



5.1.4

STUDENT SUPPORT

The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

2. Awareness and Undertakings on Policies with Zero Tolerance

- *Programs Organized regarding Zero Tolerance*
- *Anti-ragging Affidavit Sample*


Principal

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

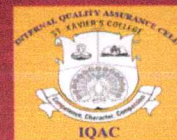


Details of the Awareness Programme Organized every year:

S. No	Name of the Awareness Programme
1.	Deeksharambh 2022-23
2.	Orientation Programme 2021-22
3.	Orientation Programme 2020-21
4.	Orientation Programme 2019- 20
5.	Orientation Programme 2018-19
6.	Link for UGC Guidelines
7.	Administrative Guidelines in the College Handbook

Principal

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



Deeksharambh **Student Induction Program 2022-23** **Day 5 Report – Governance: General Rules and Regulations**

Day 5 (17th September 2022) of the Deeksharambh Program began with a quick review of the last four days' presentation and Mr Yashwardhan Singh, Coordinator, IQAC explained the need for good governance and how various units are dealing directly or indirectly with it and general rules & regulations in the college. For all the concerned units the presentation revolved around explaining the objective, highlights, proposed activities, and the member's part of the unit. The presentation started with information about IQAC and how it is playing a key role in developing and implementing quality benchmarks in the institution. For students, IQAC organizes feedback to improve upon the institutional delivery of quality education. It was followed by the Students' Affairs Cell which has the main responsibility of discipline and student-related grievances. It has three sub-units, namely, **Code of Conduct, Anti-ragging, and Appeals & Grievance Redressal committee, dealing with student-related discipline, prevention of ragging on campus, and redress the grievances of students which are not resolved at the level of the department respectively. Another committee which is mandatory as per UGC, Anti-sexual Harassment was explained to the students along with its relevance for the students.** This was followed by two important units – ERP and Website which plays a vital role in implementing e-governance in the institution. Students were informed about the ERP and how it is beneficial for the students in terms of a single point of contact for them where they get all academic and personal information registered with the institution. The college website is the official communication platform apart from being a virtual face of the institution. All the official communication is disseminated through the website to all the stakeholders. The next unit was the University Affairs Cell which deals with the University of Rajasthan on behalf of the college. All examination, documents, and admission registration-related queries of students will be resolved by this unit. They will start with the document verification process for the first-year students from 1 October onwards. Another related unit is the Examination cell which deals with internal examinations and university practical examinations. They will assist students with the examination application process and queries related to the same. The next unit discussed was Scholarship which helps students with institutional and non-institutional scholarships based on merit and need. The criteria which will be used to decide the institutional scholarship were explained to students. Finally, the last unit discussed was Transportation which is the bridge between the students and Transporter. All the

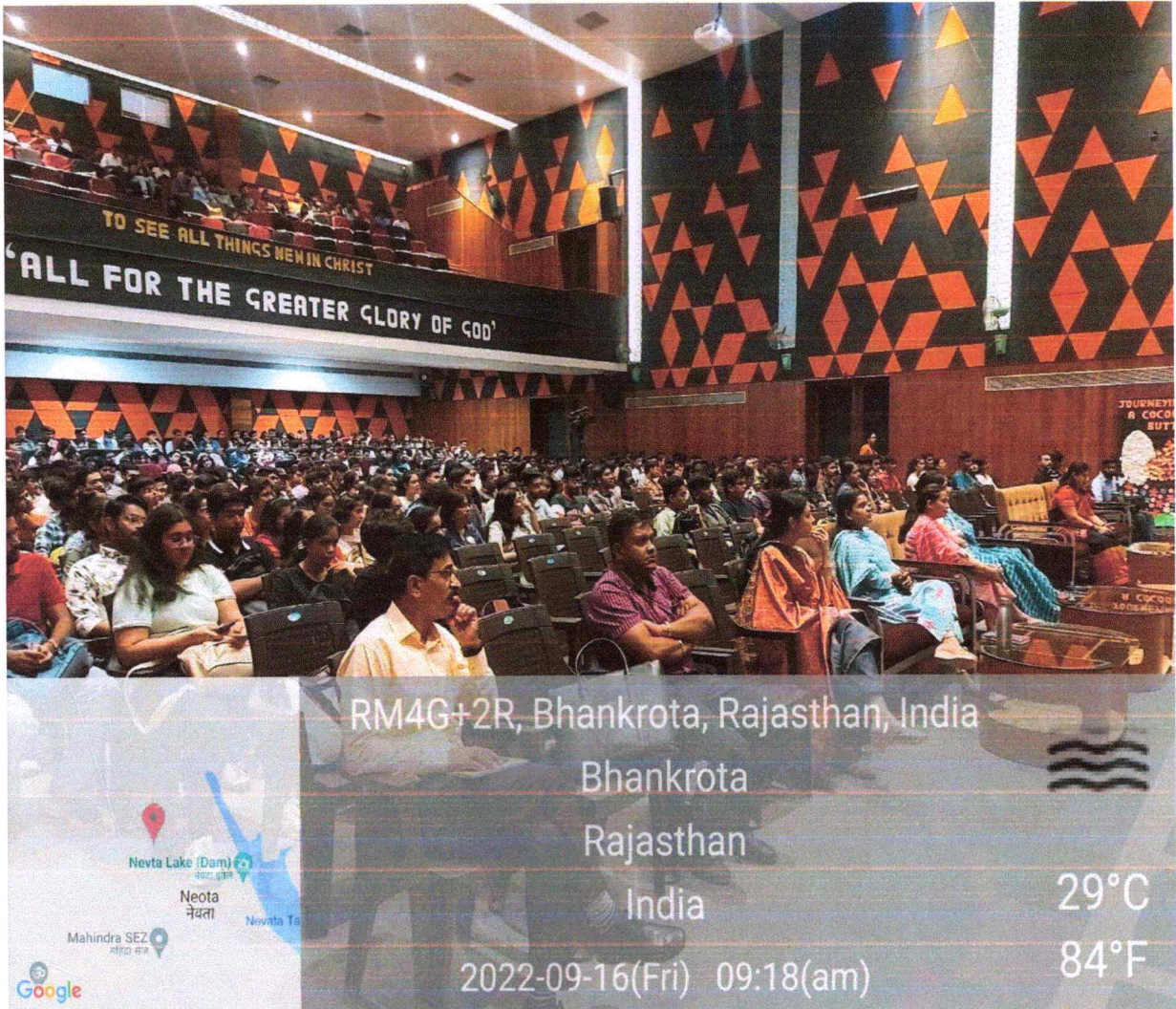


grievances and queries of students related to transportation will be settled by this committee. The session ended with a general sum-up of all the units and how students can seek help from them in case of requirement.

PHOTOGRAPH

DEEKSHARAMBH/2022-23

Venue: College Auditorium



Principal
Principal

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



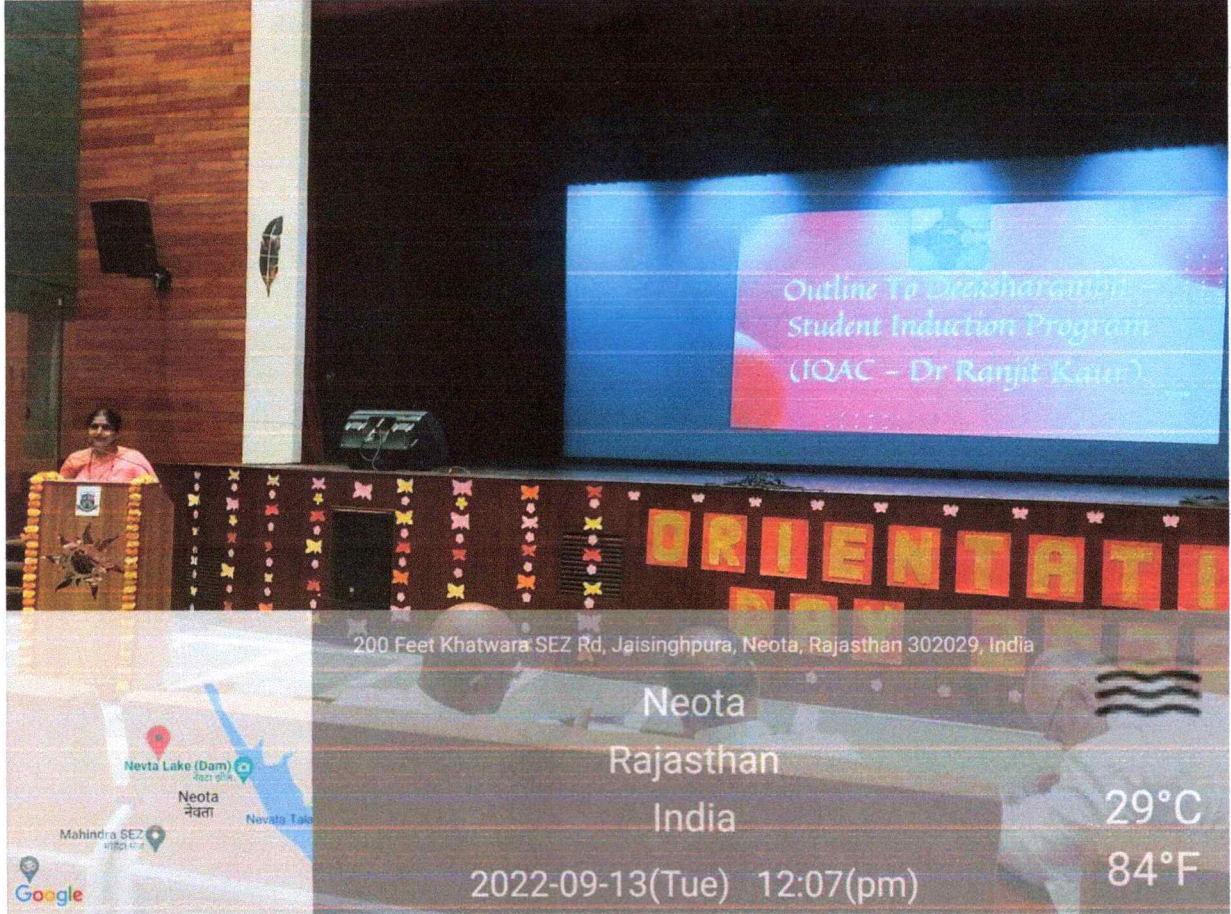
St. Xavier's College Jaipur

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



DEEKSHARAMBH/2022-23

Venue: College Auditorium



Principal

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

MEDIA COVERAGE

City Event

'दीक्षारंभ' में स्टूडेंट्स को दी गई जानकारी

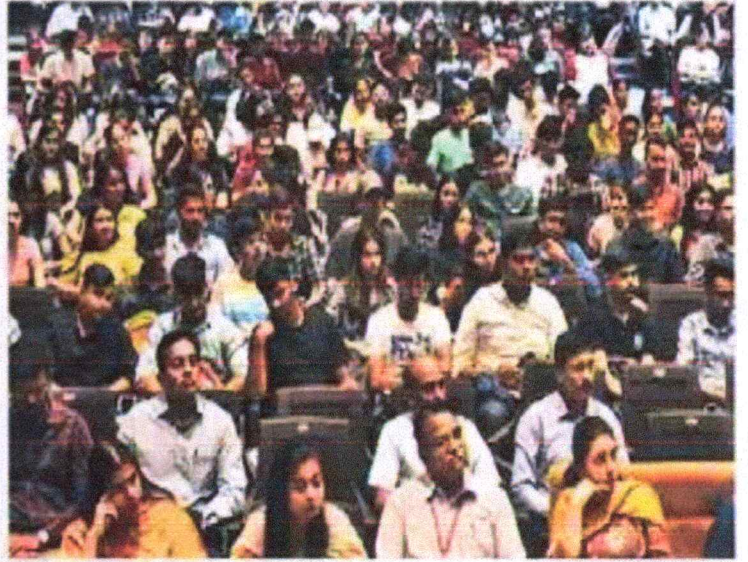


जयपुर @ पत्रिका प्लस. सेंट जेवियर्स कॉलेज की ओर से नवांगतुक स्टूडेंट्स के लिए दीक्षारंभ कार्यक्रम आयोजित किया गया। सात दिवसीय इस कार्यक्रम में कॉलेज के विभिन्न विभागों, इकाइयों, प्रकोष्ठों, क्लबों और समिति से परिचित कराया गया। शुरुआत प्रिंसिपल रेव. फादर डॉ. ए रेक्स एंजेलो एसजे के संबोधन से हुई। उन्होंने नए स्टूडेंट्स को कॉलेज के नियमों और शिक्षा के तरीकों के बारे में जानकारी दी। इस दौरान रेक्टर और मैनेजर रेव. फादर डॉ. अरोक्या स्वामी एसजे और वाइस प्रिंसिपल रेव. फादर डॉ. रमंड चेरुबिन एसजे ने भी छात्रों के उज्ज्वल भविष्य की कामना की।

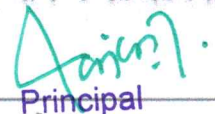


जयपुर सिटी भास्कर 20-09-2022

'दीक्षारंभ' में क्लब से परिचित कराया



सिटी रिपोर्टर। सेंट जेवियर्स कॉलेज में 'दीक्षारंभ' छात्र प्रेरणा कार्यक्रम को इस तरह से डिजाइन किया गया है कि छात्रों को कॉलेज के विभिन्न विभागों, इकाइयों, प्रकोष्ठों, क्लबों और समिति से परिचित कराया जा सके। कार्यक्रम की शुरुआत कॉलेज ओरिएंटेशन के साथ-साथ दीक्षारंभ पर संक्षिप्त नोट के साथ हुई। इसमें 1000 से अधिक छात्र भाग ले रहे हैं। फादर प्रिंसिपल ने प्रथम वर्ष के नए सदस्यों को शिक्षाओं और जेवियर्स में समग्र विकास के तरीके से अवगत कराया। रेव. फादर डॉ. अरोक्या स्वामी एसजे और रेव. फादर डॉ. रमंड केरोबिन एसजे ने भी छात्रों के उज्ज्वल भविष्य की कामना की।



Principal



Orientation Day 2021-22 **Orientation Day for the Sophomores and the Seniors** **'NEW CAMPUS, NEW SPIRIT'**

On July 7, 2021, St Xavier's College in Jaipur initiated the new academic session with an Orientation Day for Sophomores and Seniors. Following the government guidelines issued for pandemics, the event was streamed online for the comprehensive benefit of all students from various departments. The event's theme was 'New Campus, New Spirit,' that correctly justified the merger of two institutions and greeted all the students with new fervor to the new campus at Nevta - Mahapura Road. The celebration commenced with floral greetings, lamp lighting, and seeking the blessing of St. Ignatius of Loyola, followed by Rev Fr Dr Raymond Cherubin SJ, Vice Principal and Administrator, enlightening students about completing 500 years of conversion of St Ignatius of Loyola and the life lessons that can be learned from his journey. The college's solidarity and virtuous functioning were symbolized through readings from several sacred sources. Rev Fr Dr Arokya Swamy SJ, Rector and Manager addressed the students about their active engagement in class as well as maintaining balance between their curricular, co-curricular, and extracurricular activities. Rev Fr Soosai Mani SJ, President, JXEA, showered his blessings and motivated the students for the new session. Students were also given thorough information about the administration, department members, **statutory and special task committees**, student council and clubs, and alumni students' accomplishments. Rev Fr Dr Sherry George SJ, Vice Principal Vice Principal introduced the chief guest of the event, Shri Sandesh Nayak IAS, Commissioner, College Education, Jaipur. Mr. Nayak encouraged the students for hard work and honesty and invigorated them to take up the challenges and be the forerunners in the development of the country. Rev Fr Dr A Rex Angelo, Principal, welcomed all the students into the new campus and expressed the mission of the college to provide exceptional educational opportunities and a world-class experience through its diverse course offerings. The principal presented Shri Ajay Kochar and Miss Aparna Joshi with the Ignatian Award for their outstanding contribution in forming a robust support network to assist persons affected by the pandemic and its accompanying tragedies. Ms. Anjali Pareek, Coordinator, Students' Council, expressed her gratitude to everyone who contributed to the event's success.


Principal

St. Xavier's College Jaipur

Nevta-Mahapura Road, Jaipur

PHOTOGRAPH



92, Sector 2, Gopalbari, Jaipur, Rajasthan 302001, India

Jaipur
Rajasthan
India

2021-08-07(Sat) 10:39(AM)

30°C
86°F



MEDIA REPORT

NEW CAMPUS, NEW SPIRIT

The new academic session for senior students of St Xavier's College, Jaipur started on July 7, 2021, with an Orientation Programme aptly titled, 'New Campus, New Spirit'. The event was conducted in pursuance of the government guidelines issued for the pandemic and was live-streamed on YouTube for the benefit of stu-



dents from different sections. The function, which began with zealous fervour, oversaw the merger of two institu-

tions (The previous campus at Hathroi with the existing one at Nevta). During the sessions, students were given in-

puts on general administration and departmental staff, statutory and special task committees, student council and clubs, alumni' accomplishments and sports/games, etc., to facilitate greater formation and integration. Fr Dr Sherry SJ introduced Sandesh Nayak IAS, Commissioner, College Education as the Chief Guest of the day.

Sanjay
Principal

REPORT

Orientation to Freshers - 'On Becoming Xavierites' Programme

Date - 12 September 2020

Time - 10:00 AM

Venue - College Auditorium

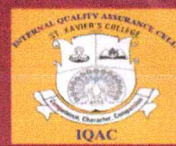
St. Xavier's College, Jaipur initiated the new academic session with a poignant Inaugural Ceremony "On Becoming Xavierites" which was broadcast live for the benefit of all students. The orientation was organized by the Student council committee, Ms. Arpita Banerjee and Ms. Pushpanjali Saini were the coordinators of the event. The orientation began by invoking the blessings of the Almighty, followed by the reading of scriptures of all religions. Prayers and blessings paved the way for thought provoking talks by the members of the management - Rev Fr Varkey Perekatt SJ – Manager, Rev Fr Dr A Rex Angelo SJ, Principal and Rev Fr Dr Sherry George SJ, Vice principal who outlined the new goals, aspirations and statutory procedures which have been put in place to adapt to the concept of online learning. The students were shown the journey of Xavier's Life through presentation. The reflections of life at Xavier's were given by Alumni, Surbhi Agarwal and Cyrus Derek. Edwin. The event concluded with an oath taking ceremony and vote of thanks by Ms. Pushpanjali Saini.

PHOTOGRAPH



Orientation Programme/2020-21

Arpita Banerjee
Principal



Orientation Programme 19-20

The Orientation Day Ceremony, held on July 15, 2019, marked a vibrant initiation into college life. Commencing with the solemn lighting of the lamp by revered figures, including Reverend Fathers and the Madam Principal, the event warmly welcomed incoming students. Seniors proudly showcased the college's essence through captivating dance performances and melodious prayers. A compelling PowerPoint presentation traced the institution's rich legacy. Attendees were acquainted with various college clubs, fostering a spirit of exploration and skill development. The festivities culminated with a mesmerizing performance by the Xavier's Music Society, leaving attendees invigorated and eager to embark on their academic journey.

Orientation Programme 18-19

The academic year 2018-2019 was a dynamic period marked by numerous achievements and enriching experiences within the college community. Led by the Students' Council, a myriad of events, including academic symposiums, cultural festivals, and sports competitions, fostered a vibrant campus atmosphere. Notable highlights included the Orientation Day Ceremony, which seamlessly welcomed new students into the college family, and various club activities that provided platforms for skill development and camaraderie. The year also saw commendable academic accomplishments and student initiatives, underscoring the institution's commitment to holistic education and student empowerment. Overall, it was a year characterized by growth, collaboration, and celebration of diversity.

Principal

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



Link for UGC Guidelines

1. UGC Anti-Ragging Undertaking by Students and Parents/Guardians -
https://www.antiragging.in/site/affidavits_registration.aspx
2. UGC Latest Circular on Anti-Sexual Harassment -
https://www.ugc.gov.in/pdfnews/7203627_UGC_regulations-haras
3. UGC Link to address students complained -
https://x.com/ugc_india/status/1758765458306789399?t=dteOjQtzEVq2uVfkyKEvjw&s=08

Principal

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



St. Xavier's College Jaipur

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ADMINISTRATIVE GUIDELINES AND NORMS (2022-23)

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)

Janey
Principal

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



St. Xavier's College Jaipur

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CALENDAR & HANDBOOK

2022-23



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
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@stxaviersjaipur.org

College Office Timing:
8.15 AM to 3.15 PM
(On all working days)


Principal



ADMINISTRATIVE GUIDELINES AND NORMS

1. DISCIPLINE AND DECORUM

1. Students are expected to dress and to conduct themselves in a proper manner.
2. All forms of ragging are prohibited. If any incident of ragging comes to the notice of the authorities, the student will be given the opportunity to explain. If the explanation is not found to be satisfactory, the authorities can expel him/her from the College.
3. Students are expected to conduct themselves in a manner that provides a safe working environment for women.

2. ATTENDANCE AND LEAVE

1. The university prescribes a minimum of 75% attendance. The College insists on regular attendance in all classes. Therefore, unless there is a real necessity, no one should absent oneself from class. When absenting from class, a leave letter duly signed by the parent or guardian should be presented to the Office in advance. If the absence is due to any unforeseen circumstance, the leave letter should be submitted on the day of return.
2. Students going for Sports, NCC/NSS camps, cultural competition and other extracurricular activities as on duty should get prior permission from the Principal through the professor- in-charge of these programs.
3. The attendance shall be communicated to the students at regular intervals. Frequent absenteeism shall be reported to the Guardian.
4. Failure in observing rules regarding attendance will entail the loss of attendance and this may disqualify the student from appearing for the University Examinations.
5. In case of prolonged absence because of medical reasons, a medical certificate ought to be submitted to the Principal within fifteen Days of absence.
6. Students permitted to attend approved academic and co-curricular activities, conferences, etc., may be considered to be on duty.

3. FEE PAYMENT:

1. The fee structure is determined by JXEA from time to time and is subject to revision without notice. Fee is paid in three instalments in the academic year 2022-23.
2. The first instalment falls due in the month of July, second in October and the last in the month of December.
3. Note: St Xavier's College, Jaipur offers Institutional as well as Government Scholarships for students of all disciplines taking admission in session 2022-23. Eligible students can avail both Central & State Governments' Scholarships through the College portal. The Institutional Scholarships based on need and merit are given on the grounds of compassion to those students with a good academic performance and conduct along with the needed attendance (More than 75%). Scholarship and Fee Concession applications will be considered only after the second internal exams at the end of the session and students should fulfil the required criteria for availing the same. Students should fulfil the required criteria for availing the same and application for scholarship/feeconcession should be submitted on Email ID:scholarship.sxcj@stxaviersjaipur.org
4. Deadlines for dropping a course: 30th September 2022 or until the university examination forms are filled, whichever is earlier.
5. If you plan to drop a course and would like to be reimbursed for fees paid in advance, you need to complete a refund form within the stipulated time as outlined in the Fees handbook.

Principal
Principal



4. ID CARD

1. St. Xavier's College, Jaipur issues photo ID Card to each and every student, after granting him/her admission, which is valid during his/her period of study in the College.
2. The student ID card is for identification purposes only. Each student is mandatorily responsible for the use of his/her student ID card in the College premises, University Exam, in any other academic activity event or participation in co-curricular activities held inside/outside the campus.
3. The student ID card is not transferable to any other person. Students must ensure that their ID Cards are kept secured and are not deliberately or inadvertently made available for use by any other person.
4. The student ID card must be presented at the request of an authorized person of the College. Any student refusing to provide the same may invite disciplinary action against him/her.
5. Alteration, falsification or misuse of the student ID card is a violation of Students' Code of Conduct and will be dealt accordingly that can include a severe disciplinary action against him/her. Fraudulent use of the student ID card may also result in criminal charges and/or civil proceedings as deemed fit.
6. A student, who has lost his /her student ID card, must report the same to the Principal of the College as soon as possible to invalidate the issued card and apply for a replacement by completing the appropriate application form. Until the loss is reported and the old card invalidated, the student may be held responsible for any unauthorized use of that card.
7. Replacement of student ID card due to loss, damage, theft or change in name will attract a charge as determined by the College.
8. Student ID card is the property of the College. Students must have to return their ID Cards to the College for cancellation upon withdrawal / termination or successful completion of studies.
9. Upon completion or cessation of studies, the student must no longer use the student ID card for proof of his/her student status for any purpose.


5. LETTER OF RECOMMENDATION AND INTERNSHIP CONSENT RULES

1. Students should provide his/her curriculum vitae along with an application stating the reason for the requirement of LoR.
2. Give at least four, or preferably five weeks' notice for the request.
3. Students should approach the instructor or mentor who knows them well and can speak of both their academic and personal strengths.
4. The student should get the rough draft approved by the concerned teacher and the HoD.
5. After the approval, the LoR or Internship Application draft should be mailed at office@stxaviersjaipur.org for signatures on the Letterhead.
6. The student should submit a copy of the final LOR to the respective department.
7. In case the LoR is for an internship, the student should also submit a copy of the certificate of completion issued by the company to the department after the internship is over.
8. If the LoR is for further study, the student should email either the HOD or the office stating whether the student got admission in the desired institution or course or not.


Principal

St. Xavier's College Jaipur

Nevta-Mahapura Road, Jaipur

 info@stxcjpr.edu.in



6. SPORTS FACILITIES

1. Sports play a pivotal role in shaping one's personality and good health. St. Xavier's College, Jaipur provides facilities on and near college for sportsmen who are interested in tournaments conducted by the University of Rajasthan.
2. We have specially developed a sports environment that matches international standards and gives a truly global experience to all our students.
3. The campus has a multi-purpose track, a hockey ground, facilities for cricket, basketball, volleyball, shuttle badminton and throw-ball.
4. Facilities for Indoor sports such as table tennis, carom and chess have also been provided.
5. Students at the College take part in Zonal, Inter-zone and Varsity Level Tournaments. Elite sportsmen and women are trained by specialist coaches.

7. RESIDENCE OF STUDENTS

Every student not residing with his/her close relative or staying as a paying guest in or around Jaipur should furnish the details of their residence to the coordinator/vice principal in due time.

8. HOSTEL FACILITY

The College Management has outsourced the hostel & dining facilities to R.N Hospitality Services, a renowned hostel management company of Jaipur.

9. TRANSPORT FACILITY

The College has made a safe and secure arrangement of transport facilities for students. It is available from all major areas of Jaipur. The College has issued guidelines regarding the same which all the students have to follow, failing which they can be denied this facility.

10. MENTORING SYSTEM

1. St. Xavier's College has implemented an effective Mentor-Mentee System for the students to promote a better understanding between the teacher and the students.
2. Students are under the personal care of a Mentor, who meets them in a group on a regular basis for proper guidance and counselling.
3. Class-wise parent-teacher meetings are held at the end of every term after the internal exams for discussing the result, performance, and general conduct of the ward, both at home and in the College.

11. STUDENT APPRAISAL DIARY

All students will be provided a diary in which they have to maintain a record of their participation in different activities. This would be verified by the coordinator of the committee and the class mentor.

12. STUDENTS' COUNCIL

1. Students' Council (SC) is the representative body of the entire student community of Xavier's College. It is an interface between the students, professors and the administration, and we work together to identify and address concerns that affect the students directly and indirectly. It represents the interests of the students and participates in discussions and decisions that affect the student community. SC aims at the all-round development of students and organises several extracurricular events throughout the year in association with the various activity clubs on campus. It coordinates the student volunteer effort for the College events that are organised periodically. It also provides an opportunity to be a part of activities, motivated by our sense of social responsibility and aimed at giving back to society. The office bearers of SC are elected for a term of one year. Nominated members constitute the Committee of SC. Two representatives from each of the departments are members of the Council.


Principal



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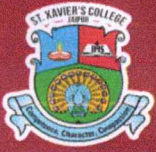
Students' Council 2022-23

Office Bearers

S. No.	Post	Student's Name
1.	President	Madhukar Nayat
2.	Vice President	Aaryan Mittal
3.	Vice President	Manvi Punjabi
4.	General Secretary	Sameer Singh Chouhan
5.	General Secretary	Naman Jaitly
6.	General Secretary	Umair Haaris
7.	General Secretary	Bhagya Mathur
8.	General Secretary	Tushar M. Kuruvilla (Co-opted)
9.	General Secretary	Srishti Daga (Co-opted)
10.	Creative Secretary	Anjali Bhagtani Bhagtani
11.	Creative Secretary	Prerak Vaid
12.	Cultural Secretary	Ananya Kaushik
13.	Cultural Secretary	Raghav Agarwal
14.	Editorial Secretary	Anushree Sharma
15.	Editorial Secretary	Dushyant Pareek
16.	Technical Secretary	Mahee Sarawgi
17.	Technical Secretary	Lakshay Lakhota (Co-opted)
18.	Discipline Secretary	Aryaki Haritwal
19.	Discipline Secretary	Harsh Choudhary (Co-opted)
20.	Sports Secretary	Kushagra Bhargava
21.	Sports Secretary	Prachi Sahu (Co-opted)
22.	Resource Secretary	Raj Kumar Dhyawna
23.	Resource Secretary	Keerthi Shawa (Co-opted)
24.	Joint Secretary	Esther Saslit Jena
25.	Joint Secretary	Kriti Khandelwal
26.	Joint Secretary	Prapti Jain
27.	Joint Secretary	Tribhuvan Singh Rathore
28.	Joint Secretary	Harshvardhan Sharma
29.	Joint Secretary	Kratika Soni
30.	Joint Secretary	Rituman Sharma
31.	Joint Secretary	Pratishtha Pandey

Principal

PAGE



UPHOLDING THE COLLEGE MOTTO

BEING A XAVIERITE

RECOMMENDATION TO PARENTS

1. Active involvement of parents in the education of their children is very much required for success. This is achieved through the interaction of parents with the teachers and the College authorities.
2. Class-wise parent -teachers' meetings are held at the end of every term after the exams for analysing the results and the general performance of the ward in the College and at home.
3. Occasional visits of parents to the College and regular dialogue with the authorities, especially the mentor is very much encouraged.
4. The visits and interaction with the authorities are to enhance the overall development of the students.
5. To encourage this and to attend to the requests of the parents, records are maintained in the College for the parents by the coordinator.
6. The College Administration checks these and addresses the issues regularly.

2. CODE OF ETHICS AND CONDUCT

1. "Good manners are expressions of a refined character."
2. All *Xavierites* shall aim at observing certain norms of good conduct and polite behaviour:
3. Practice and promote respect and cordiality among the students and staff.
4. Always be punctual in attending classes and other duties.
5. When a professor enters the class, gently rise and remain standing till he/she sits or signals to be seated.
6. Handle College property with care. Do not disfigure walls and furniture.
7. Insubordination to Professors, habitual neglect of class work, vulgarity in words and deed, deliberate vandalism, stealing, being a nuisance in the class, habitual neglect of study are sufficient reasons for disciplinary action.
8. Only those electronic items that are necessary in persuasion of the course are allowed to be brought to the College and are to be used as per the directions of the professors.
9. Use of mobile phones during class hours is strictly prohibited.
10. Obscene books and periodicals, smoking, use of alcohol and drugs in any form, are strictly forbidden in the College campus.
11. The students are forbidden to bring crackers, explosives and other dangerous materials to the College.
12. The government and the university have issued detailed instructions with regard to the banning of any sort of RAGGING on the College campus by any student. Instant dismissal will be the punishment for any offenders in this regard.
13. The students are expected to dress in simple and decent clothes, formal or informal. Let your person and dress be neat and clean without show. Personal cleanliness, overall smartness, the neatness of the classrooms, cleanliness, and beauty of the College campus need to be maintained.

Principal



14. Do not bully, harass or discriminate against any member of the College.
15. Do not behave in a manner, within or outside College that may bring the College into disrepute.
16. The College prohibits all forms of sexual misconduct, including sexual harassment, sexual assault, sexual exploitation, indecent exposure, stalking and other misconduct that is sex or gender based.
17. During class hours, students shall not be found loitering anywhere in the College campus. Doing any other work in the College campus during class hours is to be avoided by all.
18. After the second bell, strict silence is to be observed in the class by all the students. If the Professor happens to come late, students shall maintain silence inside the class.
19. During free hours, students are expected to make good use of the library.
20. Leave the toilets clean after use.
21. Queue up at counters patiently waiting for your turn without usurping the turn of others.
22. Let your parents and guardians be proud of your conduct at home and in society.
23. Be aware of the massive amount of sacrifice that your parents and the nation are making for your all-round education.

3. GUIDELINES FOR EFFECTIVE STUDY

1. Association with students who are earnest in their studies is a great help to study
2. No amount of private study or tuition can substitute active listening in class. Avoid private tuition, which reduces self-confidence and initiative.
3. All assignments should be done neatly and should be submitted on time. Note down the work assigned for the next day.
4. Never skip a lesson or any assignment given.
5. Revise the work done in class daily.
6. Set aside a fixed time for daily study at home.
7. Remember that asking questions is the key to learning. Never hesitate to ask questions about the subject matter in and out of class.
8. When studying, ready yourself to explain the lesson to another.
9. Pray to God who is the source of your talents. Pray to Him for grace to help you discover and develop your talents.
10. Remember that 'a stitch in time saves nine'.

4. CRITERION FOR XAVIERITE OF THE YEAR/PRIDE OF THE DEPARTMENT

- (I) **Minimum Eligibility Criteria** - 55% aggregate of First and Second Year in the final exams of the University of Rajasthan.

Note: Students who complete above (I) will only be eligible for further process.

Principal
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St. Xavier's College Jaipur

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



ADMINISTRATIVE GUIDELINES AND NORMS (2022-23)

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

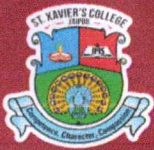
UNDERGRADUATE COURSES

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

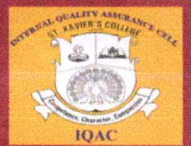
Master of Arts (English)
Master of Arts (Economics)
Master of Commerce – EAFM
Master of Commerce – HRM


Principal



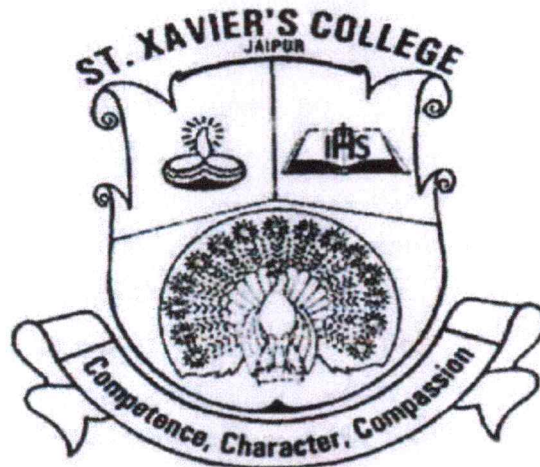
St. Xavier's College Jaipur

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



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

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Principal

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



ADMINISTRATIVE GUIDELINES AND NORMS

1. DISCIPLINE

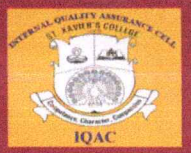
1. Students are expected to dress and to conduct themselves in a proper manner.
2. All forms of ragging are prohibited. If any incident of ragging comes to the notice of the authorities, the student will be given the opportunity to explain. If the explanation is not found to be satisfactory, the authorities can expel him/her from the college.
3. Students are expected to conduct themselves in a manner that provides a safe working environment for women.

2. ATTENDANCE AND LEAVE

1. The University prescribes a minimum of 75% attendance. The College insists on regular attendance in all classes. So unless there is a real necessity, no one should absent oneself from class. When absenting from class, a leave letter duly signed by the parent or guardian should be presented to the Office in advance. If the absence is due to any unforeseen circumstance, the leave letter should be submitted on the Day of return.
2. Students going for Sports, NCC/NSS camps, cultural competition and other extracurricular activities as on duty should get prior permission from the Principal through the Professor in-charge of these programs.
3. The attendance shall be communicated to the students at regular intervals. Frequent absenteeism shall be reported to the Guardian.
4. Failure in observing rules regarding attendance will entail the loss of attendance and this may disqualify the student from appearing for the University Examinations.
5. In case of prolonged absence on account of medical reasons, a medical certificate ought to be submitted to the Principal within fifteen days of absence.

Princip
Principal

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



6. Students permitted to attend approved academic and co-curricular activities, conferences may be considered to be on duty.

3. FEE SUBMISSION:

1. The fee structure is determined by JXEA from time to time and is subject to revision without notice. Fee is paid in four instalments in the academic year 2021-22.
2. The first instalment falls due in the month of July, second in September, third in November and the last in the month of January.
3. Note: Scholarship and Fee Concession applications will be considered after the first internal exam and before the due date of the last installment. Students should fulfill the required criteria for availing the same and application for scholarship/fee concession should be submitted at the college office latest by 15th October 2021 on Email ID : scholarship.sxcj@stxaviersjaipur.org.
4. Deadlines for dropping a course: 30th September, 2021 or till the university examination forms are filled, whichever is earlier.
5. If you plan to drop a course and would like to be reimbursed for fees paid in advance, you need to complete a refund form within the stipulated time as outlined in the Fees handbook.

4. ID CARD

1. St. Xavier's College, Jaipur issues photo ID Card to each and every student, after granting him/her admission, which is valid during his/her period of study in the College.
2. The student ID Card is for identification purposes only. Each student is mandatorily responsible for the use of his/her student ID Card in the college premises, University Exam, in any other academic activity/event or participation in co-curricular activities held inside/outside the campus.
3. The student ID Card is not transferable to any other person. Students must ensure that their ID Cards are kept secured and are not deliberately or inadvertently made available for use by any other person.


Principal

St. Xavier's College Jaipur

Nevta-Mahapura Road, Jaipur



4. The student ID Card must be presented at the request of an authorized person of the college. Any student refusing to provide the same may invite disciplinary action against him/her.
5. Alteration, falsification or misuse of the student ID Card is a violation of Students' Code of Conduct and will be dealt accordingly that can include a severe disciplinary action against him/her. Fraudulent use of the student ID Card may also result in criminal charges and/or civil proceedings as deemed fit.
6. A student who has lost his/her student ID Card, must report the same to the Principal of the college as soon as possible to invalidate the issued card and apply for a replacement by completing the appropriate application form. Until the loss is reported and the old card invalidated, the student may be held responsible for any unauthorized use of that card.
7. Replacement of student ID Card due to loss, damage, theft or change in name will attract a charge as determined by the college.
8. Student ID Card is the property of the College. Students must have to return their ID Cards to the College for cancellation upon withdrawal / termination or successful completion of studies.
9. Upon completion or cessation of studies, the student must no longer use the student ID Card for proof of his/her student status for any purpose.

5. LETTER OF RECOMMENDATION AND INTERNSHIP CONSENT RULES

1. Students should provide his/her curriculum vitae along with an application stating the reason for the requirement of LoR.
2. Give at least four, or preferably five weeks' notice for the request.
3. Students should approach the instructor or mentor who knows them well and can speak of both their academic and personal strengths.
4. The student should get the rough draft approved by the concerned teacher and the HoD.


Principal



5. After the approval, the LoR or Internship Application draft should be mailed at office@stxaviersjaipur.org for signatures on the Letter Head.
6. The student should submit a copy of the final LOR to the respective department.
7. In case the LoR is for an internship, the student should also submit a copy of the certificate of completion issued by the company to the department after the internship is over.
8. If the LoR is for further study, the student should email either the HOD or the office stating whether the student got admission in the desired institution or course or not.

6. SPORTS FACILITIES

1. Sports play a pivotal role in shaping one's personality and good health. St. Xavier's College, Jaipur provides facilities on and near college for sportsmen who are interested in tournaments conducted by the University of Rajasthan.
2. We have specially developed a sports environment that matches international standards and gives a truly global experience to all our students.
3. The campus has a multi-purpose track, a hockey ground, facilities for cricket, basketball, volleyball, shuttle badminton and throw-ball.
4. Facilities for Indoor sports such as table tennis, carrom and chess have also been provided.
5. Students at the college take part in Zonal, Inter-zone and Varsity Level Tournaments. Elite sportsmen and women are trained by specialist coaches.

7. RESIDENCE OF STUDENTS

Every student not residing with his/her close relative or staying as a paying guest in or around Jaipur should furnish the details of their residence to the coordinator/Vice principal in due time.


Principal

St. Xavier's College Jaipur

Nevta-Mahapura Road, Near Nevta Dam, Jaipur-302029, Rajasthan



8. HOSTEL FACILITY

St. Xavier's College Hostel is an integral part of St. Xavier's College. It is located within the college campus, thus helping students save on travelling time and related expenses. Boys and girls have separate places of accommodation and study, though the mess and many other facilities are common.

9. TRANSPORT FACILITY

The College has made a safe and secure arrangement of transport facilities for students. It is available from all major areas of Jaipur. The college has issued guidelines regarding the same which all the students have to follow, failing which they can be denied this facility.

10. MENTORING SYSTEM

1. St. Xavier's College, Jaipur has implemented an effective Mentor-Mentee System for the students to promote a better understanding between the teacher and the students.
2. Students are under the personal care of a Mentor, who meets them in a group on a regular basis for proper guidance and counselling.
3. Class-wise parent-teacher meetings are held at the end of every term after the internal exams for discussing the result, performance and general conduct of the ward, both at home and in the college.

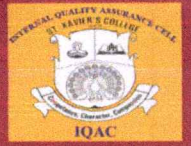
11. STUDENT APPRAISAL DIARY

All students will be provided a diary in which they have to maintain a record of their participation in different activities. This would be verified by the coordinator of the committee and the class mentor.

12. STUDENTS' COUNCIL

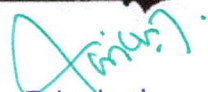
1. Students' Council (SC) is the representative body of the entire student community of Xavier's College. It is an interface between the students, professors and the administration, and we work together to identify and address concerns that affect the students directly and indirectly. It represents the interests of the students and


Principal



participates in discussions and decisions that affect the student community. SC aims at the all-round development of students and organises several extracurricular events throughout the year in association with the various activity clubs on campus. It coordinates the student volunteer effort for the College events that are organised periodically. It also provides an opportunity to be a part of activities, motivated by our sense of social responsibility and aimed at giving back to society. The office bearers of SC are elected for a term of one year. Nominated members constitute the Committee of SC. Two representatives from each of the departments are members of the Council.




Principal