



# ST. ALOYSIUS' COLLEGE

AUTONOMOUS  
JABALPUR- 482001  
MADHYA PRADESH, INDIA

## CRITERIA-7

### INSTITUTIONAL VALUES AND BEST PRACTICES

Key Indicator – 7.1

Institutional Values and Social Responsibilities



Metric No.: 7.1.1

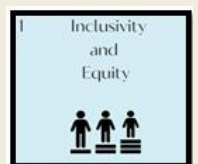
Promotion of Gender Equity



Document Name

Gender Equity Amongst Staff: Staff Duty List

2020-21





**ST. ALOYSIUS' COLLEGE**

**(AUTONOMOUS), JABALPUR(M.P.)**

Reaccredited 'A+' Grade by NAAC (CGPA 3.68/4.00)

College with Potential for Excellence (CPE) by UGC

DST-FIST Supported & Star College Scheme by DBT.

## Promotion of Gender Equity

**7.1.1 Institution has initiated the Gender Audit and measures for the promotion of gender equity**

### **Gender Equity Amongst Staff Staff Duty List**

**2020-2021**



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## OFFICE BEARERS FOR THE YEAR 2020-2021

1. Staff Council (Secretary)	IC	Dr. Manju M. Solomon	<i>Manju</i>
2. Student Union	IC	Dr. Ramendra Prasad Ojha Dr. Kallol Das Dr. Vishwas Patel	<i>Ramendra</i> <i>Kallol</i> <i>Vishwas</i>
3. Anti-Rugging Committee	IC	Dr. Kallol Das Dr. Elena Philip Dr. Mita Darbani Dr. Ramendra Prasad Ojha Dr. Rupali Ahluwalia	<i>Kallol</i> <i>Elena</i> <i>Mita</i> <i>Ramendra</i> <i>Rupali</i>
4. Standing Council Principal Vice Principal Dean (Bio Science & Controller of Exam) Dean (Physical Science) Dean (Arts and Social Sciences) Deputy Controller of Examination Dean (Commerce) Secretary		Dr. Fr. G. Vasdev Ansu Dr. Kallol Das Dr. Anjali D'Souza Dr. Mita Darbani Dr. Elena Philip Dr. Ramendra Prasad Ojha Dr. Social Jais Dr. Preets Jain	<i>Fr. G. Vasdev Ansu</i> <i>Kallol</i> <i>Anjali</i> <i>Mita</i> <i>Elena</i> <i>Ramendra</i> <i>Social Jais</i> <i>Preets Jain</i>
5. Examination		Dr. Mita Darbani Dr. Rupali Ahluwalia Dr. Recta Choudhan	<i>Mita</i> <i>Rupali</i> <i>Recta</i>
6. College Admission Committee	IC	Mr. Ankit Kumar Dubey Dr. Social Jais Dr. Pearly Inesh Dr. Recta Choudhan Mr. Rajeshwar Rao	<i>Ankit</i> <i>Social Jais</i> <i>Pearly Inesh</i> <i>Recta</i> <i>Rajeshwar Rao</i>
7. Library	IC	Dr. Deepika John Dr. Tuhina Jaisuri Dr. Archana Singhal Dr. Manojit Gokhale Mr. Prakash Kumar Singh Mr. Nitin Sharma	<i>Deepika</i> <i>Tuhina</i> <i>Archana</i> <i>Manojit</i> <i>Prakash</i> <i>Nitin</i>
8. Reading Room	IC	Mrs. Rumi Chaud Dr. Dilip Kosta Dr. Anita Chauri	<i>Rumi</i> <i>Dilip</i> <i>Anita</i>
9. Cultural Association In-charge 9.1 Dance (Classical/Group/Folk)	IC IC	Dr. Caroline Saini Mrs. Archana Prasad Mrs. Neeta Agrawal Mrs. Prabhata Richharia	<i>Caroline</i> <i>Archana</i> <i>Neeta</i> <i>Prabhata</i>



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Bible Classes	IC	Dr. Fr. G. Vazhan Arasu Dr. Anjali D'Souza Mr. Rajeshwar Rao
11. Christian Fellowship	IC	Mrs. Rashmi Patnis Dr. Heptzibah John Mr. Swapnil Justin
12. Social Gathering	IC	Dr. Elena Philip Dr. Kallol Das Dr. Rameshendra Prasad Ojha Dr. Vishwas Patel Dr. Rupali Abhrawalia
13. Independence Day	IC	Dr. Mumtaz Kar Dr. Sanjiv Rajuk Mr. Satyendra Jain
14. Republic Day	IC	Dr. Meeta Darbani Dr. Roma Murkande Dr. Kinan Mishra Mrs. Saroj Junghare Dr. Rashmi Singh Dr. Vandhree Mehta
15. Prize Distribution	IC	Dr. Elena Philip Dr. Neelanjana Pathak Dr. Recta Choubhan Dr. Heptzibah John
16. Diwali	IC	Dr. Nishi Pandey Dr. Tehina Johri Dr. Shweta Likhitkar
17. Guru Nanak Jayanti	IC	Dr. Tarvinder Kaur Ghai Mrs. Sukhvinder Kaur Walia Ms. Prabhjot Kaur Haryal
18. Christmas	IC	Dr. Heptzibah John Mr. Enoch Philip Mr. Swapnil Justin
19. Id-Ul-Fitr	IC	Dr. Kudshiya Raza Mrs. Yasmeen Bano Dr. Zareen Baksh
20. Mahavir Jayanti	IC	Mr. Satyendra Jain Dr. Preeti Jain Dr. Sonali Bhandari Jain



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Dance (Solo)	IC	Mrs. Ruma Paul Ms. Mithi Desai
9.2 Music/ Vocal Western Group Song	IC	Dr. Smitika Lawgum Mr. Eresh Pillai
Classical Group Song	IC	Dr. Tapsi Nagre Dr. Beena Thomas
Solo Classical/ Solo Light	IC	Dr. Tapsi Nagre Dr. Manu Gokhale
9.3 Mime/ Miniature/ Mono-acting	IC	Dr. Jayashankar Gautam Dr. Renu Marlande
9.4 Drama/Skit	IC	Dr. Caroline Saini Dr. Archana Singhal Dr. Dilip Kosta Dr. Sonu Gupta Das Dr. Manju Dixit
9.5 Rangoli / Poster/ Clay Modelling	IC	Dr. Kunal Rawat Dr. Jyoti Sharma Mrs. Meeta Agrawal
9.6 On the spot Printing / Collage/ Cartoon	IC	Dr. Festina Sobin Dr. Shweta Likhitar
9.7 Quiz	IC	Mrs. Suresh Janghara Mr. Nishu Swarni
9.8 Extempore Speech/Debate	IC	Dr. Mary Rayner Dr. Sonu Gupta Das
9.9 English Elocution	IC	Dr. Pearly Jacob Dr. Chitranshi Verma
9.10 English Essay	IC	Dr. Nitarika A. Singh Dr. Aparna Mukherjee
9.11 Hindi (Essay)	IC	Dr. Beena Thomas Mrs. Sudhira Pillai
9.12 Hindi Elocution	IC	Dr. Caroline Saini Dr. Beena Thomas
9.13 Creative Writing	IC	Mrs. Rashmi Patra Dr. Nitarika A. Singh



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1. Prema Stage & Seating Arrangements	IC	Mr. Harish Kumar Dubey Dr. Reshma Lal Sondiya Mr. Amit Kumar Yadav Mr. Enoch Philip
22. Notice Boards		
(a) Main Block	IC	Dr. Mr. Jahn Sharma
(b) Stair Case	IC	Mrs. Archana Pasari
(c) Library Block	IC	Dr. Prabhakar Richhariya
(d) Education	IC	Mrs. Seema Potphode
(e) Staff Notice Board	IC	Staff Council Secretary Dr. Zareen Baksh
(f) Photography Display	IC	Dr. Manju Gupta
23. Video / Multimedia	IC	Mrs. Shradha Soni Mrs. Sanjay Janghara Ms. Anita Das
24. College Magazine		
(a) English Section	IC	Dr. Neelganga Pathak Dr. Niharika A. Singh
(b) Hindi Section	IC	Dr. Ramendra Prasad Ojha Dr. Reema Thomas
(c) Photograph Magazine	IC	Dr. Femina Sobin Dr. Pearly Jacob
(d) Publication	IC	Dr. Vishwas Patel Dr. Kallol Das
25. Photographs Class/Group	IC	Mr. Harish Dubey Dr. Sanjay Raink Mr. Nitin Swamy
26. Career Counseling & Guidance	IC	Dr. Pearly Jacob Dr. Chitreshi Verma
27. Time Table	IC	Dr. Mira Darbani Dr. Renu Markande Mrs. Rosini Choubey Dr. Kadhya Raza
28. College Calendar	IC	Mrs. Sukhvinder Kaur Walia Mrs. Rachini A. Patra



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9.	College Diary	IC	Dr. Sanjay Roy Mrs. Shradha Soti Mrs. Yashwanth Kumar Dr. Meenakshi Swamy
10.	U.G.C. Programme	IC	Dr. Mrs. Elena Philip Dr. Silly Samuel Dr. Rajesh Abhishek Mr. J. Rajeshwar Rao
11.	College Prospectus & Form	IC	Dr. Pearl Jacob Dr. Mary Raymond Dr. Reena Thomas
12.	Value Education	IC	Dr. Kallol Das Dr. Fenita Jose Dr. Reena Chouban
13.	Press	IC	Dr. Reena Thomas Dr. Mary Raymond Mrs. Sushama Pillai Mrs. Meeta Agrawal
14.	Invitation Cards	IC	Dr. Sanjay Rajak Dr. Dilip Kumar Mr. Yogesh Astur
15.	Maintenance/ Cleanliness (Garden, Building, Furniture etc.)	IC	Mr. Harish Dubey Dr. Sanjay Rajak Dr. Roshan Lal Soodhiya Mr. Anil Kumar Yadav Mr. Swarnil Justin Mrs. Rohini Pillai
16.	Club/ Society		
(a)	Rotract (Comm. & Education)	IC	Mrs. Rashmi A. Patra Dr. Meenakshi Swamy Dr. Sarita Goel
(b)	Hindi Sahitya Samiti (Arts & Science)	IC	Dr. Ramendra Prasad Ojha Dr. Reena Thomas Mrs. Sushama Pillai
(c)	Cultural Society (Comm. & Education)	IC	Dr. Deepthi S. Deshpande Dr. Akhilesh Pathak Dr. Nidhi Khanna
(d)	NCC	IC	Capt. Dr. Soma Rai Sub. Lt. Dr. Sanjay Kumar Rajak Lt. Anil Kumar Yadav Sub. Lt. Dr. Mary Raymond



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(e) NSS (Boys)	IC	Dr. Akhilesh Patil Dr. Pramod Chaitanya Mr. Suresh Justin Mr. Satyendra Jain	<i>Amu</i> <i>24/05/20</i>
(Girls)	IC	Dr. Abhiksha Shukla Dr. Manju Dixit Mrs. Sudama Pillai Ms. Anjali Jagwani	<i>Amu</i> <i>24/05/20</i>
(f) Nature Club/Garden (Arts & Science)	IC	Dr. Shikha Bansal Dr. Sunali Nigam Mrs. Rima Paul Dr. Jubi Shanmuga	<i>Amu</i>
(g) Women Cell (Arts & Science)	IC	Dr. Anthonima Robin Dr. Manya Gekhle Dr. Kiran Mishra Mrs. Archana Pastri	<i>Amu</i>
(h) Science & Religion (AEWF)	IC	Dr. Archana Singal Dr. Nisha Pandey Dr. Rema Mackanda	<i>Amu</i>
(i) Red Cross Society	IC	Mr. Prakash Kumar Lango Dr. Lavmikaet Pandey Dr. Shweta Lakshkar	<i>Amu</i>
(j) Sports Society	IC	Mr. Harish Dubey Ms. Rohila Pillay Dr. Ashu Jain Dr. Sumi Tiwari	<i>Amu</i>
(k) IRF	IC	Mrs. Rima Paul Dr. Preeti Jain Dr. Deepa Deshpande	<i>Amu</i>
(l) Club/ Value Education Supervision	IC	Dr. Kallol Das	<i>Amu</i>
37. Non-Teaching Staff & Stationary	IC	Dr. Kallol Das	<i>Amu</i>
38. Staff Attendance	IC	Dr. Kallol Das	<i>Amu</i>
39. Alumni Association	IC	Dr. Elena Philip Dr. Pearly Jacob Dr. Mrs. Anthonima Robin Dr. Hephzibah Jolie Mrs. Rushmi Choubey Mr. Inosh Phillip Mr. Nitin Swamy	<i>Amu</i>



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40. College Website	IC	Dr. Juhu Sharma Mrs. Abhilashi Shankar Ms. Anjali Jangrani Mr. Jitendra Jain
41. PTA Arts 1 Year	IC	Dr. Mrs. Puhima Jethi Dr. Mrs. Anthonima Robin
PTA Science	IC	Dr. Nisha Pandey Dr. Sonali Nigam Mr. Ankit Dubey
ICABBA 1 Year	IC	Mrs. Abhilasha Shankar Mrs. Rashmi Patra
PTA Commerce 1 Year	IC	Dr. Rupali Abhiswalia Dr. Gurvinder Kaur Dr. Ashu Jain
42. Autonomy	IC	Dr. Rupali Abhiswalia Mrs. Sakhvinder Kaur Dr. Komal Rawat Dr. Kusshiyu Raza Dr. Chharaadii Verma
43. Red Ribbon Day Celebration	IC	Dr. Priyanka Sinha Mrs. Ruma Paul Dr. Mrs. Manju Dixit
44. Human Rights Day Celebrations	IC	Dr. Vishwas Patel Ms. Prabhjoti K. Haryal
45. Literacy Day Celebration	IC	Mrs. Seema Potphode Mrs. Yasmeen Ilam
46. Backdrop (strge)	IC	Ms. Mala Dey Dr. Zareen Hakeem Mrs. Seema Potphode Mrs. Meeta Agrawal
47. Aloysian Times First Edition - Sept. 1 <sup>st</sup> Week	IC	Dr. Soma Gaha Das
Second Edition - Nov. 1 <sup>st</sup> Week	IC	Dr. Aparna Mukherjee
Third Edition - Jan. 1 <sup>st</sup> Week	IC	Mrs. Meeta Agrawal
48. P. A. System/CCTV	IC	Mr. Ankit Dubey Mr. Anil Kumar Yadav
49. Remedial Class (Science) (Arts & Commerce)	IC	Dr. Reeta Choulhan Dr. Nisha Pandey



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50.	New Courses	IC	Ms. Mala Das Dr. Kallol Das Dr. Anjali D'Souza Dr. Rupali Abhiswalia
51.	College Canteen	IC	Dr. Mita Darbani Dr. Vishwas Patel Mr. Harish Dubey
52.	College Journal (NINAD) Managing Editor Editor Associate Editors		Dr. Dr. G. Vazhan Arasu Dr. Elena Phillip Dr. Kallol Das Dr. Anjali D'Souza Dr. Neelanjana Pathak
53.	Internal Quality Assurance Council	IC	Dr. Siby Samuel Dr. Kallol Das
53.1	Criteria In-Charges		Dr. Mita Darbani Dr. Mandira Kujur Dr. Rupali Abhiswalia Dr. Neelanjana Pathak Dr. Sonali Nigam Dr. Pearly Jacobs
53.2	IQAC Working Committee		Mrs. Sukhvinder Kaur-Walia Dr. Soumitra Lakshman Dr. Reeta Choubhan Dr. Jadhav Jothi Dr. Sulapa Roy Dr. Heptazibah John Mrs. Rashmi Patra Dr. Ashu Jain Dr. Rashmi Choubhan Dr. Dayashankar Gontam Mrs. Saroj Janghane Dr. Nidhi Khurana Dr. Komal Raniya Dr. Jubi Sharma
54.	Students Redressal Cell	IC	Dr. Smit Bai Mrs. Shradha Soni
55.	P.R.O.	IC	Dr. Rimendra Prasad Ojha
56.	Suami Vivekananda Career & Placement Cell	IC	Dr. Pearly Jacob Dr. Chitranshi Venug
57.	Counseling & Guidance Cell	IC	Dr. Pearly Jacob Dr. Chitranshi Venug



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4. Language Lab	IC	Dr. Mary Haymer Mrs. Meeta Agrawal	<i>Manu</i> <i>Facts</i>
50. IT Cell; (College Automation & Wi-Fi)	IC	Mr. J. Rajeshwar Rao Mr. Prakash Langot Ms. Anjali Jangwan Mr. Jitendra Jain	<i>Prakash</i> <i>Anjali</i> <i>Jitendra</i>
60. Personality Development Program	IC	Dr. Pearly Jacob Dr. Chitranshi Verma	<i>Pearly</i> <i>Chitranshi</i>
61. Girls Coaches Room	IC	Dr. Shweta Likhitkar Mrs. Arifa Anjum	<i>Shweta</i> <i>Arifa</i>
62. Campus Discipline	IC	Dr. Vishwas Patel Mr. Ankit Kumar Das Dr. Renu Markande Dr. Prasad Chaitanya Mr. Nain Saxena Dr. Dnyashankar Goutam	<i>Vishwas</i> <i>Ankit</i> <i>Renu</i> <i>Prasad</i> <i>Nain</i> <i>Dnyashankar</i>
	IC	Mr. Harish Kumar Das Dr. Suresh Rai Dr. Sanjay S. Rajak Dr. Ashu Jain Dr. Sunil Tiwari Dr. Dilip Keshu Mr. Harbhakshi Mookchandani	<i>Harish</i> <i>Suresh</i> <i>Sanjay</i> <i>Ashu</i> <i>Sunil</i> <i>Dilip</i> <i>Harbhakshi</i>
63. Anti-Sexual Harassment	IC	Dr. Ilona Philip Dr. Vishwas Patel Dr. Manja Gupta	<i>Ilona</i> <i>Vishwas</i> <i>Manja</i>
64. Monthly Compilation of Attendance	IC	Mrs. Mala Das Dr. Poojana Pentke Mrs. Abhilasha Sankar Dr. Jothi Sharma Dr. Renu Markande Dr. Rashmi Singh Dr. Sonali Bhandari Dr. Khushiya Ravi Dr. Kunal Ramesh	<i>Mala</i> <i>Poojana</i> <i>Abhilasha</i> <i>Jothi</i> <i>Renu</i> <i>Rashmi</i> <i>Sonali</i> <i>Khushiya</i> <i>Kunal</i>
7. Mathematics Stream	2 <sup>nd</sup> year	Mr. Akhilesh Pathak Mr. Swapnil Justin Mrs. Yasmeen Bano Dr. Sonu Gupta Das Mrs. Shradha Shrivastava Dr. Sanil Kumar Tiwari Dr. Pooja Gupta Dr. Meenakshi Saxena	<i>Akhilesh</i> <i>Swapnil</i> <i>Yasmeen</i> <i>Sonu</i> <i>Shradha</i> <i>Sanil</i> <i>Pooja</i> <i>Meenakshi</i>
8. BCA			
9. Bio stream			
10. Arts Stream			
11. BBA			
12. Commerce Stream (Appl) (Tax & Comp) (Hours)			



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65. Centre for Research Development	IC	Dr. Fr. Varlam Arasu Dr. Kallol Das Dr. Anjali D'Souza Dr. Elena Philip Dr. Neelanjana Pattak Dr. Rupali Ahluwalia Dr. Manju Gupta (Secretary)
66. Nodal Officer for AISHE (MHRD)	IC	Mr. Ankit Dubey Dr. Komal Rawat
67. Global Understanding Project	IC	Mr. Ankit Dubey Dr. Siby Samuel
68. Nodal Officer for "Vidwanam" Initiative	IC	Mr. Ankit Dubey Ms. Pratyaj Haryal
69. Students' Orientation	IC	Dr. Siby Samuel
70. Entrepreneurship Development Cell	IC	Dr. Ashu Jain Dr. Reta Choubhan Mrs Rajni Sharma
71. Incubation Centre	IC	Dr. Manu Gukhle Dr. Manju Gupta Dr. Jubi Sharma Dr. Lakshmi Karri Pande
72. Institutional Social Responsibility Committee	IC	Mrs. Manu Das Dr. Suruli Nigam Dr. Archana Singh Dr. Anthonitta Babu Mrs. Rama Paul Mr. Prakash Lango Dr. Preeti Jain
73. Centre for Value Added Courses	IC	Dr. Mary Remyer Dr. Femina Robin Mrs. Abhiradha Sankar Mrs. Shradha Shrivastava Dr. Nidhi Khanna Dr. Komal Rawat
74. Controller of Examination	IC	Dr. Anjali D'Souza Dr. Vidhuas Patel





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## Teachers for the Session 2020-2021

Class	Section	Class Teacher
B.Sc. I Year	A	Mr. Ankit Kumar Dubey
B.Sc. I Year	B	Dr. Nisha Pratiky
B.Sc. I Year	C	Dr. Sonali Nigam
B.Sc. II Year	A	Dr. Akhilesh Pathak
B.Sc. II Year	B	Dr. Fernita Sobin
B.Sc. III Year	A	Mrs. Sanj Janghara
B.Sc. III Year	B	Mr. Nihar Swamy
B.A. I Year	A	Dr. Lohita Jaisri
B.A. I Year	B	Dr. Anthonima S. Robin
B.A. II Year	A	Dr. Nilanika Singh
B.A. II Year	B	Dr. Mary Rajender
B.A. III Year	A	Dr. Reena Thomas
B.A. I Year	A	Mrs. Abhilashi Sankar
B.A. II Year	A	Mrs. Mira Das
B.A. III Year	A	Mr. Ankit Kumar Yadav
BBA I Year	A	Mrs. Rashmi Patil
BBA I Year	B	Mrs. Shradha Shrivastava
BBA II Year	A	Dr. Chitranshi Verma
BBA III Year	A	Dr. Rashmi Singh
B.Com. I Year (Gen) (E)	A	Dr. Preeti Jain
B.Com. I Year (Gen) (E)	B	Dr. Meenukshi Swamy
B.Com. I Year (Tax) (E)	C	Dr. Heptozibon John
B.Com. I Year (Tax) (E)	D	Dr. Pooja Gupta
B.Com. I Year (Comp) (E)	E	Mrs. Sukhvinder Kaur
B.Com. I Year ( App. Comp & Tax) (E)	F	Dr. Ashu Jain
B.Com. (Hons) I Year	A	Dr. Tarvinder Kaur Ghai
B.Com. II Year (Gen) (E)	A	Dr. Sanjay Rajak
B.Com. II Year (Tax) (E)	B	Dr. Dilip Koshia
B.Com. II Year (Comp)	C	Dr. Sonal Rai
B.Com. II Year ( App. Comp & Tax) (E)	D	Dr. Kadhya Ram
B.Com. (Hons) II Year	A	Dr. Kumal Rowal
B.Com. III Year (Gen) (E/H)	A	Dr. Sunil Kumar Triwan
B.Com. III Year (Tax) (E/H)	B	Dr. Sonali Bhandari
B.Com. III Year (Comp) (E/H)	C	Mrs. Prabhjot Kaur
B.Com. (Hons) III Year	A	Mr. Harbhaksh Meotchandani
B.Ed. I Year	A	Dr. Archana Singhal
B.Ed. II Year	B	Dr. Kiran Mishra
M.Sc. Microbiology	A	Dr. Shikha Bansal
M.Sc. Physics	A	Dr. Pramod Chaitanya
M.Sc. Computer Science	A	Mrs. Khyatima Gogoi
M.Sc. Chemistry	A	Dr. Smarika Lawrence
M.Sc. Zoology	A	Dr. Priyanka Sinha
M.Sc. Biotechnology	A	Dr. Vasantkanti Pankey
M.Sc. Mathematics	A	Dr. Mandi Kar
M.A. Political Science	A	Dr. Vishwas Patel
M.A. Economics	A	Dr. Rupa Choudhan
M.A. English Literature	A	Dr. Neelanjana Pathak
M.Com	A	Dr. Rupali Abhuwalia



ST. ALOYSIUS COLLEGE, 1, AHILYA BAI MARG, PENTINAKACHOWK, SADAR, CANTT,  
JABALPUR, MADHAYA PRADESH, INDIA 482001



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# ST. ALOYSIUS' COLLEGE (AUTONOMOUS), JABALPUR (M.P.)

Reaccredited 'A+' Grade by NAAC (CGPA 3.68/4.00)  
College with Potential for Excellence (CPE) by UGC  
DST-FIST Supported & Star College Scheme by DBT

## ANNUAL/SEMESTER I & III

Annual Pattern - Second and Third Years

Annual Pattern - First Year

PG. Commencement of Odd, Third Semester

PG. Commencement of Odd, First Semester

## CALENDAR

1<sup>st</sup> September, 2020

1<sup>st</sup> October, 2020

1<sup>st</sup> September, 2020

1<sup>st</sup> October, 2020

## PG. SEMESTER II & IV

Commencement of Even Fourth Semester

25<sup>th</sup> January, 2021

Commencement of Even Second Semester

1<sup>st</sup> February, 2021

### Please Note:

1. Officiating in the absence of the Principal

Dr. Kallol Das

Dr. Anjali D'Souza

Dr. Ekam Phillip

Dr. Ramesh Prasad Gha

Staff Secretary shall be responsible for the implementation of the college calendar.

2. Class teacher shall be responsible for the coordinating the class attendance and motivating them to take part in the college curricular and co-curricular activities. Once a month they shall meet their respective classes.

3. Every month there shall be meeting of

(i) Student Union & All the Clubs 4<sup>th</sup> Friday 8:00am onwards

(ii) Once in two months there shall be meeting of

H.O.D's

1<sup>st</sup> Monday (Arts)

1<sup>st</sup> Tuesday (Commerce)

1<sup>st</sup> Wednesday (Hiscience)

1<sup>st</sup> Thursday (Management & Education)

1<sup>st</sup> Friday (Physical science)

1<sup>st</sup> Saturday

(iii) Class Teachers

(iv) In charges of various programs to meet the Principal one week before the program with the Program in writing.

4. The Standing Council shall meet the Principal once a month.

5. Examination Cell is to meet the Principal a month before the semester examination.

Date: 20-08-2020

Rev. Upendra Narayan Arora  
St. Aloysius Coll.  
JABALPUR, M.P.



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