



ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

6.2.1

The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/development plan, etc.

INDEX

1.	QLM
2.	Online Accessible Work <ul style="list-style-type: none">• Online Enquiry Process• Online Admission Form• Online Examination System• Online Practical Examination Work
3.	Screen Shots of E-Portal University of Rajasthan: Examination Time Table
4.	ERP Proceeding
5.	E- Library
6.	Human resource policies ,Service rules & appointments
7.	Qualification for Appointment of Faculty
8.	Index <ul style="list-style-type: none">• Introduction & Human Values• Code of Professional Ethics
9.	Achievements on Short term and Long Term Goals
10.	Particulars for NOTICE ,CIRCULAR & MOMs
11.	Activity Report

Kapila

IQAC HEAD
ST. WILFRED'S P.G. COLLEGE
JAIPUR



Fareeda

Principal
(Dr. FAREEDA HASANI)



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QLM

Introduction

The Organogram of the College embodies the organizational structure of the institution. It shows the relationship among departments, heads, teaching, and non-teaching staff etc.

1. The top-to-bottom status of different units. The main purpose of an organogram is to distribute responsibility/workload equally and effectively among the employees. 1. Governing Body: - It consists of management executives. This body is responsible for the overall growth of the institution including building, college surroundings, expansion, modernization, renovation, etc. This Governing body executes the decisions through the principal.

2. Principal: - At the institutional level, the principal as the head of administration acts as a bridge between the Management and staff. The principal executes all major decisions taken by the governing body. As an academic head, the Principal finalizes the schedule of all academic activities. The principal serves under the Governing Council and adheres to all rules and regulations. Both teaching and non-teaching staff work under her. She is the chairman of all administrative committees.

3. IQAC is functioning as the advisory body for various policy matters, structures, and documentation as mandated by the statutory authorities.

4. Committees: - The Principal constitutes various committees for the smooth administration of the institution. Through these committees, all curricular and extracurricular activities are planned and incorporated into the academic calendar for further execution.

5. Parent-Teacher and Alumni Association: - These two bodies are associated with the institution to help and suggest adopting various measures for the holistic development of the learners. Regular feedback from these bodies helps the head of the institution to frame various policies for the progress of the institution.

6. Teaching and Non-Teaching Staff: - Recruitment of teaching and non-teaching staff is done as per the directives of the management. A code of conduct is issued to these staff and the same is implemented. Workload, duty hours, placement, etc. are followed as per norms. The performance appraisal report is taken from all the departments for better performance and institutional growth. The institutional perspective plan aligns with the vision and mission of the institution which are the constant driving factors for improving academic quality policies and strategies. "Students" are the main focus of the Institution. Hence, the Management has adopted a "student-centric approach" in teaching-learning process.

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The Management has taken the following efforts to bring all-round development of students and ensure their success:

1. Academic Planning and Implementation
2. Teaching-Learning Processes
3. Infrastructure & best amenities with well-equipped laboratories
4. ERP-based Administration
5. Library resources
6. Research, Collaboration and Extension Activities are promoted.
7. Transparent grievance mechanism
8. Continuous Internal assessment
9. Skill enhancement and career guidance activities.
10. Regular Campus placement

One such broad area in which the Institution's Perspective and Strategic Plan has been successfully implemented is that of Teaching, Learning and Research. This has been achieved through the deployment of Action Plan for the following initiatives:

Faculty Development and Student development programs.

- Introduction of innovative Add-on/Certificate Courses.
- MOUs are signed with Industrial & social sectors for training, development, and placements.
- Emphasis on using the ICT tools for making teaching and learning effective.
- Conferences and Seminars are organized by various departments to give an exposure to both faculty and students to the latest global trends in academics, industry, sciences and environment.

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Sector 40, Meera Marg, Madhyam Marg, Mansarovar, Jaipur-302020
Ph. 0141-2780436, 2780904 E-mail: stwilfredscollge@gmail.com Website: www.stwilfredscollge.com

Where the mind is without fear! Where the head is held high!!



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Online Accessible Work

- 1. Online Admission Process:** The college has implemented an online admission process, which makes it easier for students to apply for courses and pay fees online. This has not only reduced the administrative workload but also made the admission process faster and more transparent <https://admission.stwilfreds.com/get-admission-now>

Online Enquiry Process



Reply-To: vk000265@gmail.com
From: Vasim Khan Subject: Admission Enquiry Message
Body:

	
<h2>Online Enquiry</h2>	
Name	Vasim Khan
Phone	7340188206
Email	vk000265@gmail.com
Subject	Admission Enquiry BCA -Select Enquiry-
This e-mail was sent from a contact form on St. Wilfred's PG College (https://www.stwilfreds.com/)	

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Online Admission Form



**ST. WILFRED'S
GROUP OF COLLEGES**
JAIPUR - AJMER - MUMBAI

St. Wilfred's PG College – Admission Form

Admission Form (* Required)	
Student First Name *	<input type="text" value="First Name"/>
Last Name *	<input type="text" value="Last Name"/>
Gender *	<input checked="" type="radio"/> Male <input type="radio"/> Female
Category *	<input type="text" value="--Please choose an option--"/>
Are you physically disabled/ challenged?	<input checked="" type="radio"/> NO <input type="radio"/> YES
Date of Birth *	<input type="text" value="dd/mm/yyyy"/>
Medium *	<input type="text" value="--Please choose an option--"/>
Religion	<input type="text" value="--Please choose an option--"/>
Previous Board / University	<input type="text" value="Previous Board / University"/>
Course *	<input type="text" value="--Please choose an option--"/>

2. Online Examination System: SWPG is using the online examination system provided by University of Rajasthan, which has made the examination process more efficient and transparent.

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The system allows the uploading of practical examination marks and sharing of the list of on roll students their attendance sheet and all exam related documents quickly and accurately uploaded and shared with the University of Rajasthan which ensures prompt communication between the University and the college. All the notices related to examination also received through the official Website of University of Rajasthan <https://www.uniraj.ac.in> .

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Examination Form of Rajasthan University



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University of Rajasthan

Home | Student Portal | DAAK | Result | Earxiv | Re

Thursday 23 March 202
10:16:43 am

- About Us
- Academics
- Students Corner
- Faculty
- Administration
- Photo Gallery
- Recruitment
- Contact Us

Examination

- Online Examination Form- 2022
- Examination Time Table
- Examination Related Notices
- Equivalence list of Examination

Quick Links

- ➔ RUSU 2022
- ➔ Download Form 16 FY-2021-22
- ➔ 31st Convocation Ceremony
- ➔ Covid-19 Info
- ➔ Covid Awareness Campaign
- ➔ 75 Years Documentry
- ➔ Unirai Services- Online Pavment

Examination Related Notices

Select Year :

S.No.	Issued by	Date	Particulars
1	Exam	2023-03-22	Notice regarding B.A.-L.L.B.(Hons) IX-Semester examination is postpond till fu
2	Exam	2023-03-20	Notice regarding Change of Examination centre.
3	Exam	2023-03-20	Notice regarding UG/PG practical examination-2023.
4	Exam	2023-03-20	Notice regarding Instructions for Practical Examination of UG/PG-2023.

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Form Verification By College



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ONLINE EXAMINATION WORK

College Login

College Login ID

Password

[Forgot Password](#)

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435:ST. WILFREDS COLLEGE, MANSAROVAR, JAIPUR

Select UG / PG / PROF

Select Class Type

Select Class

Select Subject

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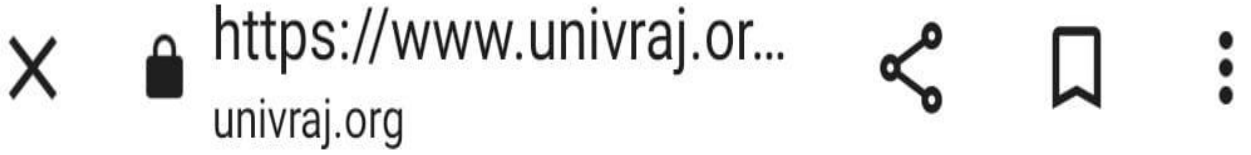
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University Portal





राजस्थान विश्वविद्यालय UNIVERSITY OF RAJASTHAN

राजस्थान विश्वविद्यालय की दिनांक 11.04.2023 को आयोजित होने वाली समस्त परीक्षाएं यथावत रहेगी।



Fill Exam/Correction Form -2023



Fill Sem Exam Form **new**



Registration For practical Training Practical Admit Card



Theory Exam Admit Card



Practical Examiner Panel



Re-Evaluation



College Panel



University Panel



Theory Examiner Panel



Registration For New Examiner

IMPORTANT DOWNLOADS

For any Assistance Regarding Exam Form you can Call on

▶ Helpline Number 7726953531 During Office Hours 09.00 AM to 06.00 PM. Except 01:00 PM to 01:45 PM.

▶ Toll Free Number :- 18001806433

~ For Bank/Payment Related Queries Helpline ~

S.NO.	BANK NAME	HELPLINE No.
1.	I.C.I.C.I. BANK	9372505528

- ▶ NOTIFICATION OF APPLY IN SEM EXAM FORM MAY 2023 **new**
- ▶ NOTIFICATION OF DATE EXTEND OF LAW AND BED FORMS 2023 UP TO 05062023 **new**
- ▶ NOTIFICATION OF DATE EXTEND UGPG EDU CLASSES FORM 2023 **new**
- ▶ NOTIFICATION OF DATE CHANGE OF UG EXAM 2023 **new**
- ▶ NOTIFICATION OF DATE EXTEND UGPG CLASSES FORM 2023 **new**
- ▶ NOTIFICATION REGARDING DUAL DEG B TECH MTECH I SEM EXAM FORM DEC 2022 **new**

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Online Practical Examination Work



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ONLINE EXAMINATION WORK
435 - ST. WILFREDS COLLEGE, MANSAROVAR, JAIPUR

PRE EXAM WORK

EXAM WORK

PRACTICAL EXAM WORK

PRACTICAL TRAINING (NC)

Downloads

- [NOTIFICATION OF DATE EXTEND OF SPECIAL PRAC EXAM APPLICATION 2023 new](#)
- [NOTIFICATION OF DATE EXTEND OF PRACTICAL EXAM 2023 UP TO 310523](#)
- [NOTIFICATION OF DATE EXTEND OF PRACTICAL EXAM 2023](#)
- [IMPORTANT NOTICE REGARDING EXAM 2023](#)
- [INSTRUCTIONS REGARDING EXAM 2023](#)

- [INSTRUCTION FOR UG/PG PRACTICAL EXAM-2020](#)

~ For UG/PG Practical Queries Contact Number ~

S.NO.	CLASS	CONTACT NAME	Contact No.	Email Id
1.	ARTS	SHRI SUNIL PRASAD SHRI SANDEEP SHARMA SHRI SHAILENDRA KUMAR SHRI HANUMAN MEENA	8887566950 7891099952 8949788432 9929459010	ugsecrecy@gmail.com
2.	SCIENCE	SHRI GIRDHARI BUNKAR DR. SURESH SHARMA	9636199416 7014423683	sccomsecrecy@gmail.com
3.	M.Sc. (SEMESTER)	SHRI MUKESH JANYANI	9694494666	sccomsecrecy@gmail.com
3.	M.Sc.	SHRI DWARAKA PRASAD SAINI	9996872830	sccomsecrecy@gmail.com
3.	COMMERCE	SHRI SHANKER LAL SHRI HANUMANT SINGH	9680140603 9828122281	sccomsecrecy@gmail.com
3.	M.A.	SHRI PRANAV BHATNAGAR SHRI SAGAN SINGH	7610007211 9521947094	b.ed.secy2020@gmail.com
4.	B.Ed.	SHRI RAMJI LAL SAINI SHRI ABHISHEK SHARMA	9414606254 9509672960	b.ed.secy2020@gmail.com
5.	L.L.B.	SHRI SHYOPAL MEENA	9166340270	b.ed.secy2020@gmail.com

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Modify

HelpLine Number :- 7726953531

Toll Free Number :- 18001806433

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Online Practical Marks Filling Process 1.1

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ONLINE EXAMINATION WORK
435:ST. WILFREDS COLLEGE, MANSAROVAR, JAIPUR

<-- Select -->

Error: Record Not Found for Selected Strea

<-- Select -->	<input checked="" type="radio"/>
SEMESTER	<input type="radio"/>
UG	<input type="radio"/>
PROFESSIONAL	<input type="radio"/>
PG	<input type="radio"/>
EDUCATION	<input type="radio"/>

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Online Practical Marks Filling Process 1.2



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ONLINE

435 - ST. WILFREDS

Practical Exam Work

- Print Practical Roll List
- Practical Examiner Details
- Allot Batches to Examiner
- Print Batch Wise Practical Attendance Sheet
- Print Batch Wise Practical Summary
- Examiner Decline
- Verify Practical Examiner Bill
- Verify Practical Examiner Bill With Bill No
- List of students shifted to other college
- List of students shifted in your college

Internal Exam Work (Only for NC Students)

- Add Internal Examiner (Only for NC Students)
- Allot Batches to Internal Examiner (Only for NC Students)

Internal/Sessional/CA / Anandam Exam Work

- Add Internal Examiner (Only for Submission/C.A.)
- Allot Batches to Internal Examiner (Only for Submission/C.A.)

(Only for Submission/C.A.) का EXAMINER ADD करने का
भरे।

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Online Practical Marks Filling Process 1.3

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UNIVERSITY OF RAJASTHAN

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ONLINE EXAMINATION WORK

Examiner Login

Select Login type

Batch Number

Mobile Number

PROCEED

BACK

राजस्थान विश्वविद्यालय

UNIVERSITY OF RAJASTHAN

JLN Marg, Jaipur 302004 Rajasthan, India

ONLINE EXAMINATION WORK

Examiner Login

Select Login type

Batch Number

Mobile Number

PROCEED

BACK

Select login Type

EXTERNAL EXAMINER

INTERNAL EXAMINER (ONLY FOR SUBMISSION/C.A.)

INTERNAL EXAMINER (ONLY FOR NC STUDENTS)

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Screen Shots of E-Portal University of Rajasthan: Examination Time Table

The screenshot displays the University of Rajasthan e-portal. At the top left is the University of Rajasthan logo. The header includes navigation links: Home, Student Portal, DAAK, Result, Earxiv, and Re. The date and time are Thursday 23 March 2022, 10:09:43 am. A dark blue navigation bar contains links for About Us, Academics, Students Corner, Faculty, Administration, Photo Gallery, Recruitment, and Contact Us. The main content area is divided into two columns. The left column has a sidebar with 'Examination' and 'Quick Links' sections. The 'Examination' section lists: Online Examination Form- 2022, Examination Time Table, Examination Related Notices, and Equivalence list of Examination. The 'Quick Links' section lists: RUSU 2022, Download Form 16 FY-2021-22, 31st Convocation Ceremony, Covid-19 Info, Covid Awareness Campaign, 75 Years Documentary, Uniraj Services- Online Payment, and Examination. The right column is titled 'Examination Time Table' and lists various examinations: B.A.,LL.B. IX-Sem Exam. Dec. 2022 (Held in Feb. 2023) as per decision of Grievance Committee; B.Sc. (Biotechnology) Part-I examination (Integrated course) 2023; B.Sc. (Biotechnology) Part-II examination (Integrated course) 2023; B.Sc. (Biotechnology) Part-III examination (Integrated course) 2023; B.Sc. (Home science) Part-I examination 2023; B.Sc. (Home science) Part-II examination 2023; B.Sc. (Home science) Part-III examination 2023; B.P.Ed. I-Semester Time-Table Exam. Dec. 2022 (Held in March 2023); B.Com (Hons.) Part-I examination 2023; B.Com (Hons.) Part-II examination 2023; B.Com (Hons.) Part-III examination 2023; B.Sc. (Hons.) Part-I examination 2023; B.Sc. (Hons.) Part-II examination 2023; B.Sc. (Hons.) Part-III examination 2023; B.A. (Hons.) Part-I examination 2023; B.A. (Hons.) Part-II examination 2023; and B.A. (Hons.) Part-III examination 2023.

4.E-Learning Platforms: SWPG College has adopted e-learning platforms to provide online courses and study materials to students. Online classes, Virtual Labs, Peer-Mentoring sessions on

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Zoom, and Google Meet are important and effective ways of teaching learning and monitoring processes at SWPG. At the same time, students are motivated to join courses at NPTEL, MOOC and other IT platform to add more knowledge and help students in enhancing their skills. This has made learning more accessible and flexible for students, as they can learn at their own pace.

html-iitd.vlabs.ac.in/List%20of%20experiments.html

Virtual Labs
An MoE Govt of India Initiative

HOME PARTNERS CONTACT

Computer Science and Engineering

Introduction

Objective

List of experiments

Target Audience

Course Alignment

Feedback

Basics of HTML

1. Introduction to HTML
2. Applying Attributes in HTML Tags
3. Inserting images through img tags
4. Using Anchor Tags for Hyperlinks
5. How marquee Tags work in HTML
6. Creating Tables in HTML
7. Types of Lists in HTML
8. Working of div Tag in HTML
9. Embedding through iframe Tag
10. Creating Webpage Layout in HTML

5. Online Grievance Redressal System: SWPG has implemented an online grievance redressal system, which allows students to lodge complaints and grievances online. This has made the process of addressing grievances faster and more efficient. The implementation of e-governance in SWPG has resulted in significant improvements in administrative processes, transparency, and accountability. It has also provided better services to students and faculty, making the educational

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experience more convenient and accessible. Under the guidance of University of Rajasthan, the College is ready to automate most of its internal processes. grievanceswpg@gmail.com.

Grievance-Handling Mechanism

The following mechanisms are in place for timely action towards grievance-handling:

- **Tutor-guardian-System** — For the benefit and guidance of the students, this feature exists in most institutions. Regular meetings between the Mentor and the Mentee are held wherein students are free to discuss any personal or academic problem being faced by them.
- **Counseling Cell** — This Cell is functional to counsel and guide the students for their overall development, including appropriate intervention needed to redress any grievance at the initial stage.
- **Complaint Box** — A Complaint Box has been placed at outside principal chamber for students to access it conveniently and drop the duly filled-in Grievance Form.
- **Open Door Policy** — All students are free to personally contact the Principal, or the convener of committee during the college working-hours

Besides the above mentioned, students may also get in touch with the Nodal Officer -appointed for the same - by using the following contact details:

Email: grievanceswpg@gmail.com

Syllabus and/or with mistakes therein. Students are required to submit such a grievance to the student grievance redressal committee (examinations) within seven days of that examination, for redressal of the same.

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HUMAN RESOURCE POLICIES SERVICE RULES & APPOINTMENTS

HUMAN RESOURCE PLANNING

- The Principal shall assess in the month of April every year the staff requirement for the subsequent academic year.
- She will obtain the staff requirement lists from all the heads of department and arrive at the number of faculty members and administrative staff required with the following guidelines in mind.
- She will consider appointing a Professor to be the Head of every discipline, besides the number of associate Professors and Assistant Professors required in accordance with the teacher student ratio prescribed here in the ratio of 1:2:6.
- The teacher student ratio shall be 1:20 and for this purpose the Professor shall also be included in counting the number of teachers.
- The minimum Working hours during the week for each category shall be maintained as follows:
 - a. Principal 6
 - b. Professors 14
 - c. Associate Professors 16-18
 - d. Assistant Professors 18-20
- The Principal will appoint a selection committee for recruitment in each discipline, composed of the HOD, one senior staff member and the Department's Advisors/Experts.

RECRUITMENT

- The selection committee shall prepare a job description and job specification for the candidate to be recruited.
- The committee shall augment candidature in a ratio of 1:3 for every position to be filled, from any or all of the following sources:
 - Advertisement published in the Newspapers.
 - Campus recruitment
- The committee shall shortlist the candidates in the following processes:
 - Personal Interviews
 - Class room demonstrations
- The committee shall finalize the shortlisted candidates and submit their recommendation along with the Personal data sheets of the candidates to the Principal and the Chairman/Correspondent who will in turn Interview the candidates and decide on the appointment.
- An Offer of appointment shall be released by the Principal/Chairman.

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ORIENTATION

- Every teacher appointed in the College shall be given a brief introduction about the college by the Principal on the day of his/her joining.
- The Principal shall take him/her to the department of his/her work and introduce to the Head of the Department.
- The HOD will give a brief introduction of the department and will introduce the new incumbent to all the teaching and non-teaching members of his team.
- She will also take him/her on a tour to the campus, explaining him/her the various codes of conduct to be observed in availing the facilities in the College.
- The HOD will also ensure that all the registration formalities, including submission of joining report etc, by obtaining the assistance of the Office team.
- The HOD will introduce the new faculty member in the first class he/she is going to handle in every section of his assignment.

HIERARCHY

- The College will have the following positions of hierarchy in the teaching departments:
 - a. Principal
 - b. Professors
 - c. Associate Professors and
 - d. Assistant Professors
- In addition, each department shall have support staff like Programmers, Lab Assistants, Department Clerk and Department Attendants.
- The College Office will have the following positions of hierarchy in the administrative department.
 - a. Administrative Officer
 - b. Accountant, PA to The Secretary, Clerical Assistants
 - c. Office Assistants.

YEARLY INCREMENTS

Staff Members are eligible to the increments prescribed at the end of 12 months of service in the Institution. Additional Increments shall be given to staff members based on their contributions and results achieved in the University Examinations, at the discretion of the Management

APPOINTMENT AND RECRUITMENT POLICY

The St. Wilfred's PG College has an orderly process for recruiting and appointing faculty. It offers faculty appointments on the basis of educational qualifications, experience, teaching ability, scholarship, and personal and professional integrity. Each academic year, projected faculty needs are established and communicated by the College Deans to the Vice President for Academic Affairs

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JAIPUR



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Principal
(Dr. FAREEDA HASANI)
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and the President.

St. Wilfred's PG College is an Equal Employment Opportunity institution, and as such, encourages applications from all qualified candidates, regardless of race, colour, religion, sex, sexual orientation, sexual identity, gender, gender expression, or gender identity, age, national origin, ancestry, citizenship, disability, gender related status, pregnancy, genetic disposition, veteran or military status, marital status, familial status or any other protected characteristic as established by law.

Procedures/Guidelines

Full-Time Faculty Recruitment and Appointment Procedures/ Part-Time & Special Appointment Faculty Recruitment and Appointment:

The following is intended to provide standard procedures for the recruitment and appointment of faculty. This process should be followed for the hiring of all full-time faculty members.

General Guidelines

The recruitment process begins after approval for the faculty position has been obtained from the HR and the Principal of the college is premised on the following assumptions:

1. The Appointing Authority shall be the Chairman of the College.
2. Hiring decisions should reflect student needs, College and academic program development, and fiscal responsibility.
3. The process should be completed in an expeditious manner.
4. Confidentiality is essential at all phases of the search process and after the search is completed.
5. The first appointment in the case of regular faculty shall be on the scale / pay range with a probationary period of one year.
6. At the time of joining on probation, the faculty member shall undergo a one week's induction program conducted by the institution.
7. The Performance of all new regular faculty members shall be reviewed at six-month intervals during the period of probation, and those found not suitable shall be terminated either during the probation period or at the end of probation.
8. On satisfactory completion of probation as assessed and decided by the management, the staff member shall be regularized.
9. The frequency of formal performance review for regular faculty shall be once 3 months.
10. Appointment of retired persons shall be on contract basis and on a consolidated salary. Their performance and service conditions shall be reviewed on a yearly basis at the end of every academic year.
11. All newly appointed faculty are required to submit a joining letter at the time of joining, and will have to submit his/her original certificates of age and qualifications to the college office for verification and return.

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12. A faculty member who acquires a doctoral degree, while serving the college shall be considered for three increments from the date on which the Provisional Degree Certificate of his/her higher degree is submitted to the college office.

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Qualification for Appointment of Faculty

CADRE	QUALIFICATION	EXPERIENCE
Assistant Professor	For Sciences , Commerce & Humanities: M.Sc /M.Com/ M.A with first class or equivalent & NET,SET/SLET/Ph.D .	0 to 3 Years
Associate Professor	Same as that of Assistant Professor and PhD or equivalent, in the appropriate discipline	Minimum of 8 years of experience in Teaching/research/ industry of which 2 years post PhD experience is desirable.
Professor	Same as that of Associate Professor. Post PhD publications and guiding PhD students is highly desirable.	Minimum of 10 years teaching /research / industrial experience of which at least 5 years should be at the level of Associate Professor. Or Minimum of 13 years of experience in teaching and/ or Research and/or Research and /or Industry. In case of research experience, good academic record and books/research paper publications/Intellectual Property Rights (IPR)/patents record shall be required as deemed fit by the expert members of the Selection committee.

Note.

1. The experience mentioned should be after acquiring the basic academic qualification for the respective post.
2. The minimum academic qualifications to all posts shall be as per the UGC norms.
3. All degrees i.e. Bachelors', Masters' and Doctoral shall be from a College recognized by UGC. Candidates shall present an equivalence certificate from Association of Indian Universities (AIU)/ AICTE/ UGC for any degree which is not recognized by UGC.

Manpower Planning:

Manpower planning has to be carried out every year in the month of May. This has to be done by considering the faculty workloads in each department. The workload for the faculty as per UGC norm in which direct teaching learning contact hours is as follows:

- Assistant Professor – 16 hours
- Associate Professor/Professor – 14 hours

A relaxation of two hours in the workload may, however, be given to Professors/HODs who are actively involved in administration and extension activities.

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A minimum of 6 hours per week may have to be allotted to a teacher who is actively involved in research. The teaching learning process include direct contact hours of the prescribed period as above and is the bounden responsibility of the faculty to guide the students for seminar project/ Mini-project and other co-curricular activities as per the direction of the Principal.

1. The laboratory works are divided among the two faculty members for 30 students in a batch and the workload is taken as 0.5 times table hour for individual faculty.
2. No substitute appointment will be made to fill a vacancy caused by a faculty member proceeding on maternity leave. However, in case there are two or more faculty members from a department proceeding on maternity leave around the same time ad-hoc faculty will be appointed on contract basis for that period, based on need.
3. Additional workload caused by a vacancy that is likely to exist only for a few months has to be shared among faculty members of the concerned departments.

Identifying and Interviewing Candidates

1. The applicable search committee, in consultation with the applicable College Principal, will evaluate applicants and determine those who will be invited for an interview.
2. References and background checks will be completed for all candidates selected for a formal interview.
3. As appropriate, candidates for faculty appointments will be asked to teach, demonstrate clinical procedures, etc.
4. During the interview process, the candidate will be notified that any job offer is contingent upon successful completion of background and reference checks, as well as verification and approval of academic or alternative qualification credentials. Moreover, notice of the availability of the Lynn College annual security report will be provided to the interviewee if the position was advertised.

Final Decision Making and Hiring

1. After all the final candidates are interviewed and evaluated, the HR will meet to make recommendations to the Principal of the college.
2. The Principal will share these recommendations with the Secretary of St. Wilfred's Education Society.
3. The HR manager will negotiate the final salary and other job-related issues with the candidate.
4. The HR Department will draft the contract.
5. HR Manager, the College Principal, and Secretary of St. Wilfred's Education Society will receive copies of the signed contract.

LEAVE POLICY

General Rules

1. All Staff members are required to do punching for attendance before 9.00 a.m. and punch-out after 4.00 p.m. from Mondays to Saturdays, unless otherwise specified.

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2. In respect of those staff joining the college during the calendar year, leave availability for that calendar year will be calculated on a proportionate basis from the date of joining.
3. For all kinds leave are to be applied and submitted to the Principal through the Head of the Department.
4. Leave shall be availed only with the prior approval of the concerned Department Head except in unavoidable circumstances like sickness, unforeseen need or emergencies.
5. Where prior clearance could not be availed due to unforeseen circumstances, leave application shall be submitted at the earliest on resuming duty.
6. Before proceeding on leave, faculty members are required to arrange their work schedule for the period of leave in consultation with the HOD / Principal.
7. All leave application forms duly recommended by the concerned Dept. Head / Authority shall be forwarded to the Principal for necessary approval and also for the purpose of proper leave administration and maintenance of records.
8. Absence on days of Strike or special holidays declared by government from time to time shall be treated as leave, and a leave application shall be submitted by concerned staff.
9. The Approving Authority for all leave shall be the Principal.
10. Any un-availed eligible leave during a calendar year cannot be carried over to the subsequent year.
11. Processing and administration of leave shall be as per procedure laid down by the Management
12. The days of absence without written approval and / or days of approved leave in excess of permitted and available leave will be treated as leave on loss of pay.
13. Salary deduction will be calculated by dividing the total monthly salary by 30, and multiplying by the number of day's loss of pay leave taken during the month. For this purpose, total salary shall include all allowances, if any, paid on a monthly basis as part of the salary.
14. Any absence not supported with an approved leave application form and / or note recommended by the HOD will be treated as unauthorized leave and salary deduction will be effected for such days.

Teaching and Non- Teaching staff

1. As per the norms minimum 240 working and 180 teaching days are required. In view of this, leave rules are being framed as given below.
2. No leave shall be claimed as a matter of right by an employee. The Principal / Management reserves the right to grant or refuse or revoke leaves depending upon the exigencies of services/ in the interest of the Institutions. The leave application should be submitted to the concerned HOD for the recommendation and then to the Principal for approval.
3. The academic year starts from 1st July of a calendar year to the 30th June of next calendar year.
4. No kind of leave shall be admissible to casual and part time employees, if any. Adhoc/ purely temporary employees shall be entitled for consideration only for casual leave.

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5. Leave accounts shall be maintained for each employee by the Principal Office (H.R Office). Leave status can be ascertained by the employee from the HR Office.

Kinds of Leaves Admissible To Faculty Staff

Casual Leave

1. Casual Leave is intended to meet urgent, personal requirements / circumstances.
2. Maximum of 12 days during a year at the rate of 1 per month.
3. Application for leave is ordinarily made at least one or two days in advance except for some emergency situation to the satisfaction of Principal.

Block Leave/ Vacation Leave

1. For faculty members joining during a calendar year block leave shall be calculated proportionately for that year.
2. Block leave has to be availed during the months of May/June as decided / directed by the Principal/Principal.
3. Block leave not availed during the months of May / June of that year shall lapse, unless specifically approved by the Principal / Principal for availing later in that year.
4. Block Leave cannot be combined with other leave.

Medical/Sick Leave

1. An employee shall be eligible for Medical Leave under special circumstances, such as injury in the body or serious disease forcing him/her on bed rest. For short illness Medical Leave will not be permissible. However, the Competent Authority will examine the seriousness of incidence and his/her decision will be final.
2. Five (05) days Medical Leave with full pay shall be admissible to an employee in an academic year on the basis of medical certificate of the District Hospital or famous private hospital, Medical leave if not availed will be accumulated for three years up to the max. Of 15 (Fifteen). Therefore, the number of medical leaves accumulated, at a given point of time, will not exceed 15 (Fifteen).
3. The employee will be required to submit his fitness certificate at the time he/she resumes his/her duty.
4. Sundays, holidays and off days falling in between the leave shall be counted as a part of the Medical Leave.

Maternity Leave

All regular female teaching staff is eligible for maternity benefit subject to the following conditions:

1. She should have satisfactorily completed one year probationary period and also completed one

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year's regular service as confirmed employee before commencement of leave for maternity. Long periods of leave, if any, taken during this period will be excluded while calculating and arriving at the completed years of probationary service and regular service.

2. Maternity benefit is applicable to female employees only for their first and second delivery.
3. Maternity benefit shall be limited to a maximum of 180 (one eighty) days.
4. Leave for Maternity shall not commence earlier than 15 days prior to delivery (childbirth) / miscarriage.
5. Maternity benefit (equal to 90 days salary) shall be paid one month after the employee rejoins duty after her delivery / miscarriage.
6. Maternity benefits shall not be applicable for abortion.
7. Application for maternity benefit shall be submitted sufficiently in advance and intimation of delivery shall be given as soon thereafter.
8. Leave taken for Maternity purposes cannot be combined with study leave/duty leave/ block leave etc.

OD/ DL

1. OD – Official Duty: An employee who has gone for official work, assigned by the Principal / Principal in the interest of College will be treated as on official duty.
2. DL- Duty Leave may be granted to the Teaching Faculty for:
 - ❖ Attending one conference / seminar / workshop in an academic year.
 - ❖ Delivering lectures at other Colleges or Universities on invitation.
 - ❖ Ph.D. dissertation of other Universities/ institutions.
3. Duty Leaves will be granted subject to the condition that the academic programme of the college is not adversely affected by the absence of the concerned person. The forwarding authority shall ensure alternative arrangements made before forwarding the application for such purposes

Other Leave / Holidays

1. All public holidays, and Sundays are holidays for all faculty members.
2. Holidays declared by the Government (with the clause 'for all educational institutions including professional colleges') will be holidays for both the students and the faculty.
3. However, skeleton services would be provided by the non-teaching staff in the college office except on Sundays.
4. Hartals, restricted holidays, district holidays etc will not be working days for the faculty members and it will be compensated later.
5. Conduct of classes on hartals, restricted holidays etc will be decided by the management on a case-by-case basis based on attendance.
6. Absence on days of hartal or special holidays declared by the government from time to time shall be treated as leave, and an online leave application shall be submitted by concerned faculty member.
7. The compensatory working day in lieu of hartal or strike will be at the discretion of the management.

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8. In special circumstances, the management reserves the right to convert a holiday into a working day.

Special Cases Late Attendance:

Late Attendance

If the total duration of late punch-in (after 8.30 a.m.), or early punch-out (before 4.30 p.m.) exceeds 60 minutes (one hour) in a month, it will be treated as half-day casual leave and if it exceeds 3 ½ hours it will be treated as full days' leave. However, the number of late punch-in and early punch-out will be limited to a total of 5 per month for this calculation. Beyond five instances in a month each late punch-in or early punch-out will be treated as half-day/one-day leave as the case may be. If CL is not available, it will be treated as LOP.

Forgot to punch

In cases of 'Forgot to punch', the staff member is required to submit the hard copy of the request, giving reasons, if any, and recommended by the HOD, to the Principal on the very next working day and his decision shall be final. Such instances shall not be repeated unless there was official duty or circumstances that caused it. This can be availed only once in an academic year. All other cases will be considered as leave.

Compensatory Off

1. Compensatory Off can be availed of by staff members against duty performed on a holiday.
2. Compensatory Off will not be granted for any external duty for which extra remuneration is paid.
3. No Compensatory Off shall be granted for normal extra work done in SWES, as it is part of one's duty.
4. In cases of special classes on a holiday, half day Compensatory Off can be availed of against a minimum of 3 hours duty, and 1 day off against a minimum of 5 hours duty.
5. Compensatory Off shall be taken within one month of extra duty.

RESIGNATION

1. Staff members are expected to give advance notice of 3 months/ 3 months' pay in lieu of notice in case of resignation, so that alternatives can be arranged without disruption to academic activities.
2. Staff members should desist from leaving the job while the semester is in progress.
3. The management reserves the right not to accept the resignation while the semester is in progress, if it would affect the academic activity of students.
4. Staff members, who wish to get relieved of their duties, are required to get the No-Dues Form signed by the HODs and other authorities mentioned therein, before they are issued the Relieving Order.

GENERAL RULES

Exit Policy

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1. The age of superannuation for the teaching, technical and non-teaching staff is as per the Rajasthan Government norm.
2. If the management desires, in case of shortage of expertise, a faculty member beyond the superannuation age, can be reappointed on contract basis for a period of one year or more at the discretion of management.
3. SWES Management has the right to terminate the service of a staff member by giving notice of 3 months / 3 months' pay in lieu of notice if his/ her performance / conduct are not satisfactory.

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Handbook

Human Values and Professional Ethics

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INDEX

Chapter No.	Title
I	Introduction & Human Values
	✚ Human Values
	✚ Importance of Human Values
	✚ Core Values of St. Wilfred PG College
II	Code of Professional Ethics
	✚ Need for Professional Ethics
	✚ Human values and professional ethics
	✚ Codes of Professional Ethics
	• Administrative Authority
	• Administrative Staff
	• The Teachers
	• The Students

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Chapter I

Introduction

&

Human Values

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INTRODUCTION

Every Indian person is guaranteed the fundamental right to education under the India's Constitution. The development of a community and a country's social and economic conditions depends heavily on higher education, which is the keystone of career and leadership development. Higher education institutions (HEIs) have a significant role to play in developing strong leadership and a close-knit society through academic achievement, ethical curricula, and community involvement. The goal of education in general and higher education in particular is to enable the actualization of human potential by fostering awareness of moral principles and professional ethics among its constituents, especially administrators, professors, and students. As a result, Higher Education Institutes must develop high-quality procedures and a setting that is based on moral principles.

HUMAN VALUES

Human values are the fundamental, inborn moral tendencies towards goodness. Like truth, beauty, justice, courage, temperance, wisdom, love, equality, modesty and hope. These are values that all humans should try to uphold as they go through their day-to-day lives. It is also important for society at large to recognize these values and make them explicit in social systems, institutions and organizations so that people will always know what they stand for. They are the values that people appreciate and share, consciously or unconsciously, in the majority of the locations and periods, and they put them into practice. Human values shape one's vision of the world and aid in understanding one's attitude, motivation, and behavior. They make it possible to define "right and wrong" and offer approaches for comprehending people and organizations.

Importance of Human Values

- Understanding attitudes, motivations, and behaviors.
- Helps us better understand ourselves and the world around us.
- It also influences how we interpret what is "right and wrong".
- Provides a way to understand humans and organization.

Human values which are expected in all human beings, irrespective of whether they are employees or not in whichever profession or service, are:

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- **Right Conduct:** Consists of moral principles such as ownership, courage, efficiency, initiative, and self-reliance. It also includes self-help ideals such as modesty, self-reliance, and hygiene.
- **Peace:** Peace contains values like equality, humility, optimism, patience, self-confidence, self-control, self-esteem etc. Its scope includes peace at the levels of individual, society and the world.
- **Truth:** Truth deals with the ultimate and immutable reality, it is eternal and unchangeable. Accuracy, fairness, honesty, sincerity, justice, courage, integrity, the pursuit of knowledge, tenacity, and other qualities are imprinted on it.
- **Non-Violence:** Non-violence is the deliberate avoidance of causing any harm whether physical or psychological to any entity, alive or not. To be non-violent, one must abstain from hatred while cultivating love and compassion for all living things.
- **Love & Compassion:** Genuine concern for others, kindness, sensitivity, and compassion for everyone are manifestations of love. True compassion is the result of pure love. It can be observed at work in people's deeds of charity, mercy, and generosity.
- **Service:** An act of service is one that is done out of love. It also symbolizes sacrifice and compassion for others. Service values demand impartiality without restrictions or prejudice based on caste, creed, race, geography, or religion.
- **Peaceful co-existence:** Cohesive and coherent partnerships are characterized by peaceful coexistence. It includes psychological and social qualities like kindness, compassion, thoughtfulness, morality, forgiveness, fraternity, equality, tenacity, respect for others, environmental awareness, etc.
- **Autonomy:** The capacity to act independently and with self-direction. When a person has autonomy, they are able to make their own decisions about their course in life and follow the career or way of life they desire without feeling pressured to do so.
- **Creativity:** is all about having fun with new ideas and thinking outside the box. It's important because it helps us solve problems in creative ways so we don't have to rely on old methods that might not work anymore.

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- **Justice:** implies treating everyone fairly and providing for the most vulnerable, even if it means spending more money than normal.
- **Self-direction:** refers to taking control of one's life and making decisions based on personal convictions rather than following the advice of others.
- **Discipline:** refers to the regulated standards that an individual upholds for all creatures. It contains principles like order, direction, and regulation.

Core Values of St. Wilfred PG College

Values must be acquired through actions in order to serve as the cornerstone of a robust human society. Therefore, administrators and educators in HEIs must keep in mind that their peers and students pick up values from their behavior and conduct. Institutions with higher human values prosper and are admired.

St. Wilfred's P.G. College has attained the status of a premier HEI of North -West India by following the above mentioned human values. The core values followed by St. Wilfred's P.G. College are mentioned below:

- Student Focus
- Strong Ethics
- Excellence Sports & Games Facilities.
- Social Development
- Quality Education and Research
- Striving for Excellence
- Strong Professional Ethics
- Student Centric Academic Environment
- Social Well-being and Development

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Chapter II

Code

Of

Professional Ethics

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NEED FOR PROFESSIONAL ETHICS

Professional ethics and human values are complementary to one another. Human values express personal conviction, whereas ethical standards reflect the generally recognized rules of behavior on moral obligations and virtues as they apply to an organization.

Making people adhere to a sound, standard code of ethics is the fundamental tenet of professional ethics. The committed faculty, officers, employees, and students of a given institution are what make its mission and vision successful because they act with integrity and morality. St. Wilfred's PG College must follow these elements of professional ethics in their code of conduct.

- **Integrity:** adhering to the moral standards of honesty, trust, openness, and fairness in the performance of one's tasks.
- **Inclusiveness:** adopting requirements, guidelines, and procedures to ensure that no one is discriminated against when pursuing employment, advancement, or other opportunities within an organization.
- **Commitment:** committing oneself to the institution's vision and objective while developing the knowledge, abilities, and attitudes necessary to achieve excellence within the constraints of the law.
- **Respectfulness:** Fostering an atmosphere of trust, reliability, and quality interaction, as well as ensuring the equitable involvement of institution's employees and beneficiaries.
- **Trusteeship:** operating effectively, morally, and honestly while promoting collaboration among participants and a system of checks and balances inside an institution.
- **Harmony:** Establishing a culture of tolerance, open communication, and forgiveness among stakeholders will help to balance diversity and difference.
- **Accountability:** fostering an atmosphere of openness and trust that can accept mistakes and encourage people to accept responsibility for their actions.

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- **Belongingness:** Creating an environment where everyone feels encouraged, included, and safe within the College.
- **Sustainability:** Ensuring optimal economic, environmental, and social resource use to produce a long-lasting and secure future.

CODES OF PROFESSIONAL ETHICS

Administrative Authority

It would include Chairman, Honorary Secretary, Dean Academic Affairs, Dean Students' Welfare, Registrar, Human Resource Development Cell, Proctor, Deans of various Faculties, Heads of Departments, etc.

The authority would:

- Be accountable for making sure that the College's rules, laws, ordinances, and regulations are rigorously followed in all of its operations.
- Comply with all applicable governmental laws, rules, and regulations.
- Preserve the privacy of the records and other sensitive information.
- Make an effort to advance a work environment and code of ethics that foster excellence, professionalism, and contentment.
- Avoid misusing any resources, both financial and non-financial.
- Assist academic and executive leadership through the development of policies, operational management, human resource optimization, and consideration for the environment and sustainability.
- Make decisions that are in the best interests of the College while upholding the highest standards of ethics.
- Create an atmosphere that is supportive of teaching, learning, research, and development in line with the university's full capacity in order to bring about social transformation and subsequently national development.
- Comply with the College's goals and policies and make a positive contribution to realizing its goals.

Kapila

IQAC HEAD
St. WILFRED'S P.G. COLLEGE
JAIPUR



Fareeda

Principal
(Dr. FAREEDA HASANI)
St. Wilfred's P.G. College
Jaipur



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Administrative Staff

Administrative staff would:

- Maintain the institution's property with care.
- Create a friendly environment.
- Refrain from discriminating in any way.
- Encourage the team to work as efficiently as possible.
- Make the environment conducive to cooperation.
- Act quickly to redress the legitimate complaints.
- Maintain the highest levels of performance by faithfully and impartially carrying out government directives and policies.
- Keep the records' and other sensitive information's privacy.
- Cooperate and establish close relationships with coworkers.
- Not take bribes or participate in any corrupt activities.
- Make every effort to finish the task at hand by the deadline.

The Teachers

A teacher is constantly under the scrutiny of his / her students and the society at large. Teaching is a noble and devotes profession which tends to instill in student's knowledge and values. His/her precepts and practices should reflect idealism, perfection and proficiency Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

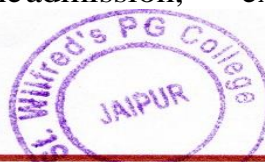
Teachers would:

- Work to improve education in the community and strengthen the community's moral and intellectual life.
- Co-operate and assist in the admission, examination, supervision, and

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invigilation and evaluation process of the College.

- Manage their private affairs in a manner consistent with the dignity of the profession.
- Perform duties, in the form of teaching, tutorial, practical, seminar, research work entrusted by the University with diligence, dedication and punctuality.
- Seek to make professional growth continuous through study and research.
- Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge.
- Maintain active membership of professional organizations and strive to improve education and profession through them.
- Participate in extension, co-curricular and extra-curricular activities including community service
- Respect the right and dignity of the student in expressing his/her opinion,
- Deal justly and impartially with students regardless of their religion, caste, political economic, social and physical characteristics.
- Re-organize the difference in aptitude and capabilities among students and strive to meet their individual needs.
- Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- Pay attention to only the attainment of the student in the assessment of merit.
- Contribute to professional growth through continuous research and presentations in conferences, seminars and professional meetings.
- Co-operate with the authorities for the betterment of the institutions keeping in view the interest and conformity with dignity of the profession.
- Should adhere to the conditions of contract
- Recognize that education is a public service and strive to keep the public informed of the educational program which are being provided
- Co-operate in the formulation of policies of the College by accepting various offices and discharge responsibilities which such offices may demand.
- Abide by Act, Statutes, Ordinances, rules, policies, and procedures of the

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College and respect its ideals, vision, mission, cultural practices and traditions.

- Adhere to responsible conduct and behavior expected of them by the society.
- Create conducive teaching–learning environment through innovative practices and knowledge sharing.
- Treat other members of the profession in the same manner as they themselves wish to be treated.
- Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest.
- Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
- Act as role models for students by displaying good conduct and character. Act as friends, philosophers and mentors of students in identifying their potentials and encourage them to improve their personality and contribution to the community welfare, environment and national heritage.
- Encourage students to actively participate in activities of national priorities.
- Refrain from harassment of students in any form.
- Speak respectfully of other teachers and render assistance for professional betterment.
- Deal justly and impartially with students regardless of their religion, caste, and political, economic, social and physical characteristics.
- Refrain from taking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
- Behave with dignity and courtesy with staff and fellow colleagues.

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The Students

At the time of admission, every student would have to sign a statement that they agree to follow the outlined codes and also confirm their commitments that:

- Students are expected to maintain the highest discipline standards and dignified behavior on campus of the college.
- Any physical or verbal discrimination based on a person's gender identity, caste, race, religion or religious beliefs, color, region, language, disability, marital or family status, physical or mental disability, etc.
- Indulging ragging, anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the Campus and hostel are strongly prohibited as well as punishable.
- Punishment would be applicable for damage to or destruction of the College's or any other property on the site. A committee will be present to investigate any potential violation of the aforementioned codes of conduct by a student.
- Every student is obliged to keep the classrooms, laboratories, and campus generally clean.
- Every student is required to carry his or her identity card when on the college premises.
- The student must attend classes regularly and finish all of his or her coursework at the College.
- It is definitely forbidden to engage in any activity that hinders the college's administrative, teaching, or research activities.
- It is completely forbidden to smoke, chew tobacco, or consume any other intoxicating substances.
- Inside the college and hostel campus, playing cards, spitting, and loitering are completely forbidden and will result in harsh punishment/disciplinary action.
- Cell phone use is categorically forbidden during class time.
- On or off campus, theft attempts or actual thefts of, damages to, or destruction of College property, community member property, or other private or public property will be punished.
- Students are asked to make the most of the library during free time and to take good care of the college's property.

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- A fine or suspension from the college may result from damage to the furniture or any other materials.
- If a student leaves a college, all outstanding debts must be paid, and if the student received a scholarship when they enrolled, that scholarship will be forfeited.
- The College is committed to fostering a secure and productive environment by upholding behavioural standards. Academic integrity must be upheld by every student.
- Students are encouraged to utilize the library as often as possible during free time.
- Driving (four-wheeler, two-wheeler, bicycle, etc.) into a no-parking zone or into a space designated for someone other than students.) Improper driving on campus that might annoy other students.
- Failing to disclose a pre-existing medical condition, either physical or mental, that could impede the student's academic progress.
- Plundering or unauthorized use of others' resources.
- Without the authorization of the College administrators, students are not permitted to engage in media relations on behalf of the institution or invite reporters to the campus.
- Without authorization, students are not allowed to record the audio or video of lectures given in classrooms or the behavior of other students, faculty, or staff.
- Students are expected to be cautious and responsible and exhibit restraint while using Social Media.
- Students are not allowed to send audio and video clippings of any activity in the campus to print and/or electronic media without advance permission.
- Without the permission of the Principal, Students are not allowed to circulate any printed materials within the college campus.
- Latecomers will not be entertained to enter into the classroom.
- A student should maintain at least 75% attendance in the Lectures of every subject and 100% overall performance. Otherwise, he or she will be debarred from the University Examination.

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Achievements on Short term and Long Term Goals

The institution has a long term planning for the growth and development that is reflected in its Perspective Plan. The Internal Quality Assurance Cell (IQAC) of the college takes initiatives in the preparation of the perspective plan. The Institutional head and IQAC considers the quality indicators of certain criteria determined by NAAC. Also, the framework of plan is inclined towards the development of the institution that refers to the quality sustenance and quality enrichment. It intends to cover social, economic and spatial development.

The following table focuses on the Institutional perspective plan for the next five years

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TABLE OF CONTENTS (MOMs)

Sr. No.	Particulars for NOTICE ,CIRCULAR & MOMs
1	Cultural Committee
2	Department Academic Committee
3	Grievance Redressal & Discipline Cell
4	Entrepreneurship Cell
5	Women Cell (Women Empowerment & Development) & SC-ST Cell
6	Anti-ragging cell
7	Library and Literacy Club
8	Alumni & Parents Teachers Association
9	Student Development Cell
10	Public Relationship Cell (Outreach Activity, News & Social Media)
11	Examination Cell (Exam form, Main-Internal-Practical Examination)
12	Research, Innovation and Incubation cell
13	Program & Academic Advisory Committee

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Swpg/2022/CAC/32

Date: 16-07-2022

Cultural Activities Committee

NOTICE

All the members of the Committee are hereby informed that a meeting of Cultural Committee will be held on 19-07-2022 in Room No. 227 for the session 2022-23. In this meeting we are going to discuss about the Extra-Curricular and Cultural Activities which are going to be held in upcoming year.

Shyam
Coordinator

Fareeda
Principal

Copy to:

Vice Principal

IQAC Head

Cultural Committee Members

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ST. WILFRED'S P.G. COLLEGE

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Date:16-07-2022

Cultural Activities Committee

CIRCULAR

All the members of the Committee are informed that a meeting of Cultural Committee will be held on 19-07-2022 in Room No. 227. In this meeting we are going to discuss about the Extra-Curricular and Cultural Activities which are going to be held in upcoming year.

Members requested to attend the same:

- Member- Dr. Neetu Gaur
- Member-Dr. Pratibha Jain
- Member-Dr. Sangeeta Kumari
- Member-Dr. Aditi Joshi

Shyam

Coordinator

Fareeda

Principal

Copy to

Vice Principal

IQAC Head

Cultural Committee Members

Kapila

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Date: 19-07-2022

Cultural Activities Committee

Minutes of Meeting

The meeting of Extracurricular and Cultural Committee was held on 19-07-2022 at 12.30 PM at Room No 227, St Wilfred's PG College. Following are the minutes of meeting.

Following Members attended the Meeting;

- Member- Dr. Neetu Gaur
- Member-Dr. Pratibha Jain
- Member-Dr. Sangeeta Kumari
- Member-Dr. Aditi Joshi

Agenda

- Review on last year Cultural activities.
- To discuss about the need of extra-curricular activities in the Institute
- To plan about the conduct of freshers cum welcome party for 1st year UG &PG Students.
- Plan to organize the Events like Orientation Program, Independence Day, Republic Day, and Women's Day etc.
- To execute student's preparation, to organize different cultural activities in the college campus like Dancing, Singing, Rangoli Making, Sports Meet, Nukkad Natak etc.
- To give them knowledge of cultural and various festivals throughout the session, we have to celebrate different festivals of India like Teachers day, Womens day celebration,
- Basant Panchmi celebration, Diwali celebration, Holi celebration, Lohri, Ganesh Chaturthi, Teej, Janmashtami, Christmas Carnival, etc.
- To prepare the annual budget for various cultural event.
- To discuss about tentative dates for various events going to be held in the college.
- To discuss about distribution of prizes and certificates
- Suggestions from the staff will be expected

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The coordinator of the committee introduced members and the principal welcomed all the members. The meeting started with kind gesture and all the members are requested to give their suggestions. These are the following outcomes-

Discussed the necessity for extracurricular activities at the institute; reviewed last year's cultural events; and planned how to hold a welcome party for first-year UG and PG students.

- Prepared to host events like the orientation programme, Republic Day, Women's Day, and others on holidays like Independence Day
- Made the decision to put students' preparation into action and to plan a variety of cultural events on the college campus, including dancing, singing, rangoli-making, sporting events, and nukkad natak.
- We've decided to celebrate many Indian festivals throughout the semester, including Lohri, Ganesh Chaturthi, Teej, Janmashtami, Christmas Carnival, etc., in order to give students awareness of various cultural and holiday celebrations.
- Developed the yearly budget for numerous cultural events.
- Talked about the potential dates for various activities that will take place at the campus.
- The topic of reward distribution was discussed. The meeting ended with vote of thanks by IQAC head.

Shyam

Coordinator

Copy to:

Vice Principal

IQAC Head

Cultural Committee Members

Fareeda
Principal

Kapila

IQAC HEAD

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CULTURAL COMMITTEE	
Activity Report	
Name of Activity	Meeting of Cultural Committee
Title	Meeting of Cultural Committee
Date	19-07-2022
Venue	St. Wilfred's PG College
Organized by	Cultural Committee
Faculty Co-ordinator	Dr. Shyam Sunder Sharma
Event Summary	The meeting of Cultural Committee was held on 19-07-2022 in Room No. 227 at St. Wilfred's PG College. Following Members has attended the Same. The points included in agenda have been discussed.
Geo-Tagged Picture	

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Swpg/2022/DAC/55

Date: 09-07-2022

DEPARTMENT ACADEMIC COMMITTEE NOTICE

All the faculty members of the DAC are informed that there will be meeting on 11-07-2022 in Room no. 227 at 12.00 Noon regarding subject allocation, time table and commencement of new academic session. All the members are requested to attend the same.

Coordinator

Principal

Copy to:

Vice Principal

IQAC Head

DAC Members

IQAC HEAD

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JAIPUR**



Principal

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ST. WILFRED'S P.G. COLLEGE

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Date: 09-07-2022

DEPARTMENT ACADEMIC COMMITTEE

CIRCULAR

This is to inform that DAC is planning to organize a meeting with all the HODS regarding Subject allocation, time table, allotment of papers to respective faculty members and academic activities of the session on 11-07-2022 in Room no. 227 at 12.00 Noon. All the committee members are requested to attend the same.



Coordinator



Principal

Copy to:

Vice Principal

IQAC Head

DAC Members



IQAC HEAD

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JAIPUR**





Principal

(Dr. FAREEDA HASANI)

St. Wilfred's P.G. College

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Ph. 0141-2780436, 2780904 E-mail: stwilfredscollge@gmail.com Website: www.stwilfredscollge.com

Where the mind is without fear! Where the head is held high!!



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Date: 11-07-2022

DEPARTMENT ACADEMIC COMMITTEE

Minutes of Meeting

The meeting of Department Academic Committee was held on 11-07-2022 at 12.00 Noon at Room No 227, St Wilfred's PG College. Following are the minutes of meeting.

Following Advisory- Committee Members were presented:

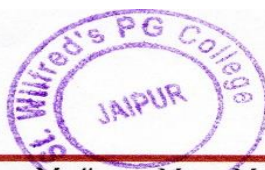
- Dr. Dileep Gupta (Head, Botany)
- Dr. Sumit Gupta (Head, Physics)
- Dr. Rajani Vyas (Dean, Science)
- Dr. Seema Jacob (Head, Zoology)
- Dr. Monika Sharma (Head, Arts)
- Ms. Shipra Sharma (Computer Science)
- Dr. Nupur Jain (Member)
- Dr. Bhola Ram Saini (Member)
- Mr. Hardyam Baberwal (Member)
- Dr. Sangeeta Kumari (Member)
- Mr. Lakha Singh (Sports Incharge)

Agenda of Meeting

1. Will discuss about new educational methodologies and strategies.
2. Review of Program outcomes, Student Learning Outcomes and Mission Statement.
3. Will discuss on Annual Assessment Plans, role of mentors in teaching learning process and list of Full time faculty members.
4. Will discuss subject allocation & workload distribution.

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5. Will decide allocation of subject & workload distribution as per interest of faculty.
6. Will discuss about course completion date.
7. Will discuss about value added & skill development short term courses.
8. Will discuss about student leadership development programme, alumni association.
9. Will discuss other points with the permission of chair.

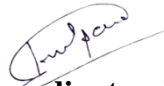
The coordinator of the committee introduced members and the principal welcomed all the members.

The meeting started with kind gesture and all the members are requested to give their suggestions.

These are the following outcomes-

All the faculties are getting introduced to the new curriculum pattern.

- Discussed about all program outcome, course outcome, vision & mission of the college & departments.
- Discussed Annual Assessment Plans, list of Full time faculty members.
- All the HODs discussed regarding subject allocation.
- All decided to allocate the subjects & distribute workload as per the interest of the faculty.
- Dead line for the lecture completion was given.
- As per discussion with all members following value based courses are proposed for all streams like Artificial Intelligence, Advanced Java, Certificate in Vocal/Instrumental Music, Data Analysis, Soft Skills Programmes.
- Discussed about student leadership development programme, alumni association.
- Discussed other academic points with the permission of chair.


Coordinator, DAC


Principal

Copy to:


Vice Principal

IQAC Head

DAC Members


IQAC HEAD
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ACADEMIC COMMITTEE	
Activity Report	
Name of Activity	Meeting Of Academic Committee
Title	Meeting Of Academic Committee
Date	11-07-2022
Venue	St. Wilfred's PG College
Organized by	Academic Committee
Faculty Co-ordinator	Dr. Anupama Sharma
Event Summary	The meeting of Academic Committee was held on 11-07-2022 in Room No. 227 at St. Wilfred's PG College. Following Members has attended the Same. The points included in agenda have been discussed.
Geo-Tagged Picture	

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Swpg/2022/GRC/75

Date: 26-07-2022

Grievance Redressal Cell & Discipline Cell

NOTICE

All the members of the Committee are informed that a meeting of Grievance & Discipline Cell will be held in Room no. 227 on 29-07-2022. In this meeting committee members are going to discuss grievance related issues of the students and disciplinary things which are compulsory for all the students.

Coordinator

Principal

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Vice Principal

IQAC Head

Grievance Redressal Cell & Discipline Cell

IQAC HEAD
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Date: 26-07-2022

Grievance Redressal Cell & Discipline Cell

Circular

All the members of the Committee are informed that a meeting of Discipline Committee will be held on 29-07-2022 in Room no. 227. In this meeting committee members are going to discuss disciplinary things which are compulsory for all the students.

Following members are requested to attend the meeting:

1. Dr. Anupama Sharma- Coordinator
2. Dr. Rajani Vyas- Member
3. Dr. Kapila Parihar-Member
4. Mr. Sunil Sharma-Member
5. Dr. Ashutosh Sharma
6. Mr. Hardyan Baberwal
7. Mr. Roopendra Singh

Coordinator

Principal

Copy to:

Vice Principal

IQAC Head

Grievance & Discipline Cell Members

IQAC HEAD
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Date: 29-07-2022

Grievance Redressal Cell & Discipline Cell

Minutes of Meeting

The meeting of Discipline Committee was held on 29-07-2022 in Room No. 227. Following Members has attended the same. The points included in agenda have been discussed and recommendations of the Committee is attached herewith;

Members Attended the Same

1. Dr. Anupama Sharma- Coordinator
2. Dr. Rajani Vyas- Member
3. Dr. Kapila Parihar-Member
4. Mr. Sunil Sharma-Member
5. Dr. Ashutosh Sharma
6. Mr. Hardyant Baberwal
7. Mr. Roopendra Singh

Agenda

Discuss to maintain justice on both sides and avoid any potential unfair dismissal accusations by students.

1. Discuss to maintain discipline in college as well as in hostel.
2. To ensure calm and peaceful academic atmosphere in the campus.
3. To ensure discipline confirmation among students.
4. Mobiles are prohibited within the college premises.
5. Awareness for students of first year on discipline to be maintained in the college campus.
6. Discussion on disciplinary action to be taken against students on the misconduct.
7. All the students should wear their ID cards while they are in the campus and their respective classroom.

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8. The purpose of the Grievance Committee is to hear, investigate, and resolve a student complaint, grievance, or any other complaint
9. In case of any difficulties, the Grievance Committee shall have discussion with the Director before a decision is taken.
10. Any other points for discussions with the permission of Chairperson.

The coordinator of the committee introduced members and the principal welcomed all the members. The meeting started with kind gesture and all the members are requested to give their suggestions. These are the following outcomes-

1. Discussed to maintain justice on both sides and avoid any potential unfair dismissal accusations by students.
2. Discussed to maintain discipline in college as well as in hostel.
3. The committee ensured to keep the calm and peaceful academic atmosphere in the campus.
4. The committee ensured that the students should follow the code of conduct.
5. Decided to prohibit mobile phones usage in the college premises by the students.
6. Decided to create awareness among students of first year on discipline to be maintained in the college campus.
7. Discussed on disciplinary action to be taken against students on the misconduct.
8. Decided to convey all the students that they should wear their ID cards while they are in the campus and their respective classroom
9. It's been decided that the purpose of the Grievance Committee is to hear, investigate, and resolve a student complaint, grievance, or any other complaint
10. It is discussed that in case of any difficulties, the Grievance Committee shall have discussion with the Director before a decision is taken
11. Any other points for discussions with the permission of Chairperson.

Coordinator

Copy to:

Vice Principal

IQAC Head

Grievance Redressal Cell & Discipline Cell

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Principal

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IQAC HEAD
ST. WILFRED'S P.G. COLLEGE
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Principal
(Dr. FAREEDA HASANI)
St. Wilfred's P.G. College
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Swpg/2022/EC/35

Date: 30-07-2022

Entrepreneurship Cell

NOTICE

This is to inform that Entrepreneurship cell (Entrepreneurship, Incubation and Industry Institute Interaction) is going to organize a meeting on 01-08-2022 in room no. 227 regarding Entrepreneurship based activities to be organized in the campus for the session 2022-23.


Coordinator



Principal

Copy to:


Vice Principal

IQAC Head

Entrepreneurship Cell Members


IQAC HEAD
ST. WILFRED'S P.G. COLLEGE
JAIPUR




Principal
(Dr. FAREEDA HASANI)
ST. WILFRED'S P.G. COLLEGE
JAIPUR



ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

Date: 30-07-2022

Entrepreneurship Cell

Circular

This is to inform that Entrepreneurship cell (Entrepreneurship, Incubation and Industry Institute Interaction) is going to organize a meeting on 01-08-2022 in room no. 227 regarding Entrepreneurship based activities to be organized in the campus for the session 2022-23.

Following members are requested to attend the meeting:

- Dr. Seema Jacob
- Dr. Pratibha Jain
- Ms. Shamim Bano
- Ms. Asha Soni
- Dr. Aditi Joshi



Coordinator


Principal

Copy to:
Vice Principal
IQAC Head
Entrepreneurship Cell Members


IQAC HEAD
ST. WILFRED'S P.G. COLLEGE
JAIPUR




Principal
(Dr. FAREEDA HASANI)
ST. WILFRED'S P.G. COLLEGE
JAIPUR



ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

Date: 01-08-2022

Entrepreneurship Cell

Minutes of Meeting

The meeting of Entrepreneurship cell was held on 01-08-2022 in Room no.227. Following Members has attended the same. The points included in agenda have been discussed and recommendations of the Committee is attached herewith;

Following members attended the meeting:

- Dr. Seema Jacob
- Dr. Pratibha Jain
- Ms. Shamim Bano
- Ms. Asha Soni
- Dr. Aditi Joshi

Agenda

- To organize Entrepreneurship Awareness Camps, Entrepreneurship Development Programmes.
- To arrange visits to industries for prospective entrepreneurs.
- To prepare proposals to avail grant from the government agency to promote entrepreneurship in the Campus.
- To provide testing, collaboration, quality assurance, design, tool room, pilot plant and other facilities for Entrepreneurs.
- To provide students, the professional and Industry exposure.
- Plan to guide students regarding the various government schemes to support entrepreneurship.
- Plan to create an environment for self-employment and entrepreneurship development through teaching and training programmes.
- Decide to develop management personnel at appropriate levels for the non-corporate and unorganized sectors like retail, rural development, small-scale industry etc.
- Plan to promote employment opportunities through skill development.

Kapila

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Fareeda

Principal
(Dr. FAREEDA HASANI)
St. Wilfred's P.G. College
Jaipur



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- Any other points for discussions with the permission of Chairperson.

The coordinator of the committee introduced members and the principal welcomed all the members. The meeting started with kind gesture and all the members are requested to give their suggestions. These are the following outcomes-

1. Decided to organize Entrepreneurship Awareness Camps, Entrepreneurship Development Programmes.
2. Planned To arrange visits to industries for prospective entrepreneurs.
3. Decided to prepare proposals to avail grant from the government agency to promote entrepreneurship in the Campus.
4. Planned to provide testing, collaboration, quality assurance, design, tool room, pilot plant and other facilities for Entrepreneurs.
5. Discussed to provide students, the professional and Industry exposure.
6. Planned to guide students regarding the various government schemes to support entrepreneurship.
7. Planned to create an environment for self-employment and entrepreneurship development through teaching and training programmes.
8. Decided to develop management personnel at appropriate levels for the non-corporate and unorganized sectors like retail, rural development, small-scale industry etc.
9. Planned to promote employment opportunities through skill development.
10. Any other points for discussions with the permission of Chairperson.

Ngarnal

Coordinator

Copy to:

Vice Principal

IQAC Head

Entrepreneurship Cell Members

Fareeda
Principal

Kapila

IQAC HEAD

**ST. WILFRED'S P.G. COLLEGE
JAIPUR**



Fareeda

Principal

**(Dr. FAREEDA HASANI)
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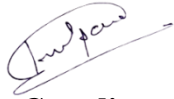
Swpg/2022/WC/45

Date: 04-08-2022

Women Cell (Women Empowerment & Development) & SC-ST Cell

NOTICE

This is to inform that Women Cell is going to organize a meeting on 06-08-2022 in room no. 227. In this meeting the committee will discuss about the activities in the campus based on the empowerment, development and security of the women. It will also discuss measures to promote the backward section (SC-ST) of the society.



Coordinator



Principal

Copy to:

Vice Principal

IQAC Head

Women Cell (Women Empowerment & Development) & SC-ST Cell



IQAC HEAD

**St. WILFRED'S P.G. COLLEGE
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Principal

**(Dr. FAREEDA HASANI)
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Jaipur**



ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

Date: 04-08-2022

Women Cell (Women Empowerment & Development) & SC-ST Cell

Circular

This is to inform that Women Cell is going to organize a meeting on 06-08-2022 in room no. 227. In this meeting the committee will discuss about the activities in the campus based on the empowerment, development and security of the women. Also to promote the backward section (SC-ST) of the society.

Following members are requested to attend the same:

- Dr. Rajani Vyas
- Dr. Seema Jacob
- Dr. Monika Sharma
- Ms. Asha Soni

Coordinator

Principal

Copy to:

Vice Principal

IQAC Head

Women Cell (Women Empowerment & Development) & SC-ST Cell

IQAC HEAD

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Date: 06-08-2022

Women Cell (Women Empowerment & Development) & SC-ST Cell

Minutes of Meeting

The meeting of Women Cell was held on 06-08-2022 in Room no.227. Following Members has attended the same. The points included in agenda have been discussed and recommendations of the Committee is attached herewith;

Following members attended the same:

- Dr. Rajani Vyas
- Dr. Seema Jacob
- Dr. Monika Sharma
- Ms. Asha Soni

Agenda

1. Planning to design a webpage pertaining to Women Cell, all upcoming functions & minutes of meetings of Women Cell and other related information.
2. To Discuss that Motto of women cell in relation to complaint redressal, upliftment of women and environment affecting women.
3. To place complaint boxes at prominent places in college campus.
4. To plan an annual schedule for organizing and celebrating women oriented events. (National & International).
5. Any issues relating to physical or mental harassment should be brought into the NOTICE of committee.
6. To plan the constitution of student committee for better approach of all to the Women cell.
7. To stress upon the development of women in every sphere.
8. To discuss about the programme to be organised to remove the caste barrier in the society.
9. To provide additional exposure to the students of SC-ST background.

The coordinator of the committee introduced members and the principal welcomed all the members. The meeting started with kind gesture and all the members are requested to give their suggestions. These are the following outcomes-

1. Planned to prepare a webpage to be developed and uploaded on website of the Institute.

Kapila

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2. Decided that Motto of women cell is not just complaint redressal but upliftment of women and environment affecting women.
3. Planned to organize function throughout the year on all days (National & International) related with women be celebrated in some or other way.
4. Any issues relating to physical or mental harassment should be brought into the NOTICE of committee.
5. Discussed for a women cell, student committee is to be constituted for better approach of all to the Women cell.
6. Decided to stress upon the development of women in every sphere.
7. It's been discussed about the programme to be organised to remove the caste barrier in the society.
8. Decided to provide additional exposure to the students of ST-SC background.
9. Any other points for discussions with the permission of Chairperson.


Coordinator


Principal

Copy to:


Vice Principal

IQAC Head

Women Cell (Women Empowerment & Development) & SC-ST Cell


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Swpg/2022/ARC/25

Date: 21-07-2022

Anti-Ragging Cell

NOTICE

This is to inform that Anti –Ragging Cell is going to organize a meeting on 23-07-2022 in room no. 227. In this meeting the committee will discuss about the ways to stop ragging in the campus. The cell will decide to maintain the anti-ragging environment in the campus.


Coordinator


Principal

Copy to:


Vice Principal

IQAC Head

Anti-Ragging Members


IQAC HEAD
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Principal
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ST. WILFRED'S P.G. COLLEGE
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ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

Date: 21-07-2022

Anti-Ragging Cell

Circular

This is to inform that Anti –Ragging Cell is going to organize a meeting on 23-07-2022 in room no. 227. In this meeting the committee will discuss about the ways to stop ragging in the campus. The cell will decide to maintain the anti-ragging environment in the campus.

Following members are requested to attend the meeting:

- Dr. Bhola Ram Saini
- Dr. Nupur jain
- Mr. Kana Ram Saini
- Mr. Ramkishan Mahawar

Coordinator

Principal

Copy to:

Vice Principal

IQAC Head

Anti-Ragging Members

IQAC HEAD

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JAIPUR**



Principal

(Dr. FAREEDA HASANI)



ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

Date: 23-07-2022

Anti-Ragging Cell

Minutes of Meeting

This is to inform that Anti –Ragging Cell has organized a meeting on 23-07-2022 in room no. 227. In this meeting the committee discussed about the ways to stop ragging in the campus. The cell decided to maintain the anti-ragging environment in the campus.

Following members are requested to attend the meeting:

- Dr. Bholam Ram Saini
- Dr. Nupur Jain
- Mr. Kana Ram Saini
- Mr. Ramkishan Mahawar

Agenda

1. To aware the students of dehumanizing effect of ragging inherent in its perversity.
2. To keep a continuous watch and vigil over ragging so as to prevent its occurrence and recurrence.
3. To promptly and stringently deal with the incidents of ragging brought to our notice.
4. To consider the complaints received from the students and conduct inquiry and submit report to the Anti- Ragging Committee along with punishment recommended for the offenders.
5. Oversee the procedure of obtaining an undertaking from the students in accordance with the provisions.
6. Conduct workshops against ragging menace and orient the students.
7. To provide students the information pertaining to the contact address and telephone numbers of the person(s) identified to receive complaints-distress calls.
8. To create awareness among the students about Anti ragging.
9. To take all necessary measures for the prevention of Ragging inside the Campus- Hostels.
10. Any other points for discussions with the permission of Chairperson.

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The coordinator of the committee introduced members and the principal welcomed all the members.

The meeting started with kind gesture and all the members are requested to give their suggestions.

These are the following outcomes-

1. Decided to aware the students of dehumanizing effect of ragging inherent in its perversity.
2. Discussed to keep a continuous watch and vigil over ragging so as to prevent its occurrence and recurrence.
3. Discussed and decided to promptly and stringently deal with the incidents of ragging brought to our notice.
4. Decided to consider the complaints received from the students and conduct enquiry and submit report to the Anti-Ragging Committee along with punishment recommended for the offenders.
5. Planned to execute the procedure of obtaining undertaking from the students in accordance with the provisions.
6. Decided to conduct workshops against ragging menace and orient the students.
7. Decided to provide students the information pertaining to contact address and telephone numbers of the person(s) identified to receive complaints-distress calls.
8. Decided to create awareness among the students about Anti ragging.
9. Decided to take all necessary measures for prevention of Ragging inside the Campus-Hostels.
10. Any other points for discussions with the permission of Chairperson.

Coordinator

Copy to:

Vice Principal

IQAC Head

Anti-Ragging Members

Principal

IQAC HEAD

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JAIPUR**



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(Dr. FAREEDA HASANI)

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SWPG/2022/LLC/15

Date: 25-07-2022

Library and Literacy Club

NOTICE

All the members of the Committee are informed that a meeting of library and literacy club will be held on Date: 26-07-2022 in Room No.227. This meeting is regarding library upgradation and to create literacy awareness in the students.

Aditi

Dr. Aditi Joshi

Coordinator

Fareeda

Principal

Copy to:

Vice Principal

IQAC Head

Library and Literacy Club Members

Kapila

IQAC HEAD

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JAIPUR**



Fareeda

Principal

**(Dr. FAREEDA HASANI)
St. Wilfred's P.G. College
Jaipur**



ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

Date: 25-07-2022

Library and Literacy Club

Circular

All the members of the Committee are informed that a meeting of library and literacy club will be held on Date: 26-07-2022 in Room No.227. This meeting is regarding library upgradation and to create literacy awareness in the students.

Following members requested to attend the meeting

- Ms. Shamim Bano (Member)
- Dr. Bhola Ram Saini (Member)
- Ms. Mamta Tangniya (Member)
- Ms. Sangeeta Mathur (Member)

Aditi

Coordinator

Fareeda
Principal

Copy to:

Vice Principal

IQAC Head

Library and Literacy Club Members

Kapila

IQAC HEAD
St. WILFRED'S P.G. COLLEGE
JAIPUR



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(Affiliated to the University of Rajasthan)

Date: 26-07-2022

Library and Literacy Club

Minutes of Meeting

All the members of the Committee gathered in the meeting of library and literacy club which was held on Date: 26-07-2022 in Room No.227. This meeting is regarding library upgradation and to create literacy awareness in the students. Following minutes of meeting were discussed and approved

Following members attended the meeting

Ms. Shamim Bano (Member)

Dr. Bholu Ram Saini (Member)

Ms. Mamta Tangniya (Member)

Ms. Sangeeta Mathur (Member)

Agenda

- 1) Books and other e-learning media are very essential for gaining knowledge as learning is a continuous process.
- 2) Faculty and students require resources to attain knowledge for the day to-day requirements and to function as a channel between the library and its users.
- 3) Inform the staff and students about the latest titles, new arrivals of books and journal.
- 4) To foster the reading habit of staff and students
- 5) Recommend the latest resources journals on periodical basis.
- 6) Maintain and upgrade digital library.
- 7) To inform students about the importance of literacy.
- 8) Conduct more events based on the awareness of literacy in student's life.
- 9) Any other point with the permission of the chairperson.

The coordinator of the committee introduced members and the principal welcomed all the members. The meeting started with kind gesture and all the members are requested to give their suggestions. These are the following outcomes-

1. Discussed the importance of books and other e-learning media as they are very essential for gaining knowledge to understand that learning is a continuous process.
2. It's been discussed that Faculty and students require resources to attain knowledge for the day to-day requirements and to function as a channel between the library and its

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users. So it should be maintained properly.

3. Decided to inform the staff and students about the latest titles, new arrivals of books and journal.
4. Planned to foster reading habits of staff and students
5. Decided to maintain and upgrade digital library.
6. To inform students about the importance of literacy.
7. Conduct more events based on the awareness of literacy in student's life.
8. Any other point with the permission of the chairperson.

Aditi

Dr. Aditi Joshi

Coordinator

Fareeda
Principal

Copy to:

Vice Principal

IQAC Head

Library and Literacy Club Members

Kapila

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ST. WILFRED'S P.G. COLLEGE
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Date: 06-08-2022

Swpg/2022/PTA/25

Alumni & Parents Teachers Association

NOTICE

All the members of the Committee are informed that a meeting of Alumni and Parents Teachers Association will be held on Date: 08-08-2022 in Room No.227. This meeting is regarding Alumni participation in the college and also to bring into the focus parents teacher association with each other.

Dr. Rajani Vyas
Coordinator

Principal

Copy to:

Vice Principal

IQAC Head

Alumni & Parents Teachers Association Members

IQAC HEAD
ST. WILFRED'S P.G. COLLEGE
JAIPUR



Principal
(Dr. FAREEDA HASANI)
ST. WILFRED'S P.G. COLLEGE
JAIPUR



ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

Date: 06-08-2022

Alumni & Parents Teachers Association

Circular

All the members of the Committee are informed that a meeting of Alumni and Parents Teachers Association will be held on Date: 08-08-2022 in Room No.227. This meeting is regarding Alumni participation in the college and also to bring into the focus parents teacher association with each other.

Following members are requested to attend the Meeting

- Dr. Seema Jacob
- Ms. Vandana Palsaniya
- Ms. Asha Soni
- Dr. Purna Sharma
- Ms. Neelam Sikarwal

Dr. Rajani Vyas

Coordinator

Copy to:

Vice Principal

IQAC Head

Alumni & Parents Teachers Association Members

Principal

IQAC HEAD
ST. WILFRED'S P.G. COLLEGE
JAIPUR



Principal
(Dr. FAREEDA HASANI)
ST. WILFRED'S P.G. COLLEGE
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ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

Date: 08-08-2022

Alumni & Parents Teachers Association

Minutes of the Meeting

All the members of the Committee attended the meeting of Alumni and Parents Teachers Association which was held on Date: 08-08-2022 in Room No.227. This meeting is regarding Alumni participation in the college and also to bring into the focus parents teacher association with each other.

Following members are requested to attend the Meeting

- Dr. Seema Jacob
- Ms. Vandana Palsaniya
- Ms. Asha Soni
- Dr. Prerna Sharma
- Ms. Neelam Sikarwal

Agenda

- 1) To highlight alumni accomplishments in order to boost the institute's credibility and reputation.
- 2) Create and advertise a forum for communication between all engineering and technology institute stakeholders.
- 3) To have an accurate and thorough database of the alumni.
- 4) Keep up good relations with the alumni body Help the college's administration create an environment where students can make enduring memories.
- 5) To have good interactions between the parents of learners and the teachers.
- 6) To motivate student-learners of the college about their participation in co-curricular, extra-curricular and other activities such as NSS, DLLE, and sports.
- 7) To create awareness among parents about college programs relating to career guidance, placement cell, Women Development Cell and cultural committee.
- 8) To discuss students' academic performance in half yearly and pre university examinations.

The coordinator of the committee introduced members and the principal welcomed all the members.

The meeting started with kind gesture and all the members are requested to give their suggestions.

These are the following outcomes-

Kapila

IQAC HEAD
ST. WILFRED'S P.G. COLLEGE
JAIPUR



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Principal
(Dr. FAREEDA HASANI)
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1. Made the decision to have an accurate and thorough database of alumni.
2. In order to enhance the legitimacy and reputation of the institute, it was planned to showcase the achievements of alumni.
3. A forum for communication with other stakeholders was intended to be promoted.
4. A healthy relationship with the alumni body was discussed. Help the college's administration create an environment where students can make enduring memories.
5. Made the decision to foster positive interactions between teachers and parents of students.
6. Decided to motivate student-learners of the college about their participation in co-curricular, extra-curricular and other activities such as NSS, DLLE and sports.
7. Discussed to create an awareness among parents about college programs relating to Career Guidance, Placement Cell, Student Development Cell and Cultural Committee.
8. Decided to discuss students' academic performance in internal assessment and pre university examinations.
9. Any other point with the permission of the chair person.

Rajani

Dr. Rajani Vyas

Coordinator

Copy to:

Vice Principal

IQAC Head

Alumni & Parents Teachers Association Members

Fareeda
Principal

Kapila

IQAC HEAD

**St. WILFRED'S P.G. COLLEGE
JAIPUR**



Fareeda

Principal

(Dr. FAREEDA HASANI)

**St. Wilfred's P.G. College
Jaipur**



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(Affiliated to the University of Rajasthan)

Swpg/2022/SDC/34

Date: 10-08-2022

Student Development Cell

NOTICE

All the members of the Committee are informed that a meeting of Student Development Cell will be held on Date: 11-08-2022 in Room No.227. This meeting is regarding career guidance, scholarship cell for internal external and government based scholarship.

sudheer

Mr. Sudhir Verma
Coordinator

Fareeda

Principal

Copy to:

Vice Principal

IQAC Head

Students Development Cell Members

Kapila

IQAC HEAD
St. WILFRED'S P.G. COLLEGE
JAIPUR



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Principal
(Dr. FAREEDA HASANI)
St. Wilfred's P.G. College
Jaipur



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Date: 10-08-2022

Student Development Cell

Circular

All the members of the Committee are informed that a meeting of Student Development Cell will be held on Date: 11-08-2022 in Room No. 227. This meeting is regarding career guidance, scholarship cell for internal external and government based scholarship.

Following members are requested to attend the meeting

- Mr. Sunil Sharma (Member)
- Ms. Vandana Palsaniya (Member)
- Ms. Neelam Sikarwal (Member)

Sudhir

Mr. Sudhir Verma

Coordinator

Fareeda
Principal

Copy to:

Vice Principal

IQAC Head

Students Development Cell Members

Kapila

IQAC HEAD
St. WILFRED'S P.G. COLLEGE
JAIPUR



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Principal
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St. Wilfred's P.G. College
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(Affiliated to the University of Rajasthan)

Date: 11-08-2022

Student Development Cell

Minutes of Meeting

All the members of the Committee attended the meeting of Student Development Cell which is held on Date: 11-08-2022 in Room No.227. This meeting is regarding career guidance, scholarship cell for internal external and government based scholarship.

Following members attended the meeting

- Mr. Sunil Sharma(Member)
- Ms. Vandana Palsaniya(Member)
- Ms. Neelam Sikarwal(Member)

Agenda

- 1) The primary goal of the cell is to provide assistance with finding jobs and scholarships.
- 2) To help students who are looking for work by facilitating job opportunities and informing them of them.
- 3) To establish and preserve positive ties with the business community and close the distance between it and our college.
- 4) Develop a strategy for regularly holding student grooming workshops to develop their soft skills, interview skills, and behavioral abilities so they are prepared for the workplace. to plan seminars and counselling sessions to teach students about new developments in the workforce, job descriptions, leadership positions, entrepreneurship, market needs and hazards, and the implementation of national socioeconomic policies.
- 5) To assist students in receiving various internal and external scholarships

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(Affiliated to the University of Rajasthan)

- 6) To inform the students about various government grants.
- 7) Any additional points with the chairperson's approval

The coordinator of the committee introduced members and the principal welcomed all the members. The meeting started with kind gesture and all the members are requested to give their suggestions. These are the following outcomes-

1. The cell decided to offer advice on jobs and different scholarships.
2. The cell is intended to help students looking for work by communicating job openings to them.
3. The need to establish and preserve positive ties with business was discussed in order to close the gap between business and our institution.
4. The cell agreed to hold grooming sessions for the students to develop their behavioral, interview, and soft skills and prepare them for the workplace.
5. It was intended to hold seminars and advice workshops to teach students about new developments in the workplace, job profiles, leadership roles, entrepreneurship, market needs and hazards, and the implementation of national socio-economic policies.
6. Made the decision to provide students with a range of internal and external scholarships.
7. The cell was to inform the pupils about several government scholarships.
8. Any additional points with the chairperson's approval

Sudhir

Mr. Sudhir Verma
Coordinator

Copy to:

Vice Principal
IQAC Head
Students Development Cell Members

Fareeda

Principal

Kapila

IQAC HEAD
St. WILFRED'S P.G. COLLEGE
JAIPUR



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Principal
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St. Wilfred's P.G. College
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Swpg/2022/PRC/07

Date: 19-08-2022

Public Relationship Cell

(Outreach Activities, News & Social Media)

NOTICE

All the members of the Committee are informed that a meeting of Public Relationship cell will be held on 20-08-2022 in Room No.227. This meeting is regarding Social Media, Publishing of College News, Media Coverage and role of students in different segments of digital media.

Ganesh Shankar

Mr. Ganesh Shankar
Coordinator

Fareeda

Principal

Copy to:

Vice Principal

IQAC Head

Public Relationship Cell Members

Kapila

IQAC HEAD
ST. WILFRED'S P.G. COLLEGE
JAIPUR



Fareeda

Principal
(Dr. FAREEDA HASANI)
ST. WILFRED'S P.G. COLLEGE
JAIPUR



ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

Date: 19-08-2022

Public Relationship Cell

(Outreach Activities, News & Social Media)

Circular

All the members of the Committee are informed that a meeting of Public Relationship cell will be held on 20-07-2022 in Room No.227. This meeting is regarding Social Media, Publishing of College News, Media Coverage and role of students in different segments of digital media.

Following members requested to attend the meeting:

- Dr. Sangeeta Kumari (Member)
- Dr. Bholu Ram Saini (Member)
- Dr. Nupur Jain (Member)

Ganesh Shankar

Mr. Ganesh Shankar
Coordinator

Copy to:

Vice Principal

IQAC Head

Public Relationship Cell Members

Fareeda

Principal

Kapila

IQAC HEAD
St. WILFRED'S P.G. COLLEGE
JAIPUR



Fareeda

Principal
(Dr. FAREEDA HASANI)
St. Wilfred's P.G. College
Jaipur



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(Affiliated to the University of Rajasthan)

Date: 20-08-2022

Public Relationship Cell (Outreach Activities, News & Social Media)

Minutes of the Meeting

All the members of the Committee attended the meeting of Public Relationship cell which was held on 20-08-2022 in Room No.227. This meeting is regarding Social Media, Publishing of College News, Media Coverage and role of students in different segments of digital media.

Following members attended the meeting:

- Dr. Sangeeta Kumari (Member)
- Dr. Bholu Ram Saini (Member)
- Dr. Nupur Jain (Member)

Agenda

- The Media and PR Cell looks after all communication and publications - internal & external and also serves as the official spokesperson of the institute.
- Maintain good relations with the community.
- Maintain positive relations with the alumni
- To promote more and more outreach activities
- Notice Boards of the college should be properly maintained.
- Relevant post should be posted on social media.
- It should not hurt the feelings and emotions of any cast, culture and clan.

The coordinator of the committee introduced members and the principal welcomed all the

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Fareeda

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St. Wilfred's P.G. College
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members. The meeting started with kind gesture and all the members are requested to give their suggestions. These are the following outcomes-

1. It has been determined that the media and PR cell will handle all internal and external communication and publications, in addition to acting as the institute's official spokeswoman.
2. The topic of preserving good ties with the neighbourhood was discussed.
3. Intended to carry out and advertise an increasing number of outreach initiatives.
4. The college's notice boards are to be kept in good condition, per instruction.
5. Planned to inspect the condition of the buses and report necessary action on a consistent basis to for maintenance to concern committee.
6. Discussed to share relevant post on social media.
7. It's decided to keep in mind that social media post should not hurt the feelings and emotions of any cast, culture and clan.

Ganesh Shankar

Mr. Ganesh Shankar
Coordinator

Copy to:

Vice Principal

IQAC Head

Public Relationship Cell Members

Fareeda

Principal

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Swpg/2022/Ex-C/65

Date: 24-08-2022

Examination Cell (Exam form, Main-Internal-Practical Examination)

NOTICE

All the members of the Committee are informed that a meeting of Examination cell (Exam form, Main-Internal-Practical Examination) will be held on 26-08-2022 in Room No.227. This meeting is regarding examination discussion which are to be conducted internally as well as externally.

Coordinator

Principal

Copy to:

Vice Principal

IQAC Head

Examination Cell Members

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Principal

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Date: 22-07-2022

Examination Cell (Exam form, Main-Internal-Practical Examination)

Circular

All the members of the Committee are informed that a meeting of Examination cell (Exam form, Main-Internal-Practical Examination) will be held on 23-07-2022 in Room No.227. This meeting is regarding examination discussion which are to be conducted internally as well as externally.

Following members are requested to attend the meeting.

- Dr. Anupama Sharma (Coordinator)
- Dr. Rajani Vyas (Member)
- Mr. Polu Ram Gurjar (Member)
- Dr. Bholu Ram Saini(Member)
- Mr. Kuldeep Kumar(Member)
- Dr. Monika Sharma(Member)
- Dr. Sangeeta Kumari(Member)
- Mr. Kana Ram Saini(Member)
- Mr. Kapil Gupta(Member)
- Mr. Ram Kishan Mahawar (Member)

Rajani

Coordinator

Fareeda

Principal

Copy to:

Vice Principal

IQAC Head

Examination Cell Members

Kapil

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Date: 23-07-2022

Examination Cell (Exam form, Main-Internal-Practical Examination)

Minutes of Meeting

All the members of the Committee attended the meeting of Examination cell (Exam form, Main-Internal-Practical Examination) which was held on 23-07-2022 in Room No.227. This meeting was regarding examination related discussions which are to be conducted internally as well as externally.

Following members are requested to attend the meeting.

- Dr. Anupama Sharma (Coordinator)
- Dr. Rajani Vyas (Member)
- Mr. Polu Ram Gurjar (Member)
- Dr. Bholu Ram Saini (Member)
- Mr. Kuldeep Kumar (Member)
- Dr. Monika Sharma (Member)
- Dr. Sangeeta Kumari (Member)
- Mr. Kana Ram Saini (Member)
- Mr. Kapil Gupta (Member)
- Mr. Ram Kishan Mahawar (Member)

Agenda

1. To welcome all members.
2. To provide the provisional time table of the internal exams
3. Discuss the results of last year batches.
4. Examination calendar's discussion.

Depute HODs to prepare questions papers for internal (half yearly and pre university) exams

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according to Bloom's Taxonomy.

5. Results of internal exam to be displayed on Notice Board.
6. Important documents to be collected and uploaded for final exams.
7. Website of UOR portal to be checked properly for the notifications of all the theory and practical exams.
8. To prepare all the list of requirements (for internal, main exams and practical exams) related to examinations.
9. Any other points for the discussion with the permission of the chairperson.

The coordinator of the committee introduced members and the principal welcomed all the members.

The meeting started with kind gesture and all the members are requested to give their suggestions.

These are the following outcomes-

1. Discussed to provide the provisional time table of the internal exams
2. Discussion was done on the results of last year batches.
3. Examination calendars was planned and discussed how it is to be executed in a proper way.
4. The committee deputed the HODs to prepare questions papers for internal (half yearly and pre university) exams according to Bloom's Taxonomy.
5. It is decided that results of internal exam to be displayed on NOTICE Board.
6. A person should be assigned to collect all the important documents of students and uploaded the same for final exams.
7. It is discussed that website of UOR portal to be checked properly for the notifications of all the theory and practical exams. And to be shared with students on NOTICE boards and in groups of students.

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8. It is discussed to prepare all the list of requirements (for internal, main exams and practical exams) related to examinations.
9. Any other points for the discussion with the permission of the chairperson

Rajani

Coordinator

Fareeda

Principal

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Vice Principal

IQAC Head

Examination Cell Members

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Swpg/2022/RIC/21

Date: 23-07-2022

Research And Innovation Cell

NOTICE

All the members of Research Innovation & Incubation Cell are hereby informed that a meeting is going to be held on 25-07-2022 in room no 227. In this meeting all the members will discuss about the practices of research and innovation based for the students in the session 2022-23.

A Tiwari

Dr. A.K. Tiwari
Coordinator

Fareeda

Principal

Copy to:

Vice Principal

IQAC Head

Research Innovation & Incubation Cell Members

Kapila

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Date: 23-07-2022

Research And Innovation Cell

Circular

All the members of Research Innovation & Incubation Cell are hereby informed that a meeting is going to be held on 25-07-2022 in room no 227. In this meeting all the members will discuss about the practices of research and innovation based for the students in the session 2022-23

Following members are requested to attend the meeting.

- Dr. Dileep Gupta (Member)
- Dr. S.K. Gupta (Member)
- Dr. Seema Jacob (Member)
- Dr. Prerna Sharma (Member)
- Dr. Bholu Ram Saini (Member)

A. Tiwari

Dr. A.K. Tiwari
Coordinator

Fareeda

Principal

Copy to:

Vice Principal

IQAC Head

Research Innovation & Incubation Cell Members

Kapila

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Date: 25-07-2022

Research And Innovation Cell

Minutes of Meeting

All the members of Research Innovation & Incubation Cell organized a meeting which was held on 25-07-2022 in room no 227. In this meeting all the members had discussed about the practices of research and innovation based for the students in the session 2022-23

Following members are requested to attend the meeting.

- Dr. Dileep Gupta(Member)
- Dr. S.K. Gupta (Member)
- Dr. Seema Jacob (Member)
- Dr. Purna Sharma (Member)
- Dr. Bholu Ram Saini (Member)

Agenda

1. To promote the students for the startups of their own
2. Plan to conduct more and more workshops and seminars for students.
3. To promote student for entrepreneurship
4. The committee constantly endeavors to encourage, enable and promote research environment in college through its various programs, workshops and seminars for faculty members as well as students.

Any other point for discussion with the permission of the chairperson.

- Decided to promote the students for the startups of their own.
- Planned to conduct more and more workshops and seminars for students.

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- Cell has decided to encourage student for entrepreneurship.
- The committee constantly endeavors to encourage, enable and promote research environment in college through its various programs, workshops and seminars for faculty members as well as for students.
- Any other point for discussion with the permission of the chairperson.

A Tiwari

Dr. A.K. Tiwari
Coordinator
Copy to:

Vice Principal

IQAC Head

Research Innovation & Incubation Cell Members

Fareeda

Principal

Kapila

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Swpg/2022/PAAC/41

09th July, 2022

Program & Academic Advisory Committee

NOTICE

All the members of Program Advisory Committee are hereby informed that a meeting is going to be held on 11-07-2022 in Seminar Hall. In this meeting all the members will discuss about the Academic and Co-curricular activities going to be organized in the session 2022-23.

Kapila

Dr. Kapila Parihar
Coordinator, IQAC

Fareeda
Principal

Copy to:

Vice Principal

IQAC Head

Examination Cell Members

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Date: July 9, 2022

Program & Academic Advisory Committee

Circular

All the members of Program Academic/Advisory Committee are hereby informed that a meeting is going to be held on 11-07-2022 in room no Seminar Hall. In this meeting all the members will discuss about the practices of Program Academic/Advisory based for the students in the session 2022-23. Following members are requested to attend the meeting.

Attendees:

- Dr. Fareeda Hasani
- Dr. Kapila Parihar
- Mr. Sita Ram Gupta
- Dr. Akhil Shukla
- Prof. B.D. Rawat
- Dr. Rajani Vyas
- Dr. Anupama Sharma
- Dr. Dileep Gupta
- Dr. Seema Jacob
- Dr. S.K. Gupta
- Ms. Vandana Palsaniya
- Mr. Sudhir Verma
- Dr. Monika Sharma

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- Mr. Roopendra Singh
- Dr. Neema Shekhawat
- Mr. Hardyam Baberwal
- Dr. Ashutosh Sharma
- Mr. Tanveer Ali
- Ms. Neelam Sikarwal
- Dr. Bhola Ram Saini
- Dr. Monika Sharma
- Dr. Sangeeta Kumari

Kapila

Dr. Kapila Parihar
Coordinator, IQAC

Fareeda
Principal

Copy to:

Vice Principal

IQAC Head

Examination Cell Members

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Date: July 11, 2022

Program & Academic Advisory Committee

Minutes of Meeting

All the members of Program Academic/Advisory Committee organized a meeting which was held on 11-07-2022 in room no Seminar hall. In this meeting all the members had discussed about the Program Academic/Advisory Committee based for the students in the session 2022-23. Following members are requested to attend the meeting.

- Dr. Fareeda Hasani
- Dr. Kapila Parihar
- Mr. Sita Ram Gupta
- Dr. Akhil Shukla
- Prof. B.D. Rawat
- Dr. Rajani Vyas
- Dr. Anupama Sharma
- Dr. Dileep Gupta
- Dr. Seema Jacob
- Dr. S.K. Gupta
- Ms. Vandana Palsaniya
- Mr. Sudhir Verma
- Dr. Monika Sharma
- Mr. Roopendra Singh
- Dr. Neema Shekhawat
- Mr. Hardyan Baberwal
- Dr. Ashutosh Sharma
- Mr. Tanveer Ali
- Ms. Neelam Sikarwal
- Dr. Bhola Ram Saini
- Dr. Monika Sharma
- Dr. Sangeeta Kumari

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Agenda

The following points are to be discussed:

1. Agenda of first meeting Orientation program of new admission, Time table assigned to committee. Department academic committee roles and responsibilities. Mentor allotment process class wise and department wise.
2. Student Orientation Program & College Tour: SOP as well as was proposed by Dr. Fareeda Hasani in the month of July which could be implemented in the month of October-November. Dr. Kapila Parihar suggested to add new Events for few sessions and suggested to discuss the SDP proposal with the staff and student council.
3. National SDP: A national SDP was proposed by Principal in the month of July which could be implemented in the month of October-November. Also suggested to add new Events for few sessions. Coordinator suggested to discuss the SDP proposal with the staff and student council.
4. National FDP: A Inter Departmental FDP was proposed by Principal in the month of July and suggested to add new teaching methodologies & create learning environment for the new academic session. Coordinator suggested to discuss the FDP proposal amongst the staff members.
5. International MDP: An international MDP was proposed by Principal in the month of April and May 2023 and suggested that it could be open for students and Faculty and fee of Rs. 1000/- per participant can be charged. Coordinator suggested to discuss the MDP proposal amongst the staff & students of the respective college.
6. There should be implementation & analysis of CO PO (course outcome progress outcome) mapping tool: The Course outcome mapping should be in progress and Coordinator suggested software for the same for which a live demo can be given to the faculty members as well as student community.
7. MOU with Universities of repute: Two MOU were placed before the IQAC committee members. First one was MOU with cyber security which was considered and approved to be implemented by Coordinator. The second one was AI & Robotics which was put on hold and would be considered in the next meeting.

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8. Certificate Programmes: The Certification course to be scheduled for short term courses was discussed with committee members and the certification programme was liked by the committee members. Principal also suggested implementing the certification on Business Analytics and Electrical.

9. Motivational Guest Speakers, Guest lectures department wise.

The coordinator of the committee introduced members and the principal welcomed all the members.

The meeting started with kind gesture and all the members are requested to give their suggestions.

These are the following outcomes-

Discussion Points:

Meeting was scheduled very diligently in which meeting points elaboration were as follows:

1. The Principal proposed for department wise orientation session to be conducted for the students.
2. The Principal suggested that after the orientation program Class Time Table department wise need to be drafted and student also should be made aware.
3. It was also proposed by the Principal to give the family environment of the college by organizing fresher's day for the students.
4. The Principal vouched that student need to be made aware of the internal examination pattern and as when and how submission of assignments should be done for assessments.
5. It was also proposed in the meeting for Mentor allotment process departmental class wise to be formed for giving personal touch to the students. The Mentors can have a right to appoint student class representatives for the smooth conduction of assigned tasks.
6. To grill the student brains, it was proposed by the Principal for conduction of Departmental National Seminars with high level exposure by conduction of International conferences which can be conducted by guest subject expertise and enhancement of information by inviting motivational speakers.
7. It was also proposed by witnessing the live functioning of machinery to industries relevant to the specific department. A separate departmental Educational tour also needs to be organized to develop a cordial friendly relationship among the peer fellows and then submit a detail report to the subject teacher.

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8. It was also proposed by the Principal that experience of Alumni's can also be highlighted before current students to boost their confidence level. The demand was also raised to inculcate the ethical values along with the structural layout of the entire curriculum.
9. To develop the competitive spirit, various competitive classes should be conducted of various fields, so that student may get a jest of as how to face the examination.
10. It was also proposed that physical and mental ability should also be taken into consideration besides academics. Thus inter departmental and Inter college activities is required for the overall personality development.

Actions:

- i. Coordinators were appointed for individual programs.
- ii. Coordinators were instructed to take two more members in their programs.
- iii. Mentors were allotted for each class.
- iv. Approval was given to the implementation of the points discussed.

The vibrational meeting was adjourned after two hours' brain storming session, with deliverance of vote of thanks by Head IQAC.

Prepared by Submitted to

Kapila

Dr. Kapila Parihar
Coordinator, IQAC

Fareeda
Principal

Kapila

IQAC HEAD
St. WILFRED'S P.G. COLLEGE
JAIPUR



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Out Standing Achievements

OUR JOURNEY TO ACHIEVEMENT

NIRF RANKING (2019, 2020, 2021)

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National Institutional Ranking Framework

Ministry of Education
Government of India

TOP 200 COLLEGES OF INDIA



2019
2020
2021

Name	City	State
St. Wilfred's P. G. College	Jaipur	Rajasthan

Survey conducted by-

LAW/ TOP 30 COLLEGES

Overall Rank 2018	Name of College	Selection Process	Academic Excellence	Personality Development	Infrastructure	Placement	Overall Score
23 rd	St. Wilfred's College of Law	57	179	67	100	121	414

SCIENCE/ TOP 100 COLLEGES

Overall Rank 2018	Name of College	UPEQ & Director	Academic Excellence	Infrastr. & Lib. Facilities	Health & Safety	Core Programs & Placement	Sports	Acceptance	Overall Score
33 rd	St. Wilfred's PG College	102.5	175	124.2	85.4	117.1	612.4	0	412.3

BCA/ TOP 100 COLLEGES

Overall Rank 2018	Name of College	UPEQ & Director	Academic Excellence	Infrastr. & Lib. Facilities	Health & Safety	Core Programs & Placement	Sports	Acceptance	Overall Score
41 st	St. Wilfred's PG College	92.9	127.8	138.4	82.7	146.9	644.9	0	444.1

ARTS/ TOP 100 COLLEGES

Overall Rank 2018	Name of College	UPEQ & Director	Academic Excellence	Infrastr. & Lib. Facilities	Health & Safety	Core Programs & Placement	Sports	Acceptance	Overall Score
68 th	St. Wilfred's PG College	138.1	134.2	97.4	138.8	121.7	400.1	0	400.1

COMMERCE/ TOP 100 COLLEGES

Overall Rank 2018	Name of College	UPEQ & Director	Academic Excellence	Infrastr. & Lib. Facilities	Health & Safety	Core Programs & Placement	Sports	Acceptance	Overall Score
88 th	St. Wilfred's PG College	94.2	128.11	122.4	82.2	127.8	534.3	0	424.1



The group is felicitated with the

1st RANK in the Best College of Rajasthan by INDIA TODAY Survey 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020 & 2021

- ✓ Ranked 33rd in the Best 100 Colleges of India & 1st in Rajasthan in India Today's Survey 2018
- ✓ Ranked 14th in the Best Colleges of India & 1st in Rajasthan in India Today's Nielsen Survey 2017
- ✓ Overall Excellence Award from 2013 to 2021
- ✓ Best Emerging Co-educational Institute 2015
- ✓ 21st & 24th position in Top 40 Colleges of India 2015
- ✓ Ranked 5th in the Emerging Colleges of Arts in
- ✓ Ranked 19th Position in the Best Arts Colleges by THE WEEK-HANSA RESEARCH Survey 2021
- ✓ Ranked 12th Position in the Best Commerce Colleges by THE WEEK-HANSA RESEARCH Survey 2021
- ✓ Ranked 35th Position in the Best Science Colleges of

EDUCATION EXCELLENCE AWARD



Kapila

IQAC HEAD
ST. WILFRED'S P.G. COLLEGE
JAIPUR



Fareeda

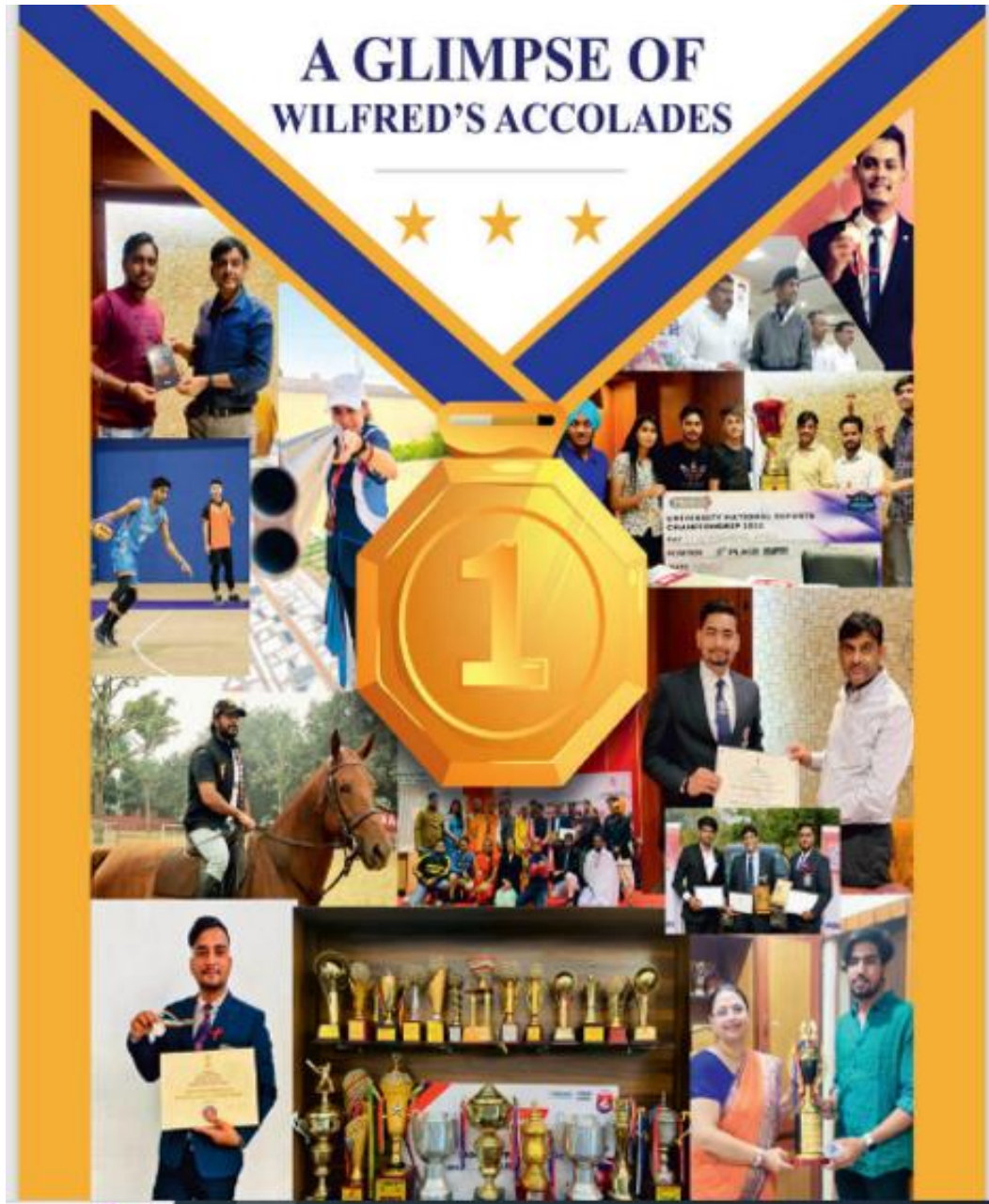
Principal
(Dr. FAREEDA HASANI)
St. Wilfred's P.G. College
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Our Brilliant Performers



Kapila

IQAC HEAD
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Where the mind is without fear! Where the head is held high!!



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Our Academic Achievers

"Success isn't just about what you accomplish in your life;
it's about what you inspire others to do."



Kapila

IQAC HEAD
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Wilfred's At Zenith

ST. WILFRED'S P.G. COLLEGE

AFFILIATED TO THE UNIVERSITY OF RAJASTHAN

Ranked 2nd in INDIA
TOP IN RAJASTHAN

TOP EMERGING COLLEGE OF CENTURY



Rank	College	City
1	WILFRID'S COLLEGE	Jaipur
2	WILFRID'S COLLEGE	Jaipur
3	WILFRID'S COLLEGE	Jaipur
4	WILFRID'S COLLEGE	Jaipur
5	WILFRID'S COLLEGE	Jaipur



THE WEEK - HANSA Research Survey - 2018, 19, 20 & 21

PRIVATE LAW COLLEGES NORTH ZONE

Rank	College	City	Composite Score
1	WILFRID'S COLLEGE OF LAW	Jaipur	272
2	WILFRID'S COLLEGE OF LAW	Jaipur	262
3	WILFRID'S COLLEGE OF LAW	Jaipur	258
4	WILFRID'S COLLEGE OF LAW	Jaipur	241
5	WILFRID'S COLLEGE OF LAW	Jaipur	234
6	WILFRID'S COLLEGE OF LAW	Jaipur	231
7	WILFRID'S COLLEGE OF LAW	Jaipur	227
8	WILFRID'S COLLEGE OF LAW	Jaipur	228
9	WILFRID'S COLLEGE OF LAW	Jaipur	225
10	WILFRID'S COLLEGE OF LAW	Jaipur	223
11	WILFRID'S COLLEGE OF LAW	Jaipur	217

PRIVATE LAW COLLEGES SOUTH ZONE

MDRA - 2018, 19, 20 & 21

1st RANK	SCIENCE IN TOP COLLEGES OF RAJASTHAN	1st RANK	ARTS IN TOP COLLEGES OF RAJASTHAN	53rd RANK	BBA IN TOP COLLEGES OF RAJASTHAN
2nd RANK	SCIENCE IN TOP COLLEGES OF 21 ST CENTURY	6th RANK	ARTS IN TOP COLLEGES OF 21 ST CENTURY	68th RANK	BBA IN TOP COLLEGES OF 21 ST CENTURY

Kapila

IQAC HEAD
ST. WILFRED'S P.G. COLLEGE
JAIPUR



Fareeda

Principal
(Dr. FAREEDA HASANI)
ST. WILFRED'S P.G. COLLEGE
JAIPUR



ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

Sports Achievements

A Golden Year Of Sports

We have an outstanding department of sports which have left their mark in different sports. The college attempts to live by its motto "Fitness = A way of life" and promotes an interest in sports and physical fitness among students. Through the decades, the department has nurtured the students to show potential in various sports and has assisted and motivated them to realize their full strength. Our impressive list of winners stands testimony to our accomplishments. Every year, our students achieve distinctions and winning medals at International, National, State and University levels.

Kushna Hagar
Paralympic (Badminton)

Arushi (Ashwini)
National Player (Basketball)

HRYS Paranga North India (Champion)
Football Team

Govind Gurjar & Rishi Shrivastava
National Pro Kabaddi Players

Patel Khushi
playing Live in Rajasthan Lodges

Lavish Bhat
Gold Medalist (Badminton)

St. Wilfred's ... 3rd runner up team in
E-Sports National (EU ESO)

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Academic Achievers

Toppers in Science Stream

 Manish Yadav 86.70% M.Sc. (Gen. Educat.)	 Farheen Zahid 85.00% M.Sc. (Gen. Educat.)	 Anshu Singh Mishra 84.00% M.Sc. (Gen. Educat.)	 Anshu Yadav 83.00% M.Sc. (Gen. Educat.)	 Vikas Kumar 82.00% M.Sc. (Gen. Educat.)	 Anshu Singh Kumar 80.00% M.Sc. (Gen. Educat.)	 Rishabh Kumar 77.70% M.Sc. (Gen. Educat.)	 Meera 75.00% M.Sc. (Gen. Educat.)
 Prachi Kataria 80.00% M.Sc. (Gen. Educat.)	 Khushi Singh 80.00% M.Sc. (Gen. Educat.)	 Anshu Singh 78.70% M.Sc. (Gen. Educat.)	 Anshu Singh 75.00% M.Sc. (Gen. Educat.)	 Anshu Singh 74.00% M.Sc. (Gen. Educat.)	 Anshu Singh 73.00% M.Sc. (Gen. Educat.)	 Anshu Singh 72.00% M.Sc. (Gen. Educat.)	 Anshu Singh 80.00% M.Sc. (Gen. Educat.)
 Anshu Singh 80.00% M.Sc. (Gen. Educat.)	 Anshu Singh 78.00% M.Sc. (Gen. Educat.)	 Anshu Singh 75.00% M.Sc. (Gen. Educat.)	 Anshu Singh 74.00% M.Sc. (Gen. Educat.)	 Anshu Singh 73.00% M.Sc. (Gen. Educat.)	 Anshu Singh 72.00% M.Sc. (Gen. Educat.)	 Anshu Singh 70.00% M.Sc. (Gen. Educat.)	 Anshu Singh 80.00% M.Sc. (Gen. Educat.)
 Anshu Singh 80.00% M.Sc. (Gen. Educat.)	 Anshu Singh 80.00% M.Sc. (Gen. Educat.)	 Anshu Singh 78.00% M.Sc. (Gen. Educat.)	 Anshu Singh 75.00% M.Sc. (Gen. Educat.)	 Anshu Singh 73.00% M.Sc. (Gen. Educat.)	 Anshu Singh 72.00% M.Sc. (Gen. Educat.)	 Anshu Singh 70.00% M.Sc. (Gen. Educat.)	 Anshu Singh 80.00% M.Sc. (Gen. Educat.)

Toppers in Commerce Stream

 Anshu Singh 78.00% M.Sc. (Gen. Educat.)	 Anshu Singh 80.00% M.Sc. (Gen. Educat.)	 Anshu Singh 78.00% M.Sc. (Gen. Educat.)	 Anshu Singh 75.00% M.Sc. (Gen. Educat.)	 Anshu Singh 74.00% M.Sc. (Gen. Educat.)	 Anshu Singh 73.00% M.Sc. (Gen. Educat.)	 Anshu Singh 72.00% M.Sc. (Gen. Educat.)	 Anshu Singh 80.00% M.Sc. (Gen. Educat.)
 Anshu Singh 75.00% M.Sc. (Gen. Educat.)	 Anshu Singh 74.00% M.Sc. (Gen. Educat.)	 Anshu Singh 73.00% M.Sc. (Gen. Educat.)	 Anshu Singh 72.00% M.Sc. (Gen. Educat.)	 Anshu Singh 70.00% M.Sc. (Gen. Educat.)	 Anshu Singh 80.00% M.Sc. (Gen. Educat.)	 Anshu Singh 80.00% M.Sc. (Gen. Educat.)	 Anshu Singh 80.00% M.Sc. (Gen. Educat.)

"Success is not an accident. It is hard work, perseverance, learning, studying, sacrifice and most of all, love of what you are doing or learning to do."

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Jaipur



ST. WILFRED'S P.G. COLLEGE

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Academic & Outstanding



M.A. English Honours

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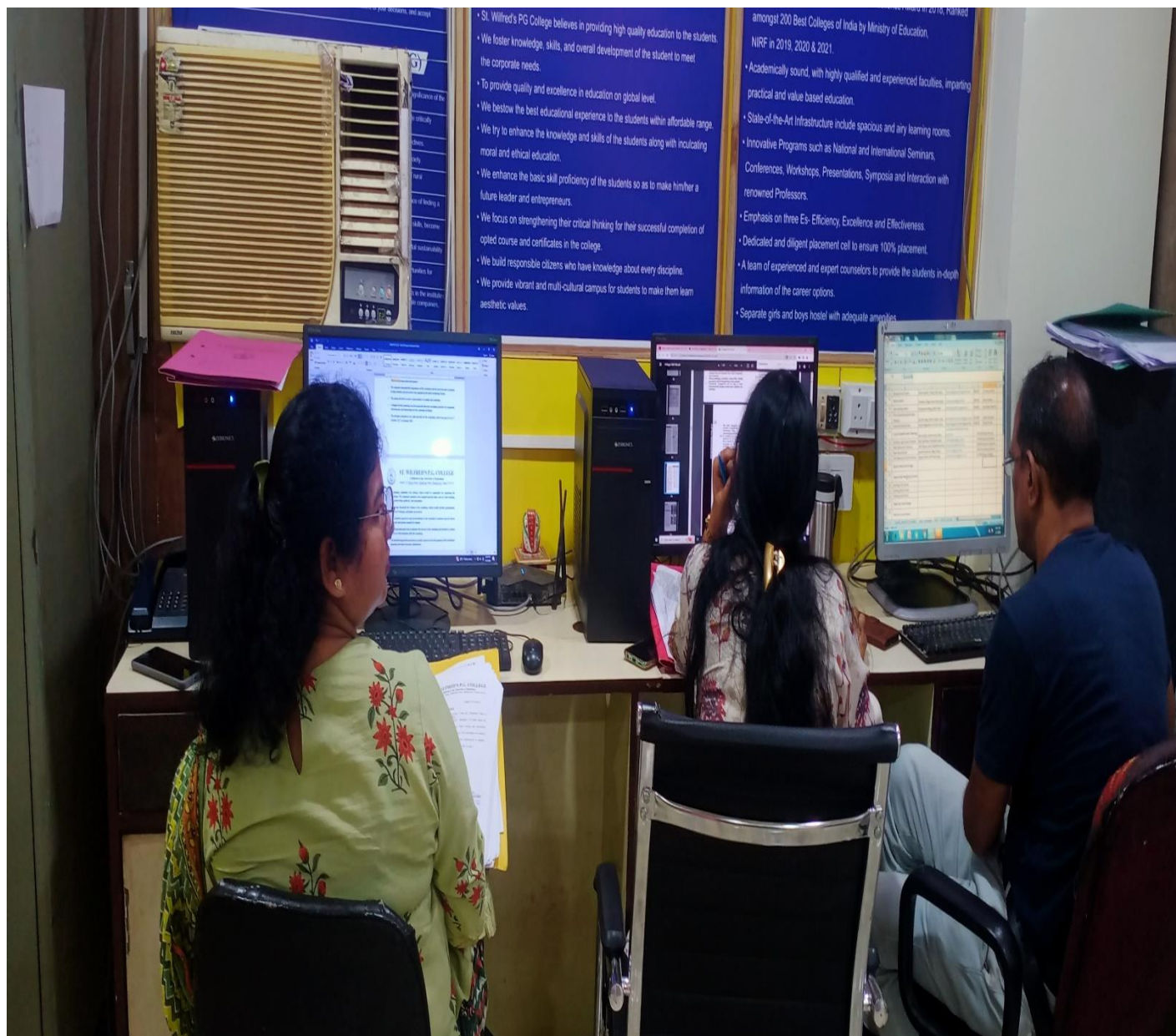


ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

Wi-Fi campus for Teaching, Non-Teaching staff and Students

The campus of St. Wilfred's PG College is entirely a Wireless Fidelity (WiFi) zone. The Students, teachers and the non-teaching staffs have the access to free and unlimited internet services during the college hours. High-speed network across the campus provides seamless connectivity to Internet for students and faculty members over an ample bandwidth of 300 mbps. This helps in independent, enhanced and better work performance. Seminar halls, conference rooms and common areas in the campus are wi-fi enabled with centralized authentication to allow secure network access through desktops, laptops and other wi-fi enabled device.



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Where the mind is without fear! Where the head is held high!!



ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

A Centralized Canteen Facility for Staff at St. Wilfred's PG College

A centralized canteen facility for staff is available in the St. Wilfred's PG College where the staff members can have access to a common canteen area to purchase and consume food and beverages. This facility is available for all the staff members teaching as well as Non -Teaching. Convenience of not having to bring their own food or leave the premises to purchase meals is what the staff gets. The food items are a reasonable cost as compared to external food outlets. It is a healthy option result in lower absenteeism rates and higher productivity. Canteen is a common area where staff members interact with colleagues and build social connections. Overall helps in job satisfaction, and building workplace culture. It also has a positive impact on the environment, as it is a better way to reduce the amount of waste generated from external food packaging and transportation.



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