

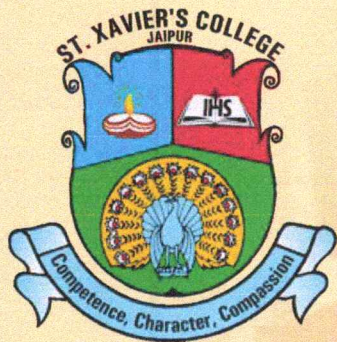


7.1.1 STAFF SHARING DIFFERENT ROLES IN ACADEMIC & ADMINISTRATIVE RESPONSIBILITIES

GENDER EQUITY AMONGST STAFF

ACADEMIC HANDBOOK

2018-19



SESSION 2018-2019

ST. XAVIER'S COLLEGE, JAIPUR

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

COLLEGE HANDBOOK & ACADEMIC CALENDAR

COURSES OFFERED

UG Courses

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

PG Courses

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

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

INTERNAL QUALITY ASSURANCE CELL (IQAC)

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

COMMITTEES (2018-2019)

Admission

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

Student Council

Dr. Mahua Bose
Mr. Sagar Goyal
Dr. Dharmveer Yadav

Coordinator
Deputy Coordinator
Deputy Coordinator

Members

Ms. Ankita Rathore
Ms. Ruchi Sharma
Dr. Sarita Pareek

Ms. Anjali Pareek
Dr. Ajay Kumar Dandotiya
Dr. Madhu Sharma

Staff Council

Dr. Sheila Rai
Rev. Fr. Joshy Kuruvilla, S.J.
Staff Secretary
All regular teaching faculties

Chairperson
Deputy Chairperson
Mr. Yashwardhan Singh
Members

Discipline

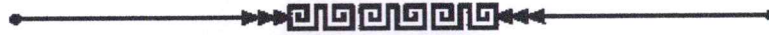
Dr. Ajay Kumar Dandotiya
Rev. Fr. Joshy Kuruvilla, S.J.
Department Heads

Coordinator

Grievance Redressal (College)

Dr. Sheila Rai
Staff Secretary
Ms. Vaishali Singh
Ms. Ankita Rathore

Rev. Fr. Joshy Kuruvilla, S.J.
Ms. Sapna Newar
Ms. Anjali Pareek



Grievance Redressal (Department-Sub Committee)

Management

Mr. Salim Khan

Dr. Shikha Bakshi

Commerce

Dr. Nitasha Khatri

Ms. Akansha Arora

Economics

Mr. Yashwardhan Singh

Ms. Sapna Newar

English

Ms. Ranjit Kaur

Dr. Atika Kelsy

Computer Science

Ms. Arpita Banerjee

Dr. Dharmveer Yadav

Political Science

Dr. Meeta Sharma

Anti-Ragging Committee

Rev. Fr. Joshy Kuruvilla

Dr. Sarita Pareek

Dr. Ajay Kumar Dandotiya

Sexual Harassment Committee

Prof. Sashi Sahai

Dr. Rashmi Jain

Mr. Sagar Goyal

Dr. Shikha Bakshi

Dr. Meeta Sharma

SC, ST, OBC Committee

Mr. Yashwardhan Singh

Dr. Ekta Puri

Ms. Suja Koruth

Minority Committee

Mr. Salim Khan

Ms. Ranjit Kaur

Mr. Sanju Thomas

Canteen

Rev. Fr. Joshy Kuruvilla, S.J.

(Coordinator)

Ms. Vaishali Singh

Ms. Ankita Rathore

Dr. Ajay Kumar

Mr. Sanju Thomas



Alumni Committee

Rev. Fr. Varkey Perekatt, S.J.
(Director)

Ms. Sapna Newar
(Coordinator)

Ms. Keren Lois Daniel

Ms. Roxanne. M. Castellas

IPR Committee

Dr. Nitasha Khatri
(Coordinator)

Dr. Leena Sharma

Mr. Salim Khan

College Magazine

Ms. Ruchi Sharma
(Coordinator)

Student Council Members

Conference Committee

Ms. Ranjit Kaur
(Coordinator)

Dr. Atiq Kelsy

Dr. Shikha Bakshi

Dr. Dharamveer Yadav

Dr. Meeta Sharma

Ms. Poorvi Medatwal

Ms. Akansha Arora

Ms. Roxanne M. Castellas

**Campus Recruitment/
Internship Cell**

Mr. Salim Khan
(Coordinator)

Dr. Dharmveer Yadav

Ms. Keren Lois Daniel

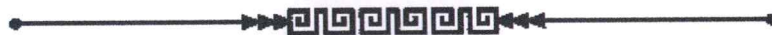
Ms. Ruchi Sharma

Ms. Akansha Arora

Ms. Poorvi Medatwal



Media	Dr. Nitasha Khatri (Coordinator) Dr. Atiqa Kelsy Mr. Sagar Goyal
Academic	Dr. Sheila Rai (Coordinator) Rev. Fr. Varkey Prekkatt S.J. Rev. Fr. Joshy Kuruvilla, S.J. Department Heads
Internal Examination	Ms. Arpita Banerje (Coordinator) Ms. Ranjit Kaur Dr. Ekta Puri Ms. Ankita Rathore Mr. Sanju Thomas Mr. Rajeev Nokhwal
Cultural	Ms. Anjali Pareek (Coordinator) Dr. Mahua Bose Dr. Ekta Puri Ms. Akansha Arora Ms. Keren Lois Daniel Ms. Arpita Banerjee Dr. Meeta Sharma
Sports	Dr. Ajay (Coordinator) Mr. Salim Khan Ms. Ankita Rathore Dr. Madhu Sharma Ms. Poorvi Medatwal
Website	Ms. Arpita Banerjee Ms. Roxanne M.

**Library**

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

Studio

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

Time Table

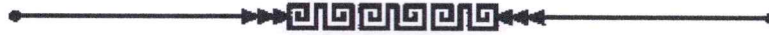
Mr. Yashwardhan Singh
(Coordinator)
Dr. Nitasha Khatri
Ms. Ranjit Kaur
Ms. Anjali Pareek
Ms. Arpita Banerjee

University Exam

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

Handbook

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



Internal Auditing

Mr. Yashwardhan Singh
(Coordinator)

Dr. Leena Sharma
Ms. Akansha Arora

Steering Committee (NAAC)

Mr. Yashwardhan Singh
(Coordinator)

Dr. Shikha Bakshi
Dr. Nitasha Khatri
Ms. Sapna Newar
Ms. Ranjit Kaur
Dr. Leena Shanna
Ms. Vaishali Singh
Dr. Atiqa Kelsy

Entrepreneurship Cell

Mr. Salim Khan (Coordinator)

Dr. Leena Sharma
Dr. Shikha Bakshi
Ms. Anjali Pareek
Ms. Ankita Rathore

IT cell

Ms. Arpita Banerjee
(Coordinator)

Dr. Dharmveer Yadav
Ms. Vaishali Singh
Ms. Keren Lois Daniel
Dr. Madhu Sharma

Literati Cell

Mr. Ranjit Kaur (Coordinator)

Dr. Sarita Pareek
Dr. Atiqa Kelsy
Ms. Ruchi Sharma
Ms. Roxanne M.

Gender Study Cell

Dr. Ajay Kumar Dandotiya

Ms. Roxanne Castellas