



# ST. XAVIER'S COLLEGE JAIPUR

Nevta - Mahapura Road, Jaipur - 302029, Rajasthan, India

Affiliated to the University of Rajasthan

Approved under Section 2(f) & 12(B) of the UGC Act, 1956

A Christian Minority Jesuit Institution

An ISO 14001:2015 Certified Institution

Ref: SXCJ/ACAD/EXAM/2024-25/1642

26 November 2024

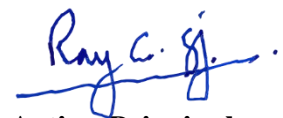
## Instructions for filling University Examination Form for First Semester (NEP Batch) students

### Order of Collection of documents with examination form:

1. Signed No Dues from the library, transport and accounts office
2. Three Copies of the exam form (Fee Challan/Receipt of the exam fee is already printed on the exam form)
  - i. Exam form Office copy
  - ii. Exam form Student copy
  - iii. Exam form Enrolment copy
3. Photocopy of the 12th mark sheet
4. Photocopy of 12th Migration certificate
5. Photocopy of the 10th mark sheet
6. Photocopy of Adhaar Card
7. Photocopy of ABC ID
8. **Duly filled Short Attendance undertaking with Parents' Signature (If your attendance % is less than)**

Verification by the class mentor will be done:

1. College Code: 790: St. Xavier's College Jaipur
2. Attendance: Regular/ Irregular
3. College Fee: Due/Paid
4. Exam form will be signed and verified by a mentors
5. Signature of student on three copies of the exam form.
6. Reminder:
  - All documents should be signed by candidate
  - Check all your entries should be as per 12th marksheet and in case of any correction it should be notified at the time of submission to your class mentor
  - Any mistake done by the student while filling the exam form, to be notified to the class mentor and submit the duly signed application regarding his/her mistake to the respective class mentor
7. **NEP-I Semester Exam Forms to be collected by class mentors from 1.30 pm -2.30 pm in respective classrooms on 27<sup>th</sup> and 30<sup>th</sup> November 2024.**

  
Acting Principal

Ref: SXCJ/ACAD/EXAM/2024-25/1643-1647

### Copy forwarded to the following for information and necessary action:

1. Vice-principal, St. Xavier's College Jaipur
2. Coordinator, University Affairs, St. Xavier's College Jaipur
3. Heads of all the Departments, St. Xavier's College Jaipur
4. Website Coordinator, St. Xavier's College Jaipur
5. Principal Office, St. Xavier's College Jaipur