

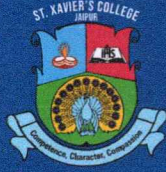


7.1.1 STAFF SHARING DIFFERENT ROLES IN ACADEMIC & ADMINISTRATIVE RESPONSIBILITIES

GENDER EQUITY AMONGST STAFF

ACADEMIC HANDBOOK

2022-23



St. Xavier's College - Jaipur

Nevta - Mahapura Road, Jaipur, Rajasthan-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



500th Anniversary of the Conversion of
St Ignatius of Loyola
(1491-1556)

Founder of The Society of Jesus

Statue blessed by
Most Rev Oswald Lewis
Bishop of Jaipur

Valedictory Celebration of the Quincentenary
31 July 2022

To see all things new in Christ

Handbook & Academic Calendar 2022-23


Principal

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

ACADEMIC SESSION 2022-2023

ST XAVIER'S COLLEGE – JAIPUR
A Christian Minority Jesuit Institution

Approved Under Section 2(f) and 12 (B) of the UGC Act, 1956
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 Applications
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

AICTE Courses:
Master of Business Administration (MBA)
Master of Computer Applications (MCA)


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

SPECIAL TASKS CELLS

1. Admissions Cell

Rev Fr Dr A Rex Angelo SJ (Chairman)
Rev Fr Dr Raymond Cherubin SJ
Dr Leena Sharma (Coordinator)
Heads of Departments
Coordinator, University Affairs
Coordinator, Media & Publicity
Coordinator, ERP
Coordinator, Website
PA to Fr Principal
Office Superintendent

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

Rev Fr Dr A Rex Angelo SJ (Chairman)
Rev Fr Dr M Amaldass SJ (Coordinator)
Rev Fr Dr S ArokyaSwamy SJ
Rev Fr Dr Raymond Cherubin SJ

A. Publications

Dr AtiqaKelsy (Coordinator)
Dr Ranjit Kaur (Asst Coordinator)
Ms Mrinalini Faujdar (Member)
Dr Arpita Banerjee (Member)

B. Research & Projects

Dr Vaishali Singh (Coordinator)
Mr Yashwardhan Singh (Asst Coordinator)
Dr Nitasha Khatri (Member)
Dr Ankita Rathore (Member)

3. Xavier's ELT Research Centre (XERC)

Rev Fr Dr A Rex Angelo SJ (Director)
Dr Shruti Rawal (Coordinator)
Dr Akanksha Johar (Asst Coordinator)
Mr Rohan Thomas Cherian (Member)

4. University Affairs Cell (UAC)

Dr Salim Khan (Coordinator)
Dr Pradeep Soni (Asst Coordinator)
Dean, Students' Affairs (Member)
Mr Dinesh Kaushik (Office Superintendent)
Mr Parmanand Sharma (Office Assistant)

5. Faculty Enrichment & Exchange Programme Cell (FEPEC)

Dr Atiqa Kelsy (Coordinator)
Ms Akansha Arora (Asst Coordinator)
Dr Aparna Dixit (Member)
Ms Pushpanjali Saini (Member)

6. Examination Cell

Dr Dharmveer Yadav (Coordinator)
Dr Mahua Bose (Asst Coordinator)
Dr Salim Khan (Member)
Dr Akanksha Johar (Member)
Rev Sr Dr Ligimol Louis CMC (Member)
Dr Sushil K Rodinal (Member)
Office Staff (Member)

**7. Innovation & Incubation Cell (IIC)/Innovation Council (IC202216607)
(Registered under MOE's Innovation Cell MHRD)**

Rev Fr Dr A Rex Angelo SJ (President)
Rev Fr Dr S Arokya Swamy SJ
Rev Fr Dr Raymond Cherubin SJ
Rev Fr Dr MAmaldass SJ
Dr Shikha Arora Bakshi (Convenor)
Dr Ankita Rathore (Innovation Activity Coordinator)
Ms PoorviMedatwal (Internship Coordinator)
Dr Ekta (Social Media Coordinator)
Dr Ashish Kumar Mishra (IPR Activity Coordinator)
Ms Keren Lois Danial (Start-up Activity Coordinator)

8. Training, Internship & Placement Cell (TIPC)

Ms PoorviMedatwal (Coordinator)
Dr Leena Sharma (Asst Coordinator)
Dr Shruti Rawal (Member)
Ms Neetu Sharma (Member)
Mr Surendra Singh Chauhan (Member)
Ms Ritu Sisodia (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
Rev Fr Dr M Amaldass SJ
Dr Ranjit Kaur (Coordinator)
Ms Rose Martin (Asst Coordinator)
Dr Happy Agrawal (Member)
Rev Sr Dr Ligimol Louis CMC (Member)
Dr Pradeep Soni (Member)
Ms Nupur Chauhan (Member)
Ms Ritu Sisodia (Member)
Dr. Mamta Pareek (Member)


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

Dr Nitasha Khatri (Coordinator-Aanandam)

Dr Renu Jadon (Asst Coordinator)

Dr Rama Hirawat (Member)

Dr Mahak Bhatia (Member)

11. Swachhta Action Plan (SAP) Committee

Rev Fr Dr A Rex Angelo SJ (Chairman)

Fr Pradeep Indwar SJ (Campus Administrator)

Dr Ankita Rathore (Coordinator)

Dr Arpita Banerjee (Sanitation & Hygiene)

Dr Madhu Sharma (Waste Management)

Rev Sr Dr Ligimol Louis CMC (Water Management)

Dr Shiv Pratap Choudhary (Energy Management)

Dr Mahak Bhatia (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 Ruhi Sinha (Member)

Dr Sushil K Rohiwal (Member)

Psychological Counsellor (Member)

13. Student Affairs Cell

Rev Fr Dr A Rex Angelo SJ (Chairman)

Rev Fr Dr Raymond Cherubin SJ

Dr Dharmveer Yadav (Dean of Student Affairs)

A. Appeals & Grievances

Dean, Student Affairs (Coordinator)

Heads of Departments

Dr Ajay Kr Dandotiya

B. Code of Conduct (Discipline)

Dean, Student Affairs (Coordinator)

Heads of Department

Dr Ajay Kr Dandotiya

C. Anti-Ragging

Dean, Student Affairs (Coordinator)

Heads of Departments

Dr Ajay Kr Dandotiya


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

Rev Fr Dr A Rex Angelo SJ (Chairman)
Rev Fr Dr Arokya Swamy SJ
Rev Fr Dr Raymond Cherubin SJ
Dr Denny Shaji (Coordinator)
Mr Rohan Thomas Cherian (Member)
Ms Ruhi Sinha (Member)

15. Management-Teacher-Parents Cell

Rev Fr Dr A Rex Angelo SJ (Chairman)
Rev Fr Dr Raymond Cherubin SJ
Dr Vaishali Singh (Coordinator)
Dr Manisha Sharma (Member)
Dr Sushil K Rohiwal (Member)
Dr Dharamveer Yadav 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)

S. No.	Club	Coordinator	Member
1.	Drama	Dr Happy Agrawal	Dr Gurneet Kaur Suri
2.	Music	Dr Renu Jadon	Ms Aneesha Jain
3.	Dance	Dr Manisha Sharma	Dr Mahak Bhatia
4.	Arts	Ms Akansha Arora	Mr Praveen Lakhera
5.	Photography	Dr Shruti Rawal	Ms Aneesha Jain
6.	AICUF	Dr Denny Shaji	Mr Rohan Thomas Cherian
7.	Fashion	Ms Sunita Choudhary	Ms Priya Jajotar
8.	Eco-friendly (NGC)	Ms Poorvi Medatwal	Dr Mamta Pareek
9.	NSS/NCC	Dr Pradeep Soni	Dr Shiv Pratap Choudhary Mr Rohan Thomas Cherian


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10.	Rovers & Rangers	Dr Pradeep Soni	Mr Surendra Singh Chauhan
11.	Entrepreneurship (E-Cell)	HoD (Bus.Administration)	Department Faculties
12.	Tech-X (IT Club)	HoD (Computer Science)	Department Faculties
13.	Literati	HoD (English)	Department Faculties
14.	Science Club (XSI)	HoD (Science)	Department Faculties
15.	Xavier's FinTechCommerce Club (XFCC)	Head (Commerce)	Department Faculties
16.	Consumers' Club	Ms Neetu Sharma	Mr Praveen Lakhera
17.	Red Ribbon Club	Dr Pradeep Soni	Dr Sushil K Rohiwal
18.	Sports & Yoga Club	Dr Ajay Kr Dandotiya	Ms Sunita Choudhary Dr Happy Agrawal
19.	Xavier Civil Service Society	Ms Mrinalini Faujdar	Mr Praveen Lakhera
20.	Xavier Cyber Security Cell	Dr Arpita Banerjee	Dr Madhu Sharma
21.	Xavier Electoral Literacy Club	Ms Mrinalini Faujdar	Mr Surendra Singh Chauhan
22.	Xavier's Intellectual Forum	Dr Rama Hirawat	Ms Anjali Pareek

STATUTORY COMMITTEES FOR ACADEMIC YEAR (2022 – 23)

1. College Managing Committee

Rev Fr Dr Arokya Swamy SJ, Manager (Chairman)

Rev Fr Dr A Rex Angelo SJ, Principal (Convener)

Rev Fr Dr Nelson D'Silva SJ, Vice-president, and Treasurer, JXEA

Rev Fr Dr Raymond Cherubin SJ, Vice-principal & Administrator

Rev Fr Dr M Amaldass SJ, Dean, R & D

Rev Fr Pradeep Indwar SJ, Campus Administrator

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 Pearl, Principal, Sophia Girls' College, Ajmer

Dr Rashmi Jain, Head, Dept of Sociology, University of Rajasthan, University Nominee

Dr Bhawana Sharma, Office of Joint Director, Administration, Directorate of Col Edu.

Mr Dinesh, Standing Counsel, Rajasthan High Court, Jaipur
Ms Aparna Joshi, President, Xavier College Alumni (XCA)
Ms Payal Singh, Parent Representative, Vice-principal, Children's Academic
Dr Dharamveer Yadav, Staff Secretary, St Xavier's College, Jaipur
Coordinator, IQAC, St. Xavier's College, Jaipur
Coordinator, University Affairs, St. Xavier's College, Jaipur
Dean, Student Affairs, St. Xavier's College, Jaipur
President, Students' Council, St. Xavier's College, Jaipur

2. Staff Council

Rev Fr Dr A Rex Angelo SJ (Chairman)
Rev Fr Dr Raymond Cherubin SJ
Dr Dharmveer Yadav (Staff Secretary)
All Regular Teaching Faculty

3. Students' Council

Rev Fr Dr A Rex Angelo SJ (Chairman)
Rev Fr Dr Raymond Cherubin SJ
Dr Ekta Puri (Coordinator)
Dr Meeta Sharma (Asst Coordinator)
Dr Manisha Sharma (Member)
Dr Akanksha Johar (Member)
Dr Ajay Kumar Dandotiya (Member)
Dr Ashish Kumar Mishra (Member)
Ms Ritu Sisodia (Member)
Ms Priya Jajotar (Member)
Ms Aneasha Jain (Member)

4. Cultural Committee

Rev Fr Dr A Rex Angelo SJ (Chairman)
Rev Fr Dr Raymond Cherubin SJ
Ms Neetu Sharma (Coordinator)
Dr Meeta Sharma (Member)
Ms Pushpanjali Saini (Member)
Coordinator, Students' Council (Member)
Coordinator, Dance, Drama, Music, and Fashion Club (Member)

5. Anti-sexual Harassment

Rev Fr Dr A Rex Angelo SJ (Chairman)
Rev Fr Dr Raymond Cherubin SJ
Dr Rama Hirawat (Coordinator)
Heads of Departments
Rev Sr Dr Pearl, External Member


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

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6. SC, ST & OBC Welfare Committee

Rev Fr Dr A Rex Angelo SJ (Chairman)

Rev Fr Dr Raymond Cherubin SJ

Dr Ekta (Coordinator)

Mr Praveen Lakhera (Member)

7. 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

8. Internal Complaints Committee

Rev Fr Dr A Rex Angelo SJ (Chairman)

Rev Fr Dr Raymond Cherubin SJ

Dr Dharmveer Yadav (Staff Secretary)

Heads of Departments

9. Alumni Committee

Rev Fr Dr A Rex Angelo SJ (Director)

Rev Fr Dr Raymond Cherubin SJ

Dr Mahua Bose (Coordinator)

Dr Dharmveer Yadav (Asst Coordinator)

Dr Ankita Rathore (Member)

Ms Sunita Choudhary (Member)

Ms Aparna Joshi, President, XCA

Mr Aamir Khan, Vice-president, XCA

10. Intellectual Property Rights Committee

Rev Fr Dr A Rex Angelo SJ (Chairman)

Rev Fr Dr Raymond Cherubin SJ

Dr Madhu Sharma (Coordinator)

Dr Ashish Kumar Mishra (Member)

Ms Anjali Pareek (Member)

11. Library & Xavier Knowledge Centre (XKC)

Rev Fr Dr A Rex Angelo SJ (Chairman)

Rev Fr Dr Raymond Cherubin SJ

Ms Keren Lois Daniel (Coordinator)

Dr Happy Agrawal (Asst Coordinator)

Dr Denny Shaji (Member)

Dr Mahak Bhatia (Member)

Ms Loveleen Mathur (Asst. Librarian)


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

12. Media & Advertising

Rev Fr Dr A Rex Angelo SJ (Chairman)
Rev Fr Dr Raymond Cherubin SJ
Dr Aparna Dixit (Coordinator)
Ms Anjali Pareek (Asst Coordinator)
Dr Meeta Sharma (Member)
Dr Ekta (Member)

13. Website Management

Rev Fr Dr A Rex Angelo SJ (Chairman)
Rev Fr Dr Raymond Cherubin SJ
Ms Pushpanjali Saini (Coordinator)
Dr Gurneet Suri (Asst Coordinator)
Dr Aparna Dixit (Member)
Dr Mamta Pareek (Member)
Dr Shruti Rawal (Member)
Ms Neetu Sharma (Member)
Ms Sunita Choudhary (Member)
Ms Ruhi Sinha (Member)
Ms Priya Jajotar (Member)
Mr Dinesh Kaushik (Member)

14. Studio

Rev Fr Dr A Rex Angelo SJ (Chairman)
Rev Fr Dr Raymond Cherubin SJ
Ms Pushpanjali Saini (Coordinator)
Dr Manisha Sharma (Asst Coordinator)
Ms Ritu Sisodia (Member)

15. Timetable Management

Rev Fr Dr A Rex Angelo SJ (Chairman)
Rev Fr Dr Raymond Cherubin SJ
Dr Salim Khan (Coordinator)
Heads of Departments
Mr Sanju Thomas

16. Enterprise Resource Planning (ERP)

Rev Fr Dr A Rex Angelo SJ (Chairman)
Rev Fr Dr Raymond Cherubin SJ
Dr Arpita Banerjee (Coordinator)
Ms Akansha Arora (Member)
Ms Rose Martin (Member)
Ms Nupur Chouhan (Member)


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

Ms Mrinalini Faujdar (Member)
Rev Sr Dr Ligimol Louis (Member)
Mr Dinesh Kaushik (Office Superintendent)
Ms SujaKoruth
Mr Lokesh Kumawat

17. Internal Auditing Committee

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

18. Scholarships

Rev Fr Dr A Rex Angelo SJ (Chairman)
Rev Fr Dr Raymond Cherubin SJ
Dr Leena Sharma (Coordinator)
Mr Dinesh Kaushik (Asst. Coordinator)
Heads of Departments
Member, University Affairs Cell
Mr Parmanand Sharma
Mr. Lokesh Kumawat, Accountant

19. MOOCs/SWAYAM

Rev Fr Dr A Rex Angelo SJ (Chairman)
Rev Fr Dr Raymond Cherubin SJ
Ms Anjali Pareek (Coordinator)
Ms Rose Martin (Asst Coordinator)
Dr Mamta Pareek (Member)
Dr AtiqaKelsy (Member)

20. 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

21. Finance & Resource Mobilisation Committee (FRMC)

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


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

22. 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 (Asst. Coordinator)
Dr Nitasha Khatri (Member)
Dr Ranjit Kaur (Member)
Dr Vaishali Singh (Member)
Dr Dharmveer Yadav (Member)
Dr Mahua Bose (Member)
Dr Leena Sharma (Member)
Dr Atiq Kelsy (Member)
Dr Denny Shaji (Member)
Dr Gurneet Kaur Suri (Member)
Dr Aparna Dixit (Member)

23. Multi-disciplinary Conference

Rev Fr Dr A Rex Angelo SJ (Chairman)
Rev Fr Dr Raymond Cherubin SJ
Dr Gurneet Kaur Suri (Convener)
Dr Rama Hirawat (Co-convenor)
Ms Akansha Arora (Organising Secretary)
Dr Renu Jadon (Organising Secretary)
Dr Sushil Rohiwal (Member)
Ms Sunita Choudhry (Member)
Mr Rohan Thomas Cherian (Member)
Dr Shiv Pratap Choudhary (Member)

24. Transportation & Hostel Accommodation Committee

Rev Fr Dr A Rex Angelo SJ (Chairman)
Rev Fr Dr Raymond Cherubin SJ
Dr Salim Khan (Coordinator- Transport)
Transport Operator (Representative)
Mr Sanju Thomas (Member)

25. Handbook Committee

Rev Fr Dr A Rex Angelo SJ (Chairman)
Rev Fr Dr Raymond Cherubin SJ
Dr Renu Jadon (Coordinator)
Dr Shruti Rawal (Asst Coordinator)
Dr Madhu Sharma (Member)

26. College Magazine Committee

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


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

27. Xavier Board of Higher Education in India

Rev Fr Dr A Rex Angelo SJ (Chairman)

Rev Fr Dr Arokya Swamy SJ

Rev Fr Dr Raymond Cherubin SJ

Ms Keren Lois Daniel (Coordinator)

Dr Mahua M. Bose (Member)

Mr Rajeev Nokhwal (Member)

28. 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 Dr M Amaldass SJ

Rev Fr Pradeep Indwar SJ

Coordinator, IQAC

Mr Rajeev Nokhwal

Mr Dinesh Kaushik

