

SESSION 2021-2022

## ST XAVIER'S COLLEGE, JAIPUR

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

### COLLEGE HANDBOOK & ACADEMIC CALENDAR

#### COURSES OFFERED

##### UNDERGRADUATE COURSES

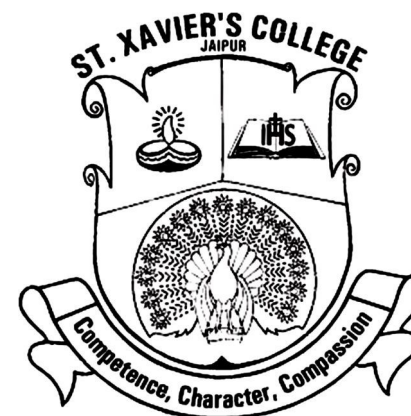
Bachelor of Arts (Pass Course)  
Bachelor of Commerce (Pass Course)  
Bachelor of Science (Pass Course)  
Bachelor of Business Administration  
Bachelor of Computer Application  
Bachelor of Arts in English Literature (Honours Course)  
Bachelor of Arts in Economics (Honours Course)  
Bachelor of Arts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

##### POST GRADUATE COURSES

Master of Arts (English)  
Master of Arts (Economics)  
Master of Commerce – EAFM  
Master of Commerce – HRM

## CALENDAR & HANDBOOK

2021-22



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(Affiliated to the University of Rajasthan, Jaipur)

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## PREAMBLE TO THE CONSTITUTION OF INDIA

**WE, THE PEOPLE OF INDIA,**

having solemnly resolved to constitute India into a

**SOVEREIGN, SOCIALIST, SECULAR, DEMOCRATIC REPUBLIC** and

to secure to all its citizens:

**JUSTICE**, social, economic and political;

**LIBERTY** of thought, expression, belief, faith, and worship;

**EQUALITY** of status and of opportunity;

and to promote among them all

**FRATERNITY**, assuring the dignity of the individual and

the unity and integrity of the Nation;

**IN OUR CONSTITUENT ASSEMBLY** this twenty-sixth day of November, 1949,

do **HEREBY ADOPT, ENACT, AND GIVE TO OURSELVES THIS CONSTITUTION.**

## PLEDGE

India is my country and all Indians are my brothers and sisters.

I love my country and I am proud of its rich and varied heritage.

I shall always strive to be worthy of it.

I shall give respect to my parents, teachers, and all elders and treat everyone with courtesy.

To my country and my people, I pledge my devotion.

In their well-being and prosperity alone lies my happiness.

## The National Anthem

जनगणमन  
अधिनायकजयहे  
भारतभाग्यविधाता।  
पंजाबसिन्धगुजरातमराठा  
द्रविडउत्कलबंग।  
विंध्यहिमाचलयमुनागंगा  
उच्छलजलधितरंग।  
तवशुभनामेजागे  
तवशुभआशीषमागे।  
गाहेतवजयगाथा।  
जनगणमंगलदायकजयहे  
भारतभाग्यविधाता।  
जयहे, जयहे, जयहे  
जयजयजयजयहे॥

## The National Song

वंदेमातरम, वंदेमातरम  
सुजलासुफलामलयज-शीतलाम  
शश्य-शामलाममातरम  
वंदेमातरम  
शुभ्र-ज्योत्स्ना-पुलकितयामिनी  
फुललकुसुमित-द्रुमदलशोभिनी  
सुहासिनीसुमधुरभाषिनीं  
सुखदांवरदांमातरम  
वंदेमातरम



**ST XAVIER'S COLLEGE**

JAIPUR- 302029  
RAJASTHAN

**PERSONAL MEMORANDUM**

**2021-2022**

Name : .....  
Class : ..... Roll No : .....  
Admission No : ..... Batch No: .....  
Father's Name : .....  
Mobile No : .....  
Mother's Name : .....  
Mobile No: .....  
Aadhar Card No. ....  
Home Address: .....  
..... PIN .....  
Address for Communication : .....  
..... PIN .....  
E-mail (Student) : .....  
E-mail (Parent) : .....  
Phone No : ..... Blood Group : .....  
Height : .....  
Weight : .....  
Identification Marks : 1. ....  
2. ....  
Allergy to any medicine (in case of emergency) : .....

*INDEX*

<b>Particular</b>	<b>Page No.</b>
<b>PRAYERS</b>	
1. Morning Prayers	7
2. Prayers Songs	8
<b>SOCIETY OF JESUS (Jesuits)</b>	
1. St Ignatius of Loyola, Founder of the Society of Jesus	9
2. St Francis Xavier - Our Patron	12
3. Jesuits Around the World	13
4. Universal Apostolic Preferences (UAPs)	14
5. The Jesuits in Rajasthan	15
<b>ABOUT THE COLLEGE</b>	
1. About Rajasthan	16
2. About Jaipur	16
3. About the College	17
4. The Meaning of the College Emblem	18
5. Our Inspiration	19
6. Our Vision, Mission and Aim	20
<b>ADMINISTRATIVE STRUCTURE &amp; RELATED INFORMATION</b>	
1. Succession of Superiors, Managers & Principals	21
2. College Administration	22
3. List of Staff	23
4. Special Task Cells	31
5. Statutory Committees	38
6. ENTERPRISE RESOURCE PLANNING (ERP)	48
7. XavIN - College App for Campus Map	51
8. Mental Health & Counselling Cell	52
9. Gender Study & Women Cell	52
10. Anti-ragging Committee	53
11. Anti-Sexual Harassment Committee	53
<b>ADMINISTRATIVE GUIDELINES/GENERAL NORMS</b>	
1. Discipline	54
2. Attendance and Leave	54

3. Fee Submission	55
4. ID Card	55
5. Letter of Recommendation and Internship Consent	56
6. Sports Facilities	57
7. Residence of Students	57
8. Hostel Facility	58
9. Transport Facility	58
10. Mentoring System	58
11. Student Appraisal Diary	58
12. Students' Council	60

#### UPHOLDING THE COLLEGE MOTTO

1. Being Xavierites	61
1. Recommendation to Parents	61
2. Code of Ethics and Conduct	61
3. Guidelines for Effective Study	63
4. Criterion for the Xavierite of the Year Award/Pride of the Department	64

#### ACADEMIC GUIDELINES AND NORMS

1. Attendance	69
2. Internal Examinations	69
3. Class Mentors	69
4. Courses offered and Titles of Papers	73
5. Things to be kept in mind while visiting the places mentioned below:	
1. Library	101
2. Computer Lab	102
3. Studio	102
6. Academic Calendar for Session (2021-2022)	103
7. COVID Guidelines	121
8. My Timetable	123
9. Remarks	124

## MORNING PRAYERS

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

### PRAYERS

#### 1. The Lord's Prayer

Our Father in heaven, hallowed be your name.  
Your kingdom come, your will be done,  
on earth as it is in heaven.  
Give us this day our daily bread,  
And forgive us our sins, as we forgive those who sin 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.  
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.

#### 3. Prayer for Generosity

O God, teach me to be generous;  
Teach me to serve you as you deserve;  
To give and not to count the cost;  
To fight and not to heed the wounds;  
To toil and not to seek for rest;  
To labour and not to ask for reward;  
Except knowing that I fulfil your Holy Will!



- St Ignatius of Loyola

## PRAYER SONGS

### 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...



### Song 2

ऐ मालिक तेरे बन्दे हम

ऐ मालिक तेरे बन्दे हम  
ऐसे हों हमारे करम  
नेकी पर चलें और बदी से टलें  
ताकि हँसते हुए निकले दम  
ऐ मालिक तेरे बन्दे हम  
जब जुल्मों का हो सामना  
तब तू ही हमें थामना  
जब जुल्मों का हो सामना  
तब तू ही हमें थामना  
वो बुराई करें  
हम भलाई भरें  
नहीं बदले की हो भावना  
बढ़ उठे प्यार का हर कदम  
और मिटे बैर का ये भरम  
नेकी पर चलें और बदी से टलें  
ताकि हँसते हुए निकले दम  
ऐ मालिक तेरे बन्दे हम

### Song 3

हमको मन की शक्ति देना

हमको मन की शक्ति देना  
मन विजय करें !  
दूसरों की जय से पहले  
खुद को जय करें !  
भेदभाव, भेदभाव अपने दिल से  
साफ़ कर सकें !  
दोस्तों से भूल हो तो माफ़ कर सकें  
झूठ से बचे रहें  
सच का दम भरें !  
दूसरों की जय से पहले  
खुद को जय करें !

## FOUNDER OF THE SOCIETY OF JESUS : SAINT IGNATIUS OF LOYOLA (1491-1556)



*“Teach us to give and not to count the cost”*

### Passion for life

Inigo Lopez de Loyola was born in a noble family of the Basque Region in Spain, in 1491. He was the youngest of the 13 children of his parents. He later became a page in the service of a relative, Juan Velazquez de Cuellar, Treasurer of the kingdom of Castile. As a young aristocrat, Ignatius had a “love of martial exercises and a vain glorious desire for fame”. Joining the army at seventeen, he participated in many battles without injury. But when a French-Navarrese army stormed Pamplona's fortress on 20<sup>th</sup> May 1521, a cannon ball wounded one of his legs and broke the other. He was thirty, then. Soldiers carried the wounded Inigo to his ancestral home to recuperate. He had several surgical operations, which were very painful in the days before anaesthetics.

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### **Passion for reading leads to a desire to change**

During his days of recovery, he asked for books on chivalry, his favourite reading. But there were no such books in their Loyola castle. Instead he was given the only books in the house: the “Life of Christ” and a collection of the “Lives of the Saints”. Inigo set about reading them. The more he read and reflected, the more did God become the centre of his life. His injury at Pamplona was God's way of telling him that He wanted him in the service of Jesus Christ, the Eternal King.

### **Romantic Knight, now a passionate pilgrim of God**

By March 1522, Inigo's right leg was sufficiently healed for him to put his plan into action. He undertook a pilgrimage to Mother Mary's altar at Montserrat, and spent the whole night kneeling or standing and praying. At dawn he renounced his sword and dagger, exchanging his fine clothes with a beggar's sackcloth-tunic. A romantic knight now became a passionate Pilgrim of God.

### **A docile student of God, the 'School-Master'**

Inigo became God's student. On his way to Barcelona, he stopped at Manresa, a town on the banks of the river Cardoner. There he spent ten months in total communion with God. He spent seven hours a day in prayer in a cave he had discovered. For several hours a day he helped the sick in the hospital of St Lucy. God, he said, was like a School Master teaching him step by step. He recorded the meditations and the illuminations he received in prayer in a notebook he carried. It was from this little book that his famous Book of Meditations, called the “Spiritual Exercises” would later emerge.

### **Passion to lead people to God makes him a dedicated student**

Inigo's only desire was to help people to come closer to God. In order to do that, he needed to study. At the age of 34, he began to study Latin grammar, sitting in class with young boys. He then studied at the renowned Universities at Alcalá and then at Salamanca. At the age of 38, he went to Paris and studied Philosophy and Theology for seven years.

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### **A magnetic personality attracts many good student-friends**

In Paris, he shared a room with Peter Faber and Francis Xavier. His magnetic personality attracted many young people to him: James Laynez, Alphonsus Salmeron, Nicholas Bobadilla and Simon Rodrigues. He was for them a friend, philosopher and spiritual guide. With three more, Claude Le Jay, Paschase Broet, and John Codure who came later, Ignatius started the 'Society of Jesus' in 1540 to love God and serve humanity.

### **A teacher and educationist with a heart for the downtrodden**

Ignatius always had a passion to teach. He taught the lettered and the unlettered, the rich and the poor, elders and children. He taught them about God, religion and prayer and cared for the sick in hospitals. He started the Roman College in 1551 as a model for all colleges throughout the world. In 1552, he opened a college in Rome for the Seminarians to prepare themselves better to preach Christ.

### **Inigo becomes St Ignatius of Loyola**

Ignatius died on 31<sup>st</sup> July 1556. When the body was made ready for visitors, there was a long line of Cardinals, Bishops, Priests, the Nobility and the poor of Rome, all coming to kiss the holy venerable hands of Ignatius. He was declared a Saint by the Church in 1622. The 31<sup>st</sup> July, the day he died, is celebrated worldwide, every year, as his Feast Day.



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## SAINT FRANCIS XAVIER PATRON OF THE COLLEGE



*“In Thee, O Lord, have I put my hope. Let me never be confounded.”*

– St Francis Xavier

Francis Xavier was the 6<sup>th</sup> 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. 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 set sail for India, reaching Goa on 6 May 1542.

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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 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 1662 Pope Gregory XV canonised Francis Xavier together with Ignatius of Loyola. St Francis has been declared as the patron of the Oriental Church.

### JESUITS AROUND THE WORLD (THE SOCIETY OF JESUS)

The Society of Jesus is an international Catholic Religious Organisation of men founded in the year 1540 by St Ignatius of Loyola with the motto of working for the 'Greater Glory of God' by rendering service to humanity. It is led by its Superior General, currently Very Rev. Fr. Arturo Sosa SJ. and its headquarters are situated in Rome. The members of this Organisation are popularly known as the 'Jesuits'. There are around 16,378 men working in 120 countries spread out in 6 continents. Of them, around 4,000 are working in India and more than 100 are working in Delhi Province. Today, the Jesuits render their services in schools and colleges, youth and social service centres, in parishes and missions, in spirituality and counselling centres and in almost every form of service and ministry in the Church. Although the work of the Jesuits encompasses a wide range of works, they are best known for their educational work. Right from the inception, the Jesuits have been among the best teachers and educationists. At

one time, they were called 'the School Masters of Europe'. In the world, the Jesuits have over 3,897 Educational Institutions in 96 countries. These Jesuit Educational Institutions engage the efforts of approximately 1,34,303 teachers, educating approximately 29,28,806 students. In India the Society of Jesus has founded 118 Primary & Middle Schools, 400 High Schools, 58 University Colleges, 22 Technical Institutes and 16 Business Administrations Institutes with 11,525 teachers, educating 3,34,538 students, belonging to every social class, community and linguistic group.

### Jesuit Education

- It assists in the total formation of each individual within the human community. It includes a spiritual dimension that permeates the entire education; it promotes dialogue between faith and culture.
- It emphasises active involvement on the part of the student and encourages lifelong openness to growth.
- It is a preparation for active life-commitment. It serves the faith that promotes justice; seeks to form “men and women for others” and manifests a particular concern for the poor.
- It relies on the spirit of community among administrators, teachers, parents, alumni, and benefactors in an atmosphere that promotes unity.

### UNIVERSAL APOSTOLIC PREFERENCES (UAP)

*The Preferences give a horizon, a point of reference to the whole Society of Jesus. They capture our imaginations and awaken our desires. They unite us in our mission.*

The Universal Apostolic Preferences (UAP) that are the fruit of a process of discernment have been laid down to carry forward the vision of Ignatius. The Preferences give a horizon, a point of reference to the whole Society of Jesus. The new Preferences are four areas vital for our world today. The Society of Jesus will pay special attention to them in the next ten years, 2019-29. They are:

1. **Showing the way to God** – In other words, to Show the way to God through the Spiritual Exercises and discernment.

2. **Walking with the Excluded** - Walk with the poor, the outcasts of the world, those whose dignity has been violated, in a mission of reconciliation and justice.
3. **Journeying with Youth** - Accompany young people in the creation of a hope-filled future.
4. **Caring for our Common Home** - Collaborate, with Gospel depth, for the protection and renewal of God's Creation.

### 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 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 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 College (XVI) was started in Jaipur to give vocational training to the economically weaker sections of society.



## ABOUT RAJASTHAN

Rajasthan which is also known as the “Land of Maharajas” is the largest state of India, covering an area of about 342,239 sq. km. It comprises 33 districts and its largest city is Jaipur, which is also its capital. Being located on the western side of the country, it shares its border with Pakistan to its northwest and to the west it shares its border with Sindh. To its north it has Punjab, Uttar Pradesh and Haryana to its northeast; to its southeast it has Madhya Pradesh and Gujarat to its southwest. The glory of the state is retained by its majestic palaces, forts and monuments. The vibrant culture and rich heritage of this princely state draw innumerable tourists from across the globe. Its major attractions include the ruins of Indus Valley Civilization, the oldest mountain range- Aravalli, a Jain pilgrimage site known as Dilwara Temples, Karni Mata Mandir, the only hill station of Rajasthan- Mount Abu, Keoladeo National Park (formerly known as Bharatpur National Park), the Ranthambore National Park and the Sariska Tiger Reserve. Some of its major architectural wonders include Chittorgarh fort - the largest fort in Asia, Mehrangarh Fort at Jodhpur, Jaipur “The Pink City” houses a number of well-known tourists' spots which include Hawa Mahal (Palace of Winds), Lake Palace, City Palace, Amber Palace, Jantar Mantar, Umaid Bhawan in Jodhpur, Jaisalmer Fort in Jaisalmer and many more. Not only this, the princely state of Rajasthan hosts varied colorful fairs and festivals which are known for their uniqueness and captivates a large number of tourists from India and overseas every year, some of which are Pushkar Fair, Jaipur Literature Festival, Jodhpur Flamenco Gypsy Festival, Jaipur Heritage International Festival, Desert Festival, Urs at Ajmer, and Teej to name a few.

## ABOUT JAIPUR

Jaipur, popularly known as the “Pink City”, and “Paris of India”, is the capital of Rajasthan state, India. Jaipur is worldwide famous for its Architecture, Vastu, Astrology, Forts, Monuments, Palaces, Art and Craft, Culture and last but not least for unique Food. Founded in 1727 by Maharaja Sawai Jai Singh II, a Kachwaha (Suryavanshi/ claiming descent from the sun) Rajput. Initially his capital was Amber, which lies at a distance of 11 km from Jaipur. He felt the need of shifting his capital city owing to growing population and scarcity of water. Jaipur is the first planned city of India and the King took great interest in designing the city. Keeping in mind the several battles fought with the Marathas,

Jai Singh was keen on making his city safe and secure. Hence, the construction of the city was brilliantly planned and executed. The architecture of the city was certainly ahead of its time and was perhaps the best and the most advanced, at that time, in the Indian subcontinent. In 1878, when the Prince of Wales visited Jaipur, the whole city was painted in Pink colour to welcome him and after that Jaipur was titled 'Pink City'. Jaipur is steeped in history and culture. Here the past comes alive in magnificent forts and palaces, blushed pink, where once lived the maharajas. The bustling bazaars of Jaipur, famous for Rajasthani jewellery, fabric and shoes, possess a timeless quality and are surely a treasure-trove for the shoppers. This fascinating city with its romantic charm takes you to an epoch of royalty and tradition.

## 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 SJ, 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 maiorem dei gloriam*).

Since then, the College has grown in manifold directions, serving the educational needs, not only of the people of Jaipur but also across the Nation. Over the last 10 years we have grown from a sapling to a huge oak, from around 350 pupils to over 2100 students, from just five streams –B.A.(Honours)- English, Economics, BBA, BCA and B.Com. to programmes in M.A.(English), M.A.(Economics), M. Com. (EAFM) and M. Com (HRM) along with B.A. Honours in Political Science, Psychology, B.A.(Pass course) and B.Sc. Pass Course.

St Xavier's College, Jaipur, from the academic session 2021-22 will function from its sprawling premises in Nevta, on the Ajmer Road. The merger of the two colleges: Hathroi Fort, Jaipur, and Nevta, Jaipur, was formalized in a grand function held at the Nevta premises with the blessings of Rev. Fr. Soosai Mani SJ (Provincial, Jesuits Delhi Province) who presided over the formal ceremony of the merger held on 6 April, 2021. The new College with the combined faculties and students of both units will function under the stewardship of Rev. Fr. Dr. Arokya Swamy SJ (Manager, St Xavier's College Nevta) and Rev. Fr. Dr. A Rex Angelo SJ (Principal, St Xavier's College Jaipur).



### 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 Latinized Greek word IHSOUS, meaning 'Jesus'. The cross shown above the letter 'H' reminds the world that Jesus Christ died on the Cross for the salvation of mankind.

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.

### 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 centred.

**Integral Formation and Development** : by paying special attention to intellectual, effective, 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 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, 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 the 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 entering into 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, and illuminates and directs all our activities and projects.

## SUCCESSION OF SUPERIORS, MANAGERS & PRINCIPALS

<b>St Xavier's College, Jaipur (Hathroi Fort)</b>			
1	Rev Fr Varkey Perekatt SJ	Superior and Manager	2010 - 2011
2	Rev Fr Glenn Menezes SJ	Superior and Manager	2011 - 2017
3	Rev Fr Varkey Perekatt SJ	Manager	2017 - 2021
4	Rev Fr Dr Augustine Perumalil SJ	Rector	2020 - 2021
5	Rev Fr K P Mathew SJ	Principal	2010 - 2012
6	Rev Fr Dr Sebastian Anand SJ	Principal	2012 - 2015
7	Dr Mahua Majumdar Bose	Acting Principal	2015 - 2016
8	Rev Fr Dr Gilbert Camillus SJ	Principal	2016 - 2017
9	Dr Sheila Rai	Principal	2017 - 2020
10	Rev Fr Dr A Rex Angelo SJ	Principal	2020 - 2021

<b>St Xavier's College, Nevta</b>			
1	Rev Fr Glenn Menezes SJ	Superior and Manager	2015 - 2017
2	Rev Fr John Ravi SJ	Manager	2017 - 2020
3	Rev Fr Dr Arokya Swamy SJ	Manager	2020 - 2021
4	Rev Fr Dr Augustine Perumalil SJ	Principal	2015 - 2021

<b>St Xavier's College, Jaipur (Merged College)</b>			
1	Rev Fr Dr Arokya Swamy SJ	Superior and Manager	2021 - Present
2	Rev Fr Dr A Rex Angelo SJ	Principal	2021 - Present

## COLLEGE ADMINISTRATION(2021-22)

### Governing Body (Jaipur Xavier Educational Association)

Rev Fr Soosai Mani SJ, President  
Rev Fr Dr Nelson Ashok D'Silva SJ, Vice-president & Treasurer  
Rev Fr Dr S Arokya Swamy SJ, Secretary  
Rev Fr Dr A Rex Angelo SJ, Member  
Rev Fr M Dominic Arockiam SJ, Member  
Rev Fr Sangeeth Raj SJ, Member  
Rev Fr John Ari SJ, Member

### Managing Committee

Rev Fr Dr S Arokya Swamy SJ (Manager)  
Rev Fr Dr A Rex Angelo SJ (Principal)  
Rev Fr Dr Raymond Cherubin SJ (Vice-principal & Administrator)

### Heads of the Departments

Dr Ekta (Commerce)  
Dr Vaishali Singh (Computer Science)  
Dr Atiq Kelsy (English)  
Dr Leena Sharma (Business Administration)  
Ms Poorvi Medatwal (Economics)  
Dr Meeta Sharma (Political Science)  
Dr Aparna Dixit (Science)

### Academic Council

Rev Fr Dr A Rex Angelo SJ (Chairman)  
Rev Fr Dr Raymond Cherubin SJ  
Dr Vaishali Singh (Coordinator)

### Heads of Departments

### Coordinator, IQAC

### Internal Quality Assurance Cell (IQAC)

Rev Fr Dr A Rex Angelo SJ (Chairman)  
Rev Fr Dr S Arokya Swamy SJ  
Rev Fr Dr Nelson D'Silva SJ  
Rev Fr Dr Raymond Cherubin SJ  
Rev Fr Dr George Joseph SJ  
Prof V V Singh (Educationist)  
Prof Sudha Rai (Educationist)  
Dr Pankaj Nagar (Coordinator, IQAC, University of Rajasthan)  
Mr Ajay Kochar (Industrialist)  
Ms Aparna Joshi (Alumni Representative)  
Ms Loveleen Mathur (Asst Librarian)  
Dr Shikha Arora Bakshi (Faculty Member)  
Dr Nitasha Khatri (Faculty Member)  
Dr Ranjit Kaur (Faculty Member)  
Dr Vaishali Singh (Faculty Member)  
Dr Aparna Dixit (Faculty Member)  
Mr Yashwardhan Singh (Coordinator)

## TEACHING STAFF

### Regular Staff

#### 1. Department of Business Administration

*sxcjmanagementdept.blogspot.com*

1. Dr Leena Sharma (Head)  
PhD, MBA (Marketing & HR), M.Com ( BADM), NET (MGMT),  
SLET (MGMT)  
*drleenasharma.blogspot.com*

2. Dr Shikha Arora Bakshi  
PhD, MBA (Finance & Marketing), M.Com(BADM), B.Com  
*drshikhabakshi.blogspot.com*
3. Dr Salim Khan  
PhD, MBA (Finance & Marketing), M.Com (BADM), M.Com (EAFM), PGDHE(IGNOU), NET (MGMT), SET(MGMT),NET (COMMERCE),B.COM  
*drsalimsheikh.blogspot.com*
4. Ms Anjali Pareek  
PhD (Pursuing), MBA (Marketing & Finance),M.Com (BADM), NET (COMMERCE), NET(MGMT)  
*pareekanjali.blogspot.com*
5. Ms Ankita Rathore  
Phd (Pursuing), MHRM, M.Com (BADM), B.A  
*Rathoreankita.blogspot.com*
6. Dr Happy Agarwal  
PhD, MBA (Finance & Marketing), M.Com (BADM), PGDIBF, NET (MGMT), NET (COMMERCE), SET (MGMT)  
*DrHappyagrawal.blogspot.com*
7. Dr Manisha Sharma  
PhD, M.Com (BADM), Completed a Minor Research Project sponsored by UGC, Diploma in Sales (NIS) (NIIT), Diploma in computers from First computers.  
*manishasharma.blogspot.com*
8. Dr Renu Jadon  
PhD, NET (Commerce), SLET (Commerce), MBA (Finance & Marketing), M.Com (EAFM), B.Com  
*drrenujadon.blogspot.com*
9. Ms Rose Martin  
PhD (Pursuing), NET (Commerce), SLET (Commerce), M.Com (EAFM), B.Com  
*rosesonuthomas.blogspot.com*
10. Dr Gurneet Suri  
PhD , NET(Commerce), M.Com, MA-Economics, PGDBA-Finance, B.Com  
*gurneetkaurisuri.blogspot.com*

## 2. Department of Commerce

*sxcjcomdept.blogspot.com*

1. Dr Ekta (Head)  
PhD, NET(Commerce), M.Phil, M.Com ,B.ED  
*drektapuri.blogspot.com*
2. Dr Mahua M. Bose  
PhD, M.Phil (EAFM), M.Com (EAFM), B.Com ,Certificate Course In German,Diploma From NIIT Ltd.,  
*Drmahuabose.blogspot.com*
3. Dr Nitasha Khatri  
PhD, Mphil(ABST), M.Com(ABST), B.Com, Patent in Commerce  
*drnitashakhatri.blogspot.com*
4. Ms Akansha Arora  
PhD (Pursuing), NET (Commerce), LLB, CS, M.Com , B.Com(Hons)  
*AroraAkansha.blogspot.com*
5. Ms Neetu Sharma  
PhD(Pursuing), NET(Commerce), NET(MGMT), MBA(HR & Marketing), M.Com (BADM)  
*neetusharma09.blogspot.com*
6. Dr Pradeep Soni  
PhD, M.Com (ABST & EAFM), NET(Commerce), PGBBA (Marketing Management), PGDHE  
*drpradeepsoni.blogspot.com*
7. Rev Fr Dr Raymond Cherubin SJ (Hindi)  
PhD (Hindi), MA (Hindi)

## 3. Department of Economics

*sxcjeconomics.blogspot.com*

*sxcjpsychology.blogspot.com*

1. Ms Poorvi Medatwal (Head)  
PhD (Pursuing), NET (Economics), M.Phil (Economics) , MA (Economics), B.Sc. (Economics, Statistics, Computer Applications)  
*poorvimedatwal.blogspot.com*
2. Mr Yashwardhan Singh

Ph.D. (Pursuing), NET (Economics), MA (Economics), BA Majors (Economics)

*Yashwardhansingh3.blogspot.com*

3. Dr Boola Choudhary  
PhD, NET (Economics), MA (Economics), BA (Economics, English, Political Science.)

*drboolachoudhary.blogspot.com*

4. Ms Maharshi Sharma  
PhD (Pursuing), NET JRF (Economics), MA Economics, BA (Hons.) Economics, Diploma in International Business, Certificate in Computer Applications in Economic Analysis

*maharshisharma.blogspot.com*

5. Ms Sunita Choudhary  
PhD (Pursuing), NET (Economics) , MA (Economics), BA (Hons.) Economics

*sunitachoudhary04.blogspot.com*

6. Ms Nupur Chouhan (Psychology)  
PhD (Pursuing), M.Phil, MA (Psychology), NET JRF (Psychology) BA (Hons.) Psychology

*nupurchauhan7.blogspot.com*

7. Ms Shiromi Chaturvedi (Psychology)  
PhD (Pursuing), MA Applied Psychology (Specialisation in Counselling) Gold Medalist, NET (Psychology), B.Sc. Hons. (Psychology) Gold Medalist, EFT & TFT Tapping Practitioner Certificate, Certificate in Counselling and Guidance, Business English Certificate from University of Cambridge (Level 1)

*shiromichaturvedi.blogspot.com*

#### 4. Department of English

<https://sites.google.com/stxaviersjaipur.org/thedepartmentofenglish/>

1. Dr Atiqa Kelsy (Head)  
PhD, UGC-NET (English), SLET (English), B.Ed., M.A.(English), B.A. English (Hons.), Successfully completed a UGC Sponsored Minor Research Project, Language Trainer Course from British Council, Advanced Certificate Course in PC Application from NIIT, Certificate Course in Computers from Community Polytechnique, Ajmer.

*atiqamasih.blogspot.com*

2. Dr Ranjit Kaur  
PhD, SLET (English) Accredited by the UGC, M.A. (English), M.A. (History), M.A. (Education), B.Ed., B.A. (English Literature, Economics and History), Post Graduate Diploma in Computer Science and Application (PGDCA)

*drranjitkaurblog.wordpress.com*

3. Dr Rama Hirawat  
PhD, NET (English), M.A. (English), B.A., Advanced Diploma in Interior Designing from National Institute of Fashion Design (NIFD), Pursuing PGD in Counselling and Family Therapy

<https://sites.google.com/view/ramahirawat>

4. Dr Shruti Rawal  
PhD., MA (English) Gold Medalist , NET JRF (English). Completed the Cambridge Teacher Development Program on Business English Skills Completed 'Masterpieces of World Literature' Online Course from Harvard University. Supervised 4 Ph.D scholars

*litwithshruti.blogspot.com*

5. Ms Akanksha Johar  
PhD (Pursuing), PGDHR, Certificate Course in Greek Mythology - Oxford University, M.A English, B.A Hons (English)

*Akanksha1311coin.wordpress.com*

#### 5. Department of Computer Science

*sxcjcomputerscience.blogspot.com*

1. Dr Vaishali Singh (Head)  
PhD, MCA, BCA  
*vaishali-singh.blogspot.com*
2. Dr Dharmveer Yadav  
PhD, M.Phil, MCA, MCP, PGDCA, B.Sc.  
*Techedujpr.blogspot.com*
3. Dr Arpita Banerjee  
PhD, M.Tech (CS), M.Sc (IT), B.Com(Hons)  
*arpitaabanerji.blogspot.com*
4. Ms Keren Lois Daniel

PhD (Pursuing), M.Tech, MCA, BCA

*kerenselearning.blogspot.com*

5. Dr Madhu Sharma

PhD. (Engg. & Tech.), PhD (CS), M.Tech. (CS), MCA, MOS & MTA Certified, B.Sc

*mewithkeystrokes.blogspot.com*

6. Ms Pushpanjali Saini

PhD (Pursuing), MCA, BCA

*pushpanjalisaini.blogspot.com*

## 6. Department of Political Science

*sxcjpolsci.blogspot.com*

1. Dr Meeta Sharma (Head)

PhD, NET(Political Science), SLET(Political Science), MA (English), MA(Political Science), BA

*drmeetasharma.blogspot.com*

2. Dr Preeti Sharma

PhD, NET-JRF, MA (Political Science), B.Sc., Accomplished an ICSSR sponsored Major Research Project as Co -Director

*drpreetishrama.blogspot.com*

3. Dr Denny Shaji

PhD, LLB, M.Phil (Gandhian Studies), MA (Political Science) M.A(English), B.Ed, BA Hons ( Political Science). Diploma Neuro Linguistic Programming of Mind.

*drdennydavid.blogspot.com*

4. Dr Gaurika Chugh

Ph.D., M.Phil, MA(Political Science), UGC-NET, B.A.

5. Ms Mrinalini Faujdar (Pub. Adm.)

PhD (Pursuing), NET, M.Phil

*mrinalinifaujdar.blogspot.com*

6. Rev Fr Dr S Arokya Swamy SJ (Sociology)

Ph.D. (Sociology) from University of Innsbruck Austria, MA (Anthropology)

7. Dr Saloni Singhania (Sociology)

PhD, MA (Sociology) Gold Medalist, UGC- NET, BA ( Sociology, English Literature and ABM)

## 7. Department of Science

*sxcjscience.blogspot.com*

1. Dr Aparna Dixit (Zoology) (Head)

PhD (Toxicology), M.Sc.(Zoology), PGDBI(Bioinformatics), IPR and IT in the Internet Age, Author, Certified Digital Content Writer

*Exploresci-fi.blogspot.com*

2. Dr Neelu Sharma (Botany)

PhD (Ethnobotany), M.Sc (Botany), B.Sc (Botany honours)

*neelusharma069.blogspot.com*

3. Rev Sr Dr Ligimol Louis CMC (Chemistry)

Ph.D., M.Phil.( Chemistry), M.Sc. (Chemistry), B.Sc.(Chemistry), B.Ed (Chemistry, Physics)

4. Ms Isha Mani (Physics)

Ph.D (Pursuing), M.Sc (Physics), B.Sc (Phy, CAI, Statistics), B.Ed (Physics, Science)

*curiousphysicslife.blogspot.com*

5. Ms Sonali Thakur (Maths)

PhD (Pursuing), M.Sc.(Mathematics), BA (Mathematics, Economics)

*sonalith.blogspot.com*

## 8. Department of Physical Education

*sxcjphysicaledu.blogspot.com*

1. Dr. Ajay Kumar Dandotiya (Asst. Director, Dept. of Physical Education)

PhD, MP.Ed, BP.Ed

## 9. Department of Library & Information Science

1. Rev Fr Dr A Rex Angelo SJ (Director)

D.Litt., PhD, MBA, M.Phil., M.A(English), SLET, BA, B.Ed

2. Ms Loveleen Mathur (Asst Librarian)

PhD (Pursuing), Certificate course (15 week) in Digital Library, MA (English), M.Lisc., B.Lisc., B.Sc.(PCM)

## 10. Guest Faculty

1. Ms Sumayya Siddiqui (English)
2. Ms Meghna Pathak Sharma (History)
3. Ms Ruhi Sinha (Psychology)

## 11. Office Staff

1. Mr Sanju Thomas (PA to Fr Principal)  
B.Com.
2. Mr Dinesh Kaushik (Office Superintendent)  
M.Sc(Computer Science) Pursuing, PGDCA, A-Level, B.Sc
3. Ms Suja Koruth (Office Assistant)  
M.Com., PGDBA, Diploma in Public Relations, B.Com.
4. Mr Rajeev Nokhwal (Lab Assistant)  
MCA
5. Mr Lokesh Kumawat (Accountant)  
B.Com., MBA, LLB
6. Mr Parmanand Sharma (Office Assistant)  
PGDCA, B.Com., RS-CIT
7. Mr Rajendra Saini (Lab Assistant - Physics)  
M.Sc (Physics), B.Sc (PCM)
8. Mr Ramawatar Atal (Lab Assistant- Chemistry)  
M.Sc (Chemistry), M.A (English), B.Ed.(Chemistry, Biology),  
B.Sc.(CBZ), D.Pharm (Diploma in Pharmacy)
9. Ms Blessy Varghese (Receptionist)  
Bachelors of Technology in Electronics and communication

## 12. Maintenance Staff

1. Mr Vinod Kumar Meena
2. Mr Sandeep Kumawat
3. Mr Bel Bahadur Thapa
4. Mr Rahul Kumar Gujarati
5. Mr Tahir Khan

6. Mr Jacob Mathew
7. Mr Sanjay Sain
8. Mr Yam Bahadur Thapa
9. Mr Raju Lal
10. Mr Vikram Singh
11. Ms Anju Sahay
12. Mr Vijay Lawrence
13. Mr Dinesh Harijan
14. Ms Kiran Ekka
15. Mr Manoj Harijan
16. Ms Sunita Hansra
17. Mr Veer Bahadur
18. Ms Divya Kullu
19. Mr Robin Lawrence

## SPECIAL TASKS CELLS THE ACADEMIC

YEAR 2021-2022

### 1. Admissions Cell

- Rev Fr Dr A Rex Angelo SJ (Chairman)  
Rev Fr Dr Raymond Cherubin SJ  
Dr Leena Sharma (Coordinator)  
Dr Aparna Dixit  
Dr Pradeep Soni  
Ms Akansha Johar

### Heads of Departments

- Coordinator, University Affairs**  
**Coordinator, Media & Publicity**  
**Coordinator, ERP**  
**Coordinator, Website**



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## 2. Xavier's Research & Publications Cell (XRPC)

Rev Fr Dr A Rex Angelo SJ (Chairman)

Rev Fr Dr S Arokya Swamy SJ

Rev Fr Dr Nelson D'Silva SJ

Rev Fr Dr Raymond Cherubin SJ

Rev Fr Dr M Amaldass SJ

### A. Publications

Dr Atiq Kelsy (Coordinator)

Dr Salim Khan (Asst Coordinator)

Dr Shikha Arora Bakshi (Member)

Ms Mrinalini Faujdar (Member)

### B. Research & Projects

Dr Vaishali Singh (Coordinator)

Mr Yashwardhan Singh (Asst Coordinator)

Dr Nitasha Khatri (Member)

Dr Neelu Sharma (Member)

## 3. Xavier's ELT Research Centre (XERC)

Rev Fr Dr A Rex Angelo SJ (Director)

Dr Atiq Kelsy (Coordinator)

Dr Shruti Rawal (Asst Coordinator)

Ms Akanksha Johar (Member)

## 4. University Affairs Cell (UAC)

Mr Yashwardhan Singh (Coordinator)

Dr Salim Khan (Asst Coordinator)

Dr Pradeep Soni (Member)

Mr Dinesh Kaushik (Office Superintendent)

---

Mr Parmanand Sharma (Office Assistant)

## 5. Faculty Enrichment & Exchange Programme Cell (FEEPC)

Dr Leena Sharma (Coordinator)

Dr Nitasha Khatri (Asst Coordinator)

Rev Fr Dr Nelson D'Silva SJ (Member)

Dr Ranjit Kaur (Member)

Dr Gurneet Kaur Suri (Member)

## 6. Examination Cell

Dr Dharmveer Yadav (Coordinator)

Dr Mahua Bose (Asst Coordinator)

Dr Happy Agarwal (Member)

Dr Shruti Rawal (Member)

Dr Denny Shaji (Member)

Rev Sr Dr Ligimol Louis CMC (Member)

Ms Nupur Chouhan (Member)

Coordinator, University Affairs (Member)

## 7. Innovation & Incubation Cell (IIC)

Rev Fr Dr A Rex Angelo SJ (President)

Rev Fr Dr S Arokya Swamy SJ

Rev Fr Dr Nelson D'Silva SJ

Rev Fr Dr Raymond Cherubin SJ

Dr Shikha Arora Bakshi (Coordinator)

Dr Dharmveer Yadav (Asst Coordinator)

Dr Nitasha Khatri (Member)

Dr Manisha Sharma (Member)

Dr Madhu Sharma (Member)

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### 8. Training, Internship & Placement Cell (TIPC)

Dr Mahua Bose (Coordinator)  
Dr Arpita Banerjee (Asst Coordinator)  
Ms Poorvi Medatwal (Member)  
Dr Salim Khan (Member)  
Dr Aparna Dixit (Member)  
Ms Akanksha Johar (Member)

### 9. Institutional Social Responsibility & Extension Activities Cell (ISREAC)/(Unnat Bharat Abhiyan Cell)

Rev Fr Dr A Rex Angelo SJ (Chairman)  
Rev Fr Dr S Arokya Swamy SJ (Convenor)  
Rev Fr Dr Raymond Cherubin SJ  
Dr Ranjit Kaur (Coordinator)  
Ms Keren Lois Daniel (Asst Coordinator)  
Dr Denny Shaji (Member)  
Coordinator, NSS/NCC (Member)  
Coordinator, AICUF (Member)  
Coordinator, SAP (Member)

### 10. Life-skill Enhancement & 'Aanandam' Cell (LSEAC)

Dr Nitasha Khatri (Coordinator-'Aanandam')  
Ms Ankita Rathore (Asst Coordinator)  
Dr Ajay Kumar Dandotiya (Member)  
Dr Renu Jadon (Member)

### 11. Swachhta Action Plan (SAP) Committee

Rev Fr Dr A Rex Angelo SJ (Chairman)  
Dr Boola Choudhary (Sanitation & Hygiene) (Coordinator)  
Dr Saloni Singhania (Sanitation & Hygiene)  
Dr Shruti Rawal & Dr Gurneet Suri (Waste Management)

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Dr Mahua Bose & Ms Pushpanjali Saini (Water Management)  
Dr Gaurika Chugh & Ms Isha Mani (Energy Management)  
Ms Sonali Thakur & Dr Renu Jadon (Greenery)

### 12. Mental Health and Counselling Cell (MHCC)

Rev Fr Dr A Rex Angelo SJ (Chairman)  
Rev Fr Dr Raymond Cherubin SJ  
Ms Nupur Chauhan (Coordinator)  
Ms Shiromi Chaturvedi (Member)  
Rev Sr Dr Ligimol Louis CMC (Member)  
Psychological Counsellor (Member)

### 13. Student Affairs Cell

Dr Dharmveer Yadav (Dean of Student Affairs)  
Coordinator, Students' Council (Member)  
Coordinator, Cultural Committee (Member)

### 14. Gender Study & Women's Cell (SUKOON)

Rev Fr Dr A Rex Angelo SJ (Chairman)  
Rev Fr Dr Arokya Swamy SJ (Coordinator, Women Empowerment Programmes)  
Rev Fr Dr Raymond Cherubin SJ  
Dr Rama Hirawat (Coordinator)  
Dr Manisha Sharma (Member)  
Ms Shiromi Chaturvedi (Member)

### 15. Management-Teacher-Parents Cell

Rev Fr Dr A Rex Angelo SJ (Chairman)  
Rev Fr Dr Raymond Cherubin SJ  
Ms Ankita Rathore (Coordinator)

Dr Renu Jadon (Member)

Staff Secretary (Member)

Mr Ashwini Bhagat IAS (Principal Secretary, Reforms, Rajasthan)

Mr Arshad Ali IPS (Police Department, Rajasthan)

Mr Mohan Das Swami (Public Life, Rajasthan)

Dr Subha Sogani (Paediatric Physiotherapist)

Mr Chavand Singh Chundawat (Public Life)

Mr Manish Charan (Police Officer, Jaipur)

## MENTORS OF CLUBS

S.No	Club	Coordinator	Member
1	Drama	Dr Arpita Banerjee	Dr Gurneet Kaur Suri
2	Music	Ms Maharshi Sharma	Ms Shiromi Chaturvedi
3	Dance	Dr Meeta Sharma	Ms Mrinalini Faujdar
4	Arts	Dr Denny Shaji	Dr Neelu Sharma
5	Photography	Dr Madhu Sharma	Dr Preeti Sharma
6	AICUF	Dr Atiqa Kelsy	Ms Nupur Chouhan
7	Fashion	Ms Ankita Rathore	Ms Isha Mani
8	Eco-friendly (NGC)	Ms Poorvi Medatwal	Ms Sonali Thakur
9	NSS/NCC	Dr Pradeep Soni	Dr Ajay Kr Dandotiya Dr Neelu Sharma, Dr Gaurika Chugh
10	Rovers & Rangers	Dr Pradeep Soni	Dr Ranjit Kaur
11	Entrepreneurship	HoD (Bus. Administration)	Department Faculties
12	Tech-X	HoD (Computer Science)	Department Faculties
13	Literati	HoD (English)	Department Faculties
14	Science Club (XSI)	HoD (Science)	Department Faculties
15	Consumers' Club	Ms Neetu Sharma	Ms Rose Martin
16	Red Ribbon Club	Ms Keren Lois Daniel	Ms Neetu Sharma
17	Yoga Club	Dr Ajay Kr Dandotiya	Ms Sunita Choudhary
18	Rotaract Club (XIBA)	Ms Akanksha Johar	Ms Sunita Choudhary
19	Xavier's Intellectual Forum	Dr Shruti Rawal	Ms Rose Martin
20	COCINERO	Dr Denny Shaji	Ms Akanksha Johar

## STATUTORY COMMITTEES FOR ACADEMIC

YEAR (2021 – 22)

### 1. College Managing Committee

Rev Fr Dr Arokya Swamy SJ, Manager, St Xavier's College, Jaipur  
Rev Fr Dr A Rex Angelo SJ, Principal, St. Xavier's College Jaipur  
Rev Fr Dr Nelson D'Silva SJ, Vice-president and Treasurer, JXEA  
Rev Fr Dr Raymond Cherubin SJ, Vice-principal & Administrator,  
St. Xavier's College Jaipur  
Rev Fr Jebamalai Sagayaraj SJ, Campus Administrator, St. Xavier's,  
Nevta  
Rev Fr M. Dominic Arockiam SJ, Principal, St Xavier's School,  
C. Scheme  
Rev Fr Sangeeth Raj SJ, Principal, St Xavier's School, Nevta  
Rev Sr Lida D'Souza SCCG  
Dr Rashmi Jain, Head, Dept of Sociology, University of Rajasthan,  
University Nominee  
Dr Bhavna Sharma, Office of Joint Director, Administration, Directorate  
College Education  
Mr Ajay Chaudhary, Standing Counsel, Rajasthan High Court, Jaipur  
Dr Nitasha Khatri, Staff Secretary, St Xavier's College, Jaipur  
Ms Aparna Joshi, Alumni Representative, St. Xavier's College Jaipur  
Ms Payal Singh, Parent Representative, Vice-principal, Children's  
Academic  
Mr Yashwardhan Singh, Coordinator - University Affairs, St. Xavier's  
College, Jaipur

### 2. Staff Council

Rev Fr Dr A Rex Angelo SJ (Chairman)  
Rev Fr Dr Raymond Cherubin SJ

Dr Nitasha Khatri (Staff Secretary)  
All Regular Teaching Faculty

### 3. Students' Council

Rev Fr Dr A Rex Angelo SJ (Chairman)  
Rev Fr Dr Raymond Cherubin SJ  
Ms Anjali Pareek (Coordinator)  
Dr Rama Hirawat (Asst Coordinator)  
Dr Arpita Banerjee  
Dr Ajay Kumar Dandotiya  
Ms Nupur Chouhan  
Ms Mrinalini Faujdar  
Dr Neelu Sharma  
Dr Pradeep Soni

### 4. Cultural Committee

Rev Fr Dr A Rex Angelo SJ (Chairman)  
Rev Fr Dr Raymond Cherubin SJ  
Dr Arpita Banerjee (Coordinator)  
Dr Meeta Sharma  
Ms Ankita Rathore  
Ms Maharshi Sharma  
Coordinator, Students' Council

### 5. Code of Conduct Committee

Rev Fr Dr A Rex Angelo SJ (Chairman)  
Rev Fr Dr Raymond Cherubin SJ (Coordinator)

Dr Dharmveer Yadav, Dean of Student Affairs

Dr Ajay Kumar Dandotiya

Heads of Departments

**6. Appeals & Grievances Committee**

Rev Fr Dr A Rex Angelo SJ (Chairman)

Rev Fr Dr Raymond Cherubin SJ

Dr Dharmveer Yadav, Dean of Student Affairs

Heads of Departments

**7. Anti-ragging Cell**

Rev Fr Dr A Rex Angelo SJ (Chairman)

Rev Fr Dr Raymond Cherubin SJ

Dr Ajay Kumar Dandotiya (Coordinator)

Heads of Departments

**8. Anti-sexual Harassment**

Rev Fr Dr A Rex Angelo SJ (Chairman)

Rev Fr Dr Raymond Cherubin SJ

Dr Rama Hirawat (Coordinator)

Heads of Departments

**9. SC, ST & OBC Welfare Committee**

Rev Fr Dr A Rex Angelo SJ (Chairman)

Rev Fr Dr Raymond Cherubin SJ

Dr Dharmveer Yadav (Coordinator)

Dr Ekta

**10. Minorities Welfare Committee**

Rev Fr Dr A Rex Angelo SJ (Chairman)

Rev Fr Dr Raymond Cherubin SJ

Dr Ranjit Kaur (Coordinator)

Dr Salim Khan

Ms Rose Martin

**11. Internal Complaints Committee**

Rev Fr Dr A Rex Angelo SJ (Chairman)

Rev Fr Dr Raymond Cherubin SJ

Heads of Departments

Staff Secretary

**12. Alumni Committee**

Rev Fr Dr A Rex Angelo SJ (Director)

Rev Fr Dr Raymond Cherubin SJ

Dr Ranjit Kaur (Coordinator)

Ms Akansha Arora

Ms Mrinalini Faujdar

Ms Aparna Joshi, President, XCA

Mr Amir Khan, Vice-president, XCA

**13. Intellectual Property Rights Committee**

Rev Fr Dr A Rex Angelo SJ (Chairman)

Rev Fr Dr Raymond Cherubin SJ

Dr Nitasha Khatri (Coordinator)

Dr Shikha Arora Bakshi

Dr Madhu Sharma

Dr Aparna Dixit

**14. Sports & Games Committee**

Rev Fr Dr A Rex Angelo SJ (Chairman)

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Rev Fr Dr Raymond Cherubin SJ

Rev Fr S Jebamalai SJ (Campus Administrator)

Dr Ajay Kumar Dandotiya (Coordinator)

Ms Sunita Choudhary

Dr Salim Khan

Dr Pradeep Soni

Dr Saloni Singhanian

#### **15. Library & Xavier Knowledge Centre (XKC)**

Rev Fr Dr A Rex Angelo SJ (Chairman)

Rev Fr Dr Raymond Cherubin SJ

Dr Ekta (Coordinator)

Dr Dharmveer Yadav

Ms Maharshi Sharma

Dr Happy Agrawal

Dr Rama Hirawat

Rev Sr Dr Ligimol Louis CMC

Dr Preeti Sharma

Ms Loveleen Mathur (Asst. Librarian)

#### **16. Canteen Committee**

Rev Fr Dr A Rex Angelo SJ (Chairman)

Rev Fr Dr Arokya Swamy SJ (Coordinator)

Rev Fr Dr Raymond Cherubin SJ

Dr Boola Choudhary

Ms Isha Mani

#### **17. Media & Advertising**

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Rev Fr Dr A Rex Angelo SJ (Chairman)

Rev Fr Dr Raymond Cherubin SJ

Dr Mahua Bose (Coordinator)

Ms Keren Lois Daniel

Dr Aparna Dixit

Dr Preeti Sharma

Ms Akanksha Johar

#### **18. College Website Management**

Rev Fr Dr A Rex Angelo SJ (Chairman)

Rev Fr Dr Raymond Cherubin SJ

Dr Madhu Sharma (Coordinator)

Dr Shruti Rawal

Dr Gurneet Kaur Suri

Dr Neelu Sharma

Dr Preeti Sharma

Ms Shiromi Chaturvedi

Ms. Neetu Sharma

Mr Dinesh Kaushik (Office Superintendent)

#### **19. Studio**

Rev Fr Dr A Rex Angelo SJ (Chairman)

Rev Fr Dr Raymond Cherubin SJ

Ms Keren L Daniel (Coordinator)

Dr Manisha Sharma

#### **20. Timetable Management**

Rev Fr Dr A Rex Angelo SJ (Chairman)

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Rev Fr Dr Raymond Cherubin SJ  
Dr Nitasha Khatri (Coordinator)  
Heads of Departments  
Dr Salim Khan

**21. Enterprise Resource Planning (ERP)**

Rev Fr Dr A Rex Angelo SJ (Chairman)  
Rev Fr Dr Raymond Cherubin SJ  
Dr Vaishali Singh (Coordinator)  
Mr Yashwardhan Singh  
Ms Poorvi Medatwal  
Ms Akansha Arora  
Dr Happy Agarwal  
Mr Dinesh Kaushik (Office Superintendent)  
Ms Suja Koruth  
Mr Lokesh Kumawat

**22. Internal Auditing**

Rev Fr Dr A Rex Angelo SJ (Chairman)  
Rev Fr Dr Raymond Cherubin SJ  
Dr Shikha Bakshi (Coordinator)  
Coordinator, IQAC  
Heads of Departments  
Staff Secretary

**23. Scholarships**

Rev Fr Dr A Rex Angelo SJ (Chairman)  
Rev Fr Dr Raymond Cherubin SJ  
Dr Dharmveer Yadav (Coordinator)

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Heads of Departments  
Coordinator, University Affairs

**24. MOOCs/SWAYAM**

Rev Fr Dr A Rex Angelo SJ (Chairman)  
Rev Fr Dr Raymond Cherubin SJ  
Ms Anjali Pareek (Coordinator)  
Ms Keren Daniel  
Dr Salim Khan  
Dr Boola Choudhary

**25. Planning & Evaluation Committee**

Rev Fr Dr A Rex Angelo SJ (Chairman)  
Rev Fr Dr Raymond Cherubin SJ  
Coordinator, University Affairs  
Coordinator, IQAC  
Heads of Departments

**26. Finance & Resource Mobilisation Committee (FRMC)**

Rev Fr Dr A Rex Angelo SJ (Chairman)  
Rev Fr Dr Raymond Cherubin SJ  
Heads of Departments  
Coordinator, IQAC

**27. NAAC Steering Committee**

Rev Fr Dr A Rex Angelo SJ (Chairman)  
Rev Fr Dr Raymond Cherubin SJ  
Mr Yashwardhan Singh (Coordinator)  
Dr Shikha Arora Bakshi

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Dr Ranjit Kaur  
Dr Nitasha Khatri  
Dr Vaishali Singh  
Dr Leena Sharma  
Dr Atiqa Kelsy  
Dr Dharmveer Yadav  
Dr Mahua Bose  
Dr Denny Shaji  
Dr Gurneet Kaur Suri

**28. Multi-disciplinary Conference**

Rev Fr Dr A Rex Angelo SJ (Chairman)  
Rev Fr Dr Raymond Cherubin SJ  
Dr Dharmveer Yadav (Convener)  
Ms Ankita Rathore (Co-Convener)  
Dr Mahua M. Bose (commerce)  
Dr Ranjit Kaur (English)  
Dr Meeta Sharma  
Dr Neelu Sharma  
Ms Sunita Choudhary  
Ms Mrinalini Faujdar

**29. Transportation & Hostel Accommodation Committee**

Rev Fr Dr A Rex Angelo SJ (Chairman)  
Rev Fr Dr Raymond Cherubin SJ  
Dr Salim Khan (Coordinator- Transport)  
Dr Pradeep Soni (Coordinator- Hostel)  
Dr Ajay Kumar Dandotiya  
Mr Sanju Thomas

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**30. COVID-19 Action Committee**

Rev Fr Dr A Rex Angelo SJ (Chairman)  
Rev Fr Dr Raymond Cherubin SJ  
Ms Pushpanjali Saini (Coordinator)  
Ms Neetu Sharma  
Dr Saloni Singhanian  
Ms Rose Martin  
Dr Ajay Kumar Dandotiya

**31. Handbook Committee**

Rev Fr Dr A Rex Angelo SJ (Chairman)  
Rev Fr Dr Raymond Cherubin SJ  
Ms Akansha Arora (Coordinator)  
Dr Shruti Rawal  
Dr Renu Jadon

**32. College Magazine Committee**

Rev Fr Dr A Rex Angelo SJ (Chairman)  
Rev Fr Dr Raymond Cherubin SJ  
Dr Rama Hirawat (Coordinator)  
Members, Students' Council

**33. Infrastructure Development and Maintenance Committee**

Rev Fr Dr A Rex Angelo SJ (Chairman)  
Rev Fr Dr Arokya Swamy SJ  
Rev Fr Dr Raymond Cherubin SJ  
Rev Fr Jebamalai Sagayaraj SJ  
Coordinator, IQAC  
Mr Rajeev Nokhwal  
Mr Dinesh Kaushik



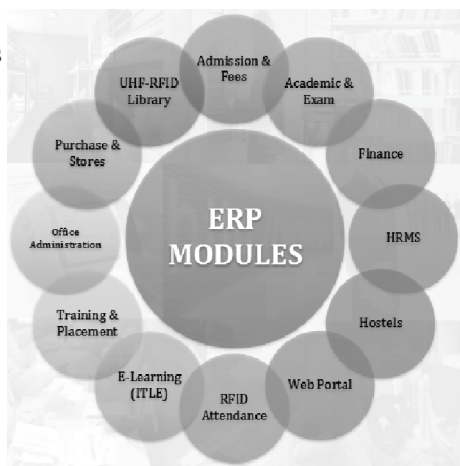
## DARSH ( EDUCATIONAL ERP )

### INTRODUCTION

*'Technology can become the "wings" that will allow the educational world to fly farther and faster than ever before - if we will allow it.' - Jenny Arledge*

In order to provide a simpler and efficient system of e-governance within the institution, it was decided to adopt and implement Xavier's Resource Planning System (XRPS) for the smooth and efficient functioning of the various units of the college. Xavier's Resource Planning System (XRPS) is a comprehensive enterprise solution that is a fully integrated and web-based college management system built for St Xavier's College Jaipur in association with Mastersoft, a Nagpur based IT company. XRPS is a next generation college management software based upon Cloud Technology that aims to automate the *Academic* and *Administrative* processes. XRPS stakeholders include students, teachers, technical staff, non-technical staff, managerial staff, parents, and alumni. XRPS has a wide coverage with the integration of various packages as listed below :

- Dashboard
- Courses Administration
- Faculty Administration
- Registration and Admissions
- Student Administration
- Timetable Management
- Attendance Management
- Internal Examination
- Leave Management
- Feedback Management
- Cultural Event Form



- Fee Management System
- Payroll Management
- Curricular Planning
- Academic Flexibility System
- Finance Management
- Inventory Management
- Student Enquiry Management
- Visitors Management
- Institution Profile
- Website and Notice board
- Library system and E- content system
- NAAC Module

However, the entire solution of XRPS is designed on a modular approach that gives flexibility to the stakeholders to choose desired modules as per their requirements. All the information on XRPS needs to be managed in a time sensitive manner along with the applicable rules and policies through remote access:

- Proper means of exchanging information between various departments, cells and committees
- Better interconnection between various bodies of the college
- Easy to maintain up-to-date records of the students and staff
- Better utilization of the time of the teaching staff so that certain administrative tasks can be handled automatically
- More accuracy in maintaining financial records through automation in calculating fee balances or to find Fee Defaulters or computing the salary of the staff

- Easy access to old records and their effortless maintenance for a longer period of time
- Online Time Table management that makes daily assigning of the substitutes for free periods smooth
- Students can access attendance, timetable and fees related information on their own
- A direct means to provide access to parents and guardians regarding their wards performance and other related records
- Helpful in the preparation for NAAC assessment

### FEATURES OF XRPS

- **XRPS** provides you a fully integrated end to end solution to all the functions and activities required for our institution. It manages high volumes of critical information with hundred percent accuracy and thus assists in smooth and efficient functioning of the college.
- **XRPS** helps in proper documentation and standardization of the education process by setting up protocols for each and every process.
- **XRPS** automates critical functions like fee collection, salary computation, timetable, examination, marksheets. Thus, helping the college to effectively improve its productivity, efficiency and accuracy at the same time saves a lot of working hours, reduces paperwork and inter-connects all the stakeholders who play an important role in the development of the student.
- **It** is designed with the easy to use, interactive and user friendly interface so that users can perform complex functions without any difficulty.
- **XRPS** ensures complete security of data and various security measures have been implemented to tighten the security at the database level as well as at the application level.

### XRPS (ERP Administrators)

*Dr Vaishali Singh (Convenor)*

*Mr Yashwardhan Singh (Co-Convenor)*

*Ms Poorvi Medatwal (Member)*

*Ms Akansha Arora (Member)*

*Mr Happy Agarwal (Member)*

*Mr Dinesh Kaushik (Member)*

*Ms Suja Koruth (Member)*

*Mr Lokesh Kumawat (Member)*

### XavIN - An Innovative Digital Interactive Indoor Map App

The college strives to match international standards with excellent infrastructure and learning resources. The College has introduced the XavIN App: a digitally interactive Indoor Map Solution to assist visitors, students and staff members of the College in finding ways within the Campus. It is a fast, lightweight and easy to use application to view digital floor maps along with a search facility for all rooms, offices, laboratories etc. on every individual floor of the College building. It also offers the facility of sharing indoor locations, viewing campus information and receiving notifications.

#### Prominent Features of XavIN:

##### XavIN will allow users to -

- View digital interactive indoor map of entire campus
- Search globally for any class, office, faculty etc.
- View Campus Information
- Share indoor location using unique links
- Receive notifications

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### Additional Features :

- Users can report bugs with a very simple mechanism
- Fast & lightweight app - works even on minimum internet bandwidth
- Offline support - requires one time fetch, and then it works even offline

It can be downloaded from Google Play Store.

The link to download XavIN:

<https://play.google.com/store/apps/details?id=com.streamliners.xavin>



### Mental Health and Counselling Cell

With the growing demands and concerns of students from all backgrounds, as well as their various requirements and ambitions, a holistic and comprehensive guidance system in the form of counselling services for university/college students' mental health and well-being is essential. The Counselling Cell assists students in better understanding themselves and the challenges that they face, as well as assisting them in finding solutions to their concerns. Personal, emotional, social, family, peer issues of the students are addressed with the help of the cell members.

### Gender Study and Women's Cell

Gender Study and Women's Cell is a significant part of an educational institute to ensure gender equality and gender sensitization in all approaches. Here at Xavier's the cell was founded in 2010 in accordance with the evolving responsibilities of higher education institutions in the socio-cultural scenario of a nation and world at large. The cell is devoted towards shattering gendered perceptions and discriminations and creating an understanding of equality amidst genders, in the college. Moreover, the cell, with its outreach programme, makes efforts to sensitize the students and faculty towards the so-called marginalized sections of the society.

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### Anti-ragging Committee

In accordance with the guidelines issued by the UGC, the college has constituted an Anti-ragging committee to ensure a ragging free campus. 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. All forms of ragging are prohibited in College. 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. Also, students are expected to conduct themselves in a manner that provides a safe working environment for women.

[https://www.antiragging.in/site/affidavits\\_registration.aspx](https://www.antiragging.in/site/affidavits_registration.aspx)

UGC ANTI RAGGING UNDERTAKING BY STUDENTS AND PARENTS/GUARDIANS

### Anti-Sexual Harassment Committee

As per the guidelines of UGC and the Supreme Court, an Anti-Sexual Harassment Committee has been established by St. Xavier's College Jaipur, to provide a healthy and congenial atmosphere for the staff and students of the institution. The committee aims to create an environment that permeates gendered equality and safety to avert any form of sexual harassment and simultaneously upholds confidence amidst all the components that requisite action will be taken against any malfeasance in the institution. The committee conducts enquiry through forming an **Internal Complaints Committee (ICC)**, at the time of any complaint, in order to suggest suitable action, as per the legal format of Vishakha Guidelines, Sexual Harassment at the Workplace Act 2013 and GOI's Instructions concerning the same.

## ADMINISTRATIVE GUIDELINES AND NORMS

### 1. DISCIPLINE

1. Students are expected to dress and to conduct themselves in a proper manner.
2. 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.
3. Students are expected to conduct themselves in a manner that provides a safe working environment for women.

### 2. ATTENDANCE AND LEAVE

1. 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.
2. 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.
3. The attendance shall be communicated to the students at regular intervals. Frequent absenteeism shall be reported to the Guardian.
4. Failure in observing rules regarding attendance will entail the loss of attendance and this may disqualify the student from appearing for the University Examinations.
5. 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.

6. Students permitted to attend approved academic and co-curricular activities, conferences may be considered to be on duty.

### 3. FEE SUBMISSION:

1. The fee structure is determined by JXEA from time to time and is subject to revision without notice. Fee is paid in four instalments in the academic year 2021-22.
2. The first instalment falls due in the month of July, second in September, third in November and the last in the month of January.
3. Note: Scholarship and Fee Concession applications will be considered after the first internal exam and before the due date of the last installment. Students should fulfill the required criteria for availing the same and application for scholarship/fee concession should be submitted at the college office latest by 15th October 2021 on Email ID : scholarship.sxcj@stxaviersjaipur.org.
4. Deadlines for dropping a course: 30th September, 2021 or till the university examination forms are filled, whichever is earlier.
5. 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.

### 4. ID CARD

1. St. Xavier's College, Jaipur issues 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.
2. 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.
3. The student ID Card is not transferable to any other person. Students must ensure that their ID Cards are kept secured and are not deliberately or inadvertently made available for use by any other person.

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4. The student ID Card must be presented at the request of an authorized person of the college. Any student refusing to provide the same may invite disciplinary action against him/her.
  5. 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.
  6. 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.
  7. Replacement of student ID Card due to loss, damage, theft or change in name will attract a charge as determined by the college.
  8. Student ID Card is the property of the College. Students must have to return their ID Cards to the College for cancellation upon withdrawal/ termination or successful completion of studies.
  9. 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.

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

1. Students should provide his/her curriculum vitae along with an application stating the reason for the requirement of LoR.
2. Give at least four, or preferably five weeks' notice for the request.
3. Students should approach the instructor or mentor who knows them well and can speak of both their academic and personal strengths.
4. The student should get the rough draft approved by the concerned teacher and the HoD.

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5. After the approval, the LoR or Internship Application draft should be mailed at office@stxaviersjaipur.org for signatures on the Letter Head.
  6. The student should submit a copy of the final LOR to the respective department.
  7. 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.
  8. If the LoR is for further study, the student should email either the HOD or the office stating whether the student got admission in the desired institution or course or not.

#### **6. SPORTS FACILITIES**

1. 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.
2. We have specially developed a sports environment that matches international standards and gives a truly global experience to all our students.
3. The campus has a multi-purpose track, a hockey ground, facilities for cricket, basketball, volleyball, shuttle badminton and throw-ball.
4. Facilities for Indoor sports such as table tennis, carrom and chess have also been provided.
5. Students at the college take part in Zonal, Inter-zone and Varsity Level Tournaments. Elite sportsmen and women are trained by specialist coaches.

#### **7. 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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## 8. HOSTEL FACILITY

St. Xavier's College Hostel is an integral part of St. Xavier's College. It is located within the college campus, thus helping students save on travelling time and related expenses. Boys and girls have separate places of accommodation and study, though the mess and many other facilities are common.

## 9. TRANSPORT FACILITY

The College has made a safe and secure arrangement of transport facilities for students. It is available from all major areas of Jaipur. The college has issued guidelines regarding the same which all the students have to follow, failing which they can be denied this facility.

## 10. MENTORING SYSTEM

1. St. Xavier's College, Jaipur has implemented an effective Mentor-Mentee System for the students to promote a better understanding between the teacher and the students.
2. Students are under the personal care of a Mentor, who meets them in a group on a regular basis for proper guidance and counselling.
3. 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.

## 11. STUDENT APPRAISAL DIARY

All students will be provided a diary in which they have to maintain a record of their participation in different activities. This would be verified by the coordinator of the committee and the class mentor.

## 12. STUDENTS' COUNCIL

1. Students' Council (SC) is the representative body of the entire student community of Xavier's College. It is an interface between the students, professors and the administration, and we work together to identify and address concerns that affect the students directly and indirectly. It represents the interests of the students and

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participates in discussions and decisions that affect the student community. SC aims at the all-round development of students and organises several extracurricular events throughout the year in association with the various activity clubs on campus. It coordinates the student volunteer effort for the College events that are organised periodically. It also provides an opportunity to be a part of activities, motivated by our 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 2021-22

### OFFICE BEARERS

S. No.	Post	Student's Name
1	President	Kanvika Sharma
2	Vice President	Eakanch Jain
3	Vice President	Kritika Sharma
4	General Secretary	Gargi Jain
5	General Secretary	Ashish Sharma
6	General Secretary	Vanshika Arora
7	General Secretary	Vipul Jain
8	General Secretary	Harsh Sachdeva
9	Creative Secretary	Tanya Sharma
10	Cultural Secretary	Aditya Roy
11	Cultural Secretary	Riya Singhal
12	Editorial Secretary	Ashutosh Singh
13	Editorial Secretary	Rohan Chandra
14	Technical Secretary	Ankit Garg
15	Technical Secretary	Aniket Bhatia
16	Discipline Secretary	Ajay Rajpurohit
17	Discipline Secretary	Avi Sharma
18	Sports Secretary	Sakshi Singh
19	Resource Secretary	Tushar Daga
20	Joint Secretary	Naman Jaitly
21	Joint Secretary	Akriti Agarwal
22	Joint Secretary	Tushar M. Kuruvilla
23	Joint Secretary	Madhukar Nayat
24	Joint Secretary	Pauravi Mittal
25	Joint Secretary	Aaryan Mittal
26	Cooptive	Neha Pascal

## UPHOLDING THE COLLEGE MOTTO

### BEING A XAVIERITE

#### 1. RECOMMENDATION TO PARENTS

1. Active involvement of parents in the education of their children is very much required for success. This is achieved through the interaction of parents with the teachers and the College authorities.
2. 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.
3. Occasional visits of parents to the college and regular dialogue with the authorities, especially the mentor is very much encouraged.
4. The visits and interaction with the authorities are to enhance the overall development of the students.
5. To encourage this and to attend to the requests of the parents, records are maintained in the College for the parents by the coordinator.
6. The College Administration checks these and addresses the issues regularly.

#### 2. CODE OF ETHICS AND CONDUCT

1. "Good manners are expressions of a refined character."
2. All *Xavierites* shall aim at observing certain norms of good conduct and polite behaviour:
3. Practice and promote respect and cordiality among the students and staff.
4. Always be punctual in attending classes and other duties.
5. When a professor enters the class, gently rise and remain standing till he/she sits or signals to be seated.

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6. Handle College property with care. Do not disfigure walls and furniture.
  7. 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.
  8. 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.
  9. Use of mobile phones during class hours is strictly prohibited.
  10. Obscene books and periodicals, smoking, use of alcohol and drugs in any form, are strictly forbidden in the college campus.
  11. The students are forbidden to bring crackers, explosives and other dangerous materials to the College.
  12. 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.
  13. 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.
  14. Do not bully, harass or discriminate against any member of the College.
  15. Do not behave in a manner, within or outside college, that may bring the College into disrepute.
  16. 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.

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17. 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.
  18. 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.
  19. During free hours, students are expected to make good use of the library.
  20. Leave the toilets clean after use.
  21. Queue up at counters patiently waiting for your turn without usurping the turn of others.
  22. Let your parents and guardians be proud of your conduct at home and in society.
  23. Be aware of the massive amount of sacrifice that your parents and the nation are making for your all- round education.

### 3. GUIDELINES FOR EFFECTIVE STUDY

1. Association with students who are earnest in their studies is a great help to study
2. No amount of private study or tuition can substitute active listening in class. Avoid private tuition, which reduces self-confidence and initiative.
3. All assignments should be done neatly and should be submitted on time. Note down the work assigned for the next day.
4. Never skip a lesson or any assignment given.
5. Revise the work done in class daily.
6. Set aside a fixed time for daily study at home.
7. Remember that asking questions is the key to learning. Never hesitate to ask questions about the subject matter in and out of class.



8. When studying, ready yourself to explain the lesson to another.
9. Pray to God who is the source of your talents. Pray to Him for grace to help you discover and develop your talents.
10. Remember that 'a stitch in time saves nine'.

#### 4. CRITERION FOR XAVIERITE OF THE YEAR/PRIDE OF THE DEPARTMENT

- (I) **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 (I) will only be eligible for further process.

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

- (a) Aggregate percentage of the First and Second Year of the exams of 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 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

(III) **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

(IV) **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)

**vi) Research and Publication Activities - National** (Maximum Marks 11)

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

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

**Award for Best paper/Publication** – 5 Marks for 1 certificate and maximum 1 certificates will be considered. (1 Certificates x 5 Marks= 5 Marks)

**vii) Research Activities - International** (Maximum Marks 15)

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

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

**Award for Best paper /Publication** – 5 Marks for 1 certificate and maximum 1 certificate will be considered. (1 Certificates x 5 Marks= 5 Marks)

**Publication in any reputed Magazine/ Newspaper** (2)

1 mark for 1 publication maximum 2 publications will be considered

**viii) National Participation in Sports** (Maximum Marks 14)

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

**Team Winner** – .75 Marks for 1 certificate and maximum 4 certificates will be considered. (4 Certificates x .75 Marks= 3 Marks)

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

**ix) International Participation in 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** – 1.5 Marks for 1 certificate and maximum 4 certificates will be considered. (4 Certificates x 1.5 Marks=6 Marks)

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

**\* NSS/ Rovers and Rangers** (10)

Maximum 2 certificates will be considered

Presidents/Governor's award (IG/ BSG)/ Participation in Republic Day Parade, Rajpath, New Delhi 10

Participation in Youth Exchange Programme/ Best volunteer award at State Level// District level awards from Rajasthan State Headquarters 8

Best Volunteer Award at College Level / Best Rovers and Rangers award at college level Nipun from District Headquarters 5

Participation in National Camps like Adventure/NIC/Training 2

Maximum 2 certificates will be counted.

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

**xi) SWAYAM/NPTEL Courses** (12)

Topper 4

Gold 3

Silver 2

Successfully completed 1

**Maximum 3 certificates will be considered**

**xii) Training and Internships** (10)

International level Organisation 5

National level Organisation 3

State level Organisation 2

**Maximum two certificates will be considered**

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

<u>Criteria</u>	<u>Marks</u>
President	5
Vice-President	3.5
Other Core Positions	3
Joint Secretary	2
Class Representation	1

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

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



## ACADEMIC GUIDELINES AND NORMS

### 1. ATTENDANCE

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.

### 2. INTERNAL EXAMINATIONS

1. Students not appearing for first and second internal examination without prior permission from the Head and the Class Mentor will be seriously dealt with.
2. An application stating the genuine reason has to be produced prior to the commencement of examination should be presented for permission to the Head and the Class Mentor.
3. 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 centring around their ward's general behaviour and regularity.

### 3. CLASS MENTORS

Department: Management		
Class	Mentor	Co-Mentor
BBA I A	Ms Rose Martin	Dr Happy Agarwal
BBA I B	Dr Gurneet Kaur Suri	Ms Anjali Pareek
BBA I C	Dr Manisha Sharma	Dr Happy Agarwal
BBA I D	Dr Renu Jadon	Ms Ankita Rathore
BBA II A	Dr Happy Agarwal	Dr Renu Jadon

<b>Department: Management</b>		
<b>Class</b>	<b>Mentor</b>	<b>Co-Mentor</b>
BBA IIB	Dr Salim Khan	Dr Manisha Sharma
BBA IIC	Ms Anjali Pareek	Ms Rose Martin
BBA IIIA	Ms Ankita Rathore	Dr Leena Sharma
BBA IIIB	Dr Shikha Arora Bakshi	Dr Salim Khan
MHRMI	Dr Leena Sharma	Dr Shikha Arora Bakshi
MHRMII	Dr Salim Khan	Dr Shikha Arora Bakshi

<b>Department: Commerce</b>		
<b>Class</b>	<b>Mentor</b>	<b>Co-Mentor</b>
B.Com. I-A	Dr Pradeep Soni	Ms. Akansha Arora
B.Com. I-B	Ms. Akansha Arora	Dr Pradeep Soni
B.Com. II-A	Ms Neetu Sharma	Dr. Nitasha Khatri
B.Com. II-B	Dr Nitasha Khatri	Ms Neetu Sharma
B.Com. III	Dr Mahua Bose	Dr Ekta
Mcom EAFM(Prev)	Ms Neetu Sharma	Ms. Akansha Arora

<b>Department: Computer Science</b>		
<b>Class</b>	<b>Mentor</b>	<b>Co-Mentor</b>
BCAI	Ms Pushanjali Sainil	Dr Vaishali Singh
BCAII	Dr Arpita Banerjee	Ms. Keren L. Daniel
BCAIII	Dr Madhu Sharma	Dr Dharmveer Yadav

<b>Department: Economics</b>		
<b>Class</b>	<b>Mentor</b>	<b>Co-Mentor</b>
BA Eco (Hons.) I	Dr Boola Choudhary	Ms Maharshi Sharma
BA Eco (Hons.) II	Ms Sunita Choudhary	Dr Boola Choudhary
BA Eco (Hons.) III	Mr Yashwardhan Singh	Ms Poorvi Medatwal
MA Eco (Previous)	Ms Poorvi Medatwal	Ms Maharshi Sharma
MA Eco (Final)	Ms Sunita Choudhary	Mr Yashwardhan Singh

<b>Department: English</b>		
<b>Class</b>	<b>Mentor</b>	<b>Co-Mentor</b>
B.A.Eng. (Hons.) I	Ms Akanksha Johar	Dr Rama Hirawat
BA Eng. (Hons.) II	Dr Atiq Kelsy	Ms Akanksha Johar
BAEng. (Hons.) III	Dr Rama Hirawat	Dr Shruti Rawal
MAEng. (Previous)	Dr Shruti Rawal	Dr Ranjit Kaur
MA Eng. (Final)	Dr Ranjit Kaur	Dr Atiq Kelsy

<b>Department: Political Science</b>		
<b>Class</b>	<b>Mentor</b>	<b>Co-Mentor</b>
BA Pol.Sc. (Hons.) I	Dr Preeti Sharma	Dr Meeta Sharma
BA Pol.Sc. (Hons.) II	Dr Denny Saji	Dr Meeta Sharma
BA Pol.Sc. (Hons.) III	Dr Gaurika Chugh	Dr Preeti Sharma

<b>Department: BA.Pass Course</b>		
<b>Class</b>	<b>Mentor</b>	<b>Co-Mentor</b>
BA Pass Course I	Ms Mrinalini Fauzdar	Dr Preeti Sharma
BA Pass Course II	Dr Gaurika Chugh	Ms Mrinalini Fauzdar
BA Pass Course III	Dr Denny Saji	Dr Saloni Singhania

<b>Department: Science</b>		
<b>Class</b>	<b>Mentor</b>	<b>Co-Mentor</b>
B. Sc I	Dr Aparna Dixit	Ms Isha Mani
B. Sc II	Ms Sonali Thakur	Rev Sr Dr Ligimol Louis
B. Sc III	Dr Neelu Sharma	Dr Aparna Dixit

## **COURSES OFFERED AND PAPER TITLES**

### **UG Courses**

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

### **PG Courses**

- Master of Arts (English)
- Master of Arts (Economics)
- Master of Commerce – EAFM (Annual Scheme)
- Master of Commerce – HRM

### **Bachelor of Science (Pass Course)**

Subjects Offered in B.Sc: Physics, Chemistry, Mathematics, Botany, Zoology and Economics

- Physics, Chemistry, Mathematics
- Physics, Economics, Mathematics
- Botany, Chemistry, Zoology
- Botany, Economics, Zoology

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### **Bachelor of Arts (Pass Course)**

Subjects Offered: English/Public Administration/ Psychology/ Political Science / Sociology / Economics/ History.

#### **Subject Combination Offered :**

- Political Science, English, Economics
- Political Science, English, Psychology
- Political Science, English, History
- Political Science, English, Sociology
- Political Science, Economics, History
- Political Science, Economics, Sociology
- Political Science, Economics, Psychology
- Public Administration, English, Psychology
- Public Administration, English, Political Science
- Public Administration, Economics, Psychology
- Public Administration, Political Science, Economics
- Public Administration, Political Science, Psychology
- Public Administration, Political Science, History
- English, Psychology, Economics
- English, Psychology, History
- English, Psychology, Sociology

#### **Subsidiary Subjects offered in B.A. (Honours)**

1. Economics
2. English
3. Public Administration
4. Psychology
5. Sociology

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6. Political Science

7. History

#### **Certificate Courses**

- ICDL (International Computer Driving Licence) Recognized by the American Council on Education, European Commission and by UNESCO (UN Body for Education, Science and Culture)
- Certificate Course on Health Economics
- Certificate Course on Doing Economics
- Certificate Course on Entrepreneurship Skill Development Program
- Certificate Course on Pearson MePro - In collaboration with Pearson based on CEFR and GSE
- Certificate Course on New Media Journalism
- Certificate Course on Contemporary Issues in International Politics
- Certificate Course on Tally
- Certificate Course in Animation - Basic / Advanced
- Certificate Course in Android App Development
- Red Hat Certified Engineer Program



WHEN YOU FOCUS  
ON THE GOOD,  
THE GOOD GETS  
BETTER

## Bachelor of Commerce (B.COM Pass Course)

**Duration :** 3 years

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

First Year		
<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)		

### Eligibility for II Year Pass course:

1. A candidate who secures a minimum of 50% marks in the case of Faculties of Arts, Fine Arts and Social Sciences, and 55% marks in the case of Faculties of Science and Commerce in the aggregate at the First Year /Part I Examination of the University or an examination recognized by the University as equivalent there to shall be eligible for admission as a regular student to the next higher class of the same course of study.
2. A candidate who has passed the First Year/Part I Examination as a regular student and the Second Year/Part II Examination as a non-collegiate candidate shall also be eligible to take admission to the Final Year/part III class of the same course as a regular student if he/she has obtained a minimum of 50% marks in the aggregate at the Second Year/part II Examination.
3. Any student who is registered as a regular student in First Year/Part I in any Private or Government university other than Jaipur District.

## 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	Advanced Accountancy/ Computerized Accounting	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

## Bachelor of Business Administration (BBA)

**Duration :** 3 years

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

## Bachelor of Computer Application (BCA)

**Duration:** 3 years

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

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

Second Year		
BCA-201	Business Accounting	100
BCA-202	Discrete Mathematics	100
BCA-203	Operating System	100
BCA-204	Database Management System	100
BCA-205	Web Design and Multimedia	100
BCA-206 (A)	Object Oriented Programming (C++)	100
BCA-207	Database Laboratory	100
BCA-208 (A)	Object Oriented Laboratory	100
BCA-209	Web Designing Laboratory	100
BCA-210	Multimedia Laboratory	100

Third Year		
BCA-301	Algorithm and Data Structures (Using C/C++)	100
BCA-302	System Design Concepts	100
BCA-303	Networking Technologies	100
BCA-304	Core Java Programming	100
BCA-305	E-Commerce	100
BCA-306(B)	PHP	100
BCA-306(C)	Linux	100
BCA-307	Networking Laboratory	100
BCA-308	Java Laboratory	100
BCA-309(B)	PHP Laboratory	100
BCA-309(C)	Linux Laboratory	100
BCA-310	Project	100



## Bachelor of Arts (BA Pass Course)

**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>		
<b>Compulsory Papers</b>		
CP1	General Hindi	100
CP2	General English	100
CP3	Environmental Studies	100
CP4	Elementary Computer Application	100
<i><b>Either English</b></i>		
S1	Poetry and Drama	100
S2	Prose and Fiction	100
<i><b>Or Economics</b></i>		
S1	Micro Economics	100
S2	Indian Economy	100
<b>Or Public Administration</b>		
S1	Administrative Theory	100
S2	Public Administration in India	100
<b>Or Psychology</b>		
S1	Basic Psychological Processes	100
S2	Social Psychology	100
<b>Or Political Science</b>		
S1	Foundations of Political Science	100
S2	Representative Indian Political Thinkers	100
<b>Or Sociology</b>		
S1	Introduction to Sociology	100
S2	Society in India	100
<b>Or History</b>		
S1	History of India (From the beginning up to 1200 A.D.)	100
S2	History of Rajasthan (From earliest times to 1956 A.D.)	100

### Eligibility for II Year Pass course:

1. A candidate who secures a minimum of 50% marks in the case of Faculties of Arts, Fine Arts and Social Sciences, and 55% marks in the case of Faculties of Science and Commerce in the aggregate at the First Year /Part I Examination of the University or an examination recognized by the University as equivalent there to shall be eligible for admission as a regular student to the next higher class of the same course of study.
2. A candidate who has passed the First Year/Part I Examination as a regular student and the Second Year/Part II Examination as a non-collegiate candidate shall also be eligible to take admission to the Final Year/part III class of the same course as a regular student if he/she has obtained a minimum of 50% marks in the aggregate at the Second Year/part II Examination.
3. Any student who is registered as a regular student in First Year/Part I in any Private or Government university other than Jaipur District.

<b>Second Year</b>		
<b>Either English</b>		
S3	Poetry and Drama	100
S4	Prose and Fiction	100
<b>or Economics</b>		
S3	Introduction to Macro Economics	100
S4	History of Economic Thought	100
<b>Or Public Administration</b>		
S3	Administrative Institutions in India	100
S4	State Administration in India	100
<b>Or Psychology</b>		
S3	Abnormal Psychology	100
S4	Psychological Statistics	100
<b>Or Political Science</b>		
S3	Selected Political System	100
S4	Indian Political System	100
<b>Or Sociology</b>		
S3	Social Research Methods	100
S4	Sociology of Village	100

### Third Year

<b>Either English</b>		
S5	Poetry and Drama	100
S6	Prose and Fiction	100
<b>Or Economics</b>		
S5	Introduction to International Trade, Development and Public Economics	100
S6	Environmental Economics	100
<b>Or Public Administration</b>		
S5	Comparative Administrative Systems	100
S6	Local Administration	100
<b>Or Psychology</b>		
S5	Positive Psychology	100
S6	Psychology Testing and Assessment	100
<b>Or Political Science</b>		
S5	Representative Western Political Thinkers	100
S6	International Relations Since World War II and Indian Foreign Policy	100
<b>Or Sociology</b>		
S5	Sociological Thought	100
S6	Introducing Sub-Sociologies	100

### Bachelor of Arts (BA Honours English)

**Duration:** 3 years

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

#### First Year

<b>Compulsory Papers</b>		
CP1	General Hindi	100
CP2	General English	100
CP3	Environmental Studies	100
CP4	Elementary Computer Application	100
<b>Subsidiary</b>		
<b>Either Economics</b>		
S1	Micro Economics	100
S2	Indian Economy	100
<b>Or Public Administration</b>		
S1	Administrative Theory	100
S2	Public Administration in India	100
<b>Or Psychology</b>		
S1	Basic Psychological Processes	100
S2	Social Psychology	100
<b>Or Political Science</b>		
S1	Foundations of Political Science	100
S2	Representative Indian Political Thinkers	100
<b>Or Sociology</b>		
S1	Introduction to Sociology	100
S2	Society in India	100
<b>Or History</b>		
S1	History of India (From the beginning up to 1200 A.D.)	100
S2	History of Rajasthan (From earliest times to 1956 A.D.)	100
<b>Core Papers</b>		
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

<b>Second Year</b>		
<b>Subsidiary</b>		
<b>Either Economics</b>		
S3	Macroeconomics	100
S4	History of Economic Thought	100
<b>Or Public Administration</b>		
S3	Administrative Institutions in India	100
S4	State Administration in India	100
<b>Or Psychology</b>		
S3	Abnormal Psychology	100
S4	Psychological Statistics	100
<b>Or Political Science</b>		
S3	Selected Political System	100
S4	Indian Political System	100
<b>Or Sociology</b>		
S3	Social Research Methods	100
S4	Sociology of Village	100
<b>Or History</b>		
S3	History of Medieval India(c.1200-1761 AD)	100
S4	Main Trends in the Cultural History of India	100
<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>Subsidiary</b>		
<b>Either Economics</b>		
S5	International Economics, Public Finance & Development	100
S6	Environmental Economics	100
<b>Or Public Administration</b>		
S5	Comparative Administrative Systems	100

S6	Local Administration	100
<b>Or Psychology</b>		
S5	Positive Psychology	100
S6	Psychology Testing and Assessment	100
<b>Or Political Science</b>		
S5	Representative Western Political Thinkers	100
S6	International Relations Since World War II and Indian Foreign Policy	100
<b>Or Sociology</b>		
S5	Sociological Thought	
S6	Introducing Sub-Sociologies	
<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

## Bachelor of Arts (BA Honours Economics)

**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 Applications	100
<b>Subsidiary</b>		
<b>Either English</b>		
S1	Poetry and Drama	100
S2	Prose and Fiction	100
<b>Or Public Administration</b>		
S1	Administrative Theory	100
S2	Public Administration in India	100
<b>Or Psychology</b>		
S1	Basic Psychological Processes	100
S2	Social Psychology	100
<b>Or Political Science</b>		
S1	Foundations of Political Science	100
S2	Representative Indian Political Thinkers	100
<b>Or Sociology</b>		
S1	Introduction to Sociology	100
S2	Society in India	100
<b>Or History</b>		
S1	History of India (From the beginning up to 1200 A.D.)	100
S2	History of Rajasthan (From earliest times to 1956 A.D.)	100
<b>Core Papers</b>		
I	Microeconomics	100
II	Mathematical Methods for Economics	100
III	History of Economic Thought	100
IV	Indian Economy I	100

## Second Year

### Subsidiary

<b>Either English</b>		
S3	Poetry and Drama	100
S4	Prose and Fiction	100
<b>Or Public Administration</b>		
S3	Administrative Institutions in India	100
S4	State Administration in India	100
<b>Or Psychology</b>		
S3	Abnormal Psychology	100
S4	Psychological Statistics	100
<b>Or Political Science</b>		
S3	Selected Political System	100
S4	Indian Political System	100
<b>Or Sociology</b>		
S3	Social Research Methods	100
S4	Sociology of Village	100
<b>Or History</b>		
S3	History of Medieval India(c.1200-1761 AD)	100
S4	Main Trends in the Cultural History of India	100
<b>Core Papers</b>		
V	Macroeconomics	100
VI	International Economics	100
VII	Statistical Methods	100
VIII	Indian Economy II	100

## Third Year

### Subsidiary

<b>Either English</b>		
S5	Poetry and Drama	100
S6	Prose and Fiction	100
<b>Or Public Administration</b>		
S5	Comparative Administrative Systems	100
S6	Local Administration	100

<b>Or Psychology</b>		
S5	Positive Psychology	100
S6	Psychology Testing and Assessment	100
<b>Or Political Science</b>		
S5	Representative Western Political Thinkers	100
S6	International Relations Since World War II and Indian Foreign Policy	100
<b>Or Sociology</b>		
S5	Sociological Thought	100
S6	Introducing Sub-Sociologies	100
<b>Core Papers</b>		
IX	Mathematical Economics	100
X	Public Finance	100
XI	Development Economics	100
XII(B)	Introductory Econometrics	100
XII(C)	Computer Applications in Economics	100

## Bachelor of Arts (BA Honours Pol Science)

**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 Applications	100
<b>Subsidiary</b>		
<b>Either English</b>		
S1	Poetry and Drama	100
S2	Prose and Fiction	100
<b>Or Public Administration</b>		
S1	Administrative Theory	100
S2	Public Administration in India	100
<b>Or Psychology</b>		
S1	Basic Psychological Processes	100
S2	Social Psychology	100
<b>Or Economics</b>		
S1	Microeconomics	100
S2	Indian Economy	100
<b>Or Sociology</b>		
S1	Introduction to Sociology	100
S2	Society in India	100
<b>Or History</b>		
S1	History of India (From the beginning up to 1200 A.D.)	100
S2	History of Rajasthan (From earliest times to 1956 A.D.)	100
<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>Subsidiary</b>		
<b>Either English</b>		
S3	Poetry and Drama	100
S4	Prose and Fiction	100
<b>Or Public Administration</b>		
S3	Administrative Institutions in India	100
S4	State Administration in India	100
<b>Or Psychology</b>		
S3	Abnormal Psychology	100
S4	Psychological Statistics	100
<b>Or Economics</b>		
S3	Macroeconomics	100
S4	History of Economic Thought	100
<b>Or Sociology</b>		
S3	Social Research Methods	100
S4	Sociology of Village	100
<b>Or History</b>		
S3	History of Medieval India(c.1200-1761 AD)	100
S4	Main Trends in the Cultural History of India	100
<b>Core Papers</b>		
PV	Indian Freedom Movement and Constitutional Development	100
PVI	Indian Political Institutions and Processes	100
PVII	International Politics and Foreign Policy of India	100
P8(A)	Elements of Public Administration	100
P8(B)	Indian Administration	100
<b>Third Year</b>		
<b>Subsidiary</b>		
<b>Either English</b>		
S5	Poetry and Drama	100
S6	Prose and Fiction	100
<b>Or Public Administration</b>		
S5	Comparative Administrative Systems	100

S6	Local Administration	100
<b>Or Psychology</b>		
S5	Positive Psychology	100
S6	Psychology Testing and Assessment	100
<b>Or Economics</b>		
S5	International Economics, Public Finance & Development	100
S6	Environmental Economics	100
<b>Or Sociology</b>		
S5	Sociological Thought	100
S6	Introducing Sub-Sociologies	100
<b>Core Papers</b>		
P9	History of Western Political Thought	100
P10	Modern Political Analysis	100
P11(A)	International Law	100
P11(B)	Global Politics	100
P12	Research Methodology	100

## Bachelor of Arts (BA Honours Psychology)

**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>Subsidiary</b>		
<b>Either Economics</b>		
S1	Micro Economics	100
S2	Indian Economy	100
<b>Or English</b>		
S1	Poetry and Drama	100
S2	Prose and Fiction	100
<b>Or Public Administration</b>		
S1	Administrative Theory	100
S2	Public Administration in India	100
<b>Or Political Science</b>		
S1	Foundations of Political Science	100
S2	Representative Indian Political Thinkers	100
<b>Or Sociology</b>		
S1	Introduction to Sociology	100
S2	Society in India	100
<b>Or History</b>		
S1	History of India (From the beginning up to 1200 A.D.)	100
S2	History of Rajasthan (From earliest times to 1956 A.D.)	100
<b>Core Papers</b>		
I	Advanced General Psychology	100
II	Social Psychology	100
III	Developmental Psychology	100
IV	Statistical Foundations in Psychology	100

## Second Year

### Subsidiary

<b>Either Economics</b>		
S3	Macroeconomics	100
S4	History of Economic Thought	100
<b>Or English</b>		
S3	Poetry and Drama	100
S4	Prose and Fiction	100
<b>Or Public Administration</b>		
S3	Administrative Institutions in India	100
S4	State Administration in India	100
<b>Or Political Science</b>		
S3	Selected Political System	100
S4	Indian Political System	100
<b>Or Sociology</b>		
S3	Social Research Methods	100
S4	Sociology of Village	100
<b>Or History</b>		
S3	History of Medieval India(c.1200-1761 AD)	100
S4	Main Trends in the Cultural History of India	100
<b>Core Papers</b>		
V	Systems and Theories of Psychology	100
VI	Abnormal Psychology	100
VII	Counselling Psychology	100
VIII	Biological Basis of Behavior	100
<b>Third Year</b>		
<b>Subsidiary</b>		
<b>Either Economics</b>		
S5	International Economics, Public Finance & Development	100
S6	Environmental Economics	100
<b>Or English</b>		
S5	Poetry and Drama	100
S6	Prose and Fiction	100

<b>Or Public Administration</b>		
S5	Comparative Administrative Systems	100
S6	Local Administration	100
<b>Or Political Science</b>		
S5	Representative Western Political Thinkers	100
S6	International Relations since World War II and Indian Foreign Policy	100
<b>Or Sociology</b>		
S5	Sociological Thought	100
S6	Introducing Sub Sociologies	100
<b>Or History</b>		
S5	History of Modern India(1761- 1971 AD)	100
S6	History of Modern World 1500-2000 AD)	100

## Bachelor of Science (B.Sc)

**Duration :** 3 Years

**Eligibility :** Passed 12th class or equivalent examination under the scheme of 10 + 2 with science subjects, securing at least 50% marks in aggregate. Students having passed the senior secondary examination with agriculture subject shall be eligible to get admission in Biology group.

<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>B.Sc (Bio)-I</b>		
Zoology (Z101)	Diversity of Animals	33
Zoology II(Z102)	Cell Biology and Genetics	33
Zoology III(Z103)	Gamete and Development Biology	34
Zoo PR-I(Z104)	Zoology Practical	50
Chem I (CH101)	Inorganic Chemistry	33
Chem II (CH102)	Organic Chemistry	33
ChemIII (CH 103)	Physical Chemistry	34
Chem PR-I (CH 104)	Chemistry Practical	50
Botany I (Bot 101)	Cell Biology, Genetics and Plant Breeding	33
Botany II (Bot 102)	Microbiology, Mycology and Plant Pathology	33
Botany III (Bot 103)	Lichens and Bryophyta	34
Bot PR-I(Bot 104)	Botany Practical	50
Eco I	Microeconomic Theory	100
Eco II	Indian Economy	100
<b>B.Sc I (Maths)</b>		
Chem I (CH101)	Inorganic Chemistry	33
Chem II( CH 102)	Organic Chemistry	33
Chem III (Ch 103)	Physical Chemistry	34
Chem PR I- (CH 104)	Chemistry Practical	50
Eco I	Microeconomic Theory	100
Eco II	Indian Economy	100



<b>B.Sc I (Maths)</b>		
Phy I(Phy 101)	Mechanics and Isolation	33
Phy II(Phy 102)	Electromagnetism	33
Phy III(Phy 103)	Optics	34
Phy PR-I (PR 104)	Physics Practical	50
Maths I (M101)	Discrete Mathematics	40
Maths II(M102)	Calculus	40
Maths III(M103)	Analytic Geometry and Optimization	40
Maths PR-I(M104)	Maths Practical	3

<b>SECOND YEAR</b>		
<b>B.Sc Part II (Bio)</b>		
Zoology IV (Z201)	Structure and Function of Invertebrate types	33
Zoology V(Z202)	Animal Physiology and Biochemistry	33
Zoology VI (Z 203)	Immunology, Microbiology and Biotechnology	34
Zoo PR-II (Z204)	Zoology Practical	50
Chem IV(CH 201)	Inorganic Chemistry	33
Chem V(CH 202)	Organic Chemistry	33
Chem VI(CH 203)	Physical Chemistry	34
Chem PR-II(CH 204)	Chemistry Practical	50
Botany IV(Bot 201)	Molecular Biology and Biotechnology	33
Botany V(Bot 202)	Plant Physiology and Biochemistry	33
Botany VI (Bot 203)	Pteridophytes, Gymnosperms and Palaeobotany	34
Botany PR-II (Bot 204)	Botany Practical	50

<b>SECOND YEAR</b>		
<b>B.Sc Part II (Maths)</b>		
Chem IV (CH 201)	Inorganic Chemistry	33
Chem V (CH 202)	Organic Chemistry	33
Chem VI (CH 203)	Physical Chemistry	34
Chem PR-II (CH 204)	Chemistry Practical	50
Phy IV (PHY 201)	Thermodynamics and Statistical Physics	33
Phy V (PHY 202)	Mathematical Physics and Special theory of Relativity	33

Phy VI (Phy 203)	Electronics and Solid state Physics	34
Phy PR -II (PHY 204)	Physics Practical	50
Maths IV (M201)	Real Analysis	40
Maths V (M202)	Differential Equation	40
Maths VI (M203)	Numerical Analysis and Vector Calculus	40
Maths PR-II(M204)	Maths Practical	30

<b>Third Year</b>		
<b>B.Sc Part III (Bio)</b>		
Zoology VII(Z301)	Structure and Function of Vertebrates	33
Zoology VIII(Z302)	Ecology, Environmental Biology and Evolution	33
Zoology IX (Z303)	Applied zoology, Ethology and Biostatistics	34
Zoo PR-III (Z304)	Zoology Practical	50
Chem VII (CH 301)	Inorganic Chemistry	33
Chem VIII(CH 302)	Organic Chemistry	33
Chem IX(CH 303)	Physical Chemistry	34
Chem PR-III (CH 304)	Chemistry Practical	50
Botany VII (Bot 301)	Plant Morphology and Anatomy	33
Botany VIII (Bot 302)	Ecology and Economic Botany	33

<b>Third Year</b>		
<b>B.Sc Part III (Bio)</b>		
Botany IX (Bot 303)	Angiosperm -taxonomy and Embryology	34
Bot PR -III(Bot 304)	Botany Practical	50
<b>B.Sc Part III (Maths)</b>		
Chem VII (CH 301)	Inorganic Chemistry	33
Chem VIII(CH 302)	Organic Chemistry	33
Chem IX(CH 303)	Physical Chemistry	34
Chem PR-III (CH 304)	Chemistry Practical	50
Phy VII (PHY 301)	Quantum Mechanics and Spectroscopy	33
Phy VIII (Phy 302)	Nuclear and Particle Physics	33
Phy IX (Phy 303)	Solid State Physics	34
Phy PR-III(Phy 304)	Physics Practical	50

Maths VII (M 301)	Algebra	40
Maths VIII(M 302)	Complex Analysis	40
Maths IX (M 303)	Mechanics	40
Maths PR-III(M304)	Maths Practical	30

## 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. Previous English		
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. 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(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. Previous English		
M.A Economics (Previous)		
CP1	Microeconomic Theory	100
CP2	Macroeconomic Theory	100
CP3	Quantitative Methods for Economics	100
OP1	Environmental Economics	100

M.A Economics (Final)		
CP4	Public Finance	100
CP5	International Economics	100
CP6	Development Economics	100
CP7	Advanced Indian Economy	100
OPII-A (Op vi)	International Finance	100

## Master of Commerce (EAFM)

**Duration:** 2 Years

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

M.Com EAFM (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 EAFM (Final)		
EAFM201	Economic Administration and Policy	100
EAFM202	Cooperative Sector Management	100
EAFM203	Indian Banking System	100
(One Optional Paper from the list of Financial Management Group)		
FM203	Economic Administration and Policy Group	100
FM204	Financial Management Group	100
FM205	Co-operation Group	100

## Master of Commerce (HRM)

**Duration:** 2 Years

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

MHRM 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
MHRM 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

## GUIDELINES FOR VISITING THE PLACES MENTIONED BELOW

### 1. LIBRARY

#### Rules and Regulations to be followed in the College Library :

1. Only three books will be issued to each student at one time.
2. Library books will be issued only on showing the College Identity card.
3. Students are allowed to enter the library by showing the College Identity card.
4. Students can make entry in the visitor register in the library through MOPAC check in only and have to ensure to check out on leaving.
5. Reference books, magazines, journals will not be issued.
6. The latest issues of journals and magazines are displayed on the display rack and other previous issues are arranged in the shelves.
7. Time to issue and return books will be from 8:30 am to 3:00 pm.
8. Books will be issued to a student for a maximum period of 15 days. After that the books may be reissued or returned. Otherwise, a fine of Re 1/- per day per book will be charged.
9. A student can get a book reissued up to a maximum of two times.
10. The librarian may recall any book from any member at any time and the member shall return the same immediately.
11. If a library book is lost by a student, then he/she has to replace it or pay the cost of the new book.
12. If papers are torn off or damaged from the book, students have to either replace the book or deposit the cost of the book.
13. Students are required to handle the books/ journals very carefully; marking with pencil; writing or highlighting, tearing the pages or mutilating the same in any other way will be taken very seriously. In such cases, the reader shall be held responsible unless these are brought to the notice of the library staff at the time of issue.
14. Students should return books within a week after completing their respective semester/yearly examinations, otherwise a fine will be charged.

15. Each student shall obtain a No dues certificate from the library after returning all the books issued.
16. Students can demand or request any book through OPAC.
17. No bags and personal books are allowed in the library.
18. The students are expected to be silent in the library.
19. No discussion is permitted inside the library
20. Use of mobile phones is not allowed in the library.

**Assistant Librarian: Mrs. Loveleen Mathur**

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

## 2. COMPUTER LAB

1. Enter quietly and be ready for directions
2. Do not touch equipment(s) without permission
3. Follow all directions without fail
4. Print only with permission
5. Visit approved internet sites only
6. Make sure you leave your work area neat and organized.
7. No food and drinks are allowed in the lab

## 3. STUDIO

1. We believe in maintaining productive atmosphere in the studio by following the guidelines mentioned below:
2. Studio facilities are available for the college and departmental programmes/functions. Students with prior permission of the head or the teacher coordinator can approach the studio in charge for permission to avail the facility of the Studio.
3. Timing and duration will be allotted by the studio in charge.
4. Only two persons will be allowed at a time for a particular work.
5. No eatables are allowed in the studio
6. Do not reconfigure any of the studio hardware or software without the permission of the studio in charge.
7. Maintain silence and discipline when working in the studio.
8. Treat the studio and equipment with care and consideration for others.

## Academic Calendar

July 2021

Date	Day	Particulars	Cell/Club/ Committee/Dept.
1	Thu	Virtual Career Counselling Conclave	Admission Cell
2	Fri	Virtual Career Counselling Conclave	Admission Cell
3	Sat	Virtual Career Counselling Conclave/ International No Plastic Day Pledge	Admission Cell SAP & Eco friendly Club
4	Sun	Holiday	
5	Mon	Virtual Career Counselling Conclave	Admission Cell
6	Tue	Virtual Career Counselling Conclave	Admission Cell
7	Wed	NAAC Induction Workshop	IQAC
8	Thu	NAAC Induction Workshop	IQAC
9	Fri	NAAC Induction Workshop	IQAC
10	Sat	Second Saturday - Holiday	
11	Sun	Holiday/ Quiz on World Population Day	NSS
12	Mon	NAAC Induction Workshop	IQAC
13	Tue	NAAC Induction Workshop	IQAC
14	Wed	NAAC Induction Workshop	IQAC
15	Thu	NAAC Induction Workshop	IQAC
16	Fri	NAAC Induction Workshop	IQAC
17	Sat	NAAC Induction Workshop	IQAC
18	Sun	Holiday	
19	Mon		
20	Tue	A Tribute - Plantation Drive (July-Oct)	Eco-friendly Club & NSS
21	Wed	Eid-ul_Juha Holiday	
22	Thu		
23	Fri		
24	Sat		
25	Sun	Holiday	
26	Mon		
27	Tue		
28	Wed		

## July 2021

Date	Day	Particulars	Cell/Club/ Committee/Dept.
29	Thu		
30	Fri	St. Ignatius Feast Day Celebration	AICUF
31	Sat	St. Ignatius Feast Day - Holiday	

Morning Prayer initiated by Life Skill Enhancement & Anandam Cell (LSEAC) from July 1st 2021 onwards

\*Monthly Newsletter by Covid-19 Action Committee

\*Release of Monthly Newsletter by AICUF

## August 2021

Date	Day	Particulars	Cell/Club/ Committee/Dept.
1	Sun	Holiday	
2	Mon		
3	Tue		
4	Wed		
5	Thu		
6	Fri		
7	Sat	Academic Session Begins for UG Part 2 & Part 3 and PG Final / College Orientation for Senior Students	Students' Council
8	Sun	Holiday	
9	Mon	World Tribal Day - Holiday	
10	Tue	Online Classes/ Department Orientation for Senior Students till 17th Aug/ Day 1	All Departments
11	Wed	Group Discussion on "Revisiting Quit India Movement"	DOPS
12	Thu		
13	Fri	Organ Donation Awareness Webinar	AICUF
14	Sat	Second Saturday - Holiday	
15	Sun	Holiday/ Independence Day Celebrations	Students' Council
16	Mon		

## August 2021

Date	Day	Particulars	Cell/Club/ Committee/Dept.
17	Tue		
18	Wed	Librarian Day Celebration/ Let's Talk-I: Gender Study and Women's Cell	Library Committee/ GSWC
		Orientation for Senior Students	
19	Thu	Holiday Muharram	
20	Fri		
21	Sat		
22	Sun	Holiday Raksha Bandhan	
23	Mon	7 Days Workshop on SAP & UBA till 31Aug	SAP & UBA
24	Tue	Webinar on Stock Market/ TIPC Orientation & RWIS Workshop with Internshala	Dept of Commerce/ TIPC
25	Wed	RWIS Workshop with Internshala	TIPC
26	Thu	Enrichment Lecture on Digital Humanities	Dept of Eng
27	Fri		
28	Sat	Alumni Session - I/ Virtual Industrial Visit	Dept of Commerce/ Dept of Mgmt
29	Sun	Holiday	
30	Mon	Holiday Janmashtami	
31	Tue	Selection of Core Council for II & III year students	Students' Council

## September 2021

Date	Day	Particulars	Cell/Club/ Committee/Dept.
1	Wed	Bridge Course on Basic Fundamental Principles of Political Science/ Books Donation Drive for Book Bank Facility (1-30 Sept)/ Certificate Course on Banking and Finance/ Selection of Core Council for II & III year students	DOPS / Library Committee/Dept of C o m m e r c e / Students' Council
2	Thu	Bridge Course on Elementary Mathematics/ Bridge Course on Computers/Bridge Course on Book-Keeping & Accounting/ Guest Lecture: Close Reading of a Text	Dept of Economics/ Dept of Comp Sc/ Dept of Mgmt & Commerce/ Dept of Eng & XERC

## September 2021

Date	Day	Particulars	Cell/Club/ Committee/Dept.
3	Fri	Alumni Interaction - I by Science Dept/ Certificate Course on Digital Marketing	DOS/ Dept of Mgmt
4	Sat	Teachers Day Celebration	Students' Council
5	Sun	Holiday/ Blood Donation Camp at HFR	Red Ribbon Club, UBA & NSS
6	Mon	Faculty Development Program 2020-2021 "Progressive Approaches for Excellence in Teaching , Learning and Research Dynamics" (7 Days)	FEEPC & MOOC
7	Tue		
8	Wed		
9	Thu	Webinar on Mental Health & Suicide Prevention	MHCC, DOE (Psy) & AICUF
10	Fri	Ganesh Chaturthi - Holiday/ Panel Discussion on Suicide Prevention (World Suicide Prevention Day)	
11	Sat	Second Saturday - Holiday	
12	Sun	Holiday	
13	Mon	Eco-friendly club Orientation & Guest Lecture/ Sports Orientation/ Bridge Course on Basic Mathematics	Eco-friendly club/ Sports Committee/ Dept of CS
14	Tue	GSWC Orientation Prog: I Identify...	GSWC
15	Wed	Guest lecture on Leadership in Democratic World/ Bridge Course on History of English Literature for UG and PG/ Certificate Course on French Language	DOPS/ Dept of English/ XERC
16	Thu	Ramdev Jayanti - Holiday / Webinar on World Ozone Day	DOS
17	Fri	IIC & IPR Orientation/Certificate Course on Public Policy/ Alumni Interaction Session-II/ Amicorum	IIC & IPR/ DOPS/ Dept of Commerce/ XIF

## September 2021

Date	Day	Particulars	Cell/Club/ Committee/Dept.
18	Sat	Staff Picnic	Staff Secretary
19	Sun	Holiday	
20	Mon	ISREAC, LSEAC, SAP Orientation	ISREAC/ LSEAC/ SAP
21	Tue	NSS, Rovers & Rangers, AICUF Orientation	NSS, R&R, AICUF
22	Wed	Training Session on Employability Skills/ Workshop on Fine Arts & Craft and Art Club Orientation	TIPC/ Art Club
23	Thu	Training Session on Employability Skills/ Workshop on Fine Arts & Craft	TIPC/ Art Club
24	Fri	Movie Screening and Group Discussion- I/ Shipwreck	Dept of Economics/ XIF
25	Sat	Freshers' College Orientation Program and One Week Student Induction Program for Freshers'	Students' Council & All Departments
26	Sun	Holiday	
27	Mon	Drama Club Auditions/ MOC Auditions/ Swachhta Week by SAP	XTS/ Literati Club/ SAP
28	Tue	XDS Auditions/ Debate Club Auditions/ Swachhta Week by SAP	XDS/ Literati Club/ SAP
29	Wed	XMS Orientation & Auditions / Fashion Club Orientation & Auditions/ Business Case Study Workshop/ Swachhta Week by SAP	XMS Club/ XFC/ Dept of Mgmt/ SAP
30	Thu	Business Case Study Workshop/ Anandam Celebration/ Swachhta Week by SAP	Dept of Mgmt/ LSEAC/ SAP

## October 2021

Date	Day	Particulars	Cell/Club/ Committee/Dept.
1	Fri	Yoga Certificate Course Begins (One month)/Certificate Course on Taxation and Labour Laws/ Guest Lecture for Staff & Students on IPR Awareness/ Swachhta Week by SAP/ Certificate Course in New Media & Journalism/ Certificate Course in Theatre in Education	Yoga Club/ Dept of Commerce/IPR Cell/SAP/ Dept of Eng
2	Sat	Gandhi Jayanti -Celebration/ Swachhta Week by SAP	Students' Council/ SAP & NSS
3	Sun	Holiday	
4	Mon	Panel Discussion (Science)/ Alumni Interaction-I/ Workshop (Business Gamification/ Mindfulness/Happiness )/ Student Council Selection for First Year	DOS/ Dept of Eng/ Dept of Mgmt/ Students' Council
5	Tue	Workshop (Business Gamification/ Mindfulness/Happiness )	Dept of Mgmt
6	Wed	Virtual Educational Trip to an NGO	DOPS
7	Thu	Navratri Sthapana - Holiday	
8	Fri	Enlightened Echelon/ Banking Conclave/ Poster Making Competition on Mental Health (Mental Health Week) / Investiture Ceremony	Dept of English/Dept of Commerce/MHCC & DOE (Psy)/ Students' Council
9	Sat	Second Saturday - Holiday	
10	Sun	Holiday/ World Mental Health Day (Poster Making Competition Results)	DOE (Psy)
11	Mon	Alumni Interaction Program-I / Session on Care to be Aware/ Donation Drive : Serving Deprived During Pandemic	Dept of Comp Sc / GSWC & AICUF/ Covid-19 Action & ISREAC
12	Tue	Freshers Day Celebration	Students' Council
13	Wed	Durgashtami Holiday	

## October 2021

Date	Day	Particulars	Cell/Club/ Committee/Dept.
14	Thu	Ram Navami Holiday	
15	Fri	Dussehra Holiday	
16	Sat	Alumni Interaction Session- I/Conquizical- Evoking Consumer Insights/Workshop on Diwali Decoratives	Dept of Economics/ Consumer Club/ Arts Club
17	Sun	Holiday	
18	Mon	Economics Lecture Series - I/ Panel Discussion on E-commerce Privacy: Roadmap for Secure Digital Transactions/ Webinar on Minority Scholarship Schemes	Dept of Economics/ Dept. of Comp Sc/ Minority Committee
19	Tue	Barawafat - Holiday	
20	Wed	2 Days Workshop on Library Information System Software/Seminar on TIPC Career Guidance	Library Committee/ TIPC
21	Thu	2 Days Workshop on Library Information System Software/ Seminar on Career Guidance	Library Committee/ TIPC
22	Fri	Awareness Drive: Know Your Rights (Extension activity)	DOPS & UBA
23	Sat	Research Proposal Presentation (Faculty Research Projects)	Research Cell
24	Sun	Holiday	
25	Mon		
26	Tue		
27	Wed		
28	Thu		
29	Fri		
30	Sat	Diwali Vacation	
31	Sun	Diwali Vacation	

## November 2021

Date	Day	Particulars	Cell/Club/ Committee/Dept.
1	Mon	Diwali Vacation	
2	Tue	Diwali Vacation	
3	Wed	Diwali Vacation	
4	Thu	Diwali Vacation	
5	Fri	Diwali Vacation	
6	Sat	Diwali Vacation	
7	Sun	Holiday	
8	Mon		
9	Tue	Word Wise (Vocab Workshop)/ Entrepreneurship & Skill Development Add-on Course	Dept of English & XERC/ IIC & E-Cell
10	Wed	Alumni Interaction - II by Science Dept	DOS
11	Thu	Perceptions – PPT competition	Dept of English
12	Fri	INYOUTH/Virtual Industrial/field visits	Dept.of Mgmt/Dept of Economics
13	Sat	Second Saturday - Holiday	
14	Sun	Holiday	
15	Mon	Department Academic Fest	
16	Tue	Department Academic Fest	
17	Wed	Department Academic Fest	
18	Thu	Department Academic Fest	
19	Fri	Gurunanak Jayanti - Holiday	
20	Sat	Department Academic Fest	
21	Sun	Holiday	
22	Mon	Ek Abhilasha - Plantation Drive/ Guest Lecture (Political Science)	DOE, Eco-friendly club, SAP(G)/DOPS
23	Tue	Yoga Webinar/ Economics Lecture Series -II	Yoga Club/Economics Lecture Series - II
24	Wed	6 Days Workshop on IoT Devices, AI and Machine Learning	Dept of Comp Sc

## November 2021

Date	Day	Particulars	Cell/Club/ Committee/Dept.
25	Thu	Sammaan : What is Harassment and What to do/ Workshop (Health and management related)	GSWC/ Dept of Mgmt
26	Fri	Movie Screening & GD (Pol Sc)/Workshop (Health and management related)/2 Days Workshop on Cooking & Health/2 Days Workshop on Essentials of Counselling	DOPS/ Dept of Mgmt/ Cocinero Club/ DOE (Psy) & MHCC
27	Sat	2 Days Workshop on Essentials of Counselling/Workshop (Health and management related)/ 2 Days Workshop on Cooking & Health/ Industrial Visit	MHCC & DOE (Psy)/ Dept of Mgmt/ Cocinero Club/ Dept of Commerce
28	Sun	Holiday	
29	Mon	Alumni Interaction-II/ Guest Lecture on Employability Skills	Dept of Eng/ LSEAC
30	Tue	Anandam Day Celebration/ Webinar on National Computer Security Day	LSEAC/ Dept of Comp Sc

## December 2021

Date	Day	Particulars	Cell/Club/ Committee/Dept.
1	Wed	World AIDS Day Celebration/ Add-On Course on Tally/ ICDL Add On Course/ 3 Days Music Workshop/ Workshop on How to apply for Patent	Red Ribbon Club/ Dept of Commerce/ Dept of Comp sc/ XMS/IPR & IIC
2	Thu	Inter-department Sports Activities (month long)/ 3 Days Music Workshop/ Workshop on How to apply for Patent	Sports Committee/ XMS/IPR & IIC
3	Fri	Xavier's Day Celebration/World Disability day/ 3 Days Music Workshop/	AICUF/XMS
4	Sat	Alumni interactive sessions- II/ Expert Session on Investment banking/ Know Your Rights (Ext Activity)	Dept of Economics/ Dept of Commerce/ DOPS



## December 2021

Date	Day	Particulars	Cell/Club/ Committee/Dept.
5	Sun	Holiday	
6	Mon	Alumni Interaction Program-II/ Alumni interaction session-I	Dept of Comp Sc/ Dept of Mgmt
7	Tue	Webinar on IT & New Technology Development in Covid'19 pandemic	Tech-X Club
8	Wed	Debate Competition on 'Therapy should be mandatory for everyone'	MHCC & DOE (Psy)
9	Thu	AAA	IQAC & IAC
10	Fri	AAA/Human Rights Day	IQAC & IAC/DOPS
11	Sat	Second Saturday - Holiday	
12	Sun	Holiday	
13	Mon	Webinar on Best Library Information Resources and Sources/ Workshop on Confidence Building/ Webinar (Pol Sc)/ Industry Visit	Library Committee/ XFC/ DOPS/ Dept of Mgmt
14	Tue	Dr. Sapna Newar Memorial lecture & 3rd Departmental Alumni Meet/ Let's Talk: Expressing Genders - Movie Screening/ Energy Audit and Conservation Workshop (National Energy Conservation Day)	Dept of Economics /Dept of English & GSWC/ SAP
15	Wed		
16	Thu	First Internal Exam for UG and PG	Exam Cell
17	Fri	First Internal Exam for UG and PG	Exam Cell
18	Sat	First Internal Exam for UG and PG	Exam Cell
19	Sun	Holiday	
20	Mon	First Internal Exam for UG and PG	Exam Cell
21	Tue	First Internal Exam for UG and PG	Exam Cell
22	Wed	First Internal Exam for UG and PG	Exam Cell
23	Thu	Photo-walk Nature Trip/ Christmas Delicacies (3 days)	Photography Club/ Cocinero Club

## December 2021

Date	Day	Particulars	Cell/Club/ Committee/Dept.
24	Fri	Consumer Awareness Webinar & Drive (National Consumer Day)/ Christmas Celebration/ Christmas Delicacies (2 days)	Consumer Club, NSS,DOC/ AICUF/ Cocinero Club
25	Sat	Christmas - Holiday (Winter Break)	
26	Sun	Holiday (Winter Break)	
27	Mon	(Winter Break)/ Educational Tour (Science Dept)/ Alumni Interaction - III by Science Dept	DOS
28	Tue	(Winter Break)/ Educational Tour (Science Dept)	DOS
29	Wed	(Winter Break)/ Educational Tour (Science Dept)	DOS
30	Thu	(Winter Break)/ Educational Tour (Science Dept)	DOS
31	Fri	(Winter Break)	

## January 2022

Date	Day	Particulars	Cell/Club/ Committee/Dept.
1	Sat	(Winter Break)	
2	Sun	Holiday	
3	Mon		
4	Tue		
5	Wed	Economics Lecture Series - III	Dept of Economics
6	Thu	Research Symposium	XRPC
7	Fri	Research Symposium	XRPC
8	Sat	Second Saturday - Holiday	
9	Sun	Holiday	
10	Mon	Campus Waste Audit & Composting Workshop (10-15 Jan)/ Alumni Interaction-III	Eco-friendly & SAP (WasteM)/SAP Waste Mgmt Unit/Dept of English

## January 2022

Date	Day	Particulars	Cell/Club/ Committee/Dept.
11	Tue	Composting Workshop	Eco-friendly & SAP (Waste M
12	Wed	Visit to a Shelter Home/ (National Youth Day) Guest Lecture (Pol Sc)/Two-day Workshop- Learning An Effective & Efficient Way for Afforestation	AICUF & ISREAC/ DOPS/LSEAC
13	Thu	Two-day Workshop- Learning An Effective & Efficient Way for Afforestation	LSEAC
14	Fri	Makar Sankranti - Holiday	
15	Sat		
16	Sun	Holiday/ World Religion Day	AICUF
17	Mon	Guest Lecture/ 7 Days Workshop on Soft Skills Development/ Guest Lecture on Social Structure and Language	XERC/ TIPC/ Dept of English & XERC
18	Tue	7 Days Workshop on Soft Skills Development STTP on Strategic Financial Decisions	TIPC/ Dept of Mgmt
19	Wed	7 Days Workshop on Soft Skills Development/ STTP on Strategic Financial Decisions	TIPC/ Dept of Mgmt
20	Thu	7 Days Workshop on Soft Skills Development/ STTP on Strategic Financial Decisions	TIPC/ Dept of Mgmt
21	Fri	7 Days Workshop on Soft Skills Development/ STTP on Strategic Financial Decisions	TIPC/ Dept of Mgmt
22	Sat	7 Days Workshop on Soft Skills Development/ STTP on Strategic Financial Decisions/ Educational Trip to Jaipur Municipal Corporation	TIPC/ Dept of Mgmt/ DOPS
23	Sun	Holiday	
24	Mon	7 Days Workshop on Soft Skills Development	TIPC
25	Tue	Expert Lecture (Voters Day)/ Book Review	DOPS/ Library Committee
26	Wed	Republic Day Celebration	SC

## January 2022

Date	Day	Particulars	Cell/Club/ Committee/Dept.
27	Thu	Webinar & Extension Activity on Data Privacy Day/Professional Development and Capability Enhancement Session (Indian Accounting Standard)	Tech-X Club/ Dept of Commerce
28	Fri	Webinar & Extension Activity on Data Privacy Day	Tech-X Club
29	Sat	Expert Session on IT Innovations	IIC
30	Sun	Holiday	
31	Mon	Anandam Day Celebration	LSEAC

## February 2022

Date	Day	Particulars	Cell/Club/ Committee/Dept.
1	Tue		
2	Wed	Enlightened Echelon – Social Extension Activity	Dept of English
3	Thu	ZEST 2022/ Xaviers Classical Music Concert (Zest Inauguration)	SC/ XMS
4	Fri	ZEST 2022/ Food Packet Donation at Cancer Hospital (World Cancer Day)	SC/ AICUF & ISREAC
5	Sat	ZEST 2022	SC
6	Sun	Holiday	
7	Mon		
8	Tue		
9	Wed	Udaan: Inter-college Sports Competition/ Movie screening and group discussion- II	Sports Committee/ Dept of Economics
10	Thu	Udaan: Inter-college Sports Competition/ Workshop on Taxation	Sports Committee/ Dept of Commerce
11	Fri	Udaan: Inter-college Sports Competition/ Workshop on Taxation/ Alumni Interaction Session - II	Sports Committee/ Dept of Commerce/ Dept of Mgmt

## February 2022

Date	Day	Particulars	Cell/Club/ Committee/Dept.
12	Sat	Second Saturday - Holiday	
13	Sun	Holiday/ Alumni Meet: Rendezvous '22	Dept of Comp Sc
14	Mon		
15	Tue	Business Startup Competition	IIC & e Cell
16	Wed	Webinar on Mental Health Practices to promote overall well being	MHCC & DOE (Psy)
17	Thu	Movie Screening & GD	DOPS
18	Fri	International Conference	
19	Sat	International Conference	
20	Sun	Holiday	
21	Mon	Enrichment Lecture on Culture Theory	Dept of English
22	Tue		
23	Wed		
24	Thu	Economics Lecture Series - IV (budget analysis)	Dept of Economics
25	Fri	Intercollegiate Essay Writing Competition/ Internship Fair	AICUF/ TIPC
26	Sat	Anandam Day Celebration/ / Internship Fair	LSEAC/ TIPC
27	Sun	Holiday	
28	Mon	International Webinar (World Science Day)/ Enlightened Echelon – Social Extension Activity	DOS/ Dept of Englis

## March 2022

Date	Day	Particulars	Cell/Club/ Committee/Dept.
1	Tue	International Webinar/Alumni Interaction Session-III	DOS/ Dept of Mgmt.
2	Wed	Career Counselling Session for PSY Graduates: Psy-ed	MHCC & DOE (Psy)
3	Thu		
4	Fri	Business Conclave	Dept of Mgmt

## March 2021

Date	Day	Particulars	Cell/Club/ Committee/Dept.
5	Sat	Business Conclave/ Alumni Meet	Dept of Mgmt/ Dept of Commerce
6	Sun	Holiday	
7	Mon	Whisper No More: Sanitary Napkin Donation Drive	GSWC & an NGO
8	Tue	International Women's Day - Her-story : Narratives of Struggles and Success Webinar on Women Entrepreneurship: Inspire & Empower	GSWC & IIC
9	Wed		
10	Thu		
11	Fri	Farewell Celebration	SC
12	Sat	Second Saturday - Holiday	
13	Sun	Holiday	
14	Mon		
15	Tue		
16	Wed		
17	Thu	Talk by Social Activist (St. Patrick Day)	AICUF
18	Fri		
19	Sat		
20	Sun	Holiday	
21	Mon		
22	Tue	Webinar on World Water Day	SAP (WM)
23	Wed	Second Internal Exam	Exam Cell
24	Thu	Second Internal Exam	Exam Cell
25	Fri	Second Internal Exam	Exam Cell
26	Sat	Second Internal Exam	Exam Cell
27	Sun	Holiday	
28	Mon	Second Internal Exam	Exam Cell
29	Tue	Second Internal Exam	Exam Cell
30	Wed	Second Internal Exam/ Martyrs Day	Exam Cell/ DOPS
31	Thu	Anandam Student Project Final Presentation	LSEAC

## April 2022

Date	Day	Particulars	Cell/Club/ Committee/Dept.
1	Fri	Summer school/Two Week Workshop on Research Methodology & Data Analysis	Dept of Economics/ Research Cell
2	Sat		
3	Sun	Holiday	
4	Mon		
5	Tue		
6	Wed		
7	Thu		
8	Fri		
9	Sat	Second Saturday - Holiday	
10	Sun	Holiday	
11	Mon		
12	Tue		
13	Wed		
14	Thu		
15	Fri		
16	Sat		
17	Sun	Holiday	
18	Mon		
19	Tue		
20	Wed		
21	Thu		
22	Fri	Intercollegiate Competition Eco-friendly Festivals (International Mother Earth Day)	AICUF, ISREAC & Eco-friendly Club
23	Sat		
24	Sun	Holiday	
25	Mon		
26	Tue		
27	Wed		
28	Thu		
29	Fri		
30	Sat		

## May 2022

Date	Day	Particulars	Cell/Club/ Committee/Dept.
1	Sun	Holiday/ World Labour Day	
2	Mon		
3	Tue		
4	Wed		
5	Thu		
6	Fri		
7	Sat	Donation Drive Iron & Calcium Tab to Lactating Mothers (Mothers Day)	AICUF & ISREAC
8	Sun	Holiday	
9	Mon		
10	Tue		
11	Wed		
12	Thu		
13	Fri		
14	Sat	Second Saturday - Holiday	
15	Sun	Holiday	
16	Mon		
17	Tue		
18	Wed		
19	Thu		
20	Fri		
21	Sat		
22	Sun	Holiday	
23	Mon		
24	Tue		
25	Wed	Enlightened Echelon – Social Extension Activity	Dept of English
26	Thu		
27	Fri		
28	Sat		
29	Sun	Holiday	
30	Mon		
31	Tue		

## June 2022

Date	Day	Particulars	Cell/Club/ Committee/Dept.
1	Wed		
2	Thu		
3	Fri		
4	Sat		
5	Sun	Holiday/ World Environment Day	Eco-friendly club & SAP
6	Mon		
7	Tue		
8	Wed		
9	Thu		
10	Fri		
11	Sat	Second Saturday - Holiday	
12	Sun	Holiday	
13	Mon		
14	Tue	Yoga Workshop	Yoga Club
15	Wed	Yoga Workshop	Yoga Club
16	Thu	Yoga Workshop	Yoga Club
17	Fri	Yoga Workshop	Yoga Club
18	Sat	Yoga Workshop	Yoga Club
19	Sun	Holiday	
20	Mon	Yoga Workshop	Yoga Club
21	Tue	Yoga Workshop (World Yoga Day)	Yoga Club
22	Wed		
23	Thu		
24	Fri		
25	Sat		
26	Sun	Holiday	
27	Mon		
28	Tue		
29	Wed		
30	Thu		

## Covid-19 Guidelines issued by College Management & Government of Rajasthan

The College will strictly follow the SOP issued by the State Government dated 12.08.2021. Only those students whose consent form has been received by the College will be allowed to attend the regular classes and other activities in the campus.

This SOP outlines various generic precautionary measures to be strictly adopted by all (Teachers, employees, and students) in the College at all times:

1. Only 50% of students will be allowed to attend the in-person classes every day. Classes are planned for a 6 day-week on the basis of Odd and Even roll numbers. Parallel classes will be conducted online for the rest of the students. (Odd numbers: Day 1/Day 3/Day 5 - Even Numbers – Day 2/Day 4/Day 6).
2. Please note that all students will attend in-person classes for 3 days (in college) and online classes for 3 days (at Home) in a week as per the regular timetable.
3. Students and Staff will enter the College after thermal screening at entrance gate and sanitising their hands through separate Entry Gate (Left Wing Ramp Gate for students and Reception Gate for staff & visitors).
4. It is mandatory for all students to get the first dose of vaccine if they wish to attend in-person classes. They should carry the First Dose Vaccination Certificate in their mobile for verification.
5. Physical distancing of at least 6 feet is to be followed at all times.
6. Crowding inside the campus, shaking hands, maintaining close contact with friends will not be permitted especially at Entry and Exit points.
7. Use of face covers/masks is mandatory at all times even while travelling in public/college transport. College will adhere to the 'No Mask No Entry' Policy.
8. A separate fogging machine will be functional at the main entrance of the

College throughout working hours. Sanitisation of classrooms, corridors, washrooms, and other common places will be done on a daily basis.

9. Wash your hands frequently with soap (for at least 40-60 seconds) even when your hands are not visibly dirty. Liquid soap dispensers are placed in all washing areas.
10. Use of alcohol-based hand sanitisers (for at least 20 seconds) can be done wherever feasible.
11. Students should bring their own sanitiser, towel, water bottle, and food items from home.
12. Students and Staff are advised to install and use 'Aarogya Setu' & 'RajCovid Info' Apps in their mobiles.
13. Respiratory etiquettes are to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and proper disposing off used tissues.
14. Exchange of drinking water, textbooks, stationery items, and food items will not be permitted.
15. Self-monitoring of health by all and reporting to authorities any illness at the earliest are to be done. Avoid attending classes if symptoms like fever, headache, cough, and cold are present.
16. Spitting is strictly prohibited anywhere inside the campus.
17. Students must wear clean clothes and maintain hygiene in the campus.
18. A separated 'Isolation Room' within the College premises will be allotted for emergency cases.
19. Students will not be allowed to enter any other classroom except their own.
20. Canteen services will not be operational inside the campus for the time being.
21. While teaching is on, both the teachers and students will continue to wear masks.

## MY TIME TABLE

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

“If you can't feed a hundred people,  
then feed just one.” - Mother Teresa

Remarks

Dotted lines for writing.

Remarks

Dotted lines for writing.