



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

2021-22





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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

2021-2022



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Staff Office Bearers for 2021-22

OFFICE BEARERS FOR THE YEAR 2021-2022

1.	Staff Council (Secretary)	IC	Dr. Manju M. Solomon
2.	Student Union	IC	Dr. Ramendra Prasad Ojha Dr. Kallol Das
3.	Anti-Ragging Committee	IC	Dr. Kallol Das Dr. Mita Darbari Dr. Ramendra Prasad Ojha Dr. Sonal Rai Dr. Rupali Ahluwalia
4.	Standing Council Principal Vice Principal Dean (Bio Science & Controller of Exam) Dean (Physical Science) Dean (Arts & Social Sciences) Deputy Controller of Examination Dean (Commerce & Management) Secretary		Dr. Fr. Vazhan Arasu Dr. Kallol Das Dr. Anjali D'souza Dr. Mita Darbari Dr. Elena Philip Dr. Vishwas Patel Dr. Sonal Rai Dr. Preeti Jain
5.	Examination	IC	Dr. Mita Darbari Dr. Rupali Ahluwalia Dr. Reeta Chouhan
6.	Admission Committee	IC	Mr. Ankit Kumar Dubey Dr. Sonal Rai Dr. Reeta Chouhan Mr. Rajeshwar Rao Dr. Runa Paul Dr. Rashmi Singh
7.	Library	IC	Dr. Hephzibah John Dr. Tuhina Johri Dr. Archana Singhal Dr. Mamata Gokhale Mr. Prakash Kumar Lange Mr. Nitin Swami
8.	Reading Room	IC	Dr. Amita Chattri Dr. Dilip Kosta
9.	Cultural Association In-charge	IC	Dr. Caroline Saini
	9.1 Dance (Classical/Group/Folk)	IC	Dr. Archana Pasari Dr. Deepti S. Deshpandey Dr. Pratibha Richaria Mrs. Meeta Agrawal. Dr. Sarita Goel Dr. Vandana

1

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Dance (Solo)	IC	Dr. Runa Paul Dr. Meenakshi Swamy
9.2 Music/ Vocal Western Group Song	IC	Dr. Smarika Lawrence Mr. Enosh Philip
Classical Group Song	IC	Dr. Tapsi Nagraj. Dr. Reena Thomas
Solo Classical/ Solo Light	IC	Dr. Tapsi Nagraj Dr. Mamta Gokhale
9.3 Mime/ Mimicry/ Mono-acting	IC	Dr. Dayashankar Gautam Dr. Renu Markande
9.4 Drama	IC	Dr. Caroline Saini Dr. Archana Singhal Dr. Manju Dixit Dr. Yogesh Ashar
9.4.2 Skit	IC	Dr. Dilip Kosta Dr. Sanjay Kurmar Rajak Dr. Soma Guha Das Dr. Abhilasha Shukla
9.5 Rangoli / Poster/ Clay Modeling	IC	Dr. Komal Rawat Dr. Manju Gupta
9.6 On the spot Painting / Collage/ Cartoon	IC	Dr. Femina Sobin Dr. Shweta Likhitkar
9.7 Quiz	IC	Mrs. Saroj Junghare Mr. Nitin Swamy
9.8 Extempore Speech /Debate	IC	Dr. Mary Raymer Dr. Soma Guha Das
9.9 English Elocution	IC	Dr. Mary Raymer Dr. Chitranshi Verma
9.10 English Essay	IC	Dr. Niharika A. Singh
9.11 Hindi (Essay)	IC	Dr. Reena Thomas Dr. Sushma Pillai
9.12 Hindi Elocution	IC	Dr. Caroline Saini Dr. Reena Thomas
9.13 Creative Writing	IC	Mrs. Rashmi Patras Dr. Niharika A. Singh

Handwritten signature and date: 11/8/17



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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 Patras Dr. Hephzibah John
12. Social Gathering	IC	Dr. Elena Philip Dr. Kallol Das Dr. Ramendra Prasad Ojha Dr. Vishwas Patel Dr. Sonal Rai Dr. Rupali Ahluwalia
13. Independence Day	IC	Dr. Mandira Kar Dr. Sanjay Rajak Mr. Satyendra Jain
14. Republic Day	IC	Dr. Meeta Darbari Dr. Renu Markande Dr. Kiran Mishra Dr. Rashmi Singh
15. Prize Distribution	IC	Dr. Elena Philip Dr. Neelanjana Pathak Dr. Reeta Chouhan Dr. Hephzibah John
16. Diwali	IC	Dr. Nisha Pandey Dr. Tuhina 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. Hephzibah John Mr. Enosh Philip Mr. Swapnil Justin
19. Id-Ul-Fitr	IC	Dr. Kudshiya Raza Dr. Zareen Baksh
20. Mahavir Jayanti	IC	Mr. Satyendra Jain Dr. Sonali Bhandari Jain Mr. Jitendra Jain
21. Prerna Stage & Seating Arrangements	IC	Mr. Harish Kumar Dubey Dr. Sanjay Kumar Rajak Dr. Roshan Lal Sondiya Mr. Amit Kumar Yadav

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6/8/27



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Notice Boards			
(a)	Main Block	IC	Dr. Vandana
b)	Stair Case	IC	Dr. Archana Pasari
(c)	Library Block	IC	Dr. Pratibha Richhariya
(d)	Education	IC	Mrs. Seema Potphode
(e)	Staff Notice Board	IC	Staff Council Secretary
(f)	Photography Display	IC	Dr. Manju Gupta
23.	Video / Multimedia	IC	Mrs. Saroj Junghare Mrs. Arifa Anjum Mr. Amit Kumar Yadav
24.	College Magazine		
(a)	English Section	IC	Dr. Neelanjana Pathak Dr. Niharika A. Singh
(b)	Hindi Section	IC	Dr. Ramendra Prasad Ojha Dr. Reena Thomas
(c)	Photograph & Illustrations	IC	Dr. Femina Sobin Dr. Zareen Baksh
(d)	Publication & Circulation	IC	Dr. Akhilesh Pathak Mr. Nitin Swamy
(e)	Advertisement	IC	Dr. Kallol Das Dr. Vishwas Patel
25.	Photographs Class/Group	IC	Mr. Harish Dubey Dr. Sanjay Rajak Mr. Nitin Swamy
26.	Career Counseling & Guidance	IC	Dr. Chitranshi Verma Mr. Harbaksh Moolchandani Dr. Dilip Kosta Dr. Renu Markande Mr. Enosh Phillip Ms. Prabhjyot kaur Haryal
27.	Time Table	IC	Dr. Mita Darbari Dr. Renu Markande Mrs. Roshni Choubey Dr. Kudshiya Raza
28.	College Calendar	IC	Mrs. Sukhvinder Kaur Walia Mrs. Rashmi A. Patras


20/8/20



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College Diary	IC	Dr. Sutapa Roy Dr. Meenakshi Swamy Dr. Vandana
30. U.G.C. Programme	IC	Dr. Elena Philip Dr. Siby Samuel Dr. Rupali Ahluwalia Mr. Rajeshwar Rao
31. College Prospectus & Form	IC	Dr. Mary Raymer Dr. Kudshiya Raza
32. Value Education	IC	Dr. Kallol Das Dr. Femina Jose Dr. Reeta Chouhan
33. Press	IC	Dr. Reena Thomas Dr. Mary Raymer Mrs. Sushma Pillai Mrs. Meeta Agrawal
34. Invitation Cards	IC	Dr. Sanjay Rajak Dr. Yogesh Ashar
35. Maintenance/ Cleanliness (Garden, Building, Furniture etc.)	IC	Mr. Harish Dubey Dr. Sanjay Rajak Dr. Roshan lal Sondhiya Mr. Amit Kumar Yadav Mr. Swapnil Justin Ms. Rohila Pillai
36. Club/ Society		
(a) Roctract (Comm. & Education)	IC	Mrs. Rashmi A. Patras Dr. Meenakshi Swamy Dr. Sarita Goel
(b) Hindi Sahitya Samiti (Arts & Science)	IC	Dr. Ramendra Prasad Ojha Dr. Reena Thomas Dr. Sushma Pillai
(c) Cultural Society (Comm. & Education)	IC	Dr. Deepti S. Deshpandey Dr. Akhilesh Pathak Dr. Nidhi Khurana
(d) NCC	IC	Capt. Dr. Sonal Rai Sub. Lt. Dr. Sanjay Kumar Rajak Lt. Amit Kumar Yadav Sub. Lt. Dr. Mary Raymer
(e) NSS (Boys)	IC	Dr. Akhilesh Pathak Dr. Pramod Chaitanya Mr. Swapnil Justin Mr. Satyendra Jain

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20/11/20



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(Girls)	IC	Dr. Abhilasha Shukla Dr. Manju Dixit Dr. Sushma Pillai Ms. Anjali Jagwani
(f) Nature Club/Garden (Arts & Science)	IC	Dr. Sonali Nigam Dr. Shikha Bansal Mrs. Runa Paul
(g) Women Cell (Arts & Science)	IC	Dr. Anthonima Robin. Dr. Kiran Mishra Dr. Archana Pasari
(h) Science & Religion (AEWF)	IC	Dr. Archana Singal Dr. Nisha Pandey Dr. Renu Markande
(i) Red Cross Society	IC	Mr. Prakash Kumar Lange Dr. Shweta Likhitkar Dr. Vandana
(j) Sports Society	IC	Mr. Harish Dubey Ms. Rohila Pillay Dr. Sunil Tiwari
(k) IRF	IC	Dr. Runa Pal Dr. Preeti Jain Dr. Deepti Deshpande
(l) Club/ Value Education Supervision	IC	Dr. Kallol Das
37. Non-Teaching Staff & Stationary	IC	Dr. Kallol Das
38. Staff Attendance	IC	Dr. Kallol Das
39. Alumni Association	IC	Dr. Elena Philip Dr. Caroline Saini Dr. Anthonima Robin Dr. Hephzibah John Mrs. Roshni Choubey Mr. Enosh Phillip Mr. Nitin Swamy
40. College Website	IC	Ms. Anjali Jangwani Mr. Jitendra Jain
41. PTA Arts I Year	IC	Dr. Tuhina Johri Dr. Anthonima Robin

6

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10/07



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PTA Science	IC	Dr. Nisha Pandey Dr. Runa Paul Mr. Ankit Dubey
BBA 1 Year	IC	Mrs Rashmi Patras
BCA 1 year	IC	Mr. Swapnil Justin
PTA Commerce 1 Year	IC	Dr. Rupali Ahluwalia Dr. Tarvinder Kaur Dr. Ashu Jain
42. Autonomy	IC	Dr. Rupali Ahluwalia Mrs. Sukhvinder Kaur Walia Dr. Komal Rawat Dr. Kudshiya Raza
43. Red Ribbon Day Celebration	IC	Dr. Priyanka Sinha Dr. Manju Dixit
44. Human Rights Day Celebration	IC	Dr. Vishwas Patel Mr. Manju M. Solomon
45. Literacy Day Celebration	IC	Mrs. Seema Potphode Mrs. Meeta Agarwal
46. Backdrop (stage)	IC	Dr. Zareen Baksh Mrs. Seema Potphode
47. Aloysian Times		
(a). First Edition – October. 1 st Week	IC	Dr. Soma Guha Das
(b). Second Edition - December. 1 st Week	IC	Mrs. Meeta Agrawal
(c). Third Edition February 1 st Week	IC	Dr. Soma Guha Das
48. P. A. System/CCTV	IC	Mr. Ankit Dubey Mr. Amit Kumar Yadav
49. Remedial Class (Science) (Arts & Commerce)	IC	Dr. Reeta Chouhan Dr. Nisha Pandey
50. New Courses	IC	Dr. Kallol Das Dr. Rupali Ahluwalia
51. College Canteen	IC	Dr. Meeta Darbari Mr. Harish Dubey
52. College Journal (NINAD) Managing Editor Editor Associate Editors		Dr. Fr. Vazhan Arasu Dr. Kallol Das Dr. Anjali D'souza Dr. Elena Philip Dr. Neelanjana Pathak


10/8/17



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	IC	Mr. Harish Kumar Dubey (II SHIFT) Dr. Sonal Rai Dr. Sanjay K. Rajak Dr. Ashu Jain Dr. Sunil Tiwari Dr. Dilip Kosta Mr. Harbaksh Moolchandani
61. Anti-Sexual Harassment	IC	Dr. Elena Philip Dr. Vishwas Patel Dr. Manju Gupta
62. Monthly Compilation of Attendance	IC	Mr. Satyendra Jain
1. Mathematics Stream 1 st year		Dr. Poonam Pendke
2. BCA		Mr. Swapnil Justin
3. Bio stream		Dr. Amita Chhatri
4. Arts Stream		Dr. Renu Markande
5. BBA		Dr. Rashmi Singh
6. Commerce Stream (Applied) (Tax & Comp) (Hon)		Dr. Sonali Bhandari Jain Dr. Khudsiya Raza Dr. Komal Rawat
7. Mathematics Stream 2 nd year		Dr. Akhilesh Pathak
8. BCA		Mr. Amit Kumar Yadav
9. Bio stream		Dr. Amita Chhatri
10. Arts Stream		Dr. Soma Guha Das
11. BBA		Mrs. Shraddha Shrivastava
12. Commerce Stream (Appl) (Tax & Comp) (Hons)		Dr. Sunil Kumar Tiwari Dr. Pooja Gupta Dr. Meenakshi Swamy
63. Centre for Research Development & Ethical Committee	IC	Dr. Fr. Vazhan Arasu Dr. Kallol Das Dr. Anjali D'Souza Dr. Elena Philip Dr. Neelanjana Pathak Dr. Rupali Ahluwalia Dr. Manju Gupta (Secretary)
64. Nodal Officer for AISHE (MHRD)	IC	Dr. Komal Rawat Dr. Manju Gupta
65. Global Understanding Project	IC	Mr. Ankit Dubey Dr. Siby Samuel
66. Nodal Officer for "Vidavaan" Infflibnet	IC	Mr. Ankit Dubey Ms. Prabjot Haryal
67. Students' Orientation	IC	Dr. Siby Samuel Dr. Manju Gupta



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Entrepreneurship Development Cell	IC	Dr. Ashu Jain Dr. Reeta Chouhan
69. Incubation Centre	IC	Dr Mamta Gokhle Dr. Sutapa Roy Dr Manju Gupta Dr Lakshmi Kant Pandey
70. Institutional Social Responsibility Committee	IC	Dr. Preeti Jain Dr. Archana Singal Dr. Anthonima Robin Dr. Runa Paul Mr. Prakash Lange
71. Centre for Value Added Courses	IC	Dr. Mary Raymer Dr. Femina Robin Dr. Poonam Pendke Mrs. Shraddha Shrivastava Dr. Nidhi Kurana Dr. Komal Rawat
72. Controller of Examination	IG	Dr. Anjali D'Souza Dr. Vishwas Patel
73. Student Mentoring	IC	Dr. Kallol Das Dr. Mita Darbari Dr. Caroline Saini Dr. Sonal Rai
74. International Affairs	IC	Mr. Enosh Phillips Dr. Tarwinder Kaur Dr. Niharika Singh
75. Waste Management	IC	Mrs. Sukhvinder Kaur Walia Dr. Amita Chhatri Dr. Runa Paul Dr. Poonam Pendke
76. Swayam Portal Courses	IC	Mr. Nitin Swamy


10/5/21





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CALENDAR

ANNUAL /SEMESTER I & III	-	1 st September, 2021
Annual Pattern First, Second and Third Years	-	1 st September, 2021
PG. Commencement of Odd Semester	-	
PG. SEMESTER II & IV	-	21 st January, 2022
Commencement of Even Semester	-	

Please Note:

1. Officiating in the absence of the Principal

Dr. Kallol Das
Dr. Mita Darbari
Dr. Anjali D'Souza
Dr. Elena Philip
Dr. Ramendra Prasad Ojha

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 4th Friday 8:00am onwards

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

H.O.D's 1st Monday (Arts)

1st Tuesday (Commerce)

1st Wednesday (Bioscience)

1st Thursday (Management & Education)

1st Friday (Physical science)

1st 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: 10-08-2021


Rev. Dr. G. Vazhan Arasu
PRINCIPAL
St. Aloysius College (Autonomous)
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