10th July, 2024

FOR INFORMATION

It is being notified to all concerned that the following Academic Rules and Regulations for the **Undergraduate 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 Undergraduate Degree Courses (2024-Batch Onwards)

(Subject to Modification)

Section 1:   Courses

1.1   Under Graduate Degree Courses (As on 1st July, 2024)

Degree	Course / Specialisation	Total Credit
B.Com (Honours / Honours with Research)	4-Year Degree Programme with Exit Option after 3 Years	176
B.M.S. (Honours / Honours with Research)	4-Year Degree Programme with Exit Option after 3 Years	174
B.Sc. (Honours / Honours with Research)	Physics, Chemistry, Mathematics, Statistics, Computer Science, Microbiology, Economics, Mass Communication & Videography - 4-Year Degree Programme with Exit Option after 3 Years	174
B.A. (Honours / Honours with Research)	English, Bengali, Political Science, Sociology, History - 4-Year Degree Programme with Exit Option after 3 Years	174
B.A.	3-Year Degree Programme on Humanities and Social Science	122

1.2   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 five years from the year of passing the previous qualifying examination.

The year of admission will not be taken into account while calculating 5 years from the year of passing the previous qualifying examination.

1.3   Registration

A student who is selected for enrolment in a particular course offered by the College will have to complete admission procedures and get himself/herself registered within the notified time period. The Registration of a student is valid for 7 years including the academic year in which the registration was granted.

Section 2:   Attendance

A student must obtain a minimum of 75% attendance in each paper individually – (Major/Minor/ Multi-Disciplinary / Ability Enhancement / Skill Enhancement / Value-Added).

2.1   A student who has less than 75% attendance will have to seek condonation from the Principal/Vice-Principal on grounds of illness or involvement in extra-curricular activities approved by the College.

   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 extra-curricular activities, a student must obtain written confirmation of his/her participation from the concerned authorities: Head of Department/Presidents of College Societies/Director of Sports/Director of NSS / NCC officer-in-Charge/AICUF Adviser, countersigned by the Vice-Principal. When calculating the attendance percentage of the students representing the College in NCC and sports, 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 within notified period of time.

2.2   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.

   For attendance debarred cases, a student may be permitted to appear for that paper / papers only after completion of the course subject to the condition that he/she satisfies attendance and Continuous Internal Assessment 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.

2.3   A student with attendance below 40% in all the papers in a semester taken together may be struck off the College Rolls and such a student will not be eligible for re-enrollment.

   However, subject to the discretion of the Principal, such a student may be allowed to repeat the semester in the following academic year. The student will not be allowed to move forward to the next semester until he/she completes the said semester with the required attendance. In such a case, the attendance and marks of the said semester cannot be carried forward. This opportunity, if allowed, will be applicable for the following academic year only.

Section 3:   Course Structure

3.1 Bachelor of Commerce

NOMENCLATURE OF THE DEGREES

a. **Bachelor of Commerce (Honours)** - Four-Year (Eight Semesters) - A student will be awarded the honours degree after completing 176 credits.

b. **Bachelor of Commerce (Honours with Research)** - Four-Year (Eight Semesters) - If a student secures a minimum of 75% marks in first six semesters may opt for honours with research in 4th year. The student will be required to complete a research project/dissertation under the guidance of a Faculty member.

Note: Students completing the 4-years programme may join the Master degree programme and complete the same in one year. Also a student completing the B.Com. (Honours with Research) may directly be allowed to join the Ph.D. Programme.

c. **Bachelor of Commerce (exit option)** - A student will be awarded the degree after completing 132 credits. Such a student may join the Master degree programme and complete the same in two years.

CREDIT STRUCTURE OF THE B. COM. PROGRAMME

Semester	MAJOR (CORE)		MINOR		MDC		AEC		SEC		VAC		INTERNSHIP (2) & COMMUNITY ENGAGEMENT & SERVICE (NSS) (1)	TOTAL CREDITS
	PAPERS	CREDITS	PAPERS	CREDITS	PAPERS	CREDITS	PAPERS	CREDITS	PAPERS	CREDITS	PAPERS	CREDITS		
		4 or 6*		4		4		2		3		2		
I	2	8	1	4	1	4	2	4			1	2		22
II	2	8	1	4	1	4	2	4			1	2		22
III	2	8	1	4	1	4			1	3	1	2		21
IV	2	8	1	4	1	4			1	3	1	2		21
V	4	16	1	4					1	3				23
VI	4	16	1	4									3	23
VII*	4	18	1	4										22
VIII*	4	18	1	4										22
	24	100	8	32	4	16	4	8	3	9	4	8	3	176

Note: Core, Minor, MDC, SEC courses will be of 100 marks, each. The AEC and VAC courses will be of 50 marks, each.

EXPLANATION OF THE COURSES

The programme will consist of the following seven categories of courses as given below:

- **Major (Core)** discipline is the discipline or subject of main focus.
- **Major (Core) Electives –** students will choose courses of their interest in the third/fourth year.
- **Minor** discipline helps a student to gain a broader understanding beyond the major discipline.
- **Multi-disciplinary (MDC)** are courses from other disciplines.
- **Ability Enhancement Courses (AEC)** includes courses in;
  i. *Modern Indian Language - (Bengali/Hindi/Alternative English)*
  ii. *Business Communication*

The emphasis in these courses is on language, communication skills, critical reading, and academic writing skills to enable students to express themselves coherently in written form and in discussion.

- **Skill Enhancement Courses (SEC)** are designed to impart practical skills, and hands-on training.
- **Value-Added Courses (VAC)** include courses in;
  i. *Spirituality and Inter-Religious Harmony*
  ii. *Panchkosha: Holistic Personality Development*
  iii. *Environmental Education*
- **Internship/Community Outreach** will allow students to obtain experience in industry, research labs, business, community service, learning projects. **Internship and Community Outreach (NSS)** will have to be completed by all students.

- The credit for community engagement and service is to be earned by students devoting a minimum of 45 hours.

- There will be an additional credit for co-curricular activities. A student has to perform co-curricular activities for at least 45 hours to earn this credit.

3.2 Arts and Science

SEMESTER-WISE COURSE BREAK-UP OF THE HONOURS PROGRAM

TABLE 1:

Semester	1	2	3	4	5	6	7	8	Total Papers
Major	2	2	2	2	4	4	4	3*	23
Minor	1	1	1	1	1	1	2		8
Multi-Disciplinary	1	2							3
Ability Enhancement	1		1						2
Skill Enhancement			1	2					3
Value-Added	1	1	1	1					4
Internship				**					
Total Credits (per semester)	21	20	21	22	20	20	32	18	
* In Semester 8, students not undertaking research will study 3 papers for 18 credits in lieu of a research project/ dissertation for 18 credits. (*Refer to Section 5 below for eligibility for research project/ dissertation.*) **Internship of 2 credits to be completed by Semester 4									

CREDIT STRUCTURE

TABLE 2

COURSE	CREDIT PER PAPER	TOTAL NO. OF PAPERS (ALL SEMESTERS)	TOTAL CREDITS
Major Semesters 1-6	4	16	64
Major Semesters 7-8	6	7	42
Minor	4	8	32
Multi- Disciplinary	3	3	9
Ability Enhancement	4	2	8
Skill Enhancement	3	3	9
Value-Added	2	4	8
Internship			2*
			174
*Internship of 2 credits to be completed by Semester 4			

For Arts and Science departments, one credit for internship is to be earned by students through social work involving community engagement and service devoting a minimum of 45 hours.

There will be an additional credit for co-curricular activities. A student has to perform co-curricular activities for at least 45 hours to earn this credit.

Minor Courses and Choices

In the Table given below, subjects in **BOLD** indicate the honours department. Choice of Minor is listed column-wise for each Honours department.

Choice of Minor courses will be recorded at the time of enrolment.

MINOR COMBINATIONS: FOR SCIENCE DEPARTMENTS (AND BIOTECHNOLOGY)

	MATHS	PHYSICS	ECO	CHEM	STATS	COMP SC	MICROBIO	BIOTECH
POOL 1 FOR MINOR 1 SEM 1-4			MATH	MATHS		MATHS	MATHS	MATHS
	CHEM	CHEM			CHEM	CHEM	CHEM	CHEM
	COM SC	COM SC	COM SC		COM SC			
	ECO	ECO			ECO	ECO		
			SOCIO					

	MATHS	PHYSICS	ECO	CHEM	STATS	COMP SC	MICROBIO	BIOTECH
POOL 2 FOR MINOR 2 SEM 5 - 7	PHYSICS			PHYSICS	PHYSICS	PHYSICS	PHYSICS	PHYSICS
		MATHS			MATHS			
	STATS	STATS	STATS			STATS		
			COM SC				COM SC	COM SC
	MICROBIO	MICROBI			MICROBIO			MICROBIO
		BIOTECH	POL SC	BIOTECH	BIOTECH	BIOTECH	BIOTECH	
	AI	AI	AI	AI	AI		AI	AI

AI Stands for Artificial Intelligence

MINOR COMBINATIONS: FOR ARTS (AND MASS COMMUNICATION)

	ENGLISH	POL SCIENCE	SOCIOLOGY	BENGALI	MASS COM
POOL 1 FOR MINOR 1 SEM 1-4	FILM STUDIES	FILM STUDIES	FILM STUDIES	FILM STUDIES	FILM STUDIES
	SOCIOLOGY	SOCIOLOGY		SOCIOLOGY	SOCIOLOGY
	COMPARATIVE BENGALI	COMPARATIVE BENGALI	COMPARATIVE BENGALI	COMPARATIVE BENGALI	COMPARATIVE BENGALI
	HISTORY	HISTORY	HISTORY	HISTORY	HISTORY
	ECONOMICS	ECONOMICS	ECONOMICS	ECONOMICS	ECONOMICS

	ENGLISH	POL SCIENCE	SOCIOLOGY	BENGALI	MASS COM
POOL 2 FOR MINOR 2 SEM 5-7	JOURNALISM	JOURNALISM	JOURNALISM	JOURNALISM	JOURNALISM
		ENGLISH	ENGLISH		ENGLISH
	POLITICAL SCIENCE		POLITICAL SCIENCE	POLITICAL SCIENCE	POLITICAL SCIENCE
	MASS COM	MASS COM	MASS COM	MASS COM	

MULTI-DISCIPLINARY COURSES:

You will choose 1 multi-disciplinary course in Semester 1.

You will choose 2 different multi-disciplinary courses to study in Semester 2. (These courses must be different from the one you chose in Semester 1).

The list of multi-disciplinary courses will be provided at the time of enrolment.

4-YEAR UG DEGREE (HONOURS WITH RESEARCH/ HONOURS)

a) Students who secure 75% marks and above in the first 6 semesters will be eligible to undertake research in the 4th year. The research project/ dissertation will be under the guidance of a department faculty member.
The research project/ dissertation is for 18 credits. These students will be awarded an Honours with Research degree.

b) In Semester 8, students not undertaking research will complete three papers for 18 credits in lieu of the research project/ dissertation. These students will be awarded an Honours degree.

3-YEAR B.A. DEGREE PROGRAM IN HUMANITIES AND SOCIAL SCIENCES

SEMESTER-WISE COURSE BREAK-UP OF THE PROGRAM

TABLE 1:

Semester	1	2	3	4	5	6	Total Papers
Major	3	3	3	3	3	3	18
Minor					1	1	2
Multi-Disciplinary	1	1					2
Ability Enhancement	1	1					2
Skill Enhancement			2	2	1	1	6
Value-Added	1	2	1				4
Internship				*			
Total Credits (per semester)	21	23	20	20	19	19	

CREDIT STRUCTURE

TABLE 2

COURSE	CREDIT PER PAPER	TOTAL NO. OF PAPERS (ALL SEMESTERS)	TOTAL CREDITS
Major	4	18	72
Minor	4	2	8
Multi-Disciplinary	3	2	6
Ability Enhancement	4	2	8
Skill	3	6	18

Enhancement			
Value- Added	2	4	8
Internship			2*
			122
*Internship of 2 credits to be completed by Semester 4			

For Arts and Science departments, one credit for internship is to be earned by students through social work involving community engagement and service devoting a minimum 45 hours.

There will be an additional credit for co-curricular activities. A student has to perform co-curricular activities for at least 45 hours to earn this credit.

3.3   BMS

4 Year Curriculum & Credit Framework of Bachelor in Management Studies

Semester - I			
Paper Title	Type	Credits	Marks
Fundamentals of Management & OB	Major	5	100
Ethics, CSR & Corporate Governance	Minor	4	100
Direct Taxation	MD	3	50
IT Applications for Business	SEC	3	50
Business Communication - 1	AEC	2	50
Environmental Education - 1	VAC	2	50
Spirituality & Inter- Religious Harmony	VAC	2	50
	TOTAL	21	450

Semester – V			
Paper Title	Type	Credits	Marks
Legal Aspects of Business	Major	5	100
Principles of Marketing	Major	5	100
Financial Reporting & Analysis	Major	5	100
Elective - I : Paper F1 or M1	Minor	4	100
Event Management	Minor	4	100
	TOTAL	23	500

Semester - II			
Paper Title	Type	Credits	Marks
Fundamentals of Accounting	Major	5	100
Entrepreneurship Development	Minor	4	100
Financial Software - Tally	MD	3	50
E-Commerce - Theory	SEC	3	50
Business Communication - 2	AEC	2	50
Environmental Education - 2	VAC	2	50
Panchkosha : Holistic Personality Development	VAC	2	50
	TOTAL	21	450

Semester – VI			
Paper Title	Type	Credits	Marks
Quantitative Techniques	Major	5	100
Human Resource Management	Major	5	100
Management Accounting	Major	5	100
Elective - II : Paper F2 or M2	Minor	4	100
Business Internship	Minor	4	100
	TOTAL	23	500

Semester - III			
Paper Title	Type	Credits	Marks
Microeconomics for Managers	Major	5	100
Business Math & Stat	Major	5	100
Auditing & Assurance	Minor	4	100
Indirect Taxation & Tax Planning	MD	3	50
E-Commerce - Practical	SEC	3	50
English - 1	AEC	2	50
	TOTAL	22	450

Semester – VII			
Paper Title	Type	Credits	Marks
Research Methodology	Major	5	100
Advanced Analytical Tools	Major	5	100
Elective - III : Paper F3 or M3	Minor	4	100
Elective - IV : Paper F4 or M4	Minor	4	100
Research Project	Minor	4	100
	TOTAL	22	500

Semester - IV			
Paper Title	Type	Credits	Marks
Cost Accounting	Major	5	100
Macroeconomics for Managers	Major	5	100
Production & Operations Management	Minor	4	100
E-filing & Procedures	Minor	4	100
English - 2	AEC	2	50

Semester - VIII			
Paper Title	Type	Credits	Marks
Business Policy & Strategy	Major	5	100
Laws of Establishment	Major	5	100
Elective - V : Paper F5 or M5	Minor	4	100
Elective - VI : Paper F6 or M6	Minor	4	100
Research Project	Minor	4	100

		TOTAL	20	450			TOTAL	22	500

AEC: Ability Enhancement Course
VAC: Value Added Course

MD: Multidisciplinary Course
SEC: Skill Enhancement Course

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Elective Course

A student is required to opt for ONE Group, i.e. *Finance* **or** *Marketing* **Specialization from Semester V onwards.**

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Semester		Finance Specialization
V	F1	Investment Analysis & Portfolio Management
VI	F2	Strategic Corporate Finance
VII	F3	Financial Institution & Markets - I
	F4	Financial Management
VIII	F5	Project Appraisal
	F6	Financial Institution & Markets - II

Semester		Marketing Specialization
V	M1	Consumer Behaviour
VI	M2	Advertising & Brand Management
VII	M3	Marketing of Services
	M4	Retail Management
VIII	M5	Personal Selling & Sales Force Management
	M6	International Marketing

- There will be an additional credit for community engagement and service. This is to be earned by students through social work involving community engagement and service devoting a minimum of 45 hours.
- There will be an additional credit for co-curricular activities. A student has to perform co-curricular activities for at least 45 hours to earn this credit.

3.4 Internship (for B.Com., Arts and Science), Community Engagement and Services and Co-curricular activities will not be considered in SGPA / CGPA calculation. However, a student has to acquire the corresponding credits in order to get the degree awarded.

Section 4:   Continuous Internal Assessment

4.1   CIA comprises 30% of the total weightage of each paper.

4.2 Forms of CIA include Mid-Semester Examination and some or all of the following assessment types: Class Tests, Assignments, Seminars, Tutorials, Laboratory Assignments, Term Papers, etc.

4.3 Attendance marks will be awarded according to the calculation given below:

Attendance %	5 (For 100 mark paper)	3 (For 60 mark paper)	2 (For 50 Mark Paper)	2 (For 40 Mark Paper)	2.5 (For 50 Mark paper (Composite for BMS)
91-100	5	3	2	2	2.5
81-90	4	2	1.5	1.5	2
75-80	2	1	1	1	1

4.4 Each department will inform the students about the CIA programme at the beginning of the semester.

Types of Assessment	100-mark Theory Paper	50-mark Theory Paper	Composite Paper (Science)		Full Practical Paper (Science)		100-mark Practical Paper (Commerce)	Composite Paper (BMS)	
			Theory 60 marks	Practical 40 marks	100 Marks	50 Marks		Theory 50 marks	Practical 50 marks
Attendance	5	2	3	2	5	2	5	2.5	2.5
Seminar / Assignment / Any Other Form	5	3	2	38	95	48	5	2.5	2.5
Mid-Semester	20	10	10				20	10	10
Total	**30**	**15**	**15**				**30**	**15**	**15**
Marks in Mid-Semester Examination Question Paper	40 (Reduced to 20)	20 (Reduced to 10)	20 (Reduced to 10)				40 (Reduced to 20)	20 (Reduced to 10)	20 (Reduced to 10)
Duration of Mid-Semester Examination	1 Hour 30 Minutes	1 Hour	1 Hour				1 Hour 30 Minutes	1 Hour	1 Hour
End Semester Examination Marks	70	35	45				70	35	35
Semester Examination Duration	3 Hours	1 Hour 30 Minutes	2 Hours				3 Hours	1 Hour 30 Minutes	1 Hour 30 Minutes

For Arts and science Departments, Practical papers will have no mid-semester test as the evaluation is by continuous assessment (CA). Details regarding conduct, testing and marking scheme of

practical evaluation (for full practical/ composite practical) will be given by your department at the start of the semester.

Section 5:   Eligibility Criteria for Appearing for Semester Examinations

5.1   A student must have at least 75% attendance in each paper. Condonation may be granted on proper reason.

5.2   A student must pay the examination fee and submit the Examination Form by the notified last date. However only those students who fulfil eligibility criteria will be issued Admit Card for the Semester Examination.

5.3   A student who has any disciplinary charge against his/her name may not be permitted to appear for the Semester Examination.

Section 6:   Re-Enrolment – This rule will be uploaded in due course of time.

Section 7:   Pass Marks

7.1   Pass Marks for 4 – Year B.A., B.Sc., B.Com. and BMS Courses:

Major	40%
Minor	40%
Multi-Disciplinary	40%
Ability Enhancement	40%
Skill Enhancement	40%
Value Added Course	40%

For calculation of SGPA and CGPA, **ALL** papers will be considered.

To pass in a composite paper of B.Com. and BMS courses, a student has to secure a minimum of 40% marks in each of the theory and practical components.

In order to pass in a Composite paper of Arts and science courses, a student must obtain a minimum of 30% in each component (Theory and Practical) separately and obtain 40% in aggregate.

7.2   Pass Marks for 3- Year B.A. Programme

30% in each paper.

Section 8:   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 as well as in the Consolidated Mark Sheet. A student will be permitted to appear for an Arrear Paper in the next appropriate semester.

8.3 The number of Arrear Papers will be taken into consideration to determine if a student qualifies for 3rd Year. This is not applicable to B.A. / B.Sc. departments.

8.4 **This rule is applicable to Arts and Science departments only.**
If a student obtains less than 40% in aggregate in a Composite paper, he/she will have to appear only for the Theory component if 30% has been obtained in the Practical component. If a student obtains more than 40% in aggregate in a Composite paper (Theory or Practical) but less than 30% in any one component (Theory or Practical) only that component will become an Arrear paper. The Practical Arrear in both cases will be in the form of a Semester examination if the concerned practical was in the continuous mode of evaluation.

Section 9:   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 10:   GRAFTING   - This rule will be uploaded in due course of time.

Section 11:   Seeing of Answer Scripts

11.1 A student may apply to see his answer script only after the review process is completed.
A student cannot apply for review after he has seen his 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 answer script is to enable the student to obtain a feedback on his performance.

11.2 Review / seeing answer script is not permitted for Practical papers and Projects.

Section 12:   Foundation Course (Value Added Course)

This course consists of two value added courses, viz., *Panchkosha Holistic Personality Development* and *Spirituality and Inter-Religious Harmony*.

The foundation course will be evaluated internally having the following components:
Attendance – 2 Marks.
Synopsis / Abstract – 13 marks (as mid-semester examination).
Extended write up – 35 marks (as end-semester examination).

Section 13:   Award / Degree - This rule will be uploaded in due course of time.

Section 14:   Mark Sheet, Migration Certificate, etc. - This rule will be uploaded in due course of time.

Section 15:   Conversion from Honours to General Degree and Re-Conversion to Honours - This rule will be uploaded in due course of time.