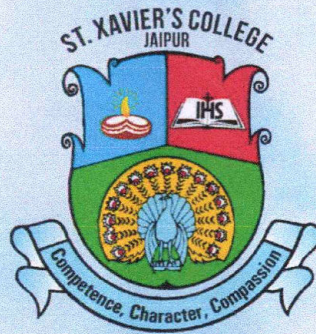


St. Xavier's College Jaipur

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 |

15. INSTITUTIONAL GREEN POLICY

1. Introduction

St. Xavier's College Jaipur is dedicated to fostering sustainability initiatives across all levels of decision-making among its stakeholders through the implementation of its Green Policy. The institution is firmly committed to prioritizing sustainability and environmental management in its operations.

2. Purpose

All the stakeholders of St. Xavier's College Jaipur – management, staff, students and those who use the campus shall adhere to the green policy and code stated herein.

3. Composition and Functioning

3.1 Composition – Following shall be member of Institutional Environmental Consortium

- Principal
- Campus Administrator
- Swachhta Action Plan (SAP)
 - Sanitation & Hygiene Unit
 - Waste Management Unit
 - Energy Management Unit
 - Greenery Unit (Biodiversity conservation & Preservation)
 - Water Management Unit
- Eco-Friendly Club/ National Green Corps (NGC)
- National Service Scheme (NSS)
- Institutional Social Responsibility & Extension Activity Cell (ISREAC)/ Unnat Bharat Abhiyan (UBA)
- Internal Quality Assurance Cell (IQAC)
- Internal Audit Committee

3.2. Functioning

The core functions of the Institutional Green Committee shall be: **St. Xavier's College, Jaipur**
Nevta-Mahapura Road, Jaipur


Principal

- The institutional Green Committee shall perform the role of overall planning, executing, and monitoring of the eco-friendly initiatives of the institution.
- Promote and expand environmental consciousness about the importance of a clean green environment through orientation, circulars, notices and signages among stakeholders and the neighbourhood communities.
- Identification and implementation of alternative sources of energy and energy conservation measures.
- Implementation of effective waste management techniques to reduce pollution.
- Identification and putting into practice water conservation measures.
- Implement and monitor green initiatives in the campus.
- Review and implement the recommendations made by Green Audit.
- The Green units will serve as creating a roadmap for all the employees and stakeholders of St. Xavier's College Jaipur to be more environmentally conscious and become green citizens of the country.
- The Department of Science will collaborate with these units for the implementation of these green initiatives.

4. GENERAL GUIDELINES

4.1. Energy Management

To protect the environment for the present and future generations, it is imperative that the members of the unit strive to conserve energy and use alternate sources of energy.

Reduce energy consumption by taking initiatives like:

- **Installing Solar power panels and use of renewable energy:** Solar Energy shall be harnessed through Solar Rooftop Systems, ensuring generation of maximum electricity abiding by the guidelines of the Ministry of New and Renewable Energy (MNRE), Government of India
- **Only star rated equipment** – refrigerator, air conditioners, microwave, deep freezers etc. shall be procured. The computer labs and library shall utilize LED desktop monitors.
- **LED lights** will be implemented in classrooms, laboratories, auditorium, halls and corridors.


Principal . 96

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

- **Planning and incorporating natural lighting and cross ventilation** into new construction/architectural design, so as to reduce power consumption.
- **Sensor based energy conservation** - Implementation of smart technology to conserve energy in the form of sensor-based mechanism for lights, fans and other equipment.

4.2 Water Management

The unit shall strive to conserve and recycle the used water as mentioned in the Water (Prevention and Control of Pollution) Act, 1974. A methodical, organized, well planned, structured mechanism shall be implemented to conserve water.

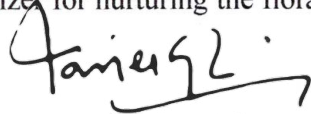
- **Rainwater Harvesting:** A well planned mechanism in collecting and storing rainwater run-off shall be planned and executed through the rain water harvesting unit. Institution shall construct an additional storage tank to store excess water that can be rechanneled during heavy rains.
- **Borewell/ Open Well Recharge:** Borewells shall be dried only when necessary. Recharge pits should be planned and executed.
- **Maintenance of water bodies and distribution system:** Manage the hygiene of water storage containers so that minimum water is wasted. Regular checks over water leakages, such as dripping taps in washrooms or drinking water zones should be conducted to prevent leaks and minimize water loss.
- **Awareness and Training:** Awareness programs and training sessions should be organized to educate students, staff, and stakeholders about the importance of water conservation and their role in water-saving practices.

4.3. Waste Management

The unit will comply with waste management legislations as mentioned in the Hazardous and Other Wastes Rules, 2016, by reducing waste generated in the campus, reducing environmental impact through segregation, reuse, recycling and composting of waste. There shall be a systematic mechanism for waste segregation, characterization, minimization, collection, separation, treatment and disposal.

4.3.1 Management of Biodegradable

- **Composting:** Unit shall adopt vermicomposting and bio-composting methods, and the compost generated from this will be used as bio fertilizer for nurturing the flora of

 97
Principal