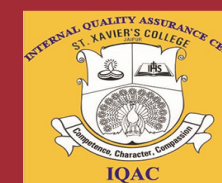# St. Xavier's College Jaipur

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A Christian Minority Educational Institution under Section 2(g) of NCMEI Act, 2004
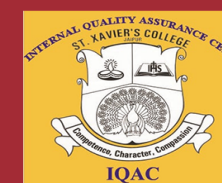
Annexure – I
List of Files to be maintained at Department Level for NAAC Documentation (2018-19 to 2023-24)

S. No.	Metric No	File Name	Description	Type (Yearly/ Single File)
1	1.1.1	Curriculum Planning (Syllabus)	PO & CO and Syllabus (only of papers offered) *(Highlight the syllabus of papers addressing **Crosscutting issues)**	Single
2	1.1.1	Curriculum Planning & Implementation (Academic)	Dept Academic Calendar, Timetable, Bridge Course Details and Remedial Classes TT, Teaching Pedagogies used in the AY	Yearly
3	1.1.1	Curriculum Implementation (Lesson Plan)	Lesson Plan	Yearly
4	1.2.1	Academic Flexibility (Certificate Courses)	Certificate/ Add-on course/ MOOC Courses Details *(Highlight the courses addressing **Crosscutting issues)** (Syllabus, List of Students Enrolled, Attendance Record, Course Completion Record, Notice, Brochure, Poster, Report, Feedback Report, Model Certificates, Photographs, MOM related to course approval)	Yearly
5	1.3.1	Curriculum Enrichment (Projects/Internship)	Students participating in Field Visit, Internship Report, Project Work (including Aanandam) Details (List and details of all Internships, Report, Completion Certificate, Photographs)	Yearly
6	1.3.1	Curriculum Enrichment (Dept Co-curricular Activity)	Activities conducted for students throughout the year like orientation, academic fests, special lectures, competitions, exchange programs, other academic & co-curricular activities *(Categorize activities addressing the **Crosscutting issues** relevant to Professional Ethics, Gender Rights, Human Values, Environment and Sustainability, and Other)*	Yearly

7	2.1.1 & 2.1.2	Student Enrollment & Profile	• Year-wise Detailed Admission List (Starting from 2016-17), • Master Enrolment List of UG & PG Students (Starting from 2016-17), • Admission list mentioning the reserved category of students. *(Depts should keep a record of caste certificate from college office)*	Single
8	2.3.1	Teaching-Learning Process	Student Centric Methods used by the faculty like a) Experiential Learning, b) Participative Learning, c) Problem-Solving Methodologies, d) ICT Enabled Tools & E-resources list and other relevant details	Yearly
9	2.4.1	Faculty Personal File	Resume, Appointment Letter (including status upgradation), Research Profile, Qualification Documents, Awards & Achievements, External Engagements, PBAS Form, Conference/Workshop/FDP participation, etc	Single
10	2.4.2	Faculty Profile	List of faculties with highest qualification document and latest CV	Single
11	2.5.1	Evaluation Process (Internal Examination & Practical Exam)	Internal and External exam timetable, previous year question papers (UOR), internal exam question papers, practical exam records, any other relevant detail	Yearly
12	2.6.1 & 2.6.2	Learning Outcomes	PO & CO Leaflet, Pics of PO-COs displayed on Dept Notice Board, MOM approving the formulation of PO-CO, Mapping and Attainment of PO-CO, Graduate Attribute Feedback Result Analysis	Single
13	2.6.3	Student Performance	Paper wise and Class wise Result Analysis year wise of External Exam and TR Record, Result Analysis of Internal Exams (Class wise)	Yearly
14	3.2.1	Innovation Ecosystem (Dept Co-curricular Activity)	Dept activities with outcome related to Innovation, IKS, IPR, Entrepreneurship etc, if any (Brochure, Notice, Feedback form & report, Photographs (Geo-tag also))	Single
15	3.2.2	Innovation Ecosystem (Research)	Conference/workshop/ symposium/ projects organized by Departments	Single

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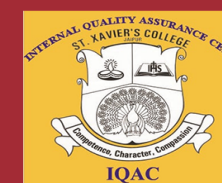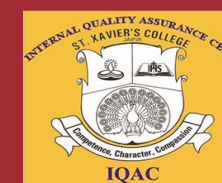
16	3.3.1	Research Publication	Department faculty publication in Journal and Book (copy of the paper, book cover page should be maintained)	Yearly
17	3.4.1	Extension Activities	• Department activities related to extension work (if done as subsidiary unit in collaboration with other unit then a copy of the file should be maintained) • Awards received by faculty and students of department for extension work	Single
18	3.5.1	Collaborations	Copy of the MoUs	Single
19	4.2.1	Library Learning Resource	Dept Journal/Magazine copy, e-resources database, dept reference books, e-books	Single
20	4.3.1	Website	Maintain the documents uploaded on college website	Single
21	4.3.1	IT/Physical Infrastructure	Details with computer/equipment in Labs (concerned depts), Lab rules (if applicable), Classroom details along with ICT tools assigned to the dept	Single
22	4.4.1	Accounts	Finance related documents like dept budget, other financial matter, etc	Single
23	5.1.1	Student Support (Scholarship)	Details of Scholarship awarded to Students year wise	Single
24	5.1.1	Student Support (Dept of Awards)	Pride of the dept and other award documentation	Single
25	5.1.2	Capacity Development Programmes	Any programme organized by dept related to Soft Skill, Language & Communication Skill, Life Skill, Technology Awareness by the department	Single
26	5.1.3	Career Guidance Programmes	Any programme organized by dept related to career guidance like Alumni Interactive Sessions, Counselling sessions with record (include admission counselling register), etc	Single
27	5.1.4	Student Applications and Grievances	Permissions related to LOR, NOC, Leave, Grievance applications (and related MOMs), University Exam Undertaking forms, and any other relevant document (Mentors should maintain the same class wise and year wise)	Single

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Tehsil Sanganer, Jaipur-302029, Rajasthan
iqac@sxcjpr.edu.in

28	5.2.1	Student Progression	Details of students progressing to higher education, placement, and self-employment with proof (Batch wise)	Yearly
29	5.2.2	Competition Exams	Details of students clearing competitive exams with proof (Batch wise)	Single
30	5.3.1	Student Awards	Awards and recognition by students in academics, sports, cultural with proof (within institution and outside)	Single
31	5.3.1	Student Participation	Participation of students in sports and cultural programs (within institution and outside) – File to be maintained with Cultural committee	Yearly
32	5.4.1	Alumni Engagement	Alumni interactive sessions, dept alumni meet, and other alumni contribution	Single
33	6.1.1	Department Governance	• Vision, Mission and Objectives of the Departments, Head appointment orders, leave records of faculty (to be taken from office) • Dept Guidelines, Work Allocation, Mentor allocations, Dept Council • Annual Reports	Single
34	6.2.1	Department Minutes of Meeting	All MOMs related to academic and non-academic matters year wise	Single
35	6.3.2	Faculty Empowerment	Dept faculty provided with financial support, Conference/Workshop/FDP/ Refresher/ Orientation participation certificates, publication proofs,	Yearly
36	NA	Student Attendance Registers	Registers till 2019-20 and Attendance Reports of ERP from 2020-21 onwards	Yearly
37	NA	Department Notices (Guard File)	Copy of all the notices. Circulars release from Dept or Principal Office on behalf of Dept	Yearly
38	NA	Dispatch Register	For Notices	Single
39	NA	Stock/ Inventory Register	For maintaining the stock/ inventory in the department	Single

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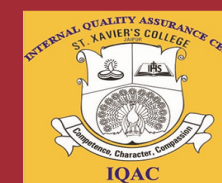A Christian Minority Educational Institution under Section 2(g) of NCMEI Act, 2004

List of Documents required for Documentation

1. Notice
2. Poster
3. Program Schedule/Itinerary
4. Media Report in Hindi and English
5. Overall Report
6. Geotag Photos & Normal Camera Photos
7. Video Clips (If any)
8. Feedback Form & Report
9. Attendance Sheet of participants/ with full name, class & sign
10. Curriculum/Course Structure (If applicable)
11. Registration Form (If applicable)
12. PDF of Model Certificates for participants (If applicable)
13. Entry & Exit Test (If applicable)
14. IQAC Form (Properly Filled)

Please Note:

- Allocation of faculty metric wise for documentation
- List of activities to be given by respective criterion incharge (IQAC)
- Sample of SDs to be verified from criterion page of NAAC
- Use that year letterhead (College/dept) for back dated documents, if required
- Six year documentation to be compiled (2018-19 to 2023-24)