



17th September, 2021

FOR INFORMATION

It is notified for information of all concerned that the Academic Rules and Regulations of the **Undergraduate 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 Undergraduate Degree Courses

Section 1

1.1 Under Graduate Degree Courses (As on 1st July, 2021)

Degree	Course / Specialisation	Total Marks
B.Com (Honours)	Choice Based Credit System	2800
B.M.S. (Honours)	Choice Based Credit System	2700
B.Sc. (Honours) (CBCS)	Physics, Chemistry, Mathematics, Statistics, Computer Science, Microbiology, Economics, Mass Communication & Videography	2600*
B.A. (Honours) (CBCS)	English, Bengali, Political Science, Sociology, History	2600*
B.A. (CBCS)	English, Bengali, Hindi, Political Science, Sociology, History, Human Rights	2400*

*Excluding Foundation Course

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 5 years including the academic year in which the registration was granted. This will be applicable for the students who are registered with effect from the academic year 2016-17. For the students registered earlier, validity of the registration period is 6 years.

Section 2

Attendance

A student must obtain a minimum of 75% attendance in each paper individually – (Honours/Major/Ancillary/General/Compulsory) (Core / Discipline Specific Elective / Skill-Based / Generic Elective / Ability Enhancement).

2.1 A student who has less than 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. A student so debarred may be permitted to appear for that paper only after completion of the course, that is, in "Semester VII" or "Semester VIII", whichever is appropriate for the concerned student, and on the condition that he/she satisfies attendance and Continuous Internal Assessment requirements. 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.

If the aggregate attendance is between 40% and 59% for the 1st and 2nd Semester / 3rd and 4th Semester together the student will not be allowed to continue to the next appropriate semester. He/she will be re-enrolled.

2.3 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.

2.4 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

CBCS Structure

3.1 B.Com.

3.1.1 B.Com. for students admitted from the academic year 2021- 2022

COURSE STRUCTURE

		Credits	Total Marks
Ability Enhancement Compulsory Course (AECC)	Language 1 + Language 2 (50 + 50)	1+1 = 2	100
	EVS 1 + EVS 2 (50 + 50)	1+1 = 2	100
Skill Enhancement Elective Course (SEC)	2 papers of 4 Credits each	8	200
Core Course (CC)	15 papers of 6 Credits each	90	1500
Discipline Specific Elective (DSE)	4 papers of 6 Credits each	24	400
Generic Elective (GE)	4 papers of 6 Credits each	24	400
Additional Compulsory papers	2 papers of 1 Credits each	2	100
Social, Co-curricular & extra- curricular activities		2	
TOTAL		154	2800

To be awarded a graduation degree with Honours, a candidate must complete 150 Academic Credits, 2 Foundation Course Credits and 2 Co-Curricular Credits.

The Foundation Course is an Extra-Credit course which is compulsory for all students. This course will be taken in Semester 1 and Semester 2. Foundation courses are not counted in your final degree calculation, i.e., the final degree result will be based on all papers except the Foundation Course.

Additionally, you are required to complete 2 Co-Curricular Credits of 45 hours each. At least ONE credit must be earned from Social Work. The other credit may be earned from participation in cultural activities organised by the different Societies of the college.

CURRICULUM

SEMESTER - I			
Papers	Marks	Category	Credits
Financial Accounting - 1	100	CC	6
Business Law	100	CC	6
Micro Economics	100	GE	6
Language - 1 - Modern Indian Language Group	50	AECC	1
<i>Bengali</i>			
<i>Hindi</i>			
<i>Alternate English</i>			
Environmental Studies - 1	50	AECC	1
Foundation Course - 1- Inter Religious Studies and Social Harmony	50	AC	1
TOTAL	450		21

SEMESTER - II			
Papers	Marks	Category	Credits
Cost and Management Accounting - 1	100	CC	6
Financial Accounting - 2	100	CC	6
Macro Economics	100	GE	6
Language - 2 - Business Communication	50	AECC	1
Environmental Studies - 2	50	AECC	1
Foundation Course – 2 – Personality Development	50	AC	1
TOTAL	450		21
SEMESTER - III			
Papers	Marks	Category	Credits
Management Principles and Applications	100	CC	6
Direct and Indirect Taxation - 1	100	CC	6
Indian Economy	100	CC	6
Business Mathematics and Statistics - 1	100	GE	6
E-Commerce	100	SEC	4
TOTAL	500		28
SEMESTER - IV			
Papers	Marks	Category	Credits
Cost and Management Accounting - 2	100	CC	6
Computer Application in Business	100	CC	6
Corporate Law	100	CC	6
Business Mathematics and Statistics - 2	100	GE	6
Entrepreneurship	100	SEC	4
TOTAL	500		28
SEMESTER - V			
Papers	Marks	Category	Credits
Principles of Marketing	100	CC	6
Fundamentals of Financial Management	100	CC	6
DSE-1 (Anyone from Group - A or B)	100	DSE	6
DSE-2 (Anyone from Group - A or B)	100	DSE	6
TOTAL	400		24
SEMESTER - VI			
Papers	Marks	Category	Credits
Human Resource Management	100	CC	6
Auditing and Assurance	100	CC	6
Direct and Indirect Taxation - 2	100	CC	6
DSE-3 (Anyone from Group -A or B)	100	DSE	6
Dissertation	100	DSE	6
TOTAL	500		30
Grand total	2800		154

DISCIPLINE SPECIFIC ELECTIVE (DSE) PAPERS

GROUP-A	GROUP-B
SEMESTER - V	
• Corporate Accounting	• Consumer Behaviour (50 marks) and Services Marketing (50 marks)
• Financial Markets (50 marks), Banking and Other Financial Institutions (50 marks)	• Integrated Marketing Communications
SEMESTER - VI	
• Financial Reporting (50 marks) and Financial Statement Analysis (50 Marks)	• International Business
• Business Data Analytics	• Rural Marketing (50 marks) and International Marketing (50 marks)

3.1.2 B.Com. for students admitted during the academic year 2020- 2021

COURSE STRUCTURE

1	Ability Enhancement Compulsory Course (AECC)	3 papers of 2 Credit hours each (Total Credits: 2×3 hours)	6
2	Skill Enhancement Elective Course (SEC)	2 papers of 4 Credit hours each (Total Credits : 2×4 hours)	8
3	Core Course (CC)	14 papers of 6 Credit hours each (Total Credits 6×14 hours)	84
4	Discipline Specific Elective (DSE)	4 papers of 6 Credit hours each (Total Credits 4×6 hours)	24
5	Generic Elective (GE)	4 papers of 6 Credit hours each (Total Credits 4×6 hours)	24
6	Additional Compulsory papers	2 papers of 1 Credit hours each (Total Credit 2×1 hours)	2
	Co-curricular & extra-curricular activities (NCC, NSS, Sports, Human Rights Activities etc.)		2
	TOTAL CREDITS		150*

**To be awarded a graduation degree with Honours, a candidate must complete 146 Academic Credits, 2 Foundation Course Credits and 2 Co-Curricular Credits. The final degree result will be based on all papers except the Foundation Course.*

CURRICULUM

SEMESTER - I

Paper Code	Papers	Marks	Category	Credits
BCHCR110	Financial Accounting	100	CC	6
BCHCR120	Business Law	100	CC	6
BCHGE130	Micro Economics	100	GE	6
BCHAE141	Business Communication - 1	50	AECC	1
BCHAE	Modern Indian Language - 1	50	AECC	1
BCHAE160	Environmental Studies - 1	50	AECC	1
BCFND170	Foundation Course - 1	50	Additional Compulsory Paper	1
TOTAL		500		22

SEMESTER - II

Paper Code	Papers	Marks	Category	Credits
BCHCR210	Cost Accounting	100	CC	6
BCHCR220	Corporate Law	100	CC	6
BCHGE230	Macro Economics	100	GE	6
BCHAE240	Business Communication - 2	50	AECC	1
BCHAE	Modern Indian Language - 2	50	AECC	1
BCHAE260	Environmental Studies - 2	50	AECC	1
BCFND270	Foundation Course - 2	50	Additional Compulsory Paper	1
TOTAL		500		22

SEMESTER - III

Paper Code	Papers	Marks	Category	Credits
BCHCR310	Management Principles and Applications	100	CC	6
BCHCR320	Income Tax Law and Practice	100	CC	6
BCHCR330	Indian Economy	100	CC	6
BCHGE340	Business Mathematics and Statistics - 1	100	GE	6
BCHSE350	E-Commerce	100	SEC	4
TOTAL		500		28

SEMESTER – IV

Paper Code	Papers	Marks	Category	Credits
BCHCR410	Management Accounting	100	CC	6
BCHCR420	Computer Application in Business	100	CC	6
BCHCR430	Human Resource Management	100	CC	6
BCHGE440	Business Mathematics and Statistics - II	100	GE	6
BCHSE450	Entrepreneurship	100	SEC	4
TOTAL		500		28

Semester – V

Papers	Marks	Category	Credits
Principles of Marketing	100	CC	6
Fundamentals of Financial Management	100	CC	6
DSE – 1	100	DSE	6
DSE – 2	100	DSE	6
Business Research Methods	50	DSE	3
TOTAL	450		27

Semester – VI

Papers	Marks	Category	Credits
Auditing and Corporate Governance	100	CC	6
Indirect Tax Law	100	CC	6
DSE – 3	100	DSE	6
Project Work	50	DSE	3
			3
TOTAL	350		21

DSE PAPERS

GROUP - A	GROUPS - B
SEMESTER - V	
a. Corporate Accounting	a. Consumer Affairs and Consumer Care
b. Banking and Insurance	b. Advertising
SEMESTER - VI	
a. Financial Markets Institution and Financial Services	a. International Business
b. Computerized Accounting System	b. Rural Marketing and International Marketing

AECC : Ability enhancement Compulsory Course	CC : Core Course
SEC : Skill- Enhancement Elective Course	GE : Generic Elective
DSE : Discipline Specific Elective	

The Foundation Course is an Extra-Credit (Co-Curricular) course which is compulsory for all students. This course will be taken in Semester 1 and Semester 2. Foundation courses are not counted in your final degree calculation.

Additionally, you are required to complete 2 Co-Curricular Credits of 45 hours each. 1 credit has to be earned from Social work. The other credit may be earned from participation in cultural activities organised by the numerous Societies of the college.

3.2 B.A. / B.Sc. Honours

Academic Credits	140
Foundation Course Credit	02
Co-Curricular Credits	02
TOTAL	144

To be awarded a graduation degree with Honours, a candidate must complete 140 Academic Credits, 2 Foundation Course Credits and 2 Co-Curricular Credits (Out of the 2 Co-curricular credits, 1 credit has to be earned from Social work. The other credit may be earned from participation in cultural activities organised by the numerous Societies of the college).

The final degree result will be based on all papers except the Foundation Course.

B.A./B.Sc. Honours students will study

- 14 Core Papers (CC),
- 4 Discipline Specific Elective papers (DSE),
- 4 Generic Elective papers (GE),
- 2 Skill-based papers (SEC),
- 3 Ability Enhancement papers (AECC),
- Foundation Course (FC)

Note :

The Core Course is your primary subject (e.g. English or Physics or Economics.) for Honours study.

You will study 14 Core papers spread over 6 Semesters. The Core course aims to cover the basics that a student is expected to imbibe in the chosen discipline. The Core Course is compulsory.

The Discipline Specific Electives pertain to the main subject you have chosen to study. This course is essentially specific or specialised or supportive to the main subject. Your department will inform you with regard to the number of choices currently available in this course.

*You will choose 2 DSE in Semester 5, and 2 in Semester 6. However, the second DSE paper in Semester 6 is a **Dissertation/ Project** you will have to write.*

The Dissertation/Project, which is compulsory, is intended to enable you to acquire special/advanced knowledge and train you in research methods and procedures. Advisory support will be provided by a faculty member who will act as your mentor/ supervisor.

The Generic Elective course will offer students the option to explore disciplines of interest beyond the choices they make in Core and Discipline Specific Electives, The

Generic Elective courses give you an opportunity to study any subject of your choice, regardless of Science or Arts stream. Science students are free to choose a subject from the Arts stream and vice versa.

The Generic Elective courses, which are 2 semester courses, can be taken from a pool of available subjects. You cannot choose your Honours subject as a Generic elective.

You will choose 2 Generic Elective subjects: 1 Generic Elective subject to be taken in Semesters 1 and 2, and another Generic Elective subject to be taken in Semesters 3 and 4. Further information with regard to GE options is given below.

Skill Enhancement courses are essentially meant to hone your skills in the main subject you have chosen and are designed to provide value-based and/or skill-based knowledge. This course is offered by your Honours department in Semesters 3 and 4.

The Ability Enhancement Compulsory courses include Environmental Science (Semesters 1 and 2) and Modern Indian Language (MIL) which is a Language course (English or Bengali or Hindi) in Semester 2. The AECC is mandatory for all disciplines.

The Foundation Course is an Extra-Credit (Co-Curricular) course which is compulsory for all students. This course will be taken in Semester 1 and Semester 2. Foundation courses are not counted in your final degree calculation.

Additionally, you are required to complete 2 Co-Curricular Credits of 45 hours each. One credit has to be earned from Social work . The other credit may be earned from participation in cultural activities organised by the numerous Societies of the college

The tables below give you a concise Idea of the curriculum: the courses, papers, and credits.

Table 1

Semester-wise break-up for the Honours program: type of course and number of papers in each Sem. 2, ENVS 1, MIL 1 course:

Semester	1	2	3	4	5	6	Total papers
CC	2	2	3	3	2	2	14
DSE					2	2	4
GE	1	1	1	1			4
SEC			1	1			2
AECC	ENVS1	ENVS1					3
		MIL1					
FC	1	1					2

Note: All papers are of 100 marks except ENVS semester 1 and 2 which are of 50 marks each.

There are 2 kinds of papers: Theory and Composite.

A Theory Paper carries 100 marks.

Only ENVS papers are of 50 marks.

A Composite paper has 2 components: Theory - 60 Marks; Practical - 40 Marks.

All papers (Theory and Theory part of Composite) will have an Internal Component called CIA (Continuous Internal Assessment) of 20% of total Marks. (See chart below)

Table 2

Type of Paper		CIA		Examination	Total
		Test	Attendance		
Theory		15	5	80	100
Theory	(only ENVS)	7	3	40	50
Theory	Composite Paper	7	3	50	60
Practical	Composite Paper		2	38	40

Note: Practicals will have no CIA component as the examination is continuous. Details including conduct, testing and marking scheme for Practical evaluation will be given by your department at the start of the semester.

Table 3

Marks and Credits		
CC	:	100 marks/6 credits
DSE	:	100 marks/6 credits
GE	:	100 marks/6 credits
SEC	:	100 marks/2 credits
AECC	:	MIL : 100 marks/2 credits
ENVS	:	50 + 50 marks/2 credits

Course	Total No. of Papers	Total Marks	Total Credits
CC	14	1400	84
DSE	4	400	24
GE	4	400	24
SEC	2	200	04
AECC	3	200	04
TOTAL	27	2600	140
Types of Credits:			
Academic	140		
Foundation Course	2		
Co-Curricular	2		

Note for AECC courses:

ENVS is a 2 semester course. Each paper in the course carries 1 credit for 50 marks

MIL is a 1 semester course carrying 2 credits

RELATION BETWEEN CLASSES AND CREDITS:

- THEORY : 1 CREDIT = 1 CLASS/WEEK
- TUTORIAL : 1 CREDIT = 1 CLASS/WEEK
- PRACTICALS : You will be given the credit / class calculation for Theory and Practical (where applicable) as per your department syllabus.

Generic Elective Pools:

Pool 1 (1st year - Semester 1 and 2):

ENGLISH / FILM STUDIES / SOCIOLOGY / COMPARATIVE BENGALI / INTRODUCTION TO MASS COMMUNICATION / MATHEMATICS / PHYSICS / COMPUTER SCIENCE/BIOTECH

Pool 2 (2nd year - Semesters 3 and 4) :

ENGLISH / JOURNALISM / HISTORY / ECONOMICS / POLITICAL SCIENCE / COMPARATIVE BENGALI / MATHEMATICS / CHEMISTRY / COMPUTER SCIENCE / STATISTICS / MICROBIOLOGY

RAGHABPUR campus:

1st YEAR : HUMAN RIGHTS / COMPARATIVE BENGALI

2nd YEAR : HISTORY / COMPARATIVE BENGALI / POLITICAL SCIENCE

Note : Some familiarity with the subject will be beneficial: so it is expected that a student will choose the Generic Elective subjects that might have been studied at the +2 level.

For B.Sc. Honours

B.Sc. students are free to choose any Arts subject as a GE in 1st and/or 2nd year according to availability of a limited number of reserved seats.

However choice of Science subjects for Generic Elective has to be determined by the combinations given below.

Note: You cannot choose your Honours subject as a Generic Elective.

Subjects in bold indicate the department. The choices for each department are listed column-wise. Pool 1 (1st year). Pool 2 (2nd year). 1 subject is to be chosen from each pool according to the choices offered.

Pool 1 (1st Year)	Maths	Phy.	Eco.	Chem.	Stat.	Comp. Sc.	Micro	Biotech	Mass
	Physics		Physics	Physics	Physics	Physics	Physics	Physics	Physics
		Maths	Maths		Maths		Maths	Maths	
	Comp. Sc.		Comp. Sc.	Comp. Sc.			Comp. Sc.	Comp. Sc.	
	Biotech		Biotech	Biotech	Biotech	Biotech	Biotech		Biotech

Pool 2 (2nd Year)	Maths	Phy.	Eco.	Chem.	Stat.	Comp. Sc.	Micro	Biotech	Mass
	Chem.	Chem.	Chem.		Chem.	Chem.	Chem.	Chem.	
				Maths		Maths			Maths
	Stats	Stats	Stats			Stats	Stats	Stats	
	Eco	Eco			Eco	Eco	Eco	Eco	
	Micro biology	Micro biology	Micro biology		Micro biology	Micro biology		Micro biology	
		Comp. Sc.			Comp. Sc.				Comp. Sc.

For B.A. Honours

B.A. students are free to choose any Science subject as a GE in 1st and/or 2nd year according to availability of a limited number of reserved seats. However choice of Arts subjects for Generic Elective has to be determined by the combinations given below.

Note: You cannot choose your Honours subject as a Generic Elective.

Subjects in bold indicate the department. The choices for each department are listed column-wise. Pool 1 (1st year). Pool 2 (2nd year). 1 subject is to be chosen from each pool according to the choices offered.

	English	Political Science	Sociology	Bengali
Pool 1 (1st Year)	Film Studies	Film Studies	Film Studies	Film Studies
	Sociology	Sociology	English	Sociology
	Comparative Bengali	Comparative Bengali	Comparative Bengali	Comparative Bengali
	Mass Comm	Mass Comm	Mass Comm	Mass Comm
		English		English
Pool 2 (2nd Year)	Journalism	Journalism	Journalism	Journalism
	History	History	History	History
	Economics	Economics	Economics	Economics
	Political Science		Political Science	Political Science
	Comparative Bengali	Comparative Bengali	Comparative Bengali	Comparative Bengali

Computation of Result:

Minimum Pass Mark/Grade: 40/C+

For composite papers: minimum 30 has to be obtained in each part and minimum 40% in aggregate.

To be awarded a graduation degree with Honours, a student must complete 140 Academic Credits and 2 Foundation Course Credits and 2 Co-Curricular Credits of 45 hours each (Out of the 2 Co-curricular credits, 1 credit has to be earned from Social work. The other credit may be earned from participation in cultural activities organised by the numerous Societies of the college).

3.3 B.A.

Academic Credits	120
Foundation Course Credit	02
Co-Curricular Credits	02
TOTAL	124

To be awarded a graduation degree with Honours, a candidate must complete 120 Academic Credits, 2 Foundation Course Credits and 2 Non-Academic Credits. The final degree result will be based on all papers except the Foundation Course.

The CBCS curriculum is designed as a 6 semester program.

B.A. students will study

12 Core Papers (CC),

4 Discipline Specific Elective papers (DSE),

2 Generic Elective papers (GE),

4 Skill-based papers (SEC),

3 Ability Enhancement papers (AECC),

Foundation Course (FC)

Note:

***The Core Course** covers your primary subjects (Political Science/ Sociology/English), You will study 12 Core papers spread over Semesters 1 - 4. The Core Courses are compulsory,*

***The Discipline Specific Electives** pertain to 2 Core subjects - Political Science and Sociology. You will study 2 DSE in Semester 5, and 2 in Semester 6.*

***The Generic Elective course** will offer students the option to explore disciplines of interest beyond the Core and Discipline Specific Electives. The Generic Elective courses give you an opportunity to study any subject from the pool of subjects offered by the department. The Generic Elective course is a 2 semester course - Semester 5 and Semester 6.*

***Skill Enhancement courses** are essentially meant to provide you with value-based and/or skill-based knowledge. The Skill Enhancement courses will continue from Semester 3 to Semester 6 .One SEC is to be chosen in each semester from the choices offered by the department.*

***The Ability Enhancement Compulsory courses** include Environmental Science (Semesters 1 and 2) and Modern Indian Language (MIL) which is a language course (English or Bengali or Hindi) in Semester 2. The AECC is compulsory.*

***The Foundation Course** is an Extra-Credit course which is compulsory for all students. This course will be taken in Semester 1 and Semester 2. Foundation courses are not counted in your final degree calculation.*

The tables below give you a concise idea of the curriculum: the courses, papers, and credits.

Table 1

Semester-wise break-up for the Honours program:

Semester	1	2	3	4	5	6	Total Papers
CC	3	3	3	3			12
DSE					2	2	4
GE					1	1	2
SEC			1	1	1	1	4
AECC	ENVS1	ENVS1					3
		MIL1					
FC	1	1					2

Note : ENVS : Environmental Science

Mil : Modern Indian Language (English/Bengali/Hindi)

All papers will have an Internal Component called CIA (Continuous Internal Assessment) of 20% of total Marks. (See chart below)

Table 2

Type of Paper	CIA		Examination	Total
	Test	Attendance		
Theory	15	5	80	100
Theory (only ENVS)	7	3	40	50

Table 3

Marks and Credits:

CC: 100 marks/6 credits

DSE: 100 marks/ 6 credits

GE: 100 marks/6 credits

SEC: 100 marks/2 credits

MIL: 100 marks/2 credits

ENVS: 50 + 50 marks/ 2 credits

Course	Total No. of Papers	Total Marks	Total Credits
CC	12	1200	72
DSE	4	400	24
GE	2	200	12
SEC	4	400	08
AECC	3	200	04
TOTAL	27	2400	120

Note: Types of Credits:		
Academic	:	120
Foundation Course	:	2
Co-Curricular	:	2

Note for AECC courses:

ENVS is a 2 semester course. Each paper in the course carries 1 credit for 50 marks. MIL is a 1 semester course carrying 2 credits

RELATION BETWEEN CLASSES AND CREDITS:

- THEORY : 1 CREDIT = 1 CLASS/WEEK
- TUTORIAL : 1 CREDIT = 1 CLASS/WEEK

Generic Elective subjects: English/History/Human Rights

Generic Elective choices:

Aside from your Core and Discipline Specific Electives, you can choose any 1 Generic Elective subject from the pool of subjects that are available

Pool : English/History/Human Rights

Computation of Result :

> *Minimum Pass Mark/Grade: 30/C*

To be awarded a graduation degree with Honours, a student must complete 120 Academic Credits and 2 Foundation Course Credits and 2 Co-Curricular Credits.

3.4 BMS

Academic (Curricular) credits	146
Non - Academic (Co-Curricular / Extra-Curricular) credits	02
TOTAL	148

To be awarded a graduation degree with Honours, a candidate must complete 144 Academic Credits, 2 Foundation Course Credits and 2 Co-Curricular Credits. The final degree result will be based on all papers except the Foundation Course.

B.M.S. HONOURS [3 YEARS DEGREE COURSE] CURRICULUM W.E.F 1st JULY, 2017

Classification	Semester I		Semester II		Semester III		Semester IV		Semester V		Semester VI	
	No. of papers	Credits	No. of papers	Credits	No. of papers	Credits	No. of papers	Credits	No. of papers	Credits	No. of papers	Credits
Core Course	2	12	2	12	3	18	3	18	2	12	2	12
Discipline Specific Elective	-	-	-	-	-	-	-	-	2	12	2	12
Generic Elective	1	6	1	6	1	6	1	6	-	-	-	-
Skill Enhancement	-	-	-	-	1	4	1	4	-	-	-	-
Ability Enhancement	3	3	3	3	-	-	-	-	-	-	-	-
TOTAL	6	21	6	21	5	28	5	28	4	24	4	24
Full marks	450		450		500		500		400		400	

Curriculum of Bachelor in Management Studies (Hons.)

SEMESTER I				
Code	Subject	FM	Classification	Credits
BMHCR110	Fundamentals of Management & Organizational Behavior	100	Core	6
BMHCR120	Business Accounting	100	Core	6
BMHGE130	Entrepreneurship Development	100	GE	6
BMHAE140	Business Communication-I	50	AE	1
BMHAE150	Environmental Studies - I	50	AE	1
BMHAE160	Foundation Course-I - Inter Religious Studies & Social Harmony.	50	AE	1
	Total	450		21

SEMESTER II				
Code	Subject	FM	Classification	Credits
BMHCR210	Managerial Economics	100	Core	6
BMHCR220	Business Mathematics and Statistics	100	Core	6
BMHGE230	Taxation and Tax Planning	100	GE	6
BMHAE240	Business Communication-II	50	AE	1
BMHAE250	Environmental Studies - II	50	AE	1
BMHAE260	Foundation Course-II - Personality Development.	50	AE	1
	Total	450		21
SEMESTER III				
Code	Subject	FM	Classification	Credits
BMHCR310	Macroeconomics	100	Core	6
BMHCR320	Principles of Marketing	100	Core	6
BMHCR330	Management Accounting	100	Core	6
BMHGE340	Production and Operations Management	100	GE	6
BMHSE350	Information Technology Tools and E-Commerce	50 (Th.) 50 (Pr.)	SE	3 (Th.) 1 (Pr.)
	Total	500		28
SEMESTER IV				
Code	Subject	FM	Classification	Credits
BMHCR410	Business Research	70 (Th.) 30 (Pr.)	Core	4 (Th.) 2 (Pr.)
BMHCR420	Human Resource Management	100	Core	6
BMHCR430	Financial Management	100	Core	6
BMHGE440	Ethics and CSR	100	GE	6
BMHSE450	Internship and Term Paper	100	SE	4
BMHCR410	Business Research	70 (Th.) 30 (Pr.)	Core	4 (Th.) 2 (Pr.)
	Total	500		28

SEMESTER V				
Code	Subject	FM	Classification	Credits
BMHCR510	Quantitative Techniques for Management	100	Core	6
BMHCR520	Legal Aspects of Business	100	Core	6
BMHDE	Elective - I : Paper F1 or M1	100	DSE4	6
BMHDE	Elective - II: PaperF2 or M2	100	DSE	6
	Total	400		24
SEMESTER VI				
Code	Subject	FM	Classification	Credits
BMHCR610	Business Policy & Strategy	100	Core	6
BMHCR620	Financial Institutions & Markets	100	Core	6
BMHDE	Elective - III: Paper F3 or M3	100	DSE	6
BMHDE643	Research Project	100	DSE	6
	Total	400		24

DISCIPLINE SPECIFIC ELECTIVE COURSE: A student must choose from ONE group, i.e., either finance/marketing specialization in Semester V and VI.			
Finance specialization		Marketing specialization	
BMHDE531	F1. Strategic Corporate Finance	BMHDE532	M1. Consumer Behavior
BMHDE541	F2. Investment Analysis and Portfolio Management	BMHDE542	M2. Advertising and Brand Management
BMHDE631	F3. Project Appraisal	BMHDE632	M3. Marketing of Services

The Foundation Course is an Extra-Credit (Co-Curricular) course which is compulsory for all students. This course will be taken in Semester 1 and Semester 2. Foundation courses are not counted in your final degree calculation.'

Additionally, you are required to complete 2 Co-Curricular Credits of 45 hours each. 1 credit has to be earned from Social work . The other credit may be earned from participation in cultural activities organised by the numerous Societies of the college

3.5 Grading system for CBCS

Letter Grade	O	A+	A	B+	B	C+	C	F	Ab (Absent)
% Marks Range	90-100	80-89	70-79	60-69	50-59	40-49	30-39	<30	
Grade Point	9.0-10.0	8.0-8.9	7.0-7.9	6.0-6.9	5.0-5.9	4.0-4.9	3.0-3.9	0	0

Notes:

1. For an Honours student papers with C or F grade will be Arrear Papers.
2. For a General student papers with F grade are Arrear Papers.
3. The proposed Grading system will apply retrospectively from 2017 for B.Com. and B.M.S.
4. Only for B.Com. and B.M.S 2017 batch in AECC papers, the scores between 30 and 39 are to be considered satisfactory for Honours.
5. Students of the College who complete certificate and diploma courses or any other foundation course offered by St. Xavier's College (Autonomous), along with their regular degree programme, the credits completed and grades received for such courses will be shown in the credit and grade sheets issued by the College as per the norms mentioned by the Controller of Examinations for this purpose. The credits will be shown as additional credits. This will be effective for the students, who enrol for such courses from July, 2013.

Section 4

Continuous Internal Assessment

- 4.1 CIA comprises 20% of the total weightage of each paper. Minimum qualifying mark is 20% in each paper.

For B.A. and B.Sc. - CIA comprises 20% of the total weightage of each paper but there will be no minimum qualifying mark for the students.

- 4.2 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.
- 4.3 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

- 4.4 Each department will inform the students about the CIA programme at the beginning 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 obtain a minimum of 20% marks in CIA [*This section is not applicable for the B.A. and B.Sc. students.*]
- 5.3 A student must pay the examination fee and submit the Examination Form by the notified last date. However only those students who fulfill eligibility criteria will be issued Admit Card for the Semester Examination.
- 5.4 A student who has any disciplinary charge against his/her name may not be permitted to appear for the Semester Examination.

Section 6

Continuation from 1st Year to 2nd Year and 2nd Year to 3rd Year

- 6.1 **Qualifying for 2nd Year (Semester III) :**

All the students will be eligible for promotion subject to the fulfilment of the requirement of minimum attendance.

6.2 Qualifying for 3rd Year (Semester V):

- (i) B.Com. & B.M.S: Considering all the papers from Semester I to IV taken together a student must pass in at least 50% of all the papers / obtain 50% of total Credits.
- (ii) B.A. & B.Sc.: All the students will be eligible for promotion subject to the fulfilment of the requirement of minimum attendance.

Section 7

Re-Enrolment

- 7.1** A student who fails to qualify for 2nd / 3rd 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.
- 7.3** A Casual student will have to pay only a Re-enrolment Fee and the Examination Fee. A student who has been debarred on the basis of insufficient attendance in any paper/papers in any semester of 1st /2nd /3rd Year, and who does not satisfy Continuation criteria, will be allowed to re-enrol as a Regular student. 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. 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 papers. A Regular student will have to pay Tuition Fee, Session Fee and Laboratory Fee.
- 7.4** Re-enrolment of a student with disciplinary charges against his/ her name will be separately considered.

Section 8

Pass Marks

Pass Marks for B.Com. and BMS :

- a. Composite paper (Theory or Practical) - 40% in each individual component.
- b. All other papers - 40%
- c. Calculation of SGPA and CGPA - ALL papers (Except Foundation Courses) will be considered.

Pass Marks for B.A. / B.Sc. : [Registered in July 2019 under CBCS]

Core papers	40%
Discipline Specific Electives	40%
Skill Based Electives	40%
Generic Electives	40%
Ability Enhancement Compulsory paper	40%
For B.A. — All papers	30%

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

Section 9

Arrear Papers

- 9.1** An Arrear Paper is one in which a student fails to secure the minimum pass marks.
- 9.2** 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.
- 9.3** 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.
- 9.4 This rule is applicable to Arts and Science departments only.**
For those registered under CBCS, 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 10

Supplementary Examination

- 10.1** A supplementary examination will be held for the Arrear Papers only from Semester V and / or VI.
- 10.2** A 3rd Year student who has a disciplinary charge against his / her name may not be allowed to appear for the Supplementary Examination.
- 10.3** There will be no Supplementary Examination for Arrear Papers accrued from Semesters I to IV for a three year degree student.
- 10.4** There will be no supplementary examination for any practical paper/ group / part, except for those practical examinations which are computer based. Supplementary examination will be in the form of a semester examination.
- 10.5** There will be no supplementary examination for Project / Dissertation / Term Paper.

Section 11

Review

- 11.1 In a particular Semester, review of Papers will be allowed for not more than 50% of the total papers offered in that semester.
- 11.2 There will not be any requirement for minimum marks to be eligible to apply for review.
- 11.3 Review is offered for both Regular and Arrear Papers.
- 11.4 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.
- 11.5 There is no review for practical paper or project paper.
- 11.6 Review facility is extended to those students who appear for supplementary examination.
- 11.7 Review marks will stand irrespective of increase or decrease of marks after review.
- 11.8 Review is allowed for computer based practical papers. (For arts and Science departments only).

Section 12

Grafting

12.1 B.Com.

1. **Eligibility criteria:**
 - (a) The applicant must be an under graduate student who, after appearing for all the papers of all the Semesters, 1 to 6, has but two arrear (failed) papers.
 - (b) Marks obtained in failed paper/s must be at least 20% of the full marks of that paper/s.
 - (c) **Grafting rule will not be applicable for Project, Dissertation, Term paper and Viva.**
2. **Groups of paper for grafting**
 - Gr. A** comprises the CC, DSE and GE papers.
 - Gr. B** comprises the SEC, AECC and Additional Compulsory papers.(excluding Project / Dissertation / Term papers / Comprehensive Viva, if any).
3. **Procedure for grafting**
 - (a) The grafting will involve the failed paper/s (Acceptor/s) and one/two/three/ four donor paper/s (from which the grafting will be made).
 - (b) Maximum number of donor papers – 4.

- (c) **For the papers of Gr. A** grafting will be allowed within the papers of Gr. A
- (d) **For the papers of Gr. B** grafting will be allowed within the papers of Gr. B.
- (e) The maximum number of marks that can be transferred from any donor paper is 5 (five).
- (f) 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.

12.2 B.A / B.Sc.

1. Eligibility criteria:

- (a) The applicant must be an under graduate student who, after appearing for all the papers of all the Semesters, 1 to 6, has but two arrear (failed) papers.
- (b) Marks obtained in failed paper/s must be at least 20% of the full marks of that paper/s.
- (c) **Grafting rule will not be applicable for Project, Dissertation, Term paper and Viva.**

2. Groups of paper for grafting:

Gr. A comprises the CC, DSE and GE papers.

Gr. B comprises the SEC, AECC and ENVS papers.(excluding Project / Dissertation / Term papers / Comprehensive Viva, if any).

3. Procedure for grafting

- (a) The grafting will involve the failed paper/s (Acceptor/s) and one/two/three/ four donor paper/s (from which the grafting will be made).
- (b) Maximum number of donor papers – 4.
- (c) **For the papers of Gr. A** grafting will be allowed within the papers of Gr. A
- (d) **For the papers of Gr. B** grafting will be allowed within the papers of Gr. B.
- (e) The maximum number of marks that can be transferred from any donor paper is 5 (five).
- (f) 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.

12.3 BMS

1. Eligibility criteria:

- (a) The applicant must be an under graduate student who, after appearing for all the papers of all the Semesters, 1 to 6, has but two arrear (failed) papers.
- (b) Marks obtained in failed paper/s must be at least 20% of the full marks of that paper/s.
- (c) **Grafting rule will not be applicable for Project, Dissertation, Term paper and Viva.**

2. Groups of paper for grafting

Gr. A comprises the CC, DSE and GE papers.

Gr. B comprises the SEC, AECC and Additional Compulsory papers.(excluding Project / Dissertation / Term papers / Comprehensive Viva, if any).

3. Procedure for grafting

- (a) The grafting will involve the failed paper/s (Acceptor/s) and one/two/three/ four donor paper/s (from which the grafting will be made).
- (b) Maximum number of donor papers – 4.
- (c) **For the papers of Gr. A** grafting will be allowed within the papers of Gr. A
- (d) **For the papers of Gr. B** grafting will be allowed within the papers of Gr. B.
- (e) The maximum number of marks that can be transferred from any donor paper is 5 (five).
- (f) 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.

Section 13

Seeing of Answer Scripts

13.1 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.

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

Section 14

Rules for Foundation Course

- Foundation course is a 2 credit course divided between semester 1 and 2.
- Interreligious studies and social harmony will be taught in semester 1 and Personality development in semester 2
- Total marks allotted to each semester is 50
- The fifty marks is divided into two components –
 - a) Attendance 25 marks
 - b) Assignment 25 marks
- The pass marks for Assignment is 15
- Attendance Structure and Marks Calculation:

Attendance Percentage	Marks
91 – 100	25
81 – 90	20
75 – 80	15

- A candidate getting below 75% with respect to attendance shall be debarred (75% of the total number of classes). In such a situation, the candidate has to submit THREE assignments in the subsequent semester. However, the candidate need not attend classes in the subsequent semester.
- Provision for condonation shall be there but that will be decided by the Vice principals on a case to case basis.
- If a candidate fails to submit the assignment or is not successful in getting the pass marks in the assignment, he/she will be allowed to submit the same in the current semester. Otherwise it shall be regarded to be an arrear case. In that case, the candidates have to once again submit an assignment to the respective professor concerned in the following semesters (semester 3/semester 4) but the candidates need not attend classes.
- Marks obtained in the foundation course shall not be considered in SGPA/CGPA calculation.
- To be awarded a graduation degree, a candidate must complete 2 foundation course credits.

Section 15

Award / Degree

15.1 For Honours degree:

First Class Degree is awarded for aggregate marks 60% or above (All papers excluding Foundation Course). Second Class Degree is awarded for aggregate marks between 40% and less than 60% (All papers excluding Foundation Course).

15.2 For General degree :

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

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

15.4 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 16

Mark Sheet, Migration Certificate, etc.

16.1 Mark sheets and grade sheets will be issued separately.

16.2 Semester mark sheet will be available to the students online. Hard copies of annual cumulative mark sheet will be given to the students. The annual mark sheets will not contain QR Code and Hologram. QR code and hologram will be affixed on the final consolidated mark sheet given after semester 6. All mark sheets both hard and soft form will contain the photograph of the students.

- 16.3** For students debarred on the basis of attendance, migration certificate will be issued only after the completion of the course.
- 16.4** 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.

Section 17

Conversion from Honours to General Degree and Re-Conversion to Honours

17.1 Award of General Degree to Honours students

A student may opt for an award of a General Degree subject to the fulfilment of the following conditions:

- (a) Application will be received only after semester VI examination results are published.
- (b) Co-curricular credit rules will apply.
- (c) Before applying for conversion, a student must have at least grade C (i.e., at least 30%) in all papers.

17.2 Reconversion from General to Honours

A student, who has opted for an award of a General Degree, may again opt for improvement (General to Honours) subject to the fulfilment of the following conditions:

- (i) Application for the permission for reconversion from General to Honours will take place one year from the day of issuing Honours to General Consolidated mark sheet and certificate.
- (ii) A student will be required to acquire at least grade C+ in all papers to be awarded the Honours degree.
- (iii) Reconversion can take place within 6 years from the date of registration.
- (iv) At the time of getting Honours degree, the student will be required to surrender consolidated mark sheet and certificate which were issued at the time of getting a General degree.