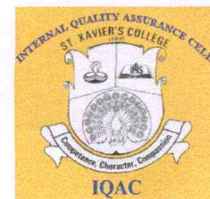




# St. Xavier's College, Jaipur

Affiliated to University of Rajasthan, Jaipur

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## IQAC meeting for NAAC

### Minutes of the Meeting

Meeting Date - 01/3/2019

Meeting Time – 12.00 am – 2:15 pm

S. No.	Agenda	Discussion and Action
1.	To represent a review of rules and regulation of NAAC with staff members	The new rules and regulations were discussed with the staff members through the presentation by the steering committee coordinators. Group discussion held on various ways of gathering the information for the key indicators from all the domain areas in college.
2.	Revisiting the new parameters added after 2017 in each key indicators with the staff	The new parameters added in the NAAC rules were revisited with the staff members and feedbacks of the staff were included in the planning domain.
3.	New staff members added in all the key indicators	All staff members were categorized in different key indicators with respect to their requirements. Step taken to include all staff in the NAAC preparation.
4.	Criteria 1 discussed with the staff members	Coordinators Dr. Nitasha Khatri and Dr. Atiqa Kelsy followed the meeting with the points as follows: <ul style="list-style-type: none"><li>• Explained the: Criterion1: Curricular Aspects</li><li>• Informed the key points required in each Key indicator by management, Staff and Office.</li><li>• Informed the requirement from the individual faculty</li><li>• Informed the requirements from the Heads</li></ul>

Members present at the meeting:

All Staff Members

Except: Dr. Rama , Ms Ruchi, S. Dr. Dharmveer Yadav, Ms. Keren D.

IQAC Coordinator

St. Xavier's College, Jaipur

Principal

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

Principal

St. Xavier's College  
Hathia, Fert Road, Jaipur



# **ST. XAVIER'S COLLEGE, JAIPUR**

Hathroi Fort Road, Jaipur - 302001, Rajasthan

## **Agenda**

**IQAC meeting on 10 December 2018 at 10.00 am**

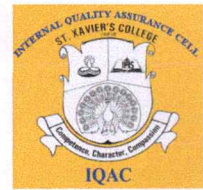
- 1. Welcome of the members and overview of the composition of IQAC – Coordinator**
- 2. Introductory remark and the need for NAAC accreditation for St. Xavier's College, Jaipur – Principal**
- 3. Revised assessment and accreditation framework – Coordinator**
- 4. Status of preparation for NAAC accreditation – Coordinator**
- 5. Suggestion from the members – if any**
- 6. Any other matter with the permission of the chair**





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## St. Xavier's College, Jaipur

### IQAC Meeting Minutes

The first meeting of the Internal Quality Assurance Cell (IQAC) was convened on 10th December 2018, commencing at 10 am at St. Xavier's College, Jaipur. The following members were in attendance:

1. Dr. Sheila Rai – Chairperson
2. Fr. Varkey Perakkatt, S.J. – Manager
3. Fr. Augustine Perumalil, S.J. – Secretary, Higher Education, JXEA
4. Fr. Joshy Kuruvilla, S.J. – Vice Principal
5. Prof. V.V. Singh – Educationist
6. Prof. Sudha Rai – Educationist

The agenda outlined for the meeting was as follows:

1. Introduction of the members.
2. Discussion on the preparation for NAAC assessment.
3. Suggestions regarding the preparation.
4. Any other matters with the permission of the chair.

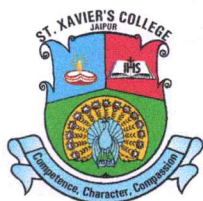
#### Minutes:

1. **Introduction of Members:** Each member present introduced themselves, providing their designation and affiliation.
2. **Discussion on NAAC Assessment Preparation:** The committee engaged in a detailed discussion regarding the preparation for the upcoming NAAC assessment. Various aspects related to documentation, infrastructure, faculty quality, student performance, and overall institutional development were deliberated upon.
3. **Suggestions Regarding Preparation:** Suggestions were put forth by members concerning the effective collation of data, enhancement of infrastructure facilities, faculty development programs, student-centric initiatives, and measures to improve overall institutional quality.
4. **Any Other Matters:** Members were invited to raise any additional matters for discussion. No further matters were brought forward.

**Next Meeting:** The date for the next meeting will be decided and communicated by the Chairperson.

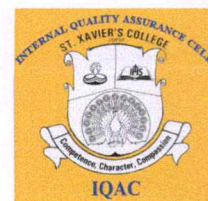
**Closure:** The meeting concluded with a vote of thanks to the Chairperson and members for their active participation.

*Note: These minutes are subject to review and approval by the IQAC members.*



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## Additional Content Discussed in the Meeting:

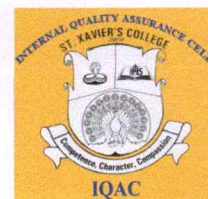
1. **Quality Assessment by Committee:** It was agreed upon that quality assessment, accounting for 30% of the evaluation, will be overseen by the committee to ensure rigorous scrutiny and continuous improvement.
2. **Initiatives for Persons with Disabilities:** Plans were outlined to initiate programs and facilities catering to persons with disabilities, aiming for inclusivity and accessibility within the institution.
3. **Plan for e-Library:** Strategies were devised to develop an e-library, encompassing digital resources and online learning materials, to enhance the learning experience and facilitate remote access to educational resources.
4. **Online Courses Offered by UGC:** Efforts will be made to integrate online courses offered by the UGC, expanding the academic offerings and promoting flexibility in learning.
5. **Library Improvement:** Steps will be taken to improve the library, aligning resources with subjects and departments, and ensuring systematic usage through periodic audits of book readers.
6. **Procurement of Standard Software:** The committee proposed the procurement of standard software for the library to streamline operations and enhance user experience.
7. **Update of Reference Books:** The reference books listed in the syllabus will be updated to reflect the latest developments in respective fields.
8. **Scrutiny of Timetable and Classes:** Rigorous scrutiny of the timetable, lab classes, and remedial classes will be conducted to ensure adherence to academic schedules and quality delivery.
9. **Strong Placement Drives:** Plans were discussed to organize strong and effective placement drives to facilitate the career progression of students.





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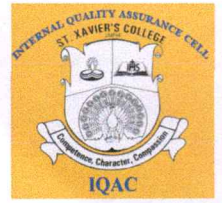


10. **Knowledge Updation Activities:** Activities focusing on updating knowledge within the subject and department, as well as outside the course curriculum, will be planned and executed.
11. **Remedial Classes Display and Attendance:** Remedial classes will be displayed prominently in the timetable, and attendance will be monitored to ensure student participation.
12. **Activities Related to Board of Studies:** The committee will plan activities related to the Board of Studies for the college to ensure curriculum relevance and alignment with industry standards.
13. **Documentation of Events and Committees:** Comprehensive reports of all events and committee activities conducted to date will be compiled and filed for record-keeping and future reference.
14. **Display of Student Projects:** Student projects will be properly displayed in the library to showcase academic achievements and encourage knowledge sharing.
15. **Separate Management of Office:** Plans were discussed to establish a separate managing workforce for the college office to improve efficiency and accountability.
16. **Welfare Initiatives:** Welfare initiatives for weak students, non-teaching staff, and maintenance staff will be developed to foster a supportive and inclusive campus environment.
17. **Financial Support for Faculty:** Financial support for faculty will be included in the budget allocation to facilitate professional development and research activities.
18. **Record of Online Study Material:** Faculty members will maintain records of online-published study materials to ensure transparency and accessibility of resources.
19. **Value Education Orientation:** Orientation sessions on value education addressing general issues will be conducted to promote holistic development among students.



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20. **Compulsory MoOCs:** Plans were discussed to make Massive Open Online Courses (MoOCs) compulsory to enhance the digital learning experience and expand academic offerings.
21. **Creative Learning Sessions and Technology Seminars:** Creative learning sessions and seminars on new technologies will be organized to foster innovation and keep abreast of advancements in the field.
22. **Inclusion of Folk Traditions:** Folk traditions will be incorporated into college events to celebrate diversity and cultural heritage.
23. **Gender Sensitization Activities:** The Gender Study Committee will plan activities for gender sensitization among students to promote inclusivity and respect.
24. **Staff Meeting for Key Indicators:** Staff meetings will be organized to explain key performance indicators and foster a collaborative approach towards institutional goals.
25. **Plan for Open Book Exams:** Plans were discussed to introduce open-book exams to promote critical thinking and application-based learning among students.
26. **Proposed Date for NAAC Activities:** A proposed date for NAAC activities will be finalized to ensure timely preparation and adherence to accreditation requirements.

**These points will be further refined and integrated into the overall action plan of the IQAC for comprehensive institutional development.**



Coordinator  
IQAC  
St. Xavier's College, Jaipur



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



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





# ST. XAVIER'S COLLEGE, JAIPUR

Hathroi Fort Road, Jaipur - 302001, Rajasthan

## Attendance

### IQAC Meeting on 10<sup>th</sup> December 2018

S.No.	Name	Post	Signature
1	Dr. Shiela Rai	Principal	
2	Fr. Varkey Perakkatt, S.J.	Rector	
3	Fr. Augustine Perumalil, S.J.	Secretary, Higher Education, JXEA	
4	Fr. Joshy Kuruvilla S.J.	Vice Principal	
5	Prof. V.V. Singh	Educationist, Member IQAC, UOR	
6	Prof. Sudha Rai	Former, Dean - UOR	
7	Mr. Pallav Bhargava	Alumni	ABSENT
8	Dr. Dharmveer Yadav	University, Coordinator	
9	Ms. Vandana Java	Asst. Librarian	
10	Dr. Shikha Bakshi	Faculty Member	
11	Dr. Nitasha Khatri	Faculty Member	
12	Ms. Ranjit Kaur	Faculty Member	
13	Ms. Vaishali Singh	Faculty Member	
14	Mr. Yashwardhan Singh	IQAC - Coordinator	

Principal

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

Coordinator  
IQAC  
St. Xavier's College, Jaipur



# St. Xavier's College, Jaipur

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## IQAC and Steering Committee for NAAC Minutes of the Meeting

Meeting Date - 28/11/2018

Meeting Time – 11.30 am – 12:15 pm

### Points discussed in meeting:

- Department activity forms and profiles to be sent to the HoDs Implementation from December 2018.
- Department activity Performa to be kept within the department and one copy to be sent to IQAC
- Monthly feedback from the students and faculty to begun from august onwards
- Discussion on the department library creation
- How to speed up on the data collection work-one hour to be spared within 3 days for NAAC work
- Self appraisal form to be distributed for PBAS
- Discussion on the factor of expanding the team under each indicator for smooth and fast functioning

### Things to do

- Collection of monthly feedback from students –mentor-In first week of dec and also of last four months
- Monthly feedback from the HoDs of the faculty in the first week of December (Regular and Guest)
- Report to be taken of department activity of last 4 months from the HoDs
- Profile of Department to be taken by 6 December
- Remembrance of lesson plan of each month.
- To free last period of each steering member for meeting and work of NAAC

### Members present at the meeting:

- | S.No. | Name                    |
|-------|-------------------------|
| 1.    | Mr. Yashwardhan Singh   |
| 2.    | Ms. Sapna Newar         |
| 3.    | Dr. Nitasha Khatri      |
| 4.    | Dr. Leena Sharma        |
| 5.    | Ms. Ranjit Kaur         |
| 6.    | Dr. Shikha Arora Bakshi |
| 7.    | Dr. Ritu Sen            |
| 8.    | Ms. Vaishali Singh      |

IQAC Coordinator

*[Signature]*  
28/11/2018  
IQAC  
St. Xavier's College, Jaipur

*[Signature]*  
Principal

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

*[Signature]*

PRINCIPAL  
Principal  
St. Xavier's College  
Hathro. Fert Road, Jaipur

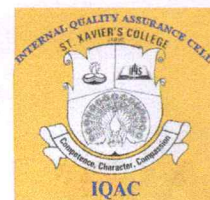




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## IQAC and Steering Committee for NAAC

### Minutes of the Meeting

Meeting Date - 11/9/2018

Meeting Time – 11.30 am – 12:15 pm

#### Points discussed in meeting:

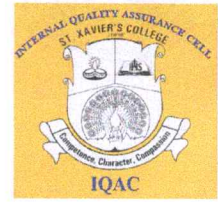
- Department activity Performa and department profile form to be finalized and to be emailed to Head of Departments for implementation.
- Monthly Feedback Assessment to be filled from September onwards as per the following criteria:
  - Per section First year =10 STUDENTS (BA(Hons.), BCOM, BBA, BCA)
  - Per section II and III year = 10 STUDENTS (BBA and BCOM)
  - Per section II and III year = 5 STUDENTS (BA(Hons.) and BCA )
  - PG =25% of the class strength
- Department library to be created within the classroom.
- Discussions criterion 6
  - Indicator 6.1
    - 6.1.1 – Write up for *e-governance*
    - 6.1.2 – Write up of zest and conference
  - Indicator 6.2
    - 6.2.1- Student exchange program description
    - 6.2.2- Service rule book
    - 6.2.3- ERP and website
    - 6.2.4- Student Council
  - Indicator 6.3
    - 6.3.1- PF, Premium, Gratuity, Loan, (Medical if possible), Teaching, Non teaching, Children admission and fee variation in college, support to management in any form
    - 6.3.2- Research fund
    - 6.3.3- FDP, Refresher, Orientation, Research profile
    - 6.3.4- Individual Data
    - 6.3.5- Self appraisal form
  - Indicator 6.4
    - 6.4.1- Discuss with accounts and vice principal
    - 6.4.2- Vice principal
    - 6.4.3- Vice principal
  - Indicator 6.5 IQAS
    - 6.5.1-Research fund ,PBAS,AAA, Research Cell



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- 6.5.2- Staff evaluation , monthly feedback

S.No.	Agenda	Discussion and Action
1.	Approval of the last Minutes of Meeting	<ul style="list-style-type: none"> <li>Minutes of the last meeting approved by the steering committee</li> </ul>
<b>Criteria 6: Governance, Leadership and Management (100)</b>		
2.1	<i>K.I.- 6.1 Institutional Vision and Leadership (10)</i>	<i>6.1.1 The Governance of the institution in tune with its mission and vision (5)</i>
	Conclusion	<ul style="list-style-type: none"> <li>Write up from Handbook</li> </ul>
	Actions	Data to be sourced from Handbook
		<i>6.1.2 The institution practice decentralization and participative management (5)</i>
	Conclusion	<i>Write up from Zest and Conference</i>
	Actions	
2.2	<i>K.I.- 2.1 Student Enrolment and profile (30)</i>	<i>2.1.2 Average enrolment percentage(last 5 yrs)(10)</i>
	Conclusion	Need to collect the data from the office <ul style="list-style-type: none"> <li>Total number of students admitted</li> <li>Total number of sanctioned seats</li> </ul>
	Actions	Data to be sourced from office staff and University Coordinator as per the data template
2.3	<i>K.I.- 2.1 Student Enrolment and profile (30)</i>	<i>2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservations policy (last 5 yrs)(10)</i>
	Conclusion	Need to collect the data from the office <ul style="list-style-type: none"> <li>Number of students admitted from reserved category</li> <li>Total number of seats earmarked for reserved category as per GOI or State Gov. rule</li> </ul>
	Actions	Data to be sourced from office staff and University Coordinator as per the data template
2.4	<i>K.I.- 2.2 Catering to student Diversity(50)</i>	<i>2.2.1 The institution assesses the learning levels of the students after admission and organizes special programs for advanced learners and</i>

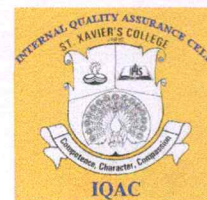




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		<b><i>slow learners (30)</i></b>
	<b>Conclusion</b>	<p><i>Slow Learners:</i></p> <ul style="list-style-type: none"> <li>• Remedial classes (slow learners) + Tutorial Classes (slow &amp; advanced) to be fixed in timetable</li> <li>• interactive sessions other than the regular classroom/laboratory contact hours</li> <li>• Maintain Attendance for Remedial classes (slow learners) + Tutorial Classes (advance Learners)</li> <li>• Analysis of student applications and counseling during admission by the faculty</li> <li>• Student Assessment by the HOD during admission Interview</li> <li>• Counselor – carrier, and general with a Psychometric test every year</li> <li>• The college conducts creativity aptitude test by ‘Aspiring Minds’</li> <li>• Mentor-mentee system</li> <li>• Senior students participate as a guide to junior students</li> <li>• Retest for students who have not cleared or were absent in internal exams</li> <li>• Remedial classes after the Internal exam</li> <li>• Spoken English classes for students (one week)</li> <li>• Orientation for students at the college level and dept level (attendance to be maintained)</li> <li>• Individually mentor each slow student for performance enhancement</li> </ul> <p><i>Advanced Learners:</i></p> <ul style="list-style-type: none"> <li>• Special /guest Lecture</li> <li>• GD's, Movie screening</li> <li>• Magazine, journals</li> <li>• External and internal participation</li> <li>• Extra coaching</li> <li>• Organizational skills</li> <li>• Participation in other extra-curricular activities</li> <li>• Advice to take part in seminars and conferences.</li> <li>• Encourage them towards research</li> <li>• Advice to crystallize their ideas into a project</li> <li>• Counseling students for pursuing their studies in foreign universities (both)</li> <li>• Counseling students regarding selection in Universities and other colleges (both)</li> </ul>
	<b>Actions</b>	To mail all the rules for this section to the HOD
<b>2.5</b>	<b><i>K.I.- 2.2 Catering to student Diversity(50)</i></b>	<b><i>2.2.2 Student – full time teacher ratio(10)</i></b>
	<b>Conclusion</b>	Requirement to hire more teachers

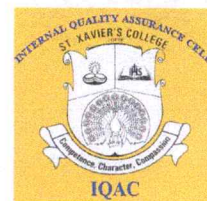




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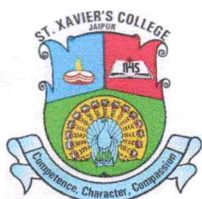
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	<b>Actions</b>	Current year data to be sourced from office staff and University Coordinator
2.6	<b>K.I.- 2.2 Catering to student Diversity(50)</b>	<b>2.2.3 Percentage of differently-abled students on rolls (10)</b>
	<b>Conclusion</b>	<ul style="list-style-type: none"> <li>• Provision of wheelchairs, ramps in the building</li> <li>• Remedial classes</li> </ul>
	<b>Actions</b>	Current year data to be sourced from office staff and University Coordinator
2.7	<b>K.I.- 2.3 Teaching-learning Process (50)</b>	<b>2.3.1 Student-centric methods, such as experiential learning (EL), participative learning(PL) and problem-solving methodologies(PSM) are used for enhancing learning experiences(20)</b>
	<b>Conclusion</b>	<ul style="list-style-type: none"> <li>• Participation as class representative (EL)</li> <li>• Working in student council (EL)</li> <li>• Participation in department fests (EL)</li> <li>• Participation in student Exchange programs (EL)</li> <li>• Problem-solving classes-remedial (PSM)</li> <li>• Internal examination (PSM)</li> <li>• Social initiatives/ involvement – AICUF, NSS (PL)</li> <li>• Any other initiative which falls under EL, PL, PSM</li> </ul>
	<b>Actions</b>	Mail to the HOD about the rules and to develop write-up
2.8	<b>K.I.- 2.3 Teaching-learning Process (50)</b>	<b>2.3.2 Percentage of teachers using ICT for effective teaching with learning management system (LMS), E-Learning(10)</b>
	<b>Conclusion</b>	<ul style="list-style-type: none"> <li>• ERP system with a link on the website</li> <li>• Kindle</li> <li>• Add ICT Tools to Lesson plan to substantiate the claim</li> </ul>
	<b>Actions</b>	Data to be sourced from the department
2.9	<b>K.I.- 2.3 Teaching-learning Process (50)</b>	<b>2.3.3 Ratio of students to mentor for academic and stress-related issues(10)</b>
	<b>Conclusion</b>	<ul style="list-style-type: none"> <li>• Create Class mentor-student mentor-mentee system</li> <li>• Maintain attendance</li> </ul>
	<b>Actions</b>	Data to be sourced from mentors
2.10	<b>K.I.- 2.3 Teaching-learning Process (50)</b>	<b>2.3.3 Innovation and creativity in teaching-learning(10)</b>
	<b>Conclusion</b>	Write up from the department on how to inculcate the innovative processes in teaching & learning
	<b>Actions</b>	To be mailed to HOD
2.11	<b>K.I.- 2.4 Teaching-Profile and Quality (80)</b>	<b>2.4.1 Average percentage of full-time teachers against the sanctioned post (15)</b>

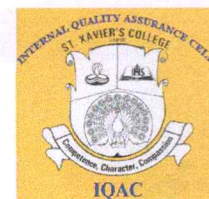




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	<b>Conclusion</b>	Data requirement for last five years <ul style="list-style-type: none"> <li>• Number of full-time teachers</li> <li>• Number of sanctioned posts</li> </ul>
	<b>Actions</b>	Data to be sourced from office staff and University Coordinator
2.12	<b>K.I.- 2.4 Teaching-Profile and Quality (80)</b>	<b>2.4.2 Average percentage of full-time teachers with Ph.D. (20)</b>
	<b>Conclusion</b>	Data requirement for last five years <ul style="list-style-type: none"> <li>• A number of full-time teachers in Ph.D.</li> <li>• Total number of full-time teachers</li> </ul>
	<b>Actions</b>	Data to be sourced from the department
2.13	<b>K.I.- 2.4 Teaching-Profile and Quality (80)</b>	<b>2.4.3 Teaching experience of full-time teachers in a number of years (10)</b>
	<b>Conclusion</b>	Total experience of full-time teachers
	<b>Actions</b>	Data to be sourced from University Coordinator
2.14	<b>K.I.- 2.4 Teaching-Profile and Quality (80)</b>	<b>2.4.4 Percentage of full-time teachers who received awards, recognition, fellowship at state, national, International level from govt. (15)</b>
	<b>Conclusion</b>	Number of full-time teachers receiving awards
	<b>Actions</b>	Data to be sourced from staff
2.15	<b>K.I.- 2.4 Teaching-Profile and Quality (80)</b>	<b>2.4.5 Average percentage of full-time teachers from other states against sanctioned posts. (20)</b>
	<b>Conclusion</b>	Number of full-time teachers from other states
	<b>Actions</b>	Data to be sourced from teaching staff
2.16	<b>K.I.- 2.5 Evaluation Process and Reforms (50)</b>	<b>2.5.1 Reforms in Continuous Internal Evolution (CIE) system at the institutional level (15)</b>
	<b>Conclusion</b>	<ul style="list-style-type: none"> <li>• Question bank for the paper</li> <li>• Last year papers to be collected</li> <li>• Class test in a month</li> <li>• Remedial and tutorial classes</li> <li>• Two Internal exams</li> <li>• Creating Moodle like platform</li> <li>• Seminars, Guest Lectures...etc</li> <li>• Letter of absenteeism – for less attendance and absent in internal exam to parents</li> <li>• Data needs to be processed and analyzed of the internal exam as well as upload on website and notice board</li> </ul>
	<b>Actions</b>	Suggestions/ideas to be mailed to the HOD'S
2.17	<b>K.I.- 2.5 Evaluation</b>	<b>2.5.2 Mechanism of internal assessment is transparent and robust in</b>

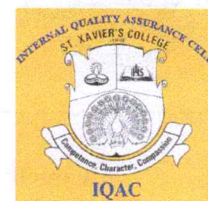




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	<b>Process and Reforms (50)</b>	<i>terms of frequency and variety (15)</i>
	<b>Conclusion</b>	<ul style="list-style-type: none"> <li>Data needs to be processed and analyzed of the internal exam as well as upload on website and notice board</li> <li>Documentation of every student details in each year</li> </ul>
	<b>Actions</b>	Rules to be mailed to the HOD'S
2.18	<b>K.I.- 2.5 Evaluation Process and Reforms (50)</b>	<i>2.5.3 Mechanism to deal with examination related grievances is transparent time-bound and efficient (10)</i>
	<b>Conclusion</b>	<ul style="list-style-type: none"> <li>Rules to be made by Grievance Redressal Cell (College and department) in order to keep the healthy working atmosphere amongst staff, students and parents</li> </ul>
	<b>Actions</b>	Details from the Grievance Redressal Cell(College and department)
2.19	<b>K.I.- 2.5 Evaluation Process and Reforms (50)</b>	<i>2.5.4 The institution adheres to the academic calendar for the conduct of CIE (10)</i>
	<b>Conclusion</b>	<ul style="list-style-type: none"> <li>Require to add PTM dates in the handbook/ academic calendar</li> <li>The Academic calendar and timetable should be on notice board for students</li> </ul>
	<b>Actions</b>	Mail the rules to HOD and handbook committee
2.20	<b>K.I.- 2.6 Student Performance and Learning Outcomes (40)</b>	<i>2.6.1 Programme outcomes, Programme specific outcomes and courses outcomes for all programme offered by the institution are stated and displayed on the website and communicated to teachers and students(10)</i>
	<b>Conclusion</b>	<ul style="list-style-type: none"> <li>Department need to prepare PO, PSO, CO</li> <li>Check for NAAC report of the university</li> <li>Need to be uploaded on the website</li> </ul>
	<b>Actions</b>	Rules to be mailed to HOD'S
2.21	<b>K.I.- 2.6 Student Performance and Learning Outcomes (40)</b>	<i>2.6.2 Attainment of programme outcomes, programme specific outcomes, and courses outcomes are evaluated by the institution (10)</i>
	<b>Conclusion</b>	<ul style="list-style-type: none"> <li>MCQ test per subject evaluation</li> <li>Evaluation through viva, internal exam and university exams</li> </ul>
	<b>Actions</b>	Inquiry from the University of Rajasthan
2.22	<b>K.I.- 2.6 Student Performance and Learning Outcomes (40)</b>	<i>2.6.3 Average pass percentage of students(20)</i>
	<b>Conclusion</b>	Current year data: <ul style="list-style-type: none"> <li>Total number of final year students who passed the university</li> </ul>

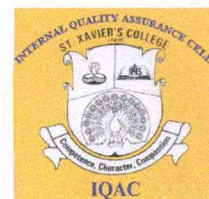




# St. Xavier's College, Jaipur

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		<p>exams</p> <ul style="list-style-type: none"> <li>Total number of final year students who appeared for the university exams</li> </ul>
	<b>Actions</b>	Data to be sourced from office staff and department
2.23	<b>K.I.- 2.7 Student Satisfaction Survey (50)</b>	<b>2.7.1 Online student satisfaction survey regarding teaching-learning process (50)</b>
	<b>Conclusion</b>	Database of all currently enrolled students to be prepared
	<b>Actions</b>	Data to be sourced from the office staff
<b>Criterion 3- Research, Innovation and extension(120)</b>		
3.1	<b>K.I.- 3.1 Resources Mobilization for Research (10)</b>	<b>3.1.1 Grants for research projects sponsored by the govt. and non govt. sources such as industry, corporate, houses, international bodies, endowment, chairs in the institution (3)</b>
	<b>Conclusion</b>	Each staff need to give information related to the same criteria
	<b>Actions</b>	Data to be sourced from Faculty
3.2	<b>K.I.- 3.1 Resources Mobilization for Research (10)</b>	<b>3.1.2 Percentage of the teachers recognized as research guides at present (3)</b>
	<b>Conclusion</b>	Need to work on research center application
	<b>Actions</b>	How to apply for the research center
3.3	<b>K.I.- 3.1 Resources Mobilization for Research (10)</b>	<b>3.1.3 Number of research projects per teacher funded by Govt. and non Govt. agencies (4)</b>
	<b>Conclusion</b>	<ul style="list-style-type: none"> <li>Required data to be taken from the staff</li> <li>Need to initiate from this year internal projects and external projects</li> <li>Department projects to be included</li> </ul>
	<b>Actions</b>	Data to be processed from faculty
3.4	<b>K.I.- 3.2 Innovation Ecosystem (10)</b>	<b>3.2.1 Institution has created an ecosystem for innovation including incubation center and other initiatives for the creation and transfer of knowledge(5)</b>
	<b>Conclusion</b>	<ul style="list-style-type: none"> <li>College initiatives</li> <li>E-cell, Headstart</li> <li>The tech-x club, fashion club, finance club</li> <li>Previous experiences like – Hideout, Somya Natani –tea, Tanishka Jain eng, Photography –Megha bhutra, IMERA</li> <li>Department magazine and journals- Literati, techzine etc</li> </ul>
	<b>Actions</b>	Data to be processed from college dept, clubs, office
3.5	<b>K.I.- 3.2 Innovation Ecosystem (10)</b>	<b>3.2.2 Number of workshops/seminars conducted on intellectual property rights and industry-academia innovation practices(5)</b>
	<b>Conclusion</b>	<ul style="list-style-type: none"> <li>Total number of workshops/ seminars conducted on IPR</li> </ul>

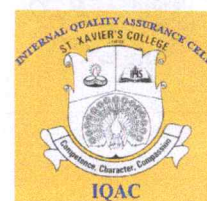




## St. Xavier's College, Jaipur

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		<ul style="list-style-type: none"> <li>• Industry-Academia innovative practices during last five years</li> <li>• Internship cell, finance club, blogging &amp; creative writing workshops, photoshop, etc can be few examples</li> </ul>
	<b>Actions</b>	Data to be sourced from Placement and internship cell and staff
3.6	<b>K.I.- 3.3 Research Publication and Awards (20)</b>	<b>3.3.1 The institution has a stated code of ethics to check malpractices and plagiarism in research(1)</b>
	<b>Conclusion</b>	Software for plagiarism should be in place
	<b>Actions</b>	To be discussed with management
3.7	<b>K.I.- 3.3 Research Publication and Awards (20)</b>	<b>3.3.2 The Institution provides the incentives to the teachers who receive state, national and inter-National recognition awards. (1)</b>
	<b>Conclusion</b>	To be discussed further
	<b>Actions</b>	To be discussed with management
3.8	<b>K.I.- 3.3 Research Publication and Awards (20)</b>	<b>3.3.3 Number of Ph.Ds awarded per teachers (4)</b>
	<b>Conclusion</b>	Not applicable for us
	<b>Actions</b>	
3.9	<b>K.I.- 3.3 Research Publication and Awards (20)</b>	<b>3.3.4 Number of research papers per teachers in the generals notified on UGC website (8)</b>
	<b>Conclusion</b>	Number of papers published in UGC notified journals during last five years
	<b>Actions</b>	Data to be sourced from staff
3.10	<b>K.I.- 3.3 Research Publication and Awards (20)</b>	<b>3.3.5 Number of books chapters in added volume/book publish and papers in National and Inter-National conferences proceeding per teachers(6)</b>
	<b>Conclusion</b>	Last five year data to be processed
	<b>Actions</b>	Data to be sourced from staff
3.11	<b>K.I.- 3.4 Extension Activities (60)</b>	<b>3.4.1 Extension activities in the neighborhood community in terms of impact and sanitizing students to social issues and holistic development. (20)</b>
	<b>Conclusion</b>	<ul style="list-style-type: none"> <li>• Activities of AICUF, Value Education, and any other social activity to be considered (Abhiyuthanam, etc.)</li> <li>• NSS to start from this year</li> <li>• Tie-ups with NGOs ( like Plan India, Help age, World vision, etc.) as an extension activity</li> <li>• Formation of a new cell/ club – Social Service League (clubbing AICUF with value education) and linking it with an NGO</li> </ul>

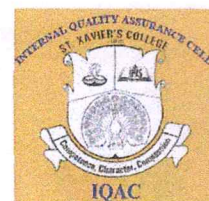




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	<b>Actions</b>	Write up to be prepared by AICUF and Value education
3.12	<b>K.I.- 3.4 Extension Activities (60)</b>	<b>3.4.2 Number of awards and reorganizations received for extension activities from government/recognized bodies. (5)</b>
	<b>Conclusion</b>	Last five year data to be collected
	<b>Actions</b>	Data to be processed from staff
3.13	<b>K.I.- 3.4 Extension Activities (60)</b>	<b>3.4.3 Number of extensions and outreach programs conducted in collaboration with industries, community and non-government organization through NSS/NCC/Red-cross/YRC.(15)</b>
	<b>Conclusion</b>	Quantify data against point 3.4.1 Collaborations with social groups Last five year data to be collected
	<b>Actions</b>	Data to be processed from staff
3.14	<b>K.I.- 3.4 Extension Activities (60)</b>	<b>3.4.4 Average percentage of the students participating in extension activities with Government organization, Non-Government organization, and programs as Swach Bharat Abhiyan, AIDS awareness/ gender issues. (Last five years)(20)</b>
	<b>Conclusion</b>	Last five year data to be collected
	<b>Actions</b>	Data to be collected from departments and clubs
3.15	<b>K.I.- 3.5 Collaboration (20)</b>	<b>3.5.1 Number of linkage for faculty exchange, student exchange, internship, field trip, on the job training, research. (10)</b>
	<b>Conclusion</b>	Last five year data to be collected
	<b>Actions</b>	Data to be collected from departments and clubs/ committees
3.16	<b>K.I.- 3.5 Collaboration (20)</b>	<b>3.5.2 Number of functions MoUs with the institution of National, Inter National Importance's, other universities, industries, corporate Houses etc.(10)</b>
	<b>Conclusion</b>	MoUs of exchange, ICDL or any other tie-up (like Lit fest, sufi fest, etc)
	<b>Actions</b>	Data to be collected from Sapna mam, Keren mam, and other staff

## Members present at the meeting:

S.No.	Name	Signature
1.	Mr. Yashwardhan Singh	
2.	Dr. Sapna Newar	Present
3.	Dr. Nitasha Khatri	Present
4.	Dr. Leena Sharma	Present
5.	Ms. Ranjit Kaur	Present



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6.	Dr. Shikha Arora Bakshi	Present
7.	Dr. Atiqa Kelsey	Present
8.	Ms. Vaishali Singh	Present

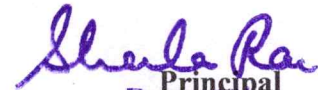
IQAC Coordinator

St.

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

  
Principal

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

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

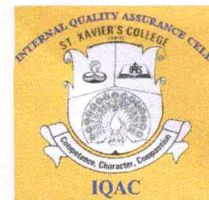




# St. Xavier's College, Jaipur

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## IQAC and Steering Committee for NAAC

### Minutes of the Meeting

Meeting Date - 16/8/2018

Meeting Time – 11.30am- 12.15 pm

#### Points discussed in meeting:


- Approval of previous Minutes of the Meetings
- To discuss and assign the role to Ms. Ranjit Kaur and Dr. Atiqa Kelsey in place of Dr. Ritu Sen in the IQAC and Steering Committee respectively .
- To plan and circulate the Department Activity Performa to the Head of the Departments.
- To inform the Departments to maintain the file of monthly attendance record.
- Implementation of Lesson Plan evaluation by the students every month.
- To discuss about the implementation of monthly feedback assessment by the departments as follows:
  - a. Per section 10 students in First year (All Streams)
  - b. PG students 25% of the class strength
  - c. BA(Hons) & BCA II , III – 5 students
  - d. BBA & BCOM II & III – 10 students
- Staff Information preforma and research profile to be maintained by the IQAC.

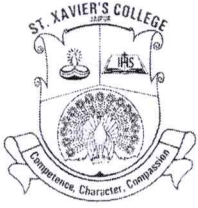
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4.	Dr. Leena Sharma	
5.	Ms. Ranjit Kaur	
6.	Dr. Shikha Arora Bakshi	
7.	Dr. Atiqa Kelsey	
8.	Ms. Vaishali Singh	

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

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

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



# ST. XAVIER'S COLLEGE, JAIPUR

Hathroi Fort Road, Jaipur - 302001, Rajasthan

Revised order

16/08/2018

## Staff Notice

### Composition of the IQAC (Internal Quality Assurance Cell) at St. Xavier's College, Jaipur

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, NAAC, Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as an accreditation quality sustenance measure. IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with few heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC will be as follows:

1. Chairperson: Dr. Shiela Rai, Principal
2. Four teachers – Dr. Shikha Bakshi (BBA), Dr. Nitasha Khatri (B.Com), Ms. Ranjit Kaur (English) and Ms. Vaishali Singh
3. A few senior administrative officers – Dr. Dharmveer Yadav (University Coordinator), Ms. Vandana Java (Asst. Librarian)
4. One member from the Management – Fr. Joshy Kuruvilla S.J. (Vice Principal)
5. One/two nominees from local society, Students and Alumni – Prof. V.V. Singh (Educationist & Member, IQAC, UoR), Prof. Sudha Rai (HOD, Dept. of English, Manipal University, Jaipur) and Mr. Pallav Bhargava (Alumni Representative).
6. One/two nominees from Employers /Industrialists/stakeholders – Fr. Varkey Perakkatt, S.J. (Rector) & Fr. Augustine Perumalil, S.J. (Secretary, Higher Education, JXEA)
7. Coordinator of the IQAC – Mr. Yashwardhan Singh (Economics)

Principal

Principal

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



# Steering Committee for NAAC

## Minutes of the Meeting

Meeting Date - 15/5/2018

Meeting Time - 11:30 am – 1:05 pm

**Agenda:**

- To discuss the source of the data for Criterion 5 – Student Support and Progression
- To discuss any new initiative which we need to undertake for the fulfillment of Criterion 5 – Student Support and Progression

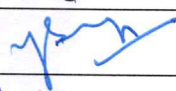
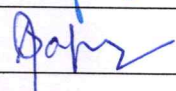
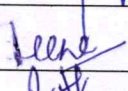
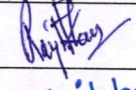
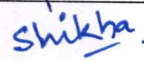
<i>S.No.</i>	<i>Agenda</i>	<i>Discussion and Action</i>
<b>1.1</b>	<i>K.I.- 5.1 Student Support (50)</i>	<b>5.1.1 Average percentage of students benefitted by scholarships provided by the govt (12)</b>
	<b>Conclusion</b>	Need to collect the data from the office <ul style="list-style-type: none"> <li>• Total number of students benefitted in last five years</li> </ul>
	<b>Actions</b>	Data to be sourced from office and Accounts as per the data template
<b>1.2</b>	<i>K.I.- 5.1 Student Support (50)</i>	<b>5.1.2 Average percentage of students benefitted by scholarships provided by institutions besides the govt (12)</b>
	<b>Conclusion</b>	Need to collect the data from the office <ul style="list-style-type: none"> <li>• Total number of students benefitted in last five years</li> </ul>
	<b>Actions</b>	Data to be sourced from office, Library and Accounts as per the data template
<b>1.3</b>	<i>K.I.- 5.1 Student Support (50)</i>	<b>5.1.3 Number of capability enhancement and development schemes (last 5 yrs)(10)</b>
	<b>Conclusion</b>	<ul style="list-style-type: none"> <li>• Initiatives to begin with coming session               <ul style="list-style-type: none"> <li>○ Guidance for competitive exams (coaching tie-ups)</li> <li>○ Career counseling (proper data to be maintained)                   <ul style="list-style-type: none"> <li>▪ Teachers (dept wise) to take a session once in every three months (preferably on first Saturday)</li> <li>▪ Previous events on career counseling by depts. to be documented</li> </ul> </li> </ul> </li> <li>• Soft skill development – initiatives to be implemented twice a year and previous events to be documented</li> <li>• Language lab – look for possibilities</li> <li>• Yoga and meditation – thrice a week @ 7:30 am for students before regular classes can be implemented (voluntary)</li> <li>• Personal counseling – proper registers to be maintained dept wise</li> </ul>
	<b>Actions</b>	Data to be sourced from departments as per the data template

1.4	<i>K.I.- 5.1 Student Support (50)</i>	<i>5.1.4 Average percentage of students benefitted by guidance for competitive exams and career counseling (10)</i>
	Conclusion	<ul style="list-style-type: none"> <li>Number of students benefitted in last five years</li> </ul>
	Actions	Data to be sourced from departments and placement cell as per the data template
1.5	<i>K.I.- 5.1 Student Support (50)</i>	<i>5.1.5 Average percentage of students benefitted by Vocational Education and Training (VET) (5)</i>
	Conclusion	No previous record.
	Actions	Can try to implement from coming session
1.6	<i>K.I.- 5.1 Student Support (50)</i>	<i>5.1.6 Institution has a transparent mechanism for timely redressal of student grievances – Yes/No (1)</i>
	Conclusion	<ul style="list-style-type: none"> <li>Minutes of grievance redressal, sexual harassment and anti-ragging committee to be prepared for last five years</li> <li>Student grievances to be properly recorded</li> </ul>
	Actions	Previous committees to prepare their minutes and the HoDs to maintain the record of dept grievance committee
1.7	<i>K.I.- 5.2 Student Progression (45)</i>	<i>5.2.1 Average percentage of placements (20)</i>
	Conclusion	<ul style="list-style-type: none"> <li>Placement record of last five years to be prepared</li> </ul>
	Actions	Data to be sourced from departments and placement cell as per the data template
1.8	<i>K.I.- 5.2 Student Progression (45)</i>	<i>5.2.2 Percentage of student progression to higher education (20)</i>
	Conclusion	<ul style="list-style-type: none"> <li>Number of outgoing student progression (current year data)</li> <li>Progression from UG to PG, PG to M.Phil, M.Phil to Ph.D.</li> </ul>
	Actions	Data to be sourced from departments and Alumni as per the data template
1.9	<i>K.I.- 5.2 Student Progression (45)</i>	<i>5.2.3 Average percentage of students qualifying in state/national/international level exams (5)</i>
	Conclusion	<ul style="list-style-type: none"> <li>Last five year data to be processed</li> <li>Exams like NET, GATE, CAT, GMAT, GRE, civil services, state services, CDS, etc</li> </ul>
	Actions	Data to be sourced from departments and Alumni as per the data template
1.10	<i>K.I.- 5.3 Student Participation and Activities (25)</i>	<i>5.3.1 Number of awards for outstanding performance (15)</i>
	Conclusion	<ul style="list-style-type: none"> <li>Awards won in sports, cultural activities, academics, etc at national or international level in last five years</li> </ul>
	Actions	Data to be sourced from departments, sports, clubs, cultural committee as per the data template



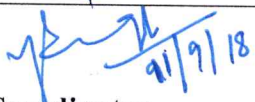
1.11	<i>K.I.- 5.3 Student Participation and Activities (25)</i>	<i>5.3.2 Presence of an active student council &amp; representation of students in academic &amp; administrative committees (5)</i>
	Conclusion	<ul style="list-style-type: none"> <li>Write up to be prepared covering student council activities during last five years</li> <li>Students to be added in committees where ever possible</li> <li>HoDs to suggest student names for administrative/ academic committees</li> </ul>
	Actions	Write up matter to be collected from Student Council, club mentors, depts and office
1.12	<i>K.I.- 5.3 Student Participation and Activities (25)</i>	<i>5.3.3 Average number of sports and cultural activities/ competitions organized (5)</i>
	Conclusion	Data requirement for last five years <ul style="list-style-type: none"> <li>Number of sports and cultural events at institutional level</li> </ul>
	Actions	Data to be sourced from student council/ cultural committee and sports dept
1.13	<i>K.I.- 5.4 Alumni Engagement (10)</i>	<i>5.4.1 The Alumni Association financial and non-financial contributions for the institution (4)</i>
	Conclusion	<ul style="list-style-type: none"> <li>Write up from Alumni covering last five years</li> </ul>
	Actions	Data to be sourced from Alumni
1.14	<i>K.I.- 5.4 Alumni Engagement (10)</i>	<i>5.4.2 Alumni contribution in last five years (4)</i>
	Conclusion	<ul style="list-style-type: none"> <li>Financial contribution in last five years</li> </ul>
	Actions	Data to be sourced from HoDs, Student Council, Accounts and Alumni
1.15	<i>K.I.- 5.4 Alumni Engagement (10)</i>	<i>5.4.3 Number of Alumni Association Meetings (2)</i>
	Conclusion	<ul style="list-style-type: none"> <li>Minutes of meetings held in last five years</li> </ul>
	Actions	Data to be sourced from Alumni

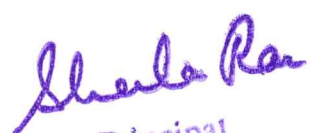
**Members present at the meeting:**

S.No.	Name	Signature
1.	Mr. Yashwardhan Singh	
2.	Ms. Sapna Newar	
3.	Dr. Leena Sharma	
4.	Ms. Ranjit Kaur	
5.	Dr. Shikha Arora Bakshi	

  
Principal

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

  
Coordinator  
Steering Committee

  
Principal  
St. Xavier's College  
Hathro: Fort Road, Jaipur

# Steering Committee for NAAC

## Minutes of the Meeting

Meeting Date - 11/5/2018

Meeting Time - 9:12 am – 1:14 pm

### Agenda:

- Approval of Minutes of the meeting held on 9<sup>th</sup> May (first meeting)
- To discuss the source of the data for Criterion 2 – Teaching – learning and evaluation and Criterion 3 – Research, Innovation, and extension
- To discuss any new initiative which we need to undertake for the fulfillment of Criterion 2 – Teaching – learning and evaluation and Criterion 3 – Research, Innovation, and extension from the coming session
- Any suggestions from the members

<i>S.No.</i>	<i>Agenda</i>	<i>Discussion and Action</i>
1.	Approval of the last Minutes of Meeting	<ul style="list-style-type: none"><li>• Minutes of the last meeting approved by the steering committee</li></ul>
<b>Criteria 2: Teaching-learning and evaluation (350)</b>		
2.1	<i>K.I.- 2.1 Student Enrolment and profile (30)</i>	<i>2.1.1 Average percentage of students from other states and countries (10)</i>
	Conclusion	Need to collect the data from the office <ul style="list-style-type: none"><li>• Total number of students</li><li>• Total number of students from other states and countries</li></ul>
	Actions	Data to be sourced from office staff and University Coordinator as per the data template
2.2	<i>K.I.- 2.1 Student Enrolment and profile (30)</i>	<i>2.1.2 Average enrolment percentage(last 5 yrs)(10)</i>
	Conclusion	Need to collect the data from the office <ul style="list-style-type: none"><li>• Total number of students admitted</li><li>• Total number of sanctioned seats</li></ul>
	Actions	Data to be sourced from office staff and University Coordinator as per the data template
2.3	<i>K.I.- 2.1 Student Enrolment and profile (30)</i>	<i>2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservations policy (last 5 yrs)(10)</i>



	<b>Conclusion</b>	Need to collect the data from the office <ul style="list-style-type: none"> <li>• Number of students admitted from reserved category</li> <li>• Total number of seats earmarked for reserved category as per GOI or State Gov. rule</li> </ul>
	<b>Actions</b>	Data to be sourced from office staff and University Coordinator as per the data template
2.4	<b>K.I.- 2.2 Catering to student Diversity(50)</b>	<i>2.2.1 The institution assesses the learning levels of the students after admission and organizes special programs for advanced learners and slow learners (30)</i>
	<b>Conclusion</b>	<p><i>Slow Learners:</i></p> <ul style="list-style-type: none"> <li>• Remedial classes (slow learners) + Tutorial Classes (slow &amp; advanced) to be fixed in timetable</li> <li>• interactive sessions other than the regular classroom/laboratory contact hours</li> <li>• Maintain Attendance for Remedial classes (slow learners) + Tutorial Classes (advance Learners)</li> <li>• Analysis of student applications and counseling during admission by the faculty</li> <li>• Student Assessment by the HOD during admission Interview</li> <li>• Counselor – carrier, and general with a Psychometric test every year</li> <li>• The college conducts creativity aptitude test by ‘Aspiring Minds’</li> <li>• Mentor-mentee system</li> <li>• Senior students participate as a guide to junior students</li> <li>• Retest for students who have not cleared or were absent in internal exams</li> <li>• Remedial classes after the Internal exam</li> <li>• Spoken English classes for students (one week)</li> <li>• Orientation for students at the college level and dept level (attendance to be maintained)</li> <li>• Individually mentor each slow student for performance enhancement</li> </ul> <p><i>Advanced Learners:</i></p> <ul style="list-style-type: none"> <li>• Special /guest Lecture</li> <li>• GD’s, Movie screening</li> <li>• Magazine, journals</li> <li>• External and internal participation</li> <li>• Extra coaching</li> <li>• Organizational skills</li> <li>• Participation in other extra-curricular activities</li> <li>• Advice to take part in seminars and conferences.</li> <li>• Encourage them towards research</li> <li>• Advice to crystallize their ideas into a project</li> <li>• Counseling students for pursuing their studies in foreign universities (both)</li> <li>• Counseling students regarding selection in Universities and other colleges (both)</li> </ul>

	<b>Actions</b>	To mail all the rules for this section to the HOD
2.5	<i>K.I.- 2.2 Catering to student Diversity(50)</i>	<b>2.2.2 Student – full time teacher ratio(10)</b>
	<b>Conclusion</b>	Requirement to hire more teachers
	<b>Actions</b>	Current year data to be sourced from office staff and University Coordinator
2.6	<i>K.I.- 2.2 Catering to student Diversity(50)</i>	<b>2.2.3 Percentage of differently-abled students on rolls (10)</b>
	<b>Conclusion</b>	<ul style="list-style-type: none"> <li>• Provision of wheelchairs, ramps in the building</li> <li>• Remedial classes</li> </ul>
	<b>Actions</b>	Current year data to be sourced from office staff and University Coordinator
2.7	<i>K.I.- 2.3 Teaching-learning Process (50)</i>	<b>2.3.1 Student-centric methods, such as experiential learning (EL), participative learning(PL) and problem-solving methodologies(PSM) are used for enhancing learning experiences(20)</b>
	<b>Conclusion</b>	<ul style="list-style-type: none"> <li>• Participation as class representative (EL)</li> <li>• Working in student council (EL)</li> <li>• Participation in department fests (EL)</li> <li>• Participation in student Exchange programs (EL)</li> <li>• Problem-solving classes-remedial (PSM)</li> <li>• Internal examination (PSM)</li> <li>• Social initiatives/ involvement – AICUF, NSS (PL)</li> <li>• Any other initiative which falls under EL, PL, PSM</li> </ul>
	<b>Actions</b>	Mail to the HOD about the rules and to develop write-up
2.8	<i>K.I.- 2.3 Teaching-learning Process (50)</i>	<b>2.3.2 Percentage of teachers using ICT for effective teaching with learning management system (LMS), E-Learning(10)</b>
	<b>Conclusion</b>	<ul style="list-style-type: none"> <li>• ERP system with a link on the website</li> <li>• Kindle</li> <li>• Add ICT Tools to Lesson plan to substantiate the claim</li> </ul>
	<b>Actions</b>	Data to be sourced from the department
2.9	<i>K.I.- 2.3 Teaching-learning Process (50)</i>	<b>2.3.3 Ratio of students to mentor for academic and stress-related issues(10)</b>
	<b>Conclusion</b>	<ul style="list-style-type: none"> <li>• Create Class mentor-student mentor-mentee system</li> <li>• Maintain attendance</li> </ul>
	<b>Actions</b>	Data to be sourced from mentors
2.10	<i>K.I.- 2.3 Teaching-learning Process (50)</i>	<b>2.3.3 Innovation and creativity in teaching-learning(10)</b>
	<b>Conclusion</b>	Write up from the department on how to inculcate the innovative processes in teaching & learning
	<b>Actions</b>	To be mailed to HOD



2.11	<i>K.I.- 2.4 Teaching-Profile and Quality (80)</i>	<i>2.4.1 Average percentage of full-time teachers against the sanctioned post (15)</i>
	<b>Conclusion</b>	Data requirement for last five years <ul style="list-style-type: none"> <li>• Number of full-time teachers</li> <li>• Number of sanctioned posts</li> </ul>
	<b>Actions</b>	Data to be sourced from office staff and University Coordinator
2.12	<i>K.I.- 2.4 Teaching-Profile and Quality (80)</i>	<i>2.4.2 Average percentage of full-time teachers with Ph.D. (20)</i>
	<b>Conclusion</b>	Data requirement for last five years <ul style="list-style-type: none"> <li>• A number of full-time teachers in Ph.D.</li> <li>• Total number of full-time teachers</li> </ul>
	<b>Actions</b>	Data to be sourced from the department
2.13	<i>K.I.- 2.4 Teaching-Profile and Quality (80)</i>	<i>2.4.3 Teaching experience of full-time teachers in a number of years (10)</i>
	<b>Conclusion</b>	Total experience of full-time teachers
	<b>Actions</b>	Data to be sourced from University Coordinator
2.14	<i>K.I.- 2.4 Teaching-Profile and Quality (80)</i>	<i>2.4.4 Percentage of full-time teachers who received awards, recognition, fellowship at state, national, International level from govt. (15)</i>
	<b>Conclusion</b>	Number of full-time teachers receiving awards
	<b>Actions</b>	Data to be sourced from staff
2.15	<i>K.I.- 2.4 Teaching-Profile and Quality (80)</i>	<i>2.4.5 Average percentage of full-time teachers from other states against sanctioned posts. (20)</i>
	<b>Conclusion</b>	Number of full-time teachers from other states
	<b>Actions</b>	Data to be sourced from teaching staff
2.16	<i>K.I.- 2.5 Evaluation Process and Reforms (50)</i>	<i>2.5.1 Reforms in Continuous Internal Evolution (CIE) system at the institutional level (15)</i>
	<b>Conclusion</b>	<ul style="list-style-type: none"> <li>• Question bank for the paper</li> <li>• Last year papers to be collected</li> <li>• Class test in a month</li> <li>• Remedial and tutorial classes</li> <li>• Two Internal exams</li> <li>• Creating Moodle like platform</li> <li>• Seminars, Guest Lectures...etc</li> <li>• Letter of absenteeism – for less attendance and absent in internal exam to parents</li> <li>• Data needs to be processed and analyzed of the internal exam as well as upload on website and notice board</li> </ul>
	<b>Actions</b>	Suggestions/ideas to be mailed to the HOD'S

2.17	<i>K.I.- 2.5 Evaluation Process and Reforms (50)</i>	<i>2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety (15)</i>
	<b>Conclusion</b>	<ul style="list-style-type: none"> <li>Data needs to be processed and analyzed of the internal exam as well as upload on website and notice board</li> <li>Documentation of every student details in each year</li> </ul>
	<b>Actions</b>	Rules to be mailed to the HOD'S
2.18	<i>K.I.- 2.5 Evaluation Process and Reforms (50)</i>	<i>2.5.3 Mechanism to deal with examination related grievances is transparent time-bound and efficient (10)</i>
	<b>Conclusion</b>	<ul style="list-style-type: none"> <li>Rules to be made by Grievance Redressal Cell (College and department) in order to keep the healthy working atmosphere amongst staff, students and parents</li> </ul>
	<b>Actions</b>	Details from the Grievance Redressal Cell(College and department)
2.19	<i>K.I.- 2.5 Evaluation Process and Reforms (50)</i>	<i>2.5.4 The institution adheres to the academic calendar for the conduct of CIE (10)</i>
	<b>Conclusion</b>	<ul style="list-style-type: none"> <li>Require to add PTM dates in the handbook/ academic calendar</li> <li>The Academic calendar and timetable should be on notice board for students</li> </ul>
	<b>Actions</b>	Mail the rules to HOD and handbook committee
2.20	<i>K.I.- 2.6 Student Performance and Learning Outcomes (40)</i>	<i>2.6.1 Programme outcomes, Programme specific outcomes and courses outcomes for all programme offered by the institution are stated and displayed on the website and communicated to teachers and students(10)</i>
	<b>Conclusion</b>	<ul style="list-style-type: none"> <li>Department need to prepare PO, PSO, CO</li> <li>Check for NAAC report of the university</li> <li>Need to be uploaded on the website</li> </ul>
	<b>Actions</b>	Rules to be mailed to HOD'S
2.21	<i>K.I.- 2.6 Student Performance and Learning Outcomes (40)</i>	<i>2.6.2 Attainment of programme outcomes, programme specific outcomes, and courses outcomes are evaluated by the institution (10)</i>
	<b>Conclusion</b>	<ul style="list-style-type: none"> <li>MCQ test per subject evaluation</li> <li>Evaluation through viva, internal exam and university exams</li> </ul>
	<b>Actions</b>	Inquiry from the University of Rajasthan
2.22	<i>K.I.- 2.6 Student Performance and Learning Outcomes (40)</i>	<i>2.6.3 Average pass percentage of students(20)</i>
	<b>Conclusion</b>	<p>Current year data:</p> <ul style="list-style-type: none"> <li>Total number of final year students who passed the university exams</li> </ul>



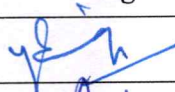
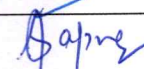
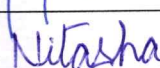
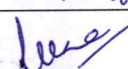

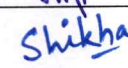


		<ul style="list-style-type: none"> <li>Total number of final year students who appeared for the university exams</li> </ul>
	<b>Actions</b>	Data to be sourced from office staff and department
2.23	<i>K.I.- 2.7 Student Satisfaction Survey (50)</i>	<b>2.7.1 Online student satisfaction survey regarding teaching-learning process (50)</b>
	<b>Conclusion</b>	Database of all currently enrolled students to be prepared
	<b>Actions</b>	Data to be sourced from the office staff
<b>Criterion 3- Research, Innovation and extension(120)</b>		
3.1	<i>K.I.- 3.1 Resources Mobilization for Research (10)</i>	<b>3.1.1 Grants for research projects sponsored by the govt. and non govt. sources such as industry, corporate, houses, international bodies, endowment, chairs in the institution (3)</b>
	<b>Conclusion</b>	Each staff need to give information related to the same criteria
	<b>Actions</b>	Data to be sourced from Faculty
3.2	<i>K.I.- 3.1 Resources Mobilization for Research (10)</i>	<b>3.1.2 Percentage of the teachers recognized as research guides at present (3)</b>
	<b>Conclusion</b>	Need to work on research center application
	<b>Actions</b>	How to apply for the research center
3.3	<i>K.I.- 3.1 Resources Mobilization for Research (10)</i>	<b>3.1.3 Number of research projects per teacher funded by Govt. and non Govt. agencies (4)</b>
	<b>Conclusion</b>	<ul style="list-style-type: none"> <li>Required data to be taken from the staff</li> <li>Need to initiate from this year internal projects and external projects</li> <li>Department projects to be included</li> </ul>
	<b>Actions</b>	Data to be processed from faculty
3.4	<i>K.I.- 3.2 Innovation Ecosystem (10)</i>	<b>3.2.1 Institution has created an ecosystem for innovation including incubation center and other initiatives for the creation and transfer of knowledge(5)</b>
	<b>Conclusion</b>	<ul style="list-style-type: none"> <li>College initiatives</li> <li>E-cell, Headstart</li> <li>The tech-x club, fashion club, finance club</li> <li>Previous experiences like – Hideout, Somya Natani –tea, Tanishka Jain eng, Photography –Megha bhutra, IMERA</li> <li>Department magazine and journals- Literati, techzine etc</li> </ul>
	<b>Actions</b>	Data to be processed from college dept, clubs, office
3.5	<i>K.I.- 3.2 Innovation Ecosystem (10)</i>	<b>3.2.2 Number of workshops/seminars conducted on intellectual property rights and industry-academia innovation practices(5)</b>
	<b>Conclusion</b>	<ul style="list-style-type: none"> <li>Total number of workshops/ seminars conducted on IPR</li> <li>Industry-Academia innovative practices during last five years</li> <li>Internship cell, finance club, blogging &amp; creative writing workshops, photoshop, etc can be few examples</li> </ul>

	<b>Actions</b>	Data to be sourced from Placement and internship cell and staff
3.6	<i>K.I.- 3.3 Research Publication and Awards (20)</i>	<b>3.3.1 The institution has a stated code of ethics to check malpractices and plagiarism in research(1)</b>
	<b>Conclusion</b>	Software for plagiarism should be in place
	<b>Actions</b>	To be discussed with management
3.7	<i>K.I.- 3.3 Research Publication and Awards (20)</i>	<b>3.3.2 The Institution provides the incentives to the teachers who receive state, national and inter-National recognition awards. (1)</b>
	<b>Conclusion</b>	To be discussed further
	<b>Actions</b>	To be discussed with management
3.8	<i>K.I.- 3.3 Research Publication and Awards (20)</i>	<b>3.3.3 Number of Ph.Ds awarded per teachers (4)</b>
	<b>Conclusion</b>	Not applicable for us
	<b>Actions</b>	
3.9	<i>K.I.- 3.3 Research Publication and Awards (20)</i>	<b>3.3.4 Number of research papers per teachers in the generals notified on UGC website (8)</b>
	<b>Conclusion</b>	Number of papers published in UGC notified journals during last five years
	<b>Actions</b>	Data to be sourced from staff
3.10	<i>K.I.- 3.3 Research Publication and Awards (20)</i>	<b>3.3.5 Number of books chapters in added volume/book publish and papers in National and Inter-National conferences proceeding per teachers(6)</b>
	<b>Conclusion</b>	Last five year data to be processed
	<b>Actions</b>	Data to be sourced from staff
3.11	<i>K.I.- 3.4 Extension Activities (60)</i>	<b>3.4.1 Extension activities in the neighborhood community in terms of impact and sanitizing students to social issues and holistic development. (20)</b>
	<b>Conclusion</b>	<ul style="list-style-type: none"> <li>• Activities of AICUF, Value Education, and any other social activity to be considered (Abhiyuthanam, etc.)</li> <li>• NSS to start from this year</li> <li>• Tie-ups with NGOs ( like Plan India, Help age, World vision, etc.) as an extension activity</li> <li>• Formation of a new cell/ club – Social Service League (clubbing AICUF with value education) and linking it with an NGO</li> </ul>
	<b>Actions</b>	Write up to be prepared by AICUF and Value education
3.12	<i>K.I.- 3.4 Extension Activities (60)</i>	<b>3.4.2 Number of awards and reorganizations received for extension activities from government/recognized bodies. (5)</b>
	<b>Conclusion</b>	Last five year data to be collected
	<b>Actions</b>	Data to be processed from staff
3.13	<i>K.I.- 3.4 Extension</i>	<b>3.4.3 Number of extensions and outreach programs conducted in</b>




	<i>Activities (60)</i>	<i>collaboration with industries, community and non-government organization through NSS/NCC/Red-cross/YRC.(15)</i>
	<b>Conclusion</b>	Quantify data against point 3.4.1 Collaborations with social groups Last five year data to be collected
	<b>Actions</b>	Data to be processed from staff
3.14	<i>K.I.- 3.4 Extension Activities (60)</i>	<i>3.4.4 Average percentage of the students participating in extension activities with Government organization, Non-Government organization, and programs as Swach Bharat Abhiyan, AIDS awareness/ gender issues. (Last five years)(20)</i>
	<b>Conclusion</b>	Last five year data to be collected
	<b>Actions</b>	Data to be collected from departments and clubs
3.15	<i>K.I.- 3.5 Collaboration (20)</i>	<i>3.5.1 Number of linkage for faculty exchange, student exchange, internship, field trip, on the job training, research. (10)</i>
	<b>Conclusion</b>	Last five year data to be collected
	<b>Actions</b>	Data to be collected from departments and clubs/ committees
3.16	<i>K.I.- 3.5 Collaboration (20)</i>	<i>3.5.2 Number of functions MoUs with the institution of National, Inter National Importance's, other universities, industries, corporate Houses etc.(10)</i>
	<b>Conclusion</b>	MoUs of exchange, ICDL or any other tie-up (like Lit fest, sufi fest, etc)
	<b>Actions</b>	Data to be collected from Sapna mam, Keren mam, and other staff


**Members present at the meeting:**

S.No.	Name	Signature
1.	Mr. Yashwardhan Singh	
2.	Ms. Sapna Newar	
3.	Dr. Nitasha Khatri	
4.	Dr. Leena Sharma	
5.	Ms. Ranjit Kaur	
6.	Dr. Shikha Arora Bakshi	
7.	Dr. Ritu Sen	
8.	Ms. Vaishali Singh	

  
Coordinator  
Steering Committee

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

  
Principal  
St. Xavier's College  
Hathro, Fort Road, Jaipur

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

## Steering Committee for NAAC

### Minutes of the Meeting

**Meeting Date - 9/5/2018**

**Meeting Time - 9:30 am – 1:11 pm**

**Agenda:**

- Overview of the NAAC Preparation
- Division of criteria
- To discuss the source of the data for Criterion1- Curricular Aspects
- To discuss any new initiative which we need to undertake for the fulfillment of Criterion1- Curricular Aspects from the coming session
- Any suggestions from the members

<i>S.No.</i>	<i>Agenda</i>	<i>Discussion and Action</i>
1.	<b>Overview of NAAC Preparation</b>	<ul style="list-style-type: none"> <li>• Introduction to the process of NAAC preparation</li> <li>• The college will apply (tentatively) for accreditation in the second cycle (Nov-Dec) during 2019-20.</li> <li>• Five-year data to be collected covering the period from 2014 to 2019.</li> <li>• The 2018-19 session should be an important session in order to fill the gap in NAAC preparedness</li> </ul>
2.	<b>Division of criteria</b>	<ul style="list-style-type: none"> <li>• Curricular Aspects - Dr. Ritu Sen and Dr. Nitasha Khatri</li> <li>• Teaching – learning and evaluation – Dr. Leena Sharma and Mr. Yashwardhan Singh</li> <li>• Research, Innovation, and extension – Dr. Nitasha Khatri and Dr. Shikha Bakshi</li> <li>• Infrastructure and Learning Resources – Ms. Vaishali Singh and Mr. Yashwardhan Singh</li> <li>• Student Support and Progression – Ms. Ranjit Kaur and Ms. Sapna Newar</li> <li>• Governance, Leadership, and Management – Ms. Sapna Newar and Ms. Vaishali Singh</li> <li>• Institution Values and Best Practices – Dr. Shikha Bakshi and Ms. Ranjit Kaur</li> </ul>
3.	<b>Criteria 1</b>	<b>Curricular Aspects (100)</b>
3.1	<b>K.I.- 1.1 Curricular Planning &amp; Imp (20)</b>	<i>1.1.1 Effective curriculum delivery through planned and documented process</i>
	<b>Conclusion</b>	<ul style="list-style-type: none"> <li>• Source of data - Write up and documentation from all HOD</li> <li>• How to prepare the write-up and new initiatives:</li> </ul>



		<ul style="list-style-type: none"> <li>○ Monthly Feedback from students on lesson plan/teaching</li> <li>○ Data template of lesson plan should cover following for better curriculum delivery: ICT tools, Practical components, detailed lesson plan, Innovative practices, books to be referred need to be added to the lesson plan,</li> <li>○ Library access to be added to the timetable</li> <li>○ Monthly submission and review of the lesson plan and student feedback by HoD</li> </ul>
	<b>Actions</b>	Mail to HoD for write-up as per the requirement and to inform all the staff members to create a lesson plan for the year 2017-2018 and 2018-19 as per the pre-decided data template
3.2	<b>K.I.- 1.1 Curricular Planning &amp; Imp (20)</b>	<i>1.1.2 New add-on courses, certificate or diploma courses</i>
	<b>Conclusion</b>	<ul style="list-style-type: none"> <li>• Dept. should look for opportunities to start with new add-on courses, certificate or diploma courses in 2018-19</li> <li>• Details of the courses already initiated by the departments need to be documented as per the given data template</li> </ul>
	<b>Actions</b>	Mail the data template to all heads about New add-on courses, certificate or diploma courses
3.3	<b>K.I.- 1.1 Curricular Planning &amp; Imp (20)</b>	<i>1.1.3 Percentage of participation of full-time teachers in various bodies of universities/autonomous colleges/other colleges</i>
	<b>Conclusion</b>	Details of all the staff members about their participation need to be collected from them
	<b>Actions</b>	Mail the data template to all the staff members for data collection
3.4	<b>K.I.- 1.2 Academic Flexibility (30)</b>	<i>1.2.1 Percentage of new courses introduced</i>
	<b>Conclusion</b>	New courses introduced in college during last five years needs to be documented as per the given data template
	<b>Actions</b>	Mail the data template to all the HoDs for data collection
3.5	<b>K.I.- 1.2 Academic Flexibility (30)</b>	<i>1.2.2 CBCS/ELECTIVE SYSTEM</i>
	<b>Conclusion</b>	Need to inquire about CBCS/ELECTIVE SYSTEM
	<b>Actions</b>	Try to contact and enquire
3.6	<b>K.I.- 1.2 Academic Flexibility (30)</b>	<i>1.2.3 Average percentage of students enrolled in subject related certificate/ diploma program/ add-on program</i>
	<b>Conclusion</b>	Data related to these programs need to be collected from respective heads and clubs (if any) as per the given data template
	<b>Actions</b>	Mail the data template to all the HoDs for data collection

3.7	<b>K.I.- 1.3 Curriculum Enrichment (30)</b>	<i>1.3.1 Integrates cross-cutting issues relevant to gender, environment and sustainability, human values and professional ethics into the curriculum</i>
	<b>Conclusion</b>	<ul style="list-style-type: none"> <li>• Revive Value education dept. and merge with AICUF</li> <li>• Active Gender study cell</li> <li>• Departments should incorporate the above issues during their teaching through guest lectures, movie screening, special lecture series, etc.</li> </ul>
	<b>Actions</b>	<ul style="list-style-type: none"> <li>• Revive Value Education dept. and club with AICUF</li> <li>• mail AICUF and Gender study cell about their roles</li> <li>• inform HoDs about incorporating these issues in teaching</li> </ul>
3.8	<b>K.I.- 1.3 Curriculum Enrichment (30)</b>	<i>1.3.2 Value added courses imparting transferable and life skills offered</i>
	<b>Conclusion</b>	<ul style="list-style-type: none"> <li>• Value Education dept. and AICUF needs to work on min 30 hrs course on issues like environment and sustainability, human values and professional ethics, life skills, transferable skills, etc.</li> <li>• min 30 hrs value added course by Gender study cell on gender issues</li> <li>• Departments can offer min 30 hrs short value added courses</li> <li>• Introduction of NSS</li> <li>• Departments should prepare documentation for the existing courses</li> </ul>
	<b>Actions</b>	<ul style="list-style-type: none"> <li>• Inform the departments and relevant clubs to put effort for the introduction of new add-on courses (min 30 hours duration)</li> <li>• Existing courses to be documented (like Mass Comm, Theatre, etc.) in the given data template</li> </ul>
3.9	<b>K.I.- 1.3 Curriculum Enrichment (30)</b>	<i>1.3.3 Percentage of students undertaking field projects/ internships</i>
	<b>Conclusion</b>	<ul style="list-style-type: none"> <li>• Collecting current year (2018-19) data from the dept. about the students undertaking field projects/ internships</li> <li>• Dissertation for PG courses,</li> <li>• Dept. Projects from project cells</li> </ul>
	<b>Actions</b>	<ul style="list-style-type: none"> <li>• All Depts. should work on student-centric projects</li> <li>• Maintain data for student internships</li> <li>• Need to mail the dept head about the data requirement as per the given data template</li> </ul>
3.10	<b>K.I.- 1.4 Feedback System (20)</b>	<i>1.4.1 Structured Feedback received</i>
	<b>Conclusion</b>	<ul style="list-style-type: none"> <li>• Feedback form to be prepared for students, teachers, employers, alumni and parents for review of syllabus</li> <li>• Conduct a feedback from all the above stakeholders by July 2018 for the session 2017-18</li> </ul>

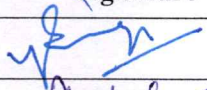
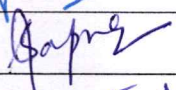
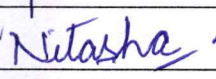
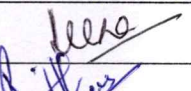
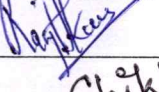
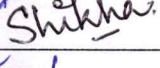
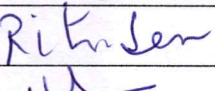



		<ul style="list-style-type: none"> <li>• create a feedback analysis report of 2017- 18</li> <li>• conduct feedback during the session 2018-19 and prepare report accordingly by the end of session 2018-19</li> </ul>
	<b>Actions</b>	<ul style="list-style-type: none"> <li>• Feedback forms to be mailed to all the HoDs and they need to prepare the detailed report as per the given data template</li> <li>• URL for feedback report (website)</li> </ul>
3.11	<i>K.I.- 1.4 Feedback System (20)</i>	<i>1.4.2 Feedback process of the institution</i>
	<b>Conclusion</b>	Feedback collected should be analyzed, action to be taken (submitting a report to university) and to be uploaded to the website
	<b>Actions</b>	<ul style="list-style-type: none"> <li>• Upload stakeholders feedback, action taken a report of the institution through website committee</li> <li>• Action taken the report to be part of management committee minutes – Sanju Sir</li> <li>• URL for feedback report</li> </ul>

**Needs to be prepared:**

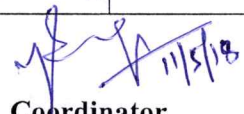
- Lesson plan format
- Feedback format
- Remedial classes in the timetable
- CV format for staff

**Members present at the meeting:**

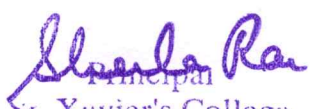
S.No.	Name	Signature
1.	Mr. Yashwardhan Singh	
2.	Ms. Sapna Newar	
3.	Dr. Nitasha Khatri	
4.	Dr. Leena Sharma	
5.	Ms. Ranjit Kaur	
6.	Dr. Shikha Arora Bakshi	
7.	Dr. Ritu Sen	
8.	Ms. Vaishali Singh	

  
Principal

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

  
Coordinator  
Steering Committee

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

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



# ST. XAVIER'S COLLEGE, JAIPUR

Hathroi Fort Road, Jaipur - 302001, Rajasthan

02/05/2018

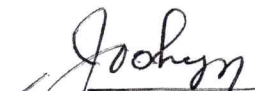
## Staff Notice

### Composition of the IQAC (Internal Quality Assurance Cell) at St. Xavier's College, Jaipur

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, NAAC, Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as an accreditation quality sustenance measure. IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with few heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC will be as follows:

1. Chairperson: Dr. Shiela Rai, Principal
2. Four teachers – Dr. Shikha Bakshi (BBA), Dr. Nitasha Khatri (BCom), Dr. Ritu Sen (English) and Ms. Vaishali Singh
3. A few senior administrative officers – Dr. Dharmveer Yadav (University Coordinator), Ms. Vandana Java (Asst. Librarian)
4. One member from the Management – Fr. Joshy Kuruvilla S.J. (Vice Principal)
5. One/two nominees from local society, Students and Alumni – Prof. V.V. Singh (Educationist & Member, IQAC, UoR), Prof. Sudha Rai (HOD, Dept. of English, Manipal University, Jaipur) and Mr. Pallav Bhargava (Alumni Representative).
6. One/two nominees from Employers /Industrialists/stakeholders – Fr. Varkey Perakkatt, S.J. (Rector) & Fr. Augustine Perumalil, S.J. (Secretary, Higher Education, JXEA)
7. Coordinator of the IQAC – Mr. Yashwardhan Singh (Economics)

  
Principal

  
Principal

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Nevta-Mahapura Road, Jaipur