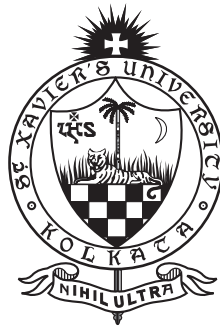


ST. XAVIER'S UNIVERSITY, KOLKATA

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West Bengal, India
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**PROSPECTUS AND CALENDAR
2021 - 2022**




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St. Xavier's University, Kolkata

A Brief History

St. Xavier's University, Kolkata was conceived in 2011, when Rev. Fr. Felix Raj, S.J., along with the members of the St. Xavier's College (Calcutta) Alumni Association envisaged 'SXC Vision 2020', which encompassed the establishment of St. Xavier's University. The university was established with a desire to deepen human understanding and create an excellent platform for teaching, scholarship and research and, thus, create a pool of ethically aware and sensitive citizens.

In 2012, when the Hon'ble Chief Minister of West Bengal, Mamata Banerjee, graced the Convocation of St. Xavier's College (Autonomous), Kolkata she proposed that the College be upgraded to the status of a University or a separate University be established under the Jesuit banner. The Government of West Bengal extended its valuable support to the Jesuits by granting 17 acres of land for the St. Xavier's University Campus to be built at Rajarhat.


In December 2016, the St. Xavier's University, Kolkata Act 2016, was unanimously passed in the West Bengal Assembly and was duly assented to by the Governor of West Bengal, Shri Keshari Nath Tripathi, on January 16, 2017. The West Bengal Government notified February 8, 2017 as the effective date of the Act to come into force.

Fr. Felix Raj, S.J. assumed office as the first Vice-Chancellor of the University on January 15, 2017 and Prof. Ashis Mitra as the first Registrar of the University. Soon after, the first Governing Board was formed and had its first meeting on April 28, 2017.

Britto House, which is the Jesuit residence, was inaugurated on April 28, 2017, the day the Governing Board held its first meeting in the University campus.

St. Xavier's University, Kolkata was inaugurated on July 7, 2017 by the Hon'ble Chief Minister of West Bengal, Ms. Mamata Banerjee, in the presence of Mr. Lakshmi Niwas Mittal, the Chairman and CEO of Arcelor Mittal; Rev. Fr. Jeyaraj Veluswamy, S.J., Jesuit Provincial and several other dignitaries.

The Hon'ble Chief Minister expressed her firm belief that



‘St. Xavier’s University will soon be of global significance, like the Harvard and the Oxford. The Jesuit principles of faith and service would enable St. Xavier’s University to become one of the foremost educational institutions in the country, promoting excellence in education and research’. Mr. Mittal observed, ‘Today is a great day for Xavier’s. Fr. Felix Raj and I have been dreaming of this day for some years now, since we met in London in 2013. The dream has now become a reality’.

On July 10, 2017, the first Academic Session began with two undergraduate courses in B.Com. and B.M.S. and four postgraduate courses in M.A. English, M.Com, M.A. Mass Communication and MSW with a total strength of 400 students.

The Academic Block was named, ‘Lakshmi and Usha Mittal Foundation Building’, as a token of gratitude for the generous support of Mr. L.N. Mittal towards the construction of the building.

The University is widely recognised as an important centre and destination for the young citizens of India who are eager to learn and create, and for faculty and researchers committed to the values of scholarship and cooperation.

St. Xavier’s University, Kolkata offers adequate hostel facilities to its students to resolve their commutation problems. As the MBA programme is a residential one, the students of this course have to compulsorily stay in the hostel. Separate hostel buildings for women and men are available.

Since June 2019, these hostels can accommodate about 500 students – 250 girls and 250 boys. The hostel mess provides both vegetarian and non-vegetarian food that are healthy and hygienically prepared.

The Arrupe Building, houses the University’s Libraries – the Central Library, the PhD Library, the XLS Library and the XBS Library. The libraries use the Koha Library Management System with ‘DDC 23rd Classification Schedule’ Self-issuing / return machines: “KIOSK” RFID technology with Gate Antenna. Besides, there are 21 computer terminals with high speed internet access and wifi to facilitate the use of laptops for searching national and international journals and magazines, as well as access to common productivity software applications.

Reprographic services are available in the Reading Room. Multimedia equipment include DVD players and monitors and multimedia resources such as Koha ILMS with ‘DOC 23rd classification Systems’.

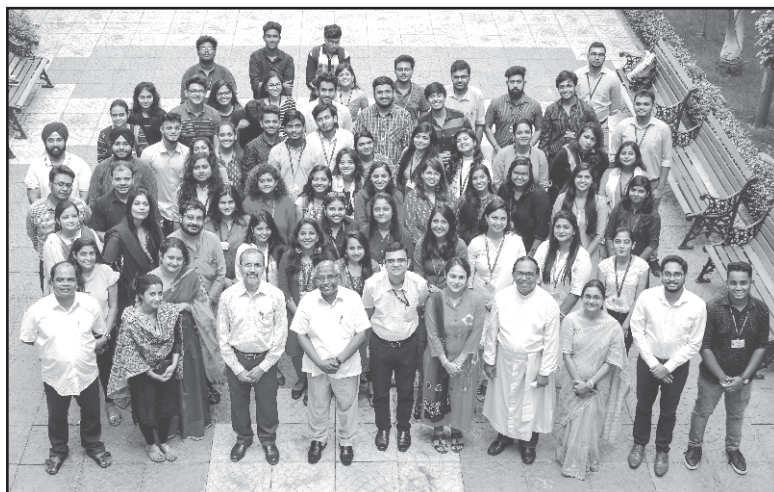
Arrupe building also houses research centres, Ph.D. Office and Mass Communication Studio.

Since its inception the University has grown by leaps and bounds in terms of both students strength and the number of courses. The journey started with a strength of 400 students in the inaugural year (2017) and now it has reached 2543 in the current Academic Year.

To cater to the need for quality management education in the country, the university started Xavier Business School (XBS) in 2018 to provide a full-time residential two-year MBA programme. The specialisations offered are : Human Resources, Marketing, Finance, and Systems and Operations.

2019 saw the university taking two more bold steps by setting up Xavier Law School (XLS) with the aim to provide the best legal education to budding lawyers of the future, and giving impetus to high-level research output by offering PhD in different subjects. XLS offers five-year integrated BA-LLB (Hons.) and BCom-LLB (Hons.).

The global pandemic situation has enlightened us to the necessity of taking care of mental health through psychological counselling and so, the University has introduced MA in Psychology, with specialisations in Clinical Psychology and Organisational Behaviour, from the 2021-2022 academic session.



Xaverian Smiles

Timeline of St. Xavier's University, Kolkata

Sl. No.	Date	Events
1.	July 2011	Fr. Felix Raj, S.J., the Principal of St. Xavier's College and President of St. Xavier's College (Calcutta) Alumni Association (SXCCAA) envisage SXC Vision 2020 on the Feast of St. Ignatius of Loyola, July 31. The establishment of St. Xavier's University, Kolkata is at the centre of the Vision.
2.	January 2012	At the Convocation Ceremony of the College on January 20, the Hon'ble Chief Minister of West Bengal, Mamata Banerjee, invites St. Xavier's College to start a University.
3.	March 2012	Fr. Felix Raj, S.J., appoints a 'Think Tank' on March 17 to prepare a DPR of St. Xavier's University, Kolkata.
4.	August 2013	The Rajarhat land is purchased from the Government on August 5.
5.	December 2013	The Hon'ble Chief Minister of West Bengal, Mamata Banerjee, lays the Foundation Stone of St. Xavier's University, Kolkata on December 27. It is blessed by His Grace, Archbishop Thomas D'Souza in the presence of Rev. Fr. Jeyaraj Veluswamy, S.J., Provincial; Rev. Dr. John Felix Raj, S.J., Principal and many other distinguished guests and Alumni.
6.	December 2016	St. Xavier's University, Kolkata Act, 2016 is passed unanimously in the West Bengal Legislative Assembly on December 15.
7.	January 2017	Hon'ble Governor of West Bengal, Shri Keshari Nath Tripathi, assents to the St. Xavier's University Kolkata Act, 2016 on January 16.
8.	February 2017	The 8th of February is notified by the Government of West Bengal as the date of effect from which provisions of the St. Xavier's University, Kolkata Act 2016 come into force.
9.	February 2017	Rev. Dr. John Felix Raj, S.J. assumes office as the first Vice-Chancellor of St. Xavier's University, Kolkata on February 15 and Prof. Ashis Mitra as the first Registrar of the university.

Sl. No.	Date	Events
10.	April 2017	The Governing Board has its first Meeting on April 28 at St. Xavier's University, Kolkata campus. Britto House is blessed and inaugurated.
11.	July 2017	St. Xavier's University, Kolkata is inaugurated on July 7 in the presence of the Hon'ble Chief Minister, Mamata Banerjee. The momentous occasion is graced by the presence of Dr. Partha Chatterjee, Education Minister; Mr. Lakshmi Niwas Mittal, Chairman and CEO of Arcelor Mittal, and his wife, Mrs. Usha Mittal; Rev. Fr. Jeyaraj Veluswamy, S.J., Chancellor; Rev. Dr. John Felix Raj, S.J., Vice-Chancellor and several other dignitaries. 400 students of the first batch of the university also witness the historical event.
12.	July 2018	St. Xaviersity's Hostels were blessed and inaugurated.
13.	August 2018	Xavier Business School was inaugurated on August 7.
14.	February 2019	The Central Library Building, named after Fr. Pedro Arrupe, was inaugurated by Hon'ble Governor.
15.	August 2019	Xavier Law School was inaugurated on August 3.
16.	August 2020	Mr. Gautam Chatterjee, MD & CEO of Exide Industries Ltd. inaugurated the Utility Building.

We ourselves feel that what we are doing is just a drop in the ocean. But the ocean would be less because of that missing drop.

– St. Mother Teresa

Our Vision




Rooted in and inspired by the Ignatian charism of forming men and women for others, St. Xavier's University, Kolkata, as a centre of Excellence, strives to promote a society based on love, freedom, liberty, justice, equality and fraternity.

Our Mission



- To set an international standard for Arts, Science, Commerce education;
- To provide management Education contemporary and relevant to the 21st Century;
- To provide all students of St. Xavier's University a unique and exceptional education that will be a transforming experience intellectually, culturally, socially and personally;
- To excel in all areas of teaching-learning, research, outreach and consultancy;
- To contribute to the creation of knowledge and to search for the meaning of life;
- To bridge the rural-urban divide, taking the benefits of education to the poor and the marginalized, aiming at their empowerment;
- To ensure access to, and equity in higher educational opportunity to all deserving and meritorious students with a preferential option for the poor and marginalized, irrespective of caste and creed;
- To inspire and challenge all segments of the college to raise the realm of good from better to best. through continuous quality assessment;
- To offer subjects for competence building, and to motivate / inspire a work force imbued with human values;
- To become a Centre of culture and to consciously promote communal harmony and cultural integration so as to create an atmosphere of dialogue in the campus;
- To promote academic exchange and academia-industry interface, making use of the latest technology;

- 
- To develop application-oriented courses, with the mandatory view on values, to produce holistic development of persons;
 - To form young men and women of competence, commitment, conscience and compassion;
 - To contribute to the well-being of the nation without counting the cost in the spirit of NIHIL ULTRA (Nothing Beyond), the motto of St. Xavier's.

Value Framework to accomplish Our Mission

- Fostering passionate pursuit for academic and intellectual excellence;
- Promoting social concern leading to action;
- Cultivating uncompromising commitment towards enhancing the quality of life both at the organizational and societal level;
- Instilling in students integrity, perseverance and transparency;
- Facilitating creativity and innovativeness in all endeavours;
- Instilling leadership to become agents of social change and shape a better future;
- Encouraging discipline, teamwork and the culture of collaboration;
- Providing education with a human face and furthering the cause of human virtues.

Sponsoring Trust

In May 2004, the Catholic Mission of Western Bengal initiated the registration of a new Trust, in the style and name of St. Xavier's College Kolkata Educational Trust. The administration and management of St. Xavier's University, Kolkata was brought under this Trust with effect from 8th February 2017, and the day-to-day administration is vested with the Governing Board.



Message from the Vice-Chancellor

The tiny Corona Virus and its mutated strains, invisible to the naked eye, has wreaked havoc in the entire world. Billions of people have been infected and millions have died as a result of the pandemic. The financial and economic repercussions are also huge. Millions of people, especially in Asia, Africa and South America have lost their livelihoods.

In the midst of all these, we witness the untiring and unceasing work being done by the frontline Corona Warriors - Doctors, Nurses, Paramedics, Ambulance Drivers, Pharmacists, Police and Civil Administration. Many of them have also succumbed due to the virus.

Feathers in our cap

The pandemic could not dull our spirits and halt our progress towards the attainment of excellence. In spite of all these activities aimed at tackling the Corona menace, we have successfully conducted our classes online, completed our admission processes for PG courses and ensured a fool-proof examination system that has not compromised on the qualitative output of our students.

We have been successful in conducting the MBA Final Semester Examinations of 2020-2021 and publish their results. We have also conducted the Final Semester Examination 2020-2021 for all UG and PG students. Even all the other Semester Examinations, including the Practical Examinations have been completed.

Welcome!


I congratulate you, Freshers, for being fortunate enough to be part of the Xaverian family and welcome you into it.

I am sure that within the next few years you will experience the Xaverianness that shall be a part of you ever after. In this Jesuit university, you will not only be the recipient of a world-class education that has been tried and tested for over five centuries, but you will also feel proud to be transformed into leaders of tomorrow – being men and women for others.

You will learn to transcend all the debilitating barriers that may be placed in your path. The 'new normal', as an aftermath of the COVID situation, will open up horizons for you that had hitherto remained unknown and unexplored.

Ignatian Year

2021 marks the 500th year of St. Ignatius' 'cannonball moment' - a moment of inner transformation from being a soldier of an earthly King to a soldier of Christ. Out of these events was born the Jesuit Order or the Society of Jesus,



which has for five centuries dedicated itself to provide quality education to millions of people across the globe irrespective of religion, region, race, caste, colour, gender, physical conditions and all other such debilitating factors.

As per Jesuit General Arturo Sosa, 'The whole year will be guided by the Universal Apostolic Preferences which, as you know, were announced in 2019 and continue until 2029. We know that assimilating them means conversion for each one of us, for our communities, our institutions and our apostolic works. We ask for the grace of a real change in our day-to-day life-mission'.

Keeping this in mind, the University has planned to observe the Ignatian Year from May 20, 2021 to July 31, 2022, which is the Feast Day of Ignatius of Loyola. Numerous programmes have been chalked out to spread the message and charism of Ignatius and the Jesuits. However, keeping in mind the pandemic situation, all such programmes will be conducted virtually.

Our Response to COVID 19 :

In such trying times, how could a Jesuit institution sit idle when its mission is to serve God through service to humanity? Thus, St. Xavier's University, Kolkata dedicated itself to tackle the Corona situation in its own unique way. The University fraternity came up wholeheartedly to contribute to the fight by accepting reduced salaries, providing food and medicines to the needy and affected people, distributing blankets and masks, and opening up the gates of the University to provide an Isolation-cum-post-Hospitalisation Centre with 40 beds, oxygen concentrators, oxygen cylinders, nebulizers, doctors and allied support for COVID patients in the neighbourhood.

St. Xavier's University has always reached out to people in their hours of distress. At a time like this, those in our neighbourhood need a healthcare facility the most. The facility, set up in collaboration with New Town Kolkata Development Authority (NKDA) and the district administration, became operational from May 12.

The Chittaranjan National Cancer Institute (CNCI) supported us with doctors and medical facilities. The Chairman of the NKDA, Debashis Sen, and the DM of North 24 Parganas provided all support. The ground floor of the Arrupe Building, which is 3,000 sq. ft. in area, was converted into a medical ward for Covid patients. Our Alumni Association actively helped us in this endeavour.

For the benefit of its staff and students, the university also conducted two COVID vaccination drives in June 2021.

May God bless all of us. Nihil Ultra.

Rev. Dr. J. Felix Raj, S.J.
Vice-Chancellor

GOVERNING BOARD 2021-2025

1. **Rev. Fr. Raphael J. Hyde, S.J.** Chancellor
President, St. Xavier's College Kolkata Educational Trust
2. **Rev. Dr. John Felix Raj, S.J.** Vice-Chancellor
3. **Rev. Dr. Sebastia L. Raj, S.J.** Pro-Vice-Chancellor
4. **Prof. Ashis Mitra** Registrar
5. **Rev. Fr. Joseph Raj, S.J.** Finance Officer
6. **The Secretary** Member
Department of Higher Education, Govt. of W.B.
7. **Visitor's Nominee** Member
8. **Rev. Fr. Jeyaraj Veluswamy, S.J.** Member
Rector, St. Xavier's College (Autonomous), Kolkata
9. **Rev. Dr. Dominic Savio, S.J** Member
Principal, St. Xavier's College (Autonomous), Kolkata
10. **Prof. Suranjan Das** Chancellor's Nominee
Vice-Chancellor, Jadavpur University, Kolkata
11. **Dr. Sanghamitra Bandyopadhyay** Chancellor's Nominee
Director, Indian Statistical Institute, Kolkata
12. **Rev. Dr. Antony R. Uvari, S.J.** Member
Vice-Chancellor, Xavier University Bhubaneswar
13. **Rev. Dr. G. Paul Arockiam, S.J.** Member
Principal, St. Xavier's College, Burdwan
14. **Rev. Dr. Donatus Kujur, S.J.** Member
Principal, St. Joseph's College, Darjeeling
15. **Rev. Dr. M. Arockiasamy Xavier, S.J.** Member
Principal, St. Joseph's College, Trichy
16. **Rev. Fr. Pudota Rayappa John, S.J.** Member
Principal, Vidyajyoti Institute of Religious Studies, Delhi
17. **Rev. Fr. Peter Arockiam, S.J.** Member
Vice-Principal, St. Xavier's College (Autonomous), Kolkata
18. **Rev. Fr. Joseph Kulandai, S.J.** Member
Vice-Principal, St. Xavier's College (Autonomous), Kolkata

Name	Designation
19. Rev. Fr. Anil Gomes, S.J. Assistant Controller of Examinations St. Xavier's College (Autonomous), Kolkata	Member
20. Rev. Fr. Johnson Padiyara, S.J. Vice-Principal, St. Xavier's College (Autonomous), Kolkata	Member
21. Rev. Dr. Shaju Sacaria Joseph, S.J. Assistant Professor St. Xavier's College (Autonomous), Kolkata	Member
22. Rev. Dr. Soosai Nayagam, S.J. Associate Professor, St. Xavier's University, Kolkata	Member
23. Rev. Dr. A. Arockiasamy, S.J. Associate Professor, St. Xavier's University, Kolkata	Member
24. Rev. Dr. Mourlin K, S.J. Assistant Professor, St. Xavier's University, Kolkata	Member
25. Rev. Fr. Anburaj Manuel, S.J. Assistant Director Udayani Social Action Forum	Member
26. Dr. Soma Sur Professor, St. Xavier's University, Kolkata	Vice-Chancellor's Nominee
27. Dr. Manodip Ray Chaudhuri Associate Professor, St. Xavier's University, Kolkata	Vice-Chancellor's Nominee
28. Mr. Mario Martin Louis Placement Officer St. Xavier's University, Kolkata	Vice-Chancellor's Nominee
29. Mr. Sanjib Koner Hony. Secretary St. Xavier's College Kolkata Alumni Association	Member
30. Mr. Vatsal Chirimar Hony. Secretary St. Xavier's University Kolkata Alumni Association	Member

EXECUTIVE COUNCIL (2021 – 2025)
St. Xavier's University, Kolkata

Sl. No.	Name	Designation	Category
1	Rev. Dr. John Felix Raj, S.J.	Vice-Chancellor	Chairperson
2	Rev. Dr. Sebastia L. Raj, S.J.	Pro-Vice-Chancellor	Ex-Officio Member
3	Prof. Ashis Mitra	Registrar	Secretary
4	Dr. Indra Kanta Maitra	Controller of Examinations	Ex-Officio Member
5	Rev. Joseph Raj, S.J.	Finance Officer	Ex-Officio Member
6	Dr. Manodip Ray Chaudhuri	Dean, Xavier Business School	Ex-Officio Member
7	Dr. Somak Maitra	Dean, Faculty of Commerce & Management	Ex-Officio Member
8	Dr. Achyut Chetan	Dean, Faculty of Arts & Social Studies	Ex-Officio Member
9	Dr. Debasis Poddar	Dean, Xavier Law School	Ex-Officio Member
10	Dr. Soma Sur	Professor, Xavier Business School	Teacher member Nominated by the Vice-Chancellor
11	Dr. Niraj Kumar	Associate Professor, Faculty of Commerce & Management	Teacher member Nominated by the Vice-Chancellor
12	Prof. Rajendra Nath Datta	Head, Dept. of Commerce	Selected by the Vice-Chancellor by rotation for one year in alphabetical order of Departments
13	Dr. Sayantan Bandhu Majumdar	Head, Dept. of Economics	

ACADEMIC COUNCIL (2020 – 2023)

Sl. No.	Name	Designation	Category
1	Rev. Dr. John Felix Raj, S.J.	Vice-Chancellor	Chairperson
2	Rev. Dr. Sebastia L. Raj, S.J.	Pro-Vice-Chancellor	Member
3	Dr. Manodip Ray Chaudhuri	Dean, Xavier Business School	Member Secretary
4	Dr. Debasis Poddar	Dean, Xavier Law School	Member
5	Dr. Somak Maitra	Dean, Faculty of Commerce & Management	Member
6	Dr. Achyut Chetan	Dean, Faculty of Arts & Social Studies	Member
7	Rev. Dr. Soosai Nayagam	Associate Dean (Morning Section), Faculty of Commerce & Management	Member
8	Prof. Ashis Mitra	Registrar	Invitee
9	Dr. Shakeel Ahmad	Joint Secretary, University Grants Commission, New Delhi	Permanent Invitee
10	Prof. Dhruva Ranjan Dandapat	Professor of Commerce, Calcutta University. Chairperson, UG Board of Studies in Commerce, C.U.	Permanent Invitee
11	Dr. Manali Bhattacharya	Head, Department of Mass Communications	Member
12	Dr. Sucheta Paul	Head, Department of Social Work	Member
13	Prof. Sayantan Bandhu Majumder	Head, Department of Economics	Member
14	Dr. Prayag Ray	Head, Department of English	Member
15	Prof. Sovik Mukherjee	Coordinator of M.Com. and B.Com. (Morning)	Member
16	Prof. Rajendra Nath Datta	Head, Department of Commerce	Member
17	Prof. Sayani Saha	Head, Dept. of Management Studies	Member
18	Dr. Soma Sur	Professor, Xavier Business School	Member
19	Dr. Niraj Kumar	Associate Professor, Faculty of Commerce & Management and Ph.D. Coordinator	Member
20	Dr. Reshmi Naskar	Assistant Professor, Faculty of Arts & Social Studies	Nominated Member
21	Dr. Saugat Ghosh	Assistant Professor, Xavier Business School	Nominated Member
22	Prof. Krishna Roy	Assistant Professor, Xavier Law School	Nominated Member
23	Dr. Tanushree Biswas	IQAC, SXUK	Invitee
24	Dr. Stephen G.	Law Librarian	Member

FINANCE COMMITTEE (2020 – 2023)

Sl. No.	Name	Designation	Category
1	Rev. Dr. John Felix Raj, S.J.	Vice-Chancellor	Chairperson
2	Rev. Fr. Joseph Raj, S.J.	Finance Officer	Secretary
3	Rev. Dr. Sebastia L. Raj, S.J.	Pro-Vice-Chancellor	Member
4	Prof. Ashis Mitra	Registrar	Member
5	Dr. Soma Sur	Professor, Xavier Business School	Member
6	Mr. R. R. Modi	Chartered Accountant & External Expert	External Expert

BOARD OF RESEARCH (2019-2022)

Sl. No.	Name	Designation	Category
1	Rev. Dr. John Felix Raj, S.J.	Vice-Chancellor	Chairperson
2	Rev. Dr. Sebastia L. Raj, S.J.	Pro-Vice-Chancellor	Member
3	Dr. Niraj Kumar	Associate Professor, Faculty of Commerce & Management / Coordinator of Ph.D. Programme	Member Secretary
4	Dr. Manodip Ray Chaudhuri	Dean, Xavier Business School	Member
5	Dr. Debasis Poddar	Dean, Xavier Law School	Member
6	Dr. Achyut Chetan	Dean, Faculty of Arts & Social Studies	Member
7	Dr. Somak Maitra	Dean, Faculty of Commerce & Management	Member
8	Dr. Soma Sur	Professor, Xavier Business School	Member
9	Dr. Shuvendu Chakraborty	Associate Professor, Xavier Business School	Member
10	Dr. Suranjan Das	Vice-Chancellor, Jadavpur University	Member (External Expert)
11	Dr. Sudipti Banerjee	Professor (Retd.), Department of Commerce, University of Calcutta	Member (External Expert)

BOARD OF RESEARCH (2019-2022) (Contd.)

Sl. No.	Name	Designation	Category
12	Dr. Sugata Marjit	Distinguished Professor, Indian Institute of Foreign Trade Delhi	Member (External Expert)
13	Prof. Ashis Mitra	Registrar	Permanent Invitee
14	Dr. Indra Kanta Maitra	Controller of Examinations	Permanent Invitee

IQAC (2021-2023)

Sl. No.	Name	Designation	Category
1	Rev. Dr. John Felix Raj, S.J.	Vice-Chancellor	Chairperson
2	Rev. Dr. Mourlin K, S.J.	Assistant Professor	Management Representative
3	Prof. Ashis Mitra	Registrar	Senior Adminis- trative Officer
4	Dr. Indra Kanta Maitra	Controller of Examinations	Senior Adminis- trative Officer
5	Dr. Manodip Ray Chaudhuri	Dean, Xavier Business School	Teacher (Associate Prof.)
6	Dr. Somak Maitra	Dean, Faculty of Commerce & Management	Teacher (Associate Prof.)
7	Dr. Debasis Poddar	Dean, Xavier Law School	Teacher (Associate Prof.)
8	Dr. Achyut Chetan	Dean, Faculty of Arts & social Studies	Teacher (Associate Prof.)
9	Rev. Dr. Soosai Nayagam S.J.	Associate Dean, (Morning Sec.) Faculty of Commerce & Management	Teacher (Associate Prof.)
10	Dr. Niraj Kumar	Ph.D. Co-ordinator	Teacher (Associate Prof.)
11	Dr. Ranjeeta Mukherjee	Assistant Prof., Xavier Law School	Teacher (Assistant Prof.)
12	Mr. Vatsal Chirimar	Hony. Secretary, Alumni Association	Alumni

IQAC (2021-2023) (Contd.)

Sl. No.	Name	Designation	Category
13	Ms. Anisha Roy	Ph.D. Student, Mass Communication	Student
14	Mr. Rakesh Shah	M.D. Nipha Exports	Industrialist
15	Mr. Aditya Agarwal	Director – Emami Group	Industrialist
16	Dr. Tuhin Utsab Paul	Assistant Registrar	Permanent Invitee
17	Dr. Tanushree Biswas	Co-ordinator, IQAC	Secretary

**COMMITTEES CONSTITUTED
FOR THE ACADEMIC YEAR 2021-2022
ADMISSION COMMITTEE**

Sl. No.	Name	Designation	Category
1	Rev. Dr. John Felix Raj, S.J.	Vice-Chancellor	Chairperson
2	Rev. Dr. Sebastia L. Raj, S.J.	Pro-Vice-Chancellor	Member
3	Prof. Ashis Mitra	Registrar	Secretary
4	Dr. Indra Kanta Maitra	Controller of Examinations	Member
5	Dr. Manodip Ray Chaudhuri	Dean, Xavier Business School	Member
6	Dr. Somak Maitra	Dean , Faculty of Commerce & Management	Member
7	Dr. Debasis Poddar	Dean, Xavier Law School	Member
8	Dr. Achyut Chetan	Dean, Faculty of Arts & Social Studies	Member
9	Rev. Dr. Soosai Nayagam S.J.	Associate Dean, (Morn. Sec.) Faculty of Commerce & Management	Member
10	Dr. Niraj Kumar	Ph.D. Coordinator	Member
11	Dr. Manali Bhattacharya	Head, Department of Mass Communication	Member
12	Dr. Sucheta Paul	Head, Department of Social Work	Member
13	Dr. Sayantan Bandhu Majumder	Head, Department of Economics	Member

ADMISSION COMMITTEE (Contd.)

Sl. No.	Name	Designation	Category
14	Dr. Prayag Ray	Head, Department of English	Member
15	Prof. Sayani Saha	Head, Department of Management Studies	Member
16	Prof. Rajendra Nath Datta	Head, Department of Commerce	Member
17	Prof. Sovik Mukherjee	Academic Coordinator of M.Com. & B.Com. (Morn. Sec.)	Member
18	Prof. Krishna Roy	Prof.-in-Charge, B.A. LL.B. Xavier Law School	Member
19	Prof. Sudipta Chakraborty	Prof.-in-Charge, B.COM. LL.B. Xavier Law School	Member

DISCIPLINARY COMMITTEE

Sl. No.	Name	Designation	Category
1	Rev. Dr. John Felix Raj, S.J.	Vice-Chancellor	Chairperson
2	Rev. Dr. Sebastia L. Raj, S.J.	Pro-Vice-Chancellor	Member
3	Prof. Ashis Mitra	Registrar	Convener
4	Dr. Indra Kanta Maitra	Controller of Examinations	Member
5	Dr. Manodip Ray Chaudhuri	Dean, Xavier Business School	Member
6	Dr. Somak Maitra	Dean, Faculty of Commerce & Management	Member
7	Dr. Debasis Poddar	Dean, Xavier Law School	Member
8	Dr. Achyut Chetan	Dean, Faculty of Arts & Social Studies	Member
9	Rev. Dr. Soosai Nayagam S.J.	Associate Dean, (Morn. Sec.) Faculty of Commerce & Management	Member
10	Prof. Sovik Mukherjee	Deputy Chairperson, Xavier's Student Board	Member
11		Convener, Students' Board	Member

RESEARCH COMMITTEE

Sl. No.	Name	Designation	Category
1	Rev. Dr. John Felix Raj, S.J.	Vice-Chancellor	Chairperson
2	Dr. Ipsita Patranabis	Assistant Professor, Xavier Business School	Convener
3	Dr. Achyut Chetan	Dean (Acting), Faculty of Arts & Social Studies	Member
4	Dr. Shuvendu Chakraborty	Associate Professor, Xavier Business School	Member
5	Dr. Reshmi Naskar	Assistant Professor, Faculty of Arts and Social Studies	Member
6	Dr. Antara Ghatak	Assistant Professor, Faculty of Arts and Social Studies	Member
7	Dr. Devleena Majumdar	Assistant Professor, Faculty of Arts and Social Studies	Member
8	Dr. Utpal Pore	Assistant Professor, Faculty of Commerce and Management	Member
9	Prof. Ashis Mitra	Registrar	Permanent Invitee

ANTI-RAGGING COMMITTEE

Sl. No.	Name	Designation	Category
1	Rev. Dr. John Felix Raj, S.J.	Vice-Chancellor	Chairperson
2	Rev. Dr. Sebastia L. Raj, S.J.	Pro-Vice-Chancellor	Member
3	Prof. Ashis Mitra	Registrar	Convener
4	Dr. Achyut Chetan	Dean, Faculty of Arts & Social Studies	Member
5	Dr. Somak Maitra	Dean, Faculty of Commerce & Management	Member
6	Dr. Manodip Ray Chaudhuri	Dean, Xavier Business School	Member
7	Dr. Debasis Poddar	Dean, Xavier Law School	Member
8	Rev. Dr. Soosai Nayagam S.J.	Associate Dean, (Morn. Sec.) Faculty of Commerce & Management	Member

ANTI-RAGGING COMMITTEE (Contd.)

Sl. No.	Name	Designation	Category
9	Mr. Anindya De, Officer-in-Charge, Techno City Police Station	Representative, Civil & Police Administration	Member
10	Mr. Snehashis Sur	Representative, Local Media	Member
11	Ms. Cheryl Francis	Representative, NGO	Member
12	Prof. Sovik Mukherjee	Assistant Professor, Faculty of Commerce & Management and Professor-in-Charge of Xavier's Student Board	Member
13	Dr. Tuhin Utsab Paul	Assistant Registrar	Nodal Officer
14	Dr. Reshmi Naskar	Assistant Professor, Dept. of Mass Communication	Member
15	Ms. Mousumi Majumdar	Representative, Non-Teaching Staff	Member
16	Dr. Deepanita Ghosh	Parents' Representative	Member
17	Mr. Arup Basu	Parents' Representative	Member
18	Ms. Sherly Jayaseelan	Student Representative, Fresher (M.A. Psychology)	Member
19	Mr. Srijit Talukdar	Student Representative, Fresher (M.Com.)	Member
20	Mr. Subham Agarwal	Student Representative, Senior (MBA)	Member
21	Convener, Students' Board	Student Representative, Senior	Member

GRIEVANCE REDRESSAL COMMITTEE

Sl. No.	Name	Designation	Category
1	Rev. Dr. John Felix Raj, S.J.	Vice-Chancellor	Chairperson
2	Rev. Dr. Sebastia L. Raj, S.J.	Pro-Vice-Chancellor	Member
3	Prof. Ashis Mitra	Registrar	Convener
4	Dr. Indra Kanta Maitra	Controller of Examinations	Member
5	Dr. Debasis Poddar	Dean, Xavier Law School	Member
6	Dr. Manodip Ray Chaudhuri	Dean, Xavier Business School	Member
7	Dr. Achyut Chetan	Dean, Faculty of Arts & Social Studies	Member
8	Dr. Somak Maitra	Dean, Faculty of Commerce & Management	Member
9	Rev. Dr. Soosai Nayagam S.J.	Associate Dean, (Morn. Sec.) Faculty of Commerce & Management	Member
10	Prof. Sovik Mukherjee	Deputy Chairperson, Students' Board	Member
11	Dr. Soma Sur	Professor, Xavier Business School	Member
12	Mr. Mario Martin Louis	Placement Officer	Nodal Officer

INTERNAL COMPLAINTS COMMITTEE

Sl. No.	Name	Designation	Category
1	Dr. Soma Sur	Professor, Xavier Business School	Chairperson
2	Dr. Reshmi Naskar	Assistant Professor, Department of Mass Comm.	Member
3	Dr. Animesh Das	Assistant Professor, Xavier Law School	Member
4	Prof. Medha Bhadra Chowdhury	Prof.-in-Charge of Women & Gender Development Cell	Member
5	Mr. Mario Martin Louis	Placement Officer	Member
6	Ms. Sucharita Dey	Non-Teaching Staff	Member

INTERNAL COMPLAINTS COMMITTEE (Contd.)

Sl. No.	Name	Designation	Category
7	Fr. Devraj Fernandes	Ph.D. Scholar	Student Representative
8	Priyadarshini Laishram	Ph.D. Scholar	Student Representative
9	Ms. Nevidita Lama	MSW Student	Student Representative
10	Ms. Cheryl Francis	Secretary, Snegam	Representative from NGO

HOSTEL COMMITTEE

Sl. No.	Name	Designation	Category
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3	Prof. Ashis Mitra	Registrar	Member
4	Rev. Dr. Murlin K, S.J.	Hostel Deputy Director (1)	Member
5	Sr. Sahaya Lily, SSAM	Hostel Deputy Director (2)	Member
6	Dr. Manodip Ray Chaudhuri	Dean, Xavier Business School	Member
7	Dr. Somak Maitra	Dean, Faculty of Commerce & Management	Member
8	Dr. Debasis Poddar	Dean, Xavier Law School	Member
9	Dr. Achyut Chetan	Dean, Faculty of Arts & Social Studies	Member
10	Rev. Dr. Soosai Nayagam S.J.	Associate Dean, (Morning Section) Faculty of Commerce & Management	Member
11	Prof. Sovik Mukherjee	Deputy Chairperson, Students' Board	Member
12		Student Representative (Male)	Member
13		Student Representative (Female)	Member

SCHOLARSHIP COMMITTEE

Sl. No.	Name	Designation	Category
1	Rev. Dr. John Felix Raj, S.J.	Vice-Chancellor	Chairperson
2	Prof. Ashis Mitra	Registrar	Member
3	Rev. Fr. Joseph Raj, S.J.	Finance Officer	Member
4	Dr. Manodip Ray Chaudhuri	Dean, Xavier Business School	Member
5	Dr. Somak Maitra	Dean, Faculty of Commerce & Management	Member
6	Dr. Debasis Poddar	Dean, Xavier Law School	Member
7	Rev. Dr. Soosai Nayagam S.J.	Associate Dean, (Morn. Sec.) Faculty of Commerce & Management	Member
8	Dr. Manali Bhattacharya	Head, Department of Mass Communication	Member
9	Dr. Sucheta Paul	Head, Department of Social Work	Member
10	Dr. Sayantan Bandhu Majumdar	Head, Department of Economics	Member
11	Dr. Prayag Ray	Head, Department of English	Member
12	Prof. Rajendra Nath Datta	Head, Department of Commerce	Member
13	Prof. Sayani Saha	Head, Department of Management Studies	Member
14	Prof. Sovik Mukherjee	Academic Co-ordinator of M.Com. & B.Com. (Morning)	Member
15	Dr. Tuhin Utsab Paul	Assistant Registrar	Convener
16	Prof. Krishna Roy	Prof.-in-Charge, BA LLB, Xavier Law School	Member
17	Prof. Sudipta Chakraborty	Prof.-in-Charge, B.Com. LLB, Xavier Law School	Member

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Sl. No.	Name	Designation	Category
1	Rev. Dr. John Felix Raj, S.J.	Vice-Chancellor	Chairperson
2	Prof. Ashis Mitra	Registrar	Member
3	Rev. Br. Chrishturaj, S.J.	Campus Minister	Member
4	Dr. Indra Kanta Maitra	Controller of Examinations	Member
5	Dr. Somak Maitra	Dean, Faculty of Commerce & Management	Member
6	Dr. Tuhin Utsab Paul	Assistant Registrar	Member
7	Mr. Sudip Dutta	Assistant, IT Office	Permanent Invitee
8	Mr. Jarman Nandi	Assistant, IT Office	Permanent Invitee
9	Prof. Malay Mitra	I.T. Coordinator	Convener

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2	Rev. Dr. Sebastia L. Raj, S.J.	Pro-Vice-Chancellor	Member
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5	Dr. Animesh Das	Assistant Professor, Xavier Law School	Member
6	Dr. Somak Sen	Assistant Professor, Mass Communication	Member
7	Prof. Medha Bhadra Chowdhury	Assistant Professor, English	Member
8	Dr. Tanushree Biswas	Assistant Professor, Xavier Business School	Member
9	Dr. Sayantan Bandhu Majumder	Assistant Professor, Economics	Member
10	Prof. Sayani Saha	Assistant Professor, Commerce & Management	Member

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3	Prof. Sovik Mukherjee	Assistant Professor, Faculty of Commerce & Management	Convener
4	Dr. Swapan Chakraborty	Assistant Professor, Faculty of Arts & Social Studies	Member
5	Dr. Somak Sen	Assistant Professor, Arts & Social Studies	Member
6	Prof. Medha Bhadra Chowdhury	Assistant Professor, Arts & Social Studies	Member

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3	Prof. Ashis Mitra	Registrar	Member
4	Rev. Br. Chrishturaj, S.J.	Campus Minister	Secretary
5	Rev. Fr. Joseph Raj, S.J.	Finance Officer	Member
6	Mr. G. P. Gupta	Liaison Officer	Member
7	Mr. Manoj Ekka	Campus Supervisor	Member
8	Mr. Sandeep Chaudhuri, PVS Pvt. Ltd.	In-Charge of Security Services	Member
9	Ms. Evangeline Chetri, Blueberries	In-Charge of Hostel Mess	Member
10	Mr. Abu Riaz, Interglobe Solutions	In-Charge of Housekeeping Services	Member

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3	Rev. Dr. Soosai Nayagam, S.J.	Library Director & Associate Dean, (Morning Section) Faculty of Commerce & Management	Convener
4	Rev. Fr. Joseph Raj, S.J.	Finance Officer	Member
5	Dr. Somak Maitra	Dean, Faculty of Commerce & Management	Member
6	Dr. Manodip Ray Chaudhuri	Dean, Xavier Business School	Member
7	Dr. Debasis Poddar	Dean, Xavier Law School	Member
8	Dr. Achyut Chetan	Dean, Faculty of Arts & Social Studies	Member
9	Dr. Stephen G.	Librarian – Law Library	Member
10	Mr. Tarun Biswas	Library-in-Charge, XBS	Member

WEBSITE MONITORING COMMITTEE

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2	Prof. Ashis Mitra	Registrar	Member
3	Dr. Tuhin Utsab Paul	Assistant Registrar	Convener
4	Dr. Antara Ghatak	Assistant Professor, Faculty of Arts and Social Studies	Member
5	Dr. Ipsita C. Patranabis	Assistant Professor, Xavier Business School	Member
6	Prof. Ratul Das	Assistant Professor, Xavier Law School	Member
7	Mr. Subhashis Majumdar	Office Assistant, Office of the Vice-Chancellor	Member

SPORTS COMMITTEE

Sl. No.	Name	Designation	Category
1	Rev. Dr. John Felix Raj, S.J.	Vice-Chancellor	Chairperson
2	Prof. Ashis Mitra	Registrar	Member
3	Dr. Manodip Ray Chaudhuri	Dean, Xavier Business School	Member
4	Dr. Debasis Poddar	Dean, Xavier Law School	Member
5	Dr. Achyut Chetan	Dean, Faculty of Arts & Social Studies	Member
6	Dr. Somak Maitra	Dean, Faculty of Commerce & Management	Member
7	Dr. Niraj Kumar	Ph.D. Programme Coordinator	Member
8	Mr. Sandeep Mundra	Sports Officer	Convener
9	Dr. Somak Sen	Faculty, Arts & Social Studies	Member
10	Prof. Monojit Dutta	Faculty, Commerce and Management	Member
11	Dr. Tanushree Biswas	Faculty, Xavier Business School	Member
12	Prof. Ratul Das	Faculty, Xavier Law School	Member
13	Prof. Sovik Mukherjee	Prof.-in-Charge, M.Com. (Morning) Prof.-in-Charge, Xavier Students' Board	Member
14		Student Representative Arts & Social Studies	Member
15		Student Representative Commerce & Management	Member
16		Student Representative B.Com. (Morning)	Member
17		Student Representative Xavier Business School	Member
18		Student Representative Xavier Law School	Member
19		Student Representative Ph.D. Programme	Member

CONSULTANCY COORDINATION COMMITTEE

Sl. No.	Name	Designation	Category
1	Rev. Dr. John Felix Raj, S.J.	Vice-Chancellor	Chairperson
2	Dr. Somak Sen	Assistant Professor, Faculty of Arts & Social Studies	Convener
3	Dr. Chhavi Gupta	Assistant Professor, Xavier Business School	Member
4	Dr. Arindam Paul	Assistant Professor, Faculty of Arts & Social Studies	Member

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Sl. No.	Name	Designation	Category
1	Rev. Dr. John Felix Raj, S.J.	Vice-Chancellor	Chairperson
2	Dr. Manodip Ray Chaudhuri	Dean, Xavier Business School	Convener
3	Dr. Shuvendu Chakraborty	Associate Professor, Xavier Business School	Member
4	Dr. Monalika Dey	Assistant Professor in Management, Faculty of Commerce & Management	Member
5	Dr. Reshmi Naskar	Assistant Professor in Mass Communications, Faculty of Arts & Social Studies	Member
6	Mr. Manoj Ekka	Maintenance Supervisor	Member
7	Mr. Shivnath Roy	Office Assistant	Member



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Rev. Dr. Sebastia L. Raj, S.J.	Pro-Vice-Chancellor
Prof. Ashis Mitra	Registrar
Rev. Fr. Joseph Raj, S.J.	Finance Officer
Dr. Indra Kanta Maitra	Controller of Examinations
Dr. Manodip Ray Chaudhuri	Dean, Xavier Business School
Dr. Somak Maitra	Dean, Commerce & Management
Dr. Debasis Poddar	Dean, Xavier Law School
Dr. Achyut Chetan	Dean, Arts & Social Studies
Rev. Dr. Soosai Nayagam, S.J.	Associate Dean, Commerce & Management (Morning)
Dr. Niraj Kumar	Co-ordinator, Ph.D. Programme
Rev. Br. Christuraj, S.J.	Campus Minister

OTHER OFFICERS

Sl. No.	Name	Designation
1	Mr. Gopal Prasad Gupta	Liaison Officer
2	Mr. Mario Martin Louis	Placement Officer
3	Prof. Malay Mitra	I. T. Co-ordinator
4	Mr. Aritra Das	Executive Assistant to Vice-Chancellor
5	Dr. Tuhin Utsab Paul	Assistant Registrar
6	Mr. Avishek Das	Assistant Controller of Examinations
7	Ms. Bidisha Roy	Executive Director, CICE
8	Rev. Dr. S. Francis	Executive Director, LCERI
9	Mr. Sandeep Mundra	Sports Officer
10	Mr. Prionkur Bose	Admission Officer



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Prof. M. K. Narayanan <i>Former National Security Adviser of India (2005 to 2010) and Former Governor of West Bengal (2010 to 2014)</i>	
Prof. Utpal Chatterjee <i>Former Sheriff of Kolkata and renowned Journalist</i>	
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Prof. Madhubanti Mitra, M.A.	
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Prof. Asok Dasgupta, P.G. Diploma	
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Dr. Moumita Mukherjee, M.Sc., M.A., Ph.D.	
FACULTY OF COMMERCE & MANAGEMENT	
Full-time Faculty Members	
Dr. Somak Maitra, MBA., Ph.D.	Dean
Dr. Niraj Kumar, PGDPM, Ph.D.	Coordinator, Ph.D. Programme
Prof. Rajendra Nath Datta, M.Com., M.Phil.	HoD, Commerce

FACULTY MEMBERS

Prof. Sayani Saha, MBA	HoD, Management Studies
Prof. Sovik Mukherjee, M.A. (Economics), M.Phil.	Academic Coordinator, Commerce (Morning)
Dr. Shantanu Chakraborty, M.Com., MBA, Ph.D.	
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Prof. Sudipta Chakraborty , M.Com., M.Phil., MBA, B.Com.-LLB (Hons.)	
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Prof. Ratul Das , LL.M.	
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Dr. Priyanka Dutta , M.A., M.Phil., Ph.D.	
XAVIER BUSINESS SCHOOL (XBS) (MBA)	
Full-time Faculty Members	
Dr. Manodip Ray Chaudhuri , M.Sc. (Economics), M.A. (International Development), PGDBM, Ph.D.	Dean

<p>Dr. Soma Sur, MBA, M.Phil., Ph.D. Dr. Shuvendu Chakraborty, M.Sc., MBA, Ph.D. Dr. Sitangshu Khatua, PGDM, DBF, Ph.D. Dr. Saugat Ghosh, MBM, M.A. (English), Ph.D. Dr. Monirul Islam, M.Sc., MBA, PGDRD, PGPBM, Ph.D. Dr. Tanushree Biswas, M.Sc., Ph.D. Dr. Ipsita C. Patranabis, M.Sc., MBA, M.Phil., Ph.D. Dr. Ruchita Burman, PGDBA., Ph.D. Rev. Dr. Mourlin K, SJ, MBA, Ph.D. Dr. Chhavi Gupta, MBA, Ph.D. Dr. Sayantan Kundu, MBA, Ph.D.</p>	
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Dr. D. John Romus , M.Th., M.A., Ph.D.	Course Co-ordinator
LIBRARIANS OF THE UNIVERSITY	
Dr. Stephen G	Law Librarian
Mr. Tarun Biswas	Library-in-Charge, XBS



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Office of the Internal Quality Assurance Cell (IQAC)

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Office of the Campus Minister Mr. Amit Kanji Mr. Manoj Ekka	Mr. Samir Das Mr. Raj Kumar Nandi Mr. Pradip Das
Office of the Information Technology (I.T. Support System) Mr. Jarman Emmanuel Nandi Mr. Sudip Sekher Dutta	Internal Security Ms. Aparna Sarkar
Mass Communication Studio Mr. Benedict John Sourav Gomes	Maintenance Section Mr. Rajkumar Dey Mr. Sk. Mosaraf Ali Mr. Shukdeb Mondal Mr. Saifur Noor Alam Sekh Mr. Palan Sardar Mr. Dhananjay Naskar Mr. Panchanan Ghouri Mr. Sagar Mondal Mr. Monoranjan Tarafdar
University Hostels Mr. Sankar Moorthy Mr. Bikash Hembram Mrs. Hiramani Hembram Mrs. Malati Tudu Mr. Milan Soren	University Reception Mr. Atanu Ghosh
Transport Department Mr. Sailendra Dixit Mr. Sudip Kumar Gharami	

St. Xavier's University Kolkata Alumni Association

St. Xavier's University Kolkata Alumni Association (SXUKAA) was formed and subsequently registered as a Society on 03 January, 2020. The 135 postgraduate students of the University who received their degrees at the 1st Convocation of the University on 27 July, 2019 became the Founding Life Members.

SXUKAA has also become a member of the Federation of Jesuit Alumni Association of India (FOJAAI) and also of World Union of Jesuit Alumni (WUJA). The main objective of the Association is to liaise between the University and the Alumni/ae, who are in different professions in life for mutual benefit and also to take up activities that are geared to develop their Alma Mater and to improve society at large and to contribute to national development.

All students of St. Xavier's University Kolkata automatically become members of SXUKAA on completing their course. They pay a Life Membership Fee of ₹ 5000/- along with their Final Semester Fees.

St. Xavier's University, Kolkata
List of Societies

1.	Xavier Commerce & Management Society (XCMS) Prof. Sayani Saha – Professor-in-Charge
2.	Xavier's University Debating Society (XUDS) Prof. Medha Bhadra Chowdhury – Professor-in-Charge
3.	Xavier's University Cultural and Arts Society (XUCAS) Dr. Manali Bhattacharya – Professor-in-Charge
4.	Xaverians in Action (XIA) Mr. Paritosh Majumdar – Professor-in-Charge
5.	Xavier's University Economics Society (XAVECOS) Dr. Sayantan Bandhu Majumdar – Professor-in-Charge
6.	Xavier Photography Society (XPOSURE) Prof. Somak Sen – Professor-in-Charge
7.	St. Xavier's University Literary Society (XULS) Dr. Ananya Saha – Professor-in-Charge
8.	Xavier's Film Society (XINEPHILE) Dr. Reshmi Naskar – Professor-in-Charge
9.	Xavier's University Sports Society (XUSS) Mr. Sandeep Mundra – Officer-in-Charge
10.	Xavier Society of Law and Justice (XSLaJ) Dr. Animesh Das – Professor-in-Charge
11.	Xavier Legal Aid Society (XLAS) Prof. Ratul Das – Professor-in-Charge
12.	Women and Gender Development Cell Prof. Medha Bhadra Chowdhury – Professor-in-Charge

St. Xavier's University, Kolkata Scholarship						
Sl. No.	Name of Scholarship	Scope	Academic Requirement for Application Eligibility	Benevolent Requirement	Starting of Scholarship	Coverage
1	Loyola Scholarship	UG and PG Students, Except MBA	60% all throughout, No arrear, 75% attendance	Family income less than ₹ 360000 per year	2nd Semester	100% Tuition Fees only
2	Britto Scholarship	UG and PG Students, Except MBA	60% all throughout, No arrear, 75% attendance	Family income less than ₹ 420000 per year	2nd Semester	50% Tuition Fees only
3	Nihil Ultra Scholarship	UG Students (Top 5 students from each stream)	95% in 10th and 12th, 75% in all preceding semester, No arrear paper, 90% attendance for Renewal	None	1st Semester	100% Tuition Fees only
4	Fr. Beckers Scholarship*	MBA Students	70% in all preceding semester, No arrear paper, 90% attendance	Family income less than ₹ 600000 per year	2nd Semester	50% Tuition Fees only
5	Snegam Scholarship*	MSW Students	60% all throughout, No arrear, 75% attendance for Renewal	Family income less than ₹ 360000 per year	1st Semester	100% Tuition Fees only
6	Deo Maheshwari Scholarship*	MSW Students	60% all throughout, No arrear, 75% attendance for Renewal	Family income less than ₹ 360000 per year	1st Semester	100% Tuition Fees only

St. Xavier's University, Kolkata Scholarship						
Sl. No.	Name of Scholarship	Scope	Academic Requirement for Application Eligibility	Benevolent Requirement	Starting of Scholarship	Coverage
7	Rupa Scholarship	B.Com, M.Com, MSW, MA (Psychology) Students	60% all throughout, No arrear, 75% attendance for Renewal	Family income less than ₹ 360000 per year	1st Semester	100% Tuition Fees only

* Subject to availability of funds from sponsoring agency

Note:

1. Application date and process shall be notified in the University website.
2. For detailed information on the above mentioned scholarships, kindly visit the scholarship page in the University Website.
3. The 100% Tuition Fees does not include fees like Exam. Fees, Development Fees, Hostel Fees. etc.



University Excellence Awards and Medals for Students

St. Xavier's University, Kolkata is pleased to institute the following medals/ awards/trophies to be awarded to the graduating toppers of the different streams of 2019–2021 (postgraduate studies) and 2018–2021 (undergraduate studies) Academic Sessions:

1. Depelchin Gold Medal – Topper in MBA
2. Lafont Gold Medal – Topper in MA Economics
3. Arrupe Gold Medal – Topper in BCom (Hons.)
4. Gonzaga Gold Medal – Topper in BMS (Hons.)
5. Stanislaus Gold Medal – Topper in BA (Hons.) (English)
6. Kalam Gold Medal – Topper in BA (Hons.) (Economics)
7. Teilhard Gold Medal – Topper in BA (Hons.) (Mass Communications)
8. Loyola Gold Medal – Topper In MA (Mass Communication)
9. Britto Gold Medal – MA (English)
10. Mother Teresa Gold Medal – MSW
11. The topper for M.Com is awarded the 'S.C. Mukherjee Memorial Gold Medal' that has been instituted by Mr. Saibal Mukherjee in memory of his uncle, Late Satyesh Chandra Mukherjee.



St. Xavier's University, Kolkata Students' Counselling Cell

The Counselling Cell of St. Xavier's University, Kolkata provides personal and vocational guidance to students of all the departments of the University. Personal Counselling Sessions are conducted at the Centre by qualified and experienced Counsellors to help the students resolve any kind of problems they might face.

These are client-oriented and are conducted on a one-to-one basis with each student where the Counsellor brings a non-judgemental attitude to the table. Besides career-related problems, personal issues are also dealt with. Confidentiality is a legal requirement of counselling, and is strictly maintained.

Thus the Counselling Cell provides a platform for students to pursue both their professional and personal goals with greater self-awareness, self-esteem, understanding and a focus. The Cell is located in Room No. 216, 2nd Floor of Academic Building of the University.

Confidence issues, choosing the right career path, making choices in the various stages of life, self-doubt, peer pressure, relationship issues are only some of the problems that young people often face.

Choosing the right career path, is also, often, a dilemma that the students face. The Cell provides vocational guidance to students based on an analysis of their personality, talents and interest. Insights into suitable work environments are also provided in vocational guidance.

For example, a person with a creative personality will succeed as a writer and a person who is an introvert is less likely to succeed in face-to-face sales promotion. If you choose a field that excites you, you will not only enjoy your work but will also excel in your chosen field. Understanding your personality is the key to choosing the right career path.

Every student of every department is welcome and all students may feel free to come to the Counselling Cell.

Details of the Counsellors

Name of the Counsellor	Contact Details	Schedule
Ms. Kapila Mundra	Mobile: 9836010808 Email: kapila.mundhra@gmail.com.	Wednesdays From 1 p.m. to 4 p.m
Ms. Gargi Dasgupta	Mobile: 9830606696 / 8335058363 Email: gdasguptain@gmail.com	Tuesdays and Thursdays From 3.30 p.m. to 5 p.m.

Venue: Room No. 216, 2nd Floor of Academic Building of the University.

Students are encouraged to avail their services. Staff Members, Parents and Alumni are also welcome with prior appointment via email or phone call.

Please be assured that CONFIDENTIALITY is essentially maintained.

RULES AND REGULATIONS FOR UNDERGRADUATE DEGREE COURSES

SECTION I : GENERAL

1.1 Introduction

St. Xavier's University, Kolkata was established and is managed by St. Xavier's College Kolkata Educational Trust. It was established as a University under St. Xavier's University, Kolkata Act dated 16th January, 2017, which became effective with the assent of the Governor of West Bengal through a gazette notification dated **8th February, 2017**.

The principal administrative / policy-making bodies in the University:

- I. Governing Board
- II. Executive Council
- III. Academic Council
- IV. Faculty Council
- V. Boards of Studies

1.2 Undergraduate Degree Courses (July, 2021)

Degree	Total Marks*	Total Credits**
B.Com. (Honours)	2600	144
B.M.S. (Honours)	2600	144
B.A. (Honours) in English	2600	140
B.A. (Honours) in Economics	2600	140
B.A. (Honours) in Mass Communication	2600	140
B.Com.-LLB (Honours)*	6900	242
B.A.-LLB (Honours)*	6900	242

* Excluding Foundation Courses

** Excluding Foundation Courses and co-curricular and extra-curricular activities

1.3 Semester system

The undergraduate degree programme (excluding B.Com.-LLB and B.A.-LLB) is of three years duration divided into six semesters. B.Com.-LLB (Hons.) and B.A.-LLB (Hons.) are of five years duration divided into ten semesters. The Academic year is divided into two Semesters: July – December and January – June.

1.4 Admission process

The admission process starts immediately after declaration of Class XII results of the various Boards.

No candidate shall be eligible for admission after a lapse of more than three years from the year of passing the previous qualifying examination.

The year of admission will not be taken into account while calculating three years from the year of passing the previous qualifying examination.

1.5 Admission of International students

Foreign nationals, PIO Card-holders, OCI - Overseas Citizenship of India - foreign nationals of Indian – origin, working in India (Dual citizens) and NRI students can apply under the category of International students. PIO and OCI card-holders will only be considered equivalent to NRI students as far as education is concerned. Details of the admission procedures of international students are available on the University Website.

1.6 Registration

A student who is selected for enrolment in a particular course offered by the University will have to complete admission procedures and get himself / herself registered within the notified time period.

The Registration of a three-year undergraduate student is valid for 5 years including the academic year in which the registration was granted.

For B.Com. - LLB (Hons.) and B.A. - LLB (Hons.), the registration will be valid for 7 years.

Registration number of a student will remain unchanged during his/her study in the University. However, with the change of level from UG to PG or PG to Ph.D. the validity period will be extended. If, after taking migration, the student rejoins the University, the registration will be revalidated.



1.7 Class Timings

Morning Session : 07:00 a.m. - 12 noon

Day Session : Monday to Friday : 10:00 a.m. - 04:00 p.m.

Saturday : 10:00 a.m. - 01:00 p.m.

1.8 Disciplinary Committee

There is a Disciplinary Committee to consider and dispose of the various disciplinary cases related to examinations and other matters.

1.9 Dissemination of information

University Rules, which are applicable to undergraduates and postgraduate students, will be published in the University's Calendar and will be made available to the students at the beginning of the academic year. Students should also follow the Students' Notice Board. General information and important announcements may also be made available through the University Website (www.sxuk.edu.in). Information may also be sent through email and mobile phone messages (sms). The Rules may be changed from time to time and the students will be informed of such change through notice boards or website or both.

1.10 Change of contact details

If a student wishes to change email id and the phone number after taking the admission in the University, he/she has to submit a duly signed request letter to the Registrar's office or send an email from the registered email id of the student. Change of residential address has to be substantiated with a valid address proof.


1.11 Students' feedback system

Students' feedback system is focused on (i) teaching-learning process; (ii) course curriculum and coverage and (iii) infrastructural facilities and general support system provided by the University.

Two types of feedback are collected: (i) feedback on an annual basis and (ii) exit feedback towards the end of the course (during sixth semester).

Eligibility for providing feedback - (i) Class-room feedback – Minimum 75% attendance during current semester. (ii) Exit feedback - Minimum 75% aggregate attendance at the end of 6th Semester.

Methods of collecting feedback from students - Feedback will be



collected through structured questionnaire and filled up online (through University intranet) or manually.

SECTION II: STUDENTS' ATTENDANCE

- 2.1** A student must maintain a minimum of 75% aggregate attendance in a semester and a minimum of 60% (65% for B.A.-LLB & B.COM-LLB) in each paper to be eligible for appearing in an examination.
- 2.2** A student who has between 60% (65% for B.A.-LLB & B.COM-LLB) and 74% attendance in a semester will have to seek approval from the Dean of the concerned faculty / Vice-Chancellor on grounds of illness or involvement in extra-curricular activities approved by the University.
- a)** In case of illness, leave application must reach the office of the Dean of Faculty within three days of the student's absence. A medical certificate is also to be submitted within 15 days of joining. Mere submission of leave application in itself will not ensure condonation.
 - b)** In case of extra-curricular activities, a student must obtain prior written confirmation of his / her participation from the concerned authorities : Head of Department / Profs.-in-Charge of University Societies / Sports Officer / Programme Coordinator of Social Work, which will be countersigned by the Dean of the concerned faculty. When calculating the attendance percentage of the students representing the University in extra-curricular activities in Inter-University competitions, due consideration will be given to the days when they so represented the University. Condonation in such cases must be in explicit written form, authorized by the Dean of the concerned faculty.
 - c)** For a student, absence from the classes for the aforementioned reasons may be condoned up to 15% (10% for B.A.-LLB & B.COM-LLB) of the total classes delivered. However, in all such cases, lower limit for condonation will remain as 60% (65% for B.A.-LLB & B.COM-LLB) .
A student who is condoned will have to pay a condonation fee within the notified period of time.

- 2.3** A student will be debarred from appearing for the Semester


Examination if (i) he / she has less than the required attendance without condonation; (ii) if the student has not paid the semester fees by the notified last date. A student so debarred will not be eligible for promotion to the next semester. Such student will be required to repeat the Semester in the next academic session. [It will be applicable to the students admitted with effect from the Academic year 2020-2021]. If, in the meantime, there has been a change in syllabus, the student will have to appear for the CIA and Semester Examinations in the revised syllabus.

- 2.4** A student who is not promoted to the next semester, is to seek re-enrolment in the appropriate semester of the next academic session. If the student does not re-enroll in the next appropriate semester, he/she will be required to inform the University in writing before the commencement of the appropriate semester, failing which, the University may strike off his/her roll number.
- 2.5** A student with attendance below 40% in all the papers in a Semester taken together may be struck off the University Rolls or he / she may be allowed to repeat the Semester in the following academic year, subject to the discretion of the Vice Chancellor.
- 2.6** The name of a student who is continuously absent for 15 working days without submitting any information to the University will be struck off the University Rolls.

SECTION III: CONTINUOUS INTERNAL ASSESSMENT (CIA)

- 3.1** CIA comprises 20% of the total weightage of each paper.
- 3.2** Forms of CIA may include: class tests, assignments, seminars, tutorials, laboratory assignments, term papers. A minimum of 50% of total CIA marks will be allotted for the written form of tests and 25% of CIA marks will be allotted to other form of tests.
- 3.3** *25% of total CIA marks are reserved for attendance and marks will be awarded according to the calculation given below as follows :*

<i>91-100 per cent attendance</i>	<i>25 per cent of total CIA marks</i>
<i>81-90 per cent attendance</i>	<i>20 per cent of total CIA marks</i>
<i>75-80 per cent attendance</i>	<i>10 per cent of total CIA marks</i>

- 
- 3.4** Students will be informed about the CIA programme at the beginning of the semester. The marks of the CIA will be duly forwarded to the Controller of Examinations by the Dean of the Faculty, and final CIA results will be displayed on the Students' Notice Board.

SECTIONIV: ELIGIBILITY CRITERIA FOR APPEARING FOR SEMESTER EXAMINATIONS.


- 4.1** A student must have at least 75% aggregate attendance in a semester and minimum 60% in each paper (refer Section 2.1). Condonation may be granted (refer Section 2.2) in exceptional cases.
- 4.2** If the student does not fulfil the attendance requirement, as mentioned in Section 4.1, he / she will be debarred from appearing for the Semester Examinations.
- 4.3** A student must pay the semester fees (including the examination fee) by the notified last date. Students will be required to submit the examination form and pay the fees for the arrear papers (if any). Only those students who fulfil eligibility criteria will be issued Admit Cards for the Semester Examinations.
- 4.4** A student who has any disciplinary charge against his / her name may not be permitted to appear for the Semester Examination.

SECTIONV: CONTINUATION FROM 1ST YEAR TO 2ND YEAR / 2ND YEAR TO 3RD YEAR / 3RD YEAR TO 4TH YEAR / 4TH YEARTO 5THYEAR

- 5.1** All the students will be eligible for promotion subject to the fulfilment of the requirements of minimum attendance and the payment of semester fees.
- 5.2** A student must pass in at least 50% of all the papers / obtain 50% of total Credits in the Academic Year to be eligible for promotion to the successive Academic Year.

SECTIONVI: RE-ENROLMENT

- 6.1** A student who is not eligible for promotion may be permitted to re-



enroll in the next Academic Session in the appropriate Semester either as a Casual or as a Regular student.

- 6.2** A student who has adequate attendance will be re-enrolled as a Casual student. A Casual student will have to appear only for Arrear paper / papers in the Semester Examination. A Casual student will not be allowed to appear for CIA as his / her previous CIA marks will be carried forward.

A Casual student will have to pay only the Examination Fee (as applicable for arrear examinations).

- 6.3** A student who has been debarred on the basis of insufficient attendance in any semester of 1st / 2nd / 3rd / 4th / 5th Year, and who does not satisfy Continuation criteria, will be allowed to re-enroll as a Regular student. Such a student will be permitted to appear for CIA examinations. If, in the meantime, there has been a change in syllabus, the student will have to appear for the CIA and Semester Examination in the revised syllabus.

A Regular student will have to pay all the fees, as stipulated.

- 6.4** Re-enrolment of a student with disciplinary charges against his/her name will be considered separately.

SECTION VII: PASS MARKS

Each paper (excluding Foundation Course Paper) : 40%
Foundation Course Paper : 30%

SECTION VIII: ARREAR PAPERS


- 8.1** An Arrear Paper is one in which a student fails to secure the minimum pass marks.

- 8.2** Arrear paper may arise either through failure or absence. This will be indicated in the Semester Mark Sheet.

A student will be permitted to appear for an Arrear Paper in the next appropriate semester subject to the fulfilment of requirements.

- 8.3** A student must pass in Theory and Practical papers separately.

A student will have to pass in Theory and Practical portions separately



regardless of whether Theory and Practical are components of the same paper or treated as separate papers. However a student will have to appear in the next appropriate semester only for the part (Theory or Practical) in which he / she has failed / was absent.

SECTION IX: SUPPLEMENTARY EXAMINATION

- 9.1** A supplementary examination will be held for 3rd Year students who have Arrear Papers only from Semester V and / or VI and 5th year students who have Arrear papers only from Semester IX and / or X.
- 9.2** A 3rd / 5th Year student who has a disciplinary charge against his / her name may not be allowed to appear for the Supplementary Examination.
- 9.3** There will be no Supplementary Examination for Arrear Papers accrued from Semesters I to IV for a three year degree course and semester I to VIII for a five year degree course.
- 9.4** There will be no supplementary examination for any practical paper / group / part, except for those practical examinations which are computer-based.
- 9.5** There will be no supplementary examination for Projects / Dissertations / Term Papers.

SECTION X: REVIEW

- 10.1** There will not be any requirement for minimum marks to be eligible to apply for review.
- 10.2** Review is offered for both Regular and Arrear Papers.
- 10.3** A paper will be sent for 2nd Review if the marks after the review are increased or reduced by more than 10% from the original marks given by the 1st Evaluator.
- 10.4** There is no review for practical paper or project paper.
- 10.5** Review facility is extended to those students who appear for supplementary examination.
- 10.6** Review marks will stand irrespective of increase or decrease of marks after Review.



SECTION XI: SEEING OF ANSWER SCRIPTS

11.1 A student may apply to see his / her answer script only after the Review process is completed.

A student cannot apply for Re-Review or 2nd Review after he / she has seen his / her answer script. There is no scope for alteration of marks at this stage.

To apply for seeing the answer script, a student need not have earlier applied for Review.

The main purpose of allowing a student to see his / her answer script is to enable the student to obtain a feedback on his / her performance.

11.2 There will be no Review / seeing answer script for Practical papers and Projects.

SECTION XII: RULES FOR EXAMINATION

12.1 Entry into the Examination Hall will be allowed only on production of Admit Card.

12.2 No entry will be allowed 15 minutes after the commencement of examination without the written permission of Controller of Examinations. But any such permission will be given only during the first 30 minutes after commencement of the examination.

12.3 No student will be permitted to submit the answer script before the completion of the first hour of the examination.

12.4 Temporary exit will not be permitted before one hour from the commencement of the examination.

12.5 No student will be allowed to keep mobile phone in his / her possession or any other electronic device (except calculator, if permitted) during the time of examination.

12.6 Instructions on the Admit Card / Answer booklet and other related examination rules are to be strictly followed.

12.7 The rules for conducting examinations may be different if the examinations are held online or in blended mode. Rules for such examination/s will be communicated separately.

SECTION XIII: CREDIT AND GRADING SYSTEM

- 13.1** One Academic (Curricular) credit is considered as 15 contact hours in the University that may include (i) Class lectures; (ii) Tutorials; (iii) Class Seminars; (iv) Directed library work
- 13.2** No Academic Credit will be awarded for a paper / subject if the score for the paper is below the pass mark with the exception of awarding a General degree to an honours student (refer Section XVII).
- 13.3** One Non-Academic (Co-Curricular/Extra-Curricular) credit is equivalent to 30 hours. It can be earned through participation in the activities of Social Work / Outreach Programmes, NCC, Sports, activities of different societies in the University and others as specified by the University from time to time.
- 13.4** Out of 2 Non-Academic credits, a minimum of 1 credit is to be completed through social work/outreach programme under the supervision of Programme Co-ordinator of Social Work.
- 13.5** A student will not be awarded a degree without the completion of required Academic and Non- Academic credits.
- 13.6** Total credits for Three year Honours Degree programme are mentioned as follows :

Academic (Curricular) credits	140/144*
Compulsory additional credits (Foundation Course)	02
Non- Academic (Co-Curricular / Extra-Curricular) credits	02
TOTAL	144/148

* For B.Com. and B.M.S. Honours courses, total academic credits - 144
For other Undergraduate Honours degree courses, total academic credits - 140

- 13.7** Total Credits for Five Year Honours Degree programme (B.Com. - LLB & B.A. - LLB) are mentioned as follows :

Academic (Curricular) credits	242
Compulsory additional credits (Foundation Course)	02
Non- Academic (Co-Curricular / Extra-Curricular) credits	02
TOTAL	246

13.8 Grading system is given in the following table :

Grade	Grade point	Range	Marks Equivalent	Attribute
O	10	9.50 and above	90% or more	Outstanding
A+	9	8.50 to 9.49	80% to 89%	Excellent
A	8	7.50 to 8.49	70% to 79%	Very good
B+	7	6.50 to 7.49	60% to 69%	Good
B	6	5.50 to 6.49	50% to 59%	Fair
C	5	4.50 to 5.49	40% to 49%	Satisfactory (Honours)
D	4	3.50 to 4.49	30% to 39%	Satisfactory (General) Fail (Honours)
F	3	2.50 to 3.49	Below 30%	Fail
AB	Nil	Nil	0	Absent
X	Nil	Nil	0	Administrative penalty

SECTION XIV: AWARD / DEGREE

14.1 For Honours degree :

- First Class Degree is awarded for aggregate marks 60% or above.
- Second Class Degree is awarded for aggregate marks between 40% and less than 60%.

14.2 For General degree (as applicable with reference to Section XVII):

- First division Degree is awarded for aggregate marks 60% or above.
- Second division Degree is awarded for aggregate marks between 45% and less than 60%.
- Pass (P) division Degree is awarded for aggregate marks between 30% and less than 45%.

14.3 For Semester results, instead of mentioning 1st class or 2nd class, only the percentage of marks and SGPA will be shown.

14.4 A rank certificate will be issued to students who hold a position between 1st and 10th in the respective honours course and pass all papers in first attempt.



SECTION XV : MARK SHEET, MIGRATION CERTIFICATE ETC.

- 15.1** Semester-wise statement of marks and grades will be issued. Final Academic Transcript will be issued after the successful completion of the course.
- 15.2** A student can apply for migration certificate only after the completion of the course.

SECTION XVI: CONVERSION FROM HONOURS TO GENERAL DEGREE

A student of three-year undergraduate honours course, on application, may opt for an award of a General Degree subject to the fulfilment of the following conditions.

- i. A student will be eligible only after appearing in all papers of all semester examinations.
- ii. Credits acquired in all examinations from Semester I to VI, (excluding foundation course) must be between 128 and 143 credits.
- iii. The student must have obtained minimum aggregate marks of 30% of the total marks (all semesters combined).
- iv. No credit will be assigned if the marks obtained are below 40% in a paper. However, marks obtained in that paper will be included for the calculation of aggregate marks, if it is between 30% and 39.9%.
- v. Existing rules relating to non-academic credits shall prevail.
- vi. Aggregate percentage of marks for determining the division will be calculated on the basis of all passed papers.
- vii. Application for an award of General Degree can only be submitted after the publication of results of Semester-VI examination.

RULES AND REGULATIONS FOR TWO-YEAR POSTGRADUATE DEGREE COURSES

SECTION I: GENERAL

1.1 Introduction

St. Xavier's University, Kolkata is established and managed by St. Xavier's College Kolkata Educational Trust. It was established as a University under St. Xavier's University, Kolkata Act dated 16th January, 2017.

The major administrative / policy making Bodies in the University :

VI. Governing Board	VII. Executive Council
VIII. Academic Council	IX. Faculty Council
X. The Boards of Studies	

1.2 Two-year Postgraduate degree Courses (July 2019) :

Degree	Course / Specialisation	Total Marks	Total Credits
M.Com.	Finance, International Business, Marketing	1600	96
M.A.	English	1600	96
M.A.	Mass Communication	1600	96
M.A.	Psychology : Clinical Psychology, Organisational Behaviour	1600	96
M.S.W.	Social Work	1600	96
MBA	Human Resource, Marketing, Finance, Systems & Operations	3300	132

[Rules for MBA are given separately]


1.3 Semester system

The Postgraduate degree programme is of two years duration divided into four semesters.

The Academic year is divided into two Semesters: July – December and January – June.

1.4 Admission process

Admission process for Postgraduate degree courses may begin from



December/January and the detailed criteria will be announced through the website.

The Applicant must have passed qualifying Graduation Examination not earlier than 3 years from the date of Application for the PG Course. The year of admission will not be taken into account while calculating 3 years from the year of passing the previous qualifying examination.

1.5 Registration

A student who is selected for enrolment for a particular Postgraduate Degree course offered by the University will have to complete admission procedure and get himself/herself registered within the notified time period. Registration is valid for 4 years from the academic year in which the registration is granted.

Registration number of a student will remain unchanged during his/her study in the University. However, with the change of level from UG to PG or PG to Ph.D. the validity period will be extended. If, after taking migration, the student rejoins the University, the registration will be revalidated.

1.6 Disciplinary Committee


There will be a Disciplinary Committee to consider and dispose off the various disciplinary cases related to Examination and other matters.

1.7 Dissemination of information

University Rules, which are applicable to undergraduate and postgraduate students, will be published in the University Calendar and will be made available to the students at the beginning of the academic year. Students should also follow the Students' Notice Board. General information and important announcements may also be made available through the university website (www.sxuk.edu.in). Information may also be sent through email and mobile phone messages (SMS). The Rules may be changed from time to time and the students will be informed of such changes through notice boards or Website or both.

1.8 Change of contact details

If a student wishes to change email id and the phone number after



taking the admission in the University, he/she has to submit a duly signed request letter to the Registrar's office or send an email from the registered email id of the student. Change of residential address has to be substantiated with a valid address proof.

1.9 Students' feedback system

Students' feedback system is focused on (i) teaching-learning process; (ii) course curriculum and coverage, (iii) infrastructure facilities and (iv) general support system provided by University.

Two types of feedback are collected: (i) feedback on an annual basis and (ii) exit feedback towards the end of the course (during sixth semester).

Eligibility for giving feedback - (i) Class-room feedback – Minimum 75% attendance during current semester. (ii) Exit feedback - Minimum 75% aggregate attendance at the end of 4th Semester.

Methods of collecting feedback from students - Feedback will be collected through structured questionnaire and filled up online (through University intranet) or manually.

SECTION II: STUDENTS' ATTENDANCE


2.1 Attendance requirement

For all postgraduate degree courses, minimum aggregate attendance requirement is 75% (85% for MBA) and minimum of 60% (70% for MBA) in each paper. Attendance for Projects/Internships: Supervisor's certificate / Company certificate is needed.

2.2 A student who has an aggregate attendance between 60% and 74% (between 70% and 84% for MBA) will have to seek condonation from Dean of Faculty on grounds of illness or involvement in extra-curricular activities approved by the University.


(a) In case of illness, leave application must reach the office of the Dean of Faculty or the Head of the Department within three days of the student's absence. A medical certificate is also to be submitted within 15 days. Submission of leave application in itself will not ensure condonation.

(b) In case of extra-curricular activities, a student must obtain



written confirmation of his / her participation from the concerned authorities: Head of Department / Profs.-in-Charge of University Societies / Sports Officer / Programme Co-ordinator of Social Work which will be countersigned by the Dean of Faculty / Vice-Chancellor. When calculating the attendance percentage of the students representing the University in extra-curricular activities, due consideration will be given to the days when they so represent the University. Condonation in each case must be in explicit written form authorized by the Vice-Chancellor / Dean of Faculty.

- (c) A student who represents the University in various activities or participates in the activities of the University has to seek the prior approval from the Dean of the Faculty through the Prof.-in-Charge of such programmes / activities.
 - (d) For a student, absence from the classes for the aforementioned reasons may be condoned up to 15% of the total classes delivered. However, in all such cases, lower limit for condonation will remain as 60% (70% for MBA).
 - (e) A student who is condoned will have to pay a condonation fee within notified period of time.
- 2.3** A student so debarred will not be eligible for promotion to the next semester. Such student will be required to repeat the Semester in the next academic session. [It will be applicable to the students admitted with effect from the Academic year 2020-2021] If, in the meantime, there has been a change in syllabus, the student will have to appear for the CIA and Semester Examination in the revised syllabus.
- 2.4** A student who is not promoted to the next semester, is to seek re-enrolment in the appropriate semester of the next academic session. If the student does not re-enroll in the next appropriate semester, he/she will be required to inform the University in writing before the commencement of the appropriate semester, failing which, the University may strike off his/her roll number.
- 2.5** Name of a student with attendance below 40% in all the papers in a Semester taken together may be struck off the University Rolls or he / she may be allowed to repeat the Semester in the following academic year, subject to the discretion of the Vice Chancellor.

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- 2.6** The name of a student who is continuously absent for 15 working days without submitting any information to the University will be struck off the University Rolls.
- 2.7** Attendance at Internship – If the internship is approved by the University, certificate from the competent authority of the respective organisation is required.

SECTION III: CONTINUOUS INTERNAL ASSESSMENT (CIA)

- 3.1** CIA comprises 20% of the total weightage of each paper. There is no minimum qualifying mark.
- 3.2** A minimum of 50% of total CIA marks is allotted for the written form of tests. Remaining 50% is allotted to seminars, presentations, class participation or any other relevant class room activity.
- 3.3** Each department will inform the students about the CIA programmes at the beginning of the semester.
- 3.4** The marks for CIA will be sent to the Controller of Examinations by the Dean's Office duly forwarded by the Dean of the Faculty and final CIA results will be displayed on the Students' Notice Board.

SECTION IV: ELIGIBILITY CRITERIA FOR APPEARING IN SEMESTER EXAMINATIONS

- 4.1** A student must have required attendance (refer Section 2.1) and condonation may be granted in exceptional cases.
- 4.2** If the student does not fulfil the attendance requirement, as mentioned in Section 4.1, he/she will be debarred from appearing for the Semester Examinations.
- 4.3** A student must pay the semester fee (including the examination fee) by the notified last date. Students will be required to submit the examination form for the arrear papers (if any) and also the examination fee for the arrear papers. Only those students who are found eligible will be issued the admit card for the semester examinations.
- 4.4** A student who has any disciplinary charge against his or her name may not be permitted to appear in the semester examination.



SECTION V: CONTINUATION FROM 1ST YEAR TO 2ND YEAR

- 5.1** All the students will be eligible for promotion subject to the fulfilment of the requirements of minimum attendance and the payment of semester fees.
- 5.2** Considering all the papers of Semester I and II taken together, a student must pass in at least 50% of all papers / obtain 50% of total credits.

SECTION VI: RE-ENROLMENT

- 6.1** A student who fails to qualify for 2nd Year may be permitted to re-enroll in the next Academic Session in the appropriate Semester either as a Casual or as a Regular student.
- 6.2** A student who has adequate attendance will be re-enrolled as a Casual student. A Casual student will have to appear only for Arrear paper / papers in the Semester Examination. A Casual student need not appear for CIA as his/her previous CIA marks will be carried forward. A Casual student will have to pay only the Examination Fee (as applicable for arrear examinations)..
- 6.3** A student who has been debarred on the basis of insufficient attendance in any semester and who does not satisfy Continuation criteria, will be allowed to re-enroll as a Regular student. A Regular student will have to attend classes in all papers. Such a student will be permitted to appear for CIA for the appropriate paper. If, in the mean time, there has been a change in syllabus, the student will have to appear for the CIA and Semester Examination in the revised syllabus. Such a regular student will have to pay all fees, as stipulated.
- 6.4** A student with disciplinary charges against his/her name will be separately treated and such cases will be forwarded to the Vice Chancellor for final decision.

SECTION VII: PASS MARKS

- 7.1** Pass marks for each paper — 40% (Theory, Practical, Project / Seminar)
Aggregate — 40%



SECTION VIII: ARREAR PAPERS

- 8.1** An Arrear Paper is one in which a student fails to secure the minimum pass mark. This will be indicated in the Semester Mark Sheet. A student will be permitted to appear in the Arrear Paper in the next appropriate semester, subject to the fulfilment of attendance criteria.
- 8.2** A student must pass in theory and practical separately. However, a student will have to appear in the next appropriate semester only for the part (theory or practical) in which he or she has failed / or was absent.

SECTION IX: SUPPLEMENTARY EXAMINATION TO BE HELD AT THE END OF 4TH SEMESTER

- 9.1** A supplementary examination will be held for second year students who have arrear papers only from semesters III and / or IV. This supplementary examination will be held after the publications of Semester-IV results.
- 9.2** There will be no supplementary examination for any practical paper / group/part, except for those practical examinations which are computer-based.
- 9.3** There will be no supplementary examination for Project / Dissertation / Term Paper.
- 9.4** A second year student who has a disciplinary charge against his or her name will not be allowed to appear for the supplementary examination.

SECTION X: REVIEW

- 10.1** Review is offered for regular and arrear papers. No review will be offered for supplementary examination papers. Review marks will be the final marks irrespective of increase or decrease of marks after review. To be eligible for review, one must have 40% marks in other papers.
- 10.2** A paper will be sent for 2nd Review if the marks after the review are increased or reduced by more than 10% from the original marks given by the 1st Evaluator.
- 10.3** Review is not permitted for practical papers or project papers.



SECTION XI: SEEING OF ANSWER SCRIPTS

- 11.1** A student may apply to see his or her answer script only after the review process is completed. No re-review will be allowed after seeing the answer script. There is no scope for alteration of marks at the stage of seeing answer scripts.
- 11.2** To apply for seeing the answer scripts a student need not have earlier applied for review. The main purpose of allowing a student to see his / her answer script is to enable the student to obtain a feedback on his / her performance.
- 11.3** Seeing answer scripts are not permitted for practical papers or project papers.
- 11.4** HoD / Subject teacher will be present at the time of display of answer script and will give necessary feed back to the Controller.

SECTION XII: RULES RELATED TO EXAMINATION

- 12.1** Entry to the examination hall will be allowed only by admit card.
- 12.2** No entry will be allowed 15 minutes after the commencement of examination without the written permission of Controller of Examinations. But any such permission will be given only during the first 30 minutes after commencement of examination.
- 12.3** No student will be permitted to submit the answer script before the completion of first hour of the examination. Temporary exit will not be permitted before one hour from the commencement of the examination.
- 12.4** No mobile phones or any other electronic device (except for a calculator) is permitted inside the Examination Hall.
- 12.5** Instructions on the Admit Card / answer booklet and other related examination rules must be strictly followed.
- 12.6** The rules for conducting examinations may be different if the examinations are held online or in blended mode. Rules for such examination/s will be communicated separately.

SECTION XIII: CREDIT AND GRADING SYSTEM

- 13.1** Total credit for each Postgraduate Degree Programme will be 96 (excluding MBA). There will not be any Non-academic credit for the Postgraduate Degree Courses.

13.2 No credit will be awarded for a paper if the score for the paper is below 40%.

13.3 Grading system is mentioned in the following table :

Grade	Grade point	Range	Marks Equivalent	Attribute
O	10	9.50 and above	90% or more	Outstanding
A+	9	8.50 to 9.49	80% to 89%	Excellent
A	8	7.50 to 8.49	70% to 79%	Very good
B+	7	6.50 to 7.49	60% to 69%	Good
B	6	5.50 to 6.49	50% to 59%	Fair
C	5	4.50 to 5.49	40% to 49%	Satisfactory
F	4	3.50 to 4.49	Below 40%	Not Satisfactory
AB	Nil	Nil	0	Absent
X	Nil	Nil	0	Administrative penalty

SECTION XIV: AWARD / DEGREE

14.1 First Class Degree is awarded for marks 60% or above.

14.2 Second Class Degree is awarded for marks between 40% and 59%.

14.3 A rank certificate will be issued to students who hold a position between 1st and 10th in the respective course and pass all papers in first attempt.

SECTION XV: MARK SHEET, MIGRATION CERTIFICATE ETC

15.1 Semester-wise statement of marks and grades will be issued. Final Academic Transcript will be issued after the successful completion of the course.

15.2 A student can apply for the migration certificate only after the completion of the course.



RULES AND REGULATIONS FOR THE Ph.D. PROGRAMME

[Under the provisions of Regulations for the Degree of Doctor of
Philosophy (Ph.D.), 2019; St. Xavier's University, Kolkata.]

Section I: GENERAL

1.1 Introduction

The provisions of these regulations shall apply to every candidate for admission, registration, conduct, course work, and evaluation leading to the conferment of the Degree of Doctor of Philosophy (Ph.D.) of St. Xavier's University, Kolkata (hereafter known as SXUK).

1.2 Ph.D. Programme (July 2020)

- (i) Ph.D. in Commerce
- (ii) Ph.D. in English
- (iii) Ph.D. in Mass Communication
- (iv) Ph.D. in Management
- (v) Ph.D. in Economics

The Degree of Doctor of Philosophy (Ph.D.) shall be awarded to a candidate on the basis of original research work of merit incorporated in a thesis, recommended by a board of examiners and successfully defended by the candidate during a Viva-Voce.

The thesis shall demonstrate that the candidate has technical mastery of the chosen field of investigation and is capable of doing scholarly work. The result of research embodied in the thesis shall be a contribution to existing knowledge either by a discovery of new facts or by a discovery of some new relations between facts already known, or by a critical survey of facts/issues leading to a new interpretation.

The thesis is to be written in English.


Section II: ADMISSION

Admission process for Ph.D. will begin from December/January and the detailed criteria will be announced through the University website.




Eligibility for Admission :-


- a) A person, who has obtained a minimum of 55% marks in the Master's degree in the disciplines recommended by the Departmental Research Committee (DRC) and approved by the Board of Research (BoR); from any University or an Institution recognised by UGC or such other degree as may be considered equivalent for this purpose by the University, will be eligible to apply for admission to the Doctor of Philosophy (Ph.D.) programme.
- b) A person, who has obtained a grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed) or an equivalent degree from a foreign educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions, is eligible to apply.
- c) A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/Differently-Abled /Christian minority and other categories of candidates as per the decision of the University from time to time, without including the grace mark procedures.
- d) A candidate shall submit a statement that he/she is not currently enrolled as a student in any regular course of studies or enrolled/registered for the Ph.D. programme in any University and shall undertake not to be thus enrolled or registered so long as he is registered for Ph.D. programme at this University.
- e) The candidate will have to be successful in the written admission test to be conducted by the concerned Department, and if qualified, will have to be successful in the interview on the subject to be conducted by the appropriate Department/Discipline in consultation with the Board of Research (hence referred to as BoR) constituted as per clause 4.8, to qualify for admission. The syllabus of the Entrance Test shall consist of 50% of research methodology and 50% shall be subject specific. For selection of candidates, a weightage of 70% to

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- the entrance test and 30% to the performance in the interview/viva-voce shall be given.
- f) The admission test procedure will be decided by the Vice Chancellor of the University in consultation with the Ph.D. Programme Coordinator and Dean of the concerned faculty or school.
 - g) Candidates who have qualified in the NET /SET/or passed M.Phil. examination will be exempted from the Written test (Research Entrance Test) conducted by the University but have to be successful in the interview on the subject to be conducted by the appropriate Department/Discipline in consultation with the BoR to qualify for admission.
 - h) A person whose M.Phil. provisionally dissertation has been evaluated and the viva voce is pending may be provisionally admitted to the Ph.D. programme
 - i) Foreign students will be required to produce clearance from the Government of India and/or other appropriate authorities, if any, for admission in the Ph.D. programme. Enrolment in the Ph.D. programme may be allowed to only such foreign nationals who have obtained clearance and are holding appropriate visa for the purpose of enrolment as Ph.D. students.
 - j) Candidates selected for the Ph.D. programme shall be required to enrol as a provisional Ph.D. student on payment of a non-refundable fee determined by the University.
 - k) The BoR shall predetermine the number of students to be admitted in the Ph.D. programme every year, subject to availability of seats, and admission test schedule shall be notified accordingly.

Section III: REGISTRATION

- a) Application for the registration will be considered only after the completion of Course Work.
- b) A Ph.D. student shall be required to complete his/her Ph.D. registration within two years from the date of his/her enrolment, failing which his/her admission in the Ph.D. programme shall automatically stand cancelled.

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- c) In all cases, the date of registration shall be deemed to be the date of approval by the Vice Chancellor. The registration will be valid for 6 years from the date of admission.
- d) The BoR will process applications of the qualified candidates. Candidates selected for the Ph.D. programme will be attached to a research supervisor in the Department/Faculty/School at the time of their registration. The scheme of the work and title of thesis may also be submitted along with the application or within two years from the date of enrolment of the candidate.
- e) Every application for registration in prescribed form shall state the subject or inter-disciplinary field in which the candidate desires to have the degree, chosen area of specialization, the title of the research, the name of the Supervisor and Co-Supervisor, if any, as well as the Department/Discipline where the Ph.D. Programme will be carried out. The application shall be supported by four copies of the synopsis of the proposed research, which shall ordinarily not exceed 1000 words, and shall include a title, short introduction, a brief overview of literature pertaining to the work, research objectives, research methodologies and the plan of work, duly countersigned by the Supervisor and Co-Supervisor (if any).
- f) Application for registration will be considered by the BoR at its meeting in the presence of the Supervisor and the Co-Supervisor, (if any) following the recommendation of the relevant Research Advisory Committee. On the recommendation of the BoR and with the due approval of the Vice Chancellor, the candidate will be allowed to be registered for the Ph.D. programme. If the relevant Research Advisory Committee does not consider a Synopsis/Plan of work as fit for recommendation, it shall again be examined by the BoR ordinarily within three months, after proper revision by the candidate in the light of the suggestions made by the Research Advisory Committee. If, even after this revision of the content, the relevant Advisory Committee does not recommend the case, the matter shall be placed at the meeting of the BoR for consideration. Following the decision by



the BoR, the candidate shall have to submit a revision of the content in the light of the suggestions made by the BoR, in a subsequent meeting of the BoR.

- g) If the BoR accepts the candidate for registration, then he/she shall have to register his/her name within three months of the date on which the decision of the BoR is communicated to her/him, by paying a registration fee plus such other fees duly determined by the University from time to time.

Cancellation of Registration

- h) In case of failure to register within the prescribed time, the application shall be deemed to have been cancelled unless granted permission by the Vice Chancellor on the basis of a written application.

Re-registration

- (i) Ph.D. programme shall be for a minimum duration of three years, including course work and a maximum of six years. In case of failure to submit the thesis within the stipulated time, a Ph.D. student shall have to apply for re-registration before expiry of the tenure of the existing registration. Ordinarily, a student will be allowed to be re-registered for two years once only. The continuity of research work will, however, be maintained and the candidate will be exempted from other procedural formalities, if completed earlier.

Section IV: DURATION OF THE PH.D. PROGRAMME

- a) Ph.D. programme shall be for a minimum duration of three years, including course work, to a maximum of six years from the date of admission to the Ph.D. Programme.
- b) The women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of two years for Ph.D. in the maximum duration. In addition, the women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of Ph.D. for up to 240 days.

Section V: COURSEWORK

- a) A registered candidate will have to satisfactorily complete a course work. The examinations of the course work of the University shall be

conducted by the office of the Controller of Examinations of the University. The course work must be successfully completed with at least 55% marks within a year of enrolment and the copies of the mark sheet so obtained by the candidate, has to be submitted to the Ph.D. Office through supervisor(s) concerned, for inclusion in the student's record.

- b) Minimum attendance requirement for the Course work is 75%.
- c) For Ph.D. students who have completed the Course work in other Universities and approved by the BoR as the equivalent Course Work conducted by SXUK, may be exempted from the Course Work in the University. There will be no separate fee structure for these students. The students who have completed M.Phil. from any recognised university in India may also be exempted from the course work, subject to the approval of Board of Research of the University.



**GUIDELINES REGARDING PENALTIES FOR
BREACH OF DISCIPLINE DURING
UNIVERSITY EXAMINATIONS**

Sl. No.	Nature of offense	Suggested minimum penalty
1	Copying from a book (s) / piece of paper / loose papers containing some printed / hand-written or typed notes or page(s) of books, possession and / or use of mobile phone or possession and / or use of any other type of electronic equipment during examination hours in the examination hall (except calculator, if pre-approved).	Cancellation of the paper concerned
2	Possession of or consulting / reading a book / books / a printed page / printed pages detached from a book / books, or use of any type of electronic equipment in the lavatory during examination hours.	Cancellation of the paper concerned
3	Taking away the blank answer script / additional blank sheet(s) and writing answers thereon, outside the examination hall beforehand and stitching the same with the original answer script.	Cancellation of all papers of the said examination of that semester.
4	Leaving the examination hall without submitting the answer script / submitting the same later on the plea of inadvertence or any other consideration.	Cancellation of all papers of the said examination of that semester.
5	Removing the inner page of an answer script and inserting there in written answers brought from outside keeping the cover page intact.	Cancellation of all papers of the said examination of that semester.
6	Changing the Roll Number deliberately.	Cancellation of all papers of the said examination of that semester.
7	Destroying incriminating documents	Cancellation of all papers of the said examination of that semester.

Sl. No.	Nature of offense	Suggested minimum penalty
8	Creating disturbance in the examination hall or abusing / assaulting / threatening the invigilator on duty	Cancellation of all papers of the said examination of that semester and debarment for up to one year from appearing at any examination of this university, depending on the nature and magnitude of offense.
9	Offering bribes to the invigilator / examiner (supported by evidence)	Cancellation of all papers of the said examination of that semester and debarment for up to one year from appearing at any examination of this university.
10	Recurrence of offences 1 to 8 for one or more papers / subjects	Penalty as prescribed above from 1-8 and additional penalty as decided by the Disciplinary (Examination) Committee.
11	When a person appears on behalf of the candidate at the examination concerned.	(a) Cancellation of examination and debarment from appearing at any examination of this university in future. The Roll no. of the candidate to be struck off the University records. (b) The person appearing for the candidate concerned be handed over to the police by the OIC of examinations.
12	Identity disclosure in the form writing name and / or roll no. on the answer book or loose sheet or both; deliberate mark on the answer book or loose sheet or both, tearing any page of the answer book or any other form of identity disclosure.	Cancellation of the paper concerned
Above cases are illustrative and not exhaustive. Appropriate disciplinary action may be recommended by the Disciplinary Committee in individual cases.		

Disciplinary measures leading to expulsion

Following offences by any student may lead to his / her expulsion from the University.

1. Consumption of alcohol or narcotic drugs (as specified in NDPS Act, 1985 with amendment in 2014) in the University campus.
2. Smoking in University Campus.
3. Any other offence considered by the Disciplinary Committee as a major offence.

INSTRUCTIONS, GUIDELINES AND OTHER RULES

General instructions to the students :

- ALWAYS carry your **identity card** in person.
- Do not bring / entertain outsiders in the campus premises.
- When you leave the classroom, switch off all the fans, lights and Acs.
- Keep the noise level low if a Professor is late so that other classes are not disturbed.
- Keep the University clean, it is your second home, throw your litter in the bins provided.
- Read the notices carefully every day when you come to the University and before you go home.
- Do not walk along or gather in the corridors during class hour.

Disciplinary Issues related to attending classes:

- Attendance will be taken at the beginning of a class and late comers will not be allowed to enter the lecture rooms.
- If a student is late, he / she is required to go to the Library and wait till the next class begins.
- Strict silence must be observed during lectures. Students breaking this rule may be asked to leave the lecture room and subsequently, disciplinary actions will be taken against them.

Using unfair means during C.I.A.

Students using unfair means in mid-semester examinations or in assignment submission will get zero (RA) - zero (copying) plus disciplinary action. Unfair practices include not only using but possessing cog sheets, passing on an answer sheet to another student, talking, smuggling in answer sheets, possessing mobile phones, copying the assignments etc. A repeat offence may lead to the issue of a Transfer Certificate.

Meeting the Vice-Chancellor
Students : 9-30 a.m. to 10 a.m. Parents : 10-30 a.m. to 11 a.m. Others : Strictly by appointment
Meeting the Registrar
Students : 9-30 a.m. to 10 a.m.; 3-30 p.m. to 4.30 p.m. Others : 2 p.m. to 3 p.m.

Correspondence with the University

- All correspondence should be addressed to the Vice-Chancellor or Registrar.
- In all student's correspondence with the University, it is necessary to state the name of the student, roll-number and semester details.
- Money orders, letters and any package addressed to students must be directed to their place of residence and not the University.

Notice Board and Website

Students should take great care to look up the Notice Board on coming to, and leaving the University. No excuse will be considered if Notices on the Board are ignored. Students will be required to check the University Website for important announcements or events.

Dress Code

- (I) It is recommended that students come to University in simple and



unostentatious dress suitable for an academic environment. The dress is required to be formal.

- (ii) While coming to University the students should dress keeping in mind the rich Indian culture.
- (iii) Any kind of captions or writings on shirts / T-shirts / Tops etc. is prohibited.
- (iv) For boys, only full length trousers are allowed.
- (v) For boys, Round neck T-shirts, earrings or ear / chin / nose studs are strictly prohibited.
- (vi) Any kind of sleeveless top/shirt is not allowed.
- (vii) For girls skirts or shorts are not allowed.
- (viii) Loud hair colours and extreme hair styles for boys and girls are strictly prohibited.
- (ix) In case of failure to comply with these dress codes, appropriate actions will be initiated.

Smoking

Smoking anywhere in the University campus is strictly prohibited.


Identity Card

Each student is provided with an Identity Card. This card is to be carried always and presented when borrowing books from the Library / Reading Room, playing games in the Common Room, attending University social functions, etc.

- The Identity Card must not be passed on for use to anyone else.
- If the Identity Card is lost, the Dean or Registrar's office must be informed immediately. A new Identity Card may be issued on payment of ₹100.
- In case of transfer or withdrawal from the University, this card must be returned to the University Office.

Mobile Phone

Use of mobile phones within the building including the canteen is not permitted. However one may use it outside the building. In case of



violation of this code, ₹ 500/- fine will be imposed for the first offence. Thereafter the phone may be confiscated.

Posters

No poster is to be pasted or fixed anywhere on the University walls. For any writing on the walls, fines and other disciplinary measures will be imposed.

Parking

- Entry of cars is allowed only with valid St. Xavier's University stickers.
- Scooters and motorcycles may be wheeled in and parked in the designated area.
- Students without helmets will not be allowed to park their two wheelers inside the University campus.
- The University takes no responsibility for the loss or damage of vehicles/ bicycles.
- Good civic sense demands that cars and motor cycles are not parked on the pavement outside the boundary wall.

Text Books

- Students, should, as soon as possible, procure at least one text book for each subject recommended by the University. When so directed by the professors, they must bring the text books to the University for the purpose of making use of these books during lectures.
- Reference books may be available from the library.

Transfer Certificates

Applications must reach the Registrar's Office at least 7 days before the issue of such certificate.

Ragging

Ragging of any kind and magnitude inside / outside the University campus will not be tolerated and disciplinary action will be taken accordingly. Any incident of ragging must be brought to the notice to the Anti-Ragging Committee / Cell of the University.

Absence

For long and repeated absences which could affect the required attendance percentage, **it is the student's responsibility** to keep a duplicate of the excuse letter submitted with the Dean's signature. The Medical Certificates and Prescriptions covering the period of illness must be submitted.

Social Media Usage / Cyber Rules

Students may use any form or type of social networking sites for their personal communication only. The use of social media to harass, threaten, insult and defame individual students, groups of students, faculty members or any other staff member of the University is dealt with very seriously, and the appropriate disciplinary measure will be taken, which may lead to the suspension or expulsion from the University.

The Vice-Chancellor is endowed with absolute authority to take final decision in such cases.



“He who goes about to reform the world must begin with himself,
or he loses his labour.”

— St. Ignatius of Loyola

UNIVERSITY FEES

1. The University Fees will be accepted only online through Credit Card, Debit Card or Net Banking. Those who seek admission to the University should ensure that they are equipped and conversant with the online payment system.
2. **Fee Refund Policy**
University follows UGC Fee Refund Guidelines, October 2018.
3. **Refund of Excess Fees Paid Online**
In case of any fees having been paid online more than once, the payer is requested to contact Finance Office.
4. **Educational Scholarship**
It will be announced on the website and also through Notice Board.
5. **Last Dates for the Payment of Semester Fees**

1st Semester	At the time of admission / readmission
3rd Semester	30th August 2021
5th Semester	30th August 2021
2nd Semester	30th January 2022
4th Semester	30th January 2022
6th Semester	30th January 2022

6. **Late Fine**

3rd and 5th Semesters

31st August to 15th September 2021	₹1000
16th September to 30th September 2021	₹2,000

2nd, 4th and 6th Semesters

31st January to 15th February 2022	₹1,000
16th February to 28th February 2022	₹2,000

ST. XAVIER'S UNIVERSITY KOLKATA**Admission Fee for all courses : ₹30,000****Security deposit (refundable) : ₹ 5,000****Semester-wise Course Fees (Undergraduate Courses)**

Course	Tuition Fee	Development Fee	Examination Fee	Library Fee	Other Fees	Total
B.Com. (Hons.)	38,600	5,800	2,000	1,200	900	48,500
B.M.S. (Hons.)	38,600	5,800	2,000	1,200	900	48,500
B.A. English (Hons.)	38,600	5,800	2,000	1,200	900	48,500
B.A. Economics (Hons.)	38,600	5,800	2,000	1,200	900	48,500
B.A. Mass Comm. (Hons.)	48,000	7,200	2,500	1,500	1,300	60,500

Fee structure of the sponsored category : 2 times of the course fees (excluding admission fee)**Fee structure of foreign students:**

- (i) SAARC Countries: same course fees
- (ii) Other Asian countries: 2 times of the course fees mentioned
- (iii) All other foreign countries: 3 times of the course fees mentioned
- A student will be required to pay an alumni membership fee of Rs. 5,000 along with final semester fees.

ST. XAVIER'S UNIVERSITY KOLKATA
B.Com.-LLB (Hons.) & B.A.-LLB (Hons.)

Admission Fee : ₹ 30,000 | Refundable Security Deposit : ₹ 5,000

Course	Tuition Fee	Development Fee	Examination Fee	Library Fee	Other Fees	Total
Semester 1	48,000	7,000	2,500	1,500	1,000	60,000
Semester 2	48,000	7,000	2,500	1,500	1,000	60,000
Semester 3	48,000	7,000	2,500	1,500	1,000	60,000
Semester 4	48,000	7,000	2,500	1,500	1,000	60,000
Semester 5	48,000	7,000	2,500	1,500	1,000	60,000
Semester 6	48,000	7,000	2,500	1,500	1,000	60,000
Semester 7	57,600	8,400	3,000	1,800	1,200	72,000
Semester 8	57,600	8,400	3,000	1,800	1,200	72,000
Semester 9	57,600	8,400	3,000	1,800	1,200	72,000
Semester 10	57,600	8,400	3,000	1,800	1,200	72,000

Note : ₹ 5,000 alumni membership for will be added to the 10th Semester total fee payment.

ST. XAVIER'S UNIVERSITY KOLKATA

Admission fee for all courses : ₹30,000

Security deposit (refundable) : ₹ 5,000

Semester-wise Course Fees (Postgraduate Courses)

Course	Tuition Fee	Development Fee	Examination Fee	Library Fee	Other Fees	Total
M.Com.	40,000	6,000	2,000	1,500	1,000	50,500
M.A. English	40,000	6,000	2,000	1,500	1,000	50,500
M.A. Economics	40,000	6,000	2,000	1,500	1,000	50,500
M.A. Mass Communication	60,000	8,400	2,800	1,800	1,500	74,500
M.S.W. Mass	34,500	6,000	2,000	1,500	1,000	45,000
M.A. Psychology	40,000	6,000	2,000	1,500	1,000	50,500

(i) Sponsored category : 2 times of the course fees (excluding admission fee)

(ii) SAARC Countries: same course fees

(iii) Other Asian countries: 2 times of the course fees

(iv) All other foreign countries: 3 times of the course fees

- A student will be required to pay an alumni membership fee of ₹ 5,000 along with final semester fees.

CALENDAR 2021 - 22

July 2021

1 Thu
2 Fri
3 Sat
4 Sun
5 Mon
6 Tue
7 Wed
8 Thu
9 Fri
10 Sat
11 Sun
12 Mon
13 Tue
14 Wed
15 Thu
16 Fri
17 Sat
18 Sun
19 Mon
20 Tue
21 Wed
22 Thu
23 Fri
24 Sat
25 Sun
26 Mon
27 Tue
28 Wed
29 Thu
30 Fri
31 Sat

**Feast of St. Ignatius of Loyola (1491 - 1556)
Founder of The Society of Jesus. — Holiday**

August 2021

1	Sun		
2	Mon	CI	Commencement of Classes for UG Sems. III & V, PG Sem. III
3	Tue	CI	Commencement of Classes for Law (UG) Sems. III & V
4	Wed	CI	
5	Thu	CI	
6	Fri	CI	
7	Sat	CI	
8	Sun		
9	Mon	CI	
10	Tue	CI	
11	Wed	CI	
12	Thu	CI	Commencement of Classes for PG Sem. I, & MBA Sem. I
13	Fri	CI	
14	Sat	CI	
15	Sun		Independence Day
16	Mon	CI	Commencement of Classes for MBA Sem. III
17	Tue	CI	
18	Wed	CI	
19	Thu	CI	
20	Fri		Muharram — Holiday
21	Sat	CI	
22	Sun		
23	Mon	CI	Commencement of Classes for UG Sem. I & Law Sem. I
24	Tue	CI	
25	Wed	CI	
26	Thu	CI	
27	Fri	CI	
28	Sat	CI	
29	Sun		
30	Mon		Janmastami — Holiday Last date of the payment of 3rd & 5th Semesters' fees
31	Tue	CI	

September 2021

1	Wed	CI	
2	Thu	CI	
3	Fri	CI	
4	Sat	CI	
5	Sun		Teachers' Day
6	Mon	CI	
7	Tue	CI	
8	Wed	CI	
9	Thu	CI	
10	Fri	CI	
11	Sat	CI	
12	Sun		
13	Mon	CI	
14	Tue	CI	
15	Wed	CI	
16	Thu	CI	
17	Fri	CI	
18	Sat	CI	
19	Sun		
20	Mon	CI	
21	Tue	CI	
22	Wed	CI	
23	Thu	CI	
24	Fri	CI	
25	Sat	CI	
26	Sun		
27	Mon	CI	Commencement of CIA Examinations for UG Sems. I, III & V, PG Sems. I & III, MBA Sems. I & III & Law (UG) Sems. I, III & V
28	Tue	CI	
29	Wed	CI	
30	Thu	CI	

October 2021

1	Fri	CI	
2	Sat		Gandhi Jayanti — Holiday
3	Sun		
4	Mon	CI	
5	Tue	CI	
6	Wed		Mahalaya — Holiday
7	Thu	CI	
8	Fri	CI	
9	Sat	CI	
10	Sun		
11	Mon		Puja Vacation begins
12	Tue		Durga Puja — Saptami
13	Wed		Durga Puja — Ashtami
14	Thu		Durga Puja — Navami
15	Fri		Durga Puja — Dashami
16	Sat		
17	Sun		
18	Mon		
19	Tue		Fateha Dwaz-Daham
20	Wed		Laxmi Puja
21	Thu	CI	University reopens
22	Fri	CI	
23	Sat	CI	
24	Sun		
25	Mon	CI	Notification for End Semester Examinations for UG Sems. I, III & V, PG Sems. I & III, MBA Sems. I & III & Law(UG) Sems. I, III & V
26	Tue	CI	
27	Wed	CI	
28	Thu	CI	
29	Fri	CI	
30	Sat	CI	
31	Sun		

November 2021

1	Mon	CI	
2	Tue	CI	
3	Wed	CI	
4	Thu		Kali Puja — Holiday
5	Fri		Diwali — Holiday
6	Sat		Bhatridwitya — Holiday
7	Sun		
8	Mon	CI	
9	Tue	CI	
10	Wed	CI	
11	Thu	CI	
12	Fri	CI	
13	Sat	CI	
14	Sun		
15	Mon	CI	
16	Tue	CI	
17	Wed	CI	
18	Thu	CI	
19	Fri		Birth Anniversary of Guru Nanak — Holiday
20	Sat	CI	
21	Sun		
22	Mon	CI	
23	Tue	CI	Last day of Instruction for UG Sems. I, III & V, PG Sems. I & III, MBA Sems. I & III & Law (UG) Sems. I, III & V
24	Wed	CI	
25	Thu	CI	
26	Fri	CI	
27	Sat	CI	
28	Sun		
29	Mon	CI	Commencement of End Semester Theory Examinations for UG Sems. I, III & V, PG Sems. I & III, MBA Sems. I & III & Law(UG) Sems. I, III & V
30	Tue	CI	

December 2021

1	Wed	
2	Thu	
3	Fri	Feast of St. Francis Xavier — Patron of the University – Holiday
4	Sat	
5	Sun	
6	Mon	
7	Tue	
8	Wed	
9	Thu	
10	Fri	
11	Sat	
12	Sun	
13	Mon	Commencement of End Semester Practical / Viva-Voce Examinations for MBA Sems. I & III
14	Tue	Commencement of End Semester Practical / Viva-Voce Examinations for UG Sems. I, III & V, PG Sems. I & III & Law (UG) Sems. I, III & V
15	Wed	
16	Thu	
17	Fri	
18	Sat	
19	Sun	
20	Mon	
21	Tue	
22	Wed	
23	Thu	
24	Fri	Christmas holidays begin
25	Sat	Christmas
26	Sun	
27	Mon	
28	Tue	
29	Wed	
30	Thu	
31	Fri	

January 2022

1	Sat		New Year's Day
2	Sun		
3	Mon	CI	University reopens and Classes resume for UG Semesters II, IV & VI, PG Semesters II & IV, MBA Semesters II & IV and Law (UG) Sems. II, IV & VI
4	Tue	CI	
5	Wed	CI	
6	Thu	CI	
7	Fri	CI	
8	Sat	CI	
9	Sun		
10	Mon	CI	
11	Tue	CI	
12	Wed		Birth Anniversary of Swami Vivekananda — Holiday
13	Thu	CI	
14	Fri	CI	
15	Sat	CI	
16	Sun		
17	Mon	CI	
18	Tue	CI	
19	Wed	CI	
20	Thu	CI	
21	Fri	CI	
22	Sat	CI	
23	Sun		Birthday of Netaji
24	Mon	CI	
25	Tue	CI	
26	Wed		Republic Day — Holiday / Sishu Mela
27	Thu	CI	
28	Fri	CI	
29	Sat	CI	
30	Sun		Last day for payment of 2nd, 4th & 6th Semesters' Fees
31	Mon	CI	

February 2022

1	Tue	Cl	
2	Wed	Cl	
3	Thu	Cl	
4	Fri	Cl	
5	Sat		Saraswati Puja — Holiday
6	Sun		
7	Mon	Cl	
8	Tue	Cl	University Foundation Day
9	Wed	Cl	
10	Thu	Cl	
11	Fri	Cl	
12	Sat	Cl	
13	Sun		
14	Mon	Cl	
15	Tue	Cl	
16	Wed	Cl	
17	Thu	Cl	
18	Fri	Cl	
19	Sat	Cl	
20	Sun		
21	Mon	Cl	
22	Tue	Cl	
23	Wed	Cl	
24	Thu	Cl	
25	Fri	Cl	
26	Sat	Cl	
27	Sun		
28	Mon	Cl	Commencement of CIA Exams. for UG Sems. II, IV & VI, PG Sems. II & IV, MBA Sems. II & IV & Law(UG) Sems. II, IV & VI Notification for End Semester Examinations for MBA Sem. IV

March 2022

1	Tue	CI	
2	Wed	CI	
3	Thu	CI	
4	Fri	CI	
5	Sat	CI	
6	Sun		
7	Mon	CI	
8	Tue	CI	
9	Wed	CI	
10	Thu	CI	
11	Fri	CI	
12	Sat	CI	
13	Sun		
14	Mon	CI	
15	Tue	CI	
16	Wed	CI	
17	Thu	CI	
18	Fri		Doljatra — Holiday
19	Sat		Holi — Holiday
20	Sun		
21	Mon	CI	Notification for End Semester Examinations for UG Sem. VI & PG Sem. IV
22	Tue	CI	Last day of Instruction for MBA Sems. IV
23	Wed	CI	
24	Thu	CI	
25	Fri	CI	
26	Sat	CI	
27	Sun		
28	Mon	CI	Commencement of End Semester Theory Examinations for MBA Sem. IV
29	Tue	CI	
30	Wed	CI	
31	Thu	CI	

April 2022

1	Fri	CI	
2	Sat	CI	
3	Sun		
4	Mon	CI	Notification for End Semester Examinations for UG Sems. II & IV, PG Sem. II., MBA Sem. II & Law (UG) Sems. II , IV & VI Commencement of End Semester Practical / Viva-Voce Examinations for MBA Sem. IV
5	Tue	CI	
6	Wed	CI	
7	Thu	CI	
8	Fri	CI	
9	Sat	CI	
10	Sun		
11	Mon	CI	
12	Tue	CI	
13	Wed	CI	
14	Thu		Birth Anniversary of Dr. B. R. Ambedkar / Maundy Thursday — Holiday
15	Fri		Good Friday / Bengali New Year — Holiday
16	Sat		Holy Saturday — Holiday
17	Sun		Easter Sunday
18	Mon	CI	
19	Tue	CI	Last day of Instruction for UG Sem. VI & PG Sem. IV
20	Wed	CI	
21	Thu	CI	
22	Fri	CI	
23	Sat	CI	
24	Sun		
25	Mon	CI	Commencement of End Semester Theory Examinations for UG Sem. VI & PG Sem. IV
26	Tue	CI	
27	Wed	CI	
28	Thu	CI	
29	Fri	CI	
30	Sat	CI	

May 2022

1	Sun		May Day — Holiday
2	Mon		Commencement of End Semester Practical / Viva-Voce Examinations for UG Sem. VI
3	Tue		Id-UI-Fitar — Holiday
4	Wed	CI	
5	Thu	CI	
6	Fri	CI	
7	Sat	CI	
8	Sun		
9	Mon	CI	Rabindra Jayanti
10	Tue	CI	Last day of Instruction for UG Sems. II & IV, PG Sem. II, MBA Sem. II & Law (UG) Sems. II, IV & VI
11	Wed		
12	Thu		
13	Fri		
14	Sat		
15	Sun		
16	Mon		Commencement of End Semester Theory Examinations for UG Sems. II & IV, PG Sem. II, MBA Sem. II & Law (UG) Sems. II, IV & VI
17	Tue		
18	Wed		
19	Thu		
20	Fri		
21	Sat		
22	Sun		
23	Mon		Commencement of End Semester Practical / Viva-Voce Examinations for MBA Sem. II
24	Tue		
25	Wed		
26	Thu		
27	Fri		
28	Sat		
29	Sun		
30	Mon		
31	Tue		Commencement of End Semester Practical / Viva-Voce Examinations for UG Sem. II & VI, PG Sem. II & Law(UG) Sems. II, IV & VI



June 2022

1	Wed
2	Thu
3	Fri
4	Sat
5	Sun
6	Mon
7	Tue
8	Wed
9	Thu
10	Fri
11	Sat
12	Sun
13	Mon
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30	Thu



Memoranda



Memoranda



Memoranda



Memoranda



Memoranda



Memoranda



Memoranda



Memoranda



Memoranda



Phone Numbers

Reception	: 033 6624 9881
Office of the Vice-Chancellor	: 033 6624 9812 / 9815
Office of the Pro-Vice-Chancellor	: 033 6624 9871
Office of the Registrar	: 033 6624 9821 / 9823
Office of the Finance Officer	: 033 6624 9831 / 9832 / 9833
Campus Minister	: 033 6624 9824
Office of the Campus Minister	: 033 6624 9822
Dean of Commerce and Management	: 033 6624 9835
Dean of Commerce and Management - Office	: 033 6624 9837
Dean of Arts and Social Studies	: 033 6624 9836
Dean of Arts and Social Studies - Office	: 033 6624 9838
Dean of Xavier Business School (XBS)	: 033 6624 9865
Dean of Xavier Business School (XBS)-Office	: 033 6624 9872
Dean of Xavier Law School (XLS)	: 033 6624 9890
Dean of Xavier Law School (XLS) - Office	: 033 6624 9849
Liaison Officer	: 033 6624 9813
Placement Officer	: 033 6624 9856
Placement Office	: 033 6624 9852
Sports Officer	: 033 6624 9834
Librarian (General Library)	: 033 6624 9826
Law Librarian	: 033 6624 9808
IQAC Coordinator	: 033 6624 9811
IQAC – Office	: 033 6624 9859
City Office	: 033 2255 1102

2021 - 2022

JULY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
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AUGUST						
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SEPTEMBER						
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OCTOBER						
S	M	T	W	T	F	S
31					1	2
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NOVEMBER						
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DECEMBER						
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JANUARY						
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FEBRUARY						
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MARCH						
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APRIL						
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MAY						
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JUNE						
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2022 - 2023

JULY						
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AUGUST						
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SEPTEMBER						
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OCTOBER						
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NOVEMBER						
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DECEMBER						
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JANUARY						
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FEBRUARY						
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26	27	28				

MARCH						
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APRIL						
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MAY						
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28	29	30	31			

JUNE						
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