

# ST. XAVIER'S COLLEGE JAIPUR

*Nevta-Mahapura Road, Jaipur Rajasthan-302029  
Accredited with A Grade by NAAC (First Cycle, 2025)  
An ISO 14001:2015 Certified Institution  
A Christian Minority Jesuit Institution*



## STAFF HANDBOOK

Session 2025-26

The contents of the Staff Handbook are extracts from relevant regulations of St. Xavier's College Jaipur, and hence shall be applicable and binding on all employees of the college in the matter stated therein. This is also applicable to all faculty and staff members who are in service.

This Handbook is the property of St. Xavier's College Jaipur, and thus should be returned along with other documents/materials in the event of resignation or termination of one's employment.

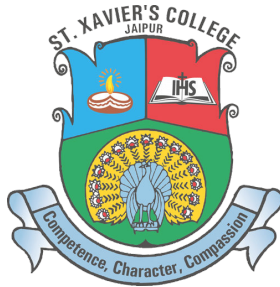
This handbook only serves as a ready reference and summary. For further clarification, refer to the Service Rule Book.

Published by

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# STAFF HANDBOOK

## 2025-26



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Nevta - Mahapura Road, Jaipur Rajasthan - 302029

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

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### College Office Timing:

8:00 AM to 4:00 PM

(On all working days)

**ST. XAVIER'S COLLEGE JAIPUR**  
**PERSONAL MEMORANDUM**  
**2025-2026**

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Department: \_\_\_\_\_

Staff ID: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Mobile No: \_\_\_\_\_

Personal e-mail: \_\_\_\_\_

Blood Group: \_\_\_\_\_ Doctor's No.: \_\_\_\_\_

Allergies: \_\_\_\_\_

Driving License No: \_\_\_\_\_

Passport No.: \_\_\_\_\_

Adhar No.: \_\_\_\_\_

PF No.: \_\_\_\_\_

Bank Account No.: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**IN CASE OF AN EMERGENCY, PLEASE CONTACT**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Mobile No: \_\_\_\_\_

Office No: \_\_\_\_\_

Relation: \_\_\_\_\_

Any allergy to medicines (in case of emergency):

\_\_\_\_\_

## **Table of Contents**

<b>S. No.</b>	<b>Title</b>	<b>Page No.</b>
1.	Prayers	1
2.	College Anthem	3
3.	Vision, Mission & Objectives	4
4.	The Society of Jesus	6
5.	Administrative Structure and Related Information	10
6.	Organogram	11
7.	Code of Conduct for All Employees	12
8.	Dress Code Guidelines for Staff	13
8.	Professional Responsibilities of Teachers	14
9.	Service Conditions	16
10.	Pay and Allowances	18
11.	Leave Rules and Types	21
12.	Attendance and Absenteeism	25
13.	Grievances and Redressal	26
14.	Disciplinary Action and Punishments	29
15.	General Guidelines	32
16.	Staff (2025-26)	33
17.	Administrative Bodies 2025-26	42
18.	Statutory Bodies	48
19.	Academic Bodies	52
20.	Task-Oriented Units	56
21.	General Councils, Societies & Government Programs	62

# THE LORD'S PRAYER

Our Father who art in heaven,  
Hallowed be thy name.  
Thy kingdom come,  
Thy will be done  
On earth, as it is in heaven.  
Give us this day our daily bread,  
And forgive us our trespasses,  
As we forgive those who trespass against us,  
and lead us not into temptation,  
But deliver us from evil.  
Amen.

## PRAYERS BY GURUDEV RABINDRANATH TAGORE

1. This is my prayer to You, O God—strike, strike at the root of  
poverty in my heart.  
Give me the strength lightly to bear my joys and sorrows.  
Give me the strength to make my love fruitful in service.  
Give me the strength never to disown the poor or bend my knees  
before insolent might.  
Give me the strength to raise my mind high above daily trifles.  
And give me the strength to surrender my strength to Your will  
with love.
2. Where the mind is without fear, and the head is held high;  
Where knowledge is free;  
Where the world has not been broken up into fragments by narrow  
domestic walls;  
Where words come out from the depth of truth;  
Where tireless striving stretches its arms toward perfection;  
Where the clear stream of reason has not lost its way into the  
dreary desert sand of dead habit;  
Where the mind is led forward by You into ever-widening thought  
and action—  
Into that heaven of freedom, my Father, let my country awake.
3. Let me not pray to be sheltered from dangers but to be fearless in  
facing them.

Let me not beg for the stilling of my pain but for the heart to  
conquer it.

Let me not crave in anxious fear to be saved but hope for the  
patience to win my freedom.

Grant me that I may not be a coward, feeling Your mercy in my  
success alone; but let me find the grasp of  
Your hand in my failure

4. Give me the supreme courage of love, this is my prayer—the  
courage to speak, to do, to suffer at Your will, to leave all things  
or be left alone. Strengthen me on errands of danger; honour me  
with pain; and help me climb to that difficult mood which  
sacrifices daily to You.

Give me the supreme confidence of love—this is my prayer—the  
confidence that belongs to life in death, to victory in defeat, to the  
power hidden in the frailest beauty, to that dignity in pain which  
accepts hurt but disdains to return it.

## COLLEGE ANTHEM

Xavier's walls, with knowledge bright  
Are guided by God's holy light,  
With hearts and minds in truth unite,  
To serve His purpose, clear and bright

### Chorus

*Let's sing aloud, with spirits high,  
Xavier's glory will never die!  
Through love and service, hand in hand  
We rise for God and motherland.*

No wall divides, no voice too small,  
We rise as one, we rise for all.  
With justice firm and mercy wide,  
We journey on with God as guide.

We are Xavierites, kind and true;  
*Magis* shines in all we dream and do.  
Care for all, is our sacred way -  
In love and light, we walk each day.

Lyrics by Dr. Atiqa Kelsy  
Music Composed by Mr. Amarjeet Antony  
(Music Teacher, St. Xavier's School, Nevta)

## **VISION**

To ignite young minds with transformative education to become global citizens with competence, character, and compassion.

## **MISSION**

1. To awaken and lead the youth towards self-actualisation.
2. To strive towards excellence by creating individuals with humane values.
3. To reach out to all the sections of society without any discrimination by ushering inclusivity through holistic and quality education to build a just society.
4. To foster a culture of tolerance where students are sensitised towards gender, the marginalised, the excluded and the especially abled (Divyangjan).
5. To work towards the conservation and protection of the environment for achieving Sustainable Development Goals (SDGs).

## **OBJECTIVES**

1. To embody the essence of Character, Compassion, and Competence by seamlessly integrating the vision, mission, and core values of the College.
2. To instill a sense of integrity, uphold ethical conduct, and reinforce accountability within the student body.
3. To elevate pedagogical standards through the balanced use of advanced technology, enhancing the teaching-learning experience.
4. To create an innovative ecosystem to foster critical thinking, decision-making, and problem-solving skills among the students.
5. To bridge the gap between theory and practice by promoting industrial exposure and collaboration to hone their professional skills.
6. To cultivate robust research-oriented and innovation-based learning practices in academia.
7. To nurture a profound appreciation for art and culture through a plethora of opportunities to exhibit creativity and talent.
8. To create awareness among the students about environmental concerns and promote a mindful coexistence with nature.

9. To maintain a harmonious and amicable bond between the alumni and the alma mater.
10. To empower students to become men and women for and with others by upholding the idea of Magis and Cura Personalis.

## **The Meaning of the College Emblem**

The emblem of St. Xavier's College Jaipur encapsulates its core motto: "*Competence, Character, and Compassion*", reflecting the institution's commitment to holistic development rooted in Jesuit values.

- **Burning Lamp:** Symbolises Jesus Christ, the Light of the World (John 8:12), and represents the enlightenment that true education offers.
- **Open Book:** Stands for the Jesuits' long-standing commitment to quality education.
- **"IHS" Inscription:** Means Iesus Hominum Salvator – Jesus Saviour of Mankind in Latin, from the seal of the Society of Jesus, founded by St. Ignatius of Loyola; the cross above the 'H' signifies Christ's sacrifice.
- **Peacock:** India's national bird, symbolising beauty, grace, and reverence for cultural and natural heritage, inspiring students to aim for higher values.

Together, these symbols embody the College's mission to nurture individuals who are intellectually competent, morally upright, spiritually rooted, and socially responsible.

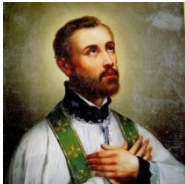
# THE SOCIETY OF JESUS

## The Founder – St. Ignatius of Loyola

St. Ignatius of Loyola, the founder of the Society of Jesus (Jesuits), experienced a spiritual awakening during his recovery from injury, which led him to renounce worldly pursuits and dedicate his life to God. Through deep introspection, he developed the “Rules for the Discernment of Spirits” to distinguish between divine and misleading desires. His transformation culminated in the formation of the Society of Jesus, a religious order committed to education, service, and missionary work. Ignatius remains a powerful symbol of spiritual passion, reminding us that authentic human desires, when directed toward God, can become a path to holiness.



## Patron of the College - St. Francis Xavier



St. Francis Xavier, a Spanish nobleman and scholar, was inspired by St. Ignatius’s call to follow Christ and became one of the first Jesuits. Renowned for his missionary zeal, he travelled extensively across India, Southeast Asia, and Japan, spreading Christianity with unmatched fervour. As the first Indian Jesuit Provincial and founder of St. Paul’s College in Goa, he pioneered Christian higher education in India. Canonised in 1662, St. Francis Xavier is venerated as the Patron of the Oriental Church, with his incorrupt body preserved in Goa.

## Jesuits Around the World

Founded by St. Ignatius of Loyola in 1540, the society is a global Catholic religious order of men committed to serving humanity for the *Greater Glory of God*. Led by Superior General Rev. Fr. Arturo Sosa SJ and headquartered in Rome, the Jesuits number around 16,378 members in 120 countries across 6 continents. Renowned especially for their contributions to education, they run 3,897 institutions worldwide, educating over 29 lakh students. In India alone, Jesuits manage over 375 institutions serving more than 3.3 lakh students across diverse

communities. Their mission extends to social service, youth work, parishes, spiritual ministries, and refugee education in 22 countries, embodying their commitment to inclusive and transformative service.

## **The Jesuits in Rajasthan**

The Jesuit presence in northern India began in 1580 when Emperor Akbar invited Jesuits from Goa to engage in interfaith dialogue at his court in Fatehpur Sikri. In 1729, Maharaja Sawai Jai Singh II invited them to assist in establishing the Jantar Mantar observatory in Jaipur. In 1941 the Bishop of Ajmer, and Jaipur's Prime Minister, Mirza Ismail entrusted them with St. Mary's School, which was later renamed St. Xavier's School and later in 1945 was relocated to its current site at C-scheme, Jaipur. Since then, Jesuit education in Rajasthan has flourished, shaping generations of students who have gone on to excel across India and beyond. As of 2025, Jesuits run five schools, two vocational institutes and one college in the state of Rajasthan.

## **Universal Apostolic Preferences (UAPs)**

The UAPs are the fruit of a process of discernment laid down to carry forward the vision of St. Ignatius. The Preferences give a point of reference to the Society of Jesus for ten years (2019-29). They cover four vital areas of the contemporary world and are as follows:

1. ***Showing the way to God:*** In other words, to show the way to God through Spiritual Exercises and discernment.
2. ***Walking with the Excluded:*** Walk with the poor, the outcasts of the world, and those whose dignity has been violated, in a mission of reconciliation and justice.
3. ***Journeying with Youth:*** Accompany young people in the creation of a hope-filled future.
4. ***Caring for our Common Home:*** Collaborate, with Gospel depth, for the protection and renewal of God's Creation (economically weaker sections of society).

## **JXEA and the Growth of SXCJ**

Established in 1950, the Jaipur Xavier Educational Association (*JXEA*) is a registered Jesuit charitable society rooted in the legacy of St. Francis Xavier and guided by the Ignatian motto *Ad Majorem Dei Gloriam (For the Greater Glory of God)*. JXEA's commitment to inclusive education began with the founding of the Xavier Vocational Institute in 2006 to uplift marginalised communities. In 2010, under the visionary leadership of Rev. Fr. Varkey Perekatt SJ, JXEA established St. Xavier's College Jaipur, which has since evolved into a dynamic centre for higher education. Key milestones in the college's journey include:

- **2014:** Granted Christian Minority Jesuit Institution status; post graduate programmes launched.
- **2019:** Recognised under Sections 2(f) and 12(B) of the UGC Act; undergraduate and MA English departments received permanent affiliation.
- **2021–22:** Relocated to a modern campus at Nevta, Jaipur.
- **2022–23:** Introduction of MBA and MCA programmes through the Xavier Institute of Management and Informatics (XIMI).
- **2023–24:** Departments of English and Business Administration approved as PhD Research Centres.
- **2024–25:** Awarded A-Grade accreditation by NAAC, affirming its commitment to academic excellence and quality education.

Today, St. Xavier's College Jaipur stands as a beacon of Jesuit education, fostering academic rigour, ethical leadership, and social responsibility.

### **Jesuit Educational Vision at St. Xavier's College Jaipur**

Rooted in the Ignatian ideal of *Magis* - striving for better than the best—the education at St. Xavier's College Jaipur aligns with the global Jesuit educational tradition shaped by the 1986 ICAJE document commemorating 400 years of the *Ratio Studiorum*.

This vision emphasises holistic and transformative education through the following key characteristics:

1. **Person-Oriented Learning:** Student-centred education that attends to individual needs.
2. **Integral Development:** Fostering intellectual, emotional, aesthetic, creative, physical, moral, and spiritual growth.
3. **Faith and Religious Experience:** Nurturing a deeper relationship with God and one's own faith tradition.
4. **Value-Based Leadership:** Promoting integrity, ethical action, and a sense of justice.
5. **Commitment to Excellence:** Encouraging innovation and high standards in all pursuits.
6. **Contextual Relevance:** Adapting education to current political, social, and cultural realities.
7. **Justice-Oriented Service:** Using knowledge and leadership for truth, equity, and care for others.
8. **Participative Approach:** Involving students, parents, and teachers in the educational process.

These principles guide all academic and co-curricular endeavours at the college, shaping not just competent professionals but responsible and compassionate citizens.

# **ADMINISTRATIVE STRUCTURE AND RELATED INFORMATION**

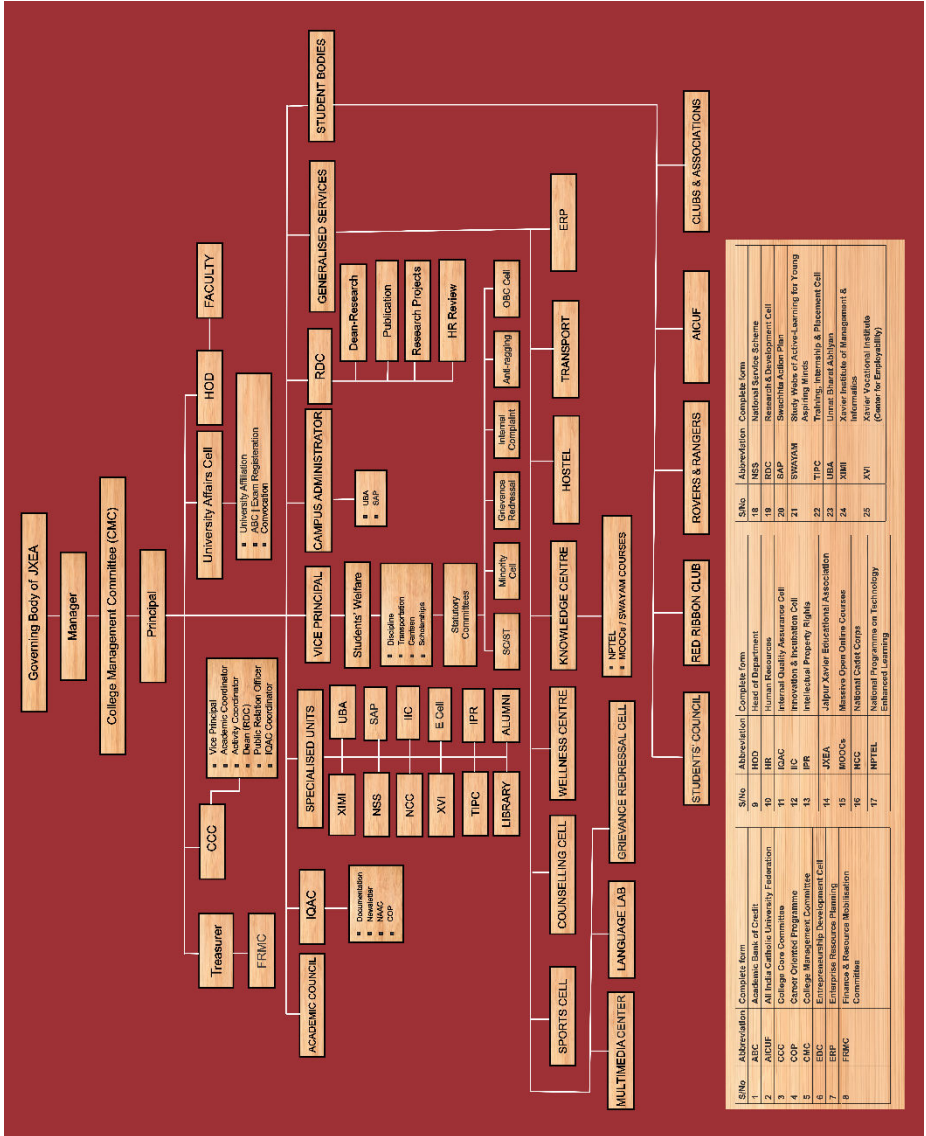
## **SUCCESSION OF SUPERIORS, MANAGERS**

1. Rev. Fr. Varkey Perekatt SJ	Rector & Manager	2010-2011
2. Rev. Fr. Glenn Menezes SJ	Rector & Manager	2011-2017
3. Rev. Fr. Glenn Menezes SJ	Rector & Manager	2015-2017
4. Rev. Fr. Varkey Perekatt SJ	Manager	2017-2020
5. Rev. Fr. John Ravi SJ	Manager	2017-2020
6. Rev. Dr. Fr. Augustine Perumalil SJ	Rector	2020-2021
7. Dr. (Fr.) Arokya Swamy SJ	Rector & Manager	2020-Present

## **SUCCESSION OF PRINCIPALS**

1. Rev. Fr. K. P. Mathew SJ	Principal	2010-2012
2. Rev. Dr. Sebastian Anand SJ	Principal	2012-2015
3. Dr. Mahua Majumdar Bose	Acting Principal	2015-2016
4. Rev. Dr. Gilbert Camillus SJ	Principal	2016-2017
5. Dr. Sheila Rai	Principal	2017-2020
6. Rev. Dr. A. Rex Angelo SJ	Principal	2020-2023
7. Prof. (Fr.) S. Xavier SJ	Principal	2023-2025
8. Dr. (Fr.) Arokya Swamy SJ	Principal	2025-Present

# ORGANOGRAM



S/No	Abbreviation	Complete form	S/No	Abbreviation	Complete form
1	ARC	Audience Bank of Credit	18	NES	National Service Scheme
2	BAP	Banarasi Ashram University Federation	19	NSC	Nehru Social Cell
3	COP	College Oriented Programme	20	RDP	Responsible Action Plan
4	CMC	College Management Committee	21	SWAM	Study Weeks of Active Learning for Young Aspirant Minds
5	EMC	Entrepreneurship Development Cell	22	TPC	Training, Internship & Placement Cell
6	ERP	Enterprise Resource Planning	23	UAC	University Affairs Cell
7	FRMC	Finance Resource Mobilisation Committee	24	XMI	Xavier Institute of Management & Informatics
			25	XVI	Xavier Vocational Institute (Center for Employability)
			26		
			27	NPTEL	National Programme on Technology Enhanced Learning
			9	HDD	Head of Department
			10	IC	Innovation & Incubation Cell
			11	IQAC	Internal Quality Assurance Cell
			12	IEC	Innovation & Incubation Cell
			13	IPR	Intellectual Property Rights
			14	JNEA	Jajpur Xavier Educational Association
			15	MDOCs	Master's Open Online Course
			16	NCC	National Cadet Corps
			17	NPTEL	National Programme on Technology Enhanced Learning

# **CODE OF CONDUCT FOR ALL EMPLOYEES/ STAFF**

**(These rules shall be applicable to teaching, non-teaching staff, maintenance staff, permanent and temporary staff)**

As part of the Jesuit family, St. Xavier's College Jaipur expects all employees to uphold the values of *Magis, Cura Personalis*, commitment, integrity, and service and are expected to foster teamwork, discipline, and a culture of mutual respect.

## **GENERAL EXPECTATIONS FOR ALL EMPLOYEES**

- Maintain punctuality, professionalism, and moral integrity at all times.
- Respect college rules, authority, and use proper channels of communication.
- Dress modestly and maintain a courteous attitude with students, parents, and visitors.
- Use college resources and funds allocated responsibly and avoid unauthorised fundraising.
- Strictly refrain from substance use, political activity, participation in strikes in campus and any anti-social activity or any activity which shall directly or indirectly affect the reputation and goodwill of the college.
- Personal issues, grievances, or disputes must be resolved respectfully and internally.
- Avoid accepting gifts or any favours of any kinds and in any manner from students or any related parties.
- Unauthorised part-time work and unapproved leaves can result in disciplinary action.
- Transfers and depositions within JXEA institutions may occur at the management's discretion.

## DRESS CODE GUIDELINES FOR STAFF

At St. Xavier’s College Jaipur, we believe that our appearance reflects our values and the dignity of our teaching vocation and institutional identity. All staff members are expected to dress in a manner that is professional, respectful, and appropriate to the ethos of a Jesuit educational institution.

### **For Women:**

Indian formal wear, such as sarees with modest blouses and suits with dupattas, are preferred. Kurtas should be of appropriate length, not above the knees. Outfits should reflect simplicity, grace, and professionalism.

### **For Men:**

Formal shirts and trousers are expected. Staff must be well-groomed at all times—this includes maintaining neat hair and, where applicable, trimmed moustaches and beards or clean shaves.

### **On Formal Occasions:**

During events such as inspections, official visits, academic conferences, college fests, or any public representation of the institution, staff members are expected to dress in **very formal attire** and to carry themselves with seriousness and decorum appropriate to the occasion.

Let us all model discipline, professionalism, and respect through our appearance as much as through our conduct.

# **PROFESSIONAL RESPONSIBILITIES OF TEACHERS**

Faculty at St. Xavier's College Jaipur are entrusted with the vital role of shaping future citizens. Their conduct, relationships, and professional commitment should reflect dignity, integrity, and the values of Jesuit education.

## **1. Towards Students**

Faculty must support students' holistic growth with fairness and care, regardless of their background. They should maintain confidentiality, promote merit-based assessment, and serve as role models in discipline, democracy, and patriotism.

## **2. Towards Guardians**

Faculty are expected to build positive, cooperative relationships with guardians by exchanging relevant information and working together for the students' development.

## **3. Towards Colleagues**

Mutual respect, cooperation, and professionalism are essential among staff. Faculty should avoid gossip, anonymous and baseless complaints, and actions that may harm the dignity of colleagues or the profession.

## **4. Towards Employer and Authorities**

Faculty should follow official channels, respect confidentiality, and seek advancement based on merit. They must act in accordance with institutional policies, avoid favouritism, and contribute to shared educational goals.

## **5. Towards Society**

As public figures, faculty must model ethical behaviour, support community welfare, and lead social change by promoting education, inclusivity, and cultural values.

## **6. Towards Professional Growth**

Faculty are encouraged to pursue lifelong learning, engage in research, attend seminars, and actively participate in professional organisations to strengthen their vocation and inspire future educators.

## **7. Concerning Politics**

Faculty may be socially and politically aware, contributing to positive change through education and critical engagement. However, active participation in electoral politics is not permitted without prior permission, and full-time political office requires resignation.

## **ADDITIONAL CODE FOR FACULTY**

- Embrace the Jesuit mission of holistic, value-based education and be role models in character, conduct, and competence.
- Show fairness, patience, and support to all students, especially the underprivileged or struggling one.
- Avoid malpractice, favouritism, and commercial activity within the institution.
- Respect confidentiality and conduct personal affairs ethically.
- Prepare and deliver lessons diligently, and participate fully in exams, co-curricular activities, and college events.
- Continue self-development through reading, research, and academic engagement even outside class hours.
- Uphold the dignity of the teaching profession by promoting student growth, national values, and mutual respect.

All staff are expected to serve the mission of the college with dedication and contribute to forming responsible, ethical, and compassionate individuals for society.

# SERVICE CONDITIONS

## A. Appointment

- The appointment is valid only upon receiving and signing an official letter of appointment by the management only.
- Required documents include medical fitness, character references, police verification, affidavit of no criminal case, proof of age, and other legal documents as and when asked/ required.
- Misrepresentation in documents can result in immediate termination.
- Medical, psychometric assessments and police clearance may be required and suggested to abide by legal/ professional standards.
- A service book and confidential file will be maintained for each employee.

## B. Probation

- All employees must complete a two-year probation, preceded by a one-year contract (exceptions apply for experienced or newly qualified faculty and are at the discretion of the administration).
- Probation may be extended or terminated based upon past performance.
- Employees under suspension or facing disciplinary action may have their probation extended.
- Probationers are not entitled to any kind of compensation upon termination.

## C. Confirmation

- Employees are confirmed in service upon successful completion of probation and meeting all eligibility criteria (e.g., minimum qualifications for teaching staff).

- Confirmation shall be recorded in writing.

#### **D. Promotion**

- Promotions for faculty follow UGC's Career Advancement Scheme (CAS) and rules laid down by the University of Rajasthan.
- Promotion is based upon performance and commitment, and at the sole discretion of the management.
- Prior service at other institutions does not count toward CAS eligibility, but direct recruits may be appointed at higher scales.

#### **E. Termination**

- **Contract/probationary staff:** One month's notice or salary in lieu of notice shall be applicable.
- **Confirmed staff:** Three months' notice or salary in lieu of resignation will be applicable.
- **Upon termination:** Termination shall be with immediate effect.
- No notice is required in cases of misconduct.
- Retrenchment may occur due to administrative changes or closure of a department; compensation may be provided.
- Grounds for termination includes misconduct, moral turpitude, negligence, incompetence and disobedience.

#### **F. Superannuation**

- Employees superannuate at the age set by the State Government.
- Early superannuation is possible in cases of being deemed unfit medically or professionally.
- No pension is provided by the college.

## PAY AND ALLOWANCES

### A. Salary Disbursement

- Salaries are paid via bank transfer by the **7th of each month**.
- Salary revisions (including DA) are decided by the **Governing Body**, based upon the institution's financial viability and upon the personal valuation of the staff.
- Salary stops from the date of **dismissal** or the day after **death** in service.
- **Tuition fee concessions** for employees' children (enrolled in the college) vary:
  - **Teaching staff (confirmed):** up to 25%
  - **Office staff:** up to 50%
  - **Maintenance staff:** up to 100%

This can be revised by the Governing body as per the needs and the financial viability of the institution.

### B. Increments

- Based on the financial viability of the institution the Governing Body will decide on the possibility of annual increment.
- **Annual increment (if applicable)** shall be implemented from **1st July**, after **3 years** of continuous service only.
- For **contractual staff**, the increment is fixed by the **Governing Body**.
- Faculty without the necessary minimum qualification must acquire it within **8 years** or forfeit future increments.
- Confirmed PhD holders may receive an **additional increment**, subject to management's discretion.

- Increments are **performance - based** and not guaranteed.

### C. Dearness Allowance (DA)

- Given **once a year** (from July 1) to **confirmed staff**, at the **January DA rate** fixed by the state.
- Contractual staff receive a **consolidated amount**. **No DA** is applicable.

### D. House Rent Allowance (HRA)

- Paid as per **State Government norms**:
  - **Confirmed staff**: Full HRA
  - **2nd-year probationers**: Half HRA
  - **1st-year probationers/contractual staff**: Not eligible

### E. City Compensatory Allowance (CCA)

- Only **confirmed staff** are eligible, as per state-fixed rates.

### F. Gratuity

- Eligible after **5 years** of continuous service as per norms.
- Gratuity is **forfeited** in cases of termination of the employment.
- **The nomination** must be filed within a year of joining.

### G. Employees Provident Fund (EPF)

- The college follows **Central Government EPF rules**.

### H. Research Grant

- Available to **teaching staff with 2+ years** of service, on a **reimbursement basis**.
- Requires application, documentation, and approval via the **Board of HoDs** and the **Principal**. Can Cover:

- Conference registration, travel, and stay (for top-100 ranked institutions globally).
- Publication fees for UGC-approved or reputed journals.

# LEAVE RULES AND TYPES

## A. General Rules

- **Leave is not a right but a privilege**; it is granted at the discretion of the sanctioning authority.
- Leave must be **applied for in writing or electronically**, preferably **at least a day in advance**.
- Applied leave is valid **only upon sanction**; submission does not imply approval.
- Employees must **provide a reachable address/ phone number** during leave.
- **Notified holidays may be used for college duties** if required.
- **Sundays and gazetted holidays** between leave days are counted, but not those at the start/end.
- **No leave during suspension.**
- extension of leave is discouraged and must be requested early.
- **Overstay without approval** may result in loss of pay or even **termination for abandonment** (after 10 days).
- Leave starts and ends as per the **sanctioned dates**.
- **Principal** (or Vice Principal/authorized person) grants or refuses leave.

## B. Types of Leave

### 1. Casual Leave

- **1 day per month**, non-cumulative, lapses annually.
- Max **3 days at a time**; not to be combined with long holidays or other leave types.
- Sundays/holidays **within** leave are counted; can **prefix or suffix** (not both)..

## 2. Academic Leave

- Up to **10 days/year** for academic duties (conferences, lectures, etc.).
- Available to **confirmed, probationary, and 3+ year contractual** teaching staff.
- Not cumulative or combinable with other leaves; Sundays **within** count.

## 3. Deputation Leave (Sent on Duty)

- For college-assigned tasks outside the campus.
- Not to be combined with other leaves.

## 4. Privilege/Earned Leave

- **15 days/year** for confirmed office staff; **10 days/year** for confirmed teaching/maintenance staff.
- **Contractual teaching staff** become eligible (10 days) after **5 years of service**.
- Can be **accumulated up to 300 days**; can be encashed at superannuation **only**.
- May be **combined with summer vacation**, not with other leaves.

## 5. Summer Vacation

- Summer Vacation is at the discretion of the Management and can be reduced based on the needs of the institution. If applicable each year, it can be given to a maximum of the following:
  - **Teaching staff (confirmed/probation):** 30 days
  - **Non-teaching (confirmed/probation):** 15 days
  - **Temporary non-teaching:** 10 days

- **Contractual faculty:**
  - <3 yrs: 15 days
  - 3 yrs: 20 days
  - 4 yrs: 25 days
  - 5+ yrs: 30 days
- Minimum **6 months active duty** in the year required (2 immediately before vacation).
- Typically taken in **one stretch**; if split, intervening holidays are counted.

## 6. Extraordinary Leave (EOL)

- For **confirmed/permanent** staff with no other leave due.
- Up to **3 months** (6 months for medical reasons after 5+ years of service).
- **Unpaid** and does **not count towards the increment**.
- **Contractual/temporary staff:** Max 1 month EOL without pay.

## 7. Maternity Leave

- For **confirmed female staff:** Up to **135 days with full pay**.
- Max **2 times** (3rd time allowed only if no surviving child).
- **Miscarriage leave:** Up to **40 days**, with a medical certificate.
- Cannot be combined with other leaves.
- Shall start ~ **45 days before the due date**; Sundays/holidays included.

## **8. Leave Without Pay**

- **Up to 10 days/year** may be granted in **exceptional cases**, with reasons recorded.
- **Leave without pay in excess of ten days in a year leads to a denial of annual increment.**

## **9. Absence Without Leave**

- Considered **unauthorised**; pay is deducted for such days.
- Frequent actions shall be treated as misconduct and incur a disciplinary action

## **10. National and Festival Holidays**

- Granted to all staff (except temporary maintenance) as per the state calendar.
- If falling on a **Sunday**, no compensatory leave.
- If staff are required to work, **compensatory leave** must be granted within 15 days.

# ATTENDANCE AND ABSENTEEISM

## A. Attendance Record

- All employees must **record arrival and departure times daily** as per college protocol; failure to do so may result in being marked **absent**.
- **Late arrival or early departure** requires **prior permission** from the Principal/ Vice Principal or designated authority.
- **Late arrivals/ early departures** will result in conversion to **half-day Casual Leave (CL) or absence**, as follows:
  - 4 times late by 1–10 mins
  - 3 times late by 11–30 mins
  - 2 times late by 31–60 mins
  - 1 time late by over 1 hour

## B. Absenteeism

- **Unauthorized absence** will lead to **salary deduction**.
- Leaving the workplace during duty hours without permission will be treated as **absent for the full day**.

# GRIEVANCES AND REDRESSAL

## Grievance Redressal Process

1. Submit a written complaint to the **Principal**, who must respond within **15 days**.
2. If unresolved, escalate to the **Manager**, who must respond within **15 days**.
3. If still unsatisfied, escalate to the **Vice President** of the Governing Body.
4. If needed, make a final appeal to the **President**, who must respond within **1 month**.
5. If the issue persists, it may be referred to **arbitration**, with the **arbitrator appointed by the President**. The arbitrator's decision is **final**.
6. **External authorities or courts** may be approached **only after** arbitration is exhausted.
7. **Formation of unions or trade associations is strictly prohibited**; all grievances must be routed through the college's internal **Grievance Redressal Cell**.
8. If unresolved within **3 months**, the issue may be raised directly with the **Vice President** of JXEA for mutual resolution.

## MISCONDUCT – MAJOR AND MINOR

### A. General Definition

- Misconduct refers to **acts or omissions** that hinder the institution's mission, disrupt relationships, reduce productivity, or damage the college's reputation.
- Misconduct is categorised as **major** (serious violations) and **minor** (lesser infractions).

## **B. Major Misconduct (Examples include):**

- 1. Insubordination** - Refusing lawful orders, delaying work, or collective disobedience.
- 2. Confidentiality breaches** - Sharing sensitive college information, examination papers, or staff/ student data.
- 3. Unauthorised possession/use** - Removing documents, using college property for personal use.
- 4. Absenteeism** - Habitual absence, false leave applications, overstay without approvals.
- 5. Violence or threats** - Assault, abuse, intimidation, harassment.
- 6. Corrupt practices** - Bribery, fraudulent claims, false certificates or records, favouritism or incorrect grading of students.
- 7. Indiscipline** - Disruptive behaviour, gossiping, gambling, insubordination, refusal of training.
- 8. Misrepresentation** - False statements at hiring or during service, misleading information.
- 9. Disruption of work** - Protests, strikes, *gheraos*, inciting unrest or communal tension.
- 10. Improper conduct** - Moral misconduct, sexual harassment, drunkenness, abusive language.
- 11. External influence** - Giving media statements, unauthorised publishing or canvassing.
- 12. Dishonesty and damage** - Theft, embezzlement, property damage.
- 13. Harms to reputation** - Rumour-spreading, public defamation, malicious complaints.

14. **External jobs** - Private tuition, side businesses, publications without permission.
15. **Cultural insensitivity** - Disrespecting local customs or promoting divisive sentiments.
16. **Other** - Any act against the college's interest, discipline, or reputation.

### **C. Minor Misconduct (Examples include):**

**When the behaviours given below are not regular or continuous, they are termed a minor misconduct. Regular and continuous behaviours would be deemed intentional and would automatically make a minor misconduct a major misconduct.**

1. **Negligence** – Not performing assigned duties properly.
2. **Attendance issues** – Minor tardiness, leaving early, being away from work without approvals.
3. **Improper behaviour** – Spitting, urinating in improper places, loitering.
4. **Low work output** – Reduced efficiency or productivity.
5. **Improper movement** – Using non-designated entry/exit points.
6. **Work obstruction** – Minor delays or non-cooperation with colleagues.
7. **Cleanliness violations** – Ignoring hygiene or department-specific rules.
8. **Public nuisance** – Creating minor disturbances or annoyances.

# DISCIPLINARY ACTION AND PUNISHMENTS

## A. Right to Disciplinary Action

1. The **management has the authority** to take action against any employee violating service conditions.
2. **No penalty** can be imposed without giving the employee a **chance to be heard**.

## B. Procedure for Disciplinary Action

### 1. Show Cause Notice:

- Issued if there's a reasonable belief of misconduct.
- State charges and requests a written explanation within **72 hours** (or a specified time).

### 2. Formal Enquiry:

- If misconduct appears serious, a **3-member enquiry committee** shall be constituted by the management.

### 3. Notification and Cooperation:

- The employee is informed about the enquiry and shall cooperate with the **committee convener**.

### 4. Suspension:

- The employee may be **suspended** pending an enquiry if the management deems it necessary.

### 5. Suspension During Enquiry

- Suspended employees receive **50% salary** as a **subsistence allowance**.
- If the **employee delays the enquiry**:
  1. After **3 months**: allowance drops to **25%**.
  2. After **6 months**: **no allowance** is paid.

- If **management delays**:
  1. After **3 months**: allowance raised to **75%**.
  2. After **6 months**: **full salary** paid.
- Employees must **mark attendance** daily at the gate to receive an allowance.
- **The convener may refuse adjournments** if they cause delays.

## 6. Right to Defence

- An employee may **submit a written defence** and **present evidence**.
- **No external representation** (lawyers, friends, colleagues) shall be allowed.

## 7. Enquiry Report

- The **convener** documents testimonies, reviews evidence, and provides a **written report** which shall be binding upon the employee and management with:
  1. Findings (guilt/innocence),
  2. Reasons,
  3. Recommendation for punishment (if any),
  4. Signatures of committee members.

## 8. Absence from Enquiry

- If the employee is absent:
  1. **One adjournment** within 30 days is allowed.
  2. If absent again **without reason**, enquiry proceeds shall be proceeded *ex parte*.

## 9. Management's Decision

- **Management reviews the report** and decides an appropriate punishment.
- The employee shall be **given a copy** of the report and **informed of the punishment.**

## 10. Disagreement with Enquiry Report

- If the **management disagrees** with an exoneration by the committee and wants to act:
  1. The employee is given a **second chance to show cause.**

## 11. Minor Misconduct

- For **minor misconduct**, no formal inquiry is required.
- Management can impose **minor penalties** after hearing the employee.

## C. Penalties for Misconduct

### Penalties for Major Misconduct

1. **Demotion** to a lower post, grade, or pay scale.
2. **Compulsory retirement.**
3. **Removal from service/ termination.**

### Penalties for Minor Misconduct

1. **Censure, warning,** or formal notices.
2. **Fine, up to five days' salary.**
3. **Recovery from salary** for any loss caused due to negligence or rule violation.
4. **Withholding of increments or promotion** for a specified period.

## GENERAL GUIDELINES

- A. Supersession:** All earlier rules and staff agreements contrary to these rules are now null and void.
- B. Qualifying Service:**
- Starts from the **regular appointment date**.
  - Leave **with salary** counts as qualifying service.
  - **Breaks, unauthorized absences, and refused leave do not** count.
- C. Language Clarification:** In case of a difference between **English and Hindi** versions, the **English version prevails**.
- D. Rule Interpretation:** Final interpretation lies with the **President of the Governing Body**.
- E. Amendments:** The Governing Body shall **revise these rules as and when required** and the same shall be **binding** from the date of its approval.

## **STAFF (2025-26)**

### **Regular Staff**

#### **Department of Business Administration**

1. Ms. Anjali Pareek (Head)  
*PhD (Pursuing), NET (Commerce), NET (MGMT), MBA (Marketing & Finance), MCom (BADM), PGDHE*
2. Dr. Salim Khan  
*PhD, MBA (Finance & Marketing), MCom (BADM), MCom (EAFM), PGDHE (IGNOU), NET (MGMT), SET (MGMT), NET (Commerce), BCom.*
3. Dr. Leena Sharma  
*PhD, NET (MGMT), SLET (MGMT), MBA (Marketing & HR), MCom (BADM)*
4. Dr. Happy Agrawal  
*PhD, MBA (Finance & Marketing), MCom (BADM), PGDIBF, NET (Management), NET (Commerce), SET (Management)*
5. Dr. Renu Jadon  
*PhD, NET (Commerce), SLET (Commerce), MBA (Finance & Marketing), MCom (EAFM), BCom.*
6. Sub. Lt. (Dr.) Pradeep Soni  
*PhD, NET(Commerce), MCom (ABST & EAFM), PGDBA (Marketing Management), PGDHE*
7. Dr. Neetu Sharma  
*PhD, NET(Commerce), NET(MGMT), MBA (HR & Marketing), MCom (BADM)*
8. Fr. Pradeep Indwar SJ  
*MBA (Rural Management)*
9. Dr. Honoria Samson  
*PhD in Management (Human Resources), MBA with Specialization in HR & Marketing (Dual Specialization), BCom, 2 Year Diploma in International Business*

#### **Department of Commerce**

1. Ms. Akansha Arora (Head)  
*PhD (Pursuing), NET (Commerce), LLB, CS, MCom, BCom (Hons)*
2. Dr. Mahua Majumdar Bose  
*PhD, MPhil (EAFM), MCom (EAFM), BCom, Certificate Course in German, Diploma from NIIT Ltd*

3. Dr. Nitasha Khatri

*PhD, MPhil (ABST), MCom (ABST), BCom, Patent in Commerce*

4. Dr. Ekta

*PhD, NET, MPhil, MCom, MCom (EAFM), MBA, BEd*

### **Department of Economics**

1. Dr. Sunita Choudhary (Head)

*PhD, NET (Economics), MA (Economics), BA (Hons) Economics*

2. Dr. Yashwardhan Singh

*PhD, NET (Economics), MA (Economics) Gold Medalist, BA Majors (Economics)*

3. Ms. Aneesha Jain

*PhD (Pursuing), NET (Economics), MA (Economics), BA (Hons) Economics, Certification and Diploma in German*

4. Mr. Baldev Singh

*UGC NET (Economics), SET (Economics), MA (Economics), BA (Hons) Economics, BEd*

5. Ms. Akshita Bhatia (Statistics)

*MSc (Statistics), Gold Medalist in BSc (Hons) Physics with Mathematics and Statistics*

6. Dr. (Fr.) M. Amaldass SJ

*PhD, MPhil, MBA (Rural Management)*

### **Department of Political Science**

1. Dr. Denny Shaji (Head)

*PhD, LLB, MPhil (Gandhian Studies), MA (Political Science) MA (English), BEd, BA (Hons) Political Science*

2. Dr. Meeta Sharma

*PhD, NET (Political Science), SLET (Political Science), MA (Political Science), MA (English), BA*

3. Dr. Mamta Pareek

*PhD, NET, MA, LLB*

### **Department of Psychology**

1. Dr. Priya Sahrawat (Head)

*PhD, UGC NET, MA Psychology, BA (Hons) Psychology*

2. Dr. Nupur Chauhan

*PhD (Pursuing), MPhil, NET JRF (Psychology), MA Psychology, BA (Hons) Psychology*

3. Ms. Sanbrita Acharya (Counsellor)

*Humanistic and Existential Therapist, MSc Clinical Psychology with Specialisation in Cyber Psychology, Certified Art Therapist, Career Counsellor, Psychological First Aid Provider and Trainer, Trained as a Suicide Prevention Gatekeeper, BA in Psychology, Journalism and Women's Studies*

4. Ms. Vatsala Sharma

*PhD (Pursuing), UGC NET, GATE, MSc Psychology, BSc*

## **Department of English**

1. Dr. Shruti Rawal (Head)

*PhD, MA (English) Gold Medalist, NET JRF (English), Cambridge Teacher Development Program on Business English Skills, 'Masterpieces of World Literature' Online Course from Harvard University, Supervised 4 PhD scholars*

2. Dr. Ranjit Kaur

*PhD, SLET (English) Accredited by the UGC, MA (English), MA (History), MA (Education), MA (Political Science), MA (Psychology), MA (Public Administration) - University Merit Holder, BEd - University Merit Holder, BA (English Literature, Economics and History), Post Graduate Diploma in Computer Science and Application (PGDCA), 60 NPTEL/SWAYAM Courses*

3. Dr. Atiqa Kelsy

*PhD, NET (English), SLET (English), BEd, MA(English), MSC Counselling Psychology, BA English (Hons), UGC-sponsored Minor Research Project, A Language Trainer Course from the British Council, Advanced Certificate Course in PC Application from NIIT, Certificate Course in Computers from Community Polytechnique, Ajmer,*

4. Dr. Rama Hirawat

*PhD, NET (English), MA (English), BA, Advanced Diploma in Interior Designing from National Institute of Fashion Design (NIFD), PGD in Counselling and Family Therapy*

5. Mr. Rohan Thomas Cherian

*PhD (Pursuing), NET, MA (English), BA (Hons) English*

6. Ms. Unnati Jain

*PhD (Pursuing), University Gold Medalist, NET, MA (English), BA English (Hons) Diploma in counselling and guidance*

## **Department of Computer Science**

1. Dr. Arpita Banerjee (Head)

*PhD, MTech (CS), MSc (IT), BCom (Hons)*

2. Dr. Dharmveer Yadav  
*PhD, MPhil, MCA, MCP, PGDCA, BSc*
3. Dr. Vaishali Singh  
*PhD, MCA, BCA*
4. Ms. Pushpanjali Saini  
*PhD (Pursuing), MCA, BCA*
5. Ms. Ritu Sisodia  
*PhD (Pursuing), MCA Gold Medalist, BCA*
6. Mr. John Philip Xavier  
*PhD (Pursuing), DECE, BTech (IT), MS (IT), ME Engg, Foundation of AI & ML (Microsoft Certified), AI & ML Algorithms & Techniques (Microsoft Certified)*

### **Department of Science**

1. Dr. (Sr.) Ligimol Louis CMC (Head) (Chemistry)  
*PhD, MPhil, MSc (Chemistry), Specialization: Supramolecular Chemistry, BEd, BTh, PGDGC (Guidance and Counselling)*
2. Dr. Juniet Maria Jose (Zoology)  
*PhD, PGDMLT, MSc (Zoology)*
3. Dr. Antony Nitin Raja (Chemistry)  
*PhD (Electrochemistry), MSc (Pharmaceutical Chemistry), BSc (Biotechnology)*
4. Dr. Manjeet Kumari (Maths)  
*PhD (Fluid Dynamics), MSc (Mathematics)*
5. Mr. Shinoj Mathew (Botany)  
*PhD (Pursuing), CSIR-NET, MSc (Botany), BSc (Botany)*
6. Dr. A. Anand (Physics)  
*PhD (Condensed Matter Physics), MPhil, MSc, BSc (Physics)*

### **Department of Arts**

1. Ms. Mrinalini Faujdar (Head) (Pub. Adm.)  
*PhD (Pursuing), NET, MPhil*
2. Dr. Fr. Arokya Swamy SJ  
*PhD (Sociology), MA (Anthropology), BA (Economics)*
3. Dr. Anamika Singh (Geography)  
*PhD (Geography), NET JRF, MA, BA, BEd*

4. Dr. Fr. Raymond Cherubin SJ  
*PhD (Hindi), MA English, BA*
5. Mr. Vijay Kumar Tripathi (History)  
*NET, MA(History), BSc (Maths)*
6. Dr. Sumitra Buraniya (Hindi)  
*PhD, MA, NET, BA*
7. Dr. Arvind Rathore (Sociology)  
*PhD (Sociology), MA Sociology, BA*
8. Dr. Shubhangi Soni (Hindi)  
*PhD (Hindi), NET JRF, MA (Hindi), BA*
9. Dr. Ritu Mehra  
*PhD, MSc (Human Development), MSc (Food Economics and Consumer Studies), BSc Home Science, Deutsch Mittelstufe-II, DSH (Prüfung zum Nachweis Deutscher Sprachkenntnisse)*

### **Sports & Physical Education**

1. Dr. (Fr.) Arokya Swamy SJ (Director)
2. Dr. Ajay Kumar Dandotiya (Asst. Director, Physical Education)  
*PhD, MPEd, BPEd, DYEd*
3. Ms. Mudrika Moond (Asst. Director, Physical Education)  
*MPEd, BPEd, MCom, BCom*

### **Library**

1. Dr. (Fr.) Arokya Swamy SJ (Director)
2. Ms. Loveleen Mathur (Asst Librarian)  
*PhD (Pursuing), MLIS, BLIS, BSc (PCM), MA English, (Certificate course of 15 weeks in Digital Library)*

## **XAVIER VOCATIONAL INSTITUTE (XVI)**

### **Centre For Employability**

1. Dr. (Fr.) Arokya Swamy SJ (Director)
2. Dr. Ritu Mehra (Asst. Director)
3. Mr. Yaduveer Singh (Math's Instructor)
4. Ms. Savita Sharma (Animator)
5. Ms. Renu Devi (Animator)
6. Ms. Sarita Saini (Fashion Designing)
7. Ms. Chanda Devi Choudhary (Beauty Culture)

## Office Staff

- |                               |                               |
|-------------------------------|-------------------------------|
| 1. Mr. Sanju Thomas           | PA to Principal               |
| 2. Ms. Suja Koruth            | Office Assistant              |
| 3. Mr. Rajeev Nokhwal         | Lab Assistant                 |
| 4. Mr. Ramawatar Atal         | Lab Assistant (Chemistry)     |
| 5. Mr. Lokesh Kumawat         | Assistant Accountant          |
| 6. Mr. Rajendra Saini         | Lab Assistant (Physics)       |
| 7. Ms. Blessy Varghese        | Office Assistant              |
| 8. Mr. Parmanand Sharma       | Office Assistant              |
| 9. Mr. Joshy Joseph           | Accountant                    |
| 10. Ms. Jeanette Marion Dube  | Office Assistant (Front Desk) |
| 11. Mr. Karl Everett          | Office Assistant              |
| 12. Mr. Sushant Xavier Andrew | Office Assistant              |

## Maintenance Staff

- |                            |                             |
|----------------------------|-----------------------------|
| 1. Mr. Yam Bahadur Thappa  | 13. Mr. Puran Meena         |
| 2. Mr. Tahir Khan          | 14. Mr. Justin Minj         |
| 3. Mr. Sandeep Kumawat     | 15. Mr. Suresh Kumar Dhanka |
| 4. Mr. Vel Bahadur Thappa  | 16. Ms. Pushpa Minj         |
| 5. Mr. Vijay Lorens        | 17. Ms. Shalu               |
| 6. Mr. Manoj Kumar Harijan | 18. Ms. Sonia               |
| 7. Ms. Kiran Ekka          | 19. Mr. Amntus Toppo        |
| 8. Mr. Sanjay Sain         | 20. Mr. Roshti Hansda       |
| 9. Ms. Sunita Hansda       | 21. Ms. Anita Kerketta      |
| 10. Mr. Dinesh Harijan     | 22. Mr. Celestin Kispotta   |
| 11. Ms. Divya Kullu        | 23. Mr. Suleman Minj        |
| 12. Ms. Urmila Tirkey      | 24. Mr. Anusufil Soreng     |
| 13. Mr. Kajod              | 25. Mr. Meri Raju Mariyam   |

## Class Mentor and Co-Mentor

S. No.	Class	Name of the Mentor	Name of the Co- Mentor
<b>Department of Business Administration</b>			
1.	BBA I A	Dr. Shubhangi Soni	Dr. Renu Jadon
2.	BBA I B	Dr. Neetu Sharma	Dr. Leena Sharma
3.	BBA I C	Dr. Happy Agrawal	Dr. Salim Khan
4.	BBA I D	Dr. Honoria Samson	Ms. Anjali Pareek
5.	BBA II A	Dr. Salim Khan	Dr. Pradeep Soni
6.	BBA II B	Dr. Leena Sharma	Dr. Happy Agrawal
7.	BBA III A	Dr. Renu Jadon	Dr. Neetu Sharma
8.	BBA III B	Ms. Anjali Pareek	Dr. Pradeep Soni
<b>Department of Commerce</b>			
9.	BCOM I	Dr. Ekta	Dr. Nitasha Khatri
10.	BCOM II	Dr. Nitasha Khatri	Dr. Ekta
11.	BCOM III	Dr. Mahua Majumdar Bose	Ms. Akansha Arora
<b>Department of Science</b>			
12.	BSc I	Dr. Juniet Maria Jose	Dr. A. Anand
13.	BSc II	Dr. Manjeet Kumari	Mr. Shinoj Mathew
14.	BSc III (Sem V & VI)	Dr. Antony Nitin Raja	Dr. (Sr.) Ligimol Louis CMC
15.	BSc III (Yearly batch)	Dr. (Sr.) Ligimol Louis CMC	Dr. Antony Nitin Raja
<b>Department of Psychology</b>			
16.	BA Psych I	Dr. Nupur Chauhan	Ms. Sanbrita Acharya
17.	BA Psych II	Dr. Priya Sahrawat	Ms. Vatsala Sharma
18.	BA Psych III	Ms. Vatsala Sharma	Ms. Sanbrita Acharya
<b>Department of Arts</b>			
19.	BA I	Dr. Arvind Rathore	Dr. Sumitra Buraniya
20.	BA II	Dr. Anamika Singh	Mr. Vijay Kumar Tripathi
21.	BA III	Ms. Mrinalini Faujdar	Dr. Shubhangi Soni

S. No.	Class	Name of the Mentor	Name of the Co- Mentor
<b>Department of Computer Science</b>			
22.	BCA I A	Dr. Arpita Banerjee	Dr. Vaishali Singh
23.	BCA I B	Ms. Ritu Sisodia	Dr. Vaishali Singh
24.	BCA II	Dr. Dharmveer Yadav	Dr. Vaishali Singh
25.	BCA III	Ms. Pushpanjali Saini	Dr. Vaishali Singh
<b>Department of English</b>			
26.	BA Eng I	Dr. Atiqa Kelsy	Dr. Shruti Rawal
27.	BA Eng II	Dr. Ranjit Kaur	Ms. Unnati Jain
28.	BA Eng III	Mr. Rohan Thomas Cherian	Dr. Atiqa Kelsy
29.	MA Eng I	Dr. Shruti Rawal	Ms. Unnati Jain
30.	MA Eng Final	Dr. Rama Hirawat	Dr. Ranjit Kaur
<b>Department of Economics</b>			
31.	BA Eco I	Mr. Baldev Singh	Ms. Akshita Bhatia
32.	BA Eco II	Ms. Aneesha Jain	Dr. Sunita Choudhary
33.	BA Eco III	Ms. Akshita Bhatia	Ms. Aneesha Jain
34.	MA Eco (Prev)	Dr. Sunita Choudhary	Dr. Yashwardhan Singh
35.	MA Eco (Final)	Dr. Yashwardhan Singh	Mr. Baldev Singh
<b>Department of Political Science</b>			
36.	BA Pol Sc I	Dr. Meeta Sharma	Dr. Mamta Pareek
37.	BA Pol Sc II	Dr. Mamta Pareek	Dr. Denny Shaji
38.	BA Pol Sc III	Dr. Denny Shaji	Dr. Meeta Sharma

**XAVIER INSTITUTE OF MANAGEMENT  
& INFORMATICS (XIMI)**

**Teaching Staff**

Manager & Chairperson: Dr. (Fr.) Arokya Swamy SJ  
Director: Dr. Madhu Sharma  
Associate Director & Administrator: Dr. (Fr.) Abraham Amal Raj SJ

**MBA**

1. Dr. Shikha Arora Bakshi (Head)  
*PhD, MBA (Finance & Marketing), MCom (BADM), BCom*
2. Dr. Varsha Sharma  
*PhD, MBA, MS (Finance), CFA, NET, Advance Diploma in Finance*
3. Dr. Swati Tiwari  
*PhD, MBA, MCom, MHRM, HR Diploma*
4. Dr. Rupali Deora  
*PhD, MBA*
5. Ms. Sonali Dubey  
*MBA*

**MCA**

1. Dr. Madhu Sharma (Head)  
*PhD (Engg & Tech), PhD (CS), MTech (CS), MCA, MOS & MTA Certified, BSc*
2. Dr. Fr. Abraham Amal Raj SJ  
*PhD, MS (CS)*
3. Dr. Poonam Sharma  
*PhD, MCA, MSc IT, BSc*
4. Dr. Neha Jain  
*MCA, MTech*

**Office Staff**

1. Mr. Dinesh Kaushik
2. Ms. Lakshmi Sharma
3. Mr. Nitin Simon D'souza

**Maintenance Staff**

1. Mr. Raju Lal
2. Mr. Anju Sahay
3. Mr. Vinod Kumar Meena
4. Mr. K.C. Achenkunju
5. Mr. Laxman Baba

## **ADMINISTRATIVE BODIES 2025-26**

These cells and committees are responsible for governance, finance, infrastructure, and institutional sustainability and operations.

### **Governing Body of Jaipur Xavier Educational Association (JXEA)**

1. President: Fr. Soosai Mani SJ
2. Vice-President: Dr. (Fr.) Nelson Ashok D'Silva SJ
3. Secretary: Dr. (Fr.) Arokya Swamy SJ
4. Treasurer: Fr. Xavier Ignatius SJ
5. Members:
  - i. Fr. M Arockiam SJ
  - ii. Fr. Sangeeth Raj SJ
  - iii. Fr. John Ari SJ

### **College Management**

1. Rector and Principal: Dr. (Fr.) Arokya Swamy SJ
2. Vice-President, JXEA: Dr. (Fr.) Nelson Ashok D'Silva SJ
3. Vice-Principal: Dr. (Fr.) Raymond Cherubin SJ
4. Dean, R&D Cell: Dr. (Fr.) M. Amaldass SJ
5. Campus Administrator: Fr. Pradeep Indwar SJ
6. Associate Director, XIMI: Dr. (Fr.) Abraham Amalraj SJ
7. Treasurer, JXEA: Fr. Xavier Ignatius SJ

### **College Core Committee (CCC)**

1. Dr. (Fr.) Arokya Swamy SJ, Rector and Principal
2. Dr. (Fr.) Raymond Cherubin SJ, Vice-Principal
3. Dr. (Fr.) M. Amaldass SJ, Dean, Research & Development
4. Fr. Pradeep Indwar SJ, Campus Administrator
5. Dr. (Fr.) Nelson Ashok D'Silva SJ, Vice-President - JXEA
6. Dr. (Fr.) Abraham Amalraj SJ, Associate Director - XIMI
7. Fr. Xavier Ignatius SJ, Treasurer
8. Dr. Madhu Sharma, Director - XIMI
9. Dr. Mahua Majumdar Bose, Staff Secretary

10. Dr. Ranjit Kaur, Coordinator, Academic Council
11. Dr. Yashwardhan Singh, Coordinator, UCC
12. Dr. Dharmveer Yadav, Coordinator, University Affairs
13. Dr. Vaishali Singh, Coordinator, IQAC
14. Dr. (Sr.) Ligimol Louis CMC, Head of Department, Science

### **University Core Committee**

1. Chairperson: Dr. (Fr.) Arokya Swamy SJ
2. Dean, R&D Cell: Dr. (Fr.) M. Amaldass SJ
3. Associate Director, XIMI: Dr. (Fr.) Abraham Amalraj SJ
4. Coordinator: Dr. Yashwardhan Singh
5. Secretary: Dr. Nitasha Khatri
6. Members:
  - i. Dr. Shruti Rawal
  - ii. Coordinator, University Affairs: Dr. Dharmveer Yadav
  - iii. Coordinator, Examination Cell: Dr. Leena Sharma
  - iv. Director, XIMI: Dr. Madhu Sharma
  - v. Public Relations Officer: Dr. Ritu Mehra
  - vi. University Office Assistant: Mr. Parmanand Sharma

### **Internal Auditing Committee**

1. Chairperson: Dr. (Fr.) Arokya Swamy SJ,  
Principal
2. Vice-Principal: Dr. (Fr.) Raymond Cherubin SJ
3. Coordinator: Dr. Atiqa Kelsy
4. Assistant Coordinator: Dr. Antony Nitin Raja
5. Members:
  - i. Coordinator, IQAC
  - ii. Coordinator, UCC
  - iii. Heads of the Departments

### **University Affairs Cell**

1. Chairperson: Dr. (Fr.) Arokya Swamy SJ,  
Principal
2. Vice Principal: Dr. (Fr.) Raymond Cherubin SJ

3. Coordinator: Dr. Dharmveer Yadav
4. Members:
  - i. **Coordinator:** Examination Cell
  - ii. **Public Relations Officer:** Dr. Ritu Mehra
  - iii. **Office Assistant:** Mr. Parmanand Sharma

### **Finance & Resource Mobilisation Committee (FRMC)**

1. Chairperson: Dr. (Fr.) Arokya Swamy SJ,  
Principal
2. Vice Principal: Dr. (Fr.) Raymond Cherubin SJ
3. Vice President JXEA: Dr. (Fr.) Nelson D'Silva SJ
4. Treasurer JXEA: Fr. Xavier Ignatius SJ
5. Dean, R&D Cell: Dr. (Fr.) M. Amaldass SJ
6. Coordinator: Dr. Salim Khan
7. Members:
  - i. Heads of the Departments
  - ii. College Core Committee
  - iii. Coordinator, Alumni Committee
  - iv. Mr. Joshy Joseph
  - v. Mr. Lokesh Kumawat

### **Planning & Evaluation Committee**

1. Chairperson: Dr. (Fr.) Arokya Swamy SJ,  
Principal
2. Coordinator: Dr. Yashwardhan Singh
3. Members: College Core Committee

### **Infrastructure Development & Maintenance Committee**

1. Chairperson: Dr. (Fr.) Arokya Swamy SJ,  
Principal
2. Vice Principal: Dr. (Fr.) Raymond Cherubin SJ
3. Dean, R&D Cell: Dr. (Fr.) M. Amaldass SJ
4. Campus Administrator: Fr. Pradeep Indwar SJ
5. Coordinator: Dr. Salim Khan
6. Members:

- i. IT Cell Coordinator
- ii. College Core Committee
- iii. Mr. Joshy Joseph

### **Inventory Committee**

- 1. Chairperson: Dr. (Fr.) Arokya Swamy SJ,  
Principal
- 2. Vice Principal: Dr. (Fr.) Raymond Cherubin SJ
- 3. Campus Administrator: Fr. Pradeep Indwar SJ
- 4. Coordinator: Dr. Salim Khan
- 5. Members:
  - i. Mr. Rajendra Saini, Store In-Charge
  - ii. Mr. Lokesh Kumawat, Assistant

### **Hostel Committee**

- 1. Chairperson: Dr. (Fr.) Arokya Swamy SJ,  
Principal
- 2. Vice Principal: Dr. (Fr.) Raymond Cherubin SJ
- 3. Campus Administrator: Fr. Pradeep Indwar SJ
- 4. Warden: Dr. (Sr.) Ligimol Louis CMC
- 5. Warden: Dr. Juniet Maria Jose

### **Transportation Committee**

- 1. Chairperson: Dr. (Fr.) Arokya Swamy SJ,  
Principal
- 2. Vice Principal: Dr. (Fr.) Raymond Cherubin SJ
- 3. Campus Administrator: Fr. Pradeep Indwar SJ
- 4. Coordinator: Dr. Dharmveer Yadav
- 5. Assistant Coordinator: Dr. Ajay Kumar Dandotiya
- 6. Members:
  - i. Dr. Salim Khan
  - ii. Dr. Neetu Sharma
  - iii. Representative, Transport Operator
  - iv. Mr. Sanju Thomas
  - v. Mr. Joshy Joseph

### **Arrupe Central Library Committee**

1. Chairperson: Dr. (Fr.) Arokya Swamy SJ,  
Principal
2. Vice Principal: Dr. (Fr.) Raymond Cherubin SJ
3. Coordinator: Dr. Denny Shaji
4. Assistant Coordinator: Ms. Loveleen Mathur
5. Members:
  - i. IT Cell Coordinator

### **Admissions Cell**

1. Chairperson: Dr. (Fr.) Arokya Swamy SJ,  
Principal
2. Vice Principal: Dr. (Fr.) Raymond Cherubin SJ
3. Coordinator: Dr. Rama Hirawat
4. Assistant Coordinator: Dr. Nitasha Khatri
5. Members:
  - i. Heads of the Departments
  - ii. Coordinator, University Affairs Cell
  - iii. Coordinator, Media & Advertisement Cell
  - iv. Coordinator, IT Cell
  - v. Public Relations Officer
  - vi. Mr. Joshy Joseph
  - vii. Ms. Blessy Varghese
  - viii. Mr. Karl Everett

### **Management-Teacher-Parents Cell**

1. Chairperson: Dr. (Fr.) Arokya Swamy SJ,  
Principal
2. Vice Principal: Dr. (Fr.) Raymond Cherubin SJ
3. Coordinator: Dr. (Sr.) Ligimol Louis
4. Members:
  - i. Ms. Mrinalini Faujdar
  - ii. Ms. Anjali Pareek

## **International Association of Jesuit Universities (IAJU)**

1. Chairperson: Dr. (Fr.) Arokya Swamy SJ,  
Principal
2. Vice Principal: Dr. (Fr.) Raymond Cherubin SJ
3. Dean, R&D Cell: Dr. (Fr.) M. Amaldass SJ
4. Members:
  - i. Dr. Ranjit Kaur
  - ii. Dr. Salim Khan

## **Alumni Committee**

1. Chairperson: Dr. (Fr.) Arokya Swamy SJ,  
Principal
2. Vice Principal: Dr. (Fr.) Raymond Cherubin SJ
3. Dean, R&D Cell: Dr. (Fr.) M. Amaldass SJ
4. Coordinator: Ms. Anjali Pareek
5. Assistant Coordinator: Dr. Neetu Sharma
6. Members:
  - i. Dr. Sunita Choudhary
  - ii. Mr. Rohan Thomas Cherian
  - iii. Dr. Anamika Singh
  - iv. President, XCA
  - v. Vice-president, XCA
  - vi. Treasure, XCA

## **Handbook Committee**

1. Chairperson: Dr. (Fr.) Arokya Swamy SJ,  
Principal
2. Vice Principal: Dr. (Fr.) Raymond Cherubin SJ
3. Coordinator: Dr. Atiqa Kelsy
4. Members:
  - i. Coordinator, IT Cell
  - ii. Mr. Sushant Xavier Andrew

## STATUTORY BODIES

These cells and committees are legally mandated, essential for institutional legitimacy, GOI / UGC / NAAC compliance, and student / staff welfare.

### **Internal Quality Assurance Cell (IQAC)**

1. **Chairperson:** Dr. (Fr.) Arokya Swamy SJ,  
Principal & Secretary, JXEA
2. **Coordinator:** Dr. Vaishali Singh, Department of  
Computer Science
3. **Assistant Coordinator:** Dr. Atiqa Kelsy, Department of  
English
4. **Members:**
  - i. Dr. Ranjit Kaur, Department of English
  - ii. Dr. (Sr.) Ligimol Louis CMC, Department of Science
  - iii. Dr. Antony Nitin Raja, Department of Science
  - iv. Dr. Mahua Majumdar Bose, Department of Commerce
  - v. Dr. Salim Khan, Department of Business  
Administration
  - vi. Dr. Nupur Chouhan, Department of Psychology
  - vii. Dr. Anamika Singh, Department of Arts
  - viii. Ms. Blessy Varghese, Office Member (Documentation  
Center)
5. **Administrative Officers:**
  - i. Coordinator, UCC: Dr. Yashwardhan Singh
  - ii. Head, MBA – XIMI: Dr. Shikha Arora Bakshi
  - iii. Coordinator, IT Cell: Mr. John Philip Xavier
  - iv. Assistant Librarian: Ms. Loveleen Mathur
  - v. In-charge, College Office: Mr. Sanju Thomas
6. **Management Representative:**
  - i. Dr. (Fr.) Nelson Ashok D'Silva SJ, JXEA - Vice  
President, JXEA
  - ii. Dr. (Fr.) Raymond Cherubin SJ, Vice-Principal
  - iii. Fr. Xavier Ignatius SJ, Treasurer - JXEA
  - iv. Dr. (Fr.) M. Amaldass SJ, Dean – Research &  
Development

v. Dr. Madhu Sharma, Director - XIMI

**7. External Members:**

- i. University Nominee: Prof. Sheila Rai, Univ. of Rajasthan
- ii. Educationist: Prof. Harsh Purohit, Dean, Faculty of Management Studies, Banasthali Vidyapith
- iii. Industrialist: Mr. Ajay Kochar
- iv. Alumni Representative: Alumni President
- v. Student Representative: Student President

**Staff & Student Affairs Cell**

- 1. Chairperson: Dr. (Fr.) Arokya Swamy SJ, Principal
- 2. Vice Principal: Dr. (Fr.) Raymond Cherubin SJ

*a. Appeals & Grievances*

*b. Anti-Ragging*

- 1. Coordinator: Ms. Pushpanjali Saini
- 2. Assistant Coordinator: Dr. Priya Sahrawat
- 3. Members:

- i. Dr. Ajay Dandotiya
- ii. Ms. Mudrika Moond
- iii. Ms. Sanbrita Acharya
- iv. Heads of the Departments

*c. Code of Conduct (Discipline)*

- 1. Coordinator: Dr. Dharamveer Yadav
- 2. Assistant Coordinator: Dr. Ekta
- 3. Members:

- i. Dr. Ajay Dandotiya
- ii. Ms. Mudrika Moond
- iii. Dr. Pradeep Soni
- iv. Dr. Ritu Mehra
- v. Dr. Neetu Sharma
- vi. Dr. Manjeet Kumari

*d. Student Cyber Safety Committee*

1. Coordinator: Dr. Arpita Banerjee
2. Assistant Coordinator: Dr. Salim Khan
3. Members:
  - i. Ms. Unnati Jain
  - ii. Heads of the Departments
  - iii. Coordinator, Social Media Committee
  - iv. Coordinator, Students Affairs Cell
  - v. Coordinator, Code of Conduct
  - vi. Coordinator, IT Cell

**SC, ST & OBC Welfare Committee**

1. Chairperson: Dr. (Fr.) Arokya Swamy SJ, Principal
2. Vice Principal: Dr. (Fr.) Raymond Cherubin SJ
3. Campus Administrator: Fr. Pradeep Indwar SJ
4. Coordinator: Dr. Dharmveer Yadav
5. Members:
  - i. Dr. Manjeet Kumari
  - ii. Mr. Ramawatar Atal

**Minorities Welfare Committee**

1. Chairperson: Dr. (Fr.) Arokya Swamy SJ, Principal
2. Vice Principal: Dr. (Fr.) Raymond Cherubin SJ
3. Coordinator: Ms. Aneesha Jain
4. Assistant Coordinator: Dr. (Sr.) Ligimol Louis
5. Members:
  - i. Dr. Ranjit Kaur
  - ii. Dr. Salim Khan

**Internal Grievance Committee**

1. Chairperson: Dr. (Fr.) Arokya Swamy SJ, Principal
2. Vice Principal: Dr. (Fr.) Raymond Cherubin SJ
3. Coordinator: Dr. Mahua Majumdar Bose
3. Members:
  - i. Heads of the Departments
4. External Member: Dr. (Sr.) Pearl

## **Internal Complaints Committee (ICC)**

*As Per the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (POSH Act)*

1. Chairperson: Dr. (Fr.) Arokya Swamy SJ,  
Principal
2. Coordinator: Dr. Shruti Rawal
3. Assistant Coordinator: Dr. Happy Agrawal
4. Members:
  - i. Dr. Nitasha Khatri
  - ii. Ms. Suja Koruth
  - iii. Mr. Joshy Joseph
5. External Member: Adv. Sr. Mary Scaria SCJM

## **Gender Study & Women's Cell (SUKOON)**

1. Chairperson: Dr. (Fr.) Arokya Swamy SJ,  
Principal
2. Coordinator: Dr. Atiqa Kelsy
3. Assistant Coordinator: Ms. Aneesha Jain
4. Members:
  - i. Dr. Arvind Rathore
  - ii. Ms. Sanbrita Acharya, Counsellor
  - iii. Mr. Vijay Tripathi

## **Disaster Risk Reduction Committee (DRR)**

1. Chairperson: Dr. (Fr.) Arokya Swamy SJ, Principal
2. Vice Principal: Dr. (Fr.) Raymond Cherubin SJ
3. Dean, R&D Cell: Dr. (Fr.) M. Amaldass SJ
4. Campus Administrator: Fr. Pradeep Indwar SJ
5. Coordinator: Sub. Lt. (Dr.) Pradeep Soni
6. Assistant Coordinator: Dr. Manjeet Kumari
7. Members:
  - i. Dr. Ajay Dandotiya
  - ii. Ms. Mudrika Moond
  - iii. Dr. Anamika Singh

## ACADEMIC BODIES

These cells and committees work to shape academic policy, curriculum, faculty, and research. They help in execution of academic policies.

### Academic Council

1. Chairperson: Dr. (Fr.) Arokya Swamy SJ, Principal
2. Vice Chairperson: Dr. (Fr.) Raymond Cherubin SJ, Vice Principal
3. Dean, R&D Cell: Dr. (Fr.) M. Amaldass SJ
4. Coordinator: Dr. Ranjit Kaur
5. Members:
  - i. Heads of the Departments
  - ii. Coordinator, IQAC
  - iii. Coordinator, University Affairs Cell
  - iv. Coordinator, Examination Cell
  - v. Coordinator, Timetable Committee

### Heads of the Departments

1. Business Administration: Ms. Anjali Pareek
2. Commerce: Ms. Akanksha Arora
3. Computer Science: Dr. Arpita Banerjee
4. English: Dr. Shruti Rawal
5. Economics: Dr. Sunita Choudhary
6. Political Science: Dr. Denny Shaji
7. Science: Dr. (Sr.) Ligimol Louis CMC
8. Psychology: Dr. Priya Sahrawat
9. Arts: Ms. Mrinalini Faujdar
10. Computer Science, XIMI: Dr. Madhu Sharma
11. Business Administration, XIMI: Dr. Shikha Arora Bakshi

### Examination Cell

1. Chairperson: Dr. (Fr.) Arokya Swamy SJ, Principal
2. Vice Principal: Dr. (Fr.) Raymond Cherubin SJ

3. Coordinator: Dr. Leena Sharma
4. Assistant Coordinator: Dr. Nupur Chauhan
5. Members:
  - i. Dr. Ekta
  - ii. Dr. Neetu Sharma
  - iii. Dr. Mamta Pareek
  - iv. Ms. Pushpanjali Saini
  - v. Dr. Anamika Singh
  - vi. Coordinator, University Affairs Cell
  - vii. Ms. Suja Koruth
  - viii. Mr. Rajendra Saini
  - ix. Mr. Lokesh Kumawat

### **Faculty Development, Training & Exchange Programme Cell (FDTEPC)**

1. Chairperson: Dr. (Fr.) Arokya Swamy SJ,  
Principal
2. Vice Principal: Dr. (Fr.) Raymond Cherubin SJ
3. Coordinator: Dr. Nitasha Khatri
4. Assistant Coordinator: Dr. Anamika Singh
5. Members:
  - i. Dr. Leena Sharma
  - ii. Mr. Rohan Thomas Cherian

### **Research & Development Cell (RDC)**

1. Chairperson: Dr. (Fr.) Arokya Swamy SJ,  
Principal
2. Dean, R&D Cell: Dr. (Fr.) M. Amaldass SJ

#### *a. Publications*

1. Coordinator: Dr. Rama Hirawat
2. Assistant Coordinator: Dr. Arpita Banerjee
3. Members:
  - i. Dr. Priya Sahrawat
  - ii. Mr. Rohan Thomas Cherian

*b. Research & Projects*

1. Coordinator: Dr. Yashwardhan Singh
2. Assistant Coordinator: Dr. Shruti Rawal
3. Members:
  - i. Dr. Vaishali Singh
  - ii. Dr. Renu Jadon

**MOOCs/SWAYAM Committee**

1. Chairperson: Dr. (Fr.) Arokya Swamy SJ,  
Principal
2. Vice Principal: Dr. (Fr.) Raymond Cherubin SJ
3. Coordinator: Dr. Ranjit Kaur
4. Assistant Coordinator: Ms. Akansha Arora
5. Members:
  - i. Dr. Juniet Maria Jose
  - ii. Ms. Ritu Sisodia
  - iii. Mr. Baldev Singh
  - iv. Dr. Honoria Samson

**Innovation & Incubation Cell (IIC)/ Innovation Council  
(IC202216607) (Registered under MOE's Innovation Cell  
MHRD)**

1. President: Dr. (Fr.) Arokya Swamy SJ,  
Principal
2. Vice Principal: Dr. (Fr.) Raymond Cherubin SJ
2. Dean, R&D Cell: Dr. (Fr.) M. Amaldass SJ
3. Coordinator: Dr. Salim Khan (Convenor &  
Start-Up Activity Coordinator)
4. Assistant Coordinator: Dr. Neetu Sharma (Innovation  
Activity Coordinator)
5. Members:
  - i. Dr. Happy Agrawal (Internship Coordinator)
  - ii. Dr. Arpita Banerjee (IPR Activity Coordinator)
  - iii. Ms. Akshita Bhatia
  - iv. Mr. Karl Everett

## **Multi-Disciplinary Conference Committee**

1. Chairperson: Dr. (Fr.) Arokya Swamy SJ,  
Principal
2. Vice Principal: Dr. (Fr.) Raymond Cherubin SJ
3. Dean, R&D Cell: Dr. (Fr.) M. Amaldass SJ
4. Convenor: Dr. Rama Hirawat
5. Co-Convenor: Dr. Renu Jadon
6. Organising Secretary, XIMI: Dr. Shikha Arora Bakshi
7. Organising Secretary, SXCJ: Dr. Mamta Pareek
8. Members:
  - i. Dr. Priya Sahrawat
  - ii. Ms. Ritu Sisodia
  - iii. Ms. Akshita Bhatia
  - iv. Mr. Vijay Kumar Tripathi
  - v. Mr. Shinoj Mathew

## **Timetable Committee**

1. Chairperson: Dr. (Fr.) Arokya Swamy SJ,  
Principal
2. Vice Principal: Dr. (Fr.) Raymond Cherubin SJ
3. Coordinator: Dr. Sunita Choudhary
4. Assistant Coordinator: Ms. Akansha Arora
5. Members:
  - i. Coordinator, Academic Council
  - ii. Heads of the Departments

## TASK-ORIENTED UNITS

These cells and committees focus on supporting student advancement, social responsibility, and unique institutional strengths. For St. Xavier's College Jaipur, these reflect the Jesuit identity and innovation focus.

### **Xavier Centre for Career Advancement (XCCA)**

1. Principal: Dr. (Fr.) Arokya Swamy SJ
2. Vice Principal: Dr. (Fr.) Raymond Cherubin SJ
3. Dean, R&D Cell: Dr. (Fr.) M. Amaldass SJ
4. Chairperson: Dr. Madhu Sharma
5. Coordinator: Ms. Mrinalini Faujdar
6. Members:
  - i. Dr. Yashwardhan Singh
  - ii. Dr. Anamika Singg
  - iii. Mr. Baldev Singh
  - iv. Mr. Vijay Kumar Tripathi

### **Indian Knowledge System Cell (IKS Cell)**

1. Chairperson: Dr. (Fr.) Arokya Swamy SJ,  
Principal
2. Vice Principal: Dr. (Fr.) Raymond Cherubin SJ
3. Coordinator: Dr. Anamika Singh
4. Assistant Coordinator: Dr. Mamta Pareek
5. Members:
  - i. Ms. Pushpanjali Saini
  - ii. Dr. Sumitra Buraniya
  - iii. Dr. Ajay Kumar Dandotiya
  - iv. Dr. Honoria Samson

### **Training, Internship & Placement Cell (TIPC)**

1. Chairperson: Dr. (Fr.) Arokya Swamy SJ,  
Principal
2. Vice Principal: Dr. (Fr.) Raymond Cherubin SJ
3. Coordinator: Dr. Happy Agrawal

4. Assistant Coordinator: Dr. Ritu Mehra

5. Members:

- i. Dr Ekta
- ii. Ms. Ritu Sisodia
- iii. Ms. Aneesha Jain
- iv. Dr. Priya Sahrawat
- v. Dr. Honoria Samson

### **Mental Health & Counselling Cell (MHCC)**

1. Chairperson: Dr. (Fr.) Arokya Swamy SJ,  
Principal
2. Vice Principal: Dr. (Fr.) Raymond Cherubin SJ
3. Coordinator: Dr. Priya Sahrawat
4. Members:
  - i. Dr. Nupur Chauhan
  - ii. Ms. Sanbrita Acharya (Counsellor)
  - iii. Ms. Vatsala Sharma

### **Institutional Social Responsibility / UBA Cell**

1. Chairperson: Dr. (Fr.) Arokya Swamy SJ,  
Principal
2. Vice Principal: Dr. (Fr.) Raymond Cherubin SJ
3. Dean, R&D Cell: Dr. (Fr.) M. Amaldass SJ
4. Campus Administrator: Fr. Pradeep Indwar SJ
5. Coordinator: Dr. Mamta Pareek
6. Assistant Coordinator: Dr. Ajay Dandotiya
7. Members:
  - i. Dr. Antony Nitin Raja
  - ii. Sub. Lt. (Dr.) Pradeep Soni
  - iii. Mr. Baldev Singh
  - iv. Dr. Shubhangi Soni
  - v. Mr. Vijay Kumar Tripathi
  - vi. Dr. Honoria Samson
  - vii. Coordinator, NSS
  - viii. Assistant Director, XVI

### **Life-skills Enhancement & ‘Aanandam’ Cell (LSEAC)**

1. Chairperson: Dr. (Fr.) Arokya Swamy SJ,  
Principal
2. Vice Principal: Dr. (Fr.) Raymond Cherubin SJ
3. Coordinator: Dr. Renu Jadon
4. Assistant Coordinator: Dr. (Sr.) Ligimol Louis CMC
5. Members:
  - i. Dr. Ritu Mehra
  - ii. Dr. Shubhangi Soni
  - iii. Mr. Vijay Kumar Tripathi

### **Swachhta Action Plan (SAP) Committee**

1. Chairperson: Dr. (Fr.) Arokya Swamy SJ,  
Principal
2. Vice Principal: Dr. (Fr.) Raymond Cherubin SJ
4. Campus Administrator: Fr. Pradeep Indwar SJ
3. Coordinator: Dr. Juniet Maria Jose
4. Members:
  - i. Dr. Manjeet Kumari (Water Management)
  - ii. Dr. A. Anand (Energy Management)
  - iii. Mr. Shinoj Mathew (Biodiversity and Myco-farm)
  - iv. Ms. Pushpanjali Saini (Waste Management)
  - v. Ms. Sanbrita Acharya (Sanitation & Hygiene)

### **Sustainable Development Cell (SDC)**

1. Chairperson: Dr. (Fr.) Arokya Swamy SJ,  
Principal
2. Vice Principal: Dr. (Fr.) Raymond Cherubin SJ
3. Coordinator: Dr. Antony Nitin Raja
3. Assistant Coordinator: SAP, Coordinator
4. Members:
  - i. Head, Department of Science
  - ii. Coordinator, NGC
  - iii. Coordinator, UBA

- iv. Members, SAP Committee
- v. Mr. Rajendra Saini
- vi. Mr. Ramawtar Atal

### **Scholarship Committee**

- 1. Chairperson: Dr. (Fr.) Arokya Swamy SJ,  
Principal
- 2. Vice Principal: Dr. (Fr.) Raymond Cherubin SJ
- 3. Coordinator: Ms. Akansha Arora
- 4. Assistant Coordinator: Dr. Denny Shaji
- 5. Members:
  - i. Coordinator, University Affairs Committee
  - ii. Heads of the Departments
  - iii. Ms. Blessy Varghese
  - iv. Accountant

### **Intellectual Property Rights Cell**

- 1. Chairperson: Dr. (Fr.) Arokya Swamy SJ,  
Principal
- 2. Vice Principal: Dr. (Fr.) Raymond Cherubin SJ
- 3. Coordinator: Dr. Arpita Banerjee
- 4. Assistant Coordinator: Ms. Mrinalini Faujdar
- 5. Members:
  - i. Dr. Salim Khan
  - ii. Ms. Anjali Pareek

### **Media & Advertising Committee**

- 1. Chairperson: Dr. (Fr.) Arokya Swamy SJ,  
Principal
- 2. Vice Principal: Dr. (Fr.) Raymond Cherubin SJ
- 3. Coordinator: Dr. Mahua Majumdar Bose
- 4. Assistant Coordinator: Dr. Ritu Mehra
- 5. Members:
  - i. Dr. Manjeet Kumari
  - ii. Dr. Shubhangi Soni
  - iii. Coordinator, IT Cell
  - iv. Ms. Blessy Varghese

## **Cultural Committee**

1. Chairperson: Dr. (Fr.) Arokya Swamy SJ,  
Principal
2. Vice Principal: Dr. (Fr.) Raymond Cherubin SJ
3. Coordinator: Dr. Ekta
4. Assistant Coordinator: Dr. Renu Jadon
5. Members:
  - i. Coordinator, Students' Council
  - ii. Coordinators - Dance, Theatre, Music, and Fashion Society

## **Hospitality / Canteen Committee**

1. Chairperson: Dr. (Fr.) Arokya Swamy SJ,  
Principal
2. Vice Principal: Dr. (Fr.) Raymond Cherubin SJ
3. Coordinator: Dr. Ritu Mehra
4. Assistant Coordinator: Ms. Mrinalini Faujdar
5. Members:
  - i. Dr. (Sr.) Ligimol Louis CMC
  - ii. Dr. Juniet Maria Jose
  - iii. Mr. Sanju Thomas
  - iv. Ms. Jeanette Marion Dube
  - v. Mr. Ramawatar Atal
  - vi. Mr. Lokesh Kumawat

## **Information Technology Cell (IT Cell)**

1. Chairperson: Dr. (Fr.) Arokya Swamy SJ,  
Principal
2. Vice Principal: Dr. (Fr.) Raymond Cherubin SJ
3. Coordinator: Mr. John Philip Xavier
4. Assistant Coordinator: Dr. Vaishali Singh
5. Members:
  - i. Mr. Rajeev Nokhwal
  - ii. Ms. Blessy Varghese
  - iii. Mr. Karl Everett

***a. ERP Committee***

1. Coordinator: Mr. John Philip
2. Assistant Coordinator: Ms. Ritu Sisodia
3. Members:
  - i. Dr. Vaishali Singh
  - ii. Ms. Vatsala Sharma
  - iii. Mr. Joshy Joseph
  - iv. Ms. Blessy Varghese
  - v. Ms. Suja Koruth
  - vi. Mr. Lokesh Kumawat
  - vii. Mr. Karl Everett

***b. Website Committee***

1. Coordinator: Mr. John Philip
2. Assistant Coordinator: Ms. Pushpanjali Saini
3. Members:
  - i. Dr. Vaishali Singh
  - ii. Dr. Atiqa Kelsy
  - iii. Ms. Blessy Varghese

***c. Social Media Committee***

1. Coordinator: Ms. Aneesha Jain
2. Assistant Coordinator: Mr. Rohan Thomas Cherian
3. Members:
  - i. Dr. Mamta Pareek
  - ii. Ms. Ritu Sisodia
  - iii. Dr. Sumitra Burania
  - iv. Mr. Karl Everett

## **GENERAL COUNCILS, SOCIETIES & GOVERNMENT PROGRAMS**

These foster student engagement for holistic development & enhance student life on campus, instilling leadership, creativity, and community service.

### **Students' Council**

1. Chairperson: Dr. (Fr.) Arokya Swamy SJ,  
Principal
2. Vice Principal: Dr. (Fr.) Raymond Cherubin SJ
3. Campus Administrator: Fr. Pradeep Indwar SJ
4. Coordinator: Dr. Meeta Sharma
5. Assistant Coordinator: Dr. Happy Agrawal
6. Members:
  - i. Dr. Ajay Kumar Dandotiya
  - ii. IT Cell Coordinator
  - iii. Mr. Baldev Singh
  - iv. Dr. Arvind Rathore
  - v. Dr. Shubhangi Soni
  - vi. Ms. Mudrika Moond
  - vii. Dr. A. Anand
  - viii. Dr. Unnati Jain
  - ix. Coordinator, Cultural Committee

### **Staff Council**

1. Chairperson: Dr. (Fr.) Arokya Swamy SJ,  
Principal
2. Vice Principal: Dr. (Fr.) Raymond Cherubin SJ
3. Dean, R&D Cell: Dr. (Fr.) M. Amaldass SJ
4. Campus Administrator: Fr. Pradeep Indwar SJ
3. Staff Secretary: Dr. Mahua Majumdar Bose
4. All Staff

# SOCIETIES

## Co-Curricular Societies

### ***i. Entrepreneurship (E-Cell)***

Coordinator: *Head (Business Administration)*

Members: Department Faculties

### ***ii. Literati & Enlightened Echelon***

Coordinator: *Head (English)*

Members: Department Faculties

### ***iii. Science (XSI)***

Coordinator: *Head (Science)*

Members: Department Faculties

### ***iv. Consumers' Society / Xavier's FinTech Commerce Society (XFCS)***

Coordinator: *Head (Commerce)*

Members: Department Faculties

### ***v. Tech-X***

Coordinator: *Head (Computer Science)*

Members: Department Faculties

### ***vi. Xavier Electoral Literacy Society***

Coordinator: *Head (Arts)*

Members: Department Faculties

### ***vii. PsycheConnect Society***

Coordinator: *Head (Psychology)*

Members: Department Faculties

### ***viii. Xavier's Constitution Society***

Coordinator: *Head (Political Science)*

Members: Department Faculties

## **Extra -Curricular Societies**

### ***i. Music***

Coordinator: Ms. Aneesha Jain  
Members: Dr. Denny Shaji  
Dr. A. Anand

### ***ii. Theatre***

Coordinator: Mr. Rohan Thomas Cherian  
Member: Dr. Shubhangi Soni

### ***iii. Dance***

Coordinator: Dr. Ekta  
Members: Dr. Meeta Sharma  
Ms. Vatsala Sharma

### ***iv. Art & Kala***

Coordinator: Dr. Arvind Rathore  
Members: Dr. (Sr.) Ligimol Louis CMC  
Ms. Akshita Bhatia  
Ms. Vatsala Sharma

### ***v. Photography***

Coordinator: Ms. Ritu Sisodia  
Member: Mr. Karl Everett

### ***vi. Fashion***

Coordinator: Dr. Nupur Chauhan  
Member: Mr. Baldev Singh

### ***vii. All India Catholic University Federation (AICUF)***

Coordinator: Dr. Juniet Maria Jose  
Member: Dr. Denny Shaji

### ***viii. Sports and Yoga***

Coordinator: Dr. Ajay Kumar Dandotiya  
Members: Ms. Mudrika Moond  
Sub. Lt. (Dr.) Pradeep Soni

### ***ix. Debate & Anchoring***

Coordinator: Dr. Unnati Jain  
Member: Dr. Sumitra Buraniya

## **Government-Sponsored Programs**

### ***i. National Social Service (NSS)***

Coordinator: Dr. Ritu Mehra  
Members: Ms. Aneesha Jain  
Dr. Manjeet Kumari  
Dr. Arvind Rathore  
Mr. Vijay Kumar Tripathi

### ***ii. National Cadet Corps (NCC)***

Coordinator: Sub. Lt. (Dr.) Pradeep Soni  
Member: Ms. Mudrika Moond

### ***iii. Rovers and Rangers Club***

Coordinator: Ms. Mudrika Moond  
Members: Sub. Lt. (Dr.) Pradeep Soni  
Dr. Manjeet Kumari

### ***iv. National Green Corps - Eco Club (NGC)***

Coordinator: Mr. Rohan Thomas Cherian  
Members: Ms. Akansha Arora  
Dr. Shubhangi Soni

### ***v. Red Ribbon Club (RRC)***

Coordinator: Dr. Mamta Pareek  
Member: Dr. Sunita Choudhary





ST. XAVIER'S COLLEGE JAIPUR



*Competence, Character, Compassion*