



SESSION 2018-2019

ST. XAVIER'S COLLEGE, JAIPUR

(A Christian Minority Jesuit Institution)
(Affiliated to the University of Rajasthan, Jaipur)

COLLEGE HANDBOOK & ACADEMIC CALENDAR

COURSES OFFERED

UG Courses

- Bachelor of Commerce (Pass Course)
- Bachelor of Business Administration
- Bachelor of Computer Application
- Bachelor of Arts in English (Honours Course)
- Bachelor of Arts in Economics (Honours Course)
- Bachelor of Arts in Political Science (Honours Course)

PG Courses

- Master of Commerce (EAFM)
- Master of Human Resource Management (MHRM)
- Master of Science (Information Technology)
- Master of Arts (English)
- Master of Arts (Economics)



CALENDAR & HANDBOOK

2018-2019



ST. XAVIER'S COLLEGE, JAIPUR

(A Christian Minority Jesuit Institution)
(Affiliated to the University of Rajasthan, Jaipur)

Hathroi Fort Road, Jaipur, Rajasthan-302001

Phone: 0141-2370296/2371290

Website: www.stxaviersjaipur.org

E-mail: info@stxaviersjaipur.org

College Timings

Summer (July 15-Oct 31, 2018): 8.00 a.m. to 2.00 p.m.

Winter (Nov 1 2018-July 15, 2019): 8.30 a.m. to 2.30 p.m.

Office Timings: 7.30 a.m. to 3.30 p.m.

ST. XAVIER'S COLLEGE, JAIPUR-302001(RAJ.)

PERSONAL MEMORANDUM

2018–2019

Name.....

Class.....Roll No.

Admission No.Batch No.

Father's Name

Phone

Mother's Name

Phone.....

Home Address.....

.....

.....Pin code.....

Address for Communication

.....

.....

.....

.....Pin code.....

E-mail.....

Phone.....Blood Group.....

Height.....

Weight.....

Identification Mark.....



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MORNING PRAYER

1. We are Gathering

We are gathering together unto Him (2)
Unto Him shall the gathering of all the people be
We are gathering together unto Him.
We are singing together unto Him (2)
Unto Him shall the singing of all the people be
We are singing together unto Him.
We are praying together unto Him (2)
Unto Him shall the praying of all the people be
We are praying together unto Him.



2. This is my Prayer

This is my prayer to Thee my Lord,
Strike, strike at the root of penury in my heart,
Give me the strength lightly to bear my joys and sorrows.
This is my prayer to Thee my Lord,
Strike, strike at the root of penury in my heart,
Give me the strength to make my love fruitful in service.
This is my prayer to Thee my Lord,
Strike, strike at the root of penury in my heart,
Give me the strength never to disown the poor or
bend my knees before insolent might,
This is my prayer to Thee my Lord,
Strike, strike at the root of penury in my heart.

SAINT FRANCIS XAVIER—OUR PATRON

Prayer is powerful! It fills the earth with mercy, it makes the Divine clemency pass from generation to generation; right along the course of the centuries wonderful works have been achieved through prayer. – Francis Xavier



Francis Xavier was the sixth child of Don Juan and Dona Maria of Xavier Castle in Navarre, Spain. After his schooling at home, he joined the University of Paris and obtained a Master's Degree. He was looking forward to a brilliant academic career at the University when, providentially, Ignatius of Loyola, a fellow student, challenged him with the question, “What does it profit a man if he gains the whole world and suffers the loss of his own soul?” At first, Xavier did not pay serious attention to the question, but when it was asked repeatedly, Xavier was persuaded, and he joined the small, select band of companions of Ignatius, who later came to be known as the Jesuits. Ignatius inspired and guided Xavier to seek nobler ideals and more challenging goals, namely, to follow Christ and spread the good news of the Kingdom of God and to win souls for Christ. Once these compelling ideals and goals became clearer to Xavier, there was no turning back.



When King John of Portugal and Pope Paul III desired to send missionaries to the East, Francis Xavier became the man of destiny. Given only a day's notice, he left for Lisbon, and setting sail for India, reached Goa on 6 May 1542.

Like a blazing meteor, Xavier travelled across the Malabar Coast stretching from Goa to Tuticorin and the Coromandel Coast, and reaching in his journeys even the Island of Ceylon (Sri Lanka). Then, crossing the sea, he reached Malacca and proceeded to Molucca Islands. Then he visited the Spice Islands and finally reached Japan from the Macao base. In ten short years, despite the interminable delays of sea travel, Xavier made three trips to the East. The flourishing Christian communities that dot the coastline of India and the eastern lands even today, more than four and a half centuries later, is a striking testimony to the faith, the zeal and the untiring labours of this man on a mission, this Rait in a hurry, Francis Xavier. Xavier's last journey to enter the impenetrable Chinese mainland did not succeed, as he died on 3 December 1552 at the age of 46 at the threshold of China, on the island of Sancian, his eyes fixed on the mainland, where his heart already was. His incorrupt body is still preserved and venerated in the Basilica of Bom Jesu in Goa.

During the period of eleven and a half years, Xavier had travelled about eighty thousand kilometres in over fifty kingdoms, baptizing over thirty thousand people from various beliefs and cultures. He was appointed the first Indian Jesuit Provincial in 1551. He started the first institution of Christian higher education, namely, St. Paul's College, Goa. In 1622, Pope Gregory XV canonized Francis Xavier together with Ignatius of Loyola. St. Francis has been declared the patron of the Oriental Church.



JESUITS IN RAJASTHAN

The Jesuit mission to the north of India goes back to 1580. In the year 1579, Emperor Akbar invited Jesuits from Goa to visit his court, mainly to get Catholic debaters for an interfaith forum held regularly in Akbar's palace at Fatehpur Sikri. The first Jesuits, arrived at the Mughal court in 1580, and the Mughal mission, which lasted with two interruptions till 1773, was in the initial stages directed by two accomplished missionaries in the Jesuit's first century, Rudolfo Aquaviva (1550-83) and Fr. Jerome Xavier (1549-1617), the grandnephew of St. Francis Xavier.

Approximately a century and a half after their arrival at Fatehpur Sikri, the Jesuits made inroads into Rajasthan. They first came to Jaipur in 1729 at the invitation of Maharaja Sawai Jai Singh II, in order to help him set up an astronomical observatory known as Jantar Mantar at his then new capital of Jaipur.

The Jesuits came back to Jaipur in 1941, the 400th anniversary year of St. Francis Xavier's arrival to India, at the invitation of the Ajmer Bishop and Mirza Ismail, the then prime minister of Jaipur. The Bishop offered them St. Mary's School at Ghat Gate, which was established in 1941 by Fr. Ignatius OFM, Conv. under the patronage of the Bishop of Ajmer. Later, in 1945, the school was shifted to its present site under a new name—St. Xavier's School. Ever since, the school has educated thousands of students who have excelled by holding key positions in every walk of life not only in India but all over the world.

The Jaipur Xavier Educational Association (JXEA) was established in 1950, as a charitable trust managed by the Jesuits. In 2006, the Xavier Vocational Institute (XVI) was started in Jaipur to give vocational training to the economically weaker sections of society.

In 2010, JXEA, in collaboration with its Alumni and well-wishers, launched the Higher Education Programme by establishing St. Xavier's College, Jaipur, affiliated to the University of Rajasthan, Jaipur. It is established and maintained by the members of the Delhi Province of the Society of Jesus.



THE MEANING OF THE COLLEGE EMBLEM

The motto on the college crest: Competence, Character and Compassion encodes the core values sought by the college, and challenges every student who passes through the portals of St. Xavier's College to realize in one's own life the high ideal of the college: acquiring personal integrity and excellence in everything one does.

The burning lamp represents Lord Jesus Christ who said, “I am the light of the world”, the Wisdom of God. True education leads one from the darkness of ignorance to the light of genuine knowledge and enlightenment.

The open book symbolizes the centuries old quality educational tradition of the Jesuits and their commitment to carry it forward. The inscription “IHS,” placed above the open book is taken from the official seal of the Society of Jesus, used by the founder St. Ignatius of Loyola. These are the first three letters of the Latinized Greek word HISOVS, meaning 'Jesus'. The cross shown above the letter 'H' reminds the world that Jesus Christ died on the Cross for the salvation of humankind.

The peacock is the national bird of India. It symbolizes beauty, grace, and pride in the natural resources, cultural diversity, and a sense of mysticism inspiring us to aim for higher values.



OUR INSPIRATION

The education offered at St. Xavier's College, Jaipur aspires to reach the ideal of St. Ignatius encapsulated in the catch word *magis*, meaning “better than the best.” Every activity is in line with the definite stand taken by the Society of Jesus with regard to reaching this ideal in education all over the world. This stand is inspired and moulded by a document on Jesuit education prepared in 1986, on the occasion of the 400th anniversary of Ratio Studiorum (Plan of studies drawn up by the Jesuits when they entered into the field of education), by the International Commission on the Apostolate of Jesuit Education (ICAJE) and presented to the whole Society by the then Superior General Fr. Peter Hans Kolvenbach, S.J.

The document confers on Jesuit education the following characteristics:

Person Oriented: by paying individual attention to each student and making teaching and learning student centred.

Integral Formation and Development: by paying special attention to intellectual, affective, imaginative, aesthetic, creative, critical, communicative, physical, cultural, moral and spiritual aspects of the individual.

Faith in God and Religious Experience: by promoting well-formed and strongly-held beliefs in one's faith, tradition and deepening one's relationship with God.

Value-based Leadership: by ensuring a consistent focus on personal integrity and ethical behaviour in all professions, and the appropriate balance between justice and fairness.

Commitment to Excellence: by practically applying well-learned lessons and skills to achieve new ideas, better solutions and vital answers.

Relevant to the Times: by adapting to the concrete situations, politically, socially and culturally.

Service that Promotes Justice: by using learning and leadership in open-handed and generous ways to ensure freedom of inquiry, the pursuit of truth and care for others.

Participative: by encouraging interaction among the pupil, parents, and teachers.



OUR VISION

St. Xavier's College, a Jesuit institution of higher learning which draws its inspiration from Jesus Christ, envisions the formation of the whole person. It seeks to form young men and women who are committed to the establishment of a just and caring social order. It believes that by promoting the intellectual, emotional and moral growth of the student it shall form men and women committed to and confident of promoting a humane world.

OUR MISSION

Though St. Xavier's College is administered by the Catholic minority community, its mission reaches out to all without any distinction of caste or creed. Situated in an ancient city, rooted in tradition and resistant to any radical change in the existing socio-cultural structures, it feels called to work for the transformation of society so as to bring about a cultural emancipation of the youth by means of higher education.

The vision of the college prompts it to enter into a creative dialogue with the local culture in order to bring about social and cultural liberation. As an institution of higher education, our motto is to provide such an environment and training to the students so that they are prepared for a life that is committed to the promotion of a just society.

OUR AIM

Like other Jesuit educational institutions, St. Xavier's College, Jaipur aims to train young men and women who would grow up as creative leaders and responsible citizens, committed to the service of the people. Every effort is made to see that the students become intellectually equipped, morally upright, socially committed and spiritually awakened to God's presence in the world. Christian doctrine of love and service provides the bedrock of education that is offered here, and the Christian perspective of 'love thy neighbour', illuminates and directs all our activities and projects.



COLLEGE ADMINISTRATION

Governing Body

| | |
|----------------------------------|----------------|
| Fr. Sebastian Jeerakassery, S.J. | President |
| Fr. Varkey Perekatt, S.J. | Vice President |
| Fr. Joshy Kuruvilla, S.J. | Treasurer |
| Fr. Augustine Perumalil, S.J. | Secretary |

College Administration

| | |
|---------------------------|----------------|
| Fr. Varkey Perekatt, S.J. | Manager |
| Dr. Sheila Rai | Principal |
| Fr. Joshy Kuruvilla, S.J. | Vice Principal |
| Fr. S Pereanayagam, S.J. | Administrator |

Department Heads

| | |
|-----------------------|-------------------------|
| Dr. Nitasha Khatri | Commerce |
| Mr. Salim Khan | Business Administration |
| Ms. Arpita Banerjee | Computer Science |
| Ms. Ranjit Kaur | English |
| Mr. Yashwardhan Singh | Economics |



STAFF LIST

Full Time Faculty

Department of Commerce

Dr. Nitasha Khatri (Head)

Dr. Mahua M. Bose

Dr. Ekta Puri

Mr. Sagar Goyal

Ms. Akansha Arora

Department of Management

Mr. Salim Khan (Head)

Dr. Shikha Bakshi

Dr. Leena Sharma

Ms. Anjali Pareek

Ms. Ankita Rathore

Department of Computer Science

Ms. Arpita Banerjee (Head)

Dr. Dharmveer Yadav

Ms. Vaishali Singh

Ms. Keren Lois Daniel

Dr. Madhu Sharma

Department of English

Ms. Ranjit Kaur (Head)

Ms. Ruchi Sharma

Dr. Sarita Pareek

Dr. Atiqa Kelsy

Ms. Roxanne Castellas

Department of Economics

Mr. Yashwardhan Singh (Head)

Ms. Sapna Newar

Ms. Poorvi Medatwal

Department of Political Science

Dr. Meeta Sharma



Guest Faculty

| | |
|-----------------------|-----------------------|
| Ms. Neetu Sharma | Commerce |
| Mr. Shreyas Singh | Public Administration |
| Ds. Niharika Singh | EVS |
| Ms. Gatha Kumar | BA Eco (Hons.) |
| Ms. Pushpanjali Saini | BCA |
| Mr. Harinder Singh | MHRM |
| Ms. Neha Jain | Psychology |
| Ms. Richa Dangaich | Pol. Science |
| Ms. Sumitra Buraniya | Hindi |
| Mr. Anil Sharma | Accountancy |

Office Staff

| | |
|--------------------|---|
| Ms. Asha Kumari | Accountant |
| Mr. Rajeev Nokhwal | Lab Assistant |
| Mr. Sanju Thomas | P A to Principal |
| Ms. Suja Koruth | Receptionist |
| Ms. Vandana Jawa | Asst. Librarian |
| Mr. P.S. Pradhan | Office Superintendent (University Coordinator office) |

Maintenance Staff

| | |
|--------------------------|--------------------|
| Mr. Vinod Kumar | Mr. Vijay Joseph |
| Mr. Tahir Khan | Mr. Robin Lawrence |
| Mr. Raju Lal | Mr. Laxman Kajod |
| Ms. Anju Sahay | Mr. Veer Bahadur |
| Mr. Sandeep Kumawat | |
| Mr. Vikram Singh | |
| Mr. Rahul Kumar Gujarati | |
| Mr. Yam Bahadur Thapa | |
| Mr. Vel Bahadur Thapa | |



INTERNAL QUALITY ASSURANCE CELL (IQAC)

| | |
|---|---|
| Dr. Sheila Rai, Principal | Chairperson |
| Rev. Fr. Joshy Kuruvilla, S.J. | Management Representative |
| Prof. V.V. Singh | Educationist & Member, IQAC, UoR |
| Prof. Sudha Rai (Educationist) | Former Head, Dept. of English, UoR, Jaipur |
| Rev. Fr. Varkey Perekatt, S.J. (Vice President, JXEA) | Nominee from Employer |
| Rev. Fr. Augustine Perumalil, S.J. (Secretary, Higher Education, JXEA) | Nominee from Employer |
| Mr. Pallav Bhargava | Alumni Representative |
| Dr. Dharmveer Yadav | University Coordinator |
| Ms. Vandana Java | Asst. Librarian |
| Dr. Shikha Bakshi | Member(Faculty) |
| Dr. Nitasha Khatri | Member(Faculty) |
| Ms. Ranjit Kaur | Member(Faculty) |
| Ms. Vaishali Singh | Member(Faculty) |
| Mr. Yashwardhan Singh | Coordinator |



Coordinator and Assistant Coordinators for Special Tasks

Publication

| | |
|-------------------|-----------------------|
| Dr. Shikha Bakshi | Coordinator |
| Dr. Atiqa Kelsy | Assistant Coordinator |
| Ms. Ruchi Sharma | Member |

Planning and University Affairs

| | |
|-----------------------|-----------------------|
| Dr. Dharmveer Yadav | Coordinator |
| Mr. Yashwardhan Singh | Assistant Coordinator |

Faculty Enrichment and Exchange Programme

| | |
|------------------|-----------------------|
| Ms. Sapna Newar | Coordinator |
| Dr. Leena Sharma | Assistant Coordinator |

Research and Projects

| | |
|--------------------|-----------------------|
| Dr. Leena Sharma | Coordinator |
| Dr. Sarita Pareek | Assistant Coordinator |
| Ms. Sapna Newar | Member |
| Ms. Vaishali Singh | Member |

Sports and Discipline

| | |
|--------------------------|--|
| Dr. Ajay Kumar Dandotiya | Asst. Director for Physical Education |
|--------------------------|--|



COMMITTEES (2018-2019)

Admission

Rev. Fr. Varkey Perekatt, S.J.
Dr. Sheila Rai
Rev. Fr. Joshy Kuruvilla, S.J.
Rev. Fr. S Pereanayagam, S.J.
Department Heads

Student Council

| | |
|---------------------|--------------------|
| Dr. Mahua Bose | Coordinator |
| Mr. Sagar Goyal | Deputy Coordinator |
| Dr. Dharmveer Yadav | Deputy Coordinator |

Members

| | |
|--------------------|--------------------------|
| Ms. Ankita Rathore | Ms. Anjali Pareek |
| Ms. Ruchi Sharma | Dr. Ajay Kumar Dandotiya |
| Dr. Sarita Pareek | Dr. Madhu Sharma |

Staff Council

| | |
|--------------------------------|-----------------------|
| Dr. Sheila Rai | Chairperson |
| Rev. Fr. Joshy Kuruvilla, S.J. | Deputy Chairperson |
| Staff Secretary | Mr. Yashwardhan Singh |
| All regular teaching faculties | Members |

Discipline

| | |
|--------------------------------|-------------|
| Dr. Ajay Kumar Dandotiya | Coordinator |
| Rev. Fr. Joshy Kuruvilla, S.J. | |
| Department Heads | |

Grievance Redressal (College)

| | |
|--------------------|--------------------------------|
| Dr. Sheila Rai | Rev. Fr. Joshy Kuruvilla, S.J. |
| Staff Secretary | Ms. Sapna Newar |
| Ms. Vaishali Singh | Ms. Anjali Pareek |
| Ms. Ankita Rathore | |

**Grievance Redressal (Department-Sub Committee)**

| | |
|-------------------|--|
| Management | Mr. Salim Khan Dr. Shikha Bakshi |
| Commerce | Dr. Nitasha Khatri Ms. Akansha Arora |
| Economics | Mr. Yashwardhan Singh Ms. Sapna Newar |
| English | Ms. Ranjit Kaur Dr. Atika Kelsy |
| Computer Science | Ms. Arpita Banerjee Dr. Dharmveer Yadav |
| Political Science | Dr. Meeta Sharma |

Anti-Ragging Committee

Rev. Fr. Joshy Kuruvilla
Dr. Sarita Pareek
Dr. Ajay Kumar Dandotiya

Sexual Harassment Committee

Prof. Sashi Sahai
Dr. Rashmi Jain
Mr. Sagar Goyal
Dr. Shikha Bakshi
Dr. Meeta Sharma

SC, ST, OBC Committee

Mr. Yashwardhan Singh
Dr. Ekta Puri
Ms. Suja Koruth

Minority Committee

Mr. Salim Khan
Ms. Ranjit Kaur
Mr. Sanju Thomas

Canteen

Rev. Fr. Joshy Kuruvilla, S.J.
(Coordinator)
Ms. Vaishali Singh
Ms. Ankita Rathore
Dr. Ajay Kumar
Mr. Sanju Thomas



Alumni Committee Rev. Fr. Varkey Perekatt, S.J.
(Director)
Ms. Sapna Newar
(Coordinator)
Ms. Keren Lois Daniel
Ms. Roxanne. M. Castellás

IPR Committee Dr. Nitasha Khatri
(Coordinator)
Dr. Leena Sharma
Mr. Salim Khan

College Magazine Ms. Ruchi Sharma
(Coordinator)
Student Council Members

Conference Committee Ms. Ranjit Kaur
(Coordinator)
Dr. Atiqa Kelsy
Dr. Shikha Bakshi
Dr. Dharamveer Yadav
Dr. Meeta Sharma
Ms. Poorvi Medatwal
Ms. Akansha Arora
Ms. Roxanne M. Castellás

**Campus Recruitment/
Internship Cell** Mr. Salim Khan
(Coordinator)
Dr. Dharmveer Yadav
Ms. Keren Lois Daniel
Ms. Ruchi Sharma
Ms. Akansha Arora
Ms. Poorvi Medatwal


Media

Dr. Nitasha Khatri
(Coordinator)
Dr. Atiqa Kelsy
Mr. Sagar Goyal

Academic

Dr. Sheila Rai (Coordinator)
Rev. Fr. Varkey Prekkatt S.J.
Rev. Fr. Joshy Kuruvilla, S.J.
Department Heads

Internal Examination

Ms. Arpita Banerje
(Coordinator)
Ms. Ranjit Kaur
Dr. Ekta Puri
Ms. Ankita Rathore
Mr. Sanju Thomas
Mr. Rajeev Nokhwal

Cultural

Ms. Anjali Pareek (Coordinator)
Dr. Mahua Bose
Dr. Ekta Puri
Ms. Akansha Arora
Ms. Keren Lois Daniel
Ms. Arpita Banerjee
Dr. Meeta Sharma

Sports

Dr. Ajay (Coordinator)
Mr. Salim Khan
Ms. Ankita Rathore
Dr. Madhu Sharma
Ms. Poorvi Medatwal

Website

Ms. Arpita Banerjee
Ms. Roxanne M.


Library

Ms. Vandana Jawa
(Coordinator)
Dr. Nitasha Khatri
Dr. Mahua Bose
Dr. Sarita Pareek
Dr. Meeta Sharma
Dr. Madhu Sharma

Studio

Rev. Fr. Pereanayagam, S.J.
(Coordinator)
Mr. Sagar Goyal
(Student Council)
Ms. Anjali Pareek
(Cultural Coordinator)
Department Heads

Time Table

Mr. Yashwardhan Singh
(Coordinator)
Dr. Nitasha Khatri
Ms. Ranjit Kaur
Ms. Anjali Pareek
Ms. Arpita Banerjee

University Exam

Dr. Dharmveer Yadav
(Coordinator)
Mr. Yashwardhan Singh
Mr. P.S. Pradhan
Ms. Suja Koruth
Mr. Rajeev Nokhwal

Handbook

Dr. Leena Sharma (Coordinator)
Ms. Vaishali Singh
Ms. Ruchi Sharma
Ms. Poorvi Medatwal

**Internal Auditing**

Mr. Yashwardhan Singh
(Coordinator)
Dr. Leena Sharma
Ms. Akansha Arora

Steering Committee (NAAC)

Mr. Yashwardhan Singh
(Coordinator)
Dr. Shikha Bakshi
Dr. Nitasha Khatri
Ms. Sapna Newar
Ms. Ranjit Kaur
Dr. Leena Shanna
Ms. Vaishali Singh
Dr. Atiqa Kelsy

Entrepreneurship Cell

Mr. Salim Khan (Coordinator)
Dr. Leena Sharma
Dr. Shikha Bakshi
Ms. Anjali Pareek
Ms. Ankita Rathore

IT cell

Ms. Arpita Banerjee
(Coordinator)
Dr. Dharmveer Yadav
Ms. Vaishali Singh
Ms. Keren Lois Daniel
Dr. Madhu Sharma

Literati Cell

Mr. Ranjit Kaur (Coordinator)
Dr. Sarita Pareek
Dr. Atiqa Kelsy
Ms. Ruchi Sharma
Ms. Roxanne M.

Gender Study Cell

Dr. Ajay Kumar Dandotiya
Ms. Roxanne Castellias

CLASS MENTORS (2018-2019)

| | |
|-------------------|--|
| B.Com. I A | Dr. Ekta Puri |
| B.Com I B | Ms. Neetu Sharma |
| B.Com IC | Mr. Sagar Goyal |
| B.Com IIA | Ms. Akansha Arora |
| B.Com IIB | Dr. Nitasha Khatri |
| B.Com III | Dr. Mahua M Bose |
| M.Com.(EAFM) | Dr. Mahua M Bose |
| B.B.A. IA | Ms. Ankita Rathore |
| B.B.A. IB | Dr. Sarita Pareek |
| B.B.A. IC | Ms. Vaishali Singh |
| B.B.A. ID | Ms. Anjali Pareek |
| B.B.A. IIA | Dr. Leena Sharma |
| B.B.A. IIB | Mr. Salim Khan |
| B.B.A. III | Dr. Shikha Bakshi |
| M.H.R.M. I | Dr. Leena Sharma |
| M.H.R.M II | Mr. Salim Khan |
| B.C.A. I | Dr. Madhu Sharma/ Ms. Arpita Banerjee |
| B.C.A. II | Dr. Dharmveer Yadav |
| B.C.A. III | Ms. Keren Daniel |
| M.Sc. (IT) Prev. | Dr. Dharmveer Yadav/ Ms. Vaishali Singh |
| B.A. Eng I | Ms. Roxanne Castellas |
| B.A. Eng II | Ms. Ruchi Sharma |
| B.A. Eng III | Dr. Atiqa Kelsy |
| M.A. Eng. (Prev.) | Ms. Ranjit Kaur |
| M.A. Eng. (Final) | Ms. Ranjit Kaur |
| B.A. Eco. I | Ms. Poorvi Medatwal |
| B.A. Eco. II | Ms. Sapna Newar |
| B.A. Eco. III | Mr. Yashwardhan Singh |
| M.A. Eco. (Prev.) | Mr. Yashwardhan Singh |
| B.A. Pol.Sc. I | Dr. Meeta Sharma |



COURSES OFFERED

UG Courses

Bachelor of Commerce (Pass Course)
Bachelor of Business Administration
Bachelor of Computer Application
Bachelor of Arts in English (Honours Course)
Bachelor of Arts in Economics (Honours Course)
Bachelor of Arts in Political Science (Honours Course)

PG Courses

Master of Commerce (E.A.F.M.)
Master of Human Resource Management (M.H.R.M.)
Master of Science (Information Technology)
Master of Arts (English)
Master of Arts (Economics)

Subsidiary Subjects Offered

Economics
English
Public Administration
Psychology
Sociology

Diploma Course

Post Graduate Diploma in Individual Financial Planning (PGDIFP)
(In affiliation with Rajasthan ILD Skills University, Jaipur)

Add-On Courses

Certificate Course in International Computer Driving Licence (ICDL)
Certificate Course in Journalism and Creative Content Writing
One Month Coral Draw and Photoshop Training

Bachelor of Commerce(B.Com.)

Duration:3 years(Annual Scheme)

Eligibility:Passed 12th class or Intermediate under the scheme of 10+ with minimum 50% marks in the aggregate.

First Year

| Compulsory Papers | | |
|--|--|-----|
| CP1 | General Hindi | 100 |
| CP2 | General English | 100 |
| CP3 | Environmental Studies | 100 |
| CP4 | Elementary Computer Application | 100 |
| Core Papers | | |
| ABST I | Corporate and Financial Accounting | 100 |
| ABST II | Business Statistics | 100 |
| BADM I | Business Law | 100 |
| BADM II | Entrepreneurship & Small Business Management | 100 |
| EAFM I | Business Economics | 100 |
| EAFM II | Indian Banking & Financial System | 100 |
| *Book Keeping and Accountancy (For Non-commerce Students Only) | | |

Second Year

| | | |
|----------|--------------------------------------|-----|
| ABST III | Income Tax | 100 |
| ABST IV | Cost Accounting | 100 |
| BADM III | Company Law and Secretarial Practice | 100 |
| BADM IV | Management | 100 |
| EAFM III | Economic Environment in Rajasthan | 100 |
| EAFM IV | Elements of Financial Management | 100 |

Third Year

| | | |
|---------|-----------------------------------|-----|
| ABST V | Auditing & Management Accounting | 100 |
| ABST VI | Cost and Management auditing | 100 |
| BADM V | Functional Management | 100 |
| BADM VI | Advertising and Sales Management | 100 |
| EAFM V | Rural Development and Cooperation | 100 |
| EAFM VI | Business Budgeting | 100 |



Bachelor of Business Administration (B.B.A.)

Duration: 3 years (Annual Scheme)

Eligibility: Passed 12th class or Intermediate under the scheme of 10+2 with minimum 48% marks in the aggregate.

First Year

| | | |
|-----------|----------------------------------|-----|
| Paper I | Business and Management | 100 |
| Paper II | Business Communication | 100 |
| Paper III | Legal Aspects of Indian Business | 100 |
| Paper IV | Business Economics | 100 |
| Paper V | Fundamentals of Accounting | 100 |
| Paper VI | Fundamentals of Computer | 100 |
| | Theory | 40 |
| | Practical | 60 |

Second Year

| | | |
|-----------|-------------------------------|-----|
| Paper I | Strategic Management | 100 |
| Paper II | Marketing Management | 100 |
| Paper III | Human Resource Management | 100 |
| Paper IV | Business Finance | 100 |
| Paper V | Quantitative Techniques | 100 |
| Paper VI | Management Information System | 100 |

Third Year

| | | |
|-----------|--|-----|
| Paper I | Organizational Behavior | 100 |
| Paper II | Indian Management thought and Business leaders | 100 |
| Paper III | International Business | 100 |
| Paper IV | Cost and Management Accounting | 100 |
| Paper V | E-commerce | 100 |
| Paper VI | Comprehensive Viva -Voce | 100 |

Bachelor of Computer Applications (B.C.A)

Duration: 3 years (Annual Scheme)

Eligibility: 10+2 Level examination (Arts/Science/Commerce) or equivalent with at least 48% in the aggregate.

First Year

| | | |
|-----|---|-----|
| 101 | Elementary Physics | 100 |
| 102 | Basic Mathematics | 100 |
| 103 | General English | 100 |
| 104 | Principals of Programming Language (Through 'C') | 100 |
| 105 | Computer Organization | 100 |
| 106 | Office Management Tools | 100 |
| 107 | Technical Writing and Communication Skills | 100 |
| 108 | C-Laboratory | 100 |
| 109 | Office Automation Laboratory | 100 |
| 110 | Typing Skills Laboratory | 100 |

Second Year

| | | |
|---------|---|-----|
| 201 | Business Accounting | 100 |
| 202 | Discrete Mathematics | 100 |
| 203 | Operating System | 100 |
| 204 | Database Management System | 100 |
| 205 | Web Design and Multimedia (Elective) | 100 |
| 206 (a) | Concepts Through C++ | |
| 206 (b) | Programming through VB 6.0 | 100 |
| 207 | Database Laboratory | 100 |
| 208 | Object Oriented Laboratory | 100 |
| 209 | Web Designing Laboratory | 100 |
| 210 | Multimedia Laboratory | 100 |

Third Year

| | | |
|---------|-----------------------------|-----|
| 301 | Data Structures (Using C++) | 100 |
| 302 | System Design Concepts | 100 |
| 303 | Networking Technologies | 100 |
| 304 | Core Java Programming | 100 |
| 305 | E-Commerce (Elective) | 100 |
| 306 (a) | PHP | |
| 306 (b) | ASP.Net | |
| 306 (c) | Linux and shell Programming | 100 |
| 307 | Networking Laboratory | 100 |
| 308 | Core Java Laboratory | 100 |
| 309 | Elective Laboratory | 100 |
| 310 | Project | 100 |

Bachelor of Arts (Honours)

Duration: 3 years (Annual Scheme)

Eligibility: Passed 12th class or Intermediate under the scheme of 10+2 with minimum 50% marks in the aggregate.

B. A. Honours (English)

First Year

| Compulsory Papers | | |
|---------------------------------|---|-----|
| CP1 | General Hindi | 100 |
| CP2 | General English | 100 |
| CP3 | Environmental Studies | 100 |
| CP4 | Elementary Computer Applications | 100 |
| Subsidiary | | |
| <i>Either Economics</i> | | |
| S1 | Micro Economics | 100 |
| S2 | Indian Economy | 100 |
| <i>Or Public Administration</i> | | |
| S1 | Administrative Theory | 100 |
| S2 | Public Administration in India | 100 |
| <i>Or Psychology</i> | | |
| S1 | General Psychology | 100 |
| S2 | Social Psychology | 100 |
| <i>Or Political Science</i> | | |
| S1 | Foundations of Political Science | 100 |
| S2 | Representatives Indian Political Thinkers | 100 |
| <i>Or Sociology</i> | | |
| S1 | Introduction to Sociology | 100 |
| S2 | Society in India | 100 |

| Core Papers | | |
|--------------------|--|-----|
| I | Applied Language Skills and Literary Analysis | 100 |
| II | English Literature: Elizabethan Age and Metaphysical | 100 |
| III | Seventeenth and Eighteenth Century Literature | 100 |
| IV | Pre-Romantic and Romantic Literature | 100 |



Second Year

| Subsidiary | | |
|---------------------------------|---|-----|
| <i>Either Economics</i> | | |
| S3 | Macro Economics | 100 |
| S4 | History of Economic Thought | 100 |
| <i>Or Public Administration</i> | | |
| S3 | Administrative Institutions in India | 100 |
| S4 | State Administration in India | 100 |
| <i>Or Psychology</i> | | |
| S3 | Abnormal Psychology | 100 |
| S4 | Statistics | 100 |
| <i>Or Political Science</i> | | |
| S3 | Select Political Systems | 100 |
| S4 | Indian Political Systems | 100 |
| Core Papers | | |
| V | Nineteenth Century English Drama and Poetry | 100 |
| VI | Nineteenth Century English Prose and Fiction | 100 |
| VII | Twentieth Century Poetry and Drama (1900 -50) | 100 |
| IV | Twentieth Century Prose and Fiction | 100 |

Third Year

| Subsidiary | | |
|---------------------------------|--|-----|
| <i>Either Economics</i> | | |
| S5 | Introduction to Development, Public Finance and International | 100 |
| S6 | Environmental Economics | 100 |
| <i>Or Public Administration</i> | | |
| S5 | Comparative Administrative System OR Indian Administrative Thought | 100 |
| S6 | Local Administration | 100 |
| <i>Or Psychology</i> | | |
| S5 | Positive Psychology | 100 |
| S6 | Psychology Testing and Assessment | 100 |
| <i>Or Political Science</i> | | |
| S5 | Representatives Western Political Thinkers | 100 |
| S6 | International Relations Since Second World War | 100 |
| Core Papers | | |
| IX | American Literature | 100 |
| X | Indian Literature in English | 100 |
| XI | World Literature in English | 100 |
| XII | Contemporary British Literature | 100 |

B. A. Honour (Economics)

First Year

| Compulsory Papers | | |
|---------------------------------|---|-----|
| CP1 | General Hindi | 100 |
| CP2 | General English | 100 |
| CP3 | Environmental Studies | 100 |
| CP4 | Elementary Computer Applications | 100 |
| Subsidiary | | |
| <i>Either English</i> | | |
| S1 | Poetry and Drama | 100 |
| S2 | Prose and Fiction | 100 |
| <i>Or Public Administration</i> | | |
| S1 | Administrative Theory | 100 |
| S2 | Public Administration in India | 100 |
| <i>Or Psychology</i> | | |
| S1 | General Psychology | 100 |
| S2 | Social Psychology | 100 |
| <i>Or Political Science</i> | | |
| S1 | Foundations of Political Science | 100 |
| S2 | Representatives Indian Political Thinkers | 100 |
| <i>Or Sociology</i> | | |
| S1 | Introduction to Sociology | 100 |
| S2 | Society in India | 100 |
| Core Papers | | |
| I | Micro Economic Theory | 100 |
| II | Mathematical Methods for Economics | 100 |
| III | History of Economic Thought | 100 |
| IV | Indian Economy | 100 |

Second Year

| Subsidiary | | |
|---------------------------------|--------------------------------------|-----|
| <i>Either English</i> | | |
| S3 | Poetry and Drama | 100 |
| S4 | Prose and Fiction | 100 |
| <i>Or Public Administration</i> | | |
| S3 | Administrative Institutions in India | 100 |
| S4 | State Administration in India | 100 |
| <i>Or Psychology</i> | | |
| S3 | Abnormal Psychology | 100 |
| S4 | Statistics | 100 |
| <i>Or Political Science</i> | | |
| S3 | Select Political Systems | 100 |
| S4 | Indian Political Systems | 100 |



| Core Papers | | |
|--------------------|----------------------------------|-----|
| V | Macro -Economic Theory | 100 |
| VI | International Economics | 100 |
| VII | Statistical Methods of Economics | 100 |
| IV | Indian Economy | 100 |

Third Year

| Subsidiary | | |
|---------------------------------|--|-----|
| <i>Either English</i> | | |
| S5 | Poetry and Drama | 100 |
| S6 | Prose and Fiction | 100 |
| <i>Or Public Administration</i> | | |
| S5 | Comparative Administrative System OR Indian Administrative Thought | 100 |
| S6 | Local Administration | 100 |
| <i>Or Psychology</i> | | |
| S5 | Positive Psychology | 100 |
| S6 | Psychology Testing and Assessment | 100 |
| <i>Or Political Science</i> | | |
| S5 | Representatives Western Political Thinkers | 100 |
| S6 | International Relations Since Second World War | 100 |
| Core Papers | | |
| IX | Mathematical Economics | 100 |
| X | Public Finance | 100 |
| XI | Development Economics | 100 |
| XII(a) | Environmental Economics | 100 |
| XII(b) | Introductory Econometrics | 100 |



B. A. Honours (Political Science)

First Year

| Compulsory Papers | | |
|--------------------------|----------------------------------|-----|
| CP1 | General Hindi | 100 |
| CP2 | General English | 100 |
| CP3 | Environmental Studies | 100 |
| CP4 | Elementary Computer Applications | 100 |

| Subsidiary | | |
|---------------------------------|--------------------------------|-----|
| <i>Either English</i> | | |
| S1 | Poetry and Drama | 100 |
| S2 | Prose and Fiction | 100 |
| <i>Or Public Administration</i> | | |
| S1 | Administrative Theory | 100 |
| S2 | Public Administration in India | 100 |
| <i>Or Psychology</i> | | |
| S1 | General Psychology | 100 |
| S2 | Social Psychology | 100 |
| <i>Or Economics</i> | | |
| S1 | Micro Economics | 100 |
| S2 | Indian Economy | 100 |
| <i>Or Sociology</i> | | |
| S1 | Introduction to Sociology | 100 |
| S2 | Society in India | 100 |

| Core Papers | | |
|--------------------|--|-----|
| I | Foundations of Political Science | 100 |
| II | Representative Indian Political Thinkers | 100 |
| III | Political Ideologies | 100 |
| IV | Selected Political System | 100 |

Master of Arts (English)

Duration: 2 Years (Annual Scheme)

Eligibility: Bachelor of Arts (B.A.) with at least 48% in the aggregate or 55% marks in the subjects of post-graduation or Bachelor's degree or its equivalent degree recognized by university with at least 55% marks in the aggregate.

| M. A. Previous English | | |
|-------------------------------|--|-----|
| I | Modern English Usage, Phonetics and Language | 100 |
| II | English Literature: Elizabethans and Augustans | 100 |
| III | English Literature: Pre -romantics and Romantics | 100 |
| IV | Victorian Literature | 100 |
| M. A. Final English | | |
| I | Literary Theory | 100 |
| II | Twentieth Century Literature: Poetry and Drama | 100 |
| III | Twentieth Century Literature: Prose and Fiction | 100 |
| IV | Indian Writing in English and in Translation | 100 |
| V(b) | American Literature | 100 |
| V(c) | Women's Writing | 100 |
| V(d) | Postcolonial Literature | 100 |

Master of Arts (Economics)

Duration: 2 Years (Annual Scheme)

Eligibility: Bachelor of Arts (B.A.) with at least 48% in the aggregate or 55% marks in the subjects of post-graduation or Bachelor's degree or its equivalent degree recognized by university with at least 55% marks in the aggregate.

M.A. Economics (Previous)

| | | |
|---|------------------------------------|-----|
| CP1 | Micro Economic Theory | 100 |
| CP2 | Macro-Economic Theory | 100 |
| CP3 | Quantitative Methods for Economics | 100 |
| (One Optional Paper from the list of Optional Papers) | | |
| OP1 | Mathematical Economics | 100 |
| OP2 | Environmental Economics | 100 |

M.A. Economics (Final)

| | | |
|---|-------------------------|-----|
| CP4 | Public Finance | 100 |
| CP5 | International Economics | 100 |
| CP6 | Development Economics | 100 |
| CP7 | Advanced Indian Economy | 100 |
| (One Optional Paper from the list of Optional Papers) | | |
| OP3 | Econometrics | 100 |
| OP4 | International Finance | 100 |

Master of Commerce (E.A.F.M.)

Duration: 2 Year (Annual Scheme)

Eligibility: Bachelor of Commerce (B.Com.) with at least 50% in aggregate or 55% in the subjects of post graduation or Bachelor or its equivalent degree recognized by university with at least 55% marks in the aggregate or M.A. Economics.

| M.Com EA.F.M. (Previous) | | |
|--|---|-----|
| EAFM101 | Economics Analysis | 100 |
| EAFM102 | Financial Management & Control | 100 |
| (Two Optional Paper from the list of Financial Management Group) | | |
| FM103 | Business Budgeting | 100 |
| FM104 | Public Finance | 100 |
| FM105 | Security Analysis | 100 |
| FM106 | Portfolio and Investment Management | 100 |
| FM107 | Quantitative Techniques | 100 |
| M.Com EA.F.M. (Final) | | |
| EAFM201 | Economic Administration and Policy | 100 |
| EAFM202 | Cooperative Sector Management | 100 |
| EAFM203 | Indian Banking System | 100 |
| (Two Optional Paper from the list of Financial Management Group) | | |
| FM204 | International Banking | 100 |
| FM205 | Bank Management | 100 |
| FM206 | Merchant Banking and Financial Services | 100 |
| FM207 | Monetary Policy | |
| FM208 | Dissertation and viva voce | |

Master of Human Resource Management (M.H.R.M.)

Duration: 2 Year (Annual Scheme)

Eligibility: Bachelor degree in any discipline recognized by university with at least 45% marks in the aggregate.

| M.H.R.M. Part – I | | |
|---------------------------|---|-----|
| Paper 1 | Human Resource Management | 100 |
| Paper 2 | Human Resource Development | 100 |
| Paper 3 | Labour Economics and Labour Welfare | 100 |
| Paper 4 | Industrial Relations and Social Security | 100 |
| Paper 5 | Labour Legislation | 100 |
| M.H.R.M. Part – II | | |
| Paper 1 | Management Concepts and Organization Behavior | 100 |
| Paper 2 | Organization Development | 100 |
| Paper 3 | Business Research Methods | 100 |
| Paper 4 | Human Resource Information System | 100 |
| Paper 5 | Contemporary Issues in H.R.M | 100 |
| Paper 6 | Project Report & Viva Voce | 100 |

Master of Science (Information Technology)

Duration: 2 years (Semester scheme)

Eligibility: Any graduates from a recognized university situated in Rajasthan having 50% marks or CGPA of 3.0 in the UGC Seven Point Scale for general category (45% marks or CGPA 2.5 in the UGC Seven Point Scale for SC/ST/Non-Creamy layer OBC) in the aggregate and minimum 60% marks for Rajasthan candidates. Reservation as per University Rules.

| a P I C First Semester | | |
|-------------------------|---|-----|
| a IC 343 | t n h i / | 344 |
| a IC 343 | h s n e { f g l | 344 |
| a IC 343 | 5 A L A s a A A s s C { f g l | 344 |
| a IC 343 | C j A s C i o z A C C s P u o o F | 344 |
| a IC 343 | 5 A A / o j P A C A r b s C o n t | 344 |
| a IC 343 | i s L { s 5 s o s s C | 344 |
| a IC 343 | t n h i /-Lab | 344 |
| a IC 343 | 5 . a { [A | 344 |
| a IC 343 | i s L A C o n t G o [A | 344 |
| a P I C Second Semester | | |
| a IC 343 | h L s P C h n s s f C s P u o o F U l / o o | 344 |
| a IC 802 | 5 A A C j P G n s L A r ! o n C l l | 344 |
| a IC 343 | { o z O A s s s s n | 344 |
| a IC 343 | / o j s n D n A j P C A r a j C s f A C s P u o o F | 344 |
| a IC 343 | { f g l ! A f e L A r 5 s e l | 344 |
| a IC 343 | ! s L A C s 5 s o s s C U l t B 9 C framework(ASP) | 344 |
| a IC 343 | t n h i / o o [A | 344 |
| a IC 343 | 5 A A C j P G n s i / o o [A | 344 |
| a IC 343 | B 9 C { t s A | 344 |
| a P I C Third Semester | | |
| a IC 343 | t n h i / W o A | 344 |
| a IC 343 | 5 A A i A s u o j C l t 3 5 A A a u o o | 344 |
| a IC 343 | 9-Commerce Technologies | 344 |
| a IC 343 | t n h i / o z a A A s s C | 344 |
| | 9 s P C s -11 (Any One in Elective group 1) | 344 |
| | 9 s P C s -21 (Any One in Elective group 2) | 344 |
| a IC 343 | t n h i / W o A [A | 344 |
| a IC 343 | a u o j t n s P C | 344 |
| | 9 s P C s -31 (Any One in Elective group 3) | 344 |



| M.Sc.(IT)-Forth Semester | | |
|---|--|-----|
| MIT 921 | Major Project: Minimum Four Months in an Organization approved by the Director/Head of the Centre/Department | |
| Elective Core Courses (Third Semester) | | |
| | Elective 1 | |
| MIT A01 | Artificial Intelligence | 100 |
| MIT A02 | Information Security and Cryptography | 100 |
| | Elective 2 | |
| MIT B01 | Advanced Java Programming | 100 |
| MIT B02 | Wireless Technology | 100 |
| | Elective 3 | |
| MIT C01 | Advanced Java Programming (MIT B01) | 100 |
| MIT C02 | Wireless Technology (MIT B02) | 100 |

Post Graduate Diploma in Financial Planning (PGDIFP)

Duration: 1 Year Annual Scheme

Eligibility: Graduate from any discipline with minimum 50% marks in the aggregate.

Broad Areas to be Covered:

- Ethics – BFSI
- The industry-past, present and future. Market outlook of the industry and current status.
- SWOT of Indian Financial industry.
- Types of financial products and their importance in the financial planning.
- Various product and services including broad knowledge of overall product structure
- Role and purpose of existence of BFSI Company and that of the product it offers and the financial planning needs it caters to.
- Structure of the company (financial organisation) selling the product.
- Broad knowledge of the overall structure of the product, its formation, composition and various services related to the specific product type including the forms and the formats associated with the product.
- Pricing consideration of the product in question.
- Importance and fitment of the product in the portfolio of the customer.



GENERAL NORMS

Discipline

- Students are expected to dress and to conduct themselves in a proper manner.
- All forms of ragging are prohibited. If any incident of ragging comes to the notice of the authorities, the student will be given the opportunity to explain. If the explanation is not found to be satisfactory, the authorities can expel him/her from the college.
- Students are expected to conduct themselves in a manner that provides a safe working environment for women.

Attendance

- If a student fails to have a **minimum attendance of 75% in each course**, he/ she will be asked to leave the Institute. A shortage of attendance may be condoned by the Principal in exceptional circumstances.
- In case of leave on medical ground a proper application attached with medical certificate is to be submitted to the respective class mentor.

Fee Submission

- The fee structure is determined by JXEA from time to time and are subject to revision without notice. Fees is paid in two instalments.
- Dates for depositing I instalment is 1st July - 20th July 2018.
- Dates for depositing II instalment is 1st October - 20th October 2018.
- Note: For Students who receive concession in fees, the first and second installments of the fees will be decided by the management of the college based on their academic performance.



ID Card Rules

- St. Xavier's College, Jaipur issues photo ID Card every year to each and every student, after granting him/her admission, which is valid during his/her period of study in the college.
- The student ID Card is for identification purposes only. Each student is mandatorily responsible for the use of his/her student ID Card in the college premises, University Exam, in any other academic activity/event or participation in co-curricular activities held inside/outside the campus.
- The student ID Card is not transferable to any other person. Students must ensure that their ID Card is kept secured and are not deliberately or inadvertently made available for use of any other person.
- The student ID Card must be presented at the request of an authorised person of the college. Any student refusing to provide the same may invite disciplinary action against him/her.
- Alteration, falsification or misuse of the student ID Card is a violation of Students' Code of Conduct and will be dealt accordingly including severe disciplinary action against him/her. Fraudulent use of the student ID Card may also result in criminal charges and/or civil proceedings as deemed fit.
- A student who has lost his/her student ID Card, must report the same to the Principal of the college as soon as possible to invalidate the issued card and apply for a replacement by completing the appropriate application form. Until the loss is reported and the old card invalidated, the student may be held responsible for any unauthorised use of that card.
- Replacement of student ID Card due to loss, damage, theft or change in name will attract a charge as determined by the college.
- Student ID Card is college property. Students must return their ID Cards to the college for cancellation upon withdrawal/termination or successful completion of studies. Upon completion or cessation of studies, the student must no longer use the student ID Card for proof of his/her student status for any purpose.



Library Rules

- Identity Card is compulsory for getting access to the library
- Silence to be maintained
- No discussion permitted inside the library
- No personal belongings allowed inside the library
- Using mobile phones and audio instruments with or without speaker or headphone is strictly prohibited in the library premises.
- Enter your name and Sign in the register kept at the entrance counter before entering library
- Show the books and other materials which are being taken out of the library to the staff at the entrance counter
- The librarian may recall any book from any member at any time and the member shall return the same immediately
- Library borrower cards are not transferable. The borrower is responsible for the books borrowed on his/her card
- Refreshment of any kind shall not be taken in the library premises

Admission to Library:

Students are allowed to enter library only on production of their authorized/valid Identity Cards

Working Hours of the Library: 7:30 am to 4:00 pm

Circulation Issue System:

Books will be issued on presenting the ID card. Students are instructed to check the books while borrowing and they will be responsible for any type of damage or mutilation noticed at the time of return.

Overdue Charges:

Materials borrowed should be returned on or before the due date stamped, if returned late, overdue fine will be charged for the delayed period.

Book Lost: If the books are lost, then the borrower shall replace the books of the same edition or latest edition or pay double cost of the book after getting permission from the librarian.

**No dues Certificate:**

Each student shall obtain *No dues certificate* from the library after returning all the books issued and after paying outstanding dues, if any.

Care of Library Books:

Students are required to handle the books/ Journal very carefully; marking with pencil, writing or highlighting, tearing the pages or mutilating the same in any other way will be viewed very seriously. In such case reader shall be held responsible unless these are brought to the notice of the library staff at the time of issue.

Reference Section:

This section has Encyclopaedia, dictionaries, Textbooks Reference books etc. which are only available for reference. User can make use of these resources but cannot issue these books.

Journal Section:

In this section journals, general magazines, newsletters and newspapers are available. The latest issues are displayed on display rack and other previous issues are arranged in the shelves. Bound volumes of periodicals are arranged in the rack and are meant only for reference within the library.

Letter of Recommendation and Internship

- Student should provide curriculum vitae to concerned department heads.
- Give at least four, preferably five or more, weeks' notice for the request.
- Students should approach the instructor or mentor who knows them well and can speak of both their academic and personal strengths.
- The LOR or Internship Application draft shall be mailed at

Email: info@stxaviersjaipur.org



Computer Lab Rules

- Enter quietly and be ready for directions
- Do not touch equipment(s) without permission
- Follow all directions the first time given
- Print only with permission
- Visit approved internet sites only
- Make sure you leave your work area neat and organized
- No food and drinks are allowed in the lab
- Don't use college facilities to send or view any obscene, offensive or illegal material
- Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose. Unauthorized use of another individual's identification and/or password.

Studio Rules

We believe in maintaining productive atmosphere as possible in studio by following the guidelines mentioned below:

- Studio facilities are available for the college and departmental functions/programs. Students with the prior permission of the Head or the teacher coordinator can approach the studio in-charge for these facilities.
- Timing and duration for those who come will be allotted by the studio in-charge as per the designers requirements.
- Only two persons will be allowed at a time for a particular work.
- No eatables are allowed inside the studio premise.
- Do not reconfigure any of the studio hardware or software without permission of studio in-charge.
- Silence to be maintained in studio room.
- Treat the studio and equipment's with care and consideration for others.



Code of Ethics and Conduct

- Practice and promote respect and cordiality among the students and the staff. Handle college property with care. Do not disfigure walls and artwork furniture.
- Insubordination to Professors, habitual neglect of class work, vulgarity in words and deed, deliberate vandalism, stealing, being a nuisance in the class, habitual neglect of study are sufficient reasons for disciplinary action.
- Only those electronic items that are necessary in persuasion of the course are allowed to be brought to the college and used as per the directions of the faculties.
- Use of mobile phones during class hours is strictly prohibited.
- Obscene books and periodicals, smoking, use of alcohol and drugs in any form, are strictly forbidden in the college campus.
- The students are forbidden to bring crackers, explosives and other dangerous materials to the College.
- The government and the university have issued detailed instructions with regard to the banning of any sort of ragging in the college campus by any student. Instant dismissal will be the punishment for any offenders in this regard.
- The students are expected to dress in simple and decent clothes, formal or informal.
- Do not bully, harass or discriminate against any member of the College community.
- Do not behave in a manner, within or outside College, that may bring the College into disrepute.
- The College prohibits all forms of sexual misconduct, including sexual harassment, sexual assault, sexual exploitation, indecent exposure, stalking, and other misconduct that is sex or gender based.

If you fail to observe any aspect of the Code of Conduct or associated policies, the College's disciplinary procedures may be implemented.



Parent Consent Form

- St. Xavier's College, Jaipur has a duty of care towards all its students. In the case of students joining the Student Exchange Programme or participating in any inter collegiate event, parents are required to sign the consent to ensure the acceptance of the offer.
- Also in case of outstation students, contact details and consent of a nominated Guardian who is resident in Jaipur is required.
- Duly signed consent form is to be submitted to the concerned faculty coordinator.

Sports

- St. Xavier's College, Jaipur offers facilities on and near college for sportsmen who are interested in tournaments conducted by University of Rajasthan.
- Students can access fitness assessments, one-to-one personal training and exercise programmes from 6.00 a.m.-7.30 a.m. in St. Xavier's School, Jaipur, Bhagwandas Road, C-Scheme, Jaipur (302001).

Mentor-Mentee System

- St. Xavier's College has implemented an effective Mentor-Mentee System for the students for promoting better understanding between the teacher and the students.
- Students are under the personal care of a Mentor, who meets them in group on a regular basis for proper guidance and counselling.
- Class-wise parent-teachers' meetings are held at the end of every term after the internal exams for analysing the results and the general performance of the ward in the college and at home.

Internal Examination System

- Students not appearing for first and second internal examination without prior permission from the Head and the Class mentor will be seriously dealt with and fined.
- A progress report with details of marks, attendance and remarks of the Head and the Class mentor concerning the general behaviour of the student will be distributed to the students during the class wise parent teacher-student interaction meeting.



Students' Council

Students' Council (SC) is the representative body of the entire student community of the Xavier's College. SC aims at the all-round development of students and organizes several extracurricular events through the year in association with various activity clubs on campus. The office bearers of SC are elected for a term of one year. Nominated members constitute the Committee of SC.

Xavierite of the Year Award

The student will be judged in different areas on the basis of pre-set parameters.

- Academic excellence
- Attendance
- Initiative in various co-curricular and extra-curricular activities (Council, Sports, Social work and research)



CLUBS

Photography Club

The Photography Club provides a supportive environment for interested students to share their creativity, knowledge and passion for photography while attending college.

AICUF

All India Catholic University Federation, is a movement of college students with a vision for a new and just society. Progressing in a history of constant rediscovery and re-creation, the AICUF ever tries to link itself to the emerging needs and realities of the college, the Church and wider society.

Anchoring Club

The club aims to encourage students towards activities such as formal stage, semi-formal stage, informal stage, and interviews to overcome stage fright.

Debate Club

Xavier's Debating Society helps students develop their oratorical skills, critical thinking and communication skills. The club helps students become informed about political and global affairs.

Arts Club

Xavier's Arts Club is for students who want to express themselves creatively. The vision of the club is to provide a haven for those people who have professional or amateur relationships with arts and literature.



Drama Club: Aagaz

The Club's mission is to provide theatre training and positive mentor relationship to students throughout each step of their journey in the college. The purpose of the club is to impart education about acting, play production and stage work.

Rise and Shine

The club takes up performance of a unique form of art *nukkad natakat/street* theatre with primary objective of taking the revolution against the established power or social evils to the street. The club aims to bring this versatile tool to educate society about various relevant issues.

Dance Clubs: Rejected and XDC

The dance clubs have goals of giving to the students the opportunity to learn to dance, the chance to perform and the friendly environment in which to practice and socialize through dance related activities.

Music Club

The music club serves as a platform for students to showcase their talent at various events like Music Fests, Cultural festivals as well as key college events.

Fashion Club

The Fashion Club of St. Xavier's College is a place to express artistic freedom in the fashion world. This club encourages students to bring the creativity to fabulous wardrobes to brainstorming ideas for club events.



CELLS

IT Cell:

The college is committed to provide and update comprehensive Information technology facilities. IT Cell develops and maintains access to required internet contents, monitoring and managing the antivirus software, minimizes risk and takes care of overall maintenance of IT facilities on campus.

Entrepreneurship Cell:

It is a student run forum to encourage, promote and support entrepreneurship and innovation activities at SXC. It aims to become a welcoming forum to promote and sustain entrepreneurial spirit and facilitate ideas and networking by means of events, workshops and training. The beneficiaries include students, faculty, research staff and associates.

Gender Study Cell:

The College has established a gender study cell for the faculty, staff and students, to enhance understanding of issues related to gender. With an aim of creating awareness of their rights and duties the cell organizes seminars, talks and also takes up discussion on gender's issues and problems.

Campus Recruitment/Internship Cell:

The objective of Placement Cell is to provide employment opportunities to students along with guidance, mentorship, and necessary skills to increase the employability of the students. The placement cell organizes seminars/ workshops/ invited talks to help the students. The cell not only caters to third year students but to first year and second year students also by providing internship opportunities to them.

Literati Cell

Literature cell aims to develop analytical and creative thinking skills. It offers opportunities to appreciate different types of literature and enhance literary skills.



CLUB MENTORS

1. Drama (Aagaz) Ms. Arpita Banerjee and Dr. Meeta Sharma
2. Music Ms. Keren Lois Daniel and Dr. Meeta Sharma
3. Dance
 - a. XDC Ms. Akansha Arora and Ms. Ankita Rathore
 - b. Rejected Dr. Ekta Puri and Ms. Poorvi Medatwal
4. Arts Ms. Ruchi Sharma and Dr. Mahua Bose
5. Photography Mr. Salim Khan and Mr. Yashwardhan Singh
6. Debate Dr. Atiq Kelsy and Ms. Roxanne M.
7. Rise and Shine Mr. Sagar Goyal and Dr. Madhu Sharma
8. AICUF Ms. Keren Lois Daniel and Ms. Roxanne M.
9. Anchoring Club Ms. Ruchi Sharma and Dr Sarita Pareek
10. Fashion Club Dr. Mahua M. Bose and Dr. Madhu Sharma


Academic Calendar
 2018-2019

| July 2018 | | | | | | |
|------------------|--------------------------------------|------------|---|------------------------------|---|--|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 Orientation Day | 20 Classes Begin for I Years/Orientation Day (Eco & Pol Sc.& BCA) | 21 Orientation Day (Eng & BBA) |
| 22 | 23 Orientation Day (B Com) | 24 | 25 Classes begin for II & III Year & PG | 26 | 27 | 28 |
| 29 | 30 St. Ignatius Feast | 31 | | | | |

| August 2018 | | | | | | |
|-----------------------------|------------|------------|---------------------------------|--|-----------------------------|------------|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 Independence Day | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 Id-ul-Zuha(Bakrid) | 23 | 24 | 25 |
| 26 Raksha Bandhan | 27 | 28 | 29 | 30 Student Council Elections | 31 Club Auditions | |

Second Saturday will be observed as holiday.

Academic Calendar

2018-2019

| September 2018 | | | | | | |
|----------------|------------------|-----|--------------------------------|------------------------|----------------|---------------------|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| | | | | | | 1 Club Auditions |
| 2 | 3 Janmashtami | 4 | 5 Teacher's Day Celebration | 6 | 7 | 8 Staff Picnic |
| 9 | 10 | 11 | 12 Envision | 13 Ganesh Chaturthi | 14 | 15 |
| 16 | 17 | 18 | 19 Tejadasmi/Ramdev jayanti | 20 Fresher's Day | 21 Muharram | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

| October 2018 | | | | | | |
|--------------------------------|--|--|--------------------------------|--|--|--|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| | 1 | 2 | 3 | 4 | 5 Synergy | 6 Synergy |
| 7 | 8 | 9 First Internal Exam & Staff Evaluation | 10 Navratra Sthapana | 11 First Internal Exam & Staff Evaluation | 12 First Internal Exam & Staff Evaluation | 13 First Internal Exam & Staff Evaluation |
| 14 | 15 First Internal Exam & Staff Evaluation | 16 First Internal Exam & Staff Evaluation | 17 Durgashtami | 18 | 19 Vijayadashami | 20 Department Picnics |
| 21 | 22 Workshop by English Dept | 23 Workshop by English Dept | 24 Workshop by English Dept | 25 Workshop by English Dept | 26 Workshop by English Dept | 27 Workshop by English Dept |
| 28 Workshop by English Dept | 29 | 30 | 31 | | | |

Second Saturday will be observed as holiday.

Academic Calendar

2018-2019

| November 2018 | | | | | | |
|---------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|----------------|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| | | | | 1 | 2 | 3 Inka |
| 4 | 5 Dhanteras | 6 Chhoti Deepawali | 7 Deepawali | 8 Govardhan Puja | 9 Bhaiya Duj | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 Vendesto |
| 18 | 19 | 20 | 21 Barawafat | 22 | 23 Guru Nanak Jayanti | 24 |
| 25 | 26 Workshop by BCA Dept | 27 Workshop by BCA Dept | 28 Workshop by BCA Dept | 29 Workshop by BCA Dept | 30 Workshop by BCA Dept | |

| December 2018 | | | | | | |
|--------------------------|---------------------------------|-----------------|-----|-----|-----------------------------|--|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| | | | | | | 1 |
| 2 St. Xavier's Day | 3 Workshop by BCA Dept | 4 In- Youth | 5 | 6 | 7 National Conference | 8 National Conference |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 Christmas Celebration/Staff Dinner |
| 23 | 24 | 25 Christmas | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |



Academic Calendar

2018-2019

| January 2019 | | | | | | | |
|--------------|-----------|----------------------------|-----------|-----------|------------------------------------|---------------------------|--|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat | |
| | | 1 New Year's Day | 2 | 3 | 4 | 5 | |
| 6 | 7 | 8 | 9 | 10 | 11 Symposium by ECO Dept | 12 | |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 Republic Day | |
| 27 | 28 | 29 | 30 | 31 | | | |
| | | Zest | | | | | |

| February 2019 | | | | | | |
|---------------|---|---|---|---|---|---|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 Sports Day | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 Second Internal Exams & Staff evaluation |
| 17 | 18 Second Internal Exams & Staff Evaluation | 19 Second Internal Exams & Staff Evaluation | 20 Second Internal Exams & Staff Evaluation | 21 Second Internal Exams & Staff Evaluation | 22 Second Internal Exams & Staff Evaluation | 23 Second Internal Exams & Staff Evaluation |
| 24 | 25 | 26 | 27 Farewell | 28 | | |


Academic Calendar
 2018-2019

| March 2019 | | | | | | |
|-------------------|---------------------------|---------------------------|------------------------------|-------------------|------------|------------|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| | | | | | 1 | 2 |
| 3 | 4 Mahashivratri | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 Holika Dahan | 21 Holi | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | Staff Development Program | | | | |

| April 2019 | | | | | | |
|---|------------|--|---------------------------------|------------|-----------------------------|------------|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 Cheti Chand | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 Ram Navami/ Ambedkar Jayanti | 15 | 16 | 17 Mahavir Jayanti | 18 | 19 Good Friday | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |
| | | Staff Picnic and Staff Development Program | | | | |


Academic Calendar
 2018-2019

| May 2019 | | | | | | |
|-----------------|-----|-----|-----|-----|-------------------------------------|-----|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 Maharana Pratap Jayanti | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |
| | | | | | | |

| June 2019 | | | | | | |
|------------------|-----|-----|------------------|-----|-----|-----|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 Eid-ul-fitr | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |



Activity Calendar(2018 - 2019)

| | |
|----------------|--|
| 19 July | Orientation Day |
| 20 July | Classes Begins for I Years |
| 20 July | Orientation Day (Economics & Political Sc. & BCA) |
| 21 July | Orientation Day (English & BBA) |
| 23 July | Orientation Day (B.Com.) |
| 25 July | Classes begins for II & III Year & PG |
| 30 July | St. Ignatius Feast |
| 15 August | Independence Day |
| 30 August | Student Council Elections |
| 31 August | Club Auditions |
| 01 September | Club Auditions |
| 05 September | Teacher's Day Celebration |
| 08 September | Staff Picnic |
| 12 September | Envision by Management Dept. |
| 20 September | Fresher's Day |
| 5-6 October | Synergy by Economics Dept. |
| 09-16 October | First Internal Exam & Staff Evaluation |
| 20 October | Department Picnics |
| 22-28 October | Workshop by English Dept. |
| 03 November | Inka by English Dept. |
| 17 November | Vendesto by Commerce Dept. |
| 26 Nov – 3 Dec | Workshop by BCA Dept. |
| 04 December | In- Youth by Management Dept. |
| 7-8 December | National conference |
| 22 December | Christmas Celebration |
| 22 December | Staff Dinner |
| 11 January | Symposium by Economics Dept. |
| January | Zest |
| 08 February | Sports Day |
| 16-23 February | Second Internal Exams & Staff evaluation |
| 27 February | Farewell |
| March | Staff Development Programme |
| April | Staff Picnic |
| April | Staff Development Programme |



NOTES

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NOTES

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TIME TABLE

| Period Day | I | II | III | IV | V | VI |
|---------------------------------|----------|-----------|------------|-----------|----------|-----------|
| Day 1 | | | | | | |
| Day 2 | | | | | | |
| Day 3 | | | | | | |
| Day 4 | | | | | | |
| Day 5 | | | | | | |
| Day 6 | | | | | | |

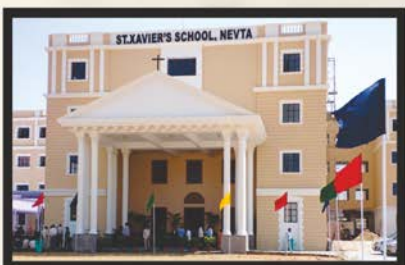
J.X.E.A. Family
(Jaipur Xavier Education Association)



St. Xavier's School, Jaipur



St. Xavier's College, Jaipur



St. Xavier's School, Nevta



St. Xavier's College, Nevta



St. Xavier's School, Mahua

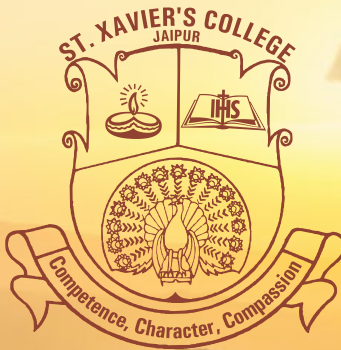


St. Xavier's Vocational
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