



# St. Xavier's College Jaipur

(Affiliated to the University of Rajasthan, Jaipur)  
Accredited with A Grade by NAAC (First Cycle, 2025)  
An ISO 14001:2015 Certified Institution



Ref: SXCJ/ACAD/UOR/EXAMFORM/2025-26/1442

Date: 22.11.2025

## Examination Form – Instructions for PG First Semester (NEP Batch) Students and Staff regarding Exam Form Submission

### A. Order of Collection of Documents with the Examination Form:

1. Signed No Dues from the Library, Transport, and Accounts Office (for both installments of the college fee).
2. Two copies of the Examination Form (The fee challan/receipt for the examination fee is already printed on the form):
  - a) Examination Form – Office Copy
  - b) Examination Form – Student Copy
  - c) Photocopy of the UG Marksheets
  - d) Photocopy of the UG Migration Certificate (If not enrolled in UOR)
  - e) Photocopy of the Class 10th Marksheet (If not enrolled in UOR)
  - f) Photocopy of the Aadhaar Card
  - g) Photocopy of the ABC ID
  - h) Duly filled Short Attendance Undertaking with the Parent's Signature (if attendance is less than 75%).
3. Enrolment Form (to be submitted separately, along with the following attached documents):
  - a) Photocopy of the UG Marksheets
  - b) Photocopy of the UG Migration Certificate (If not enrolled in UOR)
  - c) Photocopy of the Class 10th & 12<sup>th</sup> Marksheet (If not enrolled in UOR)
4. Reminders for Students:
  - a) The candidate must sign all documents.
  - b) Ensure that all entries match the details on your Class 12<sup>th</sup> & UG marksheet. Any corrections should be reported at the time of submission to your class mentor.
  - c) Any mistakes made while filling out the exam form must be reported to the class mentor, along with a duly signed application explaining the error.
  - d) The college will not be responsible for forms submitted late or with incorrect details.

### B. Verification by the Class Mentor:

- a) College Code: 790 – St. Xavier's College, Jaipur
- b) Attendance: Regular / Irregular
- c) College Fee: Paid / Due
- d) Verify the student's signature on all three copies of the examination form and ensure that all required documents are self-attested.
- e) Heads/Mentors are requested to make necessary changes or corrections **in red ink on all forms**, as well as on the List of Correction Forms. A separate list must be

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prepared for those examination forms for which corrections have been requested on the University of Rajasthan Portal. This list should clearly mention the student's name, form number, and the nature of the correction requested.

- f) Ensure all completed examination forms are duly signed and verified by the Class Mentor/ HoD.
- g) Collect and submit the separate Enrolment Copy of the examination form along with the required documents.

## D. Submission of Examination Forms:

- a) NEP PG Semester-I Examination Forms will be collected by class mentors from 11:30 AM to 2:30 PM in the respective classrooms on 22<sup>nd</sup> to 24<sup>th</sup> November 2025.
- b) All Mentors and Heads are instructed to submit the checked and verified First Semester University Examination Forms (NEP Batch) in alphabetical order, along with the Class List and other required documents, to Mr. Parmanand Sharma in the College Office by 24<sup>th</sup> November 2025, before 3:30 PM.
- c) Record Maintenance: Ensure that the Form Numbers of all submitted examination forms are clearly mentioned in the Class List of Forms, so that an accurate record can be maintained of the forms verified and submitted by each faculty member.
- d) Please keep the following documents in your records from the exam forms collected/submitted:
  - 1) Signed No Dues from the Library, Transport, and Accounts Office (for both installments of the college fee)
  - 2) Photocopy of the Aadhaar Card
  - 3) Photocopy of the ABC ID
  - 4) Duly filled Short Attendance Undertaking with the parent's signature (required only if attendance is less than 75%)

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

Ref: SXCJ/ACAD/UOR/EXAMFORM/2025-26/1443-1447

## 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. Coordinator, Website Committee, St. Xavier's College Jaipur
5. Principal Office, St. Xavier's College Jaipur

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