



# St. Xavier's College Jaipur

(Affiliated to the University of Rajasthan, Jaipur)  
Accredited with A Grade by NAAC (First Cycle, 2024)  
An ISO 14001:2015 Certified Institution



## Schedule

### Staff Induction Program for Staff (2025-26)

Organized by Internal Quality Assurance Cell (IQAC)

**Date:** 18-21 July 2025

**Time:** 9:00 AM – 1:30 PM

**Venue:** BR Ambedkar Conference Room

#### Day 1: Institutional Orientation

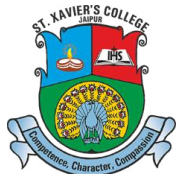
**Theme:** *Understanding the Organizational Ethos and Structure*

Time	Session	Description	Facilitator
9:00 – 9:15 AM	Welcome & Introduction	Overview of the Staff Induction Program	Dr. Atiqa Kelsy, Asst Coordinator, IQAC
9:15 – 10:00 AM	Vision, Mission & Jesuit Ethos	History, Jesuit Values and Xavier's Identity	Dr. (Fr.) Arokya Swamy SJ, Principal & Dr. Fr. Abraham Amalraj SJ, Associate Director, XIMI
10:00 – 10:30 AM	Tea Break		
10:30 – 11:15 AM	Institutional Overview	Know Your College, Overview of Academic & Administrative Governance Structure	Dr. Yashwardhan Singh, Former Coordinator, IQAC
11.15- 11.45 AM	Institutional Policies	Institutional Functioning as per College Manual, College Units	Dr. Vaishali Singh, Coordinator, IQAC
11:45 AM – 12:30 PM	Code of Conduct	Role of Faculty Members, Dress Code, Leave Policy, Ethics	Dr. Mahua Bose, Staff Secretary
12:30 PM-1:30 PM	Overview of Infrastructure – Visit to Important Places in the Campus (Dr. Antony Nitin Raja)		

#### Day 2: Academic Orientation

**Theme:** *Teaching, Learning & Assessment*

Time	Session	Description	Facilitator
9:00 – 10:00 AM	Curriculum & Teaching Methodology	Programs, Syllabus, Lesson Plans, Timetable, Pedagogical Tools, Digital Resources, Classroom Engagement	Dr. Ranjit Kaur, Coordinator, Academic Council
10:00 – 10:30 AM	Tea Break		
10:30 – 11:00 AM	Assessment & Examination Process	Internal Exams, Evaluation, and Assignments	Dr. Leena Sharma, Coordinator, Examination Cell
11:00 AM – 12:30 PM	College ERP & Admin Procedures	ERP, College Website, Biometric, Leave Record, ID Card, IT Tools	Mr. John Philip, Admin, IT
12:30 – 1:30 PM	Library	Scholarships and University Coordination	Dr. Dharmveer Yadav, Coordinator, University Affairs



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## Day 3: Integration & Student Engagement

*Theme: Support Systems and Holistic Development*

Time	Session	Description	Facilitator
9:00 – 10:00 AM	Student Mentoring, Discipline, and IQAC Documentation	Mentoring, Classroom Management, Documentation Procedure	Dr. Vaishali Singh, Coordinator, IQAC
10:00 – 10:30 AM	Tea Break		
10:30 – 11:15 AM	Support Cells & Inclusivity	Anti-ragging, POSH, SC/ST, Gender Studies and Women's Cell	Dr. Atiqa Kelsy, Assistant Coordinator, IQAC
11:15 – 12:00 PM	Research & Innovation, LMS Orientation	Research funding, publications, FDPs, Accessing OPAC, e-resources	Dr. Nitasha Khatri, Coordinator, FDTEEPC
12:00 – 12:30 PM	Institutional Facilities	Physical infrastructure of college (MHCC, IIC, TIPC, Conference, Audi, etc), Library as a resource and a physical visit	Dr. Sr. Ligimol Louis CMC
12.30 – 1:30 PM	Visit to the Library (Ms Loveleen Mathur, Asst. Librarian)		

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