



17<sup>th</sup> September, 2021

**FOR INFORMATION**

It is notified for information of all concerned that the Academic Rules and Regulations of the **5 – Year Integrated Programmes** 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.

Rev. Dr. Dominic Savio S.J.

**Principal  
St. Xavier's College  
(Autonomous)  
Kolkata-16**

# **Rules and Regulations for Five Year Integrated (M.Sc.) Courses**

**(All Rules are subject to change)**

## **Section 1**

### **1.1 Five-Year Integrated M.Sc. Courses**

**Five year integrated M.Sc. courses (as on 1st July 2021)**

1. Five year M.Sc. in Biotechnology.
2. Five year M.Sc. in Multimedia.

### **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 three years from the year of passing the previous qualifying examination. The year of admission will not be taken into account while calculating 3 years from the year of passing the previous qualifying examination.

### **1.3 Registration**

A student who is selected for enrolment for the 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 7 years from the academic year in which the registration is granted.

## **Section 2**

### **Attendance**

#### **2.1 Attendance requirement**

A minimum attendance requirement is 75% in each paper. Attendance for Project / Internship: Supervisor's certificate is needed.

#### **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.

- (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 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 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, whichever is appropriate for the concerned student, and on the condition that he/she satisfies attendance requirements. For this, the student will be required to enrol for the paper/papers after paying a fee as decided by the College. 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 / 3rd and 4th / 5th and 6th 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, at the discretion of the 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.

### 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.
- 4.2** Minimum qualifying mark is 20% in each paper for semesters I through IX. Semester X is a Project Semester where there is no CIA.
- 4.3** A minimum of 50% of total CIA marks is allotted for the written form of tests. 25% will be allotted to seminar, presentation or any other relevant class room activities.
- 4.4** 25% of total CIA marks are to be reserved for attendance in all semesters, except Semester X, and to be awarded according to the student's attendance percentage :

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

- 4.5** Department will inform the students about the CIA programme at the beginning of the semester.

- 4.6** 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 admit card for the semester examination.
- 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

#### **Rules for Promotion**

Promotion from 3 <sup>rd</sup> year to 4 <sup>th</sup> year:	75% of all the credits
Promotion from 4 <sup>th</sup> year to 5 <sup>th</sup> year:	75% of all the credits

### Section 7

#### **Re-Enrolment**

- 7.1** A student who fails to qualify for 2nd, 3rd, 4th, or 5th 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.
- 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 short 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 short 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 appropriate) and the Examination Fee. Tuition fee will be proportional to 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 Marks**

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 arranged after the result of the Semester X examination is declared where the students can get an opportunity to clear any arrear paper from Semester IX and X provided all arrears are cleared till Semester VIII. This supplementary examination will be held after the publications of Semester- II, Semester- IV, Semester- VI and Semester-VIII results.
- 10.2** Fifth year student who has a disciplinary charge against his or her name will not be allowed to appear for the above supplementary examination.
- 10.3** There will be no supplementary examination for any practical paper group / part, except for those practical examinations which are computer based.
- 10.4** There will be no supplementary examination for Project / Dissertation / Term Paper.

### **Section 11**

#### **Review**

- 11.1** 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 of that semester.
- 11.2** Maximum 50% of the total number of Papers of a Semester can be reviewed.

**11.3** 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.

**11.4** Review is not permitted for practical papers or project papers.

## Section 12

### Grafting

Rules for grafting for the candidates with only three arrear papers between semester I and semester X.

#### **12. (a) Eligibility criteria :**

- i.** The applicant, after appearing for all the papers of all the Semesters I to X, has but three arrear (failed) papers.
- ii** The deficiency of marks obtained in the failed paper(s) must not be greater than 20% of the full marks of that paper.

#### **12. (b) Procedure for grafting :**

- i.** The grafting for each failed paper will involve the failed paper (**acceptor**) and one / two **donor** (from which the grafting will be made) paper(s). The 1st potential donor paper is that in which highest marks have been obtained.
- ii.** If the 2nd donor paper is required, the paper with the 2nd highest marks will be considered.
- iii.** . The maximum number of marks that can be transferred from any donor is 5 (five).
- iv.** 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.
- v.** 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.
- vi.** 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 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 script is not permitted for practical papers 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** Each student is expected to complete 220 credits (including 4 co-curricular credits). 4 co-curricular credits are to be completed within the first six semesters. Academic credits [126 + 90 = 216 credits] + Co-curricular credits [4 credits ] = Total [220 credits].
- 14.2** No credit will be awarded for a paper if the score for the paper is below 40%.
- 14.3** Grading system will be as per Under Graduate Degree Programme of the College as given in the next table:

**For current 2nd year batch onwards:**

<b>Grade</b>	<b>Grade point</b>	<b>Range</b>	<b>Marks Equivalents</b>	<b>Attribute</b>
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:**

<b>Letter Grade</b>	<b>% Marks Range</b>	<b>Grade point</b>	<b>Attribute</b>
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**

- 15.1** Overall percentage will be calculated excluding the marks obtained in MIL Foundation courses and ENVIS papers.
- 15.2** First Class Degree is awarded for marks 60% or above. Second Class Degree is awarded for marks between 40% and 59%.
- 15.3** 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 why they have not received the consolidated mark sheet and hence the transcript.