IQAC Documentation User Manual for Staff

Session: 2025–26

Objective

The objective of this manual is to provide clear and standardized guidelines for staff members on documentation procedures at St. Xavier's College Jaipur. It ensures uniformity, accuracy, and completeness in maintaining institutional records, reports, and official communications. By following these guidelines, departments, committees, cells and societies will be able to streamline their documentation process, align with IQAC requirements, and contribute effectively to quality assurance, accreditation, and institutional excellence.

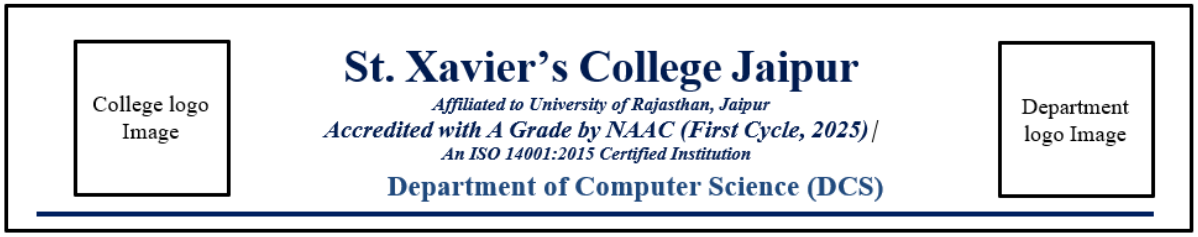
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Prepared & published by
Internal Quality Assurance Cell (IQAC)
St. Xavier's College Jaipur

GUIDELINES FOR LETTERHEAD

Header Details



Header: Use the institution's name at the top, centered with the college logo on the left and any other logo if required on the right. The header should include the following, below the name of the college:

i. Affiliated to the University of Rajasthan, Jaipur
ii. Accredited with A Grade by NAAC (First Cycle, 2025)
iii. An ISO 14001:2015 Certified Institution

The size of both the logos should be the same. The original logo of the college should be used (Not the Circle one). The unit logo will go on the right-hand corner. No NAAC Logo will be used. **Suggestion:** *In case of collaborations, all logos can be used below the header, in one sequence.* **Note:** *There is no need to write Recognised under 2(f) and 12(B) of the UGC Act, 1956 now, since we are NAAC accredited.*

Footer Details

"To create men and women for others" (Size 12)

Nevta - Mahapura Road, Jaipur - 302029, Rajasthan, India Tel: +91 9680791955, 9828726366

Email: info@sxcjpr.edu.in Website: www.sxcjpr.edu.in

Note: The college header and footer have a line.

Note: This will be centrally designed by the IT CELL for all units.

The department letterhead should include the following details in place of the generic fields (Inside Footer - Department Mobile, Email, Website):

- Department Email ID
- Department Phone Number
- Department Website Page
- A department letterhead must carry only two logos – the official college logo and Unit/Department logo, along with the Unit/Department name using the reference number (*Ref. No.*).

General Instruction for formatting a Word Document

Page Number should be used at the bottom**.**

Page Setup

- **Paper Size:** A4 (21 × 29.7 cm)
- **Margins:** Normal
- **Line Spacing:** 1.15/1.5 **(Depending upon the content of the Document)**
- **Alignment:** Justified (for text content)

Font Style

- Use Times New Roman throughout the document.

Font Size (Depending upon the content of the Document)

- **Main Heading:** Font size 16, Bold, Centre aligned.
- **Sub-heading:** Font size 14, Bold, Centre aligned.
- **Content/Text:** Font size 12, Regular, Justified.

Other Instructions (Depending upon the content of the Document)

- **Paragraph spacing:** Add space before paragraph
- **Page numbers:** Insert at the bottom.
- **Consistency:** Follow the same style for all headings, sub-headings, and body text.
- A dispatch register should be maintained for all communications issued on the department letterhead.
- Only those units that are required to maintain a dispatch register should use a reference number on their communications.

To ensure consistency and professionalism, here are some comprehensive guidelines for writing notices, creating schedules, and designing posters for all units, including clear specifications for headers, footers, notice numbering, logo placement, and organiser details.

Notice Format Guidelines

- **Kindly use the correct name of the college everywhere, especially in reports and Copy forwarded to – St. Xavier's College Jaipur (without the comma) in the notice.**

- Kindly use the nomenclature used in Semester Schemes for mentioning classes now, since we are in Semester Scheme – BA English Sem IV, BCA Sem III, BBA Sem II, BCom Sem I etc.

Examples:

Notices for a Unit and all matters related to the College will be issued from the principal's office:

<Institution>/<Ref Code>/<Unit>/Program /<Academic Session>/<Serial No.>

e.g., SXCJ/RESEARCH/RDC/Symposium/2025-26/005 (*in three digits)*

If the Notice is issued by the Head of the Department:

<Institution>/<Ref Code>/<Dept>/<Program>/<Academic Session>/<Serial No.>

e.g., SXCJ/ACAD/DOEG/Bridge Courses/2025-26/004 (*in three digits)*

For circulation among department faculty, use FACULTY instead of STAFF

Ref.: SXCJ/FACULTY/DCS/MOM/2025-26/005-008

Ref.: SXCJ/FACULTY/DCS/Meeting/2025-26/005-008------For Notices and meetings of Units/Departments

All Notice and Minutes of the Meeting should have Ref. Number in case of Departments/NSS/NCC only.

How to give the Reference Number

Notice Numbering: Assign each notice a unique code or dispatch number in the format.

Reference Codes

1. **ACAD** – Academic Enrichment Activities
   - Expert Lectures
   - Bridge Courses
   - Industrial Visits / Field Visits
   - Workshops / Seminars / FDPs
   - Curriculum Enrichment Programs
2. **ALUMNI** – Alumni-Related Activities
   - Alumni Interaction Sessions
   - Career Guidance by Alumni
   - Alumni Meet / Networking Sessions
   - Alumni Contribution/Support Initiatives
3. **COUNCIL** – Department / Student Council Notices
   - Department Council Elections
   - Student Body Formation
   - Council Meetings and Resolutions
4. **ADMIN** – Administrative / Official Notices
   - Policy Circulars
   - Office Orders / Instructions
   - Rules & Regulations Notifications
5. **Program** – Events & Extra-Curricular Activities that are college events like
   - Cultural Programs
   - Sports Activities
   - Inter-College/Inter-Department Competitions organised as part of Fests
6. **EXTN** – Extension / Outreach Activities
   - Community Service Programs
   - Social Awareness Campaigns
   - NSS / NCC Initiatives
7. **PLACEMENT** – Career & Placement Cell Activities
   - Career Guidance / Soft Skills Sessions
   - Pre-Placement Talks
   - Placement Drives
8. **IQAC** – Quality Assurance Related Notices
   - Feedback Collection
   - AQAR / NAAC Documentation Notices
   - FDPs/Workshops for Quality Initiatives
9. **RESEARCH** – Research & Development Cell
   - Call for Papers / Projects
   - Research Seminars / Workshops
   - Funding/Grant Opportunities
10. **GEN** – General Notices (Miscellaneous)
    - Holidays / Celebrations
    - Condolence / Congratulations
    - Notices not fitting other categories

11 . **Faculty/ Staff** –
   - Faculty to be used for teaching staff only
   - Staff to be used for Teaching and Non-teaching

Short forms of departments are as follows:

- Department of Business Administration – DBA
- Department of Computer Science – DCS
- Department of Arts – DOA
- Department of Psychology – DPSY
- Department of Science – DSC
- Department of Economics – DOE
- Department of English – DOEG
- Department of Political Science – DOPS
- Department of Commerce – DOC

Date: Write the date next to the Reference number, aligned right. ONLY USE this format DD/MM/YYYY e.g. 09/08/2025.

Mention:

Date: 09/08/2025
Time: 11.30 AM
Venue: Dr. Bhimrao Ambedkar Conference Room

- ***In case of collaboration, it should be clearly spelt out.***
- ***If the notice has a link to a form to be filled out, please ensure the link is clickable.***

Best Practice of the College: *If the program/initiative is connected to Viksit Bharat/Sustainable Development Goals (SDGs) or Indian Knowledge Systems (IKS), kindly mention this clearly in the notice body.*

Example:

"This activity is aligned with SDG 3: Good Health and Well-being"

"This activity highlights Indian Knowledge Systems (IKS) in education"

Organisers: At the bottom left, mention the organiser and add names and designations of program coordinators, along with student coordinators, if any. Only official email IDs of the Program coordinators should be added to the notice, if required.

Signatory: All documents should be checked by the Department Head or the Unit Coordinator before circulation or documentation. Therefore, the sign with date and seal in all notices is a must. **Thus, it is preferable that notices once prepared should be printed and the HoD or Unit Coordinator should sign with date and seal it, scan it into a PDF for official circulation after required approvals.**

Guidelines for Circulation of Notices

1. **Submission of Posters and Notices**

a. **Approval for Programs (not scheduled in the Monthly Academic Planner)**

- Any programs which is not included in the Monthly Academic Planner must receive prior approval from the principal at least 7 days before the scheduled date of the event.
- Before sending any event-related posters or notices to the Principal for approval, the format should be verified by IQAC Documentation Centre.
- Thereafter, the final version should be emailed to the Principal's and Office mail ID for approval by IQAC documentation Centre.

b. **Publication of Notices (Mentioned in the in the Monthly Academic Planner)**

- All programs organized by the various Units/Cells of the college will be published by the Principal's Office at least three days prior to the event.
- Notices pertaining specifically to Departments will be published by the respective Head of Department after Principal's approval at least three days prior to the event.

c. **Circulation of Department Notices to Students**

- Any department notice concerning students must first be sent to them through official email of the Department or the Faculty.
- Only after this step, the notice may be circulated through the website, social media and respective departmental WhatsApp groups.

d. **Procedure for approval:**

- All the notices and posters will have to be sent to the IQAC Dcentre, and then Dcentre will forward to Fr Principal for approval, with all the concerned people in CC for further action.

e. **Circulation**

- A copy of all notices (general, departmental, or collaborative) should be sent to the Principal's Office for record-keeping and reference.
- All notices and required documents (in PDF format) should be circulated to all mentioned in copy forwarded and students through e-mail and ERP.
- It can be shared through other designated circulation channels as required over and above email communications

Copy forwarded format:

Ref.: SXCJ/ALUMNI/DOEG/Interaction Program/2025-26/005-008

Copy forwarded to for information and necessary action:

1. Principal's Office, St Xavier's College Jaipur
2. Vice Principal, St Xavier's College Jaipur
3. All Faculty Members, Department of English, St Xavier's College Jaipur
4. Coordinator, Website Committee, St Xavier's College Jaipur

Important: Once the Notice is published, it should be displayed on the notice board.

Schedule Guidelines

Header: The college/unit header with the college logo in the left corner and unit logo in the right corner. Name of the college/unit in the centre. Clearly display the department and program name at the top. Mention date, time, and venue in the next line. **Columns:** Use standard columns such as S. No., Time, Speaker/Facilitator/Program

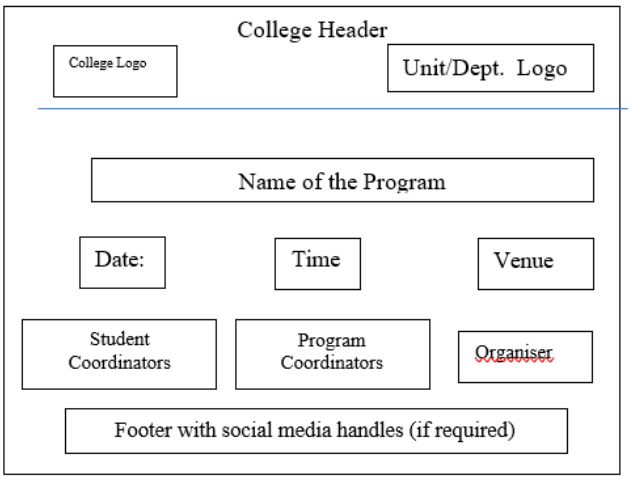
Schedule
Name of the Program
Date: **Time:** **Venue:**

Schedule

S. No.	Time	Program
1.	12:00 – 12:05 PM	Welcome and Introduction

Emcees: Ms. & Mr. (If student, mention the class and year)

Poster Design Guidelines



In case of collaborations, all logos can be used below the header, in one sequence.

Title: Use a large, bold, and centred font for the program title or theme.

Content: Provide key details e.g., date, time and venue

Use concise bullet points for program features and instructions.

Design Elements: Use clear, non-distracting backgrounds; institutional colours are recommended, though not compulsory. Avoid unnecessary decoration.

Originality: Design must be relevant to the theme, and keep content brief and engaging. Do not use material that is copyrighted.

All the units are requested to follow these guidelines to maintain uniformity and high standards, and smooth documentation for AQAR.

Guidelines for Documenting Attendance

1. **Registration Guidelines (applicable if registration is done before the program)**

   Maintain a separate registration record with details such as:

   - Name of Participant
   - Admission Number
   - Designation/Class
   - Institution/Organization
   - Contact Number and Email ID
   - Mode of Participation (Online/Offline)
   - Payment Status (if applicable)
   - Special Requirements (if any, e.g., accommodation, certificate, etc.)

2. **Attendance Guidelines**
   - **Physical program**
     - Circulate a **sign-in sheet** for participants to write:
       - Name, Designation/Class, Institution/Organisation (Optional if in-house), Contact Number, Email ID, and Signature.
       - Departments/Units are suggested to keep the attendance format printed in table format with date, name of the event and all other relevant details with the header of the department/college. Also Attendance signed by the students
       - All attendance sheets should have the **sign/seal/ of the Department/Institution Authorities.**
       - Summary attendance to be added in report.
   - **Online program (Zoom/Google Meet/Teams)**:
     - Download the **attendance/participant list** from the platform.
     - Cross-check with registrations if required.

3. **Submission to IQAC for documentation**

   The following documents must be submitted to IQAC after every event:

   - (Optional) Registration list (with outsider details if applicable).
   - Event-wise attendance sheet (with signatures/verified check-in).
   - Certificate issuance list (with serial numbers).

Steps to Document Photos with Captions in a Word File

1. **Ensure Photo Content is Appropriate**
   Each photo should clearly show:
   - **Context of the Program:** – Stage, banner, projector slide, or backdrop with program name/date.
   - **Key moments**: – Dignitaries addressing, participants engaged, resource persons, activities.
   - **Participants**: – Not just speakers - capture speakers with audience, student involvement, interaction, and outcomes, in tangible form, if any.
   - **Group Photo:** – Should include the banner clearly visible stating the name of the event, with participants, faculty, students, and guest(s).
   - **Geotag Evidence**: – One screenshot of photo metadata showing latitude/longitude, date and time.
2. **Maintain Clarity & Quality**
   - Use good lighting (avoid blurred or dark photos).
   - Photos should not be pixelated — check resolution before inserting.
   - Crop out distractions (empty chairs, irrelevant background).
   - Insert photos in medium size (not too small, not full-page,).
3. **Insert Photos in Relevant Sections**
   - After the brief report, create a section: **Photographic Evidence**.
   - Insert photos **chronologically** (e.g., inauguration → session → interaction → group photo).
4. **Add Captions to Photos**
   - Click on the photo → **Right Click → Insert Caption**.
   - Use **Figure numbers** (e.g., *Figure 1: Inaugural Session by Dr. XYZ*).
   - Keep captions **below the image**.
   - Use a consistent style (font size 10–11, italics).

Example:

Photo/Figure 1:Expert Talk on Cloud Security

Photo/Figure 2: Group photo with Resource Person

Note: If multiple speakers, then based on the picture, you can put the name of the speaker

Program Report Format (with Fillable Details in Bold)

Basic Information

- **Title of the Program/Activity:**
- **Theme/Topic:**
- **Organized by:** (Department/Cell/Committee/Society)
- **Metric No.:** ***(Should be taken from AQAR, do not use AI assistance as it often picks wrong or old data).***
- **Metric Name:** ***(Should be taken from AQAR, , do not use AI assistance as it often picks wrong or old data).***
- **Date(s):**
- **Time:**
- **Venue:**
- **Mode:** (Offline/Online/Hybrid)
- **Target Audience:** (Students, Faculty, External Participants, etc.)
- **Number of Participants:** (with /department/class distribution, if required)
- **Program Coordinators**: (Name & Designation)
- **Resource Person(s)/Guest(s)**: (Name, Designation, Affiliation, Brief Profile)

Detailed Report

Sample

The **[Title of the Program/Activity]** on **[Theme/Topic]** was organized by the **[Name of Department/Committee/Cell]** on **[Date]** from **[Time]** in **[Venue]** in **[Mode: Offline/Online/Hybrid]**. The program was coordinated by **[Name(s) with Designation]** and was attended by **[Number]** participants, including **[students/faculty/guests]** from **[Institution/Departments]**. The chief guest/resource person(s) for the program were **[Name, Designation, Affiliation]** who addressed the gathering and shared valuable insights on **[Topic]**.

The objective of the program was to **[state objectives]**, aiming to provide participants with **[knowledge/skills/awareness]**. This was followed by technical/academic sessions where

[speakers' names] delivered lectures or conducted activities on **[sub-topics]**. Participants actively engaged in **[interactive discussions, Q&A sessions, hands-on activities, competitions, cultural activities, etc.]**, making the session highly interactive and enriching. The program concluded with a valedictory/closing session, including **[feedback sharing, certificate distribution, vote of thanks]**.

In total, **[number]** participants attended the program, consisting of **[student breakdown, faculty members, external participants]**. The feedback collected from participants indicated that the program was **[well-received/impactful]**. They appreciated **[specific aspects such as resource persons, practical exposure, organization, etc.]**. The expected outcomes of the program were successfully achieved, including **[list key learning outcomes/skills developed]**. The program had a significant impact by **[mention benefits such as enhancing student learning, creating awareness, fostering collaboration, motivating students for research/skills, etc.]**.

Financial support for the program was managed through **[institutional funding/sponsorship/registration fee]**, and expenses were utilized towards **[honorarium, refreshments, logistics, printing, etc.]**. The organizing committee expresses gratitude to the **[principal/management, coordinators, faculty members, volunteers, student organizers]** whose efforts contributed to the success of the program.

In conclusion, the **[Title of the Program]** proved to be a meaningful and enriching initiative. It not only fulfilled its objectives but also left participants motivated and better equipped with **[knowledge/skills]**. Recommendations for future programs include **[suggestions for improvement]**, ensuring continuous growth and impact in forthcoming activities.

Note: All the given details in square brackets will be applicable as per the program.

Guidelines for Day-wise Program Report Format

(If Required)

Day 1: [Date]
Brief Report (100–150 words):
Write a short narrative of the day's proceedings. Mention the following:

- Program Title: [Write program name]
- Session Title: [Write program name]
- Organized by: [Department/Cell/Committee/Institute]
- Venue: [Venue name]
- Time: [From – To]
- The sessions/activities were held.
- The speakers/resource persons.
- Key highlights or discussions.
- Number and type of participants (students, faculty, external guests, etc.).

Example (for clarity):
Day 1: August 30, 2025
Program Title: Two-Day National Workshop on AI in Higher Education
Organized by: Department of Computer Science
Venue: Fr. Stan Swamy Auditorium, St. Xavier's College Jaipur
Time: 10:00 AM – 4:00 PM
Brief Report:
The workshop commenced with an inaugural ceremony led by the Principal, Dr. (Fr.) Arokya Swamy SJ, followed by the keynote address by Dr. A. Sharma, AI Expert. Sessions included "AI Tools for Teaching" and "AI in Research." Over 120 participants (faculty and students) attended enthusiastically. Interactive hands-on activities were conducted, and queries regarding AI adoption were addressed.

Note: The **day-wise outcomes** mentioned in the report should be aligned with the **stated objectives** of the program and must also contribute coherently to the **overall outcome** presented in the detailed report.

Feedback and Feedback Analysis Report

1. Program Details
   - Title of the Program: _____
   - Date & Duration: _____
   - Organized by (Department/Cell/Committee): _____
   - Venue: _____
   - Number of Participants: _____

2. Data Collection
   - Total Participants Attended: ___
   - Feedback Received: ___
   - Response Rate = (Feedback Received ÷ Total Attendees) × 100
     Example: 120 attended, 95 responded → Response Rate = 79.16%

3. Feedback Scale (5-Point)
   - 5 – Excellent
   - 4 - Very Good
   - 3 – Good
   - 2 – Average
   - 1 – Poor

Note: In the feedback form, please mention the rating scale clearly within each question and use the following numbering for consistency. This will make it easier to calculate responses in Excel.

Example (Please tick one):
How do you rate the overall organization of the event?
☐ 5 ☐ 4 ☐ 3 ☐ 2 ☐ 1

4. Parameter-wise Scoring (Example Data)

Parameter	Excellent (5)	Very Good (4)	Good (3)	Fair (2)	Poor (1)	Total Responses	Weighted Average (out of 5)	% Satisfaction
Relevance of Content	45	30	15	3	2	95	4.18	83.6%
Resource Person Expertise	50	28	12	3	2	95	4.26	85.2%

Formula for Weighted Average (WA):

$$WA = \frac{(5 \times E) + (4 \times VG) + (3 \times G) + (2 \times A) + (1 \times P)}{\text{Total Responses}}$$

% Satisfaction = (WA ÷ 5) × 100

5. Quantitative Analysis

- Results represented using **bar/pie charts** for each parameter.

6. Qualitative Analysis

- Open-ended suggestions grouped under themes:
  - Need for **hands-on sessions**
  - Preference for **interactive Q&A**
  - Suggestion for **longer duration sessions**

7. Feedback Analysis Summary

- **Majority of participants rated the program as Excellent/Very Good** across parameters.
- **Resource persons were appreciated** for their knowledge and delivery.
- **Improvement areas:** More practical exposure, interactive discussions, extended time.

8. Action Taken Report

Feedback Received	**Action Proposed / Taken**	**Status**
Need for more interactive sessions	Include case studies and Q&A in future programs	Planned
Request for longer duration	Increase program time by 30 minutes	Implemented
More practical examples	Add live demonstrations in upcoming programs	In Progress

9. Outcome of Feedback

- Strengthened program design for upcoming sessions.
- Improved strategies for **participant engagement**.
- Identified key areas for **continuous improvement**.

10. Annexures

- **Annexure I:** Blank Feedback Form
- **Annexure II:** Sample Filled Feedback Form

All documents should be in Times New Roman (body), Font size 12 and 1.5 - spaced, justified.

WRITING A MEDIA REPORT

College/Unit Letter Head

Name of the Unit

Name of the Program

Media Report

Date: DD/MM/YYYY **Venue:** Fr. Stan Swamy Auditorium

In the first two lines state the **program's objective(s), key highlight(s), name(s) of key resource person(s)/guest(s), and number of participants**.

Include quotes from guest(s), if any or prominent line(s) spoken by any speaker.

(Keep in mind the "who, what, when, where, why," in the first 2-3 sentences)

Next, mention notable outcomes, discussions, or achievements relevant for public/news value

Then, in the next few lines, talk of the most important activity or session, names and designations of other resource persons. Include quotes from guest(s), if any prominent line(s) are spoken by any speaker.

Attach 4-5 high-quality photographs with program banners visibly displaying the name of the program, a clear view of resource persons, dignitaries, and/or audience.

General Tips

- Follow the inverted pyramid format of most important information to be mentioned in the first few lines, and then less, lesser and least important information in the next few lines.
- Keep the report as brief and informative as possible. Give those details first, that you think are important for public view and should be published by the media.
- Maintain factual, objective, and concise language.
- Avoid jargon or internal abbreviations not known outside the institution.
- Ensure all names, titles, and facts are double-checked for accuracy.

DOCUMENTATION OF NEWSPAPER CUTTING, IF APPLICABLE

Newspaper cuttings to be pasted on plain A4 sheets or a cropped, clear image of an e-newspaper with the relevant caption that should include,

Name of the Newspaper, Publication version, date of publication of the news, page number, name of the program, date(s) of the program, name of the organising unit, academic session.

SAMPLE CERTIFICATE

Header: College logo at top-left, full institution name with all the relevant details used in all college headers, and Unit logo on the top-right.

If there is one or more than one collaborator(s), then all the logos can come down in one line.

Header details of the college

Name of the Program/Program Title:

Certificate of Participation/Appreciation/Excellence/Achievement (in bold and large font)

Recipient Details:

This is to certify that _____Name_____ of _____Class_____ has participated as/contributed as /won _____ role_____ in _____Program/Program Title_____ held on _____Date_____.

Date & Place of Issue: **IQAC Serial No.:**

Footer:

Signature	**Signature**	**Signature**
Program Co-ordinator	**Unit Coordinator/ Head**	**Principal**

Certificate Issuance

At least **50% of the attendees** must submit feedback before certificates are issued.

A **list of students/participants receiving certificates** should be prepared with their class section and **signatures** (if physical). Each certificate must carry the IQAC certificate series number.

E-Certificates (if participants >100):

The **Program Coordinator** will prepare the e-certificate list with certificate numbers. The list must be **verified, signed, and submitted** by the Program Coordinator to IQAC.

Final Budget (Revenue & Expenditure)

Header: College logo at top-left, full institution name with all the relevant details used in all college headers, and Unit logo on the top-right.

Name of the Unit/Department

Session

Name of the Program

Date(s) of the program

Date:

S. No.	Item/Head of Expenditure	Amount Approved in Rupees (₹)	Expenditure Incurred (₹)	Remarks, if any
	TOTAL			

It is certified that the stated amount has been utilised in accordance with the guidelines and the statement given above.

Signature	**Signature**	**Signature**
Treasurer/Program Co-ordinator	**Unit Head**	**Principal**

Sample

LETTER OF APPRECIATION (FOR ALUMNI)

On the letterhead of the Department with ref. number

Name

Designation

(If alumni batch name)

Dear _____

On behalf of the Institution/Department, we express our heartfelt appreciation for your (**if specific activity then it should be mentioned for what purpose we are giving this**) as an alumnus of our institution.

Your achievements and support inspire current students and uphold our tradition of excellence.

We extend sincere thanks and best wishes for your future endeavours.

Sincerely
Name
Designation
Unit

LETTER OF GRATITUDE (FOR RESOURCE PERSON)

On the letterhead of the college with ref. number

Dear _____

We sincerely thank you for serving as an esteemed resource person at _____name of the Program/Program_____ on _____Date_____ organized by…….

Your expert insights and generous sharing of knowledge have enriched our participants, contributing substantially to the success of our programme.

We are truly grateful for your time and commitment.

With thanks and regards

Name

Designation

Entry & Exit Test Documentation Report

Name of Program: _____
Date(s): _____
Organizing Department/Cell: _____
Coordinator(s): _____
Venue: _____

No. of Participants: _____

1. Objective of the Tests

- **Entry Test Objective:** To assess the baseline knowledge/skills of participants before the commencement of the program.
- **Exit Test Objective:** To evaluate the knowledge/skill enhancement of participants after completion of the program and measure the learning gain.

2. Test Design & Methodology

- **Test Type:** (MCQ/Descriptive/Practical/Case Study/Online/Offline)
- **Duration:** _____
- **Syllabus/Topics Covered:** _____
- **Mode of Administration:** (Google Form, Written Test, Oral, Lab)

3. Entry Test Evidence

- Question Paper / Sample Questions (Annexure I).
- Attendance Sheet (Annexure II).
- Photographs of Entry Test in Progress, if offline (Annexure III).
- Response Sheets (samples) (Annexure IV).

4. Entry Test Result Analysis

Criteria	Average Score (%)	Highest Score (%)	Lowest Score (%)
Entry Test	_____	_____	_____

- Graphical Representation: (Insert bar graph/pie chart)

5. Exit Test Evidence

- Question Paper / Sample Questions (Annexure V).
- Attendance Sheet (Annexure VI).
- Photographs of Exit Test in Progress, if offline (Annexure VII).
- Response Sheets (samples) (Annexure VIII).

6. Exit Test Result Analysis

Criteria	Average Score (%)	Highest Score (%)	Lowest Score (%)
Exit Test	_____	_____	_____

- Graphical Representation: (Insert bar graph/pie chart)

7. Comparative Analysis (Entry vs Exit Test) (Optional)

Parameter	Entry Test (%)	Exit Test (%)	Improvement (%)
Knowledge	____	____	____
Skills	____	____	____
Overall	____	____	____

- Interpretation: Significant improvement observed in participants' knowledge/skills as reflected in exit test scores.

8. Outcome & Impact

- The program met its objectives by enhancing participants' knowledge/skills in _____.
- Improvement percentage: _____%
- Participant feedback indicated (summary: satisfaction, usefulness, suggestions).

Guidelines for Activities Conducted in Collaboration

(For Departments / Committees / Cells / Societies / Outside agency or organisation)

To ensure smooth execution, mutual understanding, and proper documentation of events and activities organised in collaboration with other units, the following guidelines must be strictly followed by all stakeholders involved:

1. Prior Intimation and Approval

- All collaborating parties (Departments/Cells/Units/Societies) must mutually decide and agree on the event details before execution.
- A formal concern/permission should be taken via email from all parties involved before planning begins. The formal consent will be submitted along with the final documentation as the first scanned document.

2. Clear Role Distribution

- One primary organising unit must be clearly designated (based on the origin of the idea or the relevance as per AQAR to take the lead in the event).
- This primary unit will have the following responsibilities:
    - Take the initiative to prepare the event proposal and coordinate the allocation of responsibilities.
    - Act as the main point of contact for communication with IQAC/Principal Office, if required.
    - Oversee the documentation process and submit it within 7 days of the completion of the event.

3. Duty Allotment and Task Sharing

All collaborating parties must mutually divide responsibilities fairly and justly , including but not limited to:

- Event planning and logistics
- Communication and promotion
- Resource mobilization
- Execution (venue, anchoring, hosting)

- Photography and media coverage
- Report writing and documentation
- Any other

A written duty chart should be prepared and shared among all stakeholders well before the event. (Will be submitted with documentation)

4. Responsibility for Documentation

The **primary organising unit** (as mutually decided) will be responsible for **preparing the final documentation**, including:

- Event Report
- Attendance Sheets
- Feedback Analysis
- Photos
- Posters/Brochures
- Action Taken Report (if required)

However, all collaborating units must **share their inputs and data and complete the allocated duties** promptly to ensure the report reflects their contribution.

5. Acknowledgement of Contribution

- In all **reports, publications, social media posts, and presentations**, the names of **all collaborating units must be acknowledged**.
- Equal visibility should be given to each stakeholder involved.

6. Submission to IQAC

- The **final compiled report**, along with documentation, should be submitted to IQAC by the **primary unit**, and the copies shared with all associated collaborators.

7. Miscommunication Avoidance

- Avoid planning or executing any event without mutual awareness and concern from all departments/cells/units/societies involved.
- In case of any dispute or overlap, the issue must be resolved in consultation with the Coordinator/Head of IQAC.

Process for Documentation of Activities/Programs

(For Departments, Cells, Committees, and Societies)

Step 1: Preparation of Documents

All departments/units must prepare **softcopy and hard copy** of the following documents **in the exact sequence** provided below, as applicable:

Standard Document List

Each document should be **named using this format**:

UnitName_Event_Date(DD/MM/YY-YY)_DocumentType

(**Note:** UNIT NAME should be in Capital)

Example:

NSS_BloodDonationDrive_28/07/2025_Poster.pdf

NSS_BloodDonationDrive_28/07/2025_AttendanceSheet.pdf

All documents must be:

- Signed by Programme Coordinator
- Verified and signed by the Head/Unit Coordinator
- Sealed(If Applicable)
- Named correctly before submission

Step 2: Submission of Hard Copy for Verification

1. Submit the **complete hard copy** (in above order) to the **Documentation Centre within 7 days of the completion of the event** *(inside the colored printout room)*.
2. **Submit to:** Ms. Blessy Varghese, Office Assistant (IQAC)

Step 3: Post-Verification Process

1. After verification by Ms. Blessy Varghese and signature by Dr. Antony Nitin Raja (IQAC Documentation In-Charge), the Principal will sign, and the overall scanned copy of the program will be mailed to the concerned person.
2. Once you receive the complete scanned copy,
3. The Program Coordinator/Head/Unit In-Charge must mail the individual files to dcentre and collect the hard copy back.
4. **Email the scanned files to: dcentre_iqac@sxcjpr.edu.in**, within the next 2 days of verification. **Email Subject Format:**Documentation Submission – [Department/Unit Name] – [Program Title] – [Date]

Hallmarks of Excellence Named Infrastructure of SXCJ

St. Xavier's College Jaipur			
S. No.	**Venue**	**New Name**	**Personality**
1	Auditorium	Fr. Stan Swamy Auditorium	Fr. Stan Swamy SJ
2	Conference Room	Dr. Bhimrao Ambedkar Conference Room	Dr. Bhimrao Ambedkar
3	MDP - Board Room	Dr. APJ Abdul Kalam Board Room	Dr. APJ Abdul Kalam
4	Physics Lab	Maharaja Sawai Jai Singh II Physics Lab	Maharaja Sawai Jai Singh II
5	Botany Lab	Fr. Cecil Saldanha Botany Lab	Rev Fr. Cecil Saldanha SJ
6	Zoology Lab	Ronald Ross Zoology Lab	Sir Ronald Ross
7	Chemistry Lab	Prafulla Chandra Ray Chemistry Lab	Dr. Prafulla Chandra Ray
8	Psychology Lab	Wundt Lab	Wilhelm Wundt
9	Geography Lab	C D Despande Geography Lab	C D Despande
10	e-Content Creation Room	Murthy e-Content Room	Narayan Murthy
11	Girls Lounge	Maharani Gayatri Devi Lounge	Maharani Gayatri Devi
12	Boys Lounge	Swami Vivekananda Lounge	Swami Vivekananda
13	Think Tank Room	JRD Tata Knowledge Hub	Jehangir Ratanji Dadabhoy Tata
14	NCC Room	Maharana Pratap NCC Room	Mahrana Pratap
15	NSS Room	Mother Teresa NSS Room	Mother Teresa
16	UBA Room	Mahatma Gandhi UBA Room	Mahatma Gandhi
17	Computer Lab (Ground Floor)	Satya Nadella Computer Lab	Satya Narayana Nadella
18	Computer Lab (First Floor)	Sundar Pichai Computer Lab	Sundar Pichai
19	Amphitheatre (Open Theatre)	Dada Saheb Phalke Amphitheatre	Dada Saheb Phalke
20	Water Harvesting Well	Dr. Rajendra Singh Rain Water Harvesting	Dr. Rajendra Singh

DOCUMENTATION CENTRE

ACTIVITY SUMMARY FORM (2025-26)

1. **Name of the Activity/Program:**

2. **Organizer (Department/Cell/Council/Committee/Society):**

3. **Collaborator(s) (Collaborating unit name (internal or external)):**

4. **Activity/Program Coordinator(s):**

5. **Student Coordinator(s):**

6. **Date:** **Time & Duration:** **Venue:**

7. **Targeted Metric Number and Name:**

8. **Target Audience and Number:**

9. **Nature of the Program:**
   (Class/Interclass/Department/Inter-department/College/National/International)

10. **Objective(s):**

11. **Outcome(s):**

12. **Funded by: College** **Self-Financed:**

13. **If self-financed, what is the mode of collection of funds? :**
    (Advertisements/ Sponsorship/ Souvenir/ Agency/Company/State/Central Govt/Students/Parents/Others)

14. **Names of the Guest(s) and their correct designation:**

15. **General Feedback based on the feedback analysis report:**
    Overall Satisfaction Index(OSI) [Scale: 1 (Lowest) – 5 (Highest)

16. Mention the starting and ending Serial Nos. of the Certificate(s)

17. Check List Documents to be attached:

S. No	Document Name	Attached (Yes/No)	Verified by IQAC
1.	Poster		
2.	Notice		
3.	Work Allocation		
4.	Schedule		
5.	Details & Profiles of guest		
6.	Attendance Sheet		
7.	Participant/Registration List		
8.	Supporting evidences video link or Photos (Geotag &Normal)		
9.	Program Report and Day-wise program report		
10.	Feedback form, result and Feedback Analysis Report		
11.	Media Report		
12.	Newspaper Cutting		
13.	Sample Certificate and certificate issuing List		
14.	Final Budget (Revenue & Expenditure)		
15.	Letter of Gratitude/Appreciation		
16.	Entry Test and Exit Test (If applicable)		

Documented By:
Sign & Date:

Verified By:
(IQAC Documentation Incharge)
Sign & Date:

Submitted By:
(Head/Unit Coordinator)
Sign, Date & Seal:

Note: Form to be sent to the following E-mail id: dcentre_iqac@sxcjpr.edu.in. Along with this format, you may submit all the required attachments within 7 days after the completion of the activity/program. If the organizers wish to add something else apart from the mentioned attachments, then they can do so. If any point is not applicable, then write NA against that point.