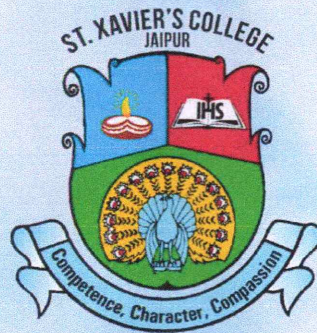


# St. Xavier's College Jaipur

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

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

**PART B**  
**GUIDELINES**

S. No.	GUIDELINES	Page
	<b>Student Engagement and Participation</b>	<b>127</b>
	<b>I. Xavier's Arts/Dance/Fashion/Music/ Photography/ Theatre Society</b>	<b>127</b>
	<b>II. Students' Council</b>	<b>131</b>
<b>1</b>	<b>III. Extension Programs</b>	<b>135</b>
	<ul style="list-style-type: none"> <li>● ISREAC/UBA Cell</li> <li>● Government Sponsored Programs</li> <li>● Non-Government Sponsored Programs</li> </ul>	
<b>2</b>	<b>Gender Study and Women's Cell</b>	<b>140</b>
<b>3</b>	<b>Internal Quality Assurance Cell (IQAC)</b>	<b>142</b>
<b>4</b>	<b>University Affairs Cell</b>	<b>146</b>
<b>5</b>	<b>Staff Council</b>	<b>148</b>
<b>6</b>	<b>Life – Skill Enhancement And Anandam Cell (LSEAC)</b>	<b>151</b>
<b>7</b>	<b>Media and Advertising</b>	<b>153</b>
<b>8</b>	<b>Internal Inquiry Committee</b>	<b>155</b>
<b>9</b>	<b>Mental Health and Counselling Cell</b>	<b>163</b>
	<b>General Guidelines</b>	<b>166</b>
	<b>I. Department Guidelines</b>	<b>166</b>
<b>10</b>	<b>II. Guidelines for Events and Meetings</b>	<b>176</b>
	<b>III. Roles and Responsibilities</b>	<b>177</b>
	<b>IV. Annexures</b>	<b>181</b>

## **4. UNIVERSITY AFFAIRS CELL (UAC)**

### **1 Introduction**

The University Affairs Cell (UAC) of St. Xavier's College Jaipur was constituted in 2010 with the inception of the college to coordinate with the affiliating University and Government Institutions. This cell serves as a liaison for the college, managing official communications with the University of Rajasthan, Directorate of College Education, and other government departments. Additionally, the UAC is responsible for processing and maintaining student and faculty records, disseminating academic information, issuing necessary memorandum/orders, and acting as a communication channel between the college and all the other administrative departments/institutions of the government concerning higher education.

### **2. Purpose**

- To engage in official communication with University of Rajasthan, Directorate of College Education, University Grants Commission, and any other government department or institution on behalf of college administration regarding the matter related to students, staff, and other academic activities
- To coordinate with Directorate of College Education regarding TNOC/PNOC of courses, and other matters with the consent of the management
- To coordinate with University of Rajasthan regarding affiliation (new and extension) of courses, and any other matter with the consent of the management
- To facilitate the coordination of enrolment-related tasks for new admissions.
- To coordinate with University of Rajasthan for examination form-related work and practical examinations on behalf of the Examination Cell.
- To manage Staff selection process and the consequent correspondence with the University
- To provide the college data in the stipulated format to All India Survey on Higher Education (AISHE) and the Directorate of College Education every year
- To apply for NIRF Rankings each year
- To coordinate with all the departments and committees regarding student and staff related matter related to the University
- To coordinate with PWD Government of Rajasthan for building safety certificates inspections as per government policy.

- To manage documents related to all the above mentioned tasks and obtaining necessary approvals from government departments.
- To coordinate with University of Rajasthan for marksheets and degree certificates of all graduating students.
- To coordinate with UGC/COBSE (Council of Boards of School Education) to declare the list of fake/Non-Recognised boards and universities before starting the admission process in each admission session.

### **3. Composition and Functioning**

#### **3.1 Composition**

To ensure smooth functioning the cell shall comprise of -

- Coordinator
- Deputy Coordinator & Assistant Coordinator
- Office Staff

#### **3.2 Functioning**

- UAC Cell acts as a bridge between affiliating University and the college.
- It aims to resolve the problems of students related to University of Rajasthan (UOR), inform the college, staff and students about necessary circulars from the University.
- It provides necessary suggestions to the management for academic matters and obtains necessary approvals related to UOR.
- Serves as a single point of contact for students and staff regarding university related matters.
- Cell ensures to coordinate with the principal's office for matters related to the University.
- Cell aims to coordinate with Heads of the Departments for student and staff related University matters.
- Cell aims to maintain necessary liaison with the UOR and Directorate of College Education.
- The cell must work towards attainment of more programmes and courses and to get affiliation for the same from the UOR.

*Principal*  
Principal

St. Xavier's College Jaipur  
Nevta-Mahapura Road, Jaipur 147