



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

MINUTEES OF THE MEETING

Session 2022-23



St. Xavier's College, Jaipur

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



IQAC Minutes of the Meeting

19 June 2023

- 1. NAAC Accreditation Preparation:** Emphasis will be placed on the necessity of NAAC accreditation for every Higher Education Institution (HEI) as it facilitates upgrading to Autonomy level and eligibility for government grants for research and infrastructure development. The college will commence its NAAC preparation for the first cycle (2018-19 to 2022-23) from July 2023 onwards.
- 2. Expert Sessions and Campus Visits:** A series of expert sessions on NAAC preparation and campus visits will be undertaken by a team comprising the Fr. Principal, Dean of Research & Development, and IQAC Coordinator to various renowned institutions including Ramakrishna Mission Vivekananda Centenary College, Rahara, Kristu Jayanti College (Autonomous), Bengaluru, and Nirmala College (Autonomous), Coimbatore.
- 3. Infrastructure Enhancement:** By December 2023, significant improvements to campus infrastructure, including the automation of the library, installation of air conditioning in the library, establishment of a Divyagan-friendly yoga garden, herbal garden, organic farming area, and the creation of the boardroom, will be finalized.
- 4. Documentation and Data Collection:** The process of documentation and data collection will commence in December 2023 with the entire staff, including management, divided into criterion-wise teams to collectively achieve the goal of A++ grade for the college.
- 5. Final Check and IIQA Submission:** A final check before the filing of Institutional Information for Quality Assessment (IIQA) will be conducted by the team of external auditors comprising Prof Joseph Dorairaj from Gandhigram Rural Institute, Tamil Nadu, and Dr Mary Magdelene from Fatima College (Autonomous), Madurai, in the month of February 2024. The IIQA is planned to be to NAAC on in the month of February 2024.



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The following members have attended the meeting:

1. Rev Fr Prof S Xavier SJ (Chairman)
2. Rev Fr Dr S Arokya Swamy SJ
3. Rev Fr Dr Raymond Cherubin SJ
4. Mr Yashwardhan Singh (Coordinator)
5. Dr Shikha Arora Bakshi (Faculty Member)
6. Dr Nitasha Khatri (Faculty Member)
7. Dr Ranjit Kaur (Faculty Member)
8. Dr Vaishali Singh (Faculty Member)
9. Dr Aparna Dixit (Faculty Member)
10. Ms Loveleen Mathur (Assistant Librarian)
11. Rev Sr Dr Pearl (Educationist)
12. Prof Rashmi Jain (Educationist)
13. Dr Pankaj Nagar (Coordinator, IQAC, University of Rajasthan)
14. Prof Harsh Purohit (Coordinator, IQAC, Banasthali Vidyapith)
15. Mr Ajay Kochar (Industrialist)
16. Ms Aparna Joshi (Alumni Representative)

These members have participated in IQAC meetings to contribute to quality assurance initiatives and institutional development.


Coordinator IQAC
Coordinator
St. Xavier's College, Jaipur


Principal

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

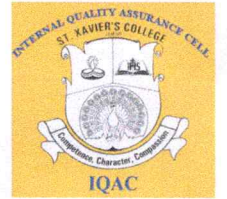
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Nevta-Mahapura Road, Jaipur

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IQAC and Steering Committee Meeting for NAAC

Minutes of the Meeting

Date: 25/11/2022

Meeting Time: 12 noon

The meeting of the Steering Committee was held at the Principal office at 12 noon on 25 Nov 2022 to revise the timeline for NAAC application. The meeting was chaired by Fr Dr A Rex Angelo, SJ, Principal and attended by Mr Yashwardhan Singh, Coordinator, and members, Dr Shikha Bakshi, Dr Ranjit Kaur, Dr Nitasha Khatri, Dr Vaishali Singh, Dr Mahua Bose, Dr Dharmveer Yadav, Dr Leena Sharma, Dr Atiqa Kelsey, Dr Aparna Dixit, Dr Denny Shaji, and Dr Gurneet Suri.

Agenda for the Meeting:

1. To revise the timeline for NAAC application in 2022-23

Agenda 1: To revise the timeline for NAAC application in 2022-23:

The Committee discussed that the timeline for NAAC process should be revised, considering the engagement of staff in various activities and with a realistic and achievable target. It was highlighted by the members that the timeline should be pragmatically finalized looking at the engagement of staff members. Fr Principal said that we need to finish NAAC process latest by April 2023 because there will be again change in the NAAC accreditation process from the next academic session. Hence, it was decided to revise the timeline keeping April 2023 as the target.


Resolution: It was decided to revise the timeline as follows:

- Steering committee will share the unit wise To Do List with all latest by **1 Dec 2022**.
- The review of data collection by all units at the level of the Criteria Coordinators to be done between **21-23 December 2022** to assess the work in progress.
- The Timeline for Data Collection (unit heads) – **15 January 2023** by the Heads of the Departments and Cells/Committees/Clubs Coordinators.
- Timeline for Data Segregation (Criteria-wise) by the Steering Committee – **31 January 2023** → NAAC Steering Committee.
- Timeline for uploading on NAAC Module – **28 February 2023** → NAAC Steering Committee.
- Timeline for validation of data on ERP NAAC Module – **10 March 2023** → IQAC.
- Timeline for applying IIQA – **15 March 2023** → IQAC.
- Timeline for uploading SSR – **30 April 2023** → Steering Committee and IQAC.
- Timeline for Peer Team Visit – **May/June 2023**.

Action: All units of college, IQAC, and Steering Committee


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


Coordinator
St. Xavier's College, Jaipur

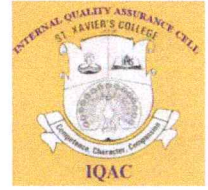

Coordinator, Steering Committee
Coordinator
IQAC
St. Xavier's College, Jaipur

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IQAC and Heads of Department Meeting for NAAC

Minutes of the Meeting

Date: 05/11/2022

Meeting Time: 2:30 pm – 3 pm

The internal meeting of IQAC with Heads of department was held at the conference hall at 2:30 pm on 05 Nov. 2022 to discuss the work in progress for NAAC and to revise the academic planner for NAAC application for the remaining session. The meeting was attended by following members:

- Mr Yashwardhan Singh – Coordinator, IQAC
- Dr Ranjit Kaur – Member, IQAC
- Dr Nitasha Khatri – Member, IQAC
- Dr Vaishali Singh – Member, IQAC
- Dr Mahua Bose – Head, Department of Commerce
- Dr Leena Sharma – Head, Department of Management
- Ms Poorvi Medatwal – Head, Department of Economics
- Ms Keren Daniel – Head, Department of Computer Science
- Dr Meeta Sharma – Head, Department of Political Science
- Dr Rama Hirawat – Head, Department of English
- Ms Nupur Chauhan – Head, Department of Psychology
- Ms Mrinalini Faujdar – Head, Department of Arts

Dr Shikha Bakshi and Dr Aparna Dixit were absent in the meeting.

Agenda for the Meeting:

1. Discussion on the work in progress for NAAC and to assess the level of NAAC Preparedness
2. To revise the academic planner for rest of the session 2022-23

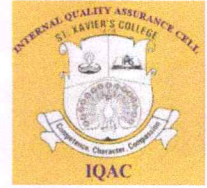
Agenda 1: Discussion on the work in progress for NAAC and to assess the level of NAAC Preparedness

It was discussed in the meeting that the departments have not yet started with the data collection for NAAC and segregation based on the criteria concerning with them. Although during audit in April 2022 they had done preliminary exercise of data collection. All the heads suggested that appropriate time should be given to them for the collection of data. Once the To Do list with all the desired formats and SoPs are given to them by Steering Committee, they will work on final data collection and arrange the last five year data from 2017-22.



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Resolution: It was decided unanimously by the house that Steering committee will provide desired formats and other related to do list to all the departments soon. The timeline for data collection will be revised by Steering Committee and it will be intimated to them as soon as its decided.


Action: Steering Committee and Heads

Agenda 2: To revise the academic planner for rest of the session 2022-23

The house discussed that the academic planner should be revised for the rest of the session so that staff members get sufficient time to prepare for NAAC with a realistic and achievable target. IQAC Coordinator informed all the heads that, management has decided to curtail majority events from November month itself and IQAC has to discuss with heads/coordinators of all the units to revise the planner as soon as possible. It was also discussed that events and activities should be curtailed to give more time for NAAC process.

Resolution: It was unanimously decided that heads will inform their department members (who are Coordinators of units) about the decision of management that they need to reduce the activities and inform IQAC about the same latest by 9 Nov 2022. Heads will also discuss amongst their department members and intimate IQAC about the revision in planner latest by 9 Nov 2022.

Action: Heads of Department


Coordinator, IQAC
IQAC
St. Xavier's College, Jaipur

Date: 05.11.2022

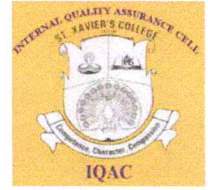

Principal

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



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IQAC and Steering Committee Meeting for NAAC

Minutes of the Meeting

Date: 04/11/2022

Meeting Time: 2 pm – 3 pm

The internal meeting of IQAC with Steering Committee was held at the IQAC office at 2 pm on 04 Nov. 2022 to discuss the work in progress for NAAC and to revise the timeline for NAAC application. The meeting was attended by Mr Yashwardhan Singh, Coordinator, and members Dr Ranjit Kaur, Dr Nitasha Khatri, Dr Vaishali Singh, Dr Mahua Bose, Dr Dharmveer Yadav, Dr Leena Sharma, Dr Atiqa Kelsy, Dr Denny Shaji, and Dr Gurneet Suri. Dr Shikha Bakshi and Dr Aparna Dixit were absent in the meeting.

Agenda for the Meeting:

1. Discussion on the work in progress for NAAC since the beginning of the session 2022-23
2. To assess the level of NAAC Preparedness and revision in the timeline for NAAC application in 2022-23

Agenda 1: Discussion on the work in progress for NAAC since the beginning of the session 2022-23

It was discussed in the meeting that the Criteria wise Action Plan/ To Do List was prepared by the Criteria Coordinators in the end of July 2022 and a final review is pending at the level of Steering committee before it is circulated with all the heads and other unit coordinators. According to this To Do list all the units will collect and arrange the last five year data from 2017-22.

Resolution: It was decided unanimously by the committee members that:

1. Steering committee will review and finalize the To Do list with the help of Criteria sub-committee latest by 22 November 2022.
2. Subsequently, it will be finalized by the IQAC latest by 24 November 2022 before it is circulated to all the unit heads/coordinators.
3. Criteria coordinators will email the final To Do list to all the heads/ coordinators for collecting the data latest by 25 Nov 2022.

Action: Steering Committee and IQAC

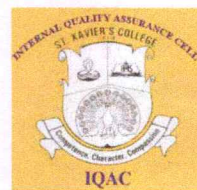
Agenda 2: To assess the level of NAAC Preparedness and revision in the timeline for NAAC application in 2022-23

The committee discussed that the timeline for NAAC process should be revised considering the engagement of staff in various activities and with a realistic and achievable target. It was also discussed that events and activities should be curtailed to give more time for NAAC process.



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Resolution: It was unanimously decided to revise the timeline as follows:

- First review of data collection by all the units at the level of the Criteria Coordinators to be done between **20-23 December 2022** to assess the work in progress
- Second review of data collection by all the units at the level of the Criteria Coordinators to be done between **28-31 January 2023** to assess the work in progress
- Timeline for Data Collection – **28 February 2023** by the Head of the Department and Cells/Committees/Clubs Coordinators
- Timeline for Data Segregation (Criteria-Wise) by Steering Committee – **15 March 2023** → NAAC Steering Committee and Heads of the Departments
- Timeline for Verification and uploading on NAAC Module – **30 April 2023** → NAAC Steering Committee
- Timeline for Validation of data on ERP NAAC Module – **30 May 2023** → IQAC
- Timeline for applying IIQA – **15 June 2023** → IQAC
- Timeline for uploading SSR – **30 July 2023** → Steering Committee and IQAC
- Timeline for Peer Team Visit – September/October 2023

Action: IQAC and Steering Committee

Date: 04.11.2022

Principal

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

Coordinator, IQAC

Coordinator

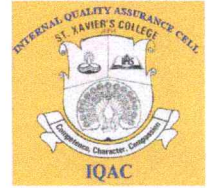
IQAC

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IQAC and Management Meeting for NAAC

Minutes of the Meeting

Date: 01/11/2022

Meeting Time: 1:30 pm – 3:45 pm

The internal meeting of IQAC was held at the College Conference Hall at 01:30 pm on 01 Nov. 2022 to discuss the function and work progress of IQAC since its inception till date. The meeting was attended by Fr Dr S Arokya Swamy SJ, Manager, Fr Dr A Rex Angelo SJ, Principal, Fr Dr Raymond Cherubin SJ, Vice Principal, Fr Sangeeth Raj SJ, Principal, St. Xavier's School, Nevta, Fr Pradeep Indwar SJ, Campus Administrator, Dr Mahua Bose, Dean Academics, Dr Dharamveer Yadav, Staff Secretary, Mr Yashwardhan Singh, Coordinator, and members Dr Shikha Bakshi, Dr Ranjit Kaur, Dr Nitasha Khatri, Dr Vaishali Singh and Dr Aparna Dixit.

Agenda for the Meeting:

1. Discussion on the function and work progress of IQAC since its inception till date.
2. To assess the level of NAAC Preparedness and application for accreditation in 2022-23.
3. Any other issue with the permission of the chair.

Agenda 1: Discussion on the function and work progress of IQAC since its inception till date

Resolution: The IQAC Coordinator gave a brief presentation on the responsibility of the cell and work performed by the unit since May 2018 till date. The tasks performed by IQAC in each academic year starting from 2018-19 was explained to the house. Fr Principal congratulated the whole team for their efforts and setting the stage for NAAC process in last four years.

Action: IQAC

Agenda 2: To assess the level of NAAC Preparedness and application for accreditation in 2022-23

Resolution: Fr Principal highlighted the importance of NAAC and why it is important for our College. He emphasized that NAAC is the need of the hour as per the New Education Policy 2020. He had asked about the status of our NAAC preparation and data management. IQAC coordinator explained to the chair that we had prepared the timeline for our NAAC process in July 2022 but the process was put on hold due to admission work and thus needs to be revised now in consultation with the Steering Committee. He also showed the way IQAC is doing the documentation and how data is managed by IQAC. Fr Principal directed the IQAC to work on the NAAC Application through Steering Committee with a target of a minimum A+ grade. He also suggested for taking help from Jesuit fathers who have been part of NAAC process in the past. Additionally, some of the members of IQAC and Steering Committee should be sent on college visit for better understanding of NAAC preparation. The College will bear the expenditure for such visits.



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Action: IQAC and Steering Committee

Agenda 3: Revision in the Academic Calendar for session 2022-23

Resolution: Fr Principal emphasized on serious scrutiny of the event proposals received from all units of the College and consequently revise the academic planner for the session 2022-23 keeping NAAC timeline in mind. He had asked IQAC to monitor the activities and scrutinize the events from this month itself so that we can concentrate more on NAAC work. Thus, it was decided by Fr Principal that the IQAC would meet all heads of the departments and revise the academic calendar for all the departments, clubs, and units from November onwards keeping in mind the NAAC requirements.

Action: IQAC and all Units of College

Agenda 4: Poor academic environment and attendance

Dr Dharmveer Yadav raised the issue of events being organized before 11:30 am eventually disturbing the classes on the daily basis. He said that the events should be reduced for better academics. The issue of academic fests having repetitive events, DJ nights, classes being disturbed in second half, students not turning up in classes was highlighted by IQAC members and more emphasis should be on academic orientation. Dr Mahua Bose raised the issue of teachers not motivating and counselling the students for attending the classes regularly. She also suggested that mentors should call the respective class parents in December to inform them about their ward's performance.

Fr Arok pointed out that getting students to classes is a big challenge as he himself witnessed in Sociology classes. He also observed that why do we have to organize unwanted events during class hours like Open mic. He said that we should have a balance between academics and extra-curricular events and there should be a proper mechanism to check the same.

Fr principal highlighted that low attendance is a very big issue and it should be tackled properly by all staff. He suggested that hereafter we should not organize open mic type events inside college building. He also stressed upon cutting down on events so that focus can be back on NAAC. He highlighted that there should be rating of department performance based on the programs organized by the units. He directed that IQAC should constantly meet him and brief him about the NAAC preparation work.

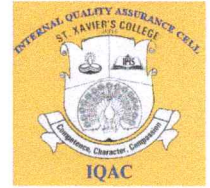
Fr Sangeet observed that there is lack of planning and there has to be an appropriate balance between academics & cultural activities. He suggested that there should be clarity in decision making and IQAC as an important body should support the management in giving appropriate advice to them and bringing proper plans for the execution of all kinds of events in the College.

Mr Yashwardhan Singh pointed out that we should be focusing more on how to resolve the problem rather than just highlighting that we have a problem. He suggested that to tackle the problem of unwanted and excess events, a review can be done with all the departments and then revised academic planner can be prepared by IQAC.



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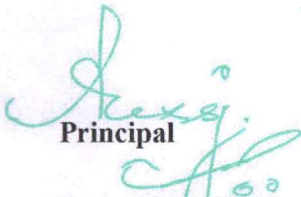
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Resolution: The house discussed this matter in detail and has consensus that we have too many events and IQAC was asked by Fr Principal to suggest corrective measures in consultation to the other units concerned to improve the academic environment of the institution. Fr Arok suggested that IQAC should meet all the departments and explain to them why events have to be curtailed keeping NAAC in mind, suggest measures to Fr Principal who will scrutinize the events. Fr Principal will be the final authority to decide on academic and cocurricular events as per the suggestions received from IQAC.

Action: IQAC and all the heads of department

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


Principal
Date: 01.11.2022

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


Coordinator, IQAC

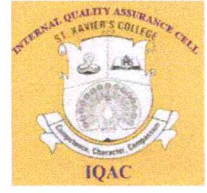
Coordinator
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Principal
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IQAC and Steering Committee Meeting for NAAC

Minutes of the Meeting

Date: 11-12/7/2022

Meeting Time - 9:30 am – 11:45 am

The IQAC and Steering Committee meeting was held at IQAC Office at 9:30 am on 11 and 12 July to discuss the revised manual and preparation for NAAC accreditation in the new academic session 2022-23. Following members were present in the meeting:

1. Mr. Yashwardhan Singh
2. Dr. Shikha Arora Bakshi
3. Dr. Nitasha Khatri
4. Dr. Ranjit Kaur
5. Dr. Vaishali Singh
6. Dr. Aparna Dixit
7. Dr. Leena Sharma
8. Dr. Atiqa Kelsy
9. Dr. Mahua M. Bose
10. Dr. Dharmveer Yadav
11. Dr. Denny Shaji
12. Dr. Gurneet Kaur Suri

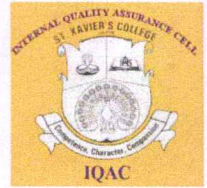
Principal
St. Xavier's College Jaipur
Nevta-Mahapura Road, Jaipur

| S. No. | Agenda | Discussion and Action |
|--------|------------------------------|--|
| 1. | Overview of NAAC Preparation | <ul style="list-style-type: none">• Discussed about the revised process of NAAC accreditation• The college will apply for accreditation in this session (2022-23)• The first cycle will cover the period from 2017-18 to 2021-22• Timeline for Data Collection – 15 November 2022 by the Head of the Department and Cells/Committees/Clubs Coordinators• Timeline for Data Segregation (Criteria-Wise) – 30 November 2022 → NAAC Steering Committee and Heads of the Departments• Timeline for Verification and uploading on NAAC Module – 30 December 2022 → NAAC Steering Committee• Timeline for Validation on ERP NAAC Module – 31 January 2022 → IQAC• Timeline for applying IIQA – 10 February 2022 → IQAC• Timeline for uploading SSR – 31 March 2022 → IQAC• Timeline for Peer Team Visit – April/May/June 2022 |



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|----|-------------------------------|---|
| 2. | Division of criteria | <ul style="list-style-type: none">Steering committee work allocation was discussed and Criteria Coordinator were created along with members. The detailed list is enclosed with the minutes |
| 3. | Discussion on Criteria | <ul style="list-style-type: none">The revised manual was discussed criteria wise and changes in each criterion was discussed in detailThe criteria coordinator is supposed to prepare a To Do List in discussion with the criteria members (Steering Committee)A timeline should be prepared by each criteria committee for data collection |

Principal

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

Coordinator
IQAC

Coordinator
IQAC

St. Xavier's College, Jaipur