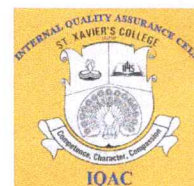




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## IQAC Internal Meeting (Online) on 8-9 June 2021

### *Minutes of the Meeting*

An online internal meeting of IQAC was conducted on 8<sup>th</sup> and 9<sup>th</sup> June to discuss the draft action plan for college and the activities/initiatives planned by IQAC for the new academic session 2021-22. The meeting was attended by Mr. Yashwardhan Singh, Dr. Shikha Bakshi, Dr. Ranjit Kaur, Dr. Nitasha Khatri, and Dr. Vaishali Singh. They resolve to unanimously propose the programs and initiatives proposed as per the agenda items given below for the necessary approval of the management.

#### **Agenda 1: Draft Action Plan for session 2021-22**

**Resolution:** Items discussed and finalized criteria wise for final approval from management (Attached as Annexure)

#### **Agenda 2: Events/Activities Proposed and Organized by IQAC in the coming session**

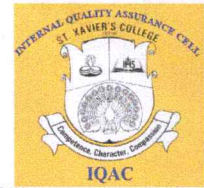
**Resolution:** Tentative list of activities are prepared for the final approval from management

- a. NAAC Induction Program - Sessions with Nevta and HFR (for revision) about Policies & Guidelines, NAAC criteria, documentation, and other related preparedness by IQAC in June-July 2021 (YS & SAB)
- b. Workshop and Webinars on NAAC with External Experts (RK, NK, AD)
  - i. MasterSoft Webinars on NAAC Module in June 2021
  - ii. Criteria Based Workshop – Internal and External in July and October 2021
- c. Faculty Orientation program with FEEPC/SWAYAM as suggested by Fr Principal in July 2021. Some of the suggestive topics for the same are: (LS, NK, MB, GS)
  - i. LMS – ITLE, BodhiTree
  - ii. E-content development
  - iii. Online teaching tools
  - iv. Student Psychology – emotional intelligence, social quotient,



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- v. Non-teaching Administrative Tools Workshop through Swayam
- d. Research Workshop for staff with XRPC in Aug 2021 and April 2022 (VS & AK)
  - i. The subject-specific short term training program of 3-5 days (Training of Trainer/ Knowledge Training Workshop) – each IQAC member should highlight one major domain area for the same
  - ii. General Research Workshop (5-7 days) for teaching staff in July 2021
- e. Second External AAA for all the units of college in December 2021 (YS, SAB, DY, DS)
- f. Quarterly Newsletter for College by IQAC/ Separate website for IQAC (YS, VS, RK)

**Agenda 3:** Scrutiny of the Event Forms submitted by various college units for 2020-21

**Resolution:** It was decided to share the tabulated record sheet with all the staff members and IQAC members will divide the pending cases amongst them to update the documents latest by 30 June 2021.

**Agenda 4:** Any other suggestion from the members

**Resolution:** Members gave the following suggestions as overall quality measures for the college

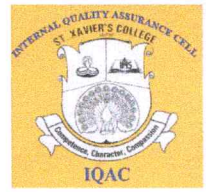
- a. Standard video for ARC & ASH committee – RK
- b. Prepare the guidelines for Student Welfare Cell keeping in mind the following points latest by 30<sup>th</sup> June 2021:
  - i. Student issues/grievances
  - ii. Mental & psychological issues/counselling
  - iii. Other student-related issues
- c. Green policy to be shared with SAP members and they need to prepare the guidelines for the SAP committee by 30<sup>th</sup> June 2021
- d. Identification of Slow & Advance learner guidelines to be shared with Heads
- e. Consolidation of research-related presentations from students (Research Project, Dept Journal papers, other papers) in College Symposium (for students). The conference should have academia and research scholars as prospective participants rather than students
- f. Separate Academic and Event Calendar





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- g. Student Achievement board outside the department and overall achievement of students and staff outside college and principal office corridor
- h. IQAC members should be relatively free from major department responsibilities

*Note: Faculty name (one IQAC & one Steering Committee) written next to the activity are supposed to plan the event with the help of other units of college and IQAC & Steering committee members.*

*9/6/21*  
IQAC COORDINATOR

Coordinator  
IQAC  
St. Xavier's College, Jaipur

*[Signature]*  
Principal

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

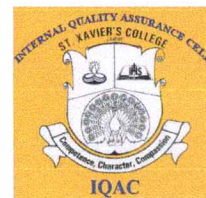
*[Signature]*  
Principal  
PRINCIPAL  
St. Xavier's College, Jaipur  
Nevta, Mahapura Road, Jaipur



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## Review Meeting of IQAC on 5.5.2021

### Agenda

1. To discuss the initiatives taken by IQAC in the last academic year 2020-21
2. Suggestions for the upcoming academic session
3. Any other matter with the permission of the chair

#### 1. IQAC initiatives in the last academic year 2020-21

- a. Preparation of the Policies and Guidelines according to NAAC requirement for all the cells/clubs/committees of the college with the help of teaching staff members and Steering Committee. This is to be translated into a college manual.
- b. Departments were asked to start bridge courses for their first-year students and to offer certificate courses for all the department students as a part of additional learning.
- c. Implementation of ERP for all the units of the college. It involves the process of admission, fee collection, online teaching, attendance, leave for staff, payroll for staff, online examination, feedback, and communication for students and staff.
- d. Digitalization of Library – MOPAC – a library module of ERP was implemented for staff and students which is useful for issuing books, assessing the availability of books, and proper online record of books in the library.
- e. Department Questionnaire was prepared and circulated amongst all the departments to collect the data for the last five years. It also includes necessary documentation as proof for the data collected.
- f. Documentation Centre was initiated which envisages collection of data from different units of the college. A form was prepared for collecting the information about the programs conducted in the last academic year.
- g. Feedback for online classes was conducted in October 2020 and Annual Academic Feedback for all the teaching staff in April 2021.
- h. Applied for Unnat Bharat Abhiyan through Institutional Social Responsibility Cell

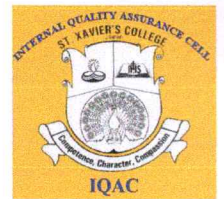




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- i. The link between UGC and college units for the implementation of Quality Mandate given by UGC. An 11-point program was prepared by the UGC for improving the quality of education in HEIs. It covers the following areas:
  - i. Student Induction Program – Deeksharambh
  - ii. Learning Outcomes Based Curriculum Framework – LOCF
  - iii. Curriculum for Life Skills – Jeevan Kaushal – Life Skill Enhancement Cell
  - iv. Social Responsibility and Community Engagement – Social & Industry Connect – Institutional Social Responsibility Cell
  - v. Publication and Research – CARE – Research Cell
  - vi. Trans-disciplinary research for Indian Economy – STRIDE
  - vii. Eco-friendly and Sustainable Campus development – SATAT – Eco-friendly club
  - viii. Inculcation of Human Values & Professional Ethics – Mulya Pravah - LSEC
  - ix. Reforms in Evaluation & Assessment systems
  - x. Faculty Induction Program for newly appointed staff – Gurudakshta
  - xi. Mentoring HEI for NAAC accreditation – Paramarsh
- j. It was suggested to the management to create a MOOC/Swayam committee for the smooth conduction of online classes in coordination with ERP.
- k. Standard Application Form for the application of TC/CC/LoR from college by our pass out or existing students.

## **2. Work-in-progress/ Suggestions for the upcoming session**

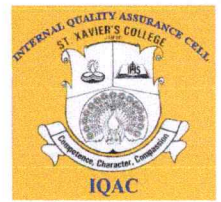
- a. Planning of the Academic Calendar so that there is no repetition of events, quality of events can be ensured, and better coordination for effective implementation of events.
- b. Feedback of the Committees/Cells/Clubs by its members for further improvement. A feedback form is being developed which will be executed through ERP.
- c. The Self-Appraisal form for all the teaching staff is being finalized which will be used for filling in the details of the last two academic years.



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- d. NAAC module of ERP will be executed with data migration of the last five years. The office staff has been engaged in the preparation of student-related data.
- e. Questionnaire for Administrative Units will be finalized, and data will be collected from them for the last five years.
- f. Compilation and publication of College Manual.
- g. Nevta Staff will be trained about NAAC requirements, especially from the point of view of data collection and documentation.
- h. Implementation of Quality Mandate of UGC/ Institutional Action Plan more effectively.

### **3. Minutes of the Meeting**

- a. IQAC Coordinator explained the initiatives undertaken by IQAC in the academic session 2020-21
- b. Fr Principal appreciated the work performed by IQAC. He emphasized the preparation of a vision and action plan for the institution for the next few years. A lot of concentrated efforts are required from IQAC and other units of the college. He highlighted upon:
  - i. IQAC can be expanded by incorporating few staff members from Nevta
  - ii. Focus and efforts should be more on how to become State Private University in the next two years
  - iii. International cooperation should be strengthened through the collaboration for exchange programs, online certificate programs, etc mainly with Jesuit institutions
  - iv. Staff Orientation/FDPs/Faculty Induction Program should be organized every year for the staff at the beginning of the session
  - v. Society of Jesus to celebrate 500 years of conversion of St. Ignatius of Loyola. He proposed to organize few events in our college to commemorate the milestone like a course on writing skills, a session on St. Ignatius of Loyola for the staff, etc.





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- vi. Explained the role allocation amongst the management, office staff and procedure of formal communication amongst all the units of college
- vii. Action Plan/Strategic Institutional Plan for 5 and 10 years should be formulated
- c. House suggested for Department Budget allocation to have clarity amongst department about the planning of the events for the coming session
- d. It was decided by the house to email the guidelines on preparation of the Academic Calendar based on UGC mandate and other requirements to all the units of college
- e. Standard Feedback form for events, committees, should be developed which can be executed through ERP
- f. All the committees/cells/departments should be asked to submit an annual report along with photographs as a compilation for an academic year.


The following members have been added as attendees of the Internal Quality Assurance Cell (IQAC) meeting:


1. Rev Fr Dr A Rex Angelo SJ (Chairman)
2. Rev Fr Dr S Arokya Swamy SJ
3. Rev Fr Dr Nelson D'Silva SJ
4. Rev Fr Dr Raymond Cherubin SJ
5. Mr Yashwardhan Singh (Coordinator)
6. Dr Shikha Arora Bakshi (Faculty Member)
7. Dr Nitasha Khatri (Faculty Member)
8. Dr Ranjit Kaur (Faculty Member)
9. Dr Vaishali Singh (Faculty Member)
10. Ms Loveleen Mathur (Assistant Librarian)
11. Prof VV Singh (Educationist)
12. Prof Sudha Rai (Educationist)
13. Dr Pankaj Nagar (Coordinator, IQAC, University of Rajasthan)
14. Mr Ajay Kochar (Industrialist)
15. Ms Aparna Joshi (Alumni Representative)

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, Jaipur  
Nevta, Mahapura Road, Jaipur