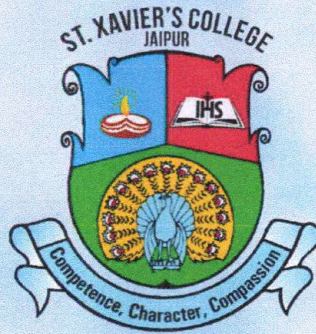


St. Xavier's College Jaipur

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



College Manual A Compendium of Policies and Guidelines



PART A

College Manual: A Compendium of Policies and Guidelines

For consistently successful functioning, St. Xavier's College Jaipur has a college manual of explicit policies and guidelines, as the foundation for implementation of its vision and mission and to achieve its goals. Policies help to furnish the guidelines for various units of the college.

INDEX

S.No.	Policy	Page
1	Academic Policy	4
	I. Academic Council	4
	II. MOOCs / SWAYAM Policy	9
	III. Timetable Committee	11
2	Examination Policy	14
3	Admission Policy	16
4	Scholarship Policy	26
5	SC/ST/OBC Policy	33
6	Faculty Exchange and Enrichment Policy	35
7	Research and Ethics Policy	37
8	Entrepreneurship and Innovation & Incubation Policy	49
	I. Entrepreneurship Cell (E-Cell)	49
	II. Innovation and Incubation Cell (IIC)	51
	III. Training, Internship and Placement Cell (TIPC)	53
	IV. Intellectual Property Right Cell (IPR)	56
9	Infrastructure Policy	58

	I. Transportation Policy	58
	II. Hostel Policy	61
	III. Canteen Policy	64
	IV. Aruppe Central Library Policy	66
	V. Multimedia Design Center Policy	69
	E-governance Policy	73
10	I. Enterprise Resource Planning Policy (ERP)	73
	II. Website Policy	76
11	Grievance Redressal Policy	78
12	Financial Management and Resource Mobilization Policy	82
13	Internal Auditing Policy	85
14	Prevention of Sexual Harassment and Internal Complaints Committee Policy	87
15	Institutional Green Policy	95
16	Alumni Association Policy	102
17	Policy for Specially-Abled (<i>Divyangjan</i>)	107
18	Anti-Ragging Policy	110
19	Sports and Yoga Policy	114
20	Planning and Evaluation Policy	116
21	Code of Conduct	118

3. ADMISSION POLICY

1. Introduction

The policy deals with guidelines, information, criteria, and procedures regarding admissions for UG and PG courses offered by St. Xavier's College Jaipur affiliated to the University of Rajasthan, Jaipur. Admission of students into the affiliated degree courses offered by the University of Rajasthan will be based on the aggregate marks in the qualifying examination or its equivalent, for the Undergraduate (UG) and the Postgraduate (PG) courses. The college being a Christian Minority institution, reserves adequate seats for minority students and in case the reserved seats are not filled then the remaining seats are converted into open quota seats. All information related to admission is on the college website and accessible to the applicants. Applicants can apply online through the website.

2. Purpose

The purpose of the admission policy is to streamline the admission process of St. Xavier's College Jaipur, and to provide information and guidance to students, parents, and other stakeholders. Policy intends to provide an efficient, fair, and transparent admission process to all prospective students.

3. Composition and Functioning

3.1 Composition

For the smooth implementation of the admission policy, the Admission & Promotion Cell is constituted by the management of the college. It coordinates to ensure smooth functioning of the admission process for UG & PG programmes in the various courses offered by the college. The cell comprises of :

- **Principal as Chairman**
- **Coordinator(s)**
- **Members:** Vice-Principal, Administrator, Heads of the Departments, Coordinator University Affairs, Coordinator Media & Publicity, Coordinator ERP, and Coordinator Website

3.2 Functioning

- Admission and Promotion Cell prepare the admission prospectus and brochure and plan the admission promotion activity in consultation with management.
- The Admission Prospectus should incorporate information on the admission policy, regular courses, add-on/certificate courses, achievements, and other details. It must include eligibility norms as per the Directorate of College Education, Rajasthan, and the University of Rajasthan.
- Cell can suggest changes, if required, in the admission policy from time to time, to the management
- The commencement of admission procedure along with the courses offered should be displayed on the college website and advertised properly, namely through Social Media, Newspapers, FM, and banners at strategic places in the city.
- It prepares a phase-wise admission schedule and decides the dates for the admission process and any other prerequisite related to the admission policy.
- The direct provisional admission list (merit-based) and Cut-off list (merit-cum-category wise) must be prepared to keep in view the guidelines of the University of Rajasthan, Jaipur.
- For the proper functioning of the Admission Cell, it should work in compliance with the Academic Council, Scholarship Committee, Planning, and University Affairs Cell, ERP Committee, Website Committee, College office and Accounts Office.
- Report on the admission of reserved category should be sent to concerned authorities like, the minority commission, reserved category commission, etc. verified by the admission committee and sent by the University Affairs cell.
- No student shall be treated as admitted to a course till he/she has deposited the necessary fees (admission, tuition, and others)
- All matters related to the admission procedure should be dealt at the admission cell level. If any new decision, not mentioned in the admission policy of the college, is required as per the situation, then it should be approved by the Academic Council before implementation.
- Admission Cell caters to any grievance related to the admission process in the post-admission work (like allotment of students in sections and requests for change of streams (as per availability of seats) and other tasks entrusted by the management regarding admission.

4. General Guidelines of Admission policy

4.1. Eligibility Norms:

College adheres to the admission eligibility norms, as published and informed by the University of Rajasthan and the Directorate of College Education, Government of Rajasthan. Minimum marks required for eligibility (except for **SC/ST/OBC, NIOS and State Open School** candidates) vary from course to course and should be according to the Admission Norms of the University and are as given below:

Course	Minimum Marks in Qualifying Exam
BA Hons.	50%
B.Com.	50%
BCA	48%
BBA	48%
BA	50%
B.Sc.	50%
MA English	48%
M.Com. (MHRM)	45%
M.Com. (ABST)	50%
*M.Sc. (IT)	50%
MA (Economics)	48 %

- For **SC/ST/OBC** candidates, pass mark is considered to be the criterion for eligibility.
- **IB** Board students will be admitted only after proper documentation:
 - Final Mark sheet
 - Passing certificate released by the board
 - Transfer certificate

The process of UG admission is based on Cut-off list (merit-cum-category wise) as per the University of Rajasthan, Jaipur where eligibility norms are subject to the availability of seats.

- The process of PG admission shall be based on direct admission (merit-based) as per the University of Rajasthan eligibility norms subject to the availability of seats.
- Every year the cut-off mark will be fixed based on the previous years' experience. Students who have scored 60% and above will be admitted to various courses offered by the college.
- The admissions will be made on a first-come first-served basis.
- Depending on the number of admissions of students from the preceding cut-off list, and if needed, the latter cut-off list could be prepared with lower cut-off marks for any course.
- The rank list will be displayed with the approval of the management.
- The admission for UG programmes shall be given to those students who have cleared the 12th class exam from the Boards having equivalence (the Minimum duration of the program must be at least the same as prescribed for the corresponding level of qualification in India i.e. a minimum of 12 years of Schooling for being equated with the Senior School Certificate Examination of the CBSE/other Boards in India) from the University of Rajasthan, apart from following other eligibility conditions.
- Students from **CBSE, ISC/ECSE, and State Boards** are eligible for **UG** admission. Any other board certificate has to be attested by a gazetted officer for consideration.
- **NIOS** and **State Open School candidates shall be** considered for admission only if they have obtained 70 or above percentage of marks.
- Those students who are not from the English medium need to sit for a **language proficiency** test to ascertain their eligibility.
- Candidates must have passed all subjects in which they have appeared in class 12.
- Students seeking admission to **II Year** can apply by producing a mark sheet of the last qualifying exam and one affidavit (stamp paper) explaining the reason and should meet the conditions mentioned by the University of Rajasthan.

4.2. Reservation Norms:

The focus of the admission policy has been on student diversity in terms of reservation categories (SC, ST, OBC, EWS) and special categories (Minority, *Divyangjan*, Widow, Gallantry Award Winners, etc.) as per the reservation policy of the Centre/ State Governments. Being a minority institution the college management has decided to implement the allocation of seats, course-wise. While preparing the provisional admission rank list, the

seat reservation matrix (given below) will be followed. And, in case of having less number of applications in any prescribed category, except in the Management quota, students from the general category will be given preference.

Seat reservation matrix is prepared on the basis of the following categories:

Christian students:

Being a Christian (Catholic) Minority Institution, generally, all eligible Catholics and, if possible, all Christians may be admitted.

Non-Christian students:

General, OBC, SC/ST, EWS, and Others *which includes – Divyangjan, children of a widow, armed forces, or any other special category not mentioned already in the following matrix.*

Sports Quota :

Under the sports quota, the following students will get priority during the admission process:

- a. International medal holder/Participant
- b. Inter-University medal holder/Participant
- c. National Medal holder/National School Games medallist

Note: The final admission will be based on selection trials conducted by the sports department of the college.

IB Board:

IB Board students will be admitted only after proper documentation:

- a. Final Mark sheet released by the board.
- b. Passing certificate
- c. Transfer certificate

Management Quota: As per management decision.

Seat Reservation Matrix

Course	TOTAL SEATS	CHRIS TIAN	NON-CHRISTIAN									TOTAL
			GEN	OBC	SC	ST	EWS	OTHE RS	SPOR TS	IB Board	MGMT	
BBA	420	42	168	34	25	25	21	13	33	17	42	420
BCOM	360	36	144	29	21	21	18	11	29	15	36	360
BA	120	12	48	10	7	6	6	4	10	5	12	120
BSC	60	6	24	5	4	3	3	2	5	3	6	60
BA_H_ECO	90	9	36	7	6	5	4	3	7	5	8	90
BA_H_ENG	90	9	36	7	6	5	4	3	7	5	8	90
BA_H_POL	60	6	24	5	4	3	3	2	5	3	5	60
BA_H_PSY	60	6	24	5	4	3	3	2	5	3	5	60
BCA	60	6	24	5	4	3	3	2	5	3	5	60
MA_ENG	40	4	16	3	2	2	2	1	4	--	6	40
MA_ECO	40	4	16	3	2	2	2	1	4	--	6	40
MHRM	40	4	16	3	2	2	2	1	4	--	6	40
MCOM_EA FM	40	4	16	3	2	2	2	1	4	--	6	40
MSc_IT	40	4	16	3	2	2	2	1	4	--	6	40
Total	1520	152	608	122	91	84	75	46	126	59	157	1520
<i>Percentage</i>		<i>10%</i>	<i>40%</i>	<i>8%</i>	<i>6%</i>	<i>6%</i>	<i>5%</i>	<i>3%</i>	<i>8%</i>	<i>4%</i>	<i>10%</i>	<i>100%</i>

- The admission process is divided into two phases, Cut-off based admission for UG and direct admission for PG. However, the college management has the right to give direct admission on a first-cum-first serve basis in Phase I to the students scoring more than the stipulated marks in 12th class for each UG course. In Phase II, admission will be given based on merit-cum-category wise seat quota for each department respectively. There can be at least two merit lists for filling up the seats, which can go up to three if needed.
- The original required mark sheets (for UG, that of classes X and XII, and for PG, that of UG), other necessary documents (letter from the parish priest for Catholic candidates or letter from the pastor for other Christians, Certificates of various other category mentioned, etc.) as the case may be, the undertakings, copy of the fee receipt of the first Instalment of the fee, two passport size photographs need to be submitted to confirm the seat.
- The candidates also should submit two sets of photocopies of the above documents.
- Drop-out students applying for the first-year classes can apply by producing the mark sheet of XII board and an affidavit explaining the reasons

4.3. Provisional Admission Rules:

- A valid declaration certificate is to be incorporated along with the admission form for provisional admission rules.
- All admissions will be provisional until the applicant completes all the formalities required, which includes, depositing the fee for the course, minimum percent in XII class, and depositing all the necessary documents.
- Candidates who have dropped for more than a year shall be considered only for conditional/ provisional admission.
- Students applying from IB Board and other open universities can be given provisional admission on the basis of the mark sheet of their pre-board examination. The admission will be confirmed only on the presentation of the final mark sheet of class XII exam.
- Catholics with compartments can be considered for provisional admission only after obtaining special permission from the management.

4.4. Admission Withdrawal Rules

- The management of the institution follows the refund procedure as per the UGC norms.
- The college shall acknowledge any appeal for cancellation or refund from any chosen/offered Programme to a candidate if the request is as per the prescribed policy of the institution.
- Provision to apply for cancellation of admission is available during the time of the academic year of admission or any time later.
- Application for cancellation of admission and refund if any must be given in writing in physical form or a duly signed, scanned letter via email by the concerned student and parents.
- The request must be supported by original fee receipt and original acknowledgement given by the institution.
- Refund includes only the Academic Programme fee based on the actual amount paid to the institution.
- No refund shall be provided towards Application fee / Admission Registration Fee.

4.5. Add-on / Certificate courses

- It is suggested that each UG and PG regular student should complete at least one Add-on/Certificate Course.
- The fee for the add-on/certificate course should be proposed by the admission committee and approved by the academic council and this fee is non-refundable under any circumstances.
- Transfers from one certificate /add on course to another after enrolling is not permitted.
- It is required to have a minimum of 75% attendance and to score passing marks/grades in the add-on/certificate courses.

4.6. Parent's Role in Admission

- The parents and students need to give an undertaking that their wards will be regular in the college and that only those students, who fulfil the attendance criteria of minimum 75%, can participate in the co-curricular activities and sports.

- Parents need to accompany their ward at the time of final admission and need to enter their contact numbers in the admission register and give the same to the concerned class mentors and any change of the above needs to be updated immediately.

4.7. Ex-Student

Students who have failed in the first year of undergraduate programmes shall not be considered for admission in any other discipline. They can appear as ex-student with the discipline they were previously affiliated to.

4.8. Important Admission Rules and Guidelines from University

- Admission of a student to a course shall be subject to the conditions prescribed by the relevant University Ordinances/Rules as applicable to the course in which admission is sought.
- Students shall not be eligible for admission to a course unless they have passed the qualifying examination or any other examination recognized for the purpose and possess such other qualifications (if any) as may be prescribed by the Ordinances.
- Acceptance of application form does not guarantee admission.
- Students seeking admission to II Year can apply through the last qualifying exam mark sheet and one affidavit (stamp paper) explaining the reason and should satisfy the University of Rajasthan norms.
- For all Honours courses, students need to mention the choice of subsidiary papers in the form at the time of admission which will not be entertained thereafter.
- Seats will be reserved for Christian, General, S.C., S.T., OBC (except creamy layer), SBC, other minority, and especially abled applicants as per the Government of Rajasthan policy/as per directions of Honourable High Court of Rajasthan.
- All fees will be charged for 12 months irrespective of the date of admission.
- Deserving (need-cum-merit based) students will be considered for scholarship. To avail the scholarship, the parents have to submit an application along with necessary documents addressing the manager. The scholarship will be a certain reduction in the college fees alone. The scholarship amount will be decided by the college management based on the scrutiny and suggestions of the Scholarship committee.
- Any person who has been convicted of a criminal offense involving moral turpitude shall not be eligible for admission as a regular student in any of the Departments of the College. If this fact is hidden at the time of admission, such a student will be

asked to withdraw admission and discontinue immediately as the matter comes to the notice of the management.

- Any candidate who has been found guilty in any misbehaviour with any teacher or with any authority/official of the college shall be debarred from seeking admission in any of the departments of the college.

4.9. Grievance Redressal

The mechanism for grievance redressal related to the admission cell should be transparent, time-bound, and efficient. Any grievance related to the admission process should be immediately transferred to the admission committee. They should be resolved within 5 working days.



Principal

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