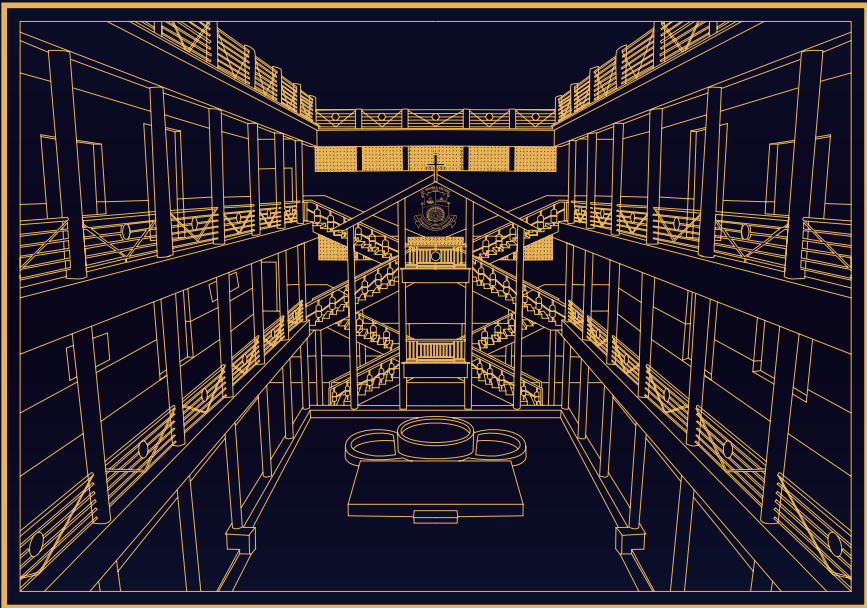


# St. Xavier's College, Jaipur

Hathroi Fort Road, 302001



COLLEGE HANDBOOK &  
ACADEMIC CALENDAR  
2019-20

# **COLLEGE HANDBOOK & ACADEMIC CALENDAR (2019-20)**



## **ST. XAVIER'S COLLEGE, JAIPUR**

Approved under Section 2(f) & 12(B) of the UGC Act, 1956  
(Affiliated to the University of Rajasthan, Jaipur)  
(A Christian Minority Jesuit Institution)

Hathroi Fort Road, Jaipur, RAJASTHAN – 302001

Phone: 0141-2370296/2371290

Website: [www.stxaversjaipur.org](http://www.stxaversjaipur.org)

Email: [info@stxaversjaipur.org](mailto:info@stxaversjaipur.org)

### **College Timings**

8.00 a.m. to 2.30 p.m.

Office Timings: 7.30 a.m. to 3.00 p.m.



**ST. XAVIER'S COLLEGE, JAIPUR-302001**  
**PERSONAL MEMORANDUM**  
**2019-20**

Name.....

Class.....Roll No. ....

Admission No. ....Batch No. ....

Father's Name.....

Mobile No. ....

Mother's Name .....

Mobile No. ....

Home Address.....

.....

.....PIN.....

Address for Communication .....

.....

.....PIN.....

E-mail (Student).....

E-mail (Parent).....

Phone No. ....Blood Group.....

Height.....

Weight.....

Identification Mark.....

.....



# INDEX

No.	Particular	Page No.
1.	Morning Prayer	7
2.	St. Francis Xavier-Our Patron	9
3.	The Jesuits in Rajasthan	11
4.	About the College	12
5.	The Meaning of the College Emblem	13
6.	Our Inspiration	14
7.	Our Vision, Mission and Aim	15
8.	College Administration	16
9.	Staff List	17
10.	General Committees	20
11.	Committees for Special Tasks	24
12.	Internal Quality Assurance Cell (IQAC)	25
13.	Class Mentors	26
14.	Courses Offered and Paper Titles	28
15.	General Norms:	39
	• Discipline	
	• Attendance and Leave	
	• Fee Submission	
	• Internal Examination	
	• ID Card	
	• Letter of Recommendation and Internship Consent	
	• Sports Facilities	
	• Residence of Students	
	• Mentoring System	
	• Students' Council	
16.	Qualities of a Xavieite:	43
	• Recommendation to Parents	
	• Code of Ethics and Conduct	
	• Guidelines for Effective Study	
	• Criteria for the Xavierite of the Year Award/ (Pride of the Department)	
17.	General Etiquette in:	47
	• Library	
	• Computer Lab	
	• Studio	
	• Canteen	
18.	Clubs and Club Mentors	49
19.	Cells	50
20.	Academic Calendar for the Session 2019-20	51
21.	Activity Calendar	57
22.	Time Table Format	58
23.	Notes	59



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# MORNING PRAYER

*Prayer is the most important conversation of your day.  
Talk to God before you talk to anyone else.*

## 1. The Lord's Prayer

*Our Father in heaven, hallowed be thy name.  
Thy kingdom come, thy will be done, on earth  
as it is in heaven. Give us this day our daily bread,  
and forgive us our trespasses, as we forgive those  
who trespass against us. Lead us not into  
temptation, but deliver us from evil.*



## 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.  
Give me the strength to make my love fruitful in service.  
Give me the strength never to disown the poor or  
bend my knees before insolent might.*





### 3. Song 1

*Make me a channel of your peace,  
Where there is hatred let me bring your love,  
Where there is injury, your pardon Lord.  
And where there is doubt true faith in You,  
Oh, Master grant that I may never seek,  
So much to be consoled as to console  
To be understood as to understand  
To be loved as to love with all my soul  
Make me a channel of your peace*



### 4. Song 2

ऐ मालिक तेरे बंदे हम  
ऐसे हो हमारे करम  
नेकी पर चलें और बदी से टलें  
ताकि हँसते हुये निकले दम  
ऐ मालिक तेरे बंदे हम।

जब जुल्मों का हो सामना  
तब तू ही हमें थामना  
वो बुराई करें, हम भलाई भरें  
नहीं बदले की हो कामना।  
बढ़ उठे प्यार का हर कदम  
और मिटे बैर का ये भरम  
नेकी पर चलें, और बदी से टलें  
ताकि हँसते हुये निकले दम  
ऐ मालिक तेरे बंदे हम।



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## 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 6th 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?" (Mark 8:36) 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.

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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 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, reaching in his journeys even the Island of Ceylon (Sri Lanka). Then, crossing the sea, he reached Malacca and proceeded to Molucca Islands. 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, are a striking testimony to the faith, the zeal and the untiring labours of this man on a mission, this Saint in a hurry. 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 kilometers 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 1662 Pope Gregory XV canonized Francis Xavier together with Ignatius of Loyola. St. Francis has been declared as the patron of the Oriental Church.

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## THE JESUITS IN RAJASTHAN

The Jesuit Mission to the north of India goes back to 1580. In the year 1579, Emperor Akbar invited the 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 Acquaviva (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 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 Bishop and Mirza Ismail, the then prime minister of Jaipur. The bishop offered them St. Mary's School at Ghat Gate, which was started in 1941 by Fr. Ignatius OFM – Captain, 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 in life by holding key positions in every walk of life not only in Rajasthan but all over India and even abroad.

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

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## ABOUT THE COLLEGE

In 2010, the J.X.E.A. (Jaipur Xavier Educational Association) in collaboration with the Xavier Alumni/ae and the well-wishers of Jaipur under the leadership of Rev. Fr. Varkey Perekatt, S.J., initiated a Higher Education Programme by establishing St. Xavier's College, Jaipur to continue the work that St. Xavier wanted to do—promote human fulfilment by means of training and education in India following the motto of the founder of the Society of Jesus, St. Ignatius, to work for "the greater glory of God" (*Ad Majorem Dei Gloriam*).

Since then the college has grown manifold serving the educational needs not only of the people of Jaipur but also across the nation. The college was planted as a small sapling in 2010 with just five streams—English and Economics Honours, BBA, BCA and B Com. In 2013, two postgraduate courses were introduced owing to popular demand by parents, guardians, students and well-wishers—M.A. in English and MHRM. Today, within a short span of 9 years the college has grown into a sturdy oak with more than 2000 students further introducing Honours in Political Science and Masters in Economics, IT and EAFM.



## **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 ideals 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" (John 8:12), and 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 Latin word IHSOUS, meaning 'Jesus'. The cross shown above the letter 'H' reminds the world that Jesus Christ died on a Cross for salvation of humankind.

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

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## 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 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 centered.

**Integral Formation and Development:** by paying special attention to intellectual, 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.

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## **OUR VISION**

St. Xavier's College, a Jesuit institution of higher learning which draws its inspiration from Jesus Christ, envisions the formation of the all-round personality. We, at Xavier's seek to form young men and women who are committed to the establishment of a just and caring social order. The college envisions that a better society can be created by people who are not only competent and compassionate but on the whole are people of integrity and character. We believe that by promoting the intellectual, emotional and moral growth of the students we can create men and women who are committed to and capable 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, we aim at working towards positive transformation of the society so as to bring about enlightenment by means of higher education.

In keeping with the vision of the college we promote a constant state of 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 a suitable 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. The Christian doctrine of love and service well paraphrased by Christ in 'love thy neighbour as thyself' provides the bedrock of education that is offered here. It illuminates and directs all our activities and projects.



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## **COLLEGE ADMINISTRATION**

### **Governing Body**

Rev. Fr. Sebastian Jeera, S.J.	President
Rev. Fr. Varkey Perekatt, S.J.	Vice President
Rev. Dr. Sherry George, S.J.	Treasurer
Rev. Fr. Augustine Perumalil, S.J.	Secretary

### **Management**

Rev. Fr. Varkey Perekatt, S.J.	Manager
Dr. Sheila Rai	Principal
Rev. Dr. Sherry George, S.J.	Vice Principal
Rev. Fr. Jose V. K., S.J.	Administrator

### **Heads of the Departments**

Mr. Salim Khan	Business Administration
Dr. Ekta Puri	Commerce
Ms. Vaishali Singh	Computer Science
Dr. Atiq Kelsy	English
Dr. Sapna Newar	Economics

---

## **STAFF LIST**

### **REGULAR TEACHING STAFF**

#### **Department of Business Administration**

Mr. Salim Khan (Head)

Dr. Shikha Arora Bakshi

Dr. Leena Sharma

Ms. Anjali Pareek

Ms. Ankita Rathore

Dr. Happy Agrawal

#### **Department of Commerce**

Dr. Ekta Puri (Head)

Dr. Mahua M. Bose

Dr. Nitasha Khatri

Mr. Sagar Goyal

Ms. Akansha Arora

Ms. Neetu Sharma

#### **Department of Economics**

Dr. Sapna Newar (Head)

Mr. Yashwardhan Singh

Ms. Poorvi Medatwal

Ms. Maharshi Sharma

Ms. Sunita Choudhary

Ms. Nupur Chauhan

---

### **Department of English**

Dr. Atiqa Kelsy (Head)

Dr. Ranjit Kaur

Dr. Sarita Pareek

Dr. Rama Hirawat

Mr. Mohit Joshi

### **Department of Computer Science**

Ms. Vaishali Singh (Head)

Dr. Dharmveer Yadav

Ms. Arpita Banerjee

Ms. Keren Lois Daniel

Dr. Madhu Sharma

Ms. Pushpanjali Saini

### **Department of Political Science**

Dr. Meeta Sharma

Dr. Preeti Sharma

### **Department of Physical Education**

Dr. Ajay Kumar Dandotiya

### **Guest Faculty**

Mr. Shreyas Singh (Public Administration)

Dr. Yasmeen Khan (Environmental Science)

Mr. Harinder Singh (Human Resource Management)

Dr. Revant Dan (Hindi)

Mr. Abhishek Jain (Computer Science)

Dr. Achla Sharma (Sociology)

---

**Office & Library Staff**

Mr. Sanju Thomas (PA to the Principal)  
Ms. Suja Koruth (Receptionist)  
Ms. Vandana Jawa (Assistant Librarian)  
Mr. Rajeev Nokhwal (Lab Assistant)  
Mr. Lokesh Kumawat (Assistant Accountant)  
Mr. Parmanand Sharma (Office Assistant)

**Maintenance Staff**

Mr. Vinod Kumar  
Mr. Sandeep Kumawat  
Mr. Yam Bahadur Thapa  
Mr. Vel Bahadur Thapa  
Mr. Rahul Kumar Gujarati  
Mr. Tahir Khan  
Mr. K C Achankunju  
Mr. Raju Lal  
Mr. Vikram Singh  
Ms. Anju Shah  
Mr. Vijay Joseph  
Mr. Veer Bahadur  
Ms. Divya Kullu  
Mr. Robin Lawrence

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## GENERAL COMMITTEES (2019-2020)

### Admission

**Rev. Fr. Varkey Perekatt, S.J.**

Dr. Sheila Rai

Rev. Dr. Sherry George, S.J.

Rev. Fr. Jose V. K., S.J.

Heads of the Departments

### Staff Council

**Dr. Sheila Rai**

Rev. Dr. Sherry George, S.J.

Mr. Yashwardhan Singh

The Regular Teaching Faculty

**Chairperson**

Deputy Chairperson

Staff Secretary

Members

### Student Council

**Mr. Sagar Goyal**

Ms. Ankita Rathore

Dr. Rama Hirawat

Ms. Arpita Banerjee

Ms. Maharshi Sharma

Dr. Ajay Kumar Dandotiya

**Coordinator**

Assistant Coordinator

Member

Member

Member

Member

### Discipline

**Dr. Ajay Kumar Dandotiya**

(Ms. Sunita Choudhary)

**Rev. Dr. Sherry George, S.J.**

Heads of the Departments

### Grievance Redressal Cell (College Level)

**Rev. Dr. Sherry George, S.J.**

Heads of the Departments

### Grievance Redressal Cell (Department Levels)

#### Management

Mr. Salim Khan

Ms. Ankita Rathore

#### Commerce

Dr. Ekta Puri

Ms. Akansha Arora

#### Economics

Dr. Sapna Newar

Ms. Poorvi Medatwal

#### English

Dr. Atiqah Kelsy

Dr. Sarita Pareek

#### Computer Science

Ms. Vaishali Singh

Dr. Madhu Sharma

### Anti – Ragging Cell

**Rev. Dr. Sherry George, S.J.**

Dr. Mahua M. Bose

Dr. Dharmveer Yadav

Dr. Ajay Kumar Dandotiya

---

### Gender Study Cell

**Dr. Rama Hirawat**

Ms. Poorvi Medatwal

### Sexual Harassment Cell

**Dr. Shikha Arora Bakshi**

Dr. Ranjit Kaur

Mr. Salim Khan

### Internal Inquiry Committee

**Dr. Sheila Rai**

**Rev. Dr. Sherry George, S.J.**

Rev. Fr. Jose V.K., S.J.

Dr. Shashi Sahai

Mr. Yashwardhan Singh

The Heads of Department

### SC, ST, OBC Committee

**Dr. Ekta Puri**

Ms. Suja Koruth

### Minority Committee

**Dr. Ranjit Kaur**

Mr. Sanju Thomas

Ms. Vandana Jawa

### Alumni Committee

**Rev. Fr. Varkey Perekatt S.J.**

Dr. Sapna Newar

Mr. Sagar Goyal

### Academic Council

**Dr. Sheila Rai**

Rev. Fr. Varkey Perekatt S.J.

Rev. Dr. Sherry George, S.J.

Rev. Fr. Jose V. K., S.J.

Heads of the Departments

### Internal Examination Committee

**Dr. Mahua M. Bose**

Dr. Sarita Pareek

Ms. Anjali Pareek

Ms. Pushpanjali Saini

Mr. Rajeev Nokhwal

Mr. Parmanand Sharma

### Cultural Committee

**Ms. Akansha Arora**

Dr. Shikha Arora Bakshi

Dr. Mahua M. Bose

Ms. Arpita Banerjee

Dr. Leena Sharma

### IPR Cell

**Dr. Nitasha Khatri**

Dr. Leena Sharma

Ms. Ankita Rathore

### NSS

**Dr. Ajay Kumar Dandotiya**

Mr. Salim Khan

Ms. Keren Lois Daniel

Ms. Sunita Choudhary

### Sports Committee

**Dr. Ajay Kumar Dandotiya**

Ms. Arpita Banerjee

Mr. Salim Khan

Mr. Sagar Goyal

Dr. Mahua M. Bose

Ms. Anjali Pareek

Ms. Sunita Choudhary

---

### Conference Committee

<b>Dr. Shikha Arora Bakshi</b>	Dr. Nitasha Khatri
Dr. Leena Sharma	Dr. Madhu Sharma
Dr. Sarita Pareek	Dr. Meeta Sharma
Ms. Poorvi Medatwal	Mr. Mohit Joshi
Dr. Preeti Sharma	

### Library Committee

<b>Ms. Vandana Jawa</b>	Dr. Meeta Sharma
Heads of the Departments	

### Canteen Committee

<b>Rev. Fr. Jose V. K., S.J.</b>	<b>Rev. Dr. Sherry George, S.J.</b>
Ms. Arpita Banerjee	Dr. Ranjit Kaur
Dr. Preeti Sharma	Mr. Sanju Thomas

### Placement/Internship Cell

<b>Dr. Mahua M. Bose</b>	Ms. Poorvi Medatwal
Ms. Arpita Banerjee	Ms. Anjali Pareek

### College Magazine Committee

**Dr. Rama Hirawat**  
Student Council Teachers

### Media Committee

<b>Dr. Nitasha Khatri</b>	Dr. Sarita Pareek
Dr. Happy Agrawal	Ms. Nupur Chauhan
Mr. Mohit Joshi	

### Website Committee

<b>Dr. Madhu Sharma</b>	Ms. Vaishali Singh
Dr. Rama Hirawat	Dr. Preeti Sharma
Ms. Neetu Sharma	Ms. Pushpanjali Saini

### Studio Committee

<b>Rev. Fr. Jose V. K., S.J.</b>	Ms. Keren Lois Daniel
Mr. Rajeev Nokhwal	Ms. Akansha Arora
The Heads of Departments	

### Time Table Committee

<b>Mr. Yashwardhan Singh</b>	Dr. Nitasha Khatri
Dr. Ranjit Kaur	Mr. Salim Khan
Ms. Arpita Banerjee	

### University Examination Committee

<b>Dr. Dharmveer Yadav</b>	Mr. Yashwardhan Singh
Mr. Salim Khan	Ms. Suja Koruth
Mr. Rajeev Nokhwal	Mr. Parmanand Sharma

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### **Handbook Committee**

**Dr. Atiqa Kelsy** Ms. Ankita Rathore  
Dr. Sapna Newar Dr. Madhu Sharma  
Mr. Sagar Goyal Dr. Meeta Sharma

### **Planning and Evaluation Committee**

**Dr. Sheila Rai** **Rev. Dr. Sherry George, S.J.**  
Rev. Fr. Jose V. K., S.J. Dr. Dharmveer Yadav  
Mr. Yashwardhan Singh Mr. Salim Khan

### **ERP Committee**

**Ms. Vaishali Singh** Mr. Yashwardhan Singh  
Ms. Poorvi Medatwal Mr. Rajeev Nokhwal

### **IT Cell**

**Ms. Vaishali Singh** Dr. Dharmveer Yadav  
Ms. Arpita Banerjee Ms. Keren Lois Daniel  
Dr. Madhu Sharma Ms. Pushpanjali Saini

### **Internal Auditing Committee**

**Dr. Mahua M. Bose** Ms. Akansha Arora  
Ms. Pushpanjali Saini

### **NAAC Steering Committee**

**Mr. Yashwardhan Singh** Dr. Shikha Arora Bakshi  
Dr. Ranjit Kaur Dr. Sapna Newar  
Dr. Nitasha Khatri Dr. Leena Sharma  
Dr. Atiqa Kelsy Ms. Vaishali Singh

### **Entrepreneurship Cell**

**Mr. Salim Khan** Dr. Shikha Arora Bakshi  
Dr. Leena Sharma Ms. Anjali Pareek  
Ms. Ankita Rathore Dr. Happy Agrawal

### **Literati cell**

**Dr. Atiqa Kelsy** Dr. Ranjit Kaur  
Dr. Sarita Pareek Dr. Rama Hirawat  
Mr. Mohit Joshi



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## **COMMITTEES FOR SPECIAL TASKS**

### **1. Xavier's Research and Publication Cell (XRPC)**

#### **A. Publication**

**Dr. Shikha Arora Bakshi (Coordinator)**

Dr. Atiqa Kelsy (Assistant Coordinator)

Dr. Ranjit Kaur (Member)

Dr. Madhu Sharma (Member)

Dr. Ekta Puri (Member)

#### **B. Research and Projects**

**Dr. Leena Sharma (Coordinator)**

Dr. Sarita Pareek (Assistant Coordinator)

Dr. Sapna Newar (Member)

Ms. Vaishali Singh (Member)

Dr. Nitasha Khatri (Member)

Dr. Meeta Sharma (Member)

### **2. Planning and University Affairs**

**Dr. Dharmveer Yadav (Coordinator)**

Mr. Yashwardhan Singh (Assistant Coordinator)

Mr. Salim Khan (Member)

### **3. Faculty Enrichment and Exchange Programme**

**Dr. Sapna Newar (Coordinator)**

Dr. Leena Sharma (Assistant Coordinator)

Dr. Nitasha Khatri (Member)

### **4. Sports and Discipline**

**Dr. Ajay Kumar Dandotiya (Coordinator)**

Ms. Sunita Choudhary (Assistant Coordinator)

Heads of the Departments (Members)

---

## **INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Dr. Sheila Rai (Chair Person)**

Rev. Dr. Sherry George, S.J. (Management Representative)

Professor V. V. Singh (Educationist & Member, IQAC, UoR)

Professor Sudha Rai (Educationist, Former Head, Dept. of English, UoR)

Rev. Fr. Varkey Perekatt, S.J. (Nominee from Employer)

Rev. Fr. Augustine Perumalil, S.J. (Nominee from Employer)

Mr. Anshul Bhatt (Alumni Representative)

Dr. Dharmveer Yadav (Coordinator, University Affairs)

Mr. Yashwardhan Singh (Coordinator, IQAC)

Ms. Vandana Jawa (Asst. Librarian)

Dr. Shikha Arora Bakshi (Faculty)

Dr. Nitasha Khatri (Faculty)

Dr. Ranjit Kaur (Faculty)

Ms. Vaishali Singh (Faculty)

## Class Mentors (2019-20)

<b>Department: Business Administration</b>		
<b>Class</b>	<b>Mentor</b>	<b>Co-Mentor</b>
BBA I A	Ms. Pushpanjali Saini	Mr. Salim Khan
BBA I B	Dr. Sarita Pareek	Dr. Happy Agrawal
BBA I C	Dr. Happy Agrawal	Ms. Ankita Rathore
BBA I D	Ms. Anjali Pareek	Ms. Pushpanjali Saini
BBA II A	Ms. Ankita Rathore	Dr. Shikha Arora Bakshi
BBA II B	Mr. Salim Khan	Ms. Anjali Pareek
BBA II C	Dr. Leena Sharma	Dr. Sarita Pareek
BBA III	Dr. Shikha Arora Bakshi	Dr. Leena Sharma
MHRM I	Ms. Nupur Chauhan	Dr. Leena Sharma
MHRM II	Ms. Arpita Banerjee	Mr. Salim Khan
<b>Department: Commerce</b>		
<b>Class</b>	<b>Mentor</b>	<b>Co-Mentor</b>
B Com I- A	Ms. Ekta Puri	Ms. Akansha Arora
B Com I-B	Ms. Neetu Sharma	Dr. Nitasha Khatri
B Com I-C	Ms. Akansha Arora	Mr. Sagar Goyal
B Com II-A	Dr. Mahua M. Bose	Ms. Ekta Puri
B Com II-B	Dr. Nitasha Khatri	Ms. Neetu Sharma
B Com III	Mr. Sagar Goyal	Dr. Mahua M. Bose
M Com EAFM (Prev)	Ms. Akansha Arora	Ms. Neetu Sharma
<b>Department: Computer Science</b>		
<b>Class</b>	<b>Mentor</b>	<b>Co-Mentor</b>
BCA I	Dr. Madhu Sharma	Ms. Vaishali Singh
BCA II	Ms. Keren Lois Daniel	Dr. Madhu Sharma
BCA III	Dr. Dharmveer Yadav	Ms. Keren Lois Daniel
M Sc (IT) Sem I	Ms. Vaishali Singh	Ms. Arpita Banerjee
M Sc (IT) Sem III	Ms. Arpita Banerjee	Dr. Dharmveer Yadav

<b>Department: Economics</b>		
<b>Class</b>	<b>Mentor</b>	<b>Co-Mentor</b>
BA Eco (Hons) I	Dr. Sapna Newar	Ms. Sunita Choudhary
BA Eco (Hons) II	Mr. Yashwardhan Singh	Ms. Maharshi Sharma
BA Eco (Hons) III	Ms. Poorvi Medatwal	Ms. Nupur Chauhan
MA Eco (Previous)	Ms. Maharshi Sharma	Dr. Sapna Newar
MA Eco (Final)	Ms. Sunita Choudhary	Mr. Yashwardhan Singh
<b>Department: English</b>		
<b>Class</b>	<b>Mentor</b>	<b>Co-Mentor</b>
BA Eng (Hons) I	Dr. Atiqa Kelsy	Dr. Ranjit Kaur
BA Eng (Hons) II	Mr. Mohit Joshi	Dr. Rama Hirawat
BA Eng (Hons) III	Dr. Rama Hirawat	Dr. Rama Hirawat
MA Eng (Previous)	Dr. Ranjit Kaur	Dr. Atiqa Kelsy
MA Eng (Final)	Dr. Ranjit Kaur	Mr. Mohit Joshi
<b>Department: Political Science</b>		
<b>Class</b>	<b>Mentor</b>	<b>Co-Mentor</b>
BA Pol Sc. (Hons.) I	Dr. Meeta Sharma	Dr. Preeti Sharma
BA Pol Sc. (Hons.) II	Dr. Preeti Sharma	Dr. Meeta Sharma

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## **COURSES OFFERED AND PAPER TITLES**

### **UG Courses**

1. Bachelor of Commerce (Pass Course)
2. Bachelor of Business Administration (Pass Course)
3. Bachelor of Computer Applications (Pass Course)
4. Bachelor of Arts in English Literature (Honours Course)
5. Bachelor of Arts in Economics (Honours Course)
6. Bachelor of Arts in Political Science (Honours Course)

### **PG Courses**

1. Master of Arts (English)
2. Master of Arts (Economics)
3. Master of Commerce – EAFM (Annual Scheme)
4. Master of Commerce– HRM
5. Master of Science –Information Technology

### **Subsidiary Subjects offered**

- |                          |                      |
|--------------------------|----------------------|
| 1. Economics             | 2. English           |
| 3. Public Administration | 4. Psychology        |
| 5. Sociology             | 6. Political Science |

### **Certificate Courses**

- ICDL (International Computer Driving Licence)
- Certificate Course(6months) in Android App Development Training
- Certificate Course(6months) in Red Hat Certified System Administrator (RHCSA) Programme (Linux Programming)
- Certificate Course in Entrepreneurial Development
- Certificate Course in Management Excellence and Analytics

### **Add-On Course**

- Course in Journalism (Offered by the Department of English)

### **Diploma Course**

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

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## **B Com (Bachelor of Commerce)**

**Duration:** 3 years

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

<b>First Year</b>		
<b>Compulsory Papers</b>		
CP1	General Hindi	100
CP2	General English	100
CP3	Environmental Studies	100
CP4	Elementary Computer Application	100
<b>Core Papers</b>		
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)		
<b>Second Year</b>		
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
<b>Third Year</b>		
ABST V	Auditing & Management Accounting	100
ABST VI	Advanced Accountancy	100
BADM V	Functional Management	100
BADM VI	Advertising and Sales Management	100
EAFM V	Rural Development and Co-operation	100
EAFM VI	Business Budgeting	100

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## **BBA (Bachelor of Business Administration)**

**Duration:** 3 years

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

<b>First Year</b>		
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	Financial Accounting	100
Paper VI	Fundamentals of Computer	100
	Theory	40
	Practical	60
<b>Second Year</b>		
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
<b>Third Year</b>		
Paper I	Organizational Behaviour	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

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## **BCA (Bachelor of Computer Applications)**

**Duration:** 3 years

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

<b>First Year</b>		
101	Elementary Physics	100
102	Basic Mathematics	100
103	General English	100
104	Principles of Programming Language (through 'C')	100
105	Computer Organisation	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
<b>Second Year</b>		
201	Business Accounting	100
202	Discrete Mathematics	100
203	Operating System	100
204	Database Management System	100
205	Web Design and Multimedia	100
<u>Elective</u>	206 (a) Concepts through C++ <b>OR</b> 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
<b>Third Year *(Subject to Changes)</b>		
301	Data Structures (Using C++)	100
302	System Design Concepts	100
303	Networking Technologies	100
304	Core Java Programming	100
305	E-Commerce	100
<u>Elective</u>	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



## B A Honours

**Duration:** 3 years

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

<b>First Year</b>		
<b>Compulsory Papers</b>		
CP1	General Hindi	100
CP2	General English	100
CP3	Environmental Studies	100
CP4	Elementary Computer Application	100
<b>Subsidiary – Choose one of the following other than the Honours Subject</b>		
<b>First Year</b>		
<b>Economics</b>		
S1	Micro Economics	100
S2	Indian Economy	100
<b>English</b>		
S1	Poetry and Drama	100
S2	Prose and Fiction	100
<b>Public Administration</b>		
S1	Administrative Theory	100
S2	Public Administration in India	100
<b>Psychology</b>		
S1	General Psychology	100
S2	Social Psychology	100
<b>Political Science</b>		
S1	Foundations of Political Science	100
S2	Representative Indian Political Thinkers	100
<b>Sociology</b>		
S1	Introduction to Sociology	100
S2	Society in India	100
<b>Second Year</b>		
<b>Economics</b>		
S3	Macro Economics	100
S4	History of Economic Thought	100
<b>English</b>		
S3	Poetry and Drama	100
S4	Prose and Fiction	100
<b>Public Administration</b>		
S3	Administrative Institutions in India	100
S4	State Administration in India	100
<b>Psychology</b>		
S3	Abnormal Psychology	100
S4	Statistics	100
<b>Political Science</b>		
S3	Selected Political System	100
S4	Indian Political System	100

<b>Sociology</b>		
S3	Social Research Methods	100
S4	Rural Sociology	100
<b>Third Year</b>		
<b>Economics</b>		
S5	Introduction to Development, Public Finance and International Economics	100
S6	Environmental Economics	100
<b>English</b>		
S5	Poetry and Drama	100
S6	Prose and Fiction	100
<b>Public Administration</b>		
S5	Comparative Administrative System or Indian Administrative Thought	100
S6	Local Administration	100
<b>Psychology</b>		
S5	Positive Psychology	100
S6	Psychology Testing and Assessment	100
<b>Political Science</b>		
S5	Representative Western Political Thinkers	100
S6	International Relations Since World War II and Indian Foreign Policy	100
<b>Sociology</b>		
S5	Sociological Thought	100
S6	Including Sub Sociologies	100

## **B A Honours (English)**

<b>First Year</b>		
<b>Core Papers</b>		
I	Applied Language Skills and Literary Analysis	100
II	English Literature: Elizabethan Age and Metaphysicals	100
III	Seventeenth and Eighteenth Century Literature	100
IV	Pre -Romantic and Romantic Literature	100
<b>Second Year</b>		
<b>Core Papers</b>		
V	Nineteenth Century Poetry and Drama	100
VI	Nineteenth Century Prose and Fiction	100
VII	Twentieth Century Poetry and Drama (1900 -1950)	100
VIII	Twentieth Century Prose and Fiction	100
<b>Third Year</b>		
<b>Core Papers</b>		
IX	American Literature	100
X	Indian Literature in English	100
XI	World Literature in English	100
XII	Contemporary British Literature	100

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## **B A Honours (Economics)**

<b>Core Papers</b>		
I	Micro Economic Theory	100
II	Mathematical Methods for Economics	100
III	History of Economic Thought	100
IV	Indian Economy I	100
<b>Second Year</b>		
<b>Core Papers</b>		
V	Macro-Economic Theory	100
VI	International Economics	100
VII	Statistical Methods of Economics	100
VIII	Indian Economy II	100
<b>Third Year</b>		
<b>Core Papers</b>		
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)**

<b>Core Papers</b>		
I	Foundations of Political Science	100
II	Representative Indian Political Thinkers	100
III	Political Ideologies	100
IV	Selected Political System	100
<b>Second Year</b>		
<b>Core Papers</b>		
V	Indian Freedom Movement and Constitutional Development	100
VI	Indian Political Institutions and Processes	100
VII	International Politics and Foreign Policy of India	100
VIII	Indian Administration	100

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## Master of Arts (English)

**Duration:** 2 Years

**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 this university with at least 55% marks in the aggregate.

M A (English) Previous		
I	Modern English Usage, Phonetics and Language	100
II	Elizabethans and Augustans	100
III	Pre-Romantics and Romantics	100
IV	Victorian Literature	100
M A (English) Final		
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(d)	Postcolonial Literature	100

## Master of Arts (Economics)

**Duration:** 2 Years

**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 this 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 (One Optional Paper from the list of Optional Papers)	100
OP1	Mathematical Economics	100
OP2	Indian Banking System	100
M A (Economics) Final		
CP4	Public Finance	100
CP5	International Economics	100
CP6	Development Economics	100
CP7	Advanced Indian Economy (One Optional Paper from the list of Optional Papers)	100
OP3	Econometrics	100
OP4	International Finance	100

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## Master of Commerce (EAFM) (Annual Scheme)

**Duration:** 2 Years

**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 MA Economics.

M Com (EAFM) Previous		
EAFM101	Economics Analysis	100
EAFM102	Financial Management & Control (Two Optional Paper from the list of Financial Management Group)	100
FM103	Business Budgeting	100
FM104	Public Finance	100
FM105	Security Analysis	100
FM106	Portfolio and Investment Management	100
FM107	Quantitative Techniques	100
M Com (EAFM) Final		
EAFM201	Economic Administration and Policy	100
EAFM202	Cooperative Sector Management	100
EAFM203	Indian Banking System (One Optional Paper from the list of Financial Management Group)	100
FM203	Economic Administration and Policy Group	100
FM204	Financial Management Group	100
FM205	Co-operation Group	100

## MHRM (Master of Commerce in HRM)

**Duration:** 2 Years

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

M Com (HRM) 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 Com (HRM) Part– II		
Paper 1	Management Concepts and Organizational Behaviour	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 (IT) (Semester Scheme)

**Duration:** 2 years

**Eligibility:** All the graduates from 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 aggregate and minimum 60% marks for non-Rajasthan candidate. Reservation as per the University Rules.

<b>M Sc (IT) - First Semester</b>		
MIT 701	Programming With C	100
MIT 702	Operating Systems	100
MIT 703	Database Management Systems	100
MIT 704	Fundamentals of Information Technology	100
MIT 705	Data Communication and Networks	100
MIT 706	Web Site Development	100
MIT 711	Programming in C Lab	100
MIT 712	DBMS Lab	100
MIT 713	Web Authoring Tools Lab	100
<b>M Sc (IT) - Second Semester</b>		
MIT 801	Object Oriented Technology Using C++	100
MIT 802	Data Structures and Algorithms	100
MIT 803	Software engineering	100
MIT 804	Computer Graphics and Multimedia Technology	100
MIT 805	System Analysis and Design	100
MIT 806	Application Development Using .NET framework (ASP)	100
MIT 811	Programming in C++ Lab	100
MIT 812	Data Structure With C++ Lab	100
MIT 813	.NET (ASP) Lab	100
<b>M Sc (IT) - Third Semester</b>		
MIT 901	Programming in Java	100
MIT 902	Data Warehousing & Data Mining	100
MIT 903	E-Commerce Technologies	100
MIT 904	Principles of Management	100
	Elective—11 ( Any One in Elective group 1)	100
	Elective—21 ( Any One in Elective group 2)	100
MIT 911	Programming in Java Lab	100
MIT 922	Mini Project	100
	Elective—31 ( Any One in Elective group 3)	100
<b>M Sc (IT) - Fourth Semester</b>		
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	100
MIT A01	Artificial Intelligence	100
MIT A02	Information Security and cryptography Elective 2	100
MIT B01	Advanced Java Programming	100
MIT B02	Wireless Technology Elective 3	100
MIT C01	Advanced Java Programming (MIT B01)	100
MIT C02	Wireless Technology (MIT B02)	100

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## **Post Graduate Diploma in Financial Planning (PGDIFP)**

### **Annual Scheme**

**Duration:** 1 Year

**Eligibility:** Graduate from any discipline with min 50% marks.

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.

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## 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 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 AND LEAVE

The university prescribes a minimum of 75% attendance. The college insists on regular attendance in all classes. So unless there is a real necessity, no one should absent oneself from class. When absenting from class, a leave letter duly signed by the parent or guardian should be presented to the office in advance. If the absence is due to any unforeseen circumstance, the leave letter should be submitted on the day of return.

Students going for sports, NCC/NSS camps, cultural competition and other extracurricular activities as on duty should get prior permission from the Principal through the professor- in-charge of these programs.

The attendance shall be communicated to the students at regular intervals. Frequent absenteeism shall be reported to the guardian.

Failure in observing rules regarding attendance will entail the loss of attendance and this may disqualify the student from appearing for the University Examinations.

In case of prolonged absence on account of medical reasons, a medical certificate ought to be submitted to the Principal within fifteen days of absence.

**Leave:** A student is eligible for the following leave:

- Leave on personal grounds
- Leave on medical grounds (for extended sickness normally requiring hospitalisation.)
- Medical leave for periods of less than 7 days is not permitted. A Medical Certificate and a subsequent Fitness Certificate from the CMO are required for resumption of studies.
- A combination of different types of leave is not normally permitted.
- Students permitted to attend approved academic and co-curricular activities, conferences may be considered to be on duty.

### FEE SUBMISSION:

- The fee structure is determined by JXEA from time to time and is subject to revision without notice. Fee is paid in two instalments.
- The dates for depositing first instalment is from 1 July 2019 to 20 July 2019.
- The dates for depositing the second instalment is from 1 October to 20 October 2019.



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**Note:** For students who receive concession in fee, the first and second instalments will be decided by the management of the college based on their academic performance.

### **Deadlines for dropping a course**

- If you plan to drop a course and would like to be reimbursed for fees paid in advance, you need to complete a refund form within the stipulated time as outlined in the Fees Handbook.

### **INTERNAL EXAMINATIONS**

- Students not appearing for first and second internal examination without prior permission from the Head and the Class Mentor will be seriously dealt with.
- An application for permission stating the genuine reason has to be produced prior to the commencement of examination to the Head and the Class Mentor.
- A Parent Teacher Meeting is conducted after the internal exams to apprise the parents of the progress and performance of their ward along with an interaction centering around their ward's general behaviour and regularity.

### **ID CARD**

- St. Xavier's College, Jaipur issues a photo ID Card 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 Cards are kept secure and are not deliberately or inadvertently made available for use of by any other person.
- The student must present his/her ID Card on request of any authorized 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 that can include a 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 unauthorized use of that card.

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- 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 the property of the college. 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.

## **LETTER OF RECOMMENDATION AND INTERNSHIP CONSENT RULES**

- Student should provide his/her curriculum vitae along with an application stating the reason for the requirement of LoR.
- Give at least four, or preferably five weeks' notice for the request.
- Students should approach the instructor or mentor who know them well and can speak of both their academic and personal strengths.
- The student should get the rough draft approved by the concerned teacher and the HoD.
- After the approval, the LoR or Internship Application draft should be mailed at [office@stxaviersjaipur.org](mailto:office@stxaviersjaipur.org) for signatures on the Letter Head.
- The student should submit a copy of the final LoR to the respective department.
- In case the LoR is for an internship, the student should also submit a copy of the certificate of completion issued by the company to the department after the internship is over.
- If the LoR is for further study, the student should email either to the HOD or the office stating whether the student did or did not admission in the desired institution or course or not.

## **SPORTS FACILITIES**

- Sports play a pivotal role in shaping one's personality and good health. St. Xavier's College, Jaipur provides facilities on and near college for sportsmen who are interested in tournaments conducted by the University of Rajasthan.
- Students can access fitness assessments, one-on-one personal training and exercise programmes from 6.00 a.m. to 7.00 a.m. in St. Xavier's Sr. Sec. School, Jaipur, Bhagwandas Road, C-Scheme, Jaipur-302001.

## **RESIDENCE OF STUDENTS**

Every student not residing with his/her close relative or staying as a paying guest in or around Jaipur should furnish the details of their residence to the coordinator/vice principal in due time.

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## **MENTORING SYSTEM**

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

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## STUDENTS' COUNCIL

Students' Council (SC) is the representative body of the entire student community of the College. It is an interface between the students, professors and the Management, for working together to identify and address concerns that affect the students directly and indirectly. It represents the interests of the students and participates in discussions and decisions that affect the student community. SC aims at the all-round development of students and organises several extra curricular events through the year in association with the various activity clubs in the campus. It coordinates college events that are organised periodically. It also provides an opportunity to be a part of activities, motivated by a sense of social responsibility and aimed at giving back to society. The office bearers of SC are elected for a term of one year. Nominated members constitute the Committee of SC. Two representatives from each of the departments are members of the Council.

### Students Council 2019-20 (Office Bearers)

S. No.	Post	Student's Name
1.	President	Surbhi Agarwal
2.	Vice President (Girl)	Namrata Karamchandani
3.	Vice President (Boy)	Umang Choudhary
4.	General Secretary	Akkshita Meharchandani
5.	General Secretary	Bijoy KD
6.	General Secretary	Komal Jain
7.	General Secretary	Parth Saraf
8.	General Secretary	Yash Agarwal
9.	Creative Secretary	Ajay Vardhan Singh
10.	Creative Secretary	Tanishka Bhalla
11.	Cultural Secretary	Malvika Batar
12.	Discipline Secretary	Esha Gera
13.	Discipline Secretary	Gaurav Chhabra
14.	Sports Secretary	Navdeep Singh
15.	Joint Secretary	Abhinav Khandelwal
16.	Joint Secretary	Manvi Agarwal
17.	Joint Secretary	Ritika Lashkari
18.	Joint Secretary	Rupal Arora
19.	Joint Secretary	Shon K Saji

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## QUALITIES OF A XAVIERITE

### RECOMMENDATION TO PARENTS

- Active involvement of parents in the education of their children is very essential. This is achieved through the interaction of parents with the teachers and the college authorities.
- Class-wise parent -teachers' meetings are held at the end of every term after the exams for analysing the results and the general performance of the ward in the college and at home.
- Occasional visits of parents to the college and regular dialogue with the authorities especially the mentor is very much encouraged.
- The visits and interaction with the authorities are to enhance the overall development of the students.
- To encourage this and to attend to the requests of the parents, records are maintained in the college for the parents by the coordinator.
- The College Administration checks these and addresses the issues regularly.

### Code of Ethics and Conduct

*Good manners are expressions of a refined character.*

All Xavierites shall aim at observing certain norms of good conduct and polite behaviour:

- Practise and promote respect and cordiality among the students and staff.
- Always be punctual in attending classes and other duties.
- When a professor enters the class, gently rise and remain standing till he/she sits or signals to be seated.
- Handle college property with care. Do not disfigure walls and 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 are to be used as per the directions of the professors.
- 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 on 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. Let your person and dress be neat and clean without show. Personal cleanliness, overall smartness, the neatness of the class rooms and cleanliness and beauty of the college campus need to be maintained.

- 
- Do not bully, harass or discriminate against any member of the college.
  - 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.
  - During class hours, students shall not be found loitering anywhere in the college campus. Doing any other work in the college campus during class hours is to be avoided by all.
  - After the second bell, strict silence is to be observed in the class by all the students. If the Professor happens to come late, students shall maintain silence inside the class.
  - During free hours, students are expected to make good use of the library.
  - Leave the toilets clean after use.
  - Queue up at counters patiently waiting for your turn without usurping the turn of others.
  - Let your parents and guardians be proud of your conduct at home and in society.
  - Be aware of the massive amount of sacrifice that your parents and the nation are making for your all round education.

### **GUIDELINES FOR EFFECTIVE STUDY**

- Association with students who are earnest in their studies is a great help to study.
- No amount of private study or tuition can substitute active listening in class. Avoid private tuition, which reduces self-confidence and initiative.
- All assignments should be done neatly and should be submitted on time. Note down the work assigned for the next day.
- Never skip a lesson or any assignment given.
- Revise the work done in class daily.
- Set aside a fixed time for daily study at home.
- Remember that asking questions is the key to learning. Never hesitate to ask questions about the subject matter in and out of class.
- When studying, ready yourself to explain the lesson to another.
- Pray to God who is the source of your talents. Pray to Him for grace to help you discover and develop your talents.
- Remember that 'a stitch in time saves nine'.

### **CRITERIA FOR XAVIERITE OF THE YEAR/PRIDE OF THE DEPARTMENT**

**(1) Minimum Eligibility Criteria** - 55% aggregate of First and Second Year in the final exams of the University of Rajasthan, Jaipur.

Note: Students who complete above (1) will only be eligible for further consideration.

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**(2) Academic Criteria comprise of:**

(a) Aggregate percentage of the First and Second Year of the exams of the University of Rajasthan, Jaipur.

<u>Percentage Scored</u>	<u>Points Assigned</u>
55.00 - 59.99	5
60.00 - 64.99	10
65.00 - 69.99	15
70.00 - 74.99	20
75.00 and above	25

(b) Aggregate percentage of first internal exams of all three years.

<u>Percentage Scored</u>	<u>Points Assigned</u>
55.00 - 59.99	2.5
60.00 - 64.99	5
65.00 - 69.99	7.5
70.00 - 74.99	10
75.00 and above	12.5

**Note:** Above (a) and (b) will be scaled as per departments on the basis of the following:

English Department	1.35
Economics and Commerce Department	1.25
BBA Department	1.20
BCA Department	1.00

**(3) Attendance:**

Aggregate percentage of attendance will be calculated for I year, II year and III year (till December)

<u>Attendance Percentage</u>	<u>Points Assigned</u>
50.00 - 59.99	5
60.00 - 69.99	10
70.00 - 79.99	15
80.00 and above	20

**(4) Extra Curricular Activities:**

**i) Organizer (Maximum Marks 15)** – 5 Marks for 1 certificate and maximum 3 certificates will be considered. (3 Certificates x 5 Marks=15 Marks)

**ii) Coordinator (Maximum Marks 10)** – 2.5 Marks for 1 certificate and maximum 4 certificates will be considered. (4 Certificates x 2.5 Marks=10 Marks)

**iii) Volunteer (Maximum Marks 5)** – 0.5 Marks for 1 certificate and maximum 10 certificates will be considered. (10 Certificates x 0.5 Marks=5 Marks)

**iv) National Winner excluding Sports (Maximum Marks 20)**

**Individual Winner-** 5 Marks for 1 certificate and maximum 2 certificates will be considered. (2 Certificates x 5 Marks=10 Marks)

**Team Winner** – 2.5 Marks for 1 certificate and maximum 4 certificates will be considered. (4 Certificates x 2.5 Marks=10 Marks)

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**v) Research Activities- National (Maximum Marks 24)**

**Participation**– 2 Marks for 1 certificate and maximum 2 certificates will be considered. (2 Certificates x 2 Marks= 4 Marks)

**Presentation**– 5 Marks for 1 certificate and maximum 2 certificates will be considered.(2 Certificates x 5 Marks=10 Marks)

**Award for Best paper/Publication**– 10 Marks for 1 certificate and maximum 1 certificates will be considered. (1 Certificates x 10 Marks=10 Marks)

**vi) Research Activities- International (Maximum Marks 36)**

**Participation**– 3 Marks for 1 certificate and maximum 2 certificates will be considered.(2 Certificates x 3 Marks= 6 Marks)

**Presentation**– 7.5 Marks for 1 certificate and maximum 2 certificates will be considered.(2 Certificates x 7.5 Marks=15 Marks)

**Award for Best paper/Publication**– 15 Marks for 1 certificate and maximum 1 certificate will be considered. (1 Certificates x 15 Marks=15 Marks)

**vii) National Participation in Sports (Maximum Marks 25)**

**Individual Winner**- 5 Marks for 1 certificate and maximum 2 certificates will be considered. (2 Certificates x 5 Marks=10 Marks)

**Team Winner**– 2.5 Marks for 1 certificate and maximum 4 certificates will be considered. (4 Certificates x 2.5 Marks=10 Marks)

**Participation**– 1 Marks for 1 certificate and maximum 5 certificates will be considered. (1 Certificates x 5 Marks=5 Marks)

**viii) International Participation in Sports (Maximum Marks 44)**

**Individual Winner**- 10 Marks for 1 certificate and maximum 2 certificates will be considered. (2 Certificates x 10 Marks=20 Marks)

**Team Winner**– 5 Marks for 1 certificate and maximum 4 certificates will be considered. (4 Certificates x 5 Marks=20 Marks)

**Participation**– 2 Marks for 1 certificate and maximum 2 certificates will be considered. (2 Certificates x 2 Marks=4 Marks)

**ix) Social Activities (Maximum Marks 10)** – 2 Marks for 1 certificate and maximum 5 certificates will be considered. (5 Certificates x 2 Marks=10Marks)

**(5) Student Council Member (I, II and III Year)**

<b>Criteria</b>	<b>Marks</b>
President	3
Vice President	2.5
Other Core Positions	2
Joint Secretary	1
Class Representative	0.5

**(6) All above criteria (II to IV) will be given weight as following:**

<b>Criteria</b>	<b>Weight</b>
(II) Academics	1.5
(III) Attendance	1.0
(IV) Extra Curricular Activities	1.25



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## **GENREAL ETIQUETTE IN THE FOLLOWING PLACES:**

### **LIBRARY**

- Identity Card is compulsory for getting access to the library.
- Silence is to be maintained.
- No discussion is permitted inside the library.
- No personal belongings are allowed inside the library.
- Using mobile phones and audio instruments with or without speaker or headphone is strictly prohibited in the library.
- 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.
- Refreshments of any kind are strictly prohibited in the library.

### **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 the presentation of the ID card. Students are instructed to check the books while borrowing as 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.

**Book Request:** In case you want any particular textbook to be added to the library, you can enter the book title in the register kept at the counter.

**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/ journals very carefully; marking with pencil, writing or highlighting, tearing the pages or

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mutilating the same in any other way will be taken very seriously. In such case the 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 Encyclopedia, 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 the 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.

### **COMPUTER LAB**

- Enter quietly and be ready for directions
- Do not touch equipment(s) without permission
- Follow all directions without fail
- 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

### **STUDIO**

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

- Studio facilities are available for the college and departmental programmes/functions. Students with prior permission of the head or the teacher co-ordinator can approach the studio in charge for permission to avail the facility of the Studio.
- Timing and duration will be allotted by the studio in charge.
- Only two persons will be allowed at a time for a particular work.
- No eatables are allowed in the studio
- Do not reconfigure any of the studio hardware or software without the permission of the studio in charge.
- Maintain silence and discipline when working in the studio.
- Treat the studio and equipment with care and consideration for others.

### **CANTEEN**

- Students are not allowed to sit in the canteen during class hours.
- However, they can have their refreshments inside standing, during class hours.
- This is to discourage students loitering their time during class hours.
- Students should keep it in mind that canteen is not a place meant for recreation and relaxation but for refreshments.

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## **CLUBS**

### **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 recreation, the AICUF tries to link itself to the emerging needs and realities of the college, the community and the society at large. The AICUF is affiliated to PAX ROMANA – The International Movement of Catholic Students (IMCS).

### **Debate Club**

Xavier's Debating Society helps students develop their oratorical skills, critical thinking and communication skills. The club helps students become informed citizens who are capable of drawing balanced and logical inferences and not be swayed by emotion.

### **Anchoring Club**

The club aims to encourage students towards managing the stage and anchoring in formal, semi-formal and in formal setting and to conduct interviews and talk shows without any fear. From holding the stage on solemn moments in Orientation, or entertaining the bustling crowd in the annual cultural fest Zest, this club ensures smooth conduct of the performances throughout the session.

### **Drama Club**

The Club's mission is to help the students hone their theatrical skills by providing a platform to the students to script, direct, act, learn the art of back stage support through the staging of skits, one act plays, full length plays, street plays and mimes.

### **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 to students who have professional or amateur relationship with arts. The club holds regular meetings and discussions and organizes events such as photo-walks, field trips, museum and gallery visits, and lectures and workshops by visiting artists.

### **Photography Club**

The Photography Club provides a supportive environment for interested students to share their creativity, knowledge and passion for photography while attending the college. Members will also explore possible opportunities for photography projects in collaboration with other campus departments, organize peer to peer portfolio reviews and explore possibilities of exhibitions on and off campus.

### **Dance Club**

The Dance Club has the goal of giving to the students the opportunity to learn to dance, the chance to perform and express themselves through various dance forms.

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### **Music Club**

The Music Club serves as a platform for students to showcase their vocal and instrumental abilities at various events like Music Fests, Cultural programmes and various events of the college.

### **Fashion Club**

The Fashion Club is a place to express artistic freedom in the fashion world. Thus, the Fashion Club encourages students to bring creativity to the world of fabric and staging it at key college events.

### **CLUB MENTORS(2019-20)**

Drama Club	Dr. Mahua M. Bose, Dr. Dharmveer Yadav
Music Club	Ms. Arpita Banerjee, Ms. Anjali Pareek
Dance Club	Dr. Shikha Arora Bakshi, Dr. Nitasha Khatri
Arts Club	Ms. Ranjit Kaur, Ms. Neetu Sharma, Mr. Mohit Joshi
Photography Club	Dr. Ranjit Kaur, Mr. Sagar Goyal
Debate Club	Dr. Atiq Kelsy, Dr. Sarita Pareek
AICUF Club	Ms. Keren Lois Daniel, Ms. Akanksha Arora
Anchoring Club	Dr. Rama Hirawat, Dr. Sapna Newar
Fashion Club	Dr. Leena Sharma, Ms. Ankita Rathore

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## **CELLS**

### **IT Cell**

The college is committed to provide and update facilities related to Information Technology. The IT Cell develops and maintains access to required internet contents, monitoring and managing the anti-virus software, minimizes risk and takes care of overall maintenance of IT facilities in the campus.

### **Entrepreneurship Cell**

The Entrepreneurship Cell encourages, promotes and supports entrepreneurship and innovation. It aims 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 Studies Cell**

The College has established a Gender Studies Cell in the college campus for the faculty, staff and students, to enhance understanding of issues related to gender. With an aim of creating awareness of one's rights and duties the cell organizes and participates in seminars, talks to discuss issues related to gender.

### **Placement Cell/Internship Cell**

The objective of the Placement Cell/Internship Cell is to provide employment opportunities to students along with guidance, mentorship, and necessary skills to increase the employability of the students. The cell organizes seminars/ workshops/ talk shows to help the students. The cell caters to all the students of the college by providing internship opportunities to them.

### **Literati Cell**

The Literati cell aims to develop the creativity of the students by providing the right kind of environment to write analyse and think critically. It offers opportunities to appreciate different types of literature and increase literary skills of the students by letting their creativity take flights into the world of imagination and fantasy.

## Academic Calendar 2019-20

<b>July 2019</b>						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>7</b>	<b>8</b> Classes for II and III Year Begin	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
<b>14</b>	<b>15</b> Orientation Day	<b>16</b> Classes for 1 Year Begin	<b>17</b> Orientation (Economics, Political Science & B.Com)	<b>18</b> Orientation (English & BBA)	<b>19</b> Orientation (Computer Science)	<b>20</b>
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b> Feast of St. Ignatius			

<b>August 2019</b>						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				<b>1</b> Linux Certificate Course Begins (6 Months)	<b>2</b>	<b>3</b>
<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>11</b>	<b>12</b> Eid-ul-Zuha	<b>13</b>	<b>14</b>	<b>15</b> Independence day Celebration) Rakshabandhan	<b>16</b> Android App Development Certificate Course Begins (6 Months)	<b>17</b> Picnic (Computer Science & English)
<b>18</b>	<b>19</b>	<b>20</b> Orientation (Research Cell)	<b>21</b>	<b>22</b> Freshers' Day	<b>23</b> Picnic (Economics & Political Science)	<b>24</b> Krishna Janamashtami
<b>25</b>	<b>26</b> Economics Short term Course Begins (3 Months) (Club Auditions)	<b>27</b> (Club Auditions)	<b>28</b> (Club Auditions)	<b>29</b> (Club Auditions)	<b>30</b> Research Cell Workshop (Club Auditions)	<b>31</b> (Club Auditions) Computer Science Panel Discussion

## September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5 Teachers' Day Celebration	6	7 Staff Picnic
8 Ramdev Jayanti, Teja Dashmi	9 First Internal Exams begin	10 Moharram	11 First Internal Exams	12	13 First Internal Exams	14 First Internal Exams
15	16 Computer Science Guest Lecture	17 Research Cell Workshop	18 Research Cell Workshop	19 Research Cell Workshop	20 Envision & Vendesto	21 Envision & Vendesto
22	23	24	25	26	27	28 Mind Rocks
29 Navratra Sthapana	30					

## October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Seminar on Gandhi	2 Gandhi Jayanti Seminar on Gandhi	3	4 Synergy	5 Synergy
6 Durgashtami	7 Mahanavmi	8 Dusshera	9	10	11 Computer Science Panel Discussion	12
13	14 International E-Waste day	15	16	17 English Workshop	18 English Workshop	19 English Workshop
20 English Workshop	21 English Workshop	22 English Workshop	23 English Workshop	24	25 Dhanteras	26
27 Diwali	28 Govardhan Puja	29 Bhaiya Dooj	30	31		

<b>November 2019</b>						
<b>Sun</b>	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>	<b>Sat</b>
					<b>1</b> Computer Science Add-on Course	<b>2</b> Computer Science Add-on Course
<b>3</b> Computer Science Add-on Course	<b>4</b> Computer Science Add-on Course	<b>5</b> Computer Science Alumni Chapter Meet, Addon Course	<b>6</b> Computer Science Add-on Course	<b>7</b> Computer Science (Fest), Add on Course	<b>8</b>	<b>9</b> Computer Science Educational Trip
<b>10</b> Barawafat Computer Science Educational Trip	<b>11</b> Computer Science Educational Trip	<b>12</b> Guru NanakJayanti Computer Science Educational Trip	<b>13</b> BBA & BCom Symposium	<b>14</b>	<b>15</b>	<b>16</b> INKA
<b>17</b>	<b>18</b> Computer Science Guest Lecture	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>
<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>

<b>December 2019</b>						
<b>Sun</b>	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>	<b>Sat</b>
<b>1</b>	<b>2</b> St. Xavier's Day	<b>3</b>	<b>4</b>	<b>5</b> In Youth	<b>6</b>	<b>7</b> Economics Symposium
<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b> Computer Science Panel Discussion	<b>13</b> English Symposium	<b>14</b> English Symposium
<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b> Inter Disciplinary Conference	<b>21</b> Inter Disciplinary Conference
<b>22</b>	<b>23</b> Christmas Celebration	<b>24</b>	<b>25</b> Christmas Holiday	<b>26</b>	<b>27</b>	<b>28</b>
<b>29</b>	<b>30</b>	<b>31</b>	Christmas Holidays (25 – 31 December 2019)			



## January 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			<b>1</b> New Years' Day	<b>2</b> Guru Govind Singh Jayanti	<b>3</b>	<b>4</b> Computer Science Guest Lecture
<b>5</b>	<b>6</b>	<b>7</b> Computer Science Symposium	<b>8</b> Research Cell Symposium	<b>9</b> International Conference	<b>10</b> International Conference	<b>11</b>
<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b> Makar Sankranti	<b>16</b>	<b>17</b> ZEST	<b>18</b> ZEST
<b>19</b> ZEST	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>
<b>26</b> Republic Day (Celebration)	<b>27</b> Economics Workshop	<b>28</b> Economics Workshop Computer Science Data Privacy Day	<b>29</b> Economics Workshop Computer Science Industrial Visit	<b>30</b> Economics Workshop	<b>31</b> Economics Workshop	

## February 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						<b>1</b> Economics Workshop
<b>2</b> Economics Workshop	<b>3</b> Economics Workshop	<b>4</b> Economics Workshop	<b>5</b> Economics Workshop	<b>6</b> Economics Workshop	<b>7</b> Research Cell Symposium	<b>8</b>
<b>9</b>	<b>10</b> Sports Day	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b> Farewell Function
<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b> Mahashivratri	<b>22</b>
<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>

<b>March 2020</b>						
<b>Sun</b>	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>	<b>Sat</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>8</b>	<b>9</b> Holika-Dahan	<b>10</b> Holi	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>
<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b> Chetichand	<b>27</b>	<b>28</b>
<b>29</b>	<b>30</b>	<b>31</b>				

<b>April 2020</b>						
<b>Sun</b>	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>	<b>Sat</b>
			<b>1</b>	<b>2</b> Ramnavmi	<b>3</b>	<b>4</b>
<b>5</b>	<b>6</b> Mahavir Jayanti	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b> Good Friday	<b>11</b>
<b>12</b>	<b>13</b>	<b>14</b> Ambedkar Jayanti	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>
<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b> Parshuram Jayanti
<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>	

<b>May 2020</b>						
<b>Sun</b>	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>	<b>Sat</b>
					1	2
3	4	5	6	7	8	9
10	11 National Technology Day	12	13	14	15	16
17	18	19	20	21	22	23 Eid –al-fitr
24	25 Maharana Pratap Jayanti	26	27	28	29	30
31						

<b>June 2020</b>						
<b>Sun</b>	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>	<b>Sat</b>
	1	2	3	4	5	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				

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## TIMETABLE

<b>Period</b> → <b>Day</b> ↓	I	II	III	IV	V	VI
DAY I						
DAY II						
DAY III						
DAY IV						
DAY V						
DAY VI						

<b>Period</b> → <b>Day</b> ↓	I	II	III	IV	V	VI
DAY I						
DAY II						
DAY III						
DAY IV						
DAY V						
DAY VI						

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## NOTES

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