

St. Xavier's College Jaipur

University Affairs Cell (UAC)

Guidelines/Standard Operating Procedure

1. About University Affairs Cell (UAC)

1.1 Introduction

The University Affairs Cell (UAC) of St. Xavier's College Jaipur was constituted with the inception of the college to coordinate with the affiliating university and government institutions. Thus, all the liaison work, coordination on behalf of college, and official communication with the University of Rajasthan, Directorate of College Education, and other government departments was entrusted to this cell. Apart from that, it receives, processes and maintains all copies of records related to the students and faculty members. It disseminates information pertaining to all academic matters, issues necessary memoranda/orders, and acts as a channel of communication between students and the university of Rajasthan Jaipur on behalf of the college. Hence, it works as an important bridge between the college and all the other administrative departments/institutions of the government.

1.2 Functions of University Affairs Cell (UAC)

1. It deals with official communication with the University of Rajasthan, Directorate of College Education, University Grants Commission, and any other government department or institution on behalf of college administration with regard to matters pertaining to students, staff, and other academic work.
2. To coordinate with the Directorate of College Education regarding TNOC/PNOC of courses
3. To coordinate with the University of Rajasthan regarding affiliation (new and extension) of courses
4. To coordinate the enrollment-related work for new admissions
5. To coordinate with the University of Rajasthan regarding examination form-related work and practical examination work on behalf of the Examination cell
6. To manage the work related to staff selections and the consequent correspondence with the University
7. To provide the college data in the stipulated format to the All India Survey on Higher Education (AISHE) and Directorate of College Education every year
8. To provide data to IQAC for applying NIRF Rankings every year
9. To coordinate with all the departments and committees regarding student and staff related matter pertaining to the university
10. To manage all the documents related to all the above-mentioned work and necessary approvals from government departments

1.3 Benefits of University Affairs Cell (UAC)

1. It helps in smooth coordination amongst all the external authorities and the college
2. Resolve the problems of students with regards to university

3. It works as a bridge between affiliating university and college
4. It also provides necessary suggestions to management with regard to academic work and necessary approvals
5. Single point of contact for students and staff with regard to university related matters

1.4 Strategies of the University Affairs Cell (UAC)

1. To coordinate with the principal office for all the matters pertaining to this cell
2. To coordinate with Heads of the Departments with regard to student and staff-related matters
3. To inform the college, staff and students with regard to necessary circulars from the university
4. To maintain necessary liason with the university and Directorate of College Education
5. To maintain proper files as a record

2. University Affairs Cell (AC) Members

1. Coordinator – Dr. Dharmveer Yadav
2. Member-Mr. Parmanand Sharma

3. Role and Responsibilities

1. *Coordinator* – (i) To coordinate with the Principal office with regard to UAC related work
(ii) To coordinate with all the departments and committees on behalf of the cell
(iii) To execute all the functions of the cell with the help of the Member of the cell
(iv) To maintain the record and file for UAC
(v) Any other work which is entrusted by the principal
2. *Member* – To help the coordinator in the execution of UAC work