



7.1.1 STAFF SHARING DIFFERENT ROLES IN ACADEMIC & ADMINISTRATIVE RESPONSIBILITIES

GENDER EQUITY AMONGST STAFF

ACADEMIC HANDBOOK

2021-22



St Xavier's College - Jaipur

Nevta - Mahapura Road, Jaipur-302029

A Christian Minority Jesuit Institution
Affiliated to the University of Rajasthan
Approved under Section 2(f) and 12(B) of UGC Act, 1956
Institution under section 2(g) of NCMEI Act, 2004



**College Handbook & Academic Calendar
2021-22**

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

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

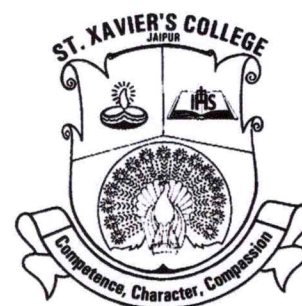
Bachelor of Arts (Pass Course)
Bachelor of Commerce (Pass Course)
Bachelor of Science (Pass Course)
Bachelor of Business Administration
Bachelor of Computer Application
Bachelor of Arts in English Literature (Honours Course)
Bachelor of Arts in Economics (Honours Course)
Bachelor of Arts in Political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



ST XAVIER'S COLLEGE, JAIPUR

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

Nevta- Mahapura Road, Jaipur Rajasthan -302029
For General Queries and Information
Contact : 9828726366, 9571077348

For Queries related to admission forms filling and fee payment
Contact: 9680791955

Website: www.stxaviersjaipur.org
Email: info@stxaviersjaipur.org


Principal

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

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

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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 Akansa Johar

Heads of Departments

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

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Principal

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

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 Atiqa 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 Atiqa 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)

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 (Convener)

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)

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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


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

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

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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)

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

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

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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 Singhania

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

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)


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

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

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 Mecta 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 Singhania
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

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Principal
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