

# 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 B**  
**GUIDELINES**

S. No.	GUIDELINES	Page
1	<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>III. Extension Programs</b>  <ul style="list-style-type: none"> <li>● <b>ISREAC/UBA Cell</b></li> <li>● <b>Government Sponsored Programs</b></li> <li>● <b>Non-Government Sponsored Programs</b></li> </ul>	<b>135</b>
2	<b>Gender Study and Women's Cell</b>	<b>140</b>
3	<b>Internal Quality Assurance Cell (IQAC)</b>	<b>142</b>
4	<b>University Affairs Cell</b>	<b>146</b>
5	<b>Staff Council</b>	<b>148</b>
6	<b>Life – Skill Enhancement And Anandam Cell (LSEAC)</b>	<b>151</b>
7	<b>Media and Advertising</b>	<b>153</b>
8	<b>Internal Inquiry Committee</b>	<b>155</b>
9	<b>Mental Health and Counselling Cell</b>	<b>163</b>
10	<b>General Guidelines</b>	<b>166</b>
	<b>I. Department Guidelines</b>	<b>166</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>

- 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 homage 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.