



17th September, 2021

FOR INFORMATION

It is notified for information of all concerned that the Academic Rules and Regulations of the **B.Ed. Programme** framed by St. Xavier's College (Autonomous), Kolkata are as the given attachment.

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


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**Principal
St. Xavier's College
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Kolkata-16**

Rules and Regulations for B.Ed. Programme

(All Rules are subject to change)

SECTION I : GENERAL

1.1 Semester system :

B. Ed course is of two years duration (with effect from July 2015) and is divided into four semesters. The academic year is divided into two semesters - July to December and January to June.

1.2 Admission process :

It starts in February and the selection list is published in March. Admission is on the basis of Academic achievement, Interview and Co-curricular performance.

1.3 Registration :

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

1.4 The Final Degree Certificate:

The Final Degree Certificate is issued by the University of Calcutta and the name of the college is also mentioned in the certificate.

1.5 Disciplinary Committee :

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

1.6 Dissemination of information :

College Rules and Regulations applicable to students studying in the B.Ed. course is published in the college calendar and given to the students at the beginning of the academic year. The students are supposed to follow the students' notice board. General information and important announcements are also available through the B.Ed. link of the College Website. The Rules may be amended as and when required and are intimated to the students from time to time and the students will be informed of the same through Notice Boards or Website or both.

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

SECTION II : ATTENDANCE

2.1 Students' Attendance :

The minimum attendance requirement is 75% in each paper individually.

2.2 Condonation :

Condonation is allowed for attendance of not less than 55% in each subject. A student who has attendance between 55% 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.

- i. 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.
 - ii. In case of co-curricular activities, a student must obtain written confirmation of his/her participation from the concerned authorities countersigned by the Vice-Principal. While 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. The student taking part in other co-curricular activities inside and outside the college (with prior approval) will be granted special leave by the Vice- Principal (i.e., the total days of attendance for them will be counted excluding the days they were 'on special leave'). Condonation in each case must be in explicit written form authorized by the Principal/Vice-Principal.
 - iii. 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 55% 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** Students attending internship in different schools should have cent percent attendance during that time. Teachers of the department will be required to supervise the performance of the students during this time irrespective of their 'preparatory days'.
- 2.7** B.Ed department allots four co-curricular credits for students. Participation in different activities of the department is compulsory for all students to earn four co-curricular credits. For each of 30 hours each. Out of these four co-curricular credits, at least one co-curricular credit should be a social credit
- 2.8 Attendance during Internship** - Certificate by the Head of the institution of the respective practice teaching schools is needed.

SECTION III : CIA

- 3.1** 20% of total marks in each paper is allotted for CIA.
- 3.2** Forms of CIA may include: class tests, assignments, term papers, seminars, tutorials. 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 :

| | |
|------------------------------|--------------------------------|
| 91 - 100 per cent attendance | 25 per cent marks of total CIA |
| 81 - 90 per cent attendance | 20 per cent marks of total CIA |
| 75 - 80 per cent attendance | 10 per cent marks of total CIA |

- 3.4 The department will inform the students about the CIA programme well in advance. Final CIA results will be displayed on the Students' Notice Board. Subsequently the marks will be sent to the Controller of Examinations by the Vice-Principal's Office.

SECTION IV : ELIGIBILITY CRITERIA FOR APPEARING AT SEMESTER EXAMINATION

- 4.1 A student must have required attendance in each paper. Condonation may be granted as mentioned in the rules under Section II.
- 4.2 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 examination.
- 4.3 A student who has any disciplinary charge against his or her name may not be permitted to appear at the semester examination.

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

A student must pass in atleast 75% of all papers of semester I and II taken together.

SECTION VI : RE-ENROLMENT

- 6.1 A student who fails to qualify for 2nd year may be permitted to re- enroll in the next appropriate semester of the next academic session either as a casual or as a regular student as the case may be.
- 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 a Re-enrollment Fee and the Examination Fee.
- 6.3 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-enroll as a Regular student. A Regular student will have to attend classes only in those papers in which insufficient attendance occurred and appear for Semester Examinations in the Arrear paper / 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 Tuition Fee, Session Fee, Development fee, Laboratory Fee (if any) and the Examination Fee.
- 6.4 A student with disciplinary charges against him/her name will be considered separately.

SECTION VII : PASS MARKS

- Theory - 40% (In each paper)
- Practical - 40% (In each paper)
- Project - 40% (In each paper)

SECTION VIII : ARREAR PAPERS

- 8.1 An Arrear Paper is one in which a student fails to secure the minimum pass mark. 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 in the Arrear Paper in the next appropriate semester.
- 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/she has failed/absent.

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

- 9.1 There will be no supplementary examination for Arrear papers of Semester I and II.
- 9.2 There will be no supplementary examination for any Practical/ Project paper / group / part, except for those practical examinations which are computerbased.
- 9.3 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 both regular and arrear papers.
- 10.2 To be eligible for a review a student must obtain at least 40% in the remaining papers taken together.
- 10.3 At most 50% of the total Papers can be reviewed in each semester.
- 10.4 A paper will be sent for 2nd review if the marks after the review are reduced by more than 5% or increased by more than 15% from the original marks given by the 1st evaluator.
- 10.5 Review is not permitted for practical papers or projectpapers.
- 10.6 Review marks will stand irrespective of increase or decrease of marks after review.

SECTION-XI : GRAFTING

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

11.1 Eligibility Criteria :

- i. The applicant, after appearing for all the papers of all the semesters, I to IV, 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.

11.2 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.
- vi. 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.
- vii. 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 :

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

SECTION XII : SEEING ANSWER SCRIPTS

- 12.1** A student may apply to see his or her answer script only after the review process is completed. There is no scope for alteration of marks at the stage of seeing answer scripts.
- 12.2** 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.
- 12.3** Review / Seeing answer scripts is not permitted for practical papers or projects.
- 12.4** Subject teacher / Vice-Principal will be present at the time of seeing answer scripts.

SECTION XIII : RULES RELATED TO EXAMINATION

- 13.1** Entry to the examination hall will be allowed only by admitcard.
- 13.2** 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.
- 13.3** 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.
- 13.4** 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.
- 13.5** Instructions on the admit card / answer booklet and other related examination rules must be strictly followed.

SECTION XIV : CREDIT AND GRADING SYSTEM

- 14.1** One Academic (Curricular) credit is considered as 15 contact hours in the college that may include
 - i. Class lectures
 - ii. Tutorials

iii. Class Seminars

iv. Directed librarywork

14.2 No Academic credit will be awarded for a paper / subject if the score for the paper is below the pass mark (40%).

14.3 One Non-Academic (Co-Curricular) credit is equivalent to 30 hours. It can be earned through participation in the activities of college magazine, departmental magazine, sports and games, departmental seminars, educational tour, club activities of the department, cultural programme and others as specified by the department from time to time.

14.4 A student will not be awarded a degree without the completion of the required Academic and co-curricular credits. Out of 4 compulsory co-curricular credits, at least 1 non-academic credit is to be earned through social outreach activities.

14.5

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| Total Academic Credits (including foundation course) | 88 |
| Total Non - Academic credits | 04 |
| Total Credits | 92 |

14.6 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 |
| D | 4 | Less than 5.49 | Below 40% | Not Satisfactory |
| X | Nil | Nil | 0 | Administrative penalty |

SECTION XV : AWARD AND DEGREE

15.1 First Class Degree is awarded for aggregate marks in papers 60% or above.

15.2 Second Class Degree is awarded for aggregate marks in papers between 40% and less than 60%.

15.3 A rank certificate will be issued to students who pass all papers in first attempt.

SECTION XVI : MARK SHEET, MIGRATION CERTIFICATE ETC.

16.1 Mark sheets and grade sheets will be issued separately.

For students debarred on the basis of attendance, migration certificate will be issued only after the completion of the course