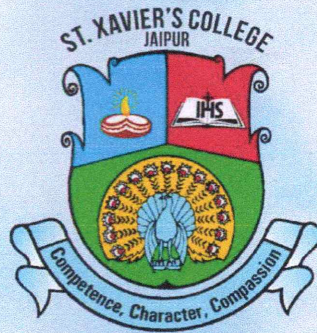


# St. Xavier's College Jaipur

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





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**GUIDELINES**

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# 1. STUDENT ENGAGEMENT AND PARTICIPATION

## I. Xavier's Arts/Dance/Fashion/Music/ Photography/ Theatre Society

### 1.1. Introduction

St Xavier's College Jaipur ensures holistic development of the students through societies that focus on arts. These societies help to create awareness of local and ethnic art and culture and simultaneously promote self employment among the students.

To cater to the diverse talents of the students and to give them opportunity to learn and explore performative and fine arts including dance, drama, music, art and craft, Photography and fashion, the college has various societies -

- Xavier's Arts Society (XAS)
- Xavier's Dance Society (XDS)
- Xavier's Fashion Society (XFS)
- Xavier's Music Society (XMS)
- Xavier's Photography Society (XPS)
- Xavier's Theatre Society (XTS)

### 1.2. Purpose

#### 1.2.1. XAS

- To prepare and promote students who have taste and potential for Arts and craft.
- To encourage students to take part in competitions held outside the campus.
- To promote the inspirational art throughout the year, thereby giving all students equal opportunities to contribute to the college through their artistic talents.
- To provide full support in decoration for the major events of the college like freshers' day, farewell, teachers' day, feast days, conference to mention a few.
- To support in volunteering the art related events happening in the city, which may give them exposure to learning organization skills and help them meet the art experts in the city.

### **1.2.2. XDS**

- To perform in college activities such as Independence Day, Zest and others
- To help in building a platform for new learners.
- To explore & promote the dancing art among the students and also encourages them to participate in various programs and competitions in other institutions.
- To hold auditions every year to provide an opportunity to the dance enthusiasts of the college who aspire to become a part of the society.

### **1.2.3. XFS**

- To prepare students interested in fashion by providing each student with proper guidance.
- To promote and enhance creative leadership skills.
- To organize various workshops and sessions to enhance creativity and fashion skills among students
- To prepare the students for self employment as Make-up artists and beauty Clinicians
- To prepare students for national and international level competitions in the fashion industry

### **1.2.4. XMS**

- To help in building a platform for new learners.
- To hold auditions every year for the college students who aspire to become a part of the society.
- To give a platform to and nurture the students to explore their talent and skills in the music field.
- To help students in showcasing their talent during college events and external participation.

### **1.2.5. XPS**

- To cover photography of all college events
- To store and maintain photographs of the events
- To provide photographs of the events to the bodies when required
- To upload pictures on shared drive



### **1.2.6. XTS**

- To organize workshops to teach theatre skills to the member students
- To uphold the significance of the ethnic dramatic arts.
- To create opportunities for regular performances to hone the dramatic skills of the students.
- To involve the entire community in immersion and enjoyment of various forms of theatre arts, used both as for entertainment and for education.
- Producing student-directed performances, street plays and monologues for the local community and the surrounding area.
- Attending and reviewing theatre performances and touring the spaces in which such performances take place to witness, learn and interact with other artists.
- Developing skills related to cinema and theatre such as writing, direction, sound and light, acting, editing, set designing, costumes designing and make-up.

### **1.3. Composition**

To ensure smooth functioning of these cells, each one will comprise of -

- Teacher Coordinator
- Deputy Coordinator
- Student Coordinator(s)
- Student Assistant Coordinator(s)
- Student Members

### **1.4. Guidelines for the Societies**

- Each society shall contribute/perform in all the events of the college or when asked by the teacher coordinator.
- Students shall practice as per the time slots permitted by the Principal
- To be part of any society, a student must have 75% attendance
- The students shall take care of any equipment or props that they take from the college and shall return in time. For instance the cameras, the drone, mic, guitar and so on
- The XPS Members are responsible for copying Photographs on the College Administrator's Computer System.



- The societies shall organize workshops to enhance the skills of its members
- Competitions shall be held for engaging interested students as well.
- To cultivate the time management skills among students to ensure that they do not avoid the academics on the extracurricular grounds
- To encourage students to participate in various activities organized within the college and at intercollegiate level
- To coordinate with other societies and students' council.
- To hold meetings as and when need be and to keep a proper record of the same
- To maintain documentation of all their activities/events.
- The members of the society will represent the college at state level or national level competitions with the required permissions
- Annual report of the society will be prepared at the end of the session.
- The societies shall organize visits to relevant and concerned events/places like *Jairangam*, art gallery, and so on.
- To create a common forum for various discussions, resolving disputes and for providing suggestions.
- The society coordinator will check on the quality of art and performances that would be portrayed on the stage.
- The students must be present for Mock sessions whenever scheduled and in case of absence shall inform well in time.

#### **1.5. Guidelines for Event Coordinators with regards to Societies**

- To support the smooth functioning of the Societies, Event Coordinators are requested to follow the below mentioned guidelines:
- Event coordinators must inform the society coordinator teacher well in advance (at least 8-10 working days) if performance/ decoration/photography is needed in the event.
- They must take resources needed by the concerned society like- deco items, dresses and so on, in case they are asked.
- The societies must submit the bills if any to the event coordinators
- In case of need for photography, the request for Photography Coverage shall be placed at least two days prior to any event and a week before any mega event. For this



the event coordinator has to fill a '**Photography Coverage Requisition Form**', which would be made available with the society Coordinator.

## **II. STUDENTS' COUNCIL**

### **2.1. Introduction**

St. Xavier's College Jaipur, a Jesuit institution inspired by Jesus Christ, is dedicated to fostering the holistic development of individuals. The educational ethos at Xavier's aligns with the vision of St. Ignatius, encapsulated in the term "*Magis*," signifying a commitment to excellence. The college strives to mould young men and women into advocates for a just and compassionate social order. Our belief is that by nurturing intellectual, emotional, and moral growth, we can cultivate individuals capable of promoting a humane world. Every activity at Xavier's reflects the unwavering stance of the Society of Jesus in pursuing this educational ideal globally. The Students' Council serves as the representative body for the entire student community, acting as a vital link between students, professors, and the management. It collaboratively addresses concerns that impact students directly and indirectly, participating in discussions and decisions affecting the student community. The council's objective is the comprehensive development of students, organizing various co-curricular and extra-curricular events throughout the year in collaboration with different societies and cells on campus. Office bearers, elected for a one-year term, form the core council, and class representatives from each department are integral members.

### **2.2. Purpose**

The Students' Council aims to:

- Develop leadership skills by organizing and managing college/inter-college events and activities.
- Collaborate with the management, staff, and students for the benefit of the college.
- Officially represent all students and propose various events for approval.
- Frame the activity calendar with faculty coordinators and organize approved activities.
- Uphold college traditions, foster belongingness, and encourage respect among students.
- Efficiently utilize college resources and build positive relationships with other institutions.



- Promote student participation in college/inter-college events and activities.
- Increasing participation in co-curricular and extra-curricular activities.
- Creating awareness about various activities organized by different institutes.
- Facilitating the seamless organization of college-level activities.
- Building leadership, organizational skills, and teamwork.
- Promoting and developing entrepreneurial skills.
- Providing a platform for students to showcase talents beyond academics.
- Improving communication skills and fostering networks between students and faculty.
- Offering practical learning experiences for students.
- Conducting smooth elections to develop leadership qualities.
- Motivating students to organize various programs at both college and national levels.

### **2.3. Composition and Functioning**

#### **2.3.1. Composition**

- Faculty Coordinator
- Faculty Assistant Coordinator
- Faculty Members
- Student Members- Core Council and others
  - a. Students' Council President
  - b. Vice-Presidents (2)
  - c. General Secretaries
  - d. Cultural/Sports/ Discipline/ Editorial/ Creative/ Technical Secretaries
  - e. Joint-secretaries
  - f. Class Representatives

#### **2.3.2. Functioning**

- **Students' Council Body**

As an elected body, the Students' Council has the right to represent students and address college life issues requiring consensus. Roles and responsibilities include representing students officially, identifying and solving student problems, communicating opinions to the administration, and actively participating in college activities.

- **Students' Council Coordinator**

The Coordinator's role encompasses nominating student representatives, finalizing program schedules, assigning tasks, ensuring smooth council functioning, and conducting and organizing activities in the annual calendar. The Coordinator also oversees budget approval, financial monitoring, and documentation.

- **Council Faculty Members**

Faculty members assist in preparing the annual activity calendar, coordinating with core-council members, organizing events, conducting meetings, and ensuring proper financial management.

## **2.4. Election Guidelines**

### **2.4.1. Criteria for Class Representatives**

- Candidates running for the student council election must be a student of the college.
- Each candidate must have an approval from the class mentor to give their names for the elections.
- the candidate must have 75% attendance.
- the candidate must have 55% in the last qualifying exams.
- there should be no disciplinary action against the candidate.

### **2.4.2. Voter Qualification**

The right to vote is extended to all students in the college. However, for the election of core council members, the right to vote is restricted to class representatives.

### **2.4.3. Casting and Counting of Votes**

The vote to elect class representatives takes place in the respective classes. Students indicate their choice of candidate by writing the name or by marking one of the circles on a sealed paper slip distributed to them. The vote is secret. The voting for core council members is carried out in the auditorium.

The counting of the votes in elections for class representatives is usually done by the class mentor in front of the whole class. In elections for the core committee of the student council,



the votes are counted by the selected faculty coordinators in the presence of the teachers of students' council.

#### **2.4.4. Selection of Council President and the Core Council**

The selected Class Representatives of second and third year are eligible to apply for core council posts as per their class. The voting is followed by interviews for final formation of the Core Council.

### **2.5. Roles and Responsibilities**

#### **2.5.1. Students' Council**

- To promote the interests of students among the college administration, staff and parents.
- To inform students about any subject that concerns them.
- To consult students on any issue of importance.
- To organize the cultural fest Zest and other events.
- To participate in developing the college's educational project and to promote it to students.
- To organize an activity to recognize the efforts of students involved in organizing college activities.
- To propose activities to the college administration that would improve the quality of life in the college.
- To maintain good relations, out of mutual respect, with the college staff (the principal, teaching and non-teaching personnel) and parents.

#### **2.5.2. President**

- To act as official spokesperson for the council in its relations with the students and the college administration.
- To call meetings of the council and to prepare the agendas.
- To chair, or co-chair with faculty coordinator, the meetings of the council.
- To supervise the tasks of the council members.

- To take part in all special committees formed by the council or send a representative to such committee.
- To represent the students on official occasions.

### **2.5.3. Vice-Presidents**

- To advise and assist the president.
- To coordinate the work of non-elected students involved in the organization of college activities.
- To replace the president when he or she cannot be present.
- Secretary
- To write up the minutes of every council meeting.
- To publish and distribute all the documents necessary for meetings.
- To write and classify the correspondence of the council.

## **III. EXTENSION PROGRAMS**

### **3.1. Introduction**

Students enter college at a crucial juncture of their life wherein they embark upon a journey of self-discovery and lifelong goal setting and the extension programs organised by the college ensures a holistic development of a student through community service. The college has units of various government bodies and also non-Governmental organisations to provide a platform to the students to enable them to understand that the contribution of the community is far greater in their lives than their own contribution to the community. In the process, students have the opportunity to discover their individuality i.e. create their own identity yet remain humble.

### **3.2. Purpose**

- To inculcate social awareness, values and environmentally responsible behaviour amongst students.
- To inculcate a sense of patriotism among students and make them aware about their responsibility towards nation.



- To nurture students as mature and rational citizens with moral, ethical and social values.
- To provide service to the society through activities and discharge their obligations towards the society.
- To organize societal development activities (events or workshops) in collaboration with various stakeholders for the upliftment of society throughout the academic year.
- To create awareness among students about codes of professional practice, social commitment, and life-long learning.
- It will help students to accept new challenges and new roles so that they learn to work collaboratively and are able to become leaders in their own way.
- Students will be aware of the community we belong to and the responsibility and commitments associated with the betterment of our society.
- Make them balanced individuals who enjoy and find significance in a range of activities involving physical, intellectual, spiritual, creative and emotional experiences.
- Increase the impact and cooperation of the college within society, industry, public bodies and will contribute to tackle societal challenges.
- Promote and align the participation of college in the policy-making and funding
- To enable the students to develop a critical awareness and analysis of the Indian and global situation at large.
- To transcend the narrow limits of caste, community, religion, region, language, race and gender.
- To create awareness and be change makers to eradicate injustice and violation of human rights.
- To help create socially responsible citizens of tomorrow with a critical mind and a scientific temper.
- To help students evolve spiritually, having humane values at its core, through involvement and reflection.
- Youth is made aware of the national and international issues plaguing the society.

### **3.3. Various Units under Extension Programs**

**Institutional Social Responsibility and Extension Activity Cell (ISREAC)/ *Unnat Bharat Abhiyan* Cell**

ISREAC/UBA Cell was established with the aim of fostering a conducive environment within the institution for indigenous and sustainable rural development. Under ISREAC/UBA college youth will understand their responsibility towards the neighbouring villages and become pivotal agents of changes, contributing significantly to the progress of villages. It also has the responsibility of enhancing the skills of its team through suitable orientation, training and it will also take the necessary steps to introduce curriculum changes and other supportive measures.

**Government Sponsored units – The following units were established-**

**a). National Cadet Corps**

- To cultivate discipline, leadership, and a secular outlook in youth, while preparing them for armed forces and other service sectors.

**b). National Service Scheme**

- To develop a student's personality through community service, fostering a spirit of social responsibility and national unity.

**c). Rangers and Rovers**

- To support the holistic development of young adults, encouraging them to be active, responsible citizens and community leaders.

**d). Red Ribbon Club**

- To empower students with knowledge and skills to prevent HIV/AIDS and promote voluntary blood donation among the youth.

**e). Non-Government Sponsored Program**

**All India Catholic University Federation (AICUF)**

All India Catholic University Federation is a movement of university students with a vision for a fair and just society. Progressing in a history of constant rediscovery and re-creation, the AICUF ever tries to link itself to the emerging needs and realities of the institution, the Church and the wider society. AICUF – St. Xavier's College Jaipur, works to sensitize its



members towards the creation of such a just society. It is affiliated to PAX ROMANA – The International Movement of Catholic Students (IMCS). It is concerned about protection of basic human rights and creating awareness on social issues plaguing the world such as communalism, negative impacts on the local community due to globalisation, protection of environment and of human rights.

### **3.4. Composition and Functioning**

**3.4.1. Composition-** The above units shall comprise of

- Coordinator (UBA and AICUF)
- Program Officer (For NSS and RRC)
- NCC Officer (ANO) (For NCC only)
- Rover Scout Leader
- Ranger Scout Leader
- Assistant Faculty Coordinator
- Faculty Members
- Student Coordinator
- Student Assistant Coordinator
- Any other Officers as per the norms

### **3.4.2. Functioning**

- To organize training/awareness programs, social projects in association with social organizations, NGOs, clubs, old homages etc.
- To undertake activities, schemes for village development.
- To plan and execute projects for the *Divyangjan*.
- To visit and take membership of different NGOs.
- To arrange seminars/lectures by social workers for our faculty and students.
- To provide guidance and counselling regarding CSR activities.
- To create awareness and sensitise students and staff regarding the needs of the society and environment.
- To keep track of government policies regarding Social Responsibilities of the College.
- To maintain proper documents and records of the number of activities conducted under ISRC month-wise and year wise.

- These units shall work actively in collaboration with other units of the college including the departments, Gender Study and Women's Cell, Eco-friendly Society, Xavier's Theatre Society amidst others.
- The units shall encourage all stakeholders, especially students to participate in social activities like Community Health Programs, Blood and Organ Donation Camps, Tree Plantation, Yoga and Meditation Training Programs, Disaster Management Training Programs, Self-defence Training Programs, Swachh Bharat Abhiyan etc.
- The coordinator shall give information regarding the meetings at least three days prior to the scheduled date and time.
- Signing of MOUs with NGOs, social bodies etc. will be forwarded to the concerned authorities for due permission.
- Develop a proper mechanism of keeping record of activities.
- The students shall be encouraged to participate in surveys conducted by government and non-government agencies for different projects and the researchers of different universities dealing with the crucial social issues.
- To organize drives, rallies and campaigns to sensitize on key issues.
- Enact mimes, street plays, short skits to sensitize local community.
- Organize workshops and talks on relevant issues to create awareness among youth.
- Attend and organise retreats for spiritual wellbeing.
- Organize camps, nature walk, trekking for fostering a love for Nature.
- To adopt villages or *bastis* or any local community that needs support and help.
- Organise donation drives, field visits to adopted villages, suburbs, shelter homes of all kinds, NGOs etc. to connect meaningfully with the local community.
- To conduct surveys in the related fields to get a factual report on the needs and challenges of the community.

### 3.5. Guidelines

- For any extension activity in villages all the unit shall work under the coordination of UBA Cell and XVI (Centre for Employability)
- For any other activities, all units may work independently.

  
Principal

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