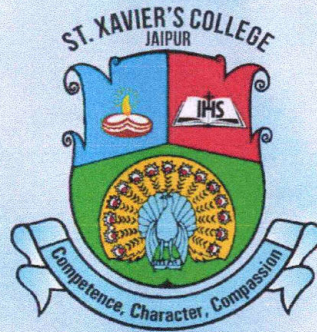


St. Xavier's College Jaipur

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



College Manual A Compendium of Policies and Guidelines



PART A

College Manual: A Compendium of Policies and Guidelines

For consistently successful functioning, St. Xavier's College Jaipur has a college manual of explicit policies and guidelines, as the foundation for implementation of its vision and mission and to achieve its goals. Policies help to furnish the guidelines for various units of the college.

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10. E-GOVERNANCE POLICY

The enhancement of ICT initiatives in the education sector and their physical infrastructure has created an environment of capacity building and creating awareness within government and outside it. The main fields of e-governance in the education sector are: e-administration, which refers to cultivating of government processes and of the interior workings of the community sector with innovative ICT executed information processes; e-services refers to better-quality delivery of public services to citizens.; e-democracy indicates interactive participation and involvement enabled by ICTs in decision-making process. The E-governance policy has implemented a wide range of ICT activities in the college for desired quality performance and constructive participation of the stakeholder.

For smooth implementation of e-governance policy, there are provisions of the Enterprise Resource Planning (ERP) committee and website committee. These committees will monitor the requirements of the ICT infrastructure in the college. The policy governs the ERP and Website Committee to provide better facilities to the stakeholders.

I. Enterprise Resource Planning Policy

1.1. Introduction

Strategy Development and deployment of e-governance have enhanced the administration of the higher education system. Information and Communication Technology (ICT) plays an important role in developing efficient management and administration in the education sector. This implies that higher education institutions should focus on e-governance implementation through ERP and the user-friendly website of the institution. Therefore, the college has taken an initiative to develop ERP, a comprehensive enterprise solution and a fully integrated web-based college management system. The ERP committee has tactical responsibility for the ERP project.

1.2. Purpose

The integration of Electronic Governance (e-Governance) with the use of Information and Communication Technologies (ICT) for the planning, implementation, and monitoring of programs, projects, and activities have been initiated for cost-effective and easy-to-access services. The ERP system has been introduced with the objective of easy management of

various modules of the college such as registration, admission, student information, course administration, timetable, attendance, library, finance, examinations, security and MIS reports. The college outsources the Software providers for customizing the ERP structure to suit its needs. The purpose of ERP Committee is to ensure -

- **ERP** is a next-generation college management software based upon Cloud Technology that aims to automate the *Academic and Administrative* processes.
- The strength of ERP intensifications have many folds with the integration of various modules that inclusive and covers all the various aspects of the institutional functioning including but not limited to Curricular Planning, Curriculum Enrichment System, Attendance Management, Finance Management, Leave Management, Inventory Management, Cultural Event Form, Student Enquiry Management, Emp-Payroll Management, Timetable Management, Library System and e-content, Internal Examinations, Fee Management System and Feedback Management.
- Adoption of e-governance in college administration and ultimately leading to paperless administration
- Easy way to keep the records (even old) of students and staff error-free and up to date.
- Online Time-Table management
- Better means to provide parents and guardians fast access to student records.
- Fair means of staff evaluation system and feedback system.

1.3. Composition and Functioning

1.3.1. Composition- The committee comprises of

- Coordinator
- Members
- ERP Operator

1.3.2. Functioning

End-to-End solution: ERP solution provides a fully integrated end-to-end solution to manage all the functions and activities required for our education institution. It manages high volumes of critical information with a hundred percent accuracy helping us to run our institution more smoothly and efficiently.

- Streamlines Educational process: ERP helps in proper documentation and standardization of the education process by setting up protocols for each process.
- Automates important functions: ERP automates critical functions like fee collection, salary computation, timetable, Examination, mark-sheets, etc. helping institutions to effectively improve productivity, efficiency, and accuracy of their entire system.
- Increases productivity and efficiency of the staff: ERP helps us to handle the same amount of work by less staff thereby allowing the rest of the manpower to be deputed in other productive works.
- Saves a lot of human hours that directly means saving a lot of money: ERP automation of various critical tasks such as fee collection, salary management, etc. saves a lot of man-hours that directly reflect the expenditure of the organization.
- Reduces paperwork: ERP has an in-built document management system that helps organizations to largely reduce their paper consumption which is not just cost-effective but eco-friendly as well.
- Strengthens the relationship between different user entities: ERP relationship between various user entities such as Management, Staff, Faculty, Students, and Parents plays a vital role in the development of students.
- User-Friendly Interfaces: It's designed with easy to use, interactive and user-friendly interfaces that help non-expert users to perform complex functions without any difficulty.
- Comprehensive Reporting System: It's a powerful mechanism to generate accurate and robust reports with a great deal of flexibility.
- Ensures Data Security: It ensures complete security of data and various security measures have been implemented to tighten the security at the database level as well as at the application level.
- Easy Centralized Backup Options: It makes it easy to manage database-backup systems. The database backup and restoration processes both are simple and easy and don't require any database expert to perform these activities.
- Provide training to colleagues on the ERP system.
- Resolve issues and queries independently; provide advice and recommend alternative courses of action including escalation if unable to assist.

II. Website Policy

2.1. Introduction

A college website plays a significant role in making the first impression of the college, as it provides the first point of contact that people have with the college from any point in this online globalized world. Hence, it represents one of the prominent quality benchmarks of a college. Thus, the aim of the formation of the Website Committee is to mark college's reliable, effective and attractive web presence in an ever-expanding online domain.

2.2. Purpose

- To facilitate a user-friendly website interface with a proper navigation facility.
- To make the college website informative with a range of quality content, to serve prospective as well as current students, parents, staff, alumni and other stakeholders of the college.
- To make its appearance attractive through good colour schemes and layout
- To coordinate with the college management, staff members, other committees and societies for regular updating and an effective content management of the website.
- To update contents related to college, department, society and committees' events and activities.
- Yearly quality review of the content, as per the changing scenario at local and global level both.

2.3. Composition and Functioning

II.III.I. 2.3.1. Composition- The committee comprises of

- Coordinator
- Members
- Website Operator

2.3.2. Functioning

Availability of all key information and online facilities needed for prospective as well as current students, staff, parents, alumni and other stakeholders of the college.

- There shall be regular updating of content.

- Each dynamic web page and their concerned department's web pages would be distributed among the members for information updating.
- Regular updating of concerned web pages shall be done before and after every event (addition and removal of content).
- The Heads of the Departments, the Coordinators of committee/cells/societies shall support the Website Committee in the following manner:
 - i. Data which needs to be updated or uploaded, shall be emailed on website email ID and informed timely to the website convenor and as per the format given.
 - ii. Data may include-Write Up, Images and Videos related to college and its stakeholders.
 - iii. Each member shall attentively work on the website for fetching the soft copies of the information to be uploaded for assigned tabs and updating the same on the website.



Principal

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