



2.5.1

Evaluation Process and Reforms

INVIGILATION DUTY CHARTS

Academic Years

2022-23 to 2018-19



St. Xavier's College- Jaipur

Duty Chart_First Internal Examination 2022-23

3RD JANUARY 2023- 10TH JANUARY 2023

Date	CLASS	BCA I	BCA II	BCA III	BCOM I	BCOM II	BCOM II	BCOM III	BBA 1 A	BBA 1 B	BBA 1 C	BBA 1 D	BBA 2A	BBA 2 B	BBA 2 C	BBA 2 D	BBA3A	BBA 3B	BA (H) ENG	BA (H) ECO.	BA (H) PSY.	BA (H) POL.	BA (H) II ENG	BA (H) II ECO	BA (H) II PSY	BA (H) III ENG	BA (H) III	PG	BA PASS	B Sc I, II, III		
Room No	Time	128	129	130	104	105	106	107	112	312	313	314	315	320	321	326	327	328	329	201	202	204	205	223	224	227	228	229	125	222	221	
3.01.23	9:15 AM - 11:15 AM	NK	PJ	AA	0	0	0	0	DPS	0	0	0	0	NS	SAB	LS	AP	AR	HA	AM	RUS	MS	RM	MB	VS	MF	DMS	PS	RS	0	DS	
3.01.23	12:15 PM - 2:15 PM	0	0	0	AK	RH	SR	RTC	0	YS	PM	AJ	NC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	RK	MES	MP	
4.01.23	9:15 AM - 11:15 AM	AD	SP	AM	0	0	0	0	MB	0	0	0	0	MF	PJ	PS	EP	AA	DPS	0	0	0	0	0	0	0	0	0	NS	RS	LS	
4.01.23	12:15 PM - 2:15 PM	0	0	0	AP	AR	HA	RJ	0	GS	MS	RM	AB	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	VS	KD	0	
5.01.23	9:15 AM - 11:15 AM	DMS	EP	RS	0	0	0	0	RK	0	0	0	0	AK	RH	SR	RTC	YS	PM	AJ	NC	RUS	MES	DS	MP	AD	SP	AM	PJ	0	MF	
5.01.23	12:15 PM - 2:15 PM	0	0	0	NK	AA	DPS	NS	0	SAB	LS	AP	AR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	HA	RJ	0	
6.01.23	9:15 AM - 11:15 AM	GS	MS	RM	0	0	0	0	AB	0	0	0	0	VS	KD	DMS	PS	AK	RK	0	0	0	0	0	0	0	0	0	0	RS	RH	SR
6.01.23	12:15 PM - 2:15 PM	0	0	0	RTC	YS	PM	AJ	0	NC	RUS	MES	DS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	AD	SP	MP	
7.01.23	9:00 AM - 11:00 AM	AM	MB	MF	0	0	0	0	PJ	0	0	0	0	NK	EP	AA	DPS	NS	SAB	LS	AP	AR	HA	RJ	GS	MS	RM	AB	VS	0	DMS	
7.01.23	11:00AM-1:00PM	0	0	0	KD	PS	RS	RK	0	AK	RH	SR	RTC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	YS	PM	0		
7.01.23	1:00PM-3:00PM																														AJ	
9.01.23	9:00 AM - 11:00 AM	0	0	0	0	0	0	0	NC	0	0	0	0	RUS	MES	DS	MP	0	0	AD	SP	AM	MB	MF	PJ	NK	EP	AA	0	0	DPS	
9.01.23	11:00AM-1:00PM	0	0	0	NS	SAB	AP	AR	0	HA	RJ	GS	MS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	RM	0	
9.01.23	1:00PM-3:00PM																														AB	
10.01.23	9:15 AM - 11:15 AM	RTC	AJ	RUS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	MB	MP	
10.01.23	12:15 PM - 2:15 PM																														SP	0

Note:

- In case of any query or relieving kindly contact your wing incharge.
- First Floor: Sunita Choudhary (Room no. 104-122) Dr. Sushil K Rohiwal (Room No. 128-130)
- Second Floor: Dr. Salim Khan (Room no. 201-205, 221, 228-229), Mr. Praveen Lakhera Room no. 222-227
- Third Floor: Dr Mahua Bose (room No. 312-315, 320) and Mr. Surendra Singh(Room no. 321-329)
- Office: Dr Dharmveer Yadav & , Sr. Dr. Ligimol louis, Dr. Akansh Johar, Rajiv Nokhwal, Rajendra Saini and Ramavatar Atal

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



St. Xavier's College- Jaipur

Duty Chart_Second Internal Examination 2022
11th April 2022 to 19th April 2022

Date	CLASS	BCA I	BCA II	BCA III	BCOM I	BCOM I	BCOM I	BCOM II	BCOM II	BCOM III	BBA 1A	BBA 1A	BBA 1B	BBA 1B	BBA 1C	BBA 1C	BBA 1D	BBA 1D	BBA 2A	BBA 2B	BBA 2C	BBA 2D	BBA 3A	BBA 3B	BA (H) I ENG LIT., ECO., PSY., POL. SCI.	BA (H) I ENG LIT., ECO., PSY., POL. SCI.	BA (H) I ENG LIT., ECO., PSY., POL. SCI.	BA (H) II & III ENG LIT., ECO., PSY., POL. SCI.	PG	BA PASS COURSE I, II & III	B Sc I	B Sc II & III	
Room No.	Time	227	228	229	201	202	204	205	206	207	320	321	326	327	328	329	332	333	315	112	113	125	128	129	104	105	106	107	41	40	221	222	
11.04.22	9:30 AM - 11:30 AM	KD	VS	MS	NK	EP	AA	NS	PS	AB	MSH	RJ	GKS	RM	AR	AP	LS	SK	SAB	DPS	AJ	SS	MF	ST	AK	RH	PM	MAS	RK	DMS	DNS	AD	
11.04.22	12:30 PM - 2:30 PM	MS	KD	VS	AB	PS	NS	AA	EP	NK	GC	SC	MSH	RJ	RM	GKS	AP	AR	SK	SAB	SHC	DBC	AD	AJ	RH	PM	AK	DMS	MAS	RK	ST	DNS	
12.04.22	9:30 AM - 11:30 AM	VS	KD	AB	NS	AA	PS	SS	NK	EP	SK	AP	AR	GKS	RJ	MSH	RM	AJ	MF	LS	SC	DMS	DBC	SHC	MAS	RH	DPS	RK	PM	GC	DNS	AD	
12.04.22	12:30 PM - 2:30 PM	MS	AB	KD	AA	NS	SS	EP	PS	GC	SAB	SK	AP	AR	GKS	DMS	MSH	MF	AJ	DBC	LS	SC	SHC	DPS	AK	PM	MAS	RH	RK	ST	RJ	DNS	
13.04.22	9:30 AM - 11:30 AM	AB	KD	MS	GC	AA	NS	NK	SS	PS	RJ	RM	VS	SHC	AR	GKS	AJ	MSH	MF	SAB	DBC	LS	SC	DMS	PM	AK	RH	MAS	ST	DPS	DNS	AD	
13.04.22	12:30 PM - 2:30 PM	KD	MS	VS	NS	PS	NK	AA	EP	SS	RM	RJ	SK	AP	MSH	AR	GKS	AB	LS	AJ	SAB	DBC	--	----	MF	RH	AK	RK		SC	DPS	AD	
18.04.22	9:30 AM - 11:30 AM																														MAS	SHC	ST
18.04.22	12:30 PM - 2:30 PM																														SC	MF	GC
19.04.22	9:30 AM - 11:30 AM																														SS	SHC	GC
19.04.22	12:30 PM - 2:30 PM																														ST		

Note:
 1. In case of any query or relieving kindly contact your wing incharge.
 2. Ground Floor
 3. First Floor: Mr Yashwardhan Singh (104-107) and Dr Mahua Bose (112-129)
 4. Second Floor: Sister Dr Ligimol Louis
 5. Third Floor: Dr Happy Agrawal and Ms Nupur Chauhan
 6. Office: Dr Dharmveer Yadav & Dr Shruti Rawal, Rajiv Nokhwal, Rajendra Saini and Ramavatar Atal (11 & 13 April 2022)
 Dr Dharmveer Yadav, Dr Mahua Bose, Rajiv Nokhwal, Rajendra Saini and Ramavatar Atal (18 & 19 April 2022)

NOTE: FOR THE STUDENTS:
 1. REPORTING TIME FOR ALL THE STUDENTS:
 FOR SHIFT I: 9:15 AM.
 FOR SHIFT II: 12:15 Noon
 2. NO MOBILE PHONES ARE ALLOWED IN THE EXAMINATION HALL. STUDENTS SHOULD KEEP IT IN THEIR BAGS OUTSIDE THE EXAM HALL ALLOCATED.

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



ST XAVIER'S COLLEGE - JAIPUR

Second Internal Examination April 2022

11 April to 19 April 2022

LIST OF INVIGILATORS

S.No	Name of Faculty	Abbreviation
1	Dr. Nitasha Khatri	NK
2	Dr. Ekta Puri	EP
3	Ms. Akansha Arora	AA
4	Ms. Neetu Sharma	NS
5	Dr. Pradeep Soni	PS
6	Dr. Shikha Arora Bakshi	SAB
7	Dr. Salim Khan	SK
8	Dr. Leena Sharma	LS
9	Ms. Anjali Pareek	AP
10	Dr. Ankita Rathore	AR
11	Dr. Gurneet Kaur Suri	GKS
12	Dr. Renu Jadon	RJ
13	Dr. Manisha Sharma	MSH
14	Ms. Rose Martin	RM
15	Dr. Arpita Banerjee	AB
16	Dr. Vaishali Singh	VS
17	Ms. Keren Daniel	KD
18	Dr. Madhu Sharma	MS
19	Dr. Ranjit Kaur	RK
20	Dr. Atiq Kelsy	AK
21	Dr. Rama Hirawat	RH
22	Ms. Akanksha Johar	AJ
23	Dr Saloni Singhanian	SS
24	Ms. Mrinalini Faujdar	MF
25	Ms. Poorvi Medatwal	PM
26	Ms. Maharshi Sharma	MAS
27	Ms. Sunita Choudhary	SC
28	Dr. Boola Choudhary	DBC
29	Ms. Shiromi Chaturvedi	SHC
30	Dr. Meeta Sharma	DMS
31	Dr. Preeti Sharma	DPS
32	Dr. Gaurika Chugh	GC
33	Dr. Neelu Sharma	DNS
34	Dr. Aparna Dixit	AD
35	Ms. Sonali Thakur	ST

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Principal

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

ST XAVIER'S COLLEGE - JAIPUR
First Internal Examination December 2021
15th December to 22nd December 2021

Invigilation Duty Chart 1

Class & Room No.		BCOM I A	BCOM I A	BCOM I B	BCOM I B	BCOM II A	BCOM II A	BCOM II B	BCOM III	BCOM III	BA ENG I	BA ENG II	BA ENG III	BA ECO I	BA ECO II	BA ECO III	BA POL SC I	BA POL SC II	BA POL SC III	BA PSY I	BA PSY II
Date	Time	201	202	204	205	201	202	204	205	207	106	104	105	125	128	129	40	41	42	107	112
15-Dec-21	9.30 am - 11.00 am	EP	GC	NK	AA						RH	AK	RK	SC	BCH	PM	SS	DPS	DMS	SHC	NS
	11.20 am -12.50 pm					NS	DPS	AJ	MHS	RK											
	1.10 pm - 2.40 pm																				
16-Dec-21	9.30 am - 11.00 am	EP	AD	DNS	AA						RH	AK	RK	SC	BCH	PM	SS	DPS	DMS	SHC	RJ
	11.20 am -12.50 pm					NK	SS	AJ	MHS	AR											
	1.10 pm - 2.40 pm																				
17-Dec-21	9.30 am - 11.00 am	EP	RJ	NK	AA						RH	AK	RK	SC	BCH	PM	SS	DPS	DMS	SHC	AJ
	11.20 am -12.50 pm					NS	SS	AJ	MHS	AR											
	1.10 pm - 2.40 pm																				
18-Dec-21	9.30 am - 11.00 am	EP	GC	NS	PS						RH	AD	RK	SC	BCH	PM	SS	DPS	DMS	SHC	SAB
	11.20 am -12.50 pm					NK	AA	AJ	LS	DPS											
	1.10 pm - 2.40 pm																				
20-Dec-21	9.30 am - 11.00 am	EP	MHS	NK	PS																
	11.20 am -12.50 pm					NS	RH	SS	MHS	DPS											
	1.10 pm - 2.40 pm																				
21-Dec-21	9.30 am - 11.00 am	BCH	DMS	PS	PM																
	11.20 am -12.50 pm					NK	NS	AJ	MHS	AK											

Note:

1. IN CASE OF ANY EMERGENCY OR RELIEVING KINDLY CONTACT YOUR WING INCHARGE .
2. WING INCHARGE (201 TO 333): DR MAHUA BOSE & DR HAPPY AGARWAL
3. WING INCHARGE (217 TO 227): SISTER DR LIGIMOL LOUIS
4. WING INCHARGE (104 TO 120): MR YASHWARDHAN SHINGH AND DR DENNY SHAJI
5. WING INCHARGE (40,41 AND 42): MS NUPUR CHAUHAN
6. INCHARGE FOR PG EXAMS THROUGH THE ITLE: YASWARDHAN SINGH (FOR MA ECO), DR. HAPPY AGRAWAL (FOR M.COM.HRM) AND DR. SHRUTI RAWAL (FOR MA ENGLISH)
6. OFFICE :DR DHARMVEER YADAV,DR SHRUTI RAWAL AND MS NUPUR CHAUHAN
7. PLEASE NOTE ALL THOSE WHO ARE FREE IN FIRST SHIFT, SECOND SHIFT AND THIRD SHIFT CAN BE ASKED TO BE A RELIEVER

NOTE:FOR THE STUDENTS:

1. PLEASE NOTE THAT THE REPORTING TIME FOR ALL THE STUDENTS:
FOR SHIFT 1 IS 9.15 AM.
FOR SHIFT 2 IS 11:10 AM
FOR 3RD SHIFT IS 1.00 PM
2. NO MOBILE PHONES ARE ALLOWED IN THE EXAMINATION HALL. PLEASE KEEP IN YOUR BAGS OUTSIDE THE EXAM HALL ALLOCATED.

Handwritten signature in green ink.

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Principal

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



ST. XAVIER'S COLLEGE, JAIPUR

Hathori Fort Road, Jaipur- 302001, Rajasthan

Ref: SXC/ACAD/IEC//2020/1693

6 March 2020

Staff Notice

Second Internal Examination '20

BBA and BCA

Invigilation Duty Chart

Class & Room No.		BBA I	BBA II	BBA III	BCA III	BCA II	BCA I
Date	Time↓	103	104	102		108	
17-Mar-20	8.30 a.m. - 11.30 a.m.	MHS	SAB	AR	VS	KD	
18-Mar-20	8.30 a.m. - 11.30 a.m.	SC	LS	SK	AB	VS	
19-Mar-20	8.30 a.m. - 11.30 a.m.	SG	LS	SAB	DY	KD	
20-Mar-20	8.30 a.m. - 11.30 a.m.	NS	SK	AR	KD	AB	
21-Mar-20	8.30 a.m. - 1130 a.m	SG	SK	AR	AB	DY	
	11.30a.m.-2.30 p.m.	HA	SAB	LS	VS	DY	

Principal

Ref: SXC/ACAD/IEC//2020/1694-1697

Copy forwarded to the following for information and necessary action:

1. Vice Principal, St Xavier's College, Jaipur
2. Coordinator, Internal Examination Committee.
3. All Staff, St Xavier's College, Jaipur
4. Office, St Xavier's College, Jaipur

Principal

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



St. Xavier's College, Jaipur

Second Term Examination 2020
24 to 29 Feb '20

Ref : SXC/ACAD/EXAM/2020/ 1641

20.02.2020

Invigilation Duty Sheet

Class & Room No.		BCOM I A	BCOM I B	BCOM I C	BCOM II	BCOM III	BA ENG II	BA ENG III	MA ENG (P)	MA ENG(F)	BA ENG I	BA ECO I	BA ECO II	BA ECO III	BA POL SC I	BA POL2
Date	Time	201	202	205	102			310			309		307			308
24-Feb-20	8.30 a.m. - 11.30 a.m.							PM + PS			AK		PS			MS
25-Feb-20	8.30 a.m. - 11.30 a.m.							SC			NC		PM			YS
26-Feb-20	8.30 a.m. - 11.30 a.m.							PS			MHS		MHS			SC
27-Feb-20	8.30 a.m. - 11.30 a.m.	SG	AA	NS		NK		RK			NC		YS			MS
	11.30a.m.-2.30 p.m.	HA	SAB	MHS		EP										
28-Feb-20	8.30 a.m. - 11.30 a.m.	SC	AA	NS		NK		RK			AK		PM			NC
	11.30a.m.-2.30 p.m.	HA	SG	SC		EP										
29-Feb-20	8.30 a.m. - 11.30 a.m.	AA	SG	NS		NK		AK			RK		MHS			MS
	11.30a.m.-2.30 p.m.	HA	PS	NC		EP										


Principal

Ref : SXC/ACAD/EXAM/2020/ 1642 - 1647

Copy forwarded to the following for information and necessary action:

1. Vice Principal, St. Xavier's College, Jaipur.
2. Administrator, St. Xavier's College, Jaipur.
3. All the Heads of the Department, St. Xavier's College, Jaipur.
4. Coordinator, Internal Examinations, St. Xavier's College, Jaipur
5. Website Coordinator, St. Xavier's College, Jaipur.
6. Office, St. Xavier's College, Jaipur.


Principal


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

**First Term Examination 2019
9 SEPT TO 17 SEPT 19
Time Table**

Class & Room No.		BCOM I A	BCOM I B	BCOM I C	BCOM II A /BBA I A	BCOM II B /BBA I B	BCOM III /BBA I C	BA ENG II+BA ECO / BBA I A	BA ENG III+ BA ECO III / BBA II B	MA ENG (P+F) / MA ECO(P+F) / BBA-II C	BCA I + BBA III / I D	BCA II	BCA III	BA ECO II	BA ENG I	BA ECO I	BA POL SC I	BA POL2
Date	Time	201	202	205	102	103	104	307	308	309	310	312	313	314	108	109	110	315
09-Sep	8.30 am -10.00 am	NK+LS	NS/HA	SG	EP	AA	SAB	SN	RH+NC	RK	DY+MS	AB	VS	PM	MOHIT	YS	PS	MS
	10:30 am-12.00 pm	AA	NS	NK	LS	SG	AR/NC	SK	SC	HA	MAS			MA.S	RK	YS	PS	MS
11-Sep	8.30 am-10.00 am	NK	AA/SK	SG+LS	EP	HA	SAB	SN	RH	RK	DY+MS	AB	VS	PM	MOHIT	YS	PS	MAS
	10:30 am-12.00 pm	EP	SAB	AA	LS	SG/MAS	AR	SK	SC	MAS	NC			MA.S	RH	PM	PS	MS
12-Sep	8.30 am -10.00 am	NK/HA	NS	SG	EP	AA	SAB	SN	RH	RK	DY+MS	AB	VS	PM	MOHIT	YS	PS	MS
	10:30 am-12.00 pm	AA	NS	SG	LS	AR/MAS	SAB/NC	SK	SC	MAS	HA			PM	RK	PM	PS	MS
13-Sep	8.30 am -10.00 am	NK	NS	AA+LS	EP	AA	SAB	SN	RH	RK	DY+MS	AB	VS	PM	MOHIT	YS	PS	MS
	10:30 am-12.00 pm				LS/HA	AR/AB	SAB/NC	SK	SC	NC	MOHIT			MA.S			PS	
16-Sep	8.30 am -10.00 am	NK	NS	AA	EP	AR/RH	SAB	SN	RH	RK	DY+MS	AB	VS	PM	MOHIT	YS	NC	MAS
	10:30 am-12.00 pm				HA	AA	NC	SK/MAS	SC	MAS	MOHIT							
17-Sep	8.30 am -10.00 am	NK	NS	AA+SK	EP	AR	SAB	SN	RH	RK	DY+MS	AB	VS	PM	MOHIT	YS	SN	MS
	10:30 am-12.00 pm				HA	AR/RH	NC	SK	SC	RH	MAS							

- Note:**
1. Please note that the compulsory papers and BBA 1st Year & 2nd Year will be in the 2nd shift
 2. Ms. Anjali Pareek, Dr. Sarita Pareek & Ms. Pushpanjali will take over duties in case of emergency
 3. Please note that Computer Science papers are between 8:30 am to 10:30 am

SPB


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