



St. Xavier's College Jaipur

Affiliated to University of Rajasthan, Jaipur
Approved under Section 2(f) and 12(B) of UGC Act, 1956



NAAC 1ST CYCLE – DUTY LIST (RE-VISIT on 09.01.2025)

S. No.	NAME OF COMMITTEE & STAFF IN-CHARGE	DUTIES INVOLVED
1.	NAAC CORE COMMITTEE 1. Prof. (Fr.) S. Xavier, SJ – Chairperson, Principal 2. Mr. Yashwardhan Singh - IQAC Coordinator 3. Dr. Ranjit Kaur 4. Dr. Shikha Bakshi 5. Dr. Nitasha Khatri 6. Dr. Vaishali Singh 7. Dr. (Sr.) Ligimol Louis 8. Dr. Antony Nitin 9. Dr. Shruti Rawal 10. Dr. (Fr.) Arokya Swamy, SJ 11. Dr. (Fr.) Raymond Cherubin, SJ 12. Dr. (Fr.) M. Amaldass, SJ 13. Fr. Pradeep Indwar, SJ	<ul style="list-style-type: none">❖ Coordination with all the Committees❖ Taking care of the schedule of the Peer Team❖ Facilitating the visit of the Peer Team to the Departments, Venue of Document Display and other Cells, and Committees Facilitating interaction with <ul style="list-style-type: none">• Teachers• Non-teaching Staff• Students• Parents• Alumni• Governing Body & Management• External Members
2.	DECORATION A. LOBBY DECORATION B. NOTICE BOARDS C. CAMPUS 1. Dr. Denny Shaji – Coordinator 2. Arts Club 3. Ms. Jeanette Dube 4. Ms. Sunita Hansara Core Committee Link person: Dr. Shikha Bakshi	<ul style="list-style-type: none">❖ Welcome Board (Digital)❖ To check and update all common noticeboards and black boards in campus.❖ Keep check of class room black boards – Co-ordinate with class representative.❖ Decoration in Auditorium and Conference Room, XIMI corridor to be arranged properly.
3.	ROOM ALLOTMENT AND ARRANGEMENT 1. Dr. Salim Khan – Coordinator 2. Dr. Pradeep Soni – Co-coordinator 3. Mr. John Xavier 4. Mr. Lokesh Kumawat 5. Ms. Jeanette Dube 6. Mr. Sandeep Kumawat 7. Fr. Pradeep Indwar, SJ	<ul style="list-style-type: none">❖ Arrangement of Conference room, Class Rooms for Peer Team Interaction with<ul style="list-style-type: none">• Students• Alumni• Parents• Exit meet• Teaching Staff• Non-Teaching Staff❖ Arrangement for Lunch



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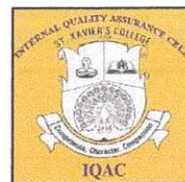


	Core Committee Link person: Mr. Yashwardhan Singh and Dr. Antony Nitin	(Governing Body, Management and other stake holders) ❖ Confirm number for all room arrangements.
4.	TRAINING OF STUDENTS AND NON-TEACHING STAFF 1. Dr. Shruti Rawal –Coordinator 2. Dr. Mahua Bose – Co-coordinator 3. Dr. Leena Sharma 4. Ms. Akansha Arora 5. Dr. Pradeep Soni 6. Ms. Aneesha Jain 7. Ms. Sanbrita Acharya Core Committee Link person: Dr. Ranjit Kaur	❖ Selection and training of students for various interactions with the Peer Team. ❖ Training of Non - Teaching Staff ❖ On the day, mobilizing students and helping them settle down in the venue.
5.	ALUMNI MEET 1. Dr. Mahua Bose –Coordinator 2. Dr. Sunita Choudhary – Co-coordinator 3. All HoDs 4. Ms. Anjali Pareek 5. Mr. Aamir Khan 6. Mr. Harshit Sharma 7. Dr. (Fr.) Raymond Cherubin, SJ Core Committee Link person: Dr. Ranjit Kaur	❖ Followup Invitations sent by departments ❖ Confirm 40-50 participants ❖ Should have a trial meeting before the D-day ❖ Arrange for cordial refreshment & lunch and sharing of views ❖ Reaching venue on time ❖ Co-ordinate with Refreshment Committee to serve tea.
6.	PARENTS MEET 1. Dr. Rama Hirawat –Coordinator 2. Ms. Mrinalini Faujdar – Co-coordinator 3. Ms. Akansha Arora 4. Mr. Rohan Thomas 5. Ms. Anjali Pareek 6. Dr. Renu Jadon 7. Dr. Ekta 8. Mr. Surendra Singh Core Committee Link person: Dr. Shikha Bakshi	❖ Followup Invitations sent by department ❖ Confirm 40-50 participants ❖ Should have a trial meeting before the D-day ❖ Arrange for cordial reception and sharing of views ❖ Reaching venue on time ❖ Co-ordinate with Refreshment Committee to serve tea & snacks. ❖ Acceptance and Feedback Form to be ready



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7.	EXTENSION PROGRAM UNITS 1. Dr. Ritu Mehra - Coordinator 2. Dr. Mamta Pareek – Co-coordinator 3. Ms. Neetu Sharma 4. Ms. Pushpanjali Saini 5. Dr. Ajay Dandotiya 6. Mr. Surendra Singh 7. Dr. Nithin Mohan 8. Dr Anil Kumar Meena 9. Coordinators & Asst. Coordinators of all Extension Program Units Core Committee Link person: Dr. Ranjit Kaur	<ul style="list-style-type: none">❖ Power Point Presentation❖ To take Peer Team to visit adopted villages if needed❖ Display of documents creatively❖ Update Notice Boards of Cells and Committees
8.	DISPLAY OF DOCUMENTS 1. Dr. Nitasha Khatri – Coordinator 2. Dr. Leena Sharma – Co-coordinator 3. Ms. Aneesha Jain 4. Mr. Parmanand Sharma 5. Mr. Ramavatar Atal 6. Mr. Rajendra Saini 7. Co-ordinators of all Clubs, Committees and Cells (Other than department clubs) Core Committee Link person: Dr. Ranjit Kaur & Dr. Vaishali Singh	<ul style="list-style-type: none">❖ Presenting Documents of: The Office, Departments, Physical Education, Alumni, IQAC and all other Cells, Committees & Clubs.❖ Documents to be displayed creatively.❖ Update Notice Boards of Cells and Committees❖ Coordinating with all units regarding display of documents❖ Keep the original documents in their possession
9.	FINANCE COMMITTEE 1. Dr. M. Amaldass – Coordinator 2. Mr. Joshy Joseph – Co-coordinator 3. Mr. Lokesh Kumawat Core Committee Link person: Dr. Nitasha Khatri	<ul style="list-style-type: none">❖ Budgeting NAAC expenses❖ Fund Disbursal❖ Monitoring & Accounting expenses
10.	REPORT & VIDEO DOCUMENTATION AND MEDIA COMMITTEE 1. Dr. Atiqa Kelsy – Coordinator 2. Dr. Mahua Bose – Co-coordinator 3. Dr. Ligimol Louis 4. Dr. Ritu Mehra	<ul style="list-style-type: none">❖ Make a report of each day's activities with appropriate photographs.❖ To be brought out as a Document❖ Cover all events❖ Reports to have only photographs corresponding with the content



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	<p>5. Mr. John Xavier 6. Mr. Rajeev Nokhwal 7. Mr. Tahir Khan</p> <p>Core Committee Link person: Dr. Nitasha Khatri & Dr. Vaishali Singh</p>	<ul style="list-style-type: none">❖ Today's Engagement❖ Collect Newspaper cutting with name, date & page number of today's engagement of the Newspaper and submit to IQAC❖ Report preparation & sending to press in consultation with Principal❖ Submit report to IQAC
11.	<p>TECHNICAL COMMITTEE</p> <p>1. Dr. Arpita Banerjee - Coordinator 2. Ms. Pushpanjali Saini – Co-coordinator 3. Ms. Ritu Sisodia 4. Mr. John Xavier 5. Dr. Happy Agarwal 6. Mr. Rohan Thomas 7. Mr. Rajeev Nokhwal 8. Mr. Tahir Khan 9. Mr. Sanjay Sain</p> <p>Core Committee Link person: Dr. Vaishali Singh</p>	<ul style="list-style-type: none">❖ Ensure functionality of IT infrastructure (LCD projectors, Computers, Laptops, Mikes, Collar mikes, pointers, other electric and electronic gadgets)❖ Uninterrupted supply of electricity.❖ Gadgets for online meeting (Photos, mic, tripods, gimble, etc.)
12.	<p>OVERALL SUPPORT</p> <p>1. Dr. (Fr.) Raymond Cherubin, SJ – Coordinator 2. Dr. Vaishali Singh – Co-coordinator 3. Fr. Pradeep Indwar, SJ 4. Dr. Gurneet Suri 5. Ms. Sanbrita Acharya 6. Dr. Ajay Dandotiya 7. Mr. Rajendra Saini 8. Ms. Blessy Varghese</p> <p>Core Committee Link person: Dr. Antony Nitin</p>	<ul style="list-style-type: none">❖ Network with the staff in-charge of each team❖ Provide assistance to the various teams as and when required Discipline of students❖ Phone number of refreshment team and programme coordinators Meeting representative & Assistant representative regarding behavior on D-day.

Principal

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Nevta-Mahapura Road, Jaipur