



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



Ref: SXCJ/STAFF/FDTEPC/2025-26/0007

15 July 2025

Five-Day Capacity Building Workshop For Teaching and Non-Teaching Staff

“Strengthening Academic Excellence: A Capacity Building Workshop on OBE and Research Ethics.”

The Internal Quality Assurance Cell (IQAC), in Collaboration with the Faculty Development Training and Exchange Programme Cell (FDTEPC), is organizing a **Five-day session for teaching and non-teaching staff on “Strengthening Academic Excellence: A Capacity Building Workshop on OBE and Research Ethics”** from 23 - 28 July 2025. The session aims to enhance staff understanding and implementation of Outcome-Based Education (OBE) and promote adherence to research ethics. The session would facilitate and strengthen academic quality and responsible research practices. All the staff members are requested to attend the session. The schedule for the workshop would be as follows:


S.NO	DAY & DATE	TOPIC	RESOURCE PERSON	TIME
1.	Day 1: 23.07.2025	AI Tools and MS Office for Non-Teaching Staff	Mr John Philip Xavier	9:00 AM - 1:00 PM
2.	Day 2: 24.07.2025	Outcome Based Education (OBE)	Dr Amitava Roy	9:00 AM - 1:00 PM
3.	Day 3: 25.07.2025	Research Ethics	Dr Samrat Roy	9:00 AM - 1:00 PM
4.	Day 4: 26.07.2025	AI Tools and MS Office for Teaching Staff	Mr John Philip Xavier	9:00 AM - 1:00 PM
5.	Day 5: 28.07.2025	Workplace Etiquette	Dr Shruti Rawal	9:00 AM - 10:30 AM
		Documentation	Dr Antony Nitin Raja	10:30 AM - 11:30 AM

Venue: Conference Room, St. Xavier's College Jaipur

For further details, contact:

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Copy forwarded to the following for information and necessary action:

1. Vice-principal, St. Xavier's College Jaipur
2. Coordinators, IQAC & FDTEPC, St. Xavier's College Jaipur
3. All Faculty Members, St. Xavier's College Jaipur
4. Website Coordinator, St. Xavier's College Jaipur
5. Principal Office, St. Xavier's College Jaipur

“To create men and women for others”

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