Revision of IQAC Documentation User Manual 2026–27

Date:02-09-2026

The following revisions are proposed to simplify, standardize, and streamline the IQAC documentation process for the academic session 2026–27:

1. Notice

No change proposed. The existing format may be retained.

2. Poster

No change proposed. The existing format may be retained.

Note – The organiser will be the Program Coordinators with student coordinators.

3. Schedule

No change proposed. The existing format may be retained.

4. Detailed Report for Multi-Day Activities

For activities/programmes conducted over more than one day, the existing day-wise reporting format may **be replaced with one comprehensive Detailed Report** covering the entire programme.

The Report flow may be standardized as:

1. Objectives → 2. Detailed Report → 3. Photographic Evidence → 4. Outcomes

The Outcomes should form an integral part of the Detailed Report. Photographic evidence should also be incorporated within the Detailed Report instead of being maintained as a separate document.

The Detailed Report may include:

- Two geotagged photographs
- Two normal photographs
- A clear and appropriate caption for each photograph

5. Attendance Format

The standard attendance sheet may be simplified to the following columns:

1. S. No.
2. Admission No. (As per college Id Card)
3. Name
4. Class
5. Signature

6. Attendance for External Participants

For programmes involving participants from outside the college, the attendance format may include the following additional column:

- Institution Name

The Contact Number column may be removed from the mandatory attendance format.

7. Feedback Analysis

The following may be removed from the list of mandatory IQAC documentation:

- Quantitative Analysis
- Qualitative Analysis
- Feedback Analysis Summary
- Blank Feedback Form

To be added

- Sample filled form
- Analysis of feedback within the Detailed Report (Graph interpretation are optional and OSI is mandatory)
- Three concrete suggestions should be highlighted in the report given by the stakeholder as per the feedback form filled by the respondent

Feedback may continue to be collected wherever required; however, separate documentation of the above components may not be mandatory for every programme.

8. Action Taken Report (ATR)

The Action Taken Report (ATR) may be incorporated within the Minutes of Meeting (MoM) instead of being maintained as a separate document. This will help avoid duplication and streamline the documentation process. ATR will be of previous meeting in the current meeting.

9. Media Report

The requirement of a separate Media Report may be discontinued. Wherever applicable, newspaper coverage/cutting or other relevant media evidence may be retained as supporting evidence within the programme documentation.

Overall Recommendation

The proposed revisions aim to reduce duplication, simplify documentation, standardize formats, and ensure that IQAC records remain comprehensive while being practical and manageable for departments and programme coordinators.

IQAC Documentation Centre Pointers

1. Schedule

- For events such as Bridge Courses, Knowledge-Sharing Programmes, Certificate Courses, and other multi-session programmes, where different sessions/topics are covered on different days, a detailed schedule is mandatory.
- The schedule should clearly mention the day/date, session/topic, and duration of each session.

2. Guest / Judge Profile

- Include a brief profile/bio-note of each guest, resource person, or judge, along with a photograph.
- Include the Letter of Invitation and Letter of Gratitude in the documentation.

3. Attendance Sheet

- Ensure that the total attendance count is mentioned at the end of last page of the attendance sheet.
- Consolidated Attendance for Multi-Day Events: For multi-day events where the same group of participants attends on different days, attendance may be maintained in a single consolidated sheet with separate columns for each day.
- Instead of marking Present (P) or Absent (A), use running numbers for participants who are present and a dash (–) for those who are absent.
- For example, if 10 students are listed and the second student is absent, the entries for that day should be: 1, –, 2, 3, 4, 5, 6, 7, 8, 9.
- This method makes the total attendance for each day immediately identifiable from the last number entered and also helps in determining the number of days attended by each participant during the programme.

Note for Calculating Target Audience / Participant Count

A. One-Day Events

For a one-day event, the Target Audience Count shall be equal to the number of participants who have signed the attendance sheet.
Example:
Attendance recorded = 50
Target Audience Count = 50

Nevta - Mahapura Road, Jaipur - 302029, Rajasthan, India Tel: +91 9828726366, 9571077348
Email: iqac@sxcjpr.edu.in Website: www.sxcjpr.edu.in

B. Multi-Day Events with the Same Audience Group

When an event is conducted over two or more days and the intended audience remains the same, the highest attendance recorded on any one day shall be considered the Target Audience Count.

Example:

Day 1 Attendance = 12

Day 2 Attendance = 14

Target Audience Count = 14

This method avoids duplication of participants attending on multiple days.

C. Multi-Day Events with Different Audience Groups

When different audience groups participate on different days, such as students on one day, teachers on another, and support staff on another, the attendance of all the days shall be added to determine the Target Audience Count.

Example:

Day 1 – Students = 50

Day 2 – Teachers = 20

Day 3 – Support Staff = 15

Target Audience Count = 85

D. Fests / Events with Multiple Competitions and Non-Overlapping Participants

When a fest or multi-event programme consists of different competitions and participants are permitted to participate in only one event, resulting in a different set of participants for each competition, the attendance of all such events may be added to determine the Target Audience Count.

Example:

Competition A = 30 participants

Competition B = 25 participants

Competition C = 20 participants

Target Audience Count = 75

This method is applicable only when duplication of participants across events is not permitted or is negligible.

E. Outreach and Extension Activities

For outreach programmes conducted outside the institution, such as activities in villages, community centres, schools, or awareness campaigns, the Target Audience Count shall include:

1. Beneficiaries/participants of the programme; and
2. Student/staff volunteers involved in conducting the activity.

Formula:

Target Audience Count = Beneficiaries + Volunteers

Example:
Community Participants/Beneficiaries = 100
Student Volunteers = 20
Target Audience Count = 120

4. Registration List

- In the case of offline registration, ensure that the signatures of all registered participants are obtained.
- In the case of online registration, provide the complete registration response sheet along with one sample of the filled registration form.

5. Supporting Evidence

- Arrange all photographs and supporting documents in chronological order, following the sequence of the programme.
- Avoid repetitive photographs. Include 2–3 geotagged photographs.
- Supporting evidence should be provided within the Detailed Report; there is no need to submit it as a separate document.
- For multi-day events, clearly mention the day and date in each photograph caption.

Example:
Day 1 (15 July 2026) – Lighting of the Lamp

6. Detailed Report

There is no need to prepare separate Day-wise Reports, Entry Test Analysis Reports, Exit Test Analysis Reports, or Comparative Analysis Reports.
Instead, prepare one comprehensive Detailed Report containing:

- Basic programme details, including organising department/unit, target metric, target audience, programme coordinator(s), venue, mode, dates, duration, etc.
- A day-wise narrative for multi-day events, briefly describing the topics covered, sessions conducted, and significant activities undertaken on each day.
- A brief summary of the Entry Test and Exit Test, wherever applicable, including:
    - Number of participants who appeared;
    - Overall performance/outcome; and
    - Notable observations or improvement identified.
- A brief summary of the feedback conducted and its key findings.

- For a single-day event, mention the complete flow of the programme, including the key contributions of the resource person(s).
- Mention the Objectives and Outcomes separately in bullet points, ensuring that they are specifically aligned with the activity. Avoid copying generic objectives/outcomes from previous documentation.
- Ensure that the Target Audience Count remains consistent throughout the documentation.
- Where an event involves collaboration with other organisations/units, clearly specify the nature of the collaboration.

Example:
Organiser – NSS
Internal Collaborator – SAP
External Collaborator – UNICEF

- Under Target Audience, provide a clear category-wise breakup, wherever applicable, such as:
    - Number of beneficiaries;
    - Number of college students;
    - Number of staff members; and
    - Number of external participants.
- The category-wise figures should remain consistent in the Activity Summary Form, Detailed Report, and Feedback Analysis Report.

7. Feedback Form

- Mention the basic details of the event/programme at the beginning of the feedback form.
- Avoid using the same set of questions for all events irrespective of their nature. Frame relevant and event-specific questions and ensure that they are grammatically correct.
- Include a specific question seeking suggestions/comments from the respondents.

8. Feedback Response Sheet

- Ensure that there are no duplicate entries/responses.
- The complete response sheet should be clear and legible, with columns and cells properly adjusted so that no data is hidden or cut off.

9. Feedback Analysis Report

- Suggestions should be prepared strictly on the basis of the feedback responses received. Generic, assumed, or copied suggestions should be avoided.

- Where the Target Audience includes students, staff, external participants, beneficiaries, volunteers, or the organising team, ensure that feedback is collected appropriately from the relevant categories.
- For large-scale events such as Annual/Department Fests, Conferences, ZEST etc., feedback from the organizing team/volunteers may also be collected, wherever appropriate. Though not mandatory, their inputs on challenges faced and suggestions for improvement can be valuable for enhancing the organization of future events and may be included in the Feedback Analysis Report.
- For the calculation of the Overall Satisfaction Index (OSI), use a five-point scale and refer to the IQAC Manual for the Academic Session 2025–26 for the calculation method.

10. Newspaper Cutting

- Every newspaper cutting should clearly indicate:
    - Date of the event;
    - Date of publication; and
    - Name of the newspaper/publication house.

11. Sample Certificate

- Provide only one sample certificate, preferably a filled sample carrying the IQAC serial number.
- Ensure that the same IQAC serial number is not allotted to more than one participant.
- If any serial number(s) from the IQAC-issued range remain unused, inform IQAC accordingly and mention the exact certificate serial number/range actually utilised in the Activity Summary Form.

12. Activity Summary Form

- The name of the programme should be exactly the same as mentioned in the approved notice/poster.
- Where an event involves collaboration, clearly specify the organiser and collaborator(s).

Example:
Organiser – NSS
Internal Collaborator – SAP
External Collaborator – UNICEF

- Under Time and Duration, mention the actual time of the event and the total duration in hours. For Certificate Courses, Bridge Courses, and similar programmes, the duration mentioned should correspond with and be justified by the detailed schedule.

- Under Venue, for offline events, mention the complete and correct name of the venue as per the Hallmark of Excellence. For online events, mention the online platform and meeting/session link, wherever applicable.
- Under Target Metric Number and Name, mention the complete metric number, rather than only the Key Indicator (e.g., do not mention only 7.1), and write the complete metric name as per the applicable AQAR guidelines.
- Under Target Audience, provide the category-wise breakup, wherever applicable, including beneficiaries, college students, staff members, external participants, etc. These figures should remain consistent across the Activity Summary Form, Detailed Report, and Feedback Analysis Report.
- The Objectives and Outcomes should be the same as those mentioned in the Detailed Report.
- Under the point relating to Certificate Number Details, mention the exact IQAC certificate serial number/range actually utilised. If certificates were issued by an external organisation, clearly mention the same.
- In the Checklist, mark:
    - N/A – when a particular document is not applicable/relevant to the event.
    - No – when the document is applicable/relevant but has not been provided.

13. Signature requirements for Event Documentation

Signatures Required (Program Coordinator & Head/Unit Coordinator)	**Signatures Not Required**
Work Allocation	Poster
Schedule	Notice
Attendance Sheet	Guest Details/Profile
Registration Response Sheet	Registration Form
Detailed Report	Feedback Form
Feedback Analysis Report	Media Report
Feedback Response Sheet	Newspaper Cutting
Certificate Issuing List	Sample Certificate
Tentative Budget	Letter of Invitation
Final Budget	Letter of Gratitude

14. Submission of Soft Copies After Scanning

After receiving the scanned copy of the complete documentation from IQAC, the concerned Department/Unit/Cell must submit soft copies of the following documents in the specified formats:

Document	**Required Format**
Poster/Brochure	PDF
Notice	PDF
Attendance Sheet	PDF
Registration Response Sheet (if applicable)	Excel
Detailed Report	PDF

Prepared By
Documentation Centre,
Internal Quality Assurance Cell,
St. Xavier's College Jaipur

Principal