



ST XAVIER'S COLLEGE JAIPUR

Nevta - Mahapura Road, Jaipur - 302029, Rajasthan, India

Affiliated to the University of Rajasthan

Approved under Section 2(f) & 12(B) of the UGC Act, 1956

A Christian Minority Jesuit Institution

Ref.: SXCJ/ACAD/IQAC/2023-24/676

7 September 2023

Student Membership for College Units 2023

This is to inform you all that a collaborative membership form for cells/ committees/ societies is circulated for the students of all departments (Ug & PG) to select the College units according to their interests and preferences. Each student can choose a maximum of **three preferences**, from the options available. Fill out the form by **10 September 2023**.

In case of any query regarding the preferred college unit please contact the respective faculty coordinator.

Link of the Google Form: <https://forms.gle/6JwB8WVrE1jkGD6n9>

Principal

St. Xavier's College, Jaipur
Nevta-Mahapura Road, Jaipur

Ref: SXCJ/ACAD/IQAC/2023-24/677-681

Copy forwarded to the following for information and necessary action:

1. Vice-principal, St. Xavier's College Jaipur
2. Coordinator, IQAC, St. Xavier's College Jaipur
3. Heads of all the Department, St. Xavier's College Jaipur
4. Coordinator, Website, St. Xavier's College Jaipur
5. Principal Office, St. Xavier's College Jaipur



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Guidelines for Selection/Participation of Students as Society/Cell/Committee Coordinators and Members

Students should exhibit positive leadership abilities, commitment, a good attitude, and a strong work ethic. In order to become a member of the college society/committee/cell/department or to participate in the activities organized by the college/department units, you must be able to meet the following requirements:

➤ **Eligibility Criteria:**

1. All the regular students of the institution are eligible to apply for membership/participation in college units.
2. The UG first, second and third-year student must have an overall average of 75, 70, and 60 per cent attendance or above (including a minimum of 5 per cent in the library) respectively **during the current (or previous) academic year.**
3. Members of the Cell/Society/Committee shall consist of students **securing at least 60 per cent** or above in the University Examination.
4. The code of conduct of the student should be as per the rules and regulations of the college they should fulfil the minimum code of conduct requirements given below.

➤ **Code of Conduct requirements:**

1. You must not have any behavioural referrals at any time during the **current/previous academic** years.
2. You must not have a previous record of disciplinary action by the college administration at any time during the **current/previous** academic year.
3. Guidelines of respective units must be maintained throughout the year if he/she is elected.

➤ **Restriction on multiple roles in various units:**

To provide an opportunity for all the students to participate and contribute to the growth of the organization along with holistic learning of their own, membership has been restricted with the following conditions:



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1. A student can't hold more than 2 positions as a Coordinator/ Assistant Coordinator and more than 2 positions as a member of any of the Cell/Society/Committee. In totality, the student can't be a part of more than 4 units of college in an academic year.
2. The student coordinator should be preferably from UG III year, the Assistant Coordinator from II year and the Member should be from I year (*Conditions applied at the discretion of Faculty Coordinators after obtaining consent and providing justification to the Principal)

➤ **Selection Procedure:**

1. The Selection/Election process of Class representatives, Coordinators, Assistant Coordinators, and members for Societies, Committees, Cells, and department units need to be democratic in nature.
2. Voting /Conduction of Interview or CV can be considered for the election/selection of students for various posts.
3. Documentation of notice and properly defined procedure should be followed by various societies/committees/cells/Departments to maintain transparency.
4. Disclosure of the Final formulated student membership should be done either by mail or on the website.
5. The department needs to be well informed about the participation of its students in various societies, cells and committees. This is the whole sole responsibility of the Faculty Coordinator of the Society/Committee/Cell to obtain the consent from Department before engaging students in their unit.

General Role and Responsibilities:

1. To officially represent all the students in the Society/Cell/Committee.
2. To ideate, formulate and execute the activities of the concerned Society, Committee or Cell with a consensus of all the members of their respective units.
3. To maintain harmony during the event or activity organised by their respective Society/Committee/Cell.
4. To keep in mind the growth of the organization as a whole while designing the events or activities.
5. To resolve any disciplinary issue or grievance that cropped up during the event or activity in coordination with the Faculty Coordinator of the concerned unit.
6. To identify and help solve problems encountered by students.
7. To communicate its opinion to the Faculty Coordinator on any matter that concerns students and on which the team wishes to be consulted.



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8. To promote and encourage the involvement of students in organizing Society/committee/cell activities.

Removal of an Office Bearer:

The Selection Committee may remove any member or office bearer of the appointed student body for a continuing failure to attend meetings of the unit, for a lack of commitment to the purposes of the student body, or for stated misconduct (including significant breaches of the college's code of conduct). Such a decision should be taken by the faculty coordinator in consultation with the principal, after giving sufficient opportunity to the student to present his/her case. The principal on its own initiative or on the advice of the Faculty Coordinator(s), may remove an office bearer or a member of the Students Council in accordance with the rules and procedures in this regard.

NB: Faculty has to be objective in the whole process.

Principal

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