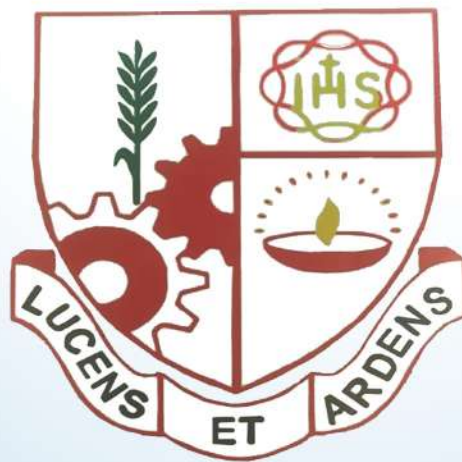


Students Handbook

2018-2019



St. Xavier's College, Simdega
(Affiliated to Ranchi University)

P.O. Gotra-835223
Dt. Simdega, Jharkhand, India



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Vision and Mission

Vision:

We envision to create a just, secular, democratic Society and to form credible, creative and socially committed citizens especially in the service of the poor, the oppressed and the marginalized.

Mission: **St. Xavier's College Simdega is on a mission and is committed:**

1. To empower students with knowledge, skill and talents needed to become economically self-sufficient and politically capable leaders to work for peace, justice and harmony.
2. To foster a deep appreciation and understanding of their rich culture heritage by connecting the past with the present and safeguard it for the future.
3. To form leaders of competence, commitment, conscience and compassion in the service of the society and nation.

Motto and Logo

The motto of the College is '**LUCENS ET ARDENS**' which means **Spreading Light and Burning Bright**. The logo has the three figures on a shield shaped design. The first figure contains an ear of wheat and two interlinked gears representing agriculture and industry respectively; second figure IHS, symbolizes the name of Jesus; the third figure, an earthen oil-lamp, represents the students. The Students and Faculty of the College are expected to shine and grow as the leaders of the area with ardent desire to learn.

St. Francis Xavier

Francis Xavier was born on April 7, 1506, in Xavier Castle, in Spain. He was a member of a noble family. In 1525, Francis left Xavier to study at the University of Paris in France. He got enrolled at the college of St. Barbara, where he met Ignatius of Loyola who led him to see the world through God's Eye. He arrived in Goa, India, on May 6, 1542. Francis Xavier travelled for Christ and died on December 3, 1552, at the age of mere 46. St. Francis Xavier, outstandingly a brilliant student, is the patron saint of St. Xavier's College, Simdega.



Our Charism

We learn to discover the knowledge by which we would know everything where God is Creator and Lord, Supreme Goodness and Beauty, the One Reality that is absolute. We try to understand how everything comes from God and has its value only in so far as it leads us to God. This God is alive and active in all natural and human events in history.

Jesuit education acknowledges God as the author of all reality, truth and knowledge. It is concerned with individual person so it focuses on the total formation of the individual. It encourages knowledge, love and acceptance of self. It provides spiritual guidance and promotes the celebration of faith in a community through prayer and worship. Our education forms men and women for others. It shows concern for the deprived ones and so shows special concern for the poor because it believes – “Love is shown in deeds not words.” It insists on the mastery of basic humanistic and scientific disciplines through careful and sustained study based on competence, motivation and developing ability to reason, reflects logically and critically.

The pursuit of academic excellence is appropriate only within the larger context of human excellence. It is concerned for total human development as a creature of God which emphasizes happiness in life, responsible use of freedom, honesty, forgiveness, conversion of heart through love of God. It is also concerned with the total formation of each student as an individual personally loved by God. Jesuit education is to assist in full development of talents of each individual student.

About the College

St. Xavier's College, Simdega is started on 1st August 2016 with 454 students in Arts and Commerce faculties, is affiliated with Ranchi University, Ranchi, Jharkhand. The college provides spiritual formation of the students so that they realize that God is their author, and sustainer of all reality and truth; the human person is created in the image and likeness of God to praise, reverence, and serve God, and by doing so, to save his or her soul. All other things on the face of the earth are created for human being in order to help them to pursue the end for which they are created. This new College is in one hand a tangible product of dreams, imaginations, and ambitions of Ranchi Jesuit Province; on the other hand, it has its own dreams, creative imaginations and colossal ambitions.



Succession of Rectors and Principals

Rectors

- 1) Rev. Fr. Linus Dungdung, S.J. : August 2016- Till Date

Principals

- 1) Dr. Fr. Emmanuel Barla, S.J. : August 2016- June 2018
2) Dr. Fr. Ephrem Ba'a, S.J. : June 2018- Till Date

Management

St. Xavier's College, Simdega is established, administered and owned by the Society of Jesus of Ranchi Jesuit Province. St. Xavier's College is run by a Registered Society, "XAVIERS RANCHI". It is the apex body to run the College. The Chairman of the same apex body appoints Jesuits and members of Managing Committee. There is a Governing Body which works under the leadership of the Secretary and Principal of the College. The Managing Committee and governing body helps and supports the Principal of the College to run the institution according to the mission and vision of the society. The functions of the it is; Appointment, Confirmation of Teaching and Non-Teaching Staff, Formulation of service conditions and creation of posts.

Current Governing Body Members

SN	Name	Designation	Nomination
1	Dr. Fr. Joseph Marianus Kujur S.J.	Chairman	Ex-Officio
2	Fr. Linus Dungdung S.J.	Vice-Chairman	Ex-Officio
3	Dr. Fr. Emmanuel Barla, SJ	Secretary Cum Principal	Ex-Officio
4	Fr. Bruno Toppo S.J.	Treasurer	Ex-Officio
5	Dr. Fr. Nicolas Tete, SJ	Member	Management
6	Dr. Robert Pradeep Kujur S.J	Member	Management
7	Fr. John Tirkey, SJ	Member	Management
8	Fr. George Kerketta, SJ	Member	Management
9	Fr. Xavier Soreng, SJ	Member	Management
10	Dr. Vinod Kr. Bilung, SJ	Member	Educationist
11	Dr. Fr. Nabor Lakra, SJ	Member	Educationist
12	Dr. Fr. Sudhir Minj, SJ	Member	Educationist
13	Dr. Gilbert D' Souza, SJ	Member	Administration
14	Shree Benjamin Lakra	Member	Administration
15	Dr. Jayant Kr. Kashyap	Member	TR



The Governing Board: Functions

1. Fix the fees and other charges payable by the students of the college on the recommendations of the Finance Committee.
2. Institute scholarships, studentships, medals, prizes, and certificates on the recommendations of the Academic Council.
3. Approve the institution of new programmes of study leading to degrees and or diploma.
4. Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development, and fulfill the objectives for which the college has been declared as affiliated to Ranchi University.

1. Fr. Ajit Kr. Xess S.J.,	Provincial cum Chairman
2. Fr. Linus Dungdung, S.J.	Rector
3. Dr. Fr. Ephrem Baa, S.J.	Principal cum Secretary
4. Fr. Bruno Toppo, S.J.	Bursar

IQAC Composition

(Internal Quality Assurance Cell)

1	Dr. Fr. Ephrem Baa	Principal
2	Fr. Bruno Toppo	Bursar
3	Dr. Jayant Kr. Kashyap	Coordinator
4	Dr. Animesh Roy	Member
5	Dr. Sunil Kerketta	Member
6	Prof. Rainy Alma Lakra	Member
7	Prof. Anirudh Prasad	Member
8	Prof. Ajay Kumar	Member
9	Ms. Mukta Xess	Member
10	Mrs. Kausilya Kumari	Member
11	Mrs. Manisha Barla	Member
12	Rakesh Eric Kerketta	Member
13	Mary Kanta P. Minj	Member

Teaching Staff

Department of Commerce

1. Dr. Gaurav Srivastava, M. Com, NET, Ph. D- **HOD.**
2. Mr. Amit Kr. Gupta, M. Com, JRF-NET
3. Fr. Bruno Toppo, S.J., M. Com
4. Fr. Ravi Hemant Kujur, S.J, M.Com

**Department of Economics**

1. Mr. Sanjay K. Lakra, M.A., NET- **HOD**
2. Dr. Anirudh Prasad, M.A., NET

Department of English

1. Dr. Animesh Roy, M.A., NET, Ph.D. - **HOD**
2. Ms. Alphonsa Tirkey, M.A.
3. Mr. Shubham Kujur, M.A., NET

Department of Geography

1. Mr. Tarun Dungdung, M.A., NET – **HOD**
2. Ms. Rainy A. Lakra, M.A., NET

Department of Hindi

1. Dr. Jayant Kumar Kashyap, M.A., NET, Ph.D. – **HOD**
2. Dr. Sunil Kerketta, M.A., NET, Ph.D.
3. Ms. Tarun Kanti Xalxo, M.A., NET
4. Mr. Abhay Ekka, M.A., NET

Department of History

1. Mr. Arvind Kumar Ekka, M.A., NET, – HOD
2. Mr. Manish P. Tirkey, M.A., NET
3. Dr. Fr. Ephrem Baa S.J., M.A, NET, Ph.D

Department of Political Science

1. Mr. Anand Minj, M.A., NET– HOD
2. Mr. Ajay Kumar, M.A., NET

Administrative and Supporting Staff**Vice Principal**

1. Dr. Fr. Erenius Toppo S.J., M.A., Ph.D (EVS)

Library Assistants

1. Ms. Mary Kanta P. Minz, B.A., B.LIS, M.A., M.LIS (Librarian)
2. Mr. Sunny Basant Kindo, B.A., B.LIS, M.LIS, ITI, ADCA (Sorter)
3. Ms. Nilima Kindo, B.A. (Library Attendant)

Office Assistants [Principal Office]

1. Mrs. Manisha Barla, M.A., B. Ed, DCA
2. Mrs. Kausilya Kumari, BCA, DCE
3. Mr. Wilsan Bilung I.Com, B.A (Peon)
4. Mr. Emmanuel Kandulna, Inter (Peon)

Examination Controller

1. Fr. Anup Arvind Ekka M.A. NET



Office Assistants [Examination Office]

1. Mrs. Mukta Xess, BSW, DCA

Account Office

1. Mr. Rakesh Kerketta, B. Com, DCA [Accounts Clerk & Scholarship Office]

Geography Lab. Assistant

1. Mr. Shri. Pradeep Edward Ekka, M.A.

Electrician

1. Mr. Sandeep Kerketta, ITI

Support Staff

1. Ms. Rina Ekka, Matric
2. Ms. Kiran Kandulna, I.A.
3. Ms. Raina Baraik, B.A.

Security Guard

1. Mr. Prakash Soreng, I. Com
2. Mr. Deepak Ekka, I.A.
3. Mr. Fuldeo Kerketta, Matric.

College Rules and Regulations

Prayer before Class

God's blessing is essential for every individual. God is source of knowledge, wisdom, truth and beauty. Every student is a seeker of knowledge, wisdom and truth. Every human person is created to praise reverence and serve God in everything. Before starting teaching and learning process everyday students need to offer personal prayer to God. When music is played, students remain standing and praying where ever they are in the college premises. The music for prayer starts at 9.05 a.m. then class starts at 9.15 a.m.

Attendance

A Student must attend every lecture, tutorial and practical classes in all subjects. The required attendance is minimum 75% in each subject separately. If the



attendance falls below 75%, he/she will not be allowed to fill up the forms for the End-Semester examination.

Rules on Decency

St. Xavier's College, Simdega promotes dignity and respect to every individual. Dignity and respect come when one decently presents himself/ herself through dress, behavior and speech. The students are requested:

1. Students are strongly recommended not to put on trousers with more than four pockets and tight T-shirt, round collar T-shirt.
2. Girl students are recommended to tie their hair properly and not to come with flowing hair.
3. Girl students are requested not to wear sleeveless dress, short tops & tight jeans and caprices.

Unfair Means:

At the back of every admit card 'unfair means' is defined and described. If a student is caught using or helping others to use unfair means in examination, he or she will be expelled from exam. If it is a final examination, he/she will be expelled for one year.

Campus Discipline

1. For attending classes, meeting or other gatherings within the college campus students are expected to be presentably dressed in accordance with the approved etiquette and dress code.
2. When a student meets a member of the staff for the first time in the day, he/she must greet him/her appropriately.
3. Students are not allowed to loiter or stand about the verandahs or corridors of the college during class hours.
4. Chewing pan or eating Pan Parag and Smoking is strictly forbidden in the college campus. Such students may be fined if they are caught.
5. Students are forbidden to smoke in the college premises or near the gate, to write or make any mark on the walls or desks, throw paper or ink about the floor of the classrooms or corridors.
6. The College reserves the right to dismiss at any time a student for serious indiscipline.
7. Students are not allowed to keep their cell phones and Walkman on switch on mode when the classes are going on. Defaulter's set will be confiscated if they are caught.

**Parking**

1. The bicycles and two wheelers are to be parked in the allotted parking places only. Students who bring two wheelers are directed to make Vehicle Pass. Without the Vehicle Pass no one will be allowed to bring motor vehicle to the college.
2. Students are requested to lock properly their bicycles and vehicles. The college does not take any responsibility if the vehicle is stolen.
3. Students are not allowed to bring cars, vans, jeeps and other four wheelers in the college campus.

Identity Card

1. The principal of the college will issue the Identity Card after the form is being dully filled-in by the candidate.
2. Every student shall carry the Identity Card with him/her daily to the college. Any staff members as well as other lawful authorities of the college have the right to ask a student to produce it at any time.
3. The Identity Card should be showed to the authorities concerned before entering the College, in the library, or wherever needed in the college campus.

Women's Forum

This is to empower girl students with extra care and concern. Therefore, girl students, especially at the degree level are earnestly exhorted to take an active part in the activities of the Forum. This Forum will organize various activities for the integrated development of the girl students like personality development, seminars, career orientation, and life preparation courses tec.

Sports and Games

1. Facilities are available in the college for games and sports.
2. On appropriate time different games and sports activities will be arranged by the college.
3. The students should take active part in these activities, which are arranged for their holistic development.

College Canteen

1. Boys and Girls are allowed to go to the canteen. A mutual respect is expected from all.
2. Canteen will remain open from 8.00 a.m. to 4.00 p.m. It will remain closed during holidays.
3. Canteen is just to provide you light refreshment; students are advised not to sit longer than 20 minutes.



College Library

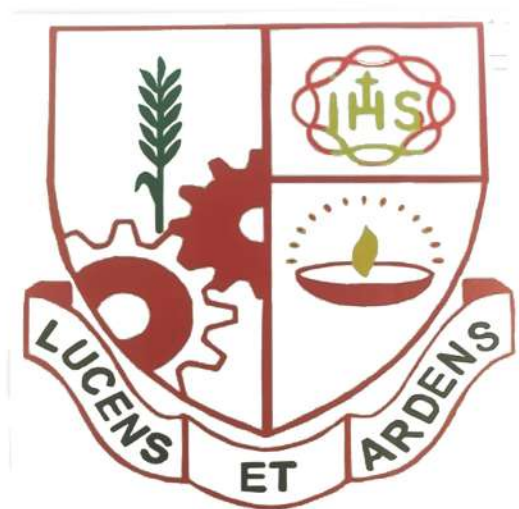
1. By showing Identity Card students can make Library Card in the main Library.
2. Students have to fill requisition slip to issue books. Six books are allotted at a time for duration of 15 days.
3. Books from the main library will be issued according to the time schedule shown on the library board.
4. The books may be kept for a period of 15 days. A fine of Rs. 1 will be charged per day for late returning of books.
5. After the final clearance, library books will not be issued except to those who deposit Rs. 50 as caution deposit with librarian. Even then books will not be issued to students who habitually break library rules. The caution money will be returned later.
6. The college reading room remains open on class days from 8.00 a.m. to 5. 00 p.m. The library remains closed on Sundays and Holidays.

भारत का संविधान

हम, भारत के लोग, भारत को एक संपूर्ण
प्रभुत्व-संपन्न समाजवादी, पंथनिरपेक्ष, लोकतंत्रात्मक गणराज्य बनाने
के लिए, तथा उसके समस्त नागरिकों को:
सामाजिक, आर्थिक और राजनीतिक न्याय,
विचार, अभिव्यक्ति, विश्वास, धर्म
और उपासना की स्वतंत्रता,
प्रातिष्ठा और अवसर की समता,
प्राप्त कराने के लिए
तथा उन सब में,
व्यक्ति की गरिमा और राष्ट्र की
एकता और अखण्डता सुनिश्चित कराने वाली बन्धुता
बढ़ाने के लिए
दृढ़ संकल्प हो कर अपनी इस संविधानसभा में
आज तारीख 26 नवम्बर 1949 ईस्वी को
एतद् द्वारा इस संविधान को अंगीकृत, अधिनियमित और आत्मार्पित करते हैं।

St. Xavier's College, Simdega

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