ST. XAVIER'S COLLEGE JAIPUR

XAVIER INSTITUTE OF MANAGEMENT AND INFORMATICS (XIMI - JAIPUR)

HANDBOOK

Session 2026-2027

COURSES OFFERED:

- **Master of Business Administration (MBA)**
- **Master of Computer Applications (MCA)**

ST. XAVIER'S COLLEGE JAIPUR
XAVIER INSTITUTE OF MANAGEMENT AND INFORMATICS
(XIMI – Jaipur)
A Christian Minority Jesuit Institution of Higher Learning
Affiliated to RTU, Kota & Approved by AICTE, New Delhi

SESSION 2026-2027

Registered Office: Nevta- Mahapura Road, Jaipur Rajasthan - 302029
City Office: Hathori Fort Road, Gopalbari, Jaipur – 302001
Contact: 73000 42736, 73000 42740
Website: www.ximi.ac.in
Email: office@ximi.ac.in , info@ximi.ac.in

College Timings
8:30 a.m. to 3.00 p.m.
Office timings: 8:00 a.m. to 4.00 p.m.

PREAMBLE TO THE CONSTITUTION OF INDIA

WE, THE PEOPLE OF INDIA,
having solemnly resolved to constitute India into a
SOVEREIGN, SOCIALIST, SECULAR, DEMOCRATIC REPUBLIC
and to secure to all its citizens: JUSTICE, social, economic and political;
LIBERTY of thought, expression, belief, faith, and worship;
EQUALITY of status and of opportunity;
and to promote among them all FRATERNITY,
assuring the dignity of the individual and
the unity and integrity of the Nation;
IN OUR CONSTITUENT ASSEMBLY this twenty-sixth day of November, 1949,
do HEREBY ADOPT, ENACT, AND GIVE TO OURSELVES
THIS CONSTITUTION.

PLEDGE

India is my country and all Indians are my brothers and sisters. I
love my country and I am proud of its rich and varied heritage.
I shall always strive to be worthy of it.
I shall give respect to my parents, teachers, and all elders and treat everyone with courtesy.
To my country and my people, I pledge my devotion.
In their well-being and prosperity alone lies my happiness.

The National Anthem

जन गण मन अधिनायक जय
हे, भारत भाग्य विधाता!
पंजाब सिन्ध गुजरात मराठा,
द्रविड़ उत्कल बंग।
विंध्य हिमाचल यमुना गंगा,
उच्छल जलधि तरंग।
तव शुभ नामे जागे, तव शुभ
आशिष मागे,
गाहे तव जयगाथा।
जन गण मंगलदायक जय हे,
भारत भाग्य विधाता!
जय हे, जय हे, जय हे, जय जय
जय जय हे!

The National Song

वन्दे मातरम्
सुजलाम् सुफलाम् मलयजशीतलाम्,
शस्यश्यामलाम् मातरम्।
वन्दे मातरम्।। [1, 2]
शुभ्रज्योत्स्ना पुलकितयामिनीम्,
फुल्लकुसुमितद्रुमदलशोभिनीम्,
सुहासिनीम् सुमधुरभाषिणीम्,
सुखदाम् वरदाम् मातरम्।
वन्दे मातरम्।। [1, 2]
कोटि-कोटि कण्ठ कल-कल निनाद कराले,
कोटि-कोटि भुजैर्धृत खरकरवाले,
के बॉले माँ तुमि अबले,
बहुबलधारिणीं नमामि तारिणीम्,
रिपुदलवारिणीं मातरम्।
वन्दे मातरम्।। [1, 2]
तुमि विद्या, तुमि धर्म
तुमि हृदि, तुमि मर्म
त्वं हि प्राणा: शरीरे
बाहुते तुमि मा शक्ति,
हृदये तुमि मा भक्ति,
तोमारई प्रतिमा गडि मन्दिरे-मन्दिरे
मातरम्। वन्दे मातरम्।। [1]
त्वं हि दुर्गा दशप्रहरणधारिणी
कमला कमलदलविहारिणी
वाणी विद्यादायिनी, नमामि त्वाम्
नमामि कमलां अमलां अतुलां
सुजलां सुफलां मातरम्
वन्दे मातरम्।। [1]
श्यामलां सरलां सुस्मितां भूषिताम्
धरणीं भरणीं मातरम्।
वन्दे मातरम्।।

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)

INDEX

PRAYERS	
Morning Prayers	8
Prayer Songs	9
THE SOCIETY OF JESUS	
The Founder – St. Ignatius of Loyola	10
Patron of the College - St. Francis Xavier	10
Jesuits Around the World	10
The Jesuits in Rajasthan	11
Universal Apostolic Preferences (UAPs)	11
JXEA and the Growth of SXCJ	12
Jesuit Educational Vision at St. Xavier's College Jaipur	12
ABOUT THE COLLEGE	
About Xavier Institute of Management and Informatics, Jaipur	13
Our Inspiration	14
Our Vision	15
Our Mission	15
Our Aim	15
Our Legacy – St Xavier's College Jaipur	16
ADMINISTRATIVE STRUCTURE	
XIMI Administration (2026 – 27)	17
Statutory Committees (2026-27)	22-34
GUIDELINES AND GENERAL NORMS	
1. Courses Offered and Eligibility	34
2. Admission Process	34
3. Discipline	35
4. Attendance and Leave	36
5. ID Card and Uniform	36
6. Examination Scheme	38
7. Mentoring Program	40
8. Students' Council and Clubs	40
9. Internship & Placement, Letter of Recommendation and Internship Consent	42
10. SODECA & Excellence Awards	49
11. Facilities and Guidelines	52

12. Anti-Ragging Committee & Anti-Ragging Squad	60
13. Grievance Redressal Committee - For Students	60
14. Internal Complaints Committee (ICC)/Women Helpline & Safety Cell	60
15. SC, ST and OBC Welfare Committee	61
16. Internal Quality Assurance Cell (IQAC)	61
17. Student Disciplinary Council	61
18. Social Media Cell and Photography Club	61
19. Unnat Bharat Abhiyan Cell (UBA Cell) / Institutional Social Responsibility & Extension Activities Cell	62
20. Cyber Security Cell	62
21. Institution - Industry Cell	62
22. Institution's Innovation Council (IIC)	62
23. Scholarship Committee	62
24. Entrepreneurship Development Cell	63
25. Startup and Incubation Cell	64
26. Alumni Committee	64
27. Equal Opportunity / Minority Cell	64
28. Swachhta Action Plan (SAP) & Indian Knowledge System Committee	64
29. Mental Health and Counselling Cell (MHCC)	65
30. ERP Committee	65
31. Hostel / PG Committee	66
32. NSS / NCC / Rovers & Rangers / Sports Committee	66
33. Fees & Financial Information	66
AICTE Academic Calendar for Session 2026-2027	71
Upholding the College Motto	72
Fundamental Duties of Indian Citizens	73

PRAYERS

Morning Prayers

1. The Lord's Prayer

Our Father in heaven, hallowed be your name.
Your kingdom come, your will be done,
on earth as it is in heaven.
Give us this day our daily bread,
And forgive us our sins, as we forgive those who sin
against us.
Lead us not into temptation, but deliver us from evil.

2. This is my Prayer

This is my prayer to Thee, my Lord,
Strike, strike at the root of penury in my heart,
Give me the strength lightly to bear my joys and sorrows. This
is my prayer to Thee, my Lord,
Strike, strike at the root of penury in my heart,
Give me the strength to make my love fruitful in service. This
is my prayer to Thee, my Lord,
Strike, strike at the root of penury in my heart, Give
me the strength never to disown the poor or Bend my
knees before insolent might,
This is my prayer to Thee, my Lord,
Strike, strike at the root of penury in my heart.

3. Prayer for Generosity

O God, teach me to be generous;
Teach me to serve you as you deserve;
To give and not to count the cost;
To fight and not to heed the wounds;
To toil and not to seek for rest;
To labour and not to ask for reward;
Except knowing that I fulfil your Holy Will!
- St. Ignatius of Loyola

Prayer Songs

Make me a channel of your peace

Make me a channel of your peace,
Where there is hatred, let me bring your love,
Where there is injury, your pardon Lord.
And where there is doubt, true faith in you.

Oh, Master grant that I may never seek,
So much to be consoled as to console;
To be understood as to understand;
To be loved as to love with all my soul.
Make me a channel of your peace…

ऐ मालिक तेरे बन्दे हम, ऐसे हों हमारे करम।
नेकी पर चलें और बदी से टलें, ताकी हँसते हुए निकले दम।
ऐ मालिक तेरे बंदे हम...
ये अंधेरा घना छा रहा,तेरा इन्सान घबरा रहा।
हो रहा बेख़बर, कुछ ना आता नज़र,
सुख का सूरज छुपा जा रहा।
है तेरी रोशनी में वो दम, जो अमावस को कर दे पूनम।
नेकी पर चलें और बदी से टलें, ताकी हँसते हुए निकले दम।
ऐ मालिक तेरे बंदे हम...
जब जुल्मों का हो सामना, तब तू ही हमें थामना।
वो बुराई करें, हम भलाई भरें,नहीं बदले की हो कामना।
बढ़ उठे प्यार का हर कदम, और मिटे बैर का ये भरम।
नेकी पर चलें और बदी से टलें ताकी हँसते हुए निकले दम।
ऐ मालिक तेरे बंदे हम...

हमको मन की शक्ति देना , मन विजय करें

दूसरों की जय से पहले , खुद को जय करें|

भेदभाव, भेदभाव अपने दिल से साफ़ कर सके

दोस्तों से भूल हो तो माफ़ कर सकें

झूठ से बचे रहें, सच का दम भरे

दूसरों की जय से पहले खुद को जय करें

हम को मन की शक्ति देना|

मुश्किलें पड़ें तो हम पे इतना कर्म कर

साथ दे तो धर्म का, चलें तो धर्म पर

खुद पे हौसला रहे, बदी से ना डरें

दूसरों की जय से पहले खुद को जय करें

हम को मन की शक्ति देना , मन विजय करें|

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 Jesuits, 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 7 communities. Their mission extends to social service, youth work, parishes, spiritual ministries, an 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 Perekkatt 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 Ph.D.. 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.

ABOUT THE COLLEGE

About Xavier Institute of Management and Informatics

With the sole aim of imparting excellent higher technical education in Rajasthan, Jaipur Xavier Educational Association (JXEA) has established Xavier Institute of Management and Informatics (XIMI) in July 2022. Following the motto of St Ignatius of Loyola, Founder of the Society of Jesus (Jesuits), this Institution works for 'the Greater Glory of God' (Ad Majorem Dei Gloriam) and the wellbeing of all human beings. XIMI has been established with a concern for quality and excellence, career-focus, innovative essence, empowering the youth of India towards being authentic with strong ethical principles for integrity. It believes in inclusion of all, irrespective of one's caste, colour, and creed to provide an all-round formation of students.

OUR INSPIRATION

The education offered at Xavier's College aspires to reach the ideal of St. Ignatius encapsulated in the catch word magis, meaning "better than the best ". Every activity is in line with the definite stand taken by the Society of Jesus with regard to reaching this ideal in education all over the world. This stand is inspired and moulded by a document on Jesuit education prepared in 1986, on the occasion of the 400th anniversary of Ratio Studiorum (Plan of studies drawn up by the Jesuits when they entered into the field of education), by the International Commission on the Apostolate of Jesuit Education (ICAJE) and presented to the whole Society by the then General Fr. Peter Hans Kolvenbach, S.J.

The document confers on Jesuit education the following characteristics:

Person Oriented: by paying individual attention to each student and making teaching and learning student centered.

Integral Formation and Development: by paying special attention to intellectual, effective, imaginative, aesthetic, creative, critical, communicative, physical, cultural, moral and spiritual aspects of the individual.

Faith in God and Religious Experience*:* by promoting well-formed and strongly-held beliefs in one's faith, tradition and deepening one's relationship with God.

Value-based Leadership*:* by ensuring a consistent focus on personal integrity and ethical behavior in all professions, and the appropriate balance between justice and fairness.

Commitment to Excellence: by practically applying well-learned lessons and skills to achieve new ideas, better solutions and vital answers.

Relevant to the Times: by adapting to the concrete situations, politically, socially and culturally.

Service that Promotes Justice: by using learning and leadership in open-handed and generous ways to ensure freedom of inquiry, the pursuit of truth and care for others. ***Participative:*** by encouraging interaction among the pupil, parents and teachers.

OUR VISION

To be a center of excellence that provides a transformative technical education to create leaders and innovators, and generates new knowledge for society and industry.

OUR MISSION

- To foster an environment where innovative ideas and leadership skills flourish, nurturing the innovators and leaders of tomorrow.
- To address societal and industrial needs by developing globally competitive and socially responsible citizens.
- To provide inclusive and integrated opportunities for individuals from all backgrounds.
- To collaborate with other institutions locally and globally to strengthen the educational ecosystem.

OUR AIM

Like other Jesuit educational institutions, Xavier Institute of Management and Informatics, Jaipur aims to train young men and women who would grow up as creative leaders and responsible citizens, committed to the service of the people. Every effort is made to see that the students become intellectually equipped, morally upright, socially committed and spiritually awakened to God's presence in the world. The Christian doctrine of love and service well paraphrased by Christ in 'love thy neighbor as thyself' provides the bedrock of education that is offered here, and illuminates and directs all our activities and projects.

Our Legacy – St Xavier's College Jaipur

In 2010, the J.X.E.A (Jaipur Xavier Educational Association) in collaboration with the Xavier Alumni/ae and the well-wishers of Jaipur under the leadership of Rev Fr Varkey Perekkatt SJ, initiated a Higher Education Programme by establishing St. Xavier's College Jaipur to continue the work that St. Xavier wanted to do–promote human fulfillment by means of training and education in India following the motto of the founder of the Society of Jesus, St. Ignatius, to work for 'the greater glory of God' (Ad majorem dei gloriam).

Since then, the college has grown manifold directions, serving the educational needs, not only of the people of Jaipur but also across the nation. Over the last 10 years we have grown from a sapling to a huge oak, from around 350 pupils to over 2100 students, and offering – B.A.(Honors)- English, Economics, BBA, BCA and B.Com. to programs in M.A.(English), M.A.(Economics), M. Com. (EAFM) and M. Com (HRM) along with B.A. Honors in Political Science, Psychology, B.A.(Pass course) and B.Sc. Pass Course.

St Xavier's College Jaipur, is functioning under the stewardship of Rev. Fr. John Ravi S.J Manager, Dr. Nisha Yadav, Principal, St Xavier's College Jaipur.

The motto on the college crest: Competence, Character and Compassion encodes the core values sought by the college, and challenges every student who passes through the portals of St. Xavier's College to realize in one's own life the high ideals of the college: acquiring personal integrity and excellence in everything one does.

ADMINISTRATIVE STRUCTURE

XIMI Administration (2026–27)

1. College Core Committee (CCC)

1.	Fr. John Ravi SJ	Manager & Chairperson, XIMI
2.	Dr. Madhu Sharma	Director, XIMI
3.	Dr. (Fr.) Abraham Amal Raj SJ	Associate Director & Administrator, XIMI
4.	Fr. Pradeep Indwar SJ	Campus Administrator
5.	Dr. Nisha Yadav	Principal, St. Xavier's College

2. Staff Council

1.	Fr. John Ravi SJ	Manager & Chairperson, XIMI
2.	Dr. Madhu Sharma	Director, XIMI
3.	Dr. (Fr.) Abraham Amal Raj SJ	Associate Director, XIMI
4.	Ms Lakshmi Sharma	Acting Staff Secretary
5.	All Staff	Members

3. Heads of Departments

1. Dr. Madhu Sharma (MCA)
2. Dr. Shikha Arora Bakshi (MBA)

4. XIMI Staff 2026-27

Department of MCA

1. Dr. Madhu Sharma (Head)
   Ph.D. (Engg. & Tech.), Ph.D. (CS), M. Tech. (CS), MCA, MOS & MTA Certified, B.Sc.
2. Rev. Fr. Dr. Abraham Amal Raj SJ
   Ph.D., MS (Computer Science)
3. Dr. Poonam Sharma
   Ph.D. (CS & Engg.), MCA, M.Sc. I.T., MOS Certified, B.Sc.
4. Ms. Sejal Solanki
   MCA, BCA

Department of MBA

1. Dr. Shikha Arora Bakshi **(**Head**)**
   Ph.D., MBA (Finance & Marketing), M.Com. (BADM)
2. Dr. Swati Tiwari
   Ph.D., MBA, M.Com., MHRM, HR Diploma
3. Dr. Varsha Sharma
   Ph.D., MBA, MS (Finance), CFA, NET, Advance Diploma in Finance
4. Ms. Osheen Modi
   Ph.D (purs.), MBA, CS, NET, CS

Office Staff

1. Mr. Dinesh Kaushik, Office Assistant (in charge – ERP & IA)
2. Ms. Lakshmi Sharma, EA to Director
3. Mr. Nitin Simon D'souza, Office Assistant (In charge – Library & Fee Collection)
4. Ms. Sonali Dubey, TPO
5. Mr. Mahesh Thapa, Office Assistant (In charge – Lab, Technical & Digital Media)

Maintenance Staff

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

Department of Library & Information Science

1. Ms. Loveleen Mathur (Asst Librarian)
   Ph.D (Pursuing), Certificate course of 15 weeks in Digital Library, MA English, MLIS, BLIS, B.Sc (PCM)
2. Mr. Nitin Simon Dsouza (Library In charge)
   B.Com

Department of Physical Education

1. Dr Ajay Kumar Dandotiya (Asst. Director, Physical Education)
   Ph.D M.P.Ed., B.P.Ed., D.Y.Ed.
2. Ms. Mudrika Moond
   M.P.Ed., B.P.Ed., M.Com., B.Com.

5.

6. Admission Cell

1. Dr. Madhu Sharma	Director
2. Rev. Fr. Dr. Abraham Amal Raj SJ	Associate Director
3. Dr. Shikha Arora Bakshi	Head, Dept. of MBA
4. Ms. Sonali Dubey	Admission Counselor
5. Mr. Dinesh Kaushik	Office Assistant
6. Ms. Lakshmi Sharma	Office Assistant
7. Mr. Nitin Simon D'Souza	Office Assistant

7. Media & Ad Campaign (Print) Committee

1. Dr. Madhu Sharma	Director
2. Rev. Fr. Dr. Abraham Amal Raj SJ	Associate Director
3. Dr. Shikha Arora Bakshi	Coordinator
4. Student Coordinator	Member

7. University Core Committee

1.	Dr. Madhu Sharma	Director
2.	Dr. (Fr.) Abraham Amal Raj SJ	Associate Director
3.	Dr. Poonam Sharma	Assistant Professor, XIMI, Member
4.	Mr. Dinesh Kaushik	Office Assistant, Member
5.	Ms. Lakshmi Sharma	Office Assistant, Member
6.	Mr. Nitin Simon D'Souza	Office Assistant, Member
7.	Mr. Mahesh Thapa	Office Assistant, Member

8. Examination Cell

1.	Dr. Madhu Sharma	Director
2.	Rev. Fr. Dr. Abraham Amal Raj SJ	Associate Director
3.	Dr. Shikha Arora Bakshi	Coordinator (MBA)
4.	Dr. Poonam Sharma	Coordinator (MCA)
5.	Mr. Dinesh Kaushik	Coordinator

9. SODECA, Swachhta Action Plan (SAP) & Indian Knowledge System Committee

1.	Dr. Varsha Sharma	Coordinator
2.	Student - SODECA Secretary (MBA)	Member
3.	Student - SODECA Secretary (MCA)	Member
4.	Student - SODECA Joint Secretary (MBA)	Member
5.	Student - SODECA Joint Secretary (MCA)	Member

10. **Mental Health and Counselling Cell (MHCC)**

1.	Dr. Arpit Sharma	Counselor

11. **ERP Committee**

1.	Dr. Madhu Sharma	Director
2.	Rev. Fr. Dr. Abraham Amal Raj SJ	Associate Director & Administrator
3.	Mr. Dinesh Kaushik	Coordinator- Attendance, Examination & other
4.	Mr. Nitin Simon Dsouza	Coordinator - New Students details, Library Module, Fee Module

12. **Website Committee**

1.	Dr. Madhu Sharma	Director
2.	Rev. Fr. Dr. Abraham Amal Raj SJ	Associate Director & Administrator
3.	Dr. Poonam Sharma	Coordinator
4.	Ms. Sejal Solanki	Member
5.	Mr. Mahesh Thapa	Member
6.	Mr. Dinesh Kaushik	Member

13. **Students' Council**

1.	Dr. Madhu Sharma	Director
2.	Rev. Fr. Dr. Abraham Amal Raj SJ	Associate Director & Administrator
3.	Dr. Swati Tiwari	Coordinator
4.	Ms. Sejal Solanki	Member – MCA
5.	Ms. Osheen Modi	Member – MBA

14. **Hospitality/Canteen Committee**

6.	Dr. Madhu Sharma	Director
7.	Rev. Fr. Dr. Abraham Amal Raj SJ	Associate Director & Administrator
8.	Mr. Dinesh Kaushik	Coordinator

15. Timetable Management

a.	Dr. Madhu Sharma	Director
b.	Rev. Fr. Dr. Abraham Amal Raj SJ	Associate Director & Administrator
c.	Dr. Shikha Arora Bakshi	Coordinator (MBA)
d.	Dr. Poonam Sharma	Coordinator (MCA)

16. Multi-Disciplinary Conference

a.	Dr. Shikha Arora Bakshi	Convenor
b.	SXC Conference Organizing Committee	Coordinators & Members (SXCJ)
c.	Dr. Varsha Sharma	Member, XIMI

17. Transportation Committee

a.	Rev. Fr. Dr. Abraham Amal Raj SJ	Chairman
b.	Mr. Dinesh Kaushik	Coordinator

18. Handbook Committee

a.	Dr. Madhu Sharma	Director
b.	Rev. Fr. Dr. Abraham Amal Raj SJ	Associate Director & Administrator
c.	Dr. Poonam Sharma	Coordinator
d.	Mr. Mr. Dinesh Kaushik	Member

19. Infrastructure Development and Maintenance Committee

a.	Fr. John Ravi SJ	Manager & Chairperson, XIMI
b.	Dr. Madhu Sharma	Director
c.	Rev. Fr. Dr. Abraham Amal Raj SJ	Associate Director & Administrator
d.	Mr. Dinesh Kaushik	In charge – New Developments & Maintenance
e.	Mr. Nitin Simon Dsouza	In charge – Library, Auditorium
f.	Mr. Mahesh Thapa	In charge - Computer Labs, Studio, Auditorium, CCTV

20. Inventory Committee

a.	Dr. Madhu Sharma	Director
b.	Rev. Fr. Dr. Abraham Amal Raj SJ	Associate Director & Administrator
c.	Mr. Dinesh Kaushik	Coordinator – Infrastructure, Facilities
d.	Ms. Lakshmi Sharma	Coordinator – Housekeeping, Office Supplies and General Resources
e.	Mr. Nitin Simon D'Souza	Coordinator – Library and Learning Resources
f.	Mr. Mahesh Thapa	Coordinator – Computer Laboratories, Studio and Audio-Visual Equipment

21. Hostel/PG Committee

a.	Rev. Fr. Dr. Abraham Amal Raj SJ	Chairman
b.	Dr. Swati Tiwari	Coordinator
c.	Mr. Nitin Simon D'Souza	Member

22. NSS/NCC/Rovers & Rangers (Government Sponsored Programs)/Sports

a.	Fr. John Ravi SJ	Chairman
b.	Dr. Madhu Sharma	Director
c.	Rev. Fr. Dr. Abraham Amal Raj SJ	Associate Director & Administrator
d.	Dr. Varsha Sharma	XIMI-SODECA Coordinator
e.	Dr. Swati Tiwari	XIMI-Students' Council Coordinator
f.	Student Coordinator	Member

23. Students' Uniform and ID Card Committee

a.	Dr. Madhu Sharma	Director
b.	Rev. Fr. Dr. Abraham Amal Raj SJ	Associate Director & Administrator
c.	Mr. Dinesh Kaushik	Coordinator
d.	Ms. Lakshmi Sharma	Member

24. Site Change AICTE, DTE Application and Documentation Committee

a.	Fr. John Ravi SJ	Secretary, JXEA, Manager & Chairperson, XIMI, Jaipur
b.	Dr. Madhu Sharma	Director
c.	Rev. Fr. Dr. Abraham Amal Raj SJ	Associate Director & Administrator
d.	Mr. Dinesh Kaushik	Member
e.	Mr. Nitin Simon D'Souza	Member
f.	Mr Lokesh Kumawat	Member

Statutory Committees 2026-27

1. Governing Body of Jaipur Xavier Educational Association (JXEA)

1. Dr. (Fr.) Nelson Ashok D'Silva SJ	President
2. -	Vice-president
3. Fr. John Ravi SJ	Secretary
4. Fr. Xavier Ignatius SJ	Treasurer
5. Fr. M Arockiam SJ	Member
6. Fr. Sangeeth Raj SJ	Member
7. Fr. John Ari SJ	Member

2. College Governing Council/Members of the Governors

S. No.	Name	Position	Present Professional Position/ Occupation
01	Dr. (Fr.) Nelson Ashok D'Silva SJ	Vice President	President, JXEA
02	Fr. John Ravi SJ	Manager & Chairperson	Secretary, JXEA, Manager & Chairperson, XIMI, Jaipur
03	Dr. Madhu Sharma	Member Secretary	Director, Xavier Institute of Management & Informatics, Jaipur
04	Dr. (Fr.) Abraham Amal Raj SJ	Member	Associate Director, Xavier Institute of Management & Informatics, Jaipur
05	Fr. Xavier Ignatius SJ	Member	Treasurer, JXEA
06	Dr. Nisha Yadav	Member	Principal, St. Xavier's College Jaipur
07	Dr. (Fr.) Leo Arockiaraj SJ	Member	Vice Principal (Academics), St.

			Xavier's College Jaipur
08	Dr. (Fr.) M Amaldass SJ	Member	Dean, Research & Development, St. Xavier's College Jaipur
09	Fr. Pradeep Indwar SJ	Member	Campus Administrator
10	State Government Nominee	Govt Nominee	To be nominated by State Government
11	Dr. Manish Kumar Singh	Univ. Nominee	Assistant Professor, LMN IIT, Jaipur
12	Mr. Ajay Kochar	Member	Chairman & Managing Director, Kuhu Industries Pvt. Ltd., Jaipur
13	Dr. Sudhir Raniwala	Member	Professor - JK Lakshmipat University, Jaipur

3. Academic Advisory Body

S. No.	Name	Position	Present Professional Position/ Occupation
01	Dr. (Fr.) Nelson A D'Silva SJ	Vice President	President, JXEA
02	Fr. John Ravi SJ	Manager & Chairperson	Secretary, JXEA, Manager & Chairperson, XIMI, Jaipur
03	Dr. Madhu Sharma	Member Secretary	Director, XIMI, Jaipur
04	Dr. (Fr.) Abraham Amal Raj SJ	Member	Associate Director & Administrator, XIMI, Jaipur
05	Dr. Nisha Yadav	Member	Principal, St. Xavier's College Jaipur
06	Dr. (Fr.) Leo Arockiaraj SJ	Member	Vice Principal (Academics), St. Xavier's College Jaipur
07	Mr. Ajay Kochar	Member	Chairman &Managing Director, Kuhu Industries Pvt Ltd., Jaipur
08	Dr. Shikha Arora Bakshi	Member	Head, Dept of MBA, XIMI, Jaipur
09	Dr. Poonam Sharma	Member	Assistant Professor, Dept of MCA, XIMI, Jaipur

4. Anti-Ragging Committee

S. No.	Name	Position	Professional Designation
01	Dr. Madhu Sharma	Chairperson	Director, XIMI, Jaipur
02	Dr. (Fr.) Abraham Amal Raj SJ	Member	Associate Director, XIMI, Jaipur
03	Dr. Shikha Arora Bakshi	Coordinator	Head, MBA Dept, XIMI, Jaipur
04	Mr. Brij Bhushan Agarwal	Member	SHO (Police Admin)
05	Mr. Narendara Badhana	Member	SHO (Police Admin)
06	Mr. Narendra Kumar Jain	Member	RAS, Deputy Commissioner,

			SMSA & Rajasthan Shiksha Parishad, Shiksha Sankul, Jaipur (Civil Admin)
07	Ms. Anju Choudhary	Member	Sr Program Coordinator, Udayan Care (NGO-Work for Youth Activities)
08	Ms. Lakshmi Sharma	Member	Office Assistant
09	Student Representative (MBA)	Member	Student, MBA - II Year
10	Student Representative (MBA)	Member	Student, MBA - II Year
11	Student Representative (MCA)	Member	Student, MCA – II Year
12	Student Representative (MCA)	Member	Student, MCA – II Year
13	Student Representative (MBA)	Member	Student MBA – I Year
14	Student Representative (MCA)	Member	Student MCA – I Year

5. Anti-Ragging Squad

S. No.	Name	Position	Present Professional Position/ Occupation
01	Dr. Madhu Sharma	Chairperson	Director, XIMI
02	Dr. (Fr.) Abraham Amal Raj SJ	Member	Associate Director & Administrator, XIMI
03	Dr. Shikha Arora Bakshi	Coordinator	HoD, MBA, XIMI
04	Dr. Swati Tiwari	Member	Assistant Professor, XIMI
05	Dr. Poonam Sharma	Member	Assistant Professor, XIMI
06	Ms. Lakshmi Sharma	Member	Office Assistant

6. Grievance Redressal Committee in the Institution: GRC For Students

S. No.	Name	Position	Professional Designation
01	Dr. Madhu Sharma	Chairperson	Director, XIMI
02	Dr. (Fr.) Abraham Amal Raj SJ	Member	Associate Director & Administrator, XIMI
03	Dr. Varsha Sharma	Coordinator	Assistant Professor, XIMI, Jaipur
04	Dr. Poonam Sharma	Member	Assistant Professor, XIMI, Jaipur
05	Ms. Lakshmi Sharma	Member	Office Assistant
06	Smriti Pathak	Member	Student, MBA - II Year
07	Joel C Thomas	Member	Student, MCA – II Year

7. Grievance Redressal Committee in the Institution: GRC For Staff

S. No.	Name	Position	Professional Designation
01	Fr. John Ravi SJ	Chairperson	Secretary, JXEA, Manager & Chairperson, XIMI, Jaipur
02	Dr. Madhu Sharma	Member Secretary	Director, XIMI, Jaipur
03	Dr. (Fr.) Abraham Amal Raj SJ	Member	Associate Director & Administrator, XIMI
04	Dr. (Fr.) Nelson A D'Silva SJ	Member	
05	Officer DTE or RTU	To be nominated by RTU VC/DTE	

8. Internal Quality Assurance Cell (IQAC)

S. No.	Name	Position	Professional Designation
01	Fr. John Ravi SJ	Chairperson	Secretary, JXEA & Manager & Chairperson, XIMI, Jaipur
02	Dr. Madhu Sharma	Coordinator	Director, XIMI
03	Dr. (Fr.) Abraham Amal Raj SJ	Asst. Coordinator	Associate Director & Administrator, XIMI
04	Dr. Nisha Yadav	Member	Principal, St. Xavier's College Jaipur
05	Dr. Shikha Arora Bakshi	Member	HOD, Department of MBA, Assistant Professor, XIMI
06	Dr. Poonam Sharma	Member	Assistant Professor, XIMI
07	Ms. Lakshmi Sharma	Member	Office Assistant
08	Ms. Loveleen Mathur	Member	Librarian
09	Mr. John Philip Xavier	Member	IT-Incharge
10	Mr. Joshy Joseph	Member	Asst. Accountant
11	Mr. Ajay Kochar	Member	Industrialist

12	Ms. Nandini Vashisht	Member	Alumni Representative
13	Student Representative	Member	President, Students' Council

9. Internal Complaints Committee (ICC)/Women Helpline & Safety Cell

S. No.	Name	Position
01	Dr. Madhu Sharma	Presiding Officer
02	Dr. (Fr.) Abraham Amal Raj SJ	Member
03	Dr. Poonam Sharma	Coordinator
04	Dr. Deepa Mathur	Member-NGO
05	Mr. Ajay Chaudhary	Member-Legal Representative
06	Ms. Lakshmi Sharma	Member
07	Member-Student Representative	President, Students' Council
08	Member-Student Representative	Vice President, Students' Council

10. SC, ST & OBC Welfare Committee

S. No.	Name	Position
01	Dr. (Fr.) Abraham Amal Raj, SJ	Chairperson
02	Aastha Bagri (ST) – Alumni	Coordinator
03	Dr. Swati Tiwari	Coordinator
04	Ms. Lakshmi Sharma	Member
05	Mr. Raju Lal (SC)	Member
06	Ms. Anju Sahay (ST)	Member
07	Student Representative - (SC/ST)	Member
08	Student Representative - (OBC)	Member

11. Student Disciplinary Council

S. No.	Name	Position	Professional Designation
01	Dr. Madhu Sharma	Chairperson	Director, XIMI

02	Dr. (Fr.) Abraham Amal Raj SJ	Coordinator	Associate Director & Administrator, XIMI
03	Dr. Shikha Arora Bakshi	Member	Member
04	Dr. Swati Tiwari	Member	Member
05	Mr. Vinod Meena	Member	Security Officer
06	Student Representative	Member	President, Students' Council
07	Student Representative	Member	Vice-president, Students' Council

12. Social Media Cell

S. No.	Name	Position
01	Dr. Madhu Sharma	Director
02	Dr. (Fr.) Abraham Amal Raj, SJ	Associate Director & Administrator
03	Dr. Varsha Sharma	Coordinator
04	Mr Mahesh Thapa	Asst. Coordinator
04	Ms. Sonali Dubey	Member
05	Student Coordinators	Members

13. Unnat Bharat Abhiyan Cell (UBA Cell)/Institutional Social Responsibility & Extension Activities Cell

S. No.	Name	Position
01	Fr. John Ravi SJ	Chairperson
02	Dr. (Fr.) Abraham Amal Raj, SJ	Coordinator
03	Dr. Swati Tiwari	Member, Student Council, XIMI
04	Dr Varsha Sharma	Member, SODECA Coordinator, XIMI
05	Student Council Office Bearers	Member, Student Council, XIMI

14. Cyber Security Cell

S. No.	Name	Position
01	Dr. Madhu Sharma	Director

02	Dr. (Fr.) Abraham Amal Raj, SJ	Associate Director & Administrator
03	Dr. Poonam Sharma	Coordinator
04	Ms. Sejal Solanki	Member
05	Mr. Mahesh Thapa	Member
06	Students' Council Office Bearers	Members

15. Institution-Industry Cell

S. No.	Name	Position
01	Dr. Madhu Sharma	Director, XIMI
02	Dr. (Fr.) Abraham Amal Raj, SJ	Associate Director & Administrator, XIMI
03	Ms. Sonali Dubey	Coordinator
04	Dr. Varsha Sharma	Coordinator (MBA)
05	Dr. Poonam Sharma	Coordinator (MCA)
06	Mr. Mahesh Thapa	Member
06	Mr. Ajay Kochar	Industrialist
07	New Members	Professionals/ Industrialist
08	Students-Class Representatives (MBA)	Members
09	Students-Class Representatives (MCA)	Members
10	Mr. Shubham Budania	Member, Alumni Entrepreneur

16. Institution's Innovation Council (IIC)

S. No.	Name	Position
01	Dr. Madhu Sharma	President
02	Dr. (Fr.) Abraham Amal Raj, SJ	Vice President, Member
03	Dr. Poonam Sharma	Coordinator
04	Ms. Osheen Modi	Asst. Coordinator
05	Ms. Sejal Solanki	Member
06	Ms. Lakshmi Sharma	Innovation Activity, Member
07	Mr. Mahesh Thapa	Social-Media, Member
08	Ms. Osheen Modi	Internship Activity Coordinator, NIRF Coordinator

09	Dr. Varsha Sharma	Member
10	Ms. Sonali Dubey	IPR Activity Coordinator
11	Dr. Swati Tiwari	Convenor & Start-up Activity Coordinator
12	Mr. Vivek Saxena	External Members
13	Mr. Dharmendra Verma	External Members
14	Student Representative	Student-Convenor
15	Student Representative	Student-IPR Coordinator
16	Student Representative	Student-Internship Coordinator
17	Student Representative	Student-Startup Coordinator
18	Student Representative	Student-Social Media Coordinator
19	Student Representative	Student-Innovation Coordinator

17. Scholarship Committee

S. No.	Name	Position
01	Fr. John Ravi SJ	Manager & Chairperson, XIMI
02	Dr. Madhu Sharma	Director, XIMI
03	Dr. (Fr.) Abraham Amal Raj, SJ	Associate Director & Administrator, XIMI
04	Ms. Lakshmi Sharma	Coordinator
05	Dr. Shikha Arora Bakshi	HOD-MBA, Member
06	Mr. Nitin Simon Dsouza	Member
07	Mr. Joshy Joseph	Accountant, Member

18. Planning & Evaluation Committee

S. No.	Name	Position
01	Fr. John Ravi SJ	Manager & Chairperson, XIMI
02	Dr. Madhu Sharma	Director, XIMI
03	Dr. (Fr) Abraham Amal raj SJ	Associate Director, XIMI

19. Finance & Resource Mobilisation Committee

S. No.	Name	Position
01	Fr. John Ravi SJ	Manager & Chairperson, XIMI
02	Dr. Madhu Sharma	Director, XIMI
03	Dr. (Fr.) Abraham Amal Raj SJ	Associate Director, XIMI
04	Fr. Xavier Ignatius SJ	Treasurer JXEA
05	Heads of Departments	Member
06	Mr. Joshy Joseph (Accountant)	Accountant, Member
07	Mr. Nitin Simon Dsouza (Office Staff)	Member
08	Ms Lakshmi Sharma (Office Staff)	Member

20. Library Committee

S. No.	Name	Position
01	Dr. Madhu Sharma	Director
02	Dr. (Fr.) Abraham Amal Raj, SJ	Associate Director & Administrator
03	Mr. Nitin Simon D' Souza	Library In charge, Coordinator
04	Ms. Loveleen Mathur	Asst. Librarian, Asst. Coordinator
05	Dr. Shikha Arora Bakshi	Coordinator (MBA)
06	Ms. Sejal Solanki	Coordinator (MCA)
07	Student Representative	Class Representative (MBA)
08	Student Representative	Class Representative (MCA)

21. Internship & Placement Cell

S. No.	Name	Position
01	Ms. Sonali Dubey	Coordinator & TPO
02	Ms. Sejal Solanki	Coordinator (MCA)
03	Dr. Varsha Sharma	Coordinator (MBA)
04	Student Representative	Student (MBA)
05	Student Representative	Student (MCA)
06	Ms. Nandini Vashistha	Alumni

07	Mr Ritesh Jain	Industry Representative
08	Mr Bhuvnesh Mathur	Industry Representative

22. Entrepreneurship Development Cell

S. No.	Name	Position
01	Ms. Sonali Dubey	Coordinator & TPO
02	Ms. Sejal Solanki	Coordinator (MCA)
03	Dr. Varsha Sharma	Coordinator (MBA)
04	Mr. Ajay Kochar	Industrialist
05	Student Representative	Student (MBA)
06	Student Representative	Student (MCA)

23. Startup and Incubation Cell

S. No.	Name	Position
01	Ms. Sonali Dubey	Coordinator & TPO
02	Ms. Sejal Solanki	Coordinator (MCA)
03	Dr. Varsha Sharma	Coordinator (MBA)
04	Representative-istart Rajasthan	Partner incubator representatives
05	Student Representative	Student (MBA)
06	Student Representative	Student (MCA)

24. Environmental And Sustainability Cell

S. No.	Name	Position
01	Dr. Varsha Sharma	SODECA Coordinator
02	HOD (MBA)	Member
03	HOD (MCA)	Member
04	Mr Raghav Somani	NGO/CSR/environmental experts

05	Student-SODECA Secretary (MBA)	Member
06	Student-SODECA Secretary (MCA)	Member
07	Student-SODECA Joint Secretary (MBA)	Member
08	Student-SODECA Joint Secretary (MCA)	Member

25. NEP Implementation Committee

S. No.	Name	Position	Present Professional Position/ Occupation
01	Fr. John Ravi SJ	Manager & Chairperson	Secretary, JXEA, Manager & Chairperson, XIMI, Jaipur
02	Dr. Madhu Sharma	Member Secretary	Director, XIMI, Jaipur
03	Dr. (Fr.) Abraham Amal Raj SJ	Member	Associate Director & Administrator, XIMI, Jaipur
04	Mr. Ajay Kochar	Member	Chairman &Managing Director, Kuhu Industries Pvt Ltd., Jaipur
05	Dr. Shikha Arora Bakshi	Member	Head, Dept of MBA, XIMI, Jaipur
06	Dr. Poonam Sharma	Member	Assistant Professor, XIMI, Jaipur

26. Alumni Committee

S. No.	Name	Position
01	Dr. Madhu Sharma	Director
02	Dr. (Fr.) Abraham Amal Raj, SJ	Associate Director & Administrator
03	Dr. Shikha Arora Bakshi	Coordinator
04	Ms. Lakshmi Sharma	Member
05	Ms Nandini Vasistha	Alumni (Batch 2022-24)
06	Mr Raghav Somani	Alumni (Batch 2023-25)

27. Equal Opportunity/Minority Cell (If minority students are enrolled)

S. No.	Name	Position
01	Fr. John Ravi SJ	Manager & Chairperson, XIMI
02	Dr. Madhu Sharma	Director, XIMI
03	Dr. (Fr.) Abraham Amal Raj SJ	Associate Director & Administrator, XIMI
04	Ms. Osheen Modi	Member
05	Student Representative	Student – MBA
06	Student Representative	Student – MCA

28. Student Feedback Committee

S. No.	Name	Position
01	Fr. John Ravi SJ	Manager & Chairperson, XIMI
02	Dr. Madhu Sharma	Director, XIMI
03	Dr. (Fr.) Abraham Amal Raj SJ	Associate Director & Administrator, XIMI
04	Student Representative	President, Students' Council
05	Student Representative	Vice-President, Students' Council
06	Student Representative	Student – MBA
07	Student Representative	Student – MCA

GUIDELINES AND GENERAL NORMS

1. Courses Offered and Eligibility

Xavier Institute of Management and Informatics offers MBA and MCA programmes and follows all norms and eligibility criteria prescribed by Rajasthan Technical University, Kota, the Government of Rajasthan, and AICTE. It implements NEP 2020 in accordance with the University's guidelines.

Master of Computer Applications (MCA)

Duration: 2 Years

Eligibility: Bachelor's degree (from any stream) from any recognised University with a minimum of 50% marks. (45% for SC/ST/Non-Creamy layer OBC) / BCA / B.Sc. (IT/CS) / B.Sc. (Maths) / Bachelor's Degree in any stream with Mathematics in 12th Class.

Number of Seats: 60

Master of Business Administration (MBA)

Duration: 2 Years

Eligibility: Bachelor's degree (from any stream) from any recognised University with a minimum of 50% marks. (45% for SC/ST/Non-Creamy layer OBC/Non- Creamy Layer SBC).

Number of Seats: 120

Academic Session – Semester's Information

Semester	Academic Period
Semester I & Semester III	July – December 2026
Semester II & Semester IV	January – June 2027

2. Discipline

1. Students are expected to dress and to conduct themselves in a proper manner.
2. All forms of ragging are prohibited. If any incident of ragging comes to the notice of the authorities, the student will be given the opportunity to explain. If the explanation is not found to be satisfactory, the authorities can expel him/her from the college.
3. Students are expected to conduct themselves in a manner that provides a safe working environment for women.

3. Attendance and Leave

1. The university prescribes a minimum of 75% attendance. The college insists on regular attendance in all classes. So, unless there is a real necessity, no one should absent oneself from class. When absenting from class, a leave letter duly signed by the parent or guardian should be presented to the Office in advance. If the absence is due to any unforeseen circumstance, the leave letter should be submitted on the Day of return.
2. Students going for Sports, NCC/NSS camps, cultural competition and other extracurricular activities as on duty should get prior permission from the Director through the professor- in-charge of these programs.
3. The attendance shall be communicated to the students at regular intervals. Frequent absenteeism shall be reported to the Guardian.
4. Failure in observing rules regarding attendance will entail the loss of attendance and this may disqualify the student from appearing for the University Examinations.
5. In case of prolonged absence on account of medical reasons, a medical certificate ought to be submitted to the Director within fifteen Days of absence.

6. Students permitted to attend approved academic and co-curricular activities, conferences may be considered to be on duty.

4. ID Card and Uniform

ID CARD

Use of ID Card

- The ID card serves as the **official identity proof** within the college.
- Students must **wear their ID card around the neck** while entering the college premises.
- It is **mandatory** for accessing the library, participating in events, and joining other college activities.

Issue of ID Card

- At the **beginning of the academic session**, every student will be issued

an ID card for the **entire duration of their course**.

Example: Students admitted in the **2026–2027 batch** will receive their ID card at the start of the session, and it will remain valid until the completion of their course.

Entry Requirement

- Students found **without an ID** card may be stopped at the entrance by security staff.

Return of ID Card

- If a student **withdraws admission**, they must return their ID card to the college.
- Without ID card submission, the college reserves the right to withhold **final documents and clearances**.

Care & Safety of ID Card

- Keep the ID card **safe and in good condition** throughout the course.
- Do not share or lend the ID card to others.

Procedure for Lost ID Card

If a student loses their ID card, they must:

- Submit a written application signed by the **Head of Department (HOD)** and **Director**
- Pay ₹200 for re-issuance and attach the **payment receipt**.
- Submit the documents to the **college office**.
- The replacement ID card will be issued within **7 working days**.

UNIFORM

The official college uniform includes:

Item	Status	Price
Coat	Compulsory	₹2,900
Tie	Compulsory	₹170
T-Shirt	Compulsory	₹500
Shirt	Optional	₹600
Trousers	Optional	₹750
Skirt	Optional	₹750

The prescribed uniform must also be worn on **all events, examinations, and other important days** as notified by the college.

Penalty for Non-Compliance

- A penalty will be charged for failing to wear the prescribed uniform on mandatory days.

Purchase & Stitching Instructions

- The Coat, Tie, and T-shirt must be purchased **only from the designated tailor** to maintain uniformity.
- Students must make payments directly to the tailor.
- For any uniform-related issues, contact the **college office**.

Stitching Services: Mr. Dinesh Saini, Shop No. 62 B, Hawa Sadak, Ram Nagar, Sodala, Jaipur. Mobile: 9783112839

For any assistance related to the **ID card** or **uniform**, contact **Mr. Dinesh Kaushik**.

5. Examination Scheme (for Second Year Students)

As per the guidelines of Rajasthan Technical University – Kota, there will be an Internal Assessment (IA) and End Term Examination (ETE) for all theory and Practical subjects.

Distribution of Marks			
S.No.	Internal Assessment (30%)	End Term Exam (70%)	Maximum Marks
1	30	70	100
The Internal Assessment Components shall be further divided as under			
S.No.	Component of Internal Assessment		Marks
1	I Mid Term Examination		10
2	II Mid Term Examination		10

3	III Mid Term Examination	10
	Total	30

1. Three Internal Examinations per semester will be conducted as per the RTU, Kota Academic Calendar.
2. It is mandatory to appear in all the internal examinations in each semester.
3. Zero marks would be given in case of absence in any of the internal examinations.

Internal Assessments (IA)

Purpose

To assess students' academic preparation during the semester.

Handled through Examination Cell

Assessment	Date
IA – I	31 October – 04 November 2026
IA – II	14 December – 17 December 2026

Detailed subject-wise schedule, examination timing and instructions will be communicated separately.

Final / University Examinations

The final/semester examinations are conducted by Rajasthan Technical University (RTU) as per the University examination schedule.

- Students are required to appear for RTU Final/University Examinations in addition to internal assessments.
- The examination center may be different from the Institute campus.
- Students must appear at the allotted center for Theory as well as Practical examinations, wherever applicable.
- Students must check the examination schedule, center and reporting time.
- Students must carry the required admit card/permission document and valid student ID card.
- RTU Main Examination dates will be followed as notified by RTU.

Revaluation

- Application must be submitted within dates notified by RTU.
- Follow the prescribed RTU procedure.
- Pay applicable fees as prescribed.
- Revaluation is governed by applicable RTU rules.

Back Paper / Re-appearance

- Semester I back paper → normally Semester III.
- Semester II back paper → normally Semester IV.
- The same pattern continues for subsequent semesters.
- Complete the prescribed form within notified dates.
- Fees and eligibility are as per the latest RTU notification.

Examination Do's & Don'ts

Before

Check timetable and center; carry admit card and ID; reach before reporting time.

During

Follow invigilator instructions; do not carry prohibited material; do not engage in unfair means.

After

Check official communication for results and apply for revaluation/back paper within prescribed RTU dates, wherever applicable.

6. Mentoring Program

1. Xavier Institute of Management and Informatics (XIMI) have implemented an effective Mentor-Mentee System for the students to promote a better understanding between the teacher and the students.
2. Students are under the personal care of a Mentor, who meets them in a group on a regular basis for proper guidance and counseling.

7. Students' Council and Clubs

Students' Council is the representative body of the entire student community of the College. It is an interface between the students, professors and the Management, for working together to identify and address concerns that affect the students directly and indirectly. It represents the interests of the students and participates in discussions and decisions that affect the student community. Students' Council aims at the all-round development of students and organizes several extra-curricular events throughout the year in association with the various units of the college along with coordinating college events that are organized annually. It also provides an opportunity to be a part of activities, motivated by a sense of social responsibility and aimed at giving back to society. The office bearers of Students' Council including the Class Representatives from every department are elected for a term of one year and the core council then is constituted from nominated/co-opted / elected members of the student council that functions as the back bone of the students' council.

Nomination for Student Council Office Bearers:
The Students' Council invites applications for various posts from first and second-year students of MBA and MCA departments. Interested students who fulfill the eligibility criteria can submit their nominations by sending their CVs and supporting documents to their respective Class Mentors.

Eligibility Criteria:

- For MBA & MCA II-year students, all the papers of Semester I & II should be clear.
- The students who are regular in classes will be considered.
- No disciplinary action has been taken/pending against the student.
- No pending fees

How to Apply:
Interested students can submit their nominations by sending their CVs and supporting documents to their respective Class Mentors or given Google form link as per deadline mentioned in the college notice for the same. Ensure that your application highlights your skills, experience, and motivation for the post you're applying for. One student is required to apply for at least three posts

Selection Process:

- Submit Nomination cum Declaration Form
- Appear for Interview with all the supporting documents as per the details mentioned in CVs, and as per the Schedule.
- **Applicable for President Position**: 2 minutes Address in the Quadrangle by the Candidates claiming for the President Position.
- d. Voting (if required)

POST	Position	No. of Positions	Class & Year
1	President	01	MBA/ MCA II Year
2	Vice President	02	MBA/ MCA II Year
3	General Secretary	02	MBA/ MCA II Year
4	Sports Secretary	02	MBA/ MCA II Year
5	Cultural Secretary	02	MBA/ MCA II Year
6	Social Outreach and Anandam Program Secretary	02	MBA/ MCA II Year
7	Academic & Technical Secretary	03/02	MBA/ MCA II Year
8	Sports Joint Secretary	02	MBA/ MCA I Year
9	Cultural Joint Secretary	02	MBA/ MCA I Year
10	Social Outreach and Anandam Program Joint Secretary	02	MBA/ MCA I Year

11	Academic & Technical Joint Secretary	02	MBA/ MCA I Year

8. Internship & Placement, Letter of Recommendation and Internship Consent

Purpose: To facilitate industry engagement, internships, and final placements for students by building strong corporate relationships and preparing students to meet professional expectations.

Responsibilities:

- Coordinate internship programs as per AICTE and RTU guidelines (mandatory internships for professional exposure).
- Establish and maintain relationships with companies for placement drives, industry talks, and MoUs.
- Organize campus recruitment training (CRT) programs, mock interviews, group discussions, aptitude tests, and soft-skill development.
- Maintain placement records and regularly report outcomes to management and statutory bodies.
- Collaborate with academic departments to ensure students' readiness and alignment of training with industry needs.

INTERNSHIPS

Internship Models at XIMI

100% Internship Assistance is provided at XIMI.

XIMI operates with two formal models of internships to ensure flexibility and opportunity for all students:

1. **Summer Internship Through Campus (SITC)**
   - Internships offered through companies that collaborate directly with XIMI's Internship & Placement Cell (IPC).

- Selection includes pre-placement talks, application forms, interviews, and final selection rounds.

2. Summer Internship through Independent Sourcing (SITIS)

- Students independently identify and secure internships in alignment with their field of interest.
- Final approval and documentation are coordinated through the IPC for monitoring and compliance.

Internship Period

- A minimum duration of **45 days** is mandatory.
- All summer internships must be conducted immediately after the MBA/MCA II Semester RTU Main Examination (Tentative Months: July and August or as per RTU Academic calendar).

Internship Process

1. Opt-In/Opt-Out Form Submission:

- Students who are availing Summer Internship through Campus (SITC) need to fill and submit the Internship Opt-In form along with the link to their LinkedIn profile.
- Students who are availing Summer Internship Through Independent Sourcing (SITIS) need to fill and submit the Internship Opt-Out form along with the link to their LinkedIn profile.

2. Announcement & Notices

- Regular internship opportunities will be shared via official email, notice boards, and XIMI Website.

3. Application Phase

- Students are required to fill **Internship Application Forms** shared by the IPC for the opportunities, as per the guidelines.

4. Selection Process

- Depending on the company: Written Tests/Group Discussions/Personal/Technical Interviews/HR Rounds
- Final results are declared by the IPC.

5. **One Student – One Offer Policy**
   - Each student is eligible for **one confirmed internship offer** through the SITC model. However, an additional opportunity may be provided based on the recommendation of the Internship & Placement Cell.
   - Students must not appear for further campus opportunities after accepting one offer.
6. **Mandate for Completion**
   - Once an **Offer Letter** is accepted by the student:
   - It is **mandatory** to complete the internship.
   - The **offer letter must be submitted** to the Internship & Placement Cell within two days of receipt via email to placement@ximi.ac.in.
   - **Non-compliance** may lead to the **disqualification from campus internship opportunities**.

Post-Internship Evaluation

Students are required to submit:

- Internship Completion Certificate
- Feedback Form from Supervisor (to be obtained through the Internship & Placement Cell)
- Internship Report (as per the guidelines specified in the curriculum)
- Evaluations may be tied to internal assessment or academic credits as per RTU guidelines.

PLACEMENTS

Placement Models at XIMI

100% Placement Assistance is provided at XIMI.

XIMI operates with two formal models of placements to ensure

flexibility and opportunity for all students:

1. **Placement Through Campus (PTC)**
   - Placements offered through companies that collaborate directly with XIMI's Internship & Placement Cell (IPC).
   - Selection includes pre-placement talks, application forms, interviews, and final selection rounds.
2. **Placement Through Independent Sourcing (PTIS)**
   - Students independently identify and secure placements in alignment with their field of interest.
   - Final approval and documentation are coordinated through the IPC for monitoring and compliance.

Placement Drive Conduction Period

- All placement drives are conducted during the second year of the MBA/MCA program (i.e., III and IV semesters).

Placement Process

1. **Opt-In/Opt-Out Form Submission:**
   - Students who are availing Placement Through Campus (PTC) need to fill and submit the **Placement Opt-In form** along with the link to their LinkedIn profile.
   - Students who are availing Placement Through Independent Sourcing (PTIS) need to fill and submit the **Placement Opt-Out** form along with the link to their LinkedIn profile.
2. **Announcement & Notices**
   - Regular placement opportunities are shared via **official email, notice boards**, and **XIMI Website**
3. **Application Phase**
   - Students are required to fill **placement application forms** shared by the IPC for the opportunities, as per the guidelines.
4. **Selection Process**
   - Depending on the company: Written Tests/Group Discussions/Personal/Technical Interviews/HR Rounds

- Final results are declared by the IPC.

5. Mandate: One Student – Four Offer Policy

- **Each student is eligible for up to four placement opportunities through the PTC model**. If a student is selected and receives an offer letter from a company, they will not be allowed to participate in further placement drives **unless the new opportunity offers a package upgrade of more than ₹1.5 LPA to the current offered package**.

- Placement opportunities will be strictly counted based on the number of registration forms submitted by the student. **Once a student submits the registration form, it will be considered as consumption of one opportunity from the total available**.

- **Failure to submit the registration form for any offered opportunity will result in the student being automatically marked as an "opted-out" candidate** for the placement support from the IPC.

- Once an offer letter is accepted, the student is mandatorily required to join the job as committed. Any failure to join after accepting the offer will result in disqualification from the further opportunities.

- The job offer letter and joining report must be submitted to the Internship & Placement Cell within two days of receipt, **via email** to placement@ximi.ac.in.

- Non-compliance with any of the above guidelines may lead to disqualification from all campus placement opportunities.

Policy Point	Guideline
Eligibility	Each student is eligible for **up to 4 placement opportunities** through the PTC model.
Selection Restriction	Once selected and offered a job, the student **cannot apply further** unless the new offer has a **package upgrade of ₹1.5 LPA or more to the current offer.**

Counting Opportunities	**Each registration form** submitted counts as **one opportunity used**.
Opt-Out Condition	Failure to register for any opportunity will **Automatically mark the student as opted-out** for that opportunity.
Offer Acceptance	After accepting a job offer, the student **must join** as committed. Failure results in **Disqualification** from further opportunities.
Document Submission	Submit **Offer Letter & Joining Report** within **2 days** of receipt to **placement@ximi.ac.in**.
Non-Compliance	Any violation may lead to **disqualification from all campus placement activities**.

Placement Drive Related Instructions

- Only **final-year students** who have registered through the Placement Opt-In Application Form and are approved by the **Director/HOD** are eligible.
- Students must **thoroughly review job descriptions and locations** before applying.
- Participation in **Pre-Placement Talks** and processes is **mandatory**.
- Students must regularly **check official communication platforms** and apply in the prescribed format.

Documents to Carry on the Day of the Internship/Placement Drive

- Copies of updated CV
- Updated LinkedIn profile (ready and accessible)
- Relevant academic documents
- Passport-size photographs
- Valid College ID card & Any other document of relevance.

General Conduct Guidelines

- Punctuality is mandatory; late entries will not be allowed.
- Students must adhere to the formal dress code during all placement events.
- Discipline and professionalism must be maintained throughout the process.

Letter of Recommendation and Internship Consent

1. Students should provide his/her curriculum vitae along with an application stating the reason for the requirement of LoR.
2. Give at least four, or preferably five weeks' notice for the request.
3. Students should approach the instructor or mentor who knows them well and can speak of both their academic and personal strengths.
4. The student should get the rough draft approved by the concerned teacher and the HoD.
5. After the approval, the LoR or Internship Application draft should be mailed at office.ximi@gmail.com for signatures on the LetterHead.
6. The student should submit a copy of the final LoR to the respective department.
7. In case the LoR is for an internship, the student should also submit a copy of the certificate of completion issued by the company to the department after the internship is over.

9. SODECA & Excellence Awards

Objectives:

- To appreciate the importance and values of social life prevailing in the Village.
- To understand the value of Social Work.
- To understand the significance of Discipline in student's Life through involving the student in plantation, waste management, no plastic campaign, electricity, and water saving activities.
- To understand the value of extra co-curricular activities.

SODECA Activity Categories

	Category	Activity Type	Examples / Description
A.	Games and Sports / Field-Based Activities	Sports	Any sport of choice
		Fitness & Marathons	Aerobic, Fitness drills, Marathons
		Adventure & Nature Activities	Trekking, Nature walks, Excursions, Rock climbing, Rappelling etc.
		Events & Activities	Activities participation & Organization by Students' Council

B.	**Cultural / Literary Activities**	Celebrations & Events	National Days, Birth anniversaries of great personalities, Annual Day, Fresher's Day, Farewell Day, Garba Glam, etc.
C.	**Academic / Technical / Professional Development Activities**	Learning & Knowledge Sharing Research & Academic Engagement,	Workshops, Seminars, Training, Certification and Professional Development Programs, Industrial Visits, Educational Tours, Participation in conferences, Paper presentations
D.	**Social Outreach / Personality Development Activities**	Social Service	Volunteering in social service and outreach activities, UBA Activities
		NSS, NCC, Rovers & Rangers Activities	Volunteering, Organizing NSS/NCC/Rovers & Rangers activities, Disaster Management related activities, NCC parade drills, March-past practice etc.
		Wellness & Awareness Activities	Art of Living sessions, Yoga, Blood donation, Awareness programs
		Environmental Activities	Environmental clubs, Plantation drives, Water harvesting, Cleanliness drives, Compost pits, Waste segregation, No-plastic/recycling drives, electricity saving efforts etc.
E.	**Anandam Program Activities**	Daily Acts of Service	Perform one selfless act each day
		Personal Reflection	Maintain a diary/register of daily acts
		Monthly Discussions	Participate in group discussions and presentations once a month

Note: For MCA students, min. 25 marks are awarded for Discipline. Marks will be deducted for any indiscipline act done by the student or students. Such deduction should be preferably approved by the Head of the Institution/Principal/Director and subject to a maximum of 25 marks.

Awarding Marks: Effective contribution and active participation may be judged for awarding the marks. Additionally, following levels may be defined in each component A, B, C, D & E:

Component B	Level-1	Level-2	Level-3	Level-4
A. Games and Sports / Field Based Activities	-	-	50	60
B. Cultural / Literary Activities	30	40	50	60
C. Academic / Technical / Professional Development Activities	30	40	50	60
D. Social Outreach / Personality Development Based Activities	30	40	50	60
E. Anandam Program Activities	30	40	50	60
Maximum Marks	**100**			

- **Level-1:**
  i. Active participation in activities at College/City level.
  ii. Do at least one act of individual service each day in category E.

- **Level-2:**
  i. Active participation in multiple activities at Level-1
  ii. Participation at State level
  iii. Getting award/recognition at District/State level
  iv. Record this act of service in a dedicated Register/Personal Diary in category E

- **Level-3:**
  i. Active participation in multiple activities at Level-2
  ii. Participation at National level

iii. Getting award/recognition at National level.
iv. Participate in a sharing and presentation on the group service in the discussion session held once a month in category E

- **Level-4:**

i. Active participation in multiple activities at Level 3.
ii. Participation at International level
iii. Getting award/recognition at International level
iv. Providing technical solutions for social problems

Supporting *Documents:*

- Certificates of participation/achievement
- Written recommendation from faculty mentor
- Self-reflection/impact statement (short write-up)

Assessment & Student Excellence Award:

- **Marks Awarding:** SODECA marks are awarded in every semester.
- **Excellence Awards:** The highest compiled scores from all semesters will determine a student's eligibility for the Award of Excellence in the specified categories, to be conferred upon completion of the course:
  - Award for Excellence in Sports & Outdoor Activities
  - Award for Cultural & Literary Excellence
  - Award for Academic & Professional Excellence
  - Award for Excellence in Social Service & Leadership
  - Anandam Excellence Award
  - Pride of the Department Award
  - Award for All-Round Excellence
  - Any other criteria as per the Management's decision

10. Facilities and Guidelines

- **<u>Sports Room and Games Facilities</u>**

  To encourage physical activity and healthy recreation, the college provides both **indoor and outdoor** game facilities for students. All major outdoor Sports facilities are available at the **Main Campus,**

Nevta and at **St. Xavier's School**, **C-Scheme** (as per the respective authorities' approval).

All students are instructed to follow the guidelines below:

Facilities Available at XIMI, City Office:

- **Indoor Games (Room No. 110)**: Chess, Carrom Board
- **Outdoor Games (Quadrangle)**: Badminton

Eligibility & Timing

- **Indoor Games (Room No. 110)**: May be used only when students do not have a scheduled class **and with the prior approval of the subject teacher/in-charge, or if the respective subject teacher is on leave**.
- **Outdoor Games (Quadrangle)**: Permitted only after **1:40 PM**, and only if students have a free period.

Conduct & Discipline

- Maintain discipline and ensure a respectful environment while playing.
- Loud noise, rough play, or misuse of equipment is strictly prohibited.
- Students must return all sports equipment (chess pieces, carom coins, table tennis rackets, shuttlecocks, etc.) to its proper place after use.
- In case of crowding, games must be played in **rotational turns** so that maximum students can participate.
- Students must cooperate with the **sports coordinator/faculty in-charge** for fair usage.
- Handle all sports items responsibly; any damage due to negligence will be charged to the concerned student(s).
- Report any damaged or missing equipment immediately to the **Sports In-charge**.
- Sports facilities are for the benefit of all students and must be used responsibly.
- Any violation of these rules will lead to **suspension of game privileges** and further disciplinary action if repeated.

- **Library**

The college facilitates a library with a collection of books on different subjects.

Rules and Regulations to be followed in the College Library:

1. At a time, **a maximum of three books** can be issued to a student.
2. Library books will be issued **only on producing the College Identity card**.
3. Reference books, magazines, and journals will not be issued.
4. The time to issue and return books will be from **8:30 am to 3:00 pm**.
5. Books will be issued to a student for a **maximum period of 15 days**. After that, the books may be reissued or returned. Otherwise, a fine of **Rs. 2/- per day** per book will be charged.
6. A student can get a book **reissued up to a maximum of three times**.
7. If a library book is lost by a student, then he/she has to **replace it or pay the cost of the new book**.
8. No bags and personal books are allowed in the library area. However, it may be permitted in the reading room for academic and research reasons. Kindly seek permission.
9. If papers are torn off or damaged from the book, the student has to either **replace the book or deposit the cost of the book**.
10. Students should return books within a week after completing their respective semester examinations, otherwise, a fine of **₹50/-** will be charged.
11. The students are expected to be silent in the library.
12. No discussion is permitted inside the library.

Contact: Mr. Nitin Dsouza (998-221-3776)
Working Hours of the Library: 8:30 am to 3:30 pm

- **Xavier Indovation Centre**

The Innovation Room has been set up to provide students with a collaborative space for project discussions, group studies, and idea sharing. To ensure proper use and maintain the facility, students are instructed to follow the guidelines below:

Facilities Available

- Fully air-conditioned environment
- 86-inch Smart Board with connectivity for presentations and

brainstorming
- Comfortable sofa seating for group discussions

Instructions for Students

Purpose of Use
- The Innovation Room is strictly for academic purposes such as project discussions, research work, group studies, and innovation-related activities.
- Non-academic or recreational use is **not permitted**.

Booking & Access
- Students must take **prior permission from their Head of Department (HOD)** before using the Indovation Room.
- Only students with HOD's approval will be allowed.

Conduct & Discipline
- Maintain decorum and ensure a **noise-free environment** suitable for serious study and discussion.
- Students are personally responsible for maintaining **cleanliness and order** in the room.
- Food and beverages are **strictly prohibited** inside the room.
- Any damage or misuse of equipment/furniture will lead to **disciplinary action** and recovery of costs.
- Students must handle the **Smart Board carefully** and seek assistance if unfamiliar with its operation.
- Any technical issue should be reported immediately to the **College Office/IT staff**.

➢ **<u>Conference Room - Strategy Hub</u>**

The Conference Room has been established to provide a formal setting for **group discussions, placement-related activities, interviews, and serious academic/administrative meetings**. To ensure the room serves its purpose effectively, students are instructed to follow the guidelines below:

Facilities Available
- Fully air-conditioned environment

- Large conference table with comfortable seating
- Projector/Smart Display with connectivity for presentations

Instructions for Students

Purpose of Use:

- The Conference Room is strictly for:
  - Group discussions and case studies
  - Placement-related discussions, pre-placement talks, and interviews
  - Formal academic/administrative meetings or serious discussions
- Recreational, personal, or informal use of the room is not permitted.

Booking & Access:

- Students must obtain **prior permission** from their **Head of Department (HOD) / Placement Cell / In charge** before using the Conference Room.
- Only students with official approval will be allowed to access the facility.

Conduct & Discipline:

- Maintain **professional decorum** suitable for formal discussions and placement-related activities.
- Ensure a **noise-free and distraction-free environment**.
- Students are personally responsible for **maintaining cleanliness and order** in the room.
- Food and beverages are **strictly prohibited** inside the Conference Room.
- Any **damage or misuse** of furniture, projector, or other equipment will lead to **disciplinary action** and **recovery of costs**.
- Students must handle all equipment carefully; if unfamiliar with usage, they should seek assistance from **College Office/IT staff**.
- Any **technical issues** must be reported immediately to the **College Office or IT staff**.

Note: The Conference Room is intended to create a professional

environment that prepares students for placement processes and formal interactions. Students are expected to respect this purpose at all times.

- **Students' Council Room**

The Student Council Room has been established to provide a dedicated space for student leadership activities, creative work, and council meetings. The room consists of two sections — **Studio (Inner Room)** and **Outer Room** — equipped with modern facilities.

All students are expected to follow the guidelines below to ensure proper usage:

Facilities Available

- **Studio (Inner Room)**: High-speed computers for creating college posters, videos, and other creative material required for college activities and events.
- **Outer Room**: Round table with chairs for meetings, discussions, and council activities.
- Fully air-conditioned environment with comfortable seating.

Purpose of Use

- The **Studio** is strictly for creative work related to college activities (e.g., designing posters, editing videos, preparing digital content, etc.).
- The **Outer Room** is reserved for Student Council meetings, group discussions, and official student activities.
- Recreational, personal, or unrelated use of either section is **not permitted**.

Booking & Access

- Students must obtain **prior permission from the Studio In charge** before using the facility.
- Access will be given only for creative/official purposes **approved by the In charge**.

Conduct & Discipline

- Maintain decorum cleanliness and a professional environment suitable for work and meetings.
- Food and beverages are strictly prohibited inside both the Studio

and Council areas. However, in exceptional cases, they may be permitted with prior special permission from the concerned authority.

- Installation of unauthorized software, personal downloads, Playing Games or misuse of the internet is strictly prohibited.
- Any technical issues should be reported immediately to the **IT staff/College Office**.
- Any damage or misuse of equipment/furniture will invite disciplinary action and recovery of costs.
- The **Student Council President/Representative** is responsible for monitoring proper usage during meetings and creative work.

For any Studio related permissions and further support:
Please Contact: Mr. Mahesh Thapa, Studio In charge,
Email: maheshthapa@ximi.ac.in

- **Cafeteria Timings & Access**
  - The cafeteria will remain open **only during designated hours** notified by the college.
  - Students must **not enter restricted kitchen or storage areas**.
  - Seating is on a **first-come, first-served** basis unless reserved for special occasions.

Hygiene & Cleanliness

- Maintain **cleanliness** inside the cafeteria.
- Dispose of plates, cups, and waste **in the dustbins** provided.
- Do not leave used dishes or leftover food on tables.
- Avoid spilling food or drinks; if accidental, inform the staff immediately for cleanup.
- Students should **wash their hands** before and after meals.

Behaviour & Conduct

- Maintain a **respectful and friendly environment** inside the cafeteria.
- Students should treat cafeteria staff with **courtesy and respect**.

Payment & Purchases

- Pay bills at the counter.
- Maintain order at the cash counter; use digital payment options when available.
- Ensure you check your items before leaving the counter.

Prohibited Activities

- Smoking, vaping, tobacco use, alcohol, or narcotics are **strictly forbidden**.
- Gambling, card games, or disruptive activities are not allowed.
- Students must not rearrange cafeteria furniture without permission.

Accountability & Discipline

- Students must show their **college ID** if asked by staff or faculty.
- Any misconduct, vandalism, or damage to property will lead to disciplinary action and fines.
- Comply with additional special rules issued during events.

➢ **Auditorium**

Entry & Seating

- Students must enter the auditorium only through designated entry gates.
- Please be **seated 10–15 minutes before** the scheduled start of any event.
- Seats may be pre-assigned for certain functions; follow **usher/volunteer instructions**.
- Keep **gangways, exit doors, and aisles clear** at all times.

Behavior & Decorum

- Maintain **silence** once inside the auditorium.
- Mobile phones must be kept on **silent or switched off**.
- Avoid talking, shouting, whistling, or causing disturbances during programmes.
- Respect the performers/speakers and the ambience of the hall.

Cleanliness & Food

- **Food, beverages, chewing gum** and **tobacco** products are

strictly **not allowed** inside.

- **Do not litter**. Use dustbins placed outside the auditorium.
- Keep the auditorium clean and report any damage immediately.

Handling of Equipment & Stage Area

- Students must **not touch or operate** sound, light, projector, or stage equipment unless authorized.
- Any damage caused intentionally or due to negligence will lead to disciplinary action.

Discipline & Conduct

- All students must carry their **ID card** for entry.
- Misconduct, vandalism, or disrespect toward faculty, guests, performers, or volunteers may result in **removal from the hall and disciplinary action**.
- Follow all additional guidelines issued during specific events.

For any Auditorium related permissions and further support:
Please Contact: Mr. Mahesh Thapa & Mr. Nitin Simon Dsouza, Auditorium In charge
Email: maheshthapa@ximi.ac.in , nitindsouza@ximi.ac.in

11. Anti-Ragging Committee & Anti-Ragging Squad

Purpose: Prevention and prohibition of ragging; safe and ragging-free campus.
Handled through:
Anti-Ragging Committee & Anti-Ragging Squad
Coordinator: Dr. Shikha Arora Bakshi, Email ID: shikhabakshi@ximi.ac.in

12. Grievance Redressal Committee - For Students

Purpose:
Mechanism for academic, examination, administrative and other grievances; fair redressal.
Handled through:
Grievance Redressal Committee for Students
Coordinator: Dr. Varsha Sharma, Email ID: varshasharma@ximi.ac.in

13. Internal Complaints Committee (ICC)/Women Helpline & Safety Cell

Purpose:
Prevention, prohibition and redressal of sexual harassment; safe and respectful campus.
Handled through:
Internal Complaints Committee (ICC) / Women Helpline & Safety Cell
Coordinator: Dr. Poonam Sharma, Email ID: poonamsharma@ximi.ac.in

11. SC, ST and OBC Welfare Committee

Purpose:
Equality, equal opportunity and discrimination-free campus.
Handled through:
SC, ST & OBC Welfare Committee
Coordinator: Dr. Swati Tiwari, Email ID: swatitiwari@ximi.ac.in

12. Internal Quality Assurance Cell (IQAC)

Purpose:
To promote continuous improvement in the quality of academic and administrative processes and to support quality enhancement initiatives across the Institute.
Handled through:
Internal Quality Assurance Cell (IQAC)
Coordinator: Dr. Madhu Sharma, Email ID: madhusharma@ximi.ac.in

13. Student Disciplinary Council

Purpose:
To maintain discipline, decorum and a safe, respectful and academically conducive environment for all students.
Handled through:
Student Disciplinary Council
Coordinator: Dr. (Fr.) Abraham Amal Raj SJ), Email ID:abraham@ximi.ac.in

14. Social Media Cell and Photography Club

Purpose:
To promote the Institute's academic, cultural, social and student activities through appropriate digital and visual communication.
Handled through:
Social Media Cell & Photography Club
Coordinator: Dr. Varsha Sharma, Co-Coordinator: Mr. Mahesh Thapa
Email ID: varshasharma@ximi.ac.in, Email ID: maheshthapa@ximi.ac.in

15. Unnat Bharat Abhiyan Cell (UBA Cell) / Institutional Social Responsibility & Extension Activities Cell

Purpose:
To promote community engagement, social responsibility and extension activities through meaningful interaction with surrounding communities.
Handled through:
Unnat Bharat Abhiyan (UBA) Cell / Institutional Social Responsibility & Extension Activities Cell
Coordinator: Dr. (Fr.) Abraham Amal Raj SJ), Email ID: abraham@ximi.ac.in

16. Cyber Security Cell

Purpose:
Promote cyber security awareness and support cyber-related concerns.
Handled through:
Cyber Security Cell
Coordinator: Dr. Poonam Sharma, Email ID: poonamsharma@ximi.ac.in

17. Institution - Industry Cell

Purpose:
Promote industry interaction, training and collaborations; MoUs and industry-oriented learning.
Handled through:
Institution-Industry Cell

Coordinator: Ms Sonali Dubey, Email ID sonalidubey@ximi.ac.in
Coordinator (MBA): Dr. Varsha Sharma, Email ID: varshasharma@ximi.ac.in
Coordinator (MCA): Dr. Poonam Sharma, Email ID:poonamsharma@ximi.ac.in

18. Institution's Innovation Council (IIC)

Purpose:
Promote innovation, creativity and IPR awareness.
Handled through:
Institution's Innovation Council (IIC)
Coordinator: Dr. Poonam Sharma, Email ID: poonamsharma@ximi.ac.in
Co-Coordinator: Ms. Osheen Modi, Email ID: osheenmodi@ximi.ac.in

19. Scholarship Committee

Purpose:
To facilitate information, guidance and support to eligible students regarding scholarships and financial assistance schemes.
Handled through:
Scholarship Committee
Coordinator: Ms Lakshmi Sharma, Email ID: lakshmisharma@ximi.ac.in

20. Entrepreneurship Development Cell

Purpose
Develop entrepreneurial mindset; awareness, training and mentoring.

Handled through
Entrepreneurship Development Cell
Coordinator: Ms. Sonali Dubey, Email ID: sonalidubey@ximi.ac.in
Coordinator (MBA): Dr. Varsha Sharma, Email ID: varshasharma@ximi.ac.in
Coordinator (MCA): Ms Sejal Solanki, Email ID: sejalsolanki@ximi.ac.in

21. Internship & Placement Cell

Purpose:
To facilitate internship and placement opportunities for students and support their career development through training, guidance and industry interaction.
Handled through:
Internship & Placement Cell
Coordinator: Ms. Sonali Dubey, Email ID: sonalidubey@ximi.ac.in
Coordinator (MBA): Dr. Varsha Sharma, Email ID: varshasharma@ximi.ac.in
Coordinator (MCA): Ms Sejal Solanki, Email ID: sejalsolanki@ximi.ac.in

22. Startup and Incubation Cell

Purpose:
Encourage innovative business ideas; mentoring and incubation support.
Handled through:
Startup & Incubation Cell
Coordinator: Ms. Sonali Dubey, Email ID: sonalidubey@ximi.ac.in
Coordinator (MBA): Dr. Varsha Sharma, Email ID: varshasharma@ximi.ac.in
Coordinator (MCA): Ms Sejal Solanki, Email ID: sejalsolanki@ximi.ac.in

23. Alumni Committee

Purpose:
Promote alumni engagement and networking; alumni participation in student and Institute activities.
Handled through: Alumni Committee
Coordinator: Dr. Shikha Arora Bakshi, Email ID: shikhabakshi@ximi.ac.in

24.Library Committee

Purpose
To facilitate effective library services and ensure access to relevant learning resources that support students' academic and research requirements.
Handled through:
Library Committee

Coordinator: Mr. D'Souza, Email ID: nitindsouza@ximi.ac.in
Co-Coordinator: Dr. Shikha Arora Bakshi, Email ID: shikhabakshi@ximi.ac.in
Co-Coordinator: Ms Sejal Solanki, Email ID: sejalsolanki@ximi.ac.in

25. Swachhta Action Plan (SAP) & Indian Knowledge System Committee

Purpose:
To promote cleanliness, hygiene, environmental responsibility and awareness of India's traditional knowledge, values and practices among students.
Handled through:
Swachhta Action Plan (SAP) & Indian Knowledge System Committee
Coordinator: Dr. Varsha Sharma, Email ID: varshasharma@ximi.ac.in

26. Mental Health and Counselling Cell (MHCC)

Purpose:
To provide a supportive and confidential environment for students seeking guidance and counselling related to personal, emotional, academic and general well-being.
Handled through:
Mental Health & Counselling Cell (MHCC)
Coordinator: Dr. Arpit Sharma, Email ID: arpitsharma@sxcjpr.edu.in

27. ERP Committee

Purpose:
Coordinate effective ERP use and support students with ERP issues.
Handled through:
Student Login & Profile; Attendance; Examination & Marks
Coordinator: Mr. Dinesh Kaushik, Email ID: dineshkaushik@ximi.ac.in
Coordinator: Mr. Nitin Simon Dsouza, Email ID: nitindsouza@ximi.ac.in

ERP Login – Step-by-Step Instructions (Students)
Prerequisite: Your **username** = your **registered mobile number**.

Step 0 – Download the App

A) First-time Setup (Create Your Password)

1. Open the **Studybase** app.
2. In the **Username** field, enter your **registered mobile number**.
3. Click **Forgot Password**.
4. Fill in the required details (e.g., username/mobile number and captcha).
5. Click **Receive First-Time Code**.
6. You will receive a verification code (OTP) on your registered mobile number.
7. Enter the OTP in the required field and submit.
8. Create a **new password**, confirm it, and save.

B) Regular Login (After Setup)

1. Open the **Studybase** app.
2. Enter **Username**: your registered mobile number.
3. Enter **Password**: the password you just set.
4. Click **Login**.

If You Don't Receive the OTP

- Ensure your phone has proper network coverage.
- Verify that you have entered the correct registered mobile number.
- If still not received, contact the College Office.

28. Hostel / PG Committee

Purpose:
To facilitate student welfare, safety, discipline and coordination related to hostel and PG accommodation arrangements.

Handled through:
Hostel / PG Committee
Coordinator: Dr. Swati Tiwari, Email ID: swatitiwari@ximi.ac.in

29. NSS / NCC / Rovers & Rangers / Sports Committee

Purpose:
To encourage students' participation in sports, community service, leadership, discipline, teamwork and co-curricular activities for their overall development.
Handled through:
NSS / NCC / Rovers & Rangers / Sports Committee
Coordinator: Dr. Varsha Sharma, Email ID: varshasharma@ximi.ac.in
Coordinator: Dr. Swati Tiwari, Email ID: swatitiwari@ximi.ac.in

FEES & FINANCIAL INFORMATION

Fee Information – 2026–28 Batch

The programme is divided into four semesters. Semester fees are payable at the beginning of every semester.

Fee Heads:
1. College Fee 2. Examination Fee
Both fees are paid together at the beginning of every semester.

Semester	Academic Period	Payment
Semester I & III	July–December 2026	College Fee + Examination Fee
Semester II & IV	January–June 2027	College Fee + Examination Fee

Students should follow the official fee notice issued by the Institute for the applicable amount and due date.

30.OFFICIAL COMMUNICATION & IMPORTANT DOCUMENTS

Official Institute Email ID

- An official Institute email ID will be created for every student at the beginning of the batch.
- Login details will be communicated through the official student group or registered/personal email ID.

- Students must activate the account.
- After activation, all official communication will be circulated through the official Institute email ID.
- Students must check this email regularly.
- WhatsApp or informal communication should not be treated as a substitute for official communication.

Password Reset

If a student forgets the official Institute email password, the student may contact the Institute Office for password-reset assistance. Students must keep their password confidential.

Original Documents – Submission, Verification & Return

At admission/commencement of the session, students are required to submit their original prescribed documents for verification.

Temporary Requirement

If a student needs an original document temporarily, submit a written application to the concerned office. The document may be issued temporarily subject to verification requirements and may need to be returned after the stated purpose.

After Verification

Once the required RTU/official verification is completed, original documents will be returned as per Institute procedure. Students should verify all documents at the time of collection.

33. CODE OF CONDUCT & ACADEMIC INTEGRITY

Student Code of Conduct

- Maintain discipline and decorum on campus.
- Respect faculty, staff, visitors and fellow students.
- Follow Institute rules and instructions.
- Maintain cleanliness.
- Use Institute property responsibly.
- Maintain appropriate behavior in classrooms, laboratories, library and common areas.
- Follow safety instructions.
- Avoid behavior that adversely affects the safety, dignity or academic environment of others.

Academic Integrity

i. Students must maintain academic honesty in all academic activities.

ii. Unacceptable conduct includes cheating in examinations, plagiarism, copying assignments/projects, fabrication or manipulation of academic information, unauthorized assistance during examinations and misrepresentation of academic work.

iii. Academic misconduct may be dealt with as per applicable Institute/University rules.

FLAGSHIP EVENTS/ACTIVITIES 2026–27

S. No.	Event	Date	Coordinator
1	Orientation-MBA & MCA Ist Sem	08.Sep. 2026	Dr. Swati Tiwari, Ms Sonali Dubey
2	Induction Program	09 Sep-11 Sep 2026	Dr. Shikha Arora Bakshi, Ms Sonali Dubey
3	Freshers' Event	03 October 2026	Dr. Swati Tiwari / Ms. Osheen Modi
4	Investiture Ceremony	09 October 2026	Dr. Swati Tiwari / Ms. Osheen Modi
5	Garba Glam	17 October 2026	Dr. Varsha Sharma / Dr. Swati Tiwari / Ms. Osheen Modi
6	Metaverse 2.0	05 December 2026	Dr. Varsha Sharma / Ms. Sonali Dubey
7	ZEST	18–19 December 2026	Dr. Swati Tiwari / Ms. Osheen Modi
8	Job Fair & HR Conclave	19 February 2027	Ms. Sonali Dubey / Dr. Varsha Sharma / NF-MCA
9	Industrial Visit & Educational Tour	22–26 February 2027	Dr. Poonam Sharma / Dr. Varsha Sharma
10	XPL	03 April 2027	Dr. Varsha Sharma
11	Convocation – Batch 2024–26	17 April 2027	Dr. Shikha Arora Bakshi / Ms. Osheen Modi
12	Farewell – Batch 2025–27	18 July 2027	Dr. Swati Tiwari / Ms. Osheen Modi / Dr. Poonam Sharma

Event dates may be revised. Students should follow official Institute communication for final dates, venues and participation instructions.

Student Clubs & Activities

Students are encouraged to participate in cultural, sports, innovation, entrepreneurship, social, professional and other Institute activities. Details of clubs and participation procedures may be communicated separately.

First 30 Days – Student Checklist

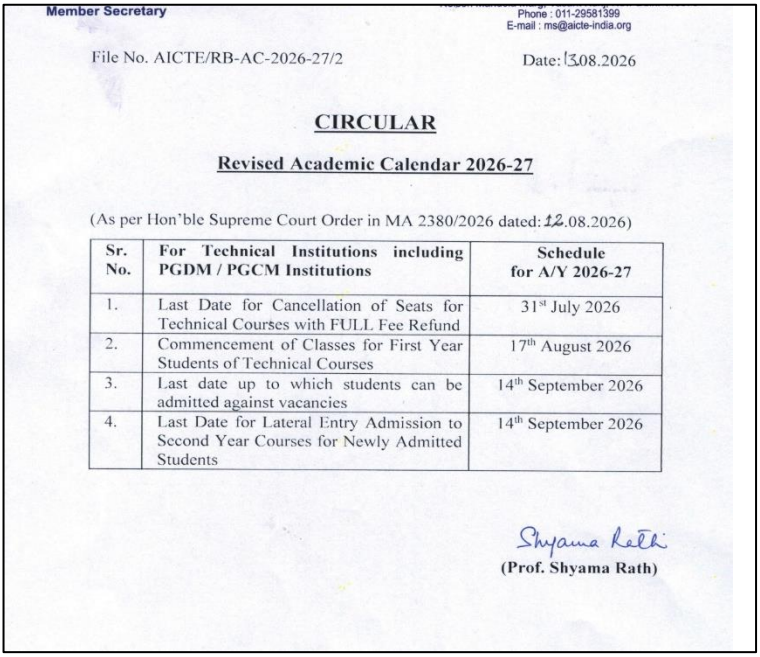
- ☐ Activate official Institute email ID
- ☐ Change/reset email password if required
- ☐ Activate ERP account
- ☐ Check personal/student information in ERP
- ☐ Check class timetable
- ☐ Understand attendance requirements
- ☐ Obtain/verify ID card
- ☐ Obtain prescribed uniform
- ☐ Read examination guidelines
- ☐ Save important contact numbers
- ☐ Read anti-ragging and safety guidelines
- ☐ Understand grievance redressal procedure
- ☐ Familiarize yourself with library facilities
- ☐ Familiarize yourself with sports and campus facilities
- ☐ Join/verify official student communication groups
- ☐ Regularly check official Institute email

IMPORTANT STUDENT REMINDER

- Check the official Institute email regularly.
- Follow all academic and examination instructions.
- Carry the valid Institute ID card on campus.
- Follow prescribed uniform guidelines.
- Maintain and submit required original documents for verification.
- Maintain required attendance.
- Follow Institute rules regarding examinations, campus facilities and student conduct.

- Report concerns to the appropriate Committee/Cell/Office.

AICTE ACADEMIC CALENDAR
SESSION 2026-2027



Member Secretary

Phone : 011-29581399
E-mail : ms@aicte-india.org

File No. AICTE/RB-AC-2026-27/2

Date: 13.08.2026

CIRCULAR

Revised Academic Calendar 2026-27

(As per Hon'ble Supreme Court Order in MA 2380/2026 dated: 12.08.2026)

Sr. No.	For Technical Institutions including PGDM / PGCM Institutions	Schedule for A/Y 2026-27
1.	Last Date for Cancellation of Seats for Technical Courses with FULL Fee Refund	31st July 2026
2.	Commencement of Classes for First Year Students of Technical Courses	17th August 2026
3.	Last date up to which students can be admitted against vacancies	14th September 2026
4.	Last Date for Lateral Entry Admission to Second Year Courses for Newly Admitted Students	14th September 2026

Shyama Rath

(Prof. Shyama Rath)

UPHOLDING THE COLLEGE MOTTO

Being A Xavierite

Code of Ethics and Conduct

"Good manners are expressions of a refined character."

- All *Xavierites* shall aim at observing certain norms of good conduct and polite behaviour:
- Practice and promote respect and cordiality among the students and staff.
- Always be punctual in attending classes and other duties.
- When a professor enters the class, gently rise and remain standing till he/she sits or signals to be seated.
- Handle college property with care. Do not disfigure walls and furniture.
- Insubordination to Professors, habitual neglect of class work, vulgarity in words and deed, deliberate vandalism, stealing, being a nuisance in the class, habitual neglect of study are sufficient reasons for disciplinary action.
- Only those electronic items that are necessary in the persuasion of the course are allowed to be brought to the college and are to be used as per the directions of the professors.
- Use of mobile phones during class hours is strictly prohibited.
- Obscene books and periodicals, smoking, use of alcohol and drugs in any form, are strictly forbidden in the college campus.
- The students are forbidden to bring crackers, explosives and other dangerous materials to the College.
- The government and the university have issued detailed instructions with regard to the banning of any sort of RAGGING on the college campus by any student. Instant dismissal will be the punishment for any offenders in this regard.
- The students are expected to dress in simple and decent clothes, formal or informal. Let your person and dress be neat and clean without show. Personal cleanliness, overall smartness, the neatness of the class rooms and cleanliness and beauty of the college campus need to be maintained.
- Do not bully, harass or discriminate against any member of the

college.

- Do not behave in a manner, within or outside college, that may bring the college into disrepute.
- The college prohibits all forms of sexual misconduct, including sexual harassment, sexual assault, sexual exploitation, indecent exposure, stalking and other misconduct that is sex or gender based.
- During class hours, students shall not be found loitering anywhere in the college campus. Doing any other work in the college campus during class hours is to be avoided by all.
- After the second bell, strict silence is to be observed in the class by all the students. If the Professor happens to come late, students shall maintain silence inside the class.
- During free hours, students are expected to make good use of the library.
- Leave the toilets clean after use.
- Queue up at counters patiently waiting for your turn without usurping the turn of others.
- Let your parents and guardians be proud of your conduct at home and in society.
- Be aware of the massive amount of sacrifice that your parents and the nation are making for your all- round education.

FUNDAMENTAL DUTIES OF INDIAN CITIZENS

1. To abide by the Constitution and respect its ideals and institutions, the National Flag and the National Anthem;
2. To cherish and follow the noble ideals that inspired the national struggle for freedom;
3. To uphold and protect the sovereignty, unity and integrity of India;
4. To defend the country and render national service when called upon to do so;
5. To promote harmony and the spirit of common brotherhood amongst all the people of India transcending religious, linguistic and regional or sectional diversities and to renounce practices derogatory to the dignity of women;
6. To value and preserve the rich heritage of the country's composite culture;
7. To protect and improve the natural environment including forests,

lakes, rivers and wildlife and to have compassion for living creatures;

8. To develop scientific temper, humanism and the spirit of inquiry and reform;
9. To safeguard public property and to abjure violence;
10. To strive towards excellence in all spheres of individual and collective activity so that the nation constantly rises to higher levels of endeavour and achievement; and
11. To provide opportunities for education to his child or ward between the age of six and fourteen years (added by the 86th Constitutional Amendment Act, 2002).

****