



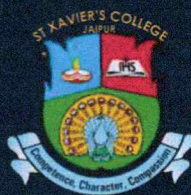
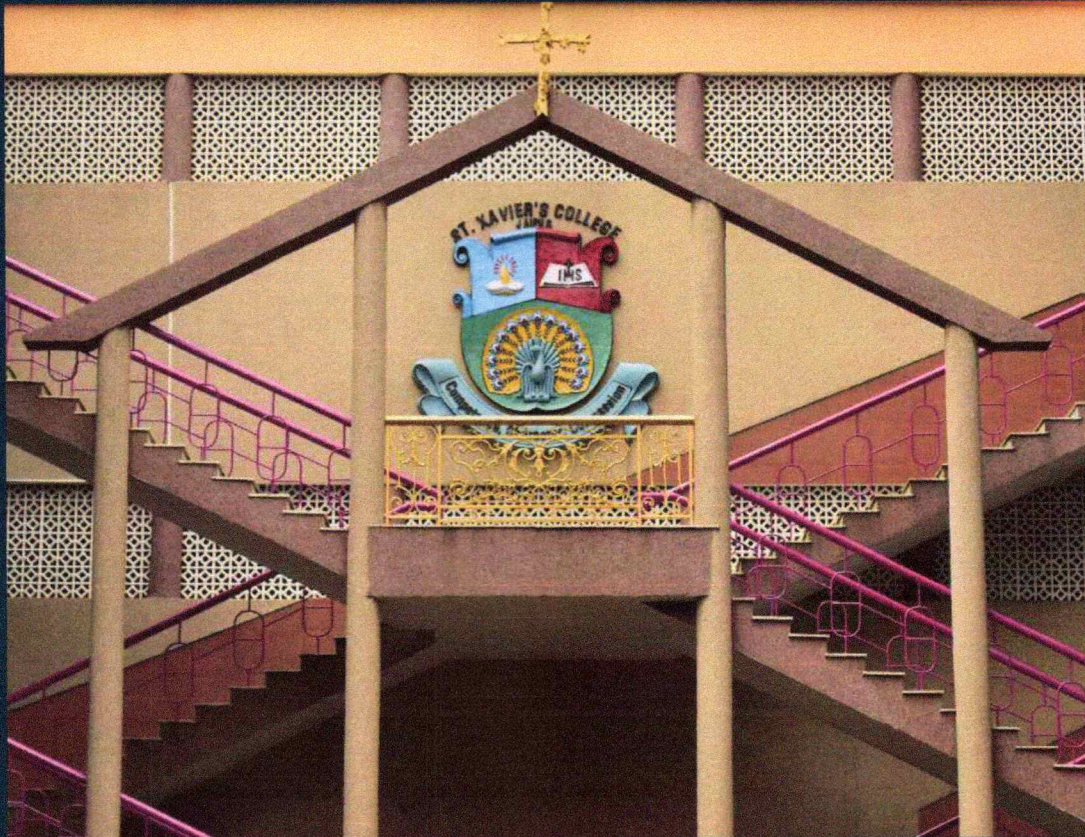
## 7.1.1 STAFF SHARING DIFFERENT ROLES IN ACADEMIC & ADMINISTRATIVE RESPONSIBILITIES

**GENDER EQUITY AMONGST STAFF**

**ACADEMIC HANDBOOK**

**2020-21**

# College Handbook & Academic Calendar 2020-21



## St Xavier's College, Jaipur

Affiliated to the University of Rajasthan  
Approved under Section 2(f) and 12(B) of UGC Act, 1956

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

---

**STATUTORY COMMITTEES FOR THE  
ACADEMIC YEAR 2020 – 21**

**1. Academic Council**

1. Rev. Dr A Rex Angelo, SJ (Chairman)
2. Rev. Dr Sherry George, SJ
3. Rev. Dr Raymond Cherubin, SJ
4. Ms Vaishali Singh (Convener)
5. The Heads of the Departments
6. IQAC Coordinator

**2. Admission Committee**

1. Rev. Dr A Rex Angelo, SJ (Chairman)
2. Rev. Dr Sherry George, SJ
3. Rev. Dr Raymond Cherubin, SJ
4. The Heads of the Departments
5. ERP Committee Members

**3. Staff Council**

1. Rev. Dr A Rex Angelo, SJ (Chairman)
2. Rev. Dr Sherry George, SJ
3. Rev. Dr Raymond Cherubin, SJ
4. Dr Nitasha Khatri (Staff Secretary)
5. The Regular Teaching Faculty

**4. Student Council**

1. Rev. Dr A Rex Angelo, SJ (Chairman)
2. Rev. Dr Sherry George, SJ
3. Rev. Dr Raymond Cherubin, SJ
4. Dr Ranjit Kaur (Coordinator)
5. Ms Arpita Banerjee
6. Dr Ajay Kumar Dandotiya
7. Ms Neetu Sharma
8. Ms Sunita Choudhary
9. Dr Preeti Sharma
10. Dr Happy Agrawal
11. Ms Pushpanjali Saini
12. Dr Shruti Rawal

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

5. **Code of Conduct Committee**

1. Rev. Dr A Rex Angelo, SJ (Chairman)
2. Rev. Dr Sherry George, SJ
3. Rev. Dr Raymond Cherubin, SJ
4. **Dr Ajay Kumar Dandotiya**
5. Dr Dharmveer Yadav
6. Ms Anjali Pareek
7. The Heads of the Departments

6. **Appeals & Grievances Committee**

1. Rev. Dr A Rex Angelo, SJ (Chairman)
2. Rev. Dr Sherry George, SJ
3. Rev. Dr Raymond Cherubin, SJ
4. The Heads of the Departments

7. **Appeals & Grievances (Departmental Level)**

1. Business Administration: HoD& Dept. Teachers
2. Commerce: HoD& Dept. Teachers
3. Economics: HoD& Dept. Teachers
4. English: HoD& Dept. Teachers
5. Computer Science: HoD& Dept. Teachers
6. Political Science: HoD& Dept. Teachers

8. **Anti-ragging Cell**

1. **Rev. Dr A Rex Angelo, SJ (Chairman)**
2. Rev. Dr Sherry George, SJ
3. Rev. Dr Raymond Cherubin, SJ
4. **Dr Ajay Kumar Dandotiya**
5. Dr Dharmveer Yadav
6. Dr Ranjit Kaur

9. **Anti-sexual Harassment**

1. Rev. Dr A Rex Angelo, SJ (Chairman)
2. Rev. Dr Sherry George, SJ
3. Rev. Dr Raymond Cherubin, SJ
4. **Dr Shikha Arora**
5. Dr Salim Khan
6. Dr Atiqa Kelsy

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

---

**10. SC, ST & OBC Committee**

1. Rev. Dr A Rex Angelo, SJ (Chairman)
2. Rev. Dr Sherry George, SJ
3. Rev. Dr Raymond Cherubin, SJ
4. Dr Dharmveer Yadav
5. Dr Ekta

**11. Minorities Committee**

1. Rev. Dr A Rex Angelo, SJ (Chairman)
2. Rev. Dr Sherry George, SJ
3. Rev. Dr Raymond Cherubin, SJ
4. Dr Salim Khan
5. Dr Ranjit Kaur
6. Dr Atiqa Kelsy

**12. Internal Inquiry Committee**

1. Rev. Dr A Rex Angelo, SJ (Chairman)
2. Rev. Dr Sherry George, SJ
3. Rev. Dr Raymond Cherubin, SJ
4. Dr Ajay Kumar Dandotiya
5. The Heads of the Departments

**13. Alumni Committee**

1. Rev. Dr A Rex Angelo, SJ (Director)
2. Rev. Dr Sherry George, SJ
3. Rev. Dr Raymond Cherubin, SJ
4. Dr Ranjit Kaur
5. Ms Akansha Arora

**14. Cultural Committee**

1. Rev. Dr A Rex Angelo, SJ (Chairman)
2. Rev. Dr Sherry George, SJ
3. Rev. Dr Raymond Cherubin, SJ
4. Ms Ankita Rathore
5. Ms Akansha Arora
6. Dr Meeta Sharma
7. Ms Keren Lois Daniel
8. Ms Banhisikha Das
9. Students' Council Coordinator

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

---

**15. Intellectual Property Right Committee**

1. Rev. Dr A Rex Angelo, SJ (Chairman)
2. Rev. Dr Sherry George, SJ
3. Rev. Dr Raymond Cherubin, SJ
4. Dr Nitasha Khatri
5. Ms Ankita Rathore
6. Dr Shikha Arora Bakshi

**16. Sports Committee**

1. Rev. Dr A Rex Angelo, SJ (Chairman)
2. Rev. Dr Sherry George, SJ
3. Rev. Dr Raymond Cherubin, SJ
4. Dr Ajay Kumar Dandotiya (Convener)
5. Ms Sunita Choudhary
6. Dr Happy Agrawal
7. Ms Neetu Sharma

**17. Library & Xavier Knowledge Centre**

1. Rev. Dr A Rex Angelo, SJ (Chairman)
2. Rev. Dr Sherry George, SJ
3. Rev. Dr Raymond Cherubin, SJ
4. Dr Ekta (Convener)
5. Dr Dharmveer Yadav
6. Ms Maharshi Sharma
7. Dr Rama Hirawat
8. Dr Meeta Sharma
9. Dr Happy Agrawal
10. Ms Nupur Chouhan
11. Mr Hanuman Singh Rajput
12. Mrs Loveleen Mathur

**18. Canteen Committee**

1. Rev. Dr A Rex Angelo, SJ (Chairman)
2. Rev. Dr Sherry George, SJ
3. Rev. Dr Raymond Cherubin, SJ (Convener)
4. Dr Mahua Majumdar Bose
5. Ms Arpita Banerjee

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

---

**19. College Magazine Committee**

1. Rev. Dr A Rex Angelo, SJ (Chairman)
2. Rev. Dr Sherry George, SJ
3. Rev. Dr Raymond Cherubin, SJ
4. **Dr Atiqa Kelsy (Convener)**
5. Students' Council Members
6. Dr Shruti Rawal

**20. Media & Advertising**

1. Rev. Dr A Rex Angelo, SJ (Chairman)
2. Rev. Dr Sherry George, SJ
3. Rev. Dr Raymond Cherubin, SJ
4. **Dr Mahua Majumdar Bose (Convener)**
5. Ms Nupur Chouhan
6. Dr Boola Choudhary
7. Dr Dharmveer Yadav
8. Ms Keren Lois Daniel
9. Dr Shruti Rawal

**21. College Website Management**

1. Rev. Dr A Rex Angelo, SJ (Chairman)
2. Rev. Dr Sherry George, SJ
3. Rev. Dr Raymond Cherubin, SJ
4. **Dr Madhu Sharma (Convener)**
5. Dr Rama Hirawat
6. Ms Nupur Chauhan
7. Dr Preeti Sharma
8. Ms Pushpanjali Saini
9. Ms Neetu Sharma

**22. Studio**

1. Rev. Dr A Rex Angelo, SJ (Chairman)
2. Rev. Dr Sherry George, SJ
3. Rev. Dr Raymond Cherubin, SJ
4. **Ms Arpita Banerjee (Convener)**
5. Ms Neetu Sharma

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

---

**23. Timetable**

1. Rev. Dr A Rex Angelo, SJ (Chairman)
2. Rev. Dr Sherry George, SJ
3. Rev. Dr Raymond Cherubin, SJ
4. Mr Yashwardhan Singh (Convener)
5. Dr Salim Khan
6. The Heads of Departments

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

1. Rev. Dr A Rex Angelo, SJ (Chairman)
2. Rev. Dr Sherry George, SJ
3. Rev. Dr Raymond Cherubin, SJ
4. Ms Vaishali Singh (Convener)
5. Mr Yashwardhan Singh
6. Ms Poorvi Medatwal
7. Ms Akansha Arora
8. Dr Happy Agarwal

**25. Internal Auditing**

1. Rev. Dr A Rex Angelo, SJ (Chairman)
2. Rev. Dr Sherry George, SJ
3. Rev. Dr Raymond Cherubin, SJ
4. Dr Salim Khan (Convener)
5. Dr Nitasha Khatri
6. Ms Vaishali Singh

**26. Scholarships**

1. Rev. Dr A Rex Angelo, SJ (Chairman)
2. Rev. Dr Sherry George, SJ
3. Rev. Dr Raymond Cherubin, SJ
4. Dr Dharmveer Yadav
5. The Heads of the Departments

**27. MOOCs/SWAYAM**

1. Rev. Dr A Rex Angelo, SJ (Chairman)
2. Rev. Dr Sherry George, SJ
3. Rev. Fr Raymond Cherubin, SJ
4. Ms Anjali Pareek (Convener)
5. Ms Keren Daniel
6. Dr Salim Khan
7. Dr Aakansha Natani

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



---

**28. Planning and Evaluation Committee**

1. Rev. Dr A Rex Angelo, SJ (Chairman)
2. Rev. Dr Sherry George, SJ
3. Rev. Dr Raymond Cherubin, SJ
4. Mr Yashwardhan Singh
5. Mr Salim Khan

**29. Finance and Resource Mobilisation (FRMC)**

1. Rev. Dr A Rex Angelo, SJ (Chairman)
2. Rev. Dr Sherry George, SJ
3. Rev. Dr Raymond Cherubin, SJ
4. The Heads of the Departments
5. IQAC Coordinator

## SPECIAL COMMITTEES

**1. NAAC Steering Committee**

1. Rev. Dr A Rex Angelo, SJ (Chairman)
2. Rev. Dr Sherry George, SJ
3. Rev. Dr Raymond Cherubin, SJ
4. Mr Yashwardhan Singh (Convener)
5. Dr Shikha Arora Bakshi
6. Dr Ranjit Kaur
7. Dr Nitasha Khatri
8. Ms Vaishali Singh
9. Dr Leena Sharma
10. Dr Atiqa Kelsy
11. Dr Dharmveer Yadav
12. Dr Mahua Majumdar Bose

**2. Multi-disciplinary Conference**

1. Rev. Dr A Rex Angelo, SJ (Chairman)
2. Rev. Dr Sherry George, SJ
3. Rev. Dr Raymond Cherubin, SJ
4. Dr Ekta Puri (Convener)
5. Mr Salim Khan

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

- 
6. Ms Arpita Banerjee
  7. Dr Meeta Sharma
  8. Ms Anjali Pareek
  9. Dr Shruti Rawal
  10. Dr Rama Hirawat
  11. Ms Maharshi Sharma
  12. Ms Shiromi Chaturvedi

**3. Handbook**

1. Rev. Dr A Rex Angelo, SJ (Chairman)
2. Rev. Dr Sherry George, SJ
3. Rev. Dr Raymond Cherubin, SJ
4. Dr Atiqa Kelsy (Convener)
5. Ms Anjali Pareek
6. Dr Meeta Sharma
7. Ms Nupur Chauhan
8. Ms Pushpanjali Saini

**4. Prospectus**

1. Rev. Dr A Rex Angelo, SJ (Chairman)
2. Rev. Dr Sherry George, SJ
3. Rev. Dr Raymond Cherubin, SJ
4. Dr Nitasha Khatri (Convener)
5. Dr Rama Hirawat
6. Ms Anjali Pareek
7. Ms Keren Lois Daniel
8. Ms Nupur Chauhan
9. Ms Maharshi Sharma

**5. Action Committee for Shifting and Merger**

1. Rev. Fr Varkey Perekatt, SJ (Convener)
2. Rev. Dr S Arokya Swamy, SJ
3. Rev. Dr Augustine Perumalil, SJ
4. Rev. Dr A Rex Angelo, SJ
5. Rev. Dr Sherry George, SJ
6. Rev. Dr Raymond Cherubin, SJ
7. Rev. Dr Jijimon, SJ
8. Mr Yashwardhan Singh

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

- 
9. Dr Dharmveer Yadav
  10. Dr Salim Khan
  11. Dr Nitasha Khatri
  12. Mr Saumitra Joshi

## SPECIAL TASK CELLS

### 1. Internal Quality Assurance Cell (IQAC)

1. Rev. Dr A Rex Angelo, SJ (Chairman)
2. Rev. Dr Augustine Perumalil, SJ
3. Rev. Fr VarkeyPerekkatt, SJ
4. Rev. Dr Sherry George, SJ
5. Rev. Dr Raymond Cherubin, SJ
6. Dr Sheila Rai
7. Prof. Vijay Vir Singh
8. Prof. Sudha Rai
9. Ms Anshul Bhatt
10. Mr Hanuman Singh Rajput
11. Mrs Loveleen Mathur
12. Dr Shikha Arora Bakshi
13. Dr Nitasha Khatri
14. Dr Ranjit Kaur
15. Ms Vaishali Singh
16. Mr Yashwardhan Singh (Coordinator)

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

1. Rev. Dr A Rex Angelo, SJ (Chairman)
2. Rev. Dr Sherry George, SJ
3. Rev. Dr Raymond Cherubin, SJ

#### A. Publication

1. Dr Shikha Arora Bakshi (Coordinator)
2. Dr Atiqa Kelsy
3. Ms Akansha Arora

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

- 
- B. Research and Projects**
1. Dr Leena Sharma (Coordinator)
  2. Ms Vaishali Singh
  3. Mr Yashwardhan Singh
- 3. Xavier's ELT Research Centre (XERC)**
1. Rev. Dr A Rex Angelo, SJ (Director)
  2. Dr Atiqa Kelsy
  3. Dr Shruti Rawal
- 4. University Affairs Cell (UAC)**
1. Mr Yashwardhan Singh (Coordinator)
  2. Dr Salim Khan
- 5. Faculty Enrichment and Exchange Programme Cell (FEEPC)**
1. Dr Leena Sharma (Coordinator)
  2. Dr Nitasha Khatri
  3. Dr Ranjit Kaur
- 6. Examination Cell**
1. Dr Dharmveer Yadav (Coordinator)
  2. Dr Mahua Bose
  3. Ms Anjali Pareek
  4. Mr Yashwardhan Singh
  5. Ms Nupur Chauhan
  6. Dr Shruti Rawal
- 7. Innovation and Incubation Cell (IIC) – Innovation Council**
1. Rev. Dr A Rex Angelo, SJ (President)
  2. Rev. Dr Sherry George, SJ
  3. Rev. Dr Raymond Cherubin, SJ
  4. Rev. Dr S Arokya Swamy, SJ
  5. Dr Shikha Arora Bakshi (Convenor)
  6. Dr Dharmveer Yadav
  7. Dr Nitasha Khatri
  8. Dr Happy Agarwal
- 8. Training, Internship, and Placement Cell (TIPC)**
1. Dr Mahua Majumdar Bose (Coordinator)
  2. Ms Arpita Banerjee
  3. Ms Poorvi Medatwal
  4. Dr Salim Khan

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

---

## 9. Institutional Social Responsibility Cell (ISRC)

1. Dr Ranjit Kaur (Coordinator)
2. Ms Keren Lois Daniel

## 10. Life-skill Enhancement Cell (LSEC)

1. Dr Nitasha Khatri (Coordinator)
2. Dr Ajay Kumar Dandotiya
3. Ms Ankita Rathore

## 11. Swachhta Action Plan (SAP) Committee

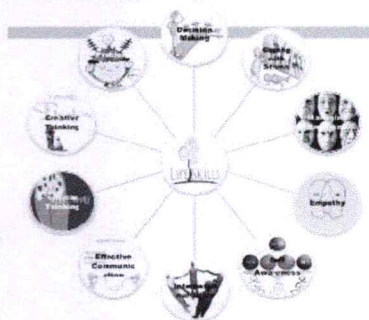
1. Rev. Dr A Rex Angelo, SJ (Chairman)
2. Dr Boola Choudhary (Sanitation and Hygiene)
3. Dr Madhu Sharma (Waste Management)
4. Dr Mahua Majumdar Bose (Water Management)
5. Dr Aakansha Natani (Energy Management)
6. Ms Banhisikha Das (Greenery)

## 12. COVID – 19 Action Committee

1. Rev. Dr A Rex Angelo, SJ (Chairman)
2. Rev. Dr Sherry George, SJ
3. Rev. Dr Raymond Cherubin, SJ
4. Ms Pushpanjali Saini (Coordinator)
5. Ms Neetu Sharma
6. Ms Sunita Choudhary
7. Ms Banhisikha Das
8. Ms Shiromi Chaturvedi

### THE TEN CORE LIFE SKILLS AS LAID DOWN BY WHO ARE:

- SELF AWARENESS
- EMPATHY
- CRITICAL THINKING
- CREATIVE THINKING
- DECISION MAKING
- PROBLEM SOLVING
- EFFECTIVE COMMUNICATION
- INTERPERSONAL RELATIONSHIP
- COPING WITH STRESS
- COPING WITH EMOTIONS



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