

ST. XAVIER'S COLLEGE JAIPUR

Nevta-Mahapura Road, Jaipur Rajasthan-302029
Accredited with A Grade by NAAC (First Cycle, 2025)
An ISO 14001:2015 Certified Institution
A Christian Minority Jesuit Institution

Professional Academic Record (PAR)



An Initiative by
IQAC

Session: _____

Name: _____

Designation: _____

Department: _____

Introduction to the Professional Academic Record (PAR)

The Professional Academic Record (PAR) is an important initiative of the Internal Quality Assurance Cell of St. Xavier's College Jaipur, from the session 2025-26. It is designed to serve as a comprehensive record of the academic, professional, and co-curricular contributions made by the faculty during an academic session.

This record is not merely a requirement; it is a reflective tool that encourages each faculty member to:

- Document teaching, mentoring, and research activities systematically.
- Record participation in academic, cultural, and professional development programs.
- Plan, review, and improve classroom teaching and mentoring experiences.
- Contribute to the institution's commitment to excellence, transparency, and quality assurance.

Faculty members are encouraged to maintain the PAR with care and sincerity. Updating it regularly will not only help in personal and professional evaluation but also strengthen departmental and institutional assessments carried out by the Principal, Vice-Principal, Heads of Departments, and the IQAC.

At the end of the academic year, the completed record will stand as an official testimony of the faculty's academic engagement and contribution to the growth of students and to the vision of the college.

This initiative is rooted in our belief that *“what is documented, can be measured; what is measured, can be improved.”* Together, let us use this record as a pathway to continuous learning and excellence in higher education.



Instructions

1. PAR is a complete record of work done by the faculty in the college in a particular session, and it should be **maintained neatly and carefully**.
2. Kindly fill in the details in it with **blue ball-point pens**. Avoid using a correction pen.
3. Keep it updated regularly to enable the Principal/Vice-principal to check it as and whenever the need arises.
4. This important record should be in the safe custody of the teacher concerned, except when it is submitted to the Principal /Vice Principal. The principal or vice principal may call for it at any time.
5. It should be **submitted on the last working day of each month**, and the faculty should ensure that it is **duly signed by the Principal/Vice-Principal**.
6. At the end of the academic year, the handbook should be handed over to the principal's office or as instructed.

Name: _____

Department: _____

Class Mentor: _____

Cells, Committees & Societies: _____

Class & Subjects: _____

S. No.	Class	Subject(s)

Mobile No.: _____ Employee ID No.: _____

Aadhar Card No.: _____ PAN Card No.: _____

Blood Group : _____

Address: _____

Emergency Contact No.: _____ Relation: _____

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TEACHER'S DAILY TIMETABLE (ODD)

DAY/HOUR	I	II	III	IV	V	VI
Day 1						
Day 2						
Day 3						
Day 4						
Day 5						
Day 6						

TEACHER'S DAILY TIMETABLE (EVEN)

DAY/HOUR	I	II	III	IV	V	VI
Day 1						
Day 2						
Day 3						
Day 4						
Day 5						
Day 6						

MENTOR'S CLASS TIMETABLE (ODD)

DAY/HOUR	I	II	III	IV	V	VI
Day 1						
Day 2						
Day 3						
Day 4						
Day 5						
Day 6						

MENTOR'S CLASS TIMETABLE (EVEN)

DAY/HOUR	I	II	III	IV	V	VI
Day 1						
Day 2						
Day 3						
Day 4						
Day 5						
Day 6						

Class & Sem: _____

Syllabus: _____

Session: _____

(Kindly paste the syllabi of the papers being taught by you)

Class & Sem: _____

Syllabus: _____

Session: _____

(Kindly paste the syllabi of the papers being taught by you)

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Syllabus: _____

Session: _____

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Class & Sem: _____

Syllabus: _____

Session: _____

(Kindly paste the syllabi of the papers being taught by you)

DAILY LESSON DELIVERY PLAN

Date	Time	Class	Topics Covered	No. of Students Present

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Date	Time	Class	Topics Covered	No. of Students Present

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Date	Time	Class	Topics Covered	No. of Students Present

**DETAILS OF EXTERNAL EXAMINERS/
PERSONS/ JUDGES/ BOS/ etc.**

_____ SEM

S. No.	Date	Details	Remarks/ More Information

Signature of the Principal/ Vice-Principal**DETAILS OF EXTERNAL EXAMINERS/
RESOURCE PERSONS/ JUDGES/ BOS/ etc.**

_____ SEM

S. No.	Date	Details	Remarks/ More Information

Signature of the Principal/ Vice-Principal

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_____ SEM

S. No.	Date	Details	Remarks/ More Information

Signature of the Principal/ Vice-Principal

DETAILS OF PAPERS PUBLISHED_____ **SEM**

S. No.	Journal with ISSN /Book Chapter with ISBN	Edited Book/ Book with ISBN	Title of the Paper/Book	DOI	Indexed

Signature of the Principal/ Vice-Principal**DETAILS OF PAPERS PUBLISHED**_____ **SEM**

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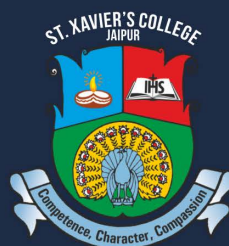
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Signature of the Principal/ Vice-Principal



*We as faculty build the foundation of learning.
What we commit to record echoes beyond this year;
What we commit to practice builds tomorrow.*



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