aligned with NAAC guidelines and best practices from peer institutions to assess institutional performance.



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7. **Conducted Academic and Administrative Audit (AAA) for All Units (06 Dec 2019):** Executed thorough audits of academic and administrative units to identify areas for improvement and ensure compliance with quality standards.
8. **Development and Execution of New College Website as per NAAC Requirement:** Designed and launched a new college website conforming to NAAC standards, enhancing visibility and accessibility of institutional information.
9. **Conducted Online Feedback (Oct 2019):** Collected feedback from students and stakeholders through online surveys to assess satisfaction levels and identify areas for enhancement.
10. **Developed Institutional Action Plan for Session 2020-21:** Formulated a comprehensive action plan outlining strategic initiatives and objectives for the upcoming academic session, aligning with institutional goals and accreditation requirements.
11. **Annual Academic Feedback for Teaching Staff (April 2020):** Facilitated feedback sessions to gather input from students on teaching quality and academic support services, fostering continuous improvement in pedagogy.
12. **NIRF Application:** Submitted applications for National Institutional Ranking Framework (NIRF) rankings to benchmark the college's performance against national standards and enhance institutional reputation.
13. **Prepared Policies and Guidelines according to NAAC for Cells/Committees/Clubs (Mar-Apr 2020):** Developed policies and guidelines in accordance with NAAC standards to govern the functioning of various cells, committees, and clubs within the college.

Future Directions

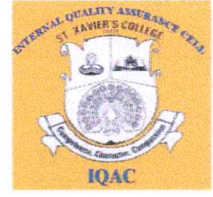
1. Organize NAAC workshops for staff training.
2. Implement digitalization of library resources.
3. Initiate ERP system for academic units.
4. Conduct workshops on documentation and record-keeping.
5. Establish Standard Operating Procedures (SOPs) for college administration.
6. Develop audit questionnaires based on NAAC guidelines and peer institutions.
7. Conduct Academic and Administrative Audits (AAA) for all units.
8. Design and execute a new College website compliant with NAAC standards.
9. Conduct online feedback sessions.
10. Develop Institutional Action Plans for upcoming sessions.
11. Facilitate annual academic feedback for teaching staff.
12. Submit applications for NIRF rankings.
13. Implement policies and guidelines according to NAAC standards for Cells/Committees/Clubs.



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Quantitative Summary Report:

S.No	Description	2019-20
1	Number of Certificate/Value Added Courses and Online Courses (MOOCs, SWAYAM, NPTEL, etc.)	6
2	Grants Received from Government and Non-Governmental Agencies for Research Projects/Endowments	Rs 350000
3	Number of Workshops/Seminars/Conferences including Programs Conducted on Research Methodology, Intellectual Property Rights (IPR), and Entrepreneurship	4
4	Number of Extension and Outreach Programs Conducted by the Institution	5
5	Number of Functional MoUs/Linkages/Collaborations with Institutions/Industries	5
6	Capacity Development and Skills Enhancement Activities Organized	8
7	Number of Awards/Medals for Outstanding Performance in Sports/Cultural Activities/Extension Activities	26
8	Faculty Development Programs (FDP), Management Development Programs (MDPs), Professional Development/Administrative Training Programs attended by teaching and non-teaching staff Teachers Provided with Financial Support to Attend	17
9	Conferences/Workshops and Towards Membership Fee of Professional Bodies	26

- Number of Certificate/Value Added Courses and Online Courses (MOOCs, SWAYAM, NPTEL, etc.): 6
- Grants Received from Government and Non-Governmental Agencies for Research Projects/Endowments: \$350,000
- Number of Workshops/Seminars/Conferences including Programs Conducted on Research Methodology, Intellectual Property Rights (IPR), and Entrepreneurship: 4
- Number of Functional MoUs/Linkages/Collaborations with Institutions/Industries: 5
- Capacity Development and Skills Enhancement Activities Organized: 8
- Number of Awards/Medals for Outstanding Performance in Sports/Cultural Activities/Extension Activities: 26



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- Faculty Development Programs (FDP), Management Development Programs (MDPs), Professional Development/Administrative Training Programs attended by teaching and non-teaching staff: 17
- Teachers Provided with Financial Support to Attend Conferences/Workshops and Towards Membership Fee of Professional Bodies: 26
- 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

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13/6/20

Coordinator

IQAC

St. Xavier's College, Jaipur

Report Submitted by: Coordinator, IQAC on 13 June 2020.

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Principal
St. Xavier's College
Matho, Fert Road, Jaipur

Handwritten signature

Principal

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