



10th July, 2024

FOR INFORMATION

It is being notified to all concerned that the following Academic Rules and Regulations for the **Post Graduate Degree Programmes**, framed by St. Xavier's College (Autonomous), Kolkata will be applicable for the students admitted in the year 2024.

All the rules are subject to change. Any change in this respect will be communicated through College website.

Rev. Dr. Dominic Savio, SJ

Principal
St. Xavier's College
(Autonomous)
Kolkata

Rules and Regulations for 2-year Post-Graduate Degree Courses

(All Rules are subject to change)

Section 1

1.1 Two year Post Graduate degree Courses (as on 1st July 2024):

Degree	Course / Specialisation	Marks
M. Com.	Accounting & Finance	1600
M. Com.	Marketing Management	1600
M.Sc.	Computer Science	1600
M.Sc.	Physics	1600
M.Sc.	Microbiology	1600
M.Sc.	Economics	1600
M.Sc.	Data Science	1600

Degree	Course / Specialisation	Marks
M.A.	English	1600
M.A.	Political Science	1600
M.A.	Bengali	1600
M.A.	Sociology	1600
M.A.	Education	1600
M.A.	History	1600

1.2 Admission Process

Guidelines for admission procedure are prepared by the Admission Committee of each department in consultation with the Principal for the approval of The Governing Body. Admission norms and procedures for application are announced through the College Website and also through the departmental notice boards.

1.3 Registration

A student who is selected for enrolment for a particular Post graduate degree course offered by the College 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. The Applicant must have passed Graduation Examination not earlier than 5 years from the date of Application for the PG Course.

Section 2

Attendance

2.1 Attendance Requirement

For all Post Graduate Degree course, minimum attendance requirement is 75% in each paper. Attendance for Project/ Internship: Supervisor's certificate/Company certificate is needed.

2.2 Condonation

Condonation is allowed for attendance of not less than 55% (60% for M.Com.) in each subject. A student who has attendance between 55% (60% for M.Com.) and 74% in any subject on grounds of illness, involvement in co-curricular or extra-curricular activities (as approved by the College) will have to seek condonation from the Principal / Vice Principal.

- (a) In case of illness, a student must submit a medical certificate along with an application for leave. Leave application must be submitted within three days of the student's absence. Submission of leave-application in itself will not ensure condonation.
- (b) In case of co-curricular activities or extra-curricular activities, a student must obtain prior approval in writing from the Vice-Principal / Dean and obtain written confirmation of his / her participation from the concerned authorities. While calculating the attendance percentage of the students representing the College in NCC sports and AICUF, due consideration will be given to the days when they so represented the College. Condonation in each case must be in explicit written form authorized by the Principal / Vice-Principal.
- (c) A student who is condoned will have to pay a condonation fee as per the notification.

2.3 A student will be debarred from appearing for the Semester Examination in the paper/papers in which he/she has less than the required attendance without condonation. A student so debarred may be permitted to appear for that paper only after completion of the course and on the condition that he / she satisfies attendance requirements. 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.

If the aggregate attendance is between 40% and 59% for the 1st and 2nd Semester together the student will not be allowed to continue to the next appropriate semester. He/she will be re-enrolled.

- 2.4 Name of a student with attendance below 40% in all the papers in a Semester taken together may be struck off the College Rolls or he/she may be allowed to repeat the Semester in the following academic year, subject to the discretion of the Principal or Vice-Principal.
- 2.5 The name of a student who is continuously absent for 15 working days without submitting any information to the College will be struck off the College Rolls.
- 2.6 Attendance at Internship – If the internship is approved by the College, certificate of the competent authority of the respective organisation is needed.

Section 3

Curriculum Structure

Curriculum Structure and Syllabus can be found in the respective Department page on the College website.

Section 4

Continuous Internal Assessment

- 4.1 CIA comprises 20% of the total weightage of each paper. There is no minimum qualifying mark.
- 4.2 A minimum of 50% of total CIA marks is allotted for the written form of tests. Remaining 50% is allotted to seminar, presentation, class participation, assignments or any other relevant class room activity.
- 4.3 Each department will inform the students about the CIA programme at the beginning of the semester.
- 4.4 Final CIA results will be displayed on the Students' Notice Board. Subsequently the marks will be sent to the Controller of Examinations by the Dean/HOD/Prof.-in-Charge of the department.

Section 5

Eligibility Criteria for Appearing in Semester Examination

- 5.1 A student must have required attendance in each paper and condonation may be granted.
- 5.2 A student must pay the examination fee and submit the examination form by the notified last date. Only those students who are found eligible will be issued the admit card for the semester examinations.
- 5.3 A student who has any disciplinary charge against his or her name may not be permitted to appear at the semester examination.

Section 6

Continuation from 1st Year to 2nd Year

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 7

Re-Enrolment

- 7.1** A student who fails to qualify for 2nd Year may be permitted to re-enrol in the next Academic Session in the appropriate Semester either as a Casual or as a Regular student.
- 7.2** 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 a Re-enrolment Fee and the Examination Fee.
- 7.3** A student who has been debarred on the basis of insufficient attendance in any paper / papers in any semester and who does not satisfy Continuation criteria, will be allowed to re-enrol as a Regular student. A Regular student will have to attend classes only in those papers where insufficient attendance occurred and appear for Semester Examinations in the Arrear papers. Such a student will be permitted to appear for CIA for the appropriate paper. 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. Such a regular student will have to pay Tuition Fee, Session Fee and Laboratory Fee (if any) and the Examination Fee. Tuition fee will be proportional (for the subjects for which he / she will be required to attend classes).
- 7.4** A student with disciplinary charges against his / her name will be separately treated and such cases will be forwarded to the Principal for final decision.

Section 8

Pass Mark

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

Aggregate — 40%

Section 9

Arrear Papers

- 9.1** An Arrear Paper is one in which a student fails to secure the minimum pass mark. An 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 in the Arrear Paper in the next appropriate semester.

- 9.2** 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 / absent.

Section 10

Supplementary Examination

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

Section 11

Review

- Review is permitted for theoretical papers/ modules of Regular and Arrear, and Supplementary examinations of the penultimate and final semesters and for those practical examinations which are computer based.
- Review is not permissible for Internal Assessment, Lab-based Practical Examinations, Foundation courses and Project/Dissertation.
- For review, supplementary and arrear examinations in any paper, the highest marks among the all marks obtained in that paper will be considered as the final marks.

Section 12

Grafting

Rules for grafting for the candidates with only one arrear paper between semester I and semester IV.

1. Eligibility criteria :

- i. The applicant, after appearing for all the papers of all the Semesters, 1 to 4, has but one arrear (failed) paper.

ii The deficiency of marks obtained in the failed paper must not be greater than 20% of the full marks of that paper.

iii Grafting procedure is to be completed within the registration period. This will be applicable from July, 2021 batch.

2. Procedure for grafting

i. The grafting will involve the failed paper (acceptor) and one / two donor (from which the grafting will be made) paper(s).

ii. The 1st potential donor paper is that in which highest marks have been obtained.

iii. If the 2nd donor paper is required, the paper with the 2nd highest marks will be considered.

iv The maximum number of marks that can be transferred from any donor is 5 (five).

v. If the deficiency, in a paper of full marks above 50, is more than 5, then 5 marks are to be grafted from one paper and the remaining part, from another paper. If the required marks are not available from the second donor paper, then grafting will not be possible.

- Marks transference will be allowed from theory to theory or practical to practical papers. If there is only one practical paper in the course, the transference between the practical paper and the relevant theory paper will be allowed.
- Any application for grafting will be considered after the completion of the entire examination process, that is, after the publication of the results of review and supplementary examinations.

Notes :

- It allows transfer of marks from one or two papers to make up the deficiency of marks in the failed paper.
- It is to be noted that grafting will not change the aggregate marks obtained by the student.
- After the grafting the paper will be marked as passed. Hence, there will be no provision to appear for the examination again.

Section 13

Seeing Answer Scripts

- 13.1** A student may apply to see his or her answer script only after the review process is completed. No review will be allowed after seeing the answer script. There is no scope for alteration of marks at the stage of seeing answer scripts.
- 13.2** 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.
- 13.3** Seeing answer scripts are not permitted for practical papers (Practicum for MA in Education) or project papers.
- 13.4** HOD / Subject teacher will be present at the time of seeing answer script and will give necessary feed back to the Controller.

Section 14

Credit and Grading System

- 14.1** A student has to earn 96 Credits (for MA in Education Subject based 90 academic credits ; Foundation course 2 + 2 academic credits and 4 non-academic credits out of which 1 credit is a social credit through Vidyadeepam social outreach) in order to successfully complete a PG programme.

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

- 14.2** Grading system is mentioned in the following table:

For current 2nd year batch onwards:

Grade	Grade point	Range	Marks Equivalents	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
D	0	<4.50	<40%	Not Satisfactory

For the batches admitted in the Academic Year 2021-22 onwards:

Letter Grade	% Marks Range	Grade point	Attribute
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O	90 – 100	9.0 – 10.0	Outstanding
A+	80 – 89	8.0 – 8.9	Excellent
A	70 – 79	7.0 – 7.9	Very good
B+	60 – 69	6.0 – 6.9	Good
B	50 – 59	5.0 – 5.9	Above Average
C	40 – 49	4.0 – 4.9	Average
F	<40	0	Fail
Ab		0	Absent

Section 15

Award / Degree

- First Class Degree is awarded for marks 60% or above.
- Second Class Degree is awarded for marks between 40% and 59%.
- A rank certificate will be issued to students who passed all papers in 1st attempt.

Section 16

Mark Sheet, Migration Certificate, etc.

- 16.1** Mark sheets and grade sheets will be issued separately.
- 16.2** For students debarred on the basis of attendance, migration certificate will be issued only after the completion of the course.
- 16.3** For attendance debarred students, who are interested in pursuing their research abroad, statement of marks may be arranged based on application. It will be mentioned in the statement of marks the reason for not issuing the consolidated mark sheet and hence the transcript.