

ST. XAVIER'S UNIVERSITY, KOLKATA

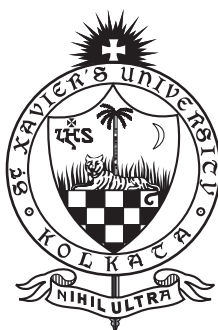
Action Area III B

New Town, Kolkata - 700 160

West Bengal, India

E-mail : enquiry@sxuk.edu.in

Website : www.sxuk.edu.in



PROSPECTUS AND CALENDAR
2024 - 2025

The word "Contents" is written in a stylized, italicized serif font and is enclosed within a double-lined oval border.

1. Message from the Vice-Chancellor	3
2. Vision and Mission	5
3. A Brief History of the University	7
4. Timeline of St. Xavier's University, Kolkata	10
5. Governing Board 2021-2025	14
6. Executive Council	16
7. Academic Council	17
8. Finance Committee	18
9. Board of Research	19
10. IQAC	20
11. Internal Complaints Committee	22
12. Students' Grievance Redressal Committee	22
13. Committees Constituted for the Academic Year 2024 - 2025	23
14. Administrative Officers and Other Officers	34
15. Faculty Members	35
16. Non-Teaching Staff Members	42
17. Centres of the University	44
18. List of Societies	51
19. Scholarships	52
20. University Excellence Awards and Medals	59
21. Students' Counselling Cell	60
22. Code of Conduct for Students	61
23. Regulations for Students' Attendance Requirement	70
24. Rules & Regulations for Undergraduate Degree Courses	77
25. Rules & Regulations for Two-year Postgraduate Degree Courses	92
26. Rules & Regulations for the Ph.D. Programme	100
27. Other Rules, Guide Lines and Instructions	101
28. University Fees	105
29. Fees Structure for Undergraduate Degree Courses 2024 - 2028	106
30. Fees Structure for B.Com. LL.B (Hons.) & B.A. LL.B (Hons.) Courses 2024 - 2029	107
31. Fees Structure for Postgraduate Degree Courses 2024 - 2026	108
32. Hostel & Infirmary	109
33. Training and Placement Cell	111
34. St. Xavier's University Kolkata Alumni Association	113
35. Tentative Almanac for Odd & Even Semesters 2024-25	114
36. Calendar 2024 - 2025	118
37. University and Department Phone Numbers	136

Message from the Vice-Chancellor

My dear students, I extend a warm welcome to all of you at the beginning of the new academic session. It gives me immense joy to christen you as Xaverians as you step inside the threshold of this University.

St. Xavier's University, Kolkata is now in its eighth year. Starting in 2017, we have overcome many obstacles and forged ahead on the path of academic excellence. What you are witnessing today is the outcome of the hard work and dedication of our Jesuit Fathers, faculty members and staff members.

In the coming years, you will not only receive the best academic training but will also be given the opportunity to imbibe the values and principles of the Xaverian ethos. You will be the torch-bearer of the Xaverian legacy and the university will shape your identity. You will learn the importance of becoming men and women for others, contributing meaningfully to your society and nation.

In the fifth Convocation ceremony of the University, we awarded qualifying degrees to 889 students both in the undergraduate and postgraduate programmes. The first Ph.D degree was awarded to a scholar of Commerce and Management.

The Doctor of Science (D.Sc, Honoris Causa) was conferred on Rev. Dr. Savarimuthu Ignacimuthu, S.J., a renowned Bio-Scientist for his notable contributions in academics and research works. St. Xavier's University also conferred the Doctor of Law (LL.D., Honoris Causa) on Mr. R N Jhunjhunwala, a reputed Attorney-at-Law.

St. Xavier's University, Kolkata has signed a series of MoUs with eminent organisations to improve our academic and industry networking. We have signed a MoU with the Alliance Française du Bengale for foreign language teaching and a number of other cultural and research activities.

Another MoU has been signed with Child Rights and You (CRY) which aims to enrich experiential learning among students of the University by providing a practical dimension to it and to inculcate in them the spirit of public service.

We have also signed a MoU with the New Town Kolkata Green Smart City

Corporation Limited (NKGSCCL) with the purpose of developing an ideal smart city through collaborative efforts.

We will inaugurate one additional hostel building for girls this year. The hostel will accommodate outstation students. At present, we have accommodation facilities for 275 boys and 575 girls in Tagore Niwas and Mother Teresa Niwas respectively.

Hostel life in SXUK is full of energy and enthusiasm. You will find yourself engaged in a plethora of exciting activities. As a resident student, you can study till late hours in the Central Library, which remains open until 10 pm. Our library resources are equipped with all modern technologies.

One wing of the second academic block of the university is also nearing completion. It will facilitate further academic expansion.

SXUK has established a Centre for Global Network and Initiatives (CGNI) to bridge the gap between Indian and global educational perspectives. This initiative will promote an academic environment that facilitates the exchange of knowledge and learning while enriching the global academic milieu. The University has also established a Centre for Language and Communication Studies.

Learning should always be scientific, experiential and experimental for students. We must adopt a forward looking approach. There must be a positivist approach when offering education to students. We encourage our students participate in extra-curricular and co-curricular activities beyond the classroom teaching. Our university will continue to provide our students with a holistic value-based education and make them independent thinkers who will learn from their successes and failures to become true Xaverians.

God bless!

Nihil Ultra!

“Every inch of this campus is your wealth, Take care of it as your health.”

Rev. Dr. J. Felix Raj, S.J.

Vice-Chancellor
St. Xavier's University, Kolkata

Our Vision



Rooted in and inspired by the Ignatian charism of forming men and women for others, St. Xavier's University, Kolkata, as a Centre of Excellence, strives to promote a society based on love, freedom, liberty, justice, equality and fraternity.

Our Mission



- To set an international standard for Arts, Science, Commerce education;
- To provide management and legal education contemporary and relevant to the 21st Century;
- To provide all students of St. Xavier's University, Kolkata a unique and exceptional education that will be a transforming experience intellectually, culturally, socially and personally;
- To excel in all areas of teaching-learning, research, outreach and consultancy;
- To contribute to the creation of knowledge and to search for the meaning of life;
- To bridge the rural-urban divide, taking the benefits of education to the poor and the marginalized, aiming at their empowerment;
- To ensure access to, and equity in higher educational opportunity to all deserving and meritorious students with a preferential option for the poor and marginalized, irrespective of caste and creed;
- To inspire and challenge all segments of the university to raise the realm of good from better to best through continuous quality assessment;
- To offer subjects for competence building, and to motivate / inspire a work force imbued with human values;
- To become a centre of excellence and to consciously promote communal harmony and cultural integration so as to create an atmosphere of dialogue in the campus;
- To promote academic exchange and academia-industry interface, making use of the latest technology;

- To develop application-oriented courses, with the mandatory view on values, to produce holistic development of persons;
- To form young men and women of competence, commitment, conscience and compassion;
- To contribute to the well-being of the nation without counting the cost in the spirit of NIHIL ULTRA (Nothing Beyond), the motto of St. Xavier's.

Value framework to accomplish our mission

- Fostering passionate pursuit for academic and intellectual excellence;
- Promoting social concern leading to action;
- Cultivating uncompromising commitment towards enhancing the quality of life both at the organizational and societal level;
- Instilling in students' integrity, perseverance and transparency;
- Facilitating creativity and innovativeness in all endeavours;
- Instilling leadership to become agents of social change and shape a better future;
- Encouraging discipline, teamwork and the culture of collaboration;
- Providing education with a human face and furthering the cause of human virtues.

Sponsoring Trust

In May 2004, the Catholic Mission of Western Bengal initiated the registration of a new Trust, in the style and name of St. Xavier's College Kolkata Educational Trust. The administration and management of St. Xavier's University, Kolkata was brought under this Trust with effect from 8th February 2017, and the day-to-day administration is vested with the Governing Board.

Website : www.sxcket.net

St. Xavier's University, Kolkata

A Brief History

St. Xavier's University, Kolkata (SXUK) was conceived in 2011, when Rev. Fr. John Felix Raj, S.J., along with the members of the St. Xavier's College (Calcutta) Alumni Association envisaged 'SXC Vision 2020', which encompassed the establishment of St. Xavier's University. The university was established with a desire to deepen human understanding and create an excellent platform for teaching, scholarship and research and, thus, create a pool of ethically aware and sensitive citizens.

In 2012, when the Hon'ble Chief Minister of West Bengal, Mamata Banerjee, graced the Convocation of St. Xavier's College (Autonomous), Kolkata, she proposed that the College be upgraded to the status of a University or a separate University be established under the Jesuit banner. The Government of West Bengal extended its valuable support to the Jesuits by granting 17 acres of land for the St. Xavier's University campus to be built at Rajarhat.

In December 2016, the St. Xavier's University, Kolkata Act 2016, was unanimously passed in the West Bengal Assembly and was duly assented by the Hon'ble Governor of West Bengal, Shri Keshari Nath Tripathi, on January 16, 2017. The West Bengal Government notified February 8, 2017 as the effective date of the Act to come into force.

Father Felix Raj, S.J. assumed office as the first Vice-Chancellor of the University on February 15, 2017 and Prof. Ashis Mitra as the first Registrar of the University on March 1, 2017. Soon after, the first Governing Board was formed and had its first meeting on April 28, 2017.

Britto House, which is the Jesuit residence, was inaugurated on April 28, 2017, the day the Governing Board held its first meeting in the University campus.

St. Xavier's University, Kolkata was inaugurated on July 7, 2017 by Mamata Banerjee, Hon'ble Chief Minister of West Bengal in the presence of Mr. Lakshmi Niwas Mittal, Chairman and CEO of Arcelor

Mittal; Rev. Fr. Jeyaraj Veluswamy, S.J., Jesuit Provincial and several other dignitaries.

Mamata Banerjee expressed her firm belief that St. Xavier's University would soon be of global significance, like the Harvard and the Oxford. The Jesuit principles of faith and service would enable St. Xavier's University to become one of the foremost educational institutions in the country, promoting excellence in education and research. Mr. Mittal observed, 'Today is a great day for Xavier's. Fr. Felix Raj and I have been dreaming of this day for some years now, since we met in London in 2013. The dream has now become a reality'.

On July 10, 2017, the first Academic Session began with two undergraduate courses in B.Com. and B.M.S. and four postgraduate courses in M.A. English, M.Com, M.A. Mass Communication and MSW with a total strength of 400 students.

The Academic Block was named, 'Lakshmi and Usha Mittal Foundation Building', as a token of gratitude for the generous support of Mr. L.N. Mittal towards the construction of the building.

The University is widely recognised as an important centre and destination for the young citizens of India who are eager to learn and create, and for faculty and researchers committed to the values of scholarship and cooperation.

SXUK offers adequate hostel facilities to its students to resolve their commutation problems. Separate hostel buildings for girls and boys are available. The hostel mess provides both vegetarian and non-vegetarian food that are healthy and hygienically prepared.

The Arrupe Building houses the University's Libraries – Central Library, Ph.D. Library, XLS Library and XBS Library. The libraries use the Koha Library Management System with 'DDC 23rd Classification Schedule' Self-issuing / return machines: "KIOSK" RFID technology with Gate Antenna. Besides, there are 21 computer terminals with high speed internet access and wi-fi to facilitate the use of laptops for searching national and international journals and magazines, as well as access to common productivity software applications.

Reprographic services are available in the Reading Room. Multimedia equipment include DVD players, monitors and multimedia resources such as Koha ILMS with 'DOC 23rd classification Systems'. Arrupe building also houses LCERI office and Fr. Gaston Roberge Studio.

Since its inception the University has grown by leaps and bounds in terms of both students' strength and the number of courses. The journey started with a strength of 400 students in the inaugural year (2017-18) and reached 3200 in 2022-23.

To cater to the need for quality management education in the country, the university started Xavier Business School (XBS) in 2018 to provide a full-time two-year MBA programme. The specialisations offered are : Human Resources, Marketing, Finance, and Systems and Operations.

2019 saw the university taking two more bold steps by setting up Xavier Law School (XLS) with the aim to provide the best legal education to budding lawyers of the future, and giving impetus to high-level research output by offering Ph.D. in different subjects. XLS offers five-year integrated BA-LLB (Hons.) and B.Com-LLB (Hons.). Presently the University runs eight(8) Ph.D. programmes.

The global pandemic situation has enlightened us to the necessity of taking care of mental health through psychological counselling and so, the University has introduced MA in Psychology, with specialisations in Clinical Psychology and Organisational Behaviour from the 2021-2022 academic session. From 2022-23 Academic Session, the University has started the Faculty of Science with two new postgraduate courses – M.Sc. in Computer Science and Statistics.

From 2023-24 Academic Session, the university has started offering 4-year undergraduate programmes following the UGC Curriculum and Credit Framework for Undergraduate Programme & National Higher Education Qualification Framework.

Timeline of St. Xavier's University, Kolkata

Sl. No.	Date	Events
1.	July 31, 2011	Rev. Fr. John Felix Raj, S.J., the Principal of St. Xavier's College and President of St. Xavier's College (Calcutta) Alumni Association (SXCCAA) envisaged SXC Vision 2020 on the Feast of St. Ignatius of Loyola, July 31. The establishment of St. Xavier's University, Kolkata is at the centre of the Vision.
2.	January 20, 2012	At the Convocation Ceremony of the College on January 20, the Hon'ble Chief Minister of West Bengal, Mamata Banerjee, invited St. Xavier's College to start a University.
3.	March 17, 2012	Rev. Fr. John Felix Raj, S.J., appointed a 'Think Tank' on March 17 to prepare a DPR of St. Xavier's University, Kolkata.
4.	August 5, 2013	The Rajarhat land was purchased from the State Government.
5.	December 27, 2013	The Hon'ble Chief Minister of West Bengal, Mamata Banerjee, laid the Foundation Stone of St. Xavier's University, Kolkata. It was blessed by His Grace, Archbishop Thomas D'Souza in the presence of Rev. Fr. Jeyaraj Veluswamy, S.J., Provincial; Rev. Dr. John Felix Raj, S.J., Principal and many other distinguished guests and alumni.
6.	December 15, 2016	St. Xavier's University, Kolkata Act, 2016 was passed unanimously in the West Bengal Legislative Assembly.
7.	January 16, 2017	Hon'ble Governor of West Bengal, Shri Keshari Nath Tripathi, gave his assent to the St. Xavier's University Kolkata Act, 2016.
8.	February 8, 2017	The 8th of February is notified by the Government of West Bengal as the date of effect from which provisions of the St. Xavier's University, Kolkata Act, 2016 came into force.
9.	February 15, 2017	Rev. Dr. John Felix Raj, S.J. assumed office as the first Vice-Chancellor of St. Xavier's University, Kolkata on February 15 and Prof. Ashis Mitra was appointed as the first Registrar of the university.
10.	April 28, 2017	The Governing Board had its first meeting at St. Xavier's University, Kolkata. Britto House was blessed and inaugurated.
11.	July 7, 2017	St. Xavier's University, Kolkata was inaugurated in the presence of the Hon'ble Chief Minister, Mamata Banerjee. The momentous occasion was graced by the presence of Dr. Partha Chatterjee, Education Minister; Mr. Lakshmi Niwas Mittal, Chairman and CEO of Arcelor Mittal, and his wife,

Sl. No.	Date	Events
		Mrs. Usha Mittal; Rev. Fr. Jeyaraj Veluswamy, S.J., Chancellor; Rev. Dr. John Felix Raj, S.J., Vice-Chancellor and several other dignitaries. 400 students of the first batch of the university also witnessed the historical event.
12.	July 31, 2018	St. Xavier's University Hostels were blessed and inaugurated.
13.	August 7, 2018	Xavier Business School was inaugurated.
14.	February 8, 2019	The Central Library Building, named after Fr. Pedro Arrupe, was inaugurated by Hon'ble Governor.
15.	July, 27 2019	First Convocation of the University was held. Dr. Shashi Tharoor, Member of Parliament was the Chief Guest.
16.	August 3, 2019	Xavier Law School was inaugurated.
17.	August 19, 2020	Mr. Gautam Chatterjee, MD & CEO of Exide Industries Ltd. inaugurated the Utility Building.
18.	February 6, 2021	Second Convocation of the University was held. Hon'ble Governor of West Bengal, Shri Jagdeep Dhankar was the Chief Guest.
19.	March 5, 2022	Third Convocation of the University was held. Dr. Sanjiv Goenka, Chairman of RPSG Group and eminent industrialist was conferred the first D.Litt. (Honoris Causa).
20.	April 11, 2022	'Loyola Tirtha', the new administrative block was completed. Fr. Vice-Chancellor and other administrative officers moved into the new building.
21.	February 6, 2023	SXUK conferred D.Litt (Honoris Causa) on Mamata Banerjee, Hon'ble Chief Minister of West Bengal in the presence of Dr. C. V. Ananda Bose, Hon'ble Governor of West Bengal. Loyola Tirtha, the new administrative block was inaugurated by the Chief Minister on the same day.
22.	February 22, 2023	Centre for Global Network and Initiative was inaugurated.
23.	March 11, 2023	An extension lecture on 'Principles and ways to overcome social exclusion in Asia' was delivered by Prof. Father Felix Wilfred, an eminent theologian from Chennai.

Sl. No.	Date	Events
24.	March 24-25, 2023	Department of Economics, SXUK in collaboration with the Jesuit Economic Association of India (JEAI) organized a 2-day national conference on 'Contemporary Issues in Economic Theory and Policy'.
25.	March 30-31, 2023	An academic and administrative audit of SXUK was done by a team of external experts.
26.	April 12-13, 2023	Students' Board organised the Xavrang 2023, the annual fest.
27.	April 14-16, 2023	A 3-day workshop for AICUF State Advisers was held in the university campus. 25 Jesuit state advisers from different states attended the workshop.
28.	April 29, 2023	LCERI and Faculty of Commerce and Management in collaboration with Indian Accounting Association (IAA) organised a national level conference on 'Contemporary issues in Accounting, Finance and Management'.
29.	May 31, 2023	SXUK and WEBEL signed an MoU as part of industry-academia collaboration.
30.	June 12-21, 2023	Centre for Social Outreach (CSE), a unit of SXUK in association with Seva Kendra, Kolkata conducted a 10-day workshop on tailoring in the university campus for rural women which was supported by WBSEDCL.
31.	June 12-21, 2023	A 2-week Capacity Building Programme (CBP), sponsored by ICSSR, New Delhi was held in the university campus. Dr. Shashi Panja, State Cabinet Minister for Industries, Commerce and Enterprises, inaugurated the programme.
32.	August 3, 2023	St. Xavier's University, Kolkata (SXUK) signed a Memorandum of Understanding (MoU) with the New Town Kolkata Green Smart City Corporation Limited (NKGSCCL) aiming to make it an ideal smart city.
33.	August 21-26, 2023	SXUK and Webel hosted a one-week refresher course on "Data Analytics and Machine Learning" at the university campus from August 21–26, 2023.
34.	August 25-26, 2023	St. Xavier's University Kolkata Alumni Association (SXUKAA) celebrated the Philanthropy Day through conducting a blood donation camp and eye check-up camp respectively on August 25 - 26, 2023 in the university campus.
35.	September 15, 2023	Rev. Fr. John Felix Raj, S.J., Hon'ble Vice-Chancellor of SXUK was honoured with the prestigious 'Excellence in Learning and

Sl. No.	Date	Events
		Development' award at the sixth Eastern Regional Conference and Exhibition at the Biswa Bangla Convention Centre, Kolkata on September 15, 2023, by the Indian Society for Training and Development (ISTD).
36.	November 14, 2023	Archbishop Leopoldo Girelli, the ambassador of the Vatican in India, accompanied by His Grace the Archbishop of Calcutta, Most Rev. Thomas D'Douza and two Italian priests, paid a visit to the SXUK campus on Tuesday, November 14, 2023.
37.	November 25, 2023	Mr. P. Chidambaram, a former Union Minister and Rajya Sabha MP, delivered a special lecture on "The Future of Democracy," and launched the book "Development, Decentralisation, and Democracy," written by Father John Felix Raj S.J., Vice-Chancellor of the university.
38.	December 6, 2023	An MoU (Memorandum of Understanding) was signed between SXUK and 'Child Rights and You (CRY)' at the University Campus, New Town.
39.	December 18, 2023	The Higher Education department of West Bengal created a chair professor post at SXUK in memory of Mother Teresa. The post will be called The Mother Teresa Chair Professor for Peace. The State government approved Rs. 30 lakh per annum for this post.
40.	January 27, 2024	Hon'ble Vice-Chancellor of SXUK, Rev. Dr. J. Felix Raj, SJ received the JHEASA <i>Magis</i> 2024 Award on January 27, 2024, at St. Xavier's College (Autonomous), Kolkata
41.	January 31, 2024	St. Xavier's University, Kolkata set up a stall in the 47th International Kolkata Book Fair. The stall was inaugurated by the Hon'ble Chief Minister, Dr. Mamata Banerjee on January 18 at 4.00 pm.
42.	February 10, 2024	The Fifth Convocation ceremony of St. Xavier's University, Kolkata was held on 10th February 2024. Dr. Kandeh Kolleh Yumkellah was appointed as the global ambassador of SXUK for peace.
43.	March 18, 2024	A Memorandum of Understanding was signed between SXUK and Alliance Française du Bengale in the University campus. The MoU was signed by Rev. Fr. Dr. John Felix Raj, Vice-Chancellor, and by Mr. Nicolas Facino, Director, Alliance Française du Bengale.
44.	June 6, 2024	SXUK signed MoU with the University of Sussex, United Kingdom at the SXUK campus. The MoU aims to foster academic collaboration between the two universities.

GOVERNING BOARD 2021-2025

1	Rev. Dr. James Arjen Tete, S.J. President, St. Xavier's College Kolkata Educational Trust	Chancellor
2	Rev. Fr. Dr. John Felix Raj, S.J.	Vice-Chancellor
3	Vacant	Pro-Vice-Chancellor
4	Prof. Ashis Mitra	Registrar and Secretary
5	Rev. Fr. Joseph Raj, S.J.	Finance Officer
6	The Secretary Department of Higher Education, Government of West Bengal	Member
7	Rev. Fr. Jeyaraj Veluswamy, S.J. Rector, St. Xavier's College, Kolkata	Member
8	Rev. Fr. Dr. Dominic Savio, S.J. Principal, St. Xavier's College, Kolkata	Member
9	UGC Nominee	Member
10	Visitor's Nominee	Member
11	Prof. Suranjan Das Vice-Chancellor, Adamas University, Kolkata	Chancellor's Nominee
12	Prof. Sanghamitra Bandyopadhyay Director, Indian Statistical Institute, Kolkata	Chancellor's Nominee
13	Rev. Fr. Dr. Antony R. Uvari, S.J. Vice-Chancellor, XIM University	Member
14	Rev. Fr. Dr. G. Paul Arockiam, S.J. Principal, St. Xavier's College, Burdwan	Member
15	Rev. Fr. Dr. Donatus Kujur, S.J. Principal, St. Joseph's College, Darjeeling	Member
16	Rev. Fr. Dr. M. Arockiasamy Xavier, S.J. Principal, St. Joseph's College, Trichy	Member
17	Rev. Fr. Pudota Rayappa John, S.J. Principal, Vidyajyoti Institute of Religious Studies, Delhi	Member
18	Rev. Fr. Dr. Xavier Vedam, S.J. General Secretary, All India Association for Christian Higher Education	Member

- | | | |
|----|---|----------------------------------|
| 19 | Rev. Fr. Peter Arockiam, S.J.
Vice-Principal, St. Xavier's College, Kolkata | Member |
| 20 | Rev. Fr. Joseph Kulandai, S.J.
Vice-Principal, St. Xavier's College, Kolkata | Member |
| 21 | Rev. Fr. Anil Gomes, S.J.
Assistant Controller of Examinations, St. Xavier's College, Kolkata | Member |
| 22 | Rev. Fr. Johnson Padiyara, S.J.
Vice-Principal, St. Xavier's College, Kolkata | Member |
| 23 | Rev. Fr. Dr. Shaju Sacaria Joseph, S.J.
Assistant Professor, St. Xavier's College, Kolkata | Member |
| 24 | Dr. Soma Sur
Professor, St. Xavier's University, Kolkata | Vice-Chancellor's Nominee |
| 25 | Dr. Manodip Ray Chaudhuri
Professor, St. Xavier's University, Kolkata | Vice-Chancellor's Nominee |
| 26 | Rev. Dr. Maria Joseph Israel, S.J.
Assistant Professor, St. Xavier's University, Kolkata | Member |
| 27 | Rev. Fr. Dr. Mourlin K, S.J.
Assistant Professor, St. Xavier's University, Kolkata | Member |
| 28 | Rev. Fr. Anburaj Manuel S.J.
Assistant Director, Udayani Social Action Forum | Member |
| 29 | Mr. Mario Martin Louis
Communication and Protocol Officer, St. Xavier's University, Kolkata | Vice-Chancellor's Nominee |
| 30 | Mr. Lakshmi Niwas Mittal
Chairman, Arcelor Mittal | Member |
| 31 | Mr. Sanjiv Goenka
Chairman, RP-Sanjiv Goenka Group | Member |
| 32 | Mr. R. N. Jhunjhunwala
Attorney-at-Law, Advocate & Notary Patent & Trade Mark Attorney | Member |
| 33 | Mr. Santanu Basu, IAS
Chairman & Managing Director (CMD), West Bengal
State Electricity Distribution Company Limited (WBSEDCL) | Member |
| 34 | Mr. Firdausul Hasan
Hony. Secretary, St. Xavier's College Calcutta Alumni Association | Member |
| 35 | Mr. Vatsal Chirimar
Hony. Secretary, St. Xavier's University Kolkata Alumni Association | Member |

EXECUTIVE COUNCIL**(July 2021 – June 2025)**

Sl. No.	Name	Designation	Category
1	Rev. Dr. John Felix Raj, S.J.	Vice-Chancellor	Chairperson
2	Prof. Ashis Mitra	Registrar	Secretary
3		Pro-Vice-Chancellor	Ex-Officio Member
4	Dr. Indra Kanta Maitra	Controller of Examinations	Ex-Officio Member
5	Rev. Joseph Raj, S.J.	Finance Officer	Ex-Officio Member
6	Dr. Sitangshu Khatua	Dean, Xavier Business School	Ex-Officio Member
7	Dr. Anupam Mitra	Dean, Faculty of Commerce & Management	Ex-Officio Member
8	Dr. Susmita Halder	Dean, Faculty of Arts & Social Studies	Ex-Officio Member
9	Dr. Ranjeeta Mukherjee	Dean, Xavier Law School	Ex-Officio Member
10	Dr. Tuhin Utsab Paul	Dean, Faculty of Science	Ex-Officio Member
11	Dr. Soma Sur	Professor, Xavier Business School	Teacher member, nominated by the Vice-Chancellor
12	Dr. Subhanil Chowdhury	Associate Professor, Department of Economics	Teacher member, nominated by the Vice-Chancellor
13	Dr. Rupa Biswas	Head, Department of Social Work	Selected by the Vice-Chancellor by rotation for one year in alphabetical order of the Department
14	Dr. Mitra Goswami	Head, Department of Commerce	

ACADEMIC COUNCIL
(January 2023 – December 2026)

Sl. No.	Name	Designation	Category
1	Rev. Dr. John Felix Raj, S.J.	Vice-Chancellor	Chairperson
2	Vacant	Pro-Vice-Chancellor	Member
3	Prof. Ashis Mitra	Registrar	Permanent Invitee
4	Dr. Indra Kanta Maitra	Controller of Examinations	Permanent Invitee
5	Dr. Sitangshu Khatua	Dean, Xavier Business School	Member Secretary
6	Dr. Susmita Halder	Dean, Faculty of Arts and Social Studies	Member
7	Dr. Tuhin Utsab Paul	Dean, Faculty of Science	Member
8	Dr. Anupam Mitra	Dean, Faculty of Commerce and Management	Member
9	Dr. Ranjeeta Mukherjee	Dean, Xavier Law School	Member
10	Dr. Soma Sur	Professor, Xavier Business School	Nominated Member
11	Dr. Shuvendu Chakraborty	Associate Professor, Xavier Business School	Nominated Member
12	Prof. Dhruva Ranjan Dandapat	Professor, Department of Commerce, University of Calcutta	Permanent Invitee (External)
13	Dr. Soumya Chakraborty	Professor, Department of Economics, Visva Bharati University	Permanent Invitee (External)
14	Dr. Rupa Biswas	HoD, Social work	Member
15	Dr. Subhanil Chowdhury	HoD, Economics	Member
16	Dr. Moumita Mukherjee	HoD, Psychology	Member
17	Dr. Harish Kumar	HoD, Mass Communication	Member
18	Dr. Medha Bhadra Chowdhury	HoD, English	Member
19	Dr. Somnath Banerjee	HoD, Management Studies	Member
20	Dr. Mitra Goswami	HoD, Commerce	Member
21	Dr. Utpal Pore	HoD, Statistics	Member

ACADEMIC COUNCIL (Contd.)

Sl. No.	Name	Designation	Category
22	Dr. Animesh Das	Professor-in-charge of B.Com., LL.B., Xavier Law School	Member
23	Dr. Rajrupa Sinha Roy	Professor-in-charge of B.A., LL.B., Xavier Law School	Member
24	Dr. Monalika Dey	Assistant Professor, Faculty of Commerce and Management	Nominated Member
25	Dr. Manali Bhattacharya	Assistant Professor, Faculty of Arts and Social Studies	Nominated Member
26	Rev. Dr. Mourlin K, SJ	Assistant Professor, Xavier Business School	Nominated Member
27	Dr. A. Vijayakumar	Librarian	Member
28	Dr. Tanushree Biswas	Professor-in-charge, Centre for Skill Development	Member
29	Dr. Bidisha Kantha	Professor-in-charge, Centre for Language and Communication Studies	Member

FINANCE COMMITTEE**(July 2023 – June 2025)**

Sl. No.	Name	Designation	Category
1	Rev. Dr. John Felix Raj, S.J.	Vice-Chancellor	Chairperson
2	Rev. Fr. Joseph Raj, S.J.	Finance Officer	Secretary
3	Vacant	Pro-Vice-Chancellor	Member
4	Prof. Ashis Mitra	Registrar	Member
5	Dr. Anupam Mitra	Dean, Faculty of Commerce & Management	Member
6	Ms. Jhinuk Ganguly	Accountant, Finance Office	Member
7	Mr. R.R. Modi	Chartered Accountant & External Expert	External Expert

BOARD OF RESEARCH
(March 2023 – February 2026)

Sl. No.	Name	Designation	Category
1	Rev. Dr. John Felix Raj, S.J.	Vice -Chancellor	Chairperson
2	Dr. Soma Sur	Professor, Xavier Business School, Ph.D. Programme Coordinator and Hony. Director, LCERI	Member Secretary
3	Dr. Anupam Mitra	Dean, Faculty of Commerce and Management	Member
4	Dr. Susmita Halder	Dean, Faculty of Arts and Social Studies	Member
5	Dr. Ranjeeta Mukherjee	Dean, Xavier Law School	Member
6	Dr. Sitangshu Khatua	Dean, Xavier Business School	Member
7	Dr. Tuhin Utsab Paul	Dean, Faculty of Science	Member
8	Dr. Manodip Ray Chaudhuri	Professor, Xavier Business School	Member
9	Dr. Ashok Kumar Mohapatra	Professor, Department of English, Faculty of Arts & Social Studies	Member
10	Dr. Harish Kumar	Professor and Head, Department of Mass Communication, Faculty of Arts & Social Studies	Member
11	Dr. Mononita Kundu Das	Professor, Xavier Law School	Member
12	Dr. Subhanil Chowdhury	Associate Professor, Department of Economics, Faculty of Arts & Social Studies	Member
13	Dr. Somnath Banerjee	Associate Professor, Faculty of Commerce and Management	Member
14	Dr. Niraj Kumar	Associate Professor, Faculty of Commerce and Management	Member
15	Dr. Shuvendu Chakraborty	Associate Professor, Xavier Business School	Member
16	Dr. Gitu Singh	Associate Professor, Xavier Law School	Member

BOARD OF RESEARCH (Contd.)

Sl. No.	Name	Designation	Category
17	Dr. Jacob Islary	Associate Professor, Department of Social Work, Faculty of Arts & Social Studies	Member
18	Dr. Suranjan Das	Vice-Chancellor, Jadavpur University	Member (External Expert)
19	Dr. Somak Maitra	Associate Professor in Management, Faculty of Commerce & Management	Member
20	Dr. Sudipti Banerjee	Professor (Retd.), Department of Commerce, University of Calcutta	Member (External Expert)
21	Dr. Basab Chaudhuri	Former Vice-Chancellor, West Bengal State University	Member (External Expert)
22	Prof. Ashis Mitra	Registrar	Permanent Invitee
23	Dr. Indra Kanta Maitra	Controller of Examinations	Permanent Invitee

IQAC COMMITTEE**(July 2023 – June 2025)**

Sl. No.	Name	Designation	Category
1	Rev. Dr. John Felix Raj, S.J.	Vice-Chancellor	Chairperson
2	Dr. Shuvendu Chakraborty	Associate Professor, Xavier Business School	Director, IQAC
3	Prof Ashis Mitra	Registrar	Senior Administra- tive Officer
4	Dr. Indra Kanta Maitra	Controller of Examinations	Senior Administra- tive Officer
5	Dr. Susmita Halder	Dean, Faculty of Arts and Social Studies	Teacher (Professor)
6	Prof. Anupam Mitra	Dean, Faculty of Commerce and Management	Teacher (Professor)

IQAC COMMITTEE (Contd.)

Sl. No.	Name	Designation	Category
7	Dr. Sitangshu Khatua	Dean, Xavier Business School	Teacher (Associate Professor)
8	Dr. Ranjeeta Mukherjee	Dean, Xavier Law School	Teacher (Associate Professor)
9	Dr. Tuhin Utsab Paul	Dean, Faculty of Science	Teacher (Associate Professor)
10	Prof. Soma Sur	Ph.D. Coordinator	Teacher(Professor)
11	Rev. Dr. Mourlin K, S. J.	Assistant Professor	Management Representative
12	Mr. Vatsal Chirimar	Hony. Secretary, Alumni Association	Alumni Member
13	Mr. Kaushik Chakraborty	Ph.D. Student	Student Representative
14	Mr. Debashis Sen, IAS	Former M.D., WBHIDCO	Local Society/Trust Representative
15	Mr. Rakesh Shah	Director, Nipha Exports	Industry Representative
16	Fr. Peter Arockiam	Vice-Principal, St. Xavier's College	Employer Representative
17	Mr. L. N. Meena, IPS	Additional Director General of Correctional Services, GoWB	Stakeholder Representative (Parent)
18	Dr. Tanushree Biswas	Assistant Director, IQAC	Permanent Invitee
19	Dr. Tanmoy Kumar Pal	Assistant Registrar	Permanent Invitee



We ourselves feel that what we are doing is just a drop in the ocean. But the ocean would be less because of that missing drop.

St. Mother Teresa

INTERNAL COMPLAINTS COMMITTEE**(July 2023 – June 2026)**

Sl. No.	Name	Designation	Category
1	Dr. Mononita Kundu das	Professor, Xavier Law School	Presiding Officer
2	Dr. Manali Bhattacharya	Assistant Professor, Department of Mass Communication	Member
3	Dr. Antara Ghatak	Assistant Professor, Department of English	Member
4	Mr. Ashish Shaw	Legal & Compliance Officer	Member
5	Ms. Jhinuk Ganguly	Non-Teaching Staff	Member
6	Ronit Pramanick	Student, MBA, Sem. III	Student Representative
7	Pujal Musahib	Student, BA-LLB, Sem-IX	Student Representative
8	Ms. Aparupa Bhattacharya	Research Scholar (Commerce & Management)	Student Representative
9	Ms. Cheryl Francis	Secretary, Snegam	Representative from NGO

STUDENTS' GRIEVANCE REDRESSAL COMMITTEE**(July 2023 – June 2025)**

Sl. No.	Name	Designation	Category
1	Dr. Anupam Mitra	Dean, Faculty of Commerce & Management	Chairperson
2	Dr. Jacob Islary	Associate Professor, Department of Social Work, Faculty of Arts & Social Studies	Convener
3	Dr. Sitangshu Khatua	Dean, Xavier Business School	Member
4	Dr. Susmita Halder	Dean, Faculty of Arts and Social Studies	Member
5	Dr. Gitu Singh	Associate Professor, Faculty of Arts & Social Studies	Member
6	Aahana Bhattacharya	Student Representative B.A. LLB, Sem VII	Special Invitee (2023-2024)
Dr. Subir Dhar, Professor (Retired)		Ombudsperson	Email Id :ombudsperson.sgrc@sxuk.edu.in

COMMITTEES CONSTITUTED FOR THE ACADEMIC YEAR 2024-2025

ADMISSION COMMITTEE

Sl. No.	Name	Designation	Category
1	Rev. Dr. John Felix Raj, S.J.	Vice -Chancellor	Chairperson
2	Prof. Ashis Mitra	Registrar	Secretary
3	Dr. Indra Kanta Maitra	Controller of Examinations	Member
4	Dr. Tuhin Utsab Paul	Dean, Faculty of Science	Member
5	Dr. Susmita Halder	Dean, Faculty of Arts & Social Studies	Member
6	Dr. Ranjeeta Mukherjee	Dean, Xavier Law School	Member
7	Dr. Anupam Mitra	Dean, Faculty of Commerce & Management	Member
8	Dr. Sitangshu Khatua	Dean, Xavier Business School	Member
9	Dr. Soma Sur	Ph.D. Programme Coordinator & Hony. Director, LCERI	Member
10	Dr. Moumita Mukherjee	HoD, Department of Psychology	Member
11	Dr. Subhanil Chowdhury	HoD, Department of Economics	Member
12	Dr. Rupa Biswas	HoD, Department of Social Work	Member
13	Dr. Harish Kumar	HoD, Department of Mass Communication	Member
14	Dr. Medha Bhadra Chowdhury	HoD, Department of English	Member
15	Dr. Mitra Goswami	HoD, Department of Commerce	Member
16	Dr. Somnath Banerjee	HoD, Department of Management Studies	Member
17	Dr. Animesh Das	Professor-in-charge of B.Com., LL.B., Xavier Law School	Member
18	Dr. Rajrupa Sinha Roy	Professor-in-charge of B.A., LL.B., Xavier Law School	Member
19	Dr. Utpal Pore	HoD, Department of Statistics, Faculty of Science	Member
20	Mr. Prionkur Bose	Admission Officer	Member

DISCIPLINARY COMMITTEE

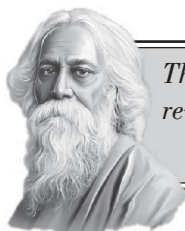
Sl. No.	Name	Designation	Category
1	Rev. Dr. John Felix Raj, S.J.	Vice-Chancellor	Chairperson
2	Prof. Ashis Mitra	Registrar	Convener
3	Dr. Indra Kanta Maitra	Controller of Examinations	Member
4	Dr. Tuhin Utsab Paul	Dean, Faculty of Science	Member
5	Dr. Anupam Mitra	Dean, Faculty of Commerce and Management	Member
6	Dr. Susmita Halder	Dean, Faculty of Arts and Social Studies	Member
7	Dr. Ranjeeta Mukherjee	Dean, Xavier Law School	Member
8	Dr. Sitangshu Khatua	Dean, Xavier Business School	Member
9	Dr. Soma Sur	Professor, Xavier Business School, Ph.D. Programme Coordinator and Hony. Director, LCERI	Member
10	Mr. Sovik Mukherjee	Deputy Chairperson, Students' Board	Member
11		Student Convener, Students' Board	Member

ANTI-RAGGING COMMITTEE

Sl. No.	Name	Designation	Category
1	Rev. Dr. John Felix Raj, S.J.	Vice-Chancellor	Chairperson
2	Dr. Tuhin Utsab Paul	Dean, Faculty of Science	Convener
3	Prof. Ashis Mitra	Registrar	Member
4	Dr. Anupam Mitra	Dean, Faculty of Commerce and Management	Member
5	Dr. Susmita Halder	Dean, Faculty of Arts & Social Studies	Member
6	Dr. Ranjeeta Mukherjee	Dean, Xavier Law School	Member
7	Dr. Sitangshu Khatua	Dean, Xavier Business School	Member

ANTI-RAGGING COMMITTEE

Sl. No.	Name	Designation	Category
8	Dr. Gitu Singh	Associate Professor, Xavier Law School	Member
9	Rev. Dr. Mourlin K., S.J.	Director, University hostels	Member
10	Mr. Anindya De, OC, Techno City Police Station	Representative, Civil & Police Administration	Member
11	Ayan Bandyopadhyay	Representative, Local Media	Member
12	Ms. Cheryl Francis	Representative, NGO	Member
13	Mr. Sovik Mukherjee	Deputy Chairperson, Students' Board	Member
14	Mr. Ashish Shaw	Legal & Compliance Officer	Member
15	Mr. Arun Sultania	Parent Representative	Member
16	Md. Nurul Absar	Parent Representative	Member
17	Student Convener, Student Board	Student Representative, Senior	Member
18	Mr. Sagar Dutta, B.Com. LL.B, Semester IX	Student Representative, Senior	Member
19	Ms. Ishita Thacker B.A., LL.B, Semester I	Student Representative, Fresher	Member
20	Vaasu Bhansali MBA Semester I	Student Representative, Fresher	Member
21	Dr. Tanmoy Kumar Pal	Assistant Registrar	Nodal Officer



*The root below the earth claim no
rewards for making the branches fruitful.*

Rabindra Nath Tagore

EMPLOYEES' GRIEVANCE REDRESSAL COMMITTEE

Sl. No.	Name	Designation	Category
1	Rev. Dr. John Felix Raj, S.J.	Vice-Chancellor	Chairperson
2	Dr. Shuvendu Chakraborty	Associate Professor, Xavier Business School	Convener
3	Mr. Partha Mishra	Deputy Registrar	Member
4	Dr. Indra Kanta Maitra	Controller of Examinations	Member
5	Dr. Gitu Singh	Associate Professor, Xavier Law School	Member
6	Dr. Somak Sen	Assistant Professor, Faculty of Arts & Social Studies	Member
7	Dr. Monalika Dey	Assistant Professor, Faculty of Commerce & Management	Member
8	Mr. Ashish Shaw	Legal & Compliance Officer	Member
9	Ms. Sucharita Dey	Library Assistant	Member
10	Mr. Mario Martin Louis	Communication & Protocol Officer	Nodal Officer

HOSTEL COMMITTEE

Sl. No.	Name	Designation	Category
1	Rev. Dr. John Felix Raj, S.J.	Vice-Chancellor	Chairperson
2	Prof. Ashis Mitra	Registrar	Member
3	Rev. Dr. Mourlin K, S.J.	Director of University Hostels	Member
4	Sr. Sinumol Mathew	Deputy Director of Girls' Hostel	Member
5	Sr. Thilaga Mary S	Infirmarian and Assistant Director, Girls' Hostel	Member
6	Ms. Suma D	Assistant Director, SXUK Girls' Hostel	Member
7	Dr. Anupam Mitra	Dean, Faculty of Commerce & Management	Member
8	Dr. Susmita Halder	Dean, Faculty of Arts and Social Studies	Member
9	Dr. Ranjeeta Mukherjee	Dean, Xavier Law School	Member
10	Dr. Sitangshu Khatua	Dean, Xavier Law School	Member
11	Dr. Tuhin Utsab Paul	Dean, Faculty of Science	Member

HOSTEL COMMITTEE (Contd.)

Sl. No.	Name	Designation	Category
12	Mr. Sovik Mukherjee	Deputy Chairperson, Students' Board	Member
13	Mr. Sankar Moorthy	Staff, Boys' Hostel	Member
14	Alok Kumar, B.A. LL.B - Sem. VII	Student Representative (Male)	Member
15	Ishita Biswas, BA. Mass Com. Sem. V	Student Representative Female)	Member

SCHOLARSHIP COMMITTEE

Sl. No.	Name	Designation	Category
1	Rev. Dr. John Felix Raj, S.J.	Vice-Chancellor	Chairperson
2	Dr. Tanmoy Kumar Pal	Assistant Registrar	Convener
3	Prof. Ashis Mitra	Registrar	Member
4	Rev. Fr. Joseph Raj, SJ	Finance Officer	Member
5	Dr. Tuhin Utsab Paul	Dean, Faculty of Science	Member
6	Dr. Susmita Halder	Dean, Faculty of Arts and Social Studies	Member
7	Dr. Anupam Mitra	Dean, Faculty of Commerce and Management	Member
8	Dr. Ranjeeta Mukherjee	Dean, Xavier Law School	Member
9	Dr. Sitangshu Khatua	Dean, Xavier Business School	Member
10	Dr. Soma Sur	Professor, Xavier Business School, Ph.D. Programme Coordinator and Hony. Director, LCERI	Member
11	Dr. Mitra Goswami	HoD, Commerce	Member
12	Dr. Subhanil Chowdhury	HoD, Economics	Member
13	Dr. Medha Bhadra Chowdhury	HoD, English	Member
14	Dr. Somnath Banerjee	HoD, Management Studies	Member
15	Dr. Harish Kumar	HoD, Mass Communication	Member
16	Dr. Moumita Mukherjee	HoD, Psychology	Member
17	Dr. Rupa Biswas	HoD, Social work	Member
18	Dr. Animesh Das	Professor-in-charge of B.Com.- LL.B., Xavier Law School	Member

SCHOLARSHIP COMMITTEE (Contd.)

Sl. No.	Name	Designation	Category
19	Dr. Rajrupa Sinha Roy	Professor-in-charge of B.A.-LL.B., Xavier Law School	Member
20	Dr. Utpal Pore	HoD, Statistics, Faculty of Science	Member

IT INFRASTRUCTURE COMMITTEE

Sl. No.	Name	Designation	Category
1	Rev. Dr. John Felix Raj, S.J.	Vice-Chancellor	Chairperson
2	Mr. Malay Mitra	I.T. Coordinator	Convener
3	Prof. Ashis Mitra	Registrar	Member
4	Rev. Fr. A. Alphonse, S.J.	Campus Minister	Member
5	Dr. Indra Kanta Maitra	Controller of Examinations	Member
6	Dr. Tuhin Utsab Paul	Dean, Faculty of Science	Member
7	Mr. Rajib Roy	Software Developer	Member
8	Mr. Sudip Dutta	Assistant, IT Office	Permanent Invitee
9	Mr. Jarman Nandi	Assistant, IT Office	Permanent Invitee
10	Mr. Devleen Bhaumik	Technical Assistant, IT	Permanent Invitee
11	Mr. Abhishek Das	Network Administrator	Permanent Invitee

MAGAZINE COMMITTEE

Sl. No.	Name	Designation	Category
1	Rev. Dr. John Felix Raj, S.J.	Vice-Chancellor	Chairperson
2	Dr. Gitu Singh	Associate Professor, Xavier Law School	Convener
3	Prof. Ashis Mitra	Registrar	Member
4	Dr. Antara Ghatak	Assistant Professor, Department of English	Member
5	Dr. Poulami Chatterjee	Assistant Professor, Department of Economics	Member

MAGAZINE COMMITTEE (Contd.)

Sl. No.	Name	Designation	Category
6	Dr. Jacob Islary	Associate Professor, Department of Social Work	Member
7	Dr. Nitesh Tripathi	Assistant Professor, Dept. of Mass Communication	Member
8	Dr. Moumita Mukherjee	Assistant Professor, Department of Psychology	Member
9	Dr. Bidisha Kantha	Assistant Professor, Xavier Law School	Member
10	Dr. Tutun Mukherjee	Assistant Professor, Xavier Business School	Member
11	Dr. Priyanka Talukdar	Assistant Professor, Department of Statistics	Member
12	Mr. Mario Martin Louis	Communication and Protocol Officer	Member
13	Mr. Subhashis Majumdar	Senior Office Assistant, Office of the Vice-Chancellor	Member

PROGRAMME MONITORING COMMITTEE

Sl. No.	Name	Designation	Category
1	Rev. Dr. John Felix Raj, S.J.	Vice-Chancellor	Chairperson
2	Dr. Prashna Samaddar	Assistant Professor, Xavier Law School	Convener
3	Dr. Tutun Mukherjee	Assistant Professor, Xavier Business School	Member
4	Prof. Paramita Barman Sen	Assistant Professor, Faculty of Commerce & Management	Member
5	Mr. Partha Mishra	Deputy Registrar	Member
6	Mr. Sovik Mukherjee	Deputy Chairperson, Student's Board	Member
7	Dr. Antara Ghatak	Assistant Professor, Faculty of Arts & Social Studies	Member

MAINTENANCE COMMITTEE

Sl. No.	Name	Designation	Category
1	Rev. Dr. John Felix Raj, S.J.	Vice-Chancellor	Chairperson
2	Rev. Fr. A. Alphonse, S.J.	Campus Minister	Secretary
3	Rev. Fr. Joseph Raj, S.J.	Finance Officer	Member
4	Mr. Partha Mishra	Deputy Registrar	Member
5	Rev. Fr. Dr. Mourlin K, S.J.	Director of University Hostels	Member
6	Mr. Sudipto Ghosh	Senior Assistant, Office of the Vice-Chancellor	Member
7	Mr. Ashish Shaw	Legal & Compliance Officer	Member
8	Mr. Manoj Ekka	Maintenance Supervisor	Member
9	Mr. Sandeep Chaudhuri, PVS Pvt. Ltd.	In-Charge of Security Services	Member
10	Ms. Evangeline Chetri, Blueberries	In-Charge of Hostel Mess	Member
11	Mr. Abu Riaz, Interglobe Solutions	In-Charge of Housekeeping Services	Member

LIBRARY COMMITTEE

Sl. No.	Name	Designation	Category
1	Rev. Dr. John Felix Raj, S.J.	Vice-Chancellor	Chairperson
2	Dr. A. Vijayakumar	Librarian	Convener
3	Dr. Stephen G.	Librarian – Law Library	Member
4	Prof. Ashis Mitra	Registrar	Member
5	Rev. Fr. Joseph Raj, S.J.	Finance Officer	Member
6	Dr. Soma Sur	Ph.D. Programme Coordinator	Member
7	Dr. Sitangshu Khatua	Dean, Xavier Business School	Member
8	Dr. Anupam Mitra	Dean, Faculty of Commerce & Management	Member
9	Dr. Tuhin Utsab Paul	Dean, Faculty of Science	Member
10	Dr. Susmita Halder	Dean, Faculty of Arts & Social Studies	Member
11	Dr. Ranjeeta Mukherjee	Dean, Xavier Law School	Member
12	Dr. Shuvendu Chakraborty	IQAC Director	Member

SPORTS COMMITTEE

Sl. No.	Name	Designation	Category
1	Rev. Dr. John Felix Raj, S.J.	Vice-Chancellor	Chairperson
2	Prof. Ashis Mitra	Registrar	Member
3	Dr. Utpal Raha	PIC, Sports and Games and Faculty, Xavier Law School	Convener
4	Mr. Sandeep Mundra	Sports Officer	Co-Convener
5	Dr. Anupam Mitra	Dean, Faculty of Commerce & Management	Member
6	Dr. Sitangshu Khatua	Dean, Xavier Business School	Member
7	Dr. Susmita Halder	Dean, Faculty of Arts & Social Studies	Member
8	Dr. Ranjeeta Mukherjee	Dean, Xavier Law School	Member
9	Dr. Tuhin Utsab Paul	Dean, Faculty of Science	Member
10	Dr. Soma Sur	Ph.D. Programme Coordinator	Member
11	Dr. Somak Sen	Asst. Prof, Faculty of Arts & Social Studies	Member
12	Dr. Tutun Mukherjee	Assistant Professor, XBS	Member
13	Dr. Somak Maitra	Associate Professor, Faculty of Commerce & Management	Member
14	Dr. Sayan Das	Asst. Prof., Faculty of Science	Member
15	Mr. Sovik Mukherjee	Deputy Chairperson, Xavier Student Board	Member
16	Shristi Mukhopadhyay	Student Representative, Sem. 3, Xavier Business School	Member
17	Gurleen Kaur	Student Representative, Arts & Social Studies, Sem. 5, BA-Psychology	Member
18	Hardik Joshi	Student Representative, Commerce & Management (Day) Sem. 5, B. Com	Member
19	Harshit Parakh	Student Representative, Commerce & Management (Morn.) Sem. 5, B.Com. (Morn.)	Member
20	Rupal Singhania	Student Representative, Xavier Law School, Sem. 9, B.A- LL.B	Member
21	Afsana Zeba Yasmin	Student Representative, Science Sem. 3, M.Sc. Computer Sc.	Member

COMMITTEE for SC / ST

Sl. No.	Name	Designation	Category
1	Rev. Dr. John Felix Raj, S.J.	Vice-Chancellor	Chairperson
2	Dr. Jacob Islary	Associate Professor, Social Work, Faculty of Arts & Social Studies	Convener
3	Dr. Monalika Dey	Assistant Professor, Faculty of Commerce & Management	Member
4	Dr. Reshmi Naskar	Assistant Professor, Mass Communication, Faculty of Arts & Social Studies	Member
5	Mr. Abhishek Das	Network Administrator	Member
6	Sr. Sinumol Mathew	Deputy Director, Mother Teresa Niwas (Girls' Hostel)	Member
7	Mr. Manoj Ekka	Maintenance Supervisor	Member
8	Mr. Satyajit Naskar	Office Assistant, Office of the Ph.D. Programme	Member

WOMEN & GENDER DEVELOPMENT CELL

Sl. No.	Name	Designation	Category
1	Dr. Antara Ghatak	Professor-in-Charge, Women & Gender Development Cell & Assistant Professor, Faculty of Arts & Social Studies	Convener
2	Dr. Prashna Samaddar	Assistant Professor, Xavier Law School	Member
3	Dr. Tanushree Biswas	Assistant Professor, Xavier Business School	Member
4	Dr. Mitra Goswami	Assistant Professor, Faculty of Commerce & Management	Member
5.	Dr. Tanmoy Kr. Pal	Assistant Registrar	Member
6.	Mr. Ashish Shaw	Legal & Compliance Officer	Member

COMMITTEE FOR CENTRE FOR GLOBAL NETWORK AND INITIATIVE

Sl. No.	Name	Designation	Category
1	Rev. Dr. John Felix Raj, S.J.	Vice-Chancellor	Chairperson
2	Prof. Ashis Mitra	Registrar	Member
3	Dr. Manali Bhattacharya	Assistant Professor, Faculty of Arts and Social Studies	Convener
4	Dr. Bidisha Kantha	Assistant Professor, Xavier Law School	Member
5	Dr. Ashok Kumar Mohapatra	Professor, Faculty of Arts and Social Studies	Member
6	Dr. Tuhin Utsab Paul	Dean, Faculty of Science	Member
7	Rev. Dr. Murlin K, S.J.	Assistant Professor, Xavier Business School	Member
8	Dr. Ranjeeta Mukherjee	Dean, Xavier Law School	Member
9	Dr. Monalika Dey	Assistant Professor, Com. & Mgt; P.I.C. Centre for Incubation, Consultancy & Entrepreneurship (CICE)	Member
10	Mr. Mario Martin Louis	Communication and Protocol Officer	Member
11	Dr. Panchali Sen	Dean, International Studies and Programmes, St. Xavier's College	External Member



*No colour, no religion, no nationality
should come between us,
we are all children of God.*

St. Mother Teresa

ADMINISTRATIVE OFFICERS

Rev. Dr. John Felix Raj, S.J.	Vice-Chancellor
Prof. Ashis Mitra	Registrar
Rev. Fr. Joseph Raj, S.J.	Finance Officer
Dr. Indra Kanta Maitra	Controller of Examinations
Dr. Susmita Halder	Dean, Arts and Social Studies
Dr. Ranjeeta Mukherjee	Dean, Xavier Law School
Dr. Tuhin Utsab Paul	Dean, Faculty of Science
Dr. Anupam Mitra	Dean, Commerce and Management
Dr. Sitangshu Khatua	Dean, Xavier Business School
Dr. Soma Sur	Hony. Director, LCERI & Coordinator, Ph.D. Programme
Rev. Fr. A. Alphonse, S.J.	Campus Minister

OTHER OFFICERS

Sl. No.	Name	Designation
1	Mr. Mario Martin Louis	Communication & Protocol Officer
2	Mr. Partha Mishra	Deputy Registrar
3	Mr. Malay Mitra	I. T. Coordinator
4	Dr. Tanmoy Kumar Pal	Assistant Registrar
5	Mr. Avishek Das	Assistant Controller of Examinations
6	Mr. Ashish Shaw	Legal and Compliance Officer
7	CA Sunanda Chakraborty	Accounts Officer
8	Mr. Banty Banerjee	Joint Placement Officer
9	Mr. Joydeep Roy	Deputy Placement Officer
10	Mr. Sandeep Mundra	Sports Officer
11	Mr. Prionkur Bose	Admission Officer
12	Mr. Ajitesh Prasad	Joint Admission Officer
13	Mr. Santu Bhowmick	Security Officer
14	Ms. Sweta Banerjee	Coordinator, Centre for Social Outreach Programme
15	Sr. Sinumol Mathew	Deputy Director, Girls' Hostel
16	Sr. Thilaga Mary S	Infirmarian and Asst. Director, Girls' Hostel
17	Ms. Suma D.	Assistant Director, Girls' Hostel
18	Mr. Sudipto Bhattacharya	Field Work & Internship Coordinator
19	Mr. Susovan Paul	Programme Officer

SXUK : FACULTY MEMBERS**DISTINGUISHED VISITING PROFESSORS****Prof. Mohammad Hamid Ansari***The 12th Vice President of India from 2007 to 2017 and Ex-Chairman of Rajya Sabha***Prof. M. K. Narayanan***Former National Security Adviser of India (2005 to 2010) and Former Governor of West Bengal (2010 to 2014)***Prof. Utpal Chatterjee***Former Sheriff of Kolkata and renowned journalist***FACULTY OF ARTS AND SOCIAL STUDIES****DEPARTMENT OF ECONOMICS****Full-time Faculty Members****Rev. Dr. John Felix Raj, S.J. M.A., Ph.D.****Vice-Chancellor****Dr. Subhanil Chowdhury, M.A., Ph.D.****HoD****Dr. Chayanika Mitra, M.A., Ph.D.****P.G. Coordinator****Dr. Sayantan Bandhu Majumder, M.Sc., M.Phil., Ph.D.****Dr. Swapan Chakraborty, M.Sc., M.Phil., Ph.D.****Ms. Srijita Ghosh, M.Sc., M.Phil.****Dr. Poulami Chatterjee, M.A., Ph.D.****Dr. Damayanti Sen, M.Sc., Ph.D.****Dr. Aparajay Kumar Singh, M.A., M.Phil., Ph.D.****Guest Faculty Members****Dr. Saswati Chaudhuri, M.Sc., Ph.D.****DEPARTMENT OF ENGLISH****Full-time Faculty Members****Dr. Medha Bhadra Chowdhury, M.A., Ph.D.****HoD****Dr. Antara Ghatak, M.A., M.Phil., Ph.D.****P.G. Coordinator****Dr. Ashok Kumar Mohapatra, M.A., M.Phil., Ph.D.****Dr. Achyut Chetan, M.A., Ph.D.**

DEPARTMENT OF ENGLISH (Contd.)

Dr. Prayag Ray, M.A., M.Phil., Ph.D.

Dr. Indira Chakraborty Bhattacharya, M.A., Ph.D.

Dr. Anish Bhattacharyya, M.A., Ph.D.

Dr. Manish Prasad, M.A., Ph.D.

Ms. Manuella De Rosario, M.A.

DEPARTMENT OF MASS COMMUNICATION**Full-time Faculty Members**

Dr. Harish Kumar, M.A., Ph.D.

HoD

Dr. Manali Bhattacharya, M.A., Ph.D.

P.G. Coordinator

Dr. Reshmi Naskar, M.A., Ph.D.

Dr. Somak Sen, M.A. (Mass Communication), M.A. (English), Ph.D.

Dr. Sithara Puli Venkatesh, M.A., M.Phil., Ph.D.

Dr. Nitesh Tripathi, M.Sc., Ph.D.

Part-time Faculty Members

Dr. Nilanjan Ghosh, M.A. (Musicology), Diploma in Sound Design, Ph.D.

Co-ordinator of Fr. Gaston Roberge Studio

Mr. Asok Dasgupta, P.G. Diploma

Graphic Design Instructor

Mr. Tanmay Samanta, M.A.

Guest Faculty Members

Mr. Snehasis Sur, M.A. (Journalism), P.G. Diploma in Media Laws, P.G. Diploma in Public Relations

Mr. Vatsal Chirimar, M.A., M.Com., CS., PGDML

DEPARTMENT OF SOCIAL WORK**Full-time Faculty Members**

Dr. Rupa Biswas, MSW, Ph.D.

HoD

Dr. Jacob Islary, MSW, Ph.D.

Dr. Sucheta Paul, MSW, Ph.D.

Dr. Srenwantee Bhattacharjee, M.A., M.Phil., Ph.D.

Field Work & Internship Coordinator

Mr. Sudipto Bhattacharya

DEPARTMENT OF PSYCHOLOGY
Full-time Faculty Members
Dr. Susmita Halder, M.A., M.Phil., Ph.D.
**Dean, Faculty of Arts and
Social Studies
HoD**
Dr. Moumita Mukherjee, M.A., M.Sc., Ph.D.
Dr. Jhilli Das (Tewary), M.A., Ph.D.
Dr. Anurupa Kundu, M.Sc., Ph.D.
Dr. Soma Pramanik, M.Sc., M.Phil., Ph.D.
Dr. Amrita Choudhary, M.A., Ph.D.
Dr. Payel Mazumdar, M.A., Ph.D.
Dr. Ritesh Kumar, M.A., Ph.D.
ENVIRONMENTAL STUDIES
Full-time Faculty Members
Ms. Debatni Banerjee, M.Sc.
FACULTY OF COMMERCE AND MANAGEMENT
Full-time Faculty Members
Dr. Anupam Mitra, M.Com., ACMA, Ph.D.
**Dean, Faculty of Commerce
and Management
HoD, Commerce**
Dr. Mitra Goswami, M.Com., Ph.D.
Dr. Somnath Banerjee, M.Com., MBA, Ph.D.
**HoD, Management Studies
(B.M.S.)**
Mr. Sovik Mukherjee, M.A. (Economics), M.Phil. Academic Coordinator (Morning)
**Ms. Paramita Barman Sen, M.A. (Economics), M.Phil. Academic Coordinator
(Day)**
Dr. Niraj Kumar, PGDPM, Ph.D.
Dr. Somak Maitra, MBA, Ph.D.
Mr. Tanmayananda Chattaraj, M.Com.
Dr. Monirul Islam, M.Sc., MBA, PGDRD, PGPB, Ph.D.
Dr. Monalika Dey, MBA, PGDHR., Ph.D.
Ms. Sayani Saha, MBA
Dr. Samrat Banerjee, M.Com, Ph.D
Mr. Sudipta De, MBA
Dr. Sumantra Bhattacharya, M.Sc., MBA, Ph.D.
Dr. Mukund Mishra, M.Com., Ph.D.

FACULTY OF COMMERCE AND MANAGEMENT (Contd.)

Dr. Mili Kar, M.Com., Ph.D.
Dr. Mareshah Dutt, M.Com., Ph.D.
Dr. Banashree Sen, M.Sc., Ph.D.
Dr. Biplab Das, M.Tech., Ph.D.
Dr. Sumit Pradhan, M.Com., Ph.D.
Dr. Ramesh Prasad, M.Com., Ph.D.
Dr. Dyuti Lahiri, M.Sc., M.Phil., Ph.D.
Dr. Manik Chakraborty, M.Com., Ph.D.
Dr. Shubhasree Bhadra, M.Sc., MBA, Ph.D.
Mr. Risav Adhikari, M.Com.
Ms. Indrila Deb, M.Com.
Mr. Kaushik Banerjee, M.Com., PGDBA
Mr. Arindam Sarkar, M.Sc.
Ms. Anuradha Priya Raha, M.Com.
Ms. Vandana Dhoop, M.A.
Ms. Debamitra Dalal, MBA

Guest Faculty Members

Dr. (CA) Sanjib Kumar Basu, M.Com, FCA, Ph.D.

XAVIER BUSINESS SCHOOL**Full-time Faculty Members**

Dr. Sitangshu Khatua, MBA(Finance), Ph.D., CFA(Level-I) **Dean, XBS**
Dr. Soma Sur, MBA, M.Phil., Ph.D.
Dr. Manodip Ray Chaudhuri, M.Sc. (Economics), PGDBM-HRM, M.A. (International Development), Ph.D.
Dr. Shuvendu Chakraborty, M.Sc., (Applied Mathematics), MBA, Ph.D.
Dr. Saugat Ghosh, MBM, M.A. (English), Ph.D.
Dr. Tanushree Biswas, M.Sc.(Mathematics), Ph.D.
Dr. Tutun Mukherjee, M.Com., MBA(Finance), PGDFM, Ph.D.
Dr. Ruchita Burman, PGDBA., Ph.D.
Rev. Dr. Mourlin K, SJ, MBA, Ph.D.
Dr. Banhi Guha, MBA, Ph.D.

XAVIER BUSINESS SCHOOL (MBA)

Dr. Souren Konar, MBA, Ph.D.

Dr. Surajit Das, MBA, M.Com., Ph.D.

Guest Faculty Members

Mr. Rahul Bose, PGDM

Dr. Arindam Saha, PGDPSM, MBA, Ph.D.

Captain Amik K. Sanyal, Master degree in HRD

Dr. Avijit Bhattacharyya, M.E., Ph.D.

Mr. Anup Banerjee, MBA, MT

Dr. Kallol Dutta, MBA, Ph.D.

XAVIER LAW SCHOOL (LAW)**Full-time Faculty Members**

Dr. Ranjeeta Mukherjee, LL.M., Ph.D.

Dean, Xavier Law School

Dr. Rajrupa Sinha Roy, LL.M., Ph.D.

Prof.-in-charge, B.A.-LL.B. (Hons.)

Dr. Animesh Das, LL.M, Ph.D.

Prof.-in-charge, B.Com.-LL.B. (Hons.)

Dr. Mononita Kundu Das, LL.M., Ph.D.

Dr. Gitu Singh, LL.M., Ph.D.

Dr. Rakesh Kumar Singh, LL.M., Ph.D.

Dr. Pratyusha Das, LL.M., Ph.D.

Ms. Madhurita Dey, M.Com., M.Phil.

Mr. Ratul Das, LL.M

Dr. Bidisha Kantha, M.A., Ph.D.

Dr. Debolina Chatterjee, M.A., Ph.D.

Dr. Prashna Samaddar, LL.M. Ph.D.

Dr. Utpal Kumar Raha, LL.M. Ph.D.

Dr. Subhoda Banerjee, LL.M., Ph.D.

Dr. Nirupam Datta, M.Sc., Ph.D.

Dr. Ami Jain, M.Com., Ph.D.

Dr. Diparna Jana, M.Sc., M.Phil., Ph.D.

Dr. Rajdip Bhadra Chaudhuri, LL.M., Ph.D.

Dr. Asif Iqbal Shah, LL.M., Ph.D.

XAVIER LAW SCHOOL (LAW) (Contd.)

Dr. Sanjukta Ghosh, LL.M., Ph.D.
Dr. Sadaf Moosa, LL.M., Ph.D.
Dr. Swati, LL.M., Ph.D.
Dr. Kaustav Choudhury, LL.M., Ph.D.
Dr. Siddhant Chandra, LL.M., Ph.D.
Dr. Subhajit Chakraborty, LL.M., Ph.D.
Dr. Priyanka Bhaduri, M.A., Ph.D.
Mr. Bipro Pratim Das, LL.M.
Mr. Souvik Ghosh, LL.M.
Mr. Manisha Tamang, LL.M.
Ms. Trisha Bakshi, M.A., M.Phil.
Ms. Anushree Ghoshal, M.A., M.Phil.
Ms. Poonam Kumari Prasad, LL.M.
Mr. Mangal Kumar Raj, LL.M.

Adjunct Professor

Dr. Prabhat Kumar Datta, M.A, Ph.D.

Professors of Practice

Mr. Partha Sarathi Das,
Former President of Consumer Forum, Govt. of W.B. and Former Addl.
Principal Judge (Family Court), Calcutta High Court
Mr. Kaushik Bhattacharyya, Former District Judge, Govt. of W.B.
Dr. Sushil Kumar Mitra,
Former Dy. Controller of Patents and Designs, Govt. of India

FACULTY OF SCIENCE**DEPARTMENT OF STATISTICS****Full-time Faculty Members**

Dr. Utpal Pore, M.Sc., Ph.D.
Dr. Manisha Pal, M.Sc., Ph.D.
Dr. Priyanka Talukdar, M.Sc., Ph.D.
Dr. Aniket Biswas, M.Sc., Ph.D.

HoD

DEPARTMENT OF COMPUTER SCIENCE**Full-time Faculty Members****Dr. Tuhin Utsab Paul, M.Sc., M.Tech., Ph.D.****Dean, Faculty of Science & HoD****Dr. Suvendu Chattaraj, M.E., Ph.D.****Dr. Mrinmoyee Bhattacharya, M.Tech., Ph.D.****Rev Dr. Maria Joseph Israel, S.J., M.C.A., M.A., Ph.D.****Dr. Sayan Das, MCA, M.Tech., Ph.D.****Guest Faculty Member****Mr. Malay Mitra, M.Sc. (Physics), M.Sc. (Comp. Sc.)****INTER-RELIGIOUS STUDIES & PERSONALITY DEVELOPEMENT****Mr. Souvik Mukherjee, M.A. (Economics), M.Phil****Course Coordinator****CENTRE FOR LANGUAGE AND COMMUNICATION STUDIES****Full-time Faculty Member****Ms. Anwesha Maiti, M.A., M.Phil.****Part-time Faculty Member****Dr. Pooja Mishra, M.Sc., M.A., Ph.D.****Guest Faculty Member****Mr. Sandeep Xess, M.A., M.Phil.****UNIVERSITY LIBRARIANS****Dr. A. Vijayakumar, MLIS, M.Phil., Ph.D.****Dr. Stephen G, MBA, MLIS, M.Phil., Ph.D.**

OFFICES : NON-TEACHING STAFF MEMBERS
Office of the Vice-Chancellor

- ❖ Mr. Subhashis Majumdar
- ❖ Mr. Sudipto Ghosh
- ❖ Ms. Ruth De Rosario
- ❖ Ms. Bharti Pradhan D'Silva
- ❖ Mr. Victor Naskar

Office of the Registrar

- ❖ Mr. Sadhan Dey
- ❖ Mr. Rajib Roy
- ❖ Mr. Manash Bor
- ❖ Mr. Ashish Shaw
- ❖ Mr. Dipan Das
- ❖ Mr. Shantanu Deb
- ❖ Ms. Papia Ghosh
- ❖ Mr. Stefan Sylvester David
- ❖ Mr. Ranajit Roy
- ❖ Mr. Prabir Karmakar

Office of the Finance Officer

- ❖ Ms. Jhinuk Ganguly
- ❖ Mr. Sourish Hazra
- ❖ Mr. Kamuel Das
- ❖ Mr. Sarnava Byapari

Office of the Controller of Examinations

- ❖ Mr. Raju Maity
- ❖ Mr. Rahul Pal
- ❖ Mr. Amit Paul
- ❖ Ms. Anindita Roy
- ❖ Mr. Sankar Mukherjee
- ❖ Mr. Aman Sarkar
- ❖ Mr. Sourav Das

- ❖ Mr. Subham Das
- ❖ Mr. Amit Kumar Singh
- ❖ Mr. Abhishek Bhattacharjee

Office of the Dean (Arts & Social Studies)

- ❖ Mr. Prasun Bag
- ❖ Mr. Prithvijit Francis Dey
- ❖ Mr. Pintu Basu

Office of the Dean (Commerce & Management) — Day Section

- ❖ Ms. Malisha Anthony
- ❖ Mr. Bhaskar Sen

Office of the Dean (Commerce & Management) — Morning Section

- ❖ Ms. Sukanya Bagchi
- ❖ Mr. Dibyendu Dey
- ❖ Mr. Raju Naskar

Office of the Dean (Science)

- ❖ Mr. Rahul Richard Naskar
- ❖ Mr. Raj Kumar Nandi

Office of the Dean (Xavier Business School)

- ❖ Mr. Aritra Saha
- ❖ Mr. Debashis Bhowmik

Office of the Dean (Xavier Law School)

- ❖ Mr. Prasun Sardar
- ❖ Mr. Sayan Kumar Saha
- ❖ Mr. Munshi Nazim

Office of the Ph.D. Programme (CERI)

- ❖ Mr. Satyajit Naskar
- ❖ Mr. Tushar Kanti Pahar

OFFICES : NON-TEACHING STAFF MEMBERS**Office of the Information Technology
(I.T. Support System)**

- ❖ Mr. Abhishek Das
- ❖ Mr. Devleen Bhaumik
- ❖ Mr. Sudip Sekher Dutta
- ❖ Mr. Jarman Nandi
- ❖ Mr. Sanjoy Mukherjee

**Office of the Internal Quality
Assurance Cell (IQAC)**

- ❖ Ms. Mousumi Majumder

Office of the Placement Officer

- ❖ Ms. Sangita Roy
- ❖ Mr. Anudip Ghosh

Arrupe Central Library

- ❖ Ms. Sucharita Dey Mitra
- ❖ Mr. Sayan Chatterjee
- ❖ Ms. Teertha Chatterjee
- ❖ Mr. Ajay Nayak
- ❖ Mr. Sandip Sahani
- ❖ Mr. Mintu Biswas
- ❖ Mr. Asik Iqbal
- ❖ Mr. Rakibul Islam
- ❖ Ms. Moumita Paul

Office of the Campus Minister

- ❖ Mr. Manoj Ekka
- ❖ Mr. Amit Kanji

University Reception

- ❖ Mr. Atanu Ghosh

Fr. Gaston Roberge Studio

- ❖ Mr. Benedict John Sourav Gomes

Office of the Sports Officer

- ❖ Mr. Saifur Noor Alam Sekh

Internal Security

- ❖ Ms. Aparna Sarkar

Maintenance Section

- ❖ Mr. Rajkumar Dey
- ❖ Mr. Sk. Mosaraf Ali
- ❖ Mr. Palan Sardar
- ❖ Mr. Shukdeb Mondal
- ❖ Mr. Dhananjay Naskar
- ❖ Mr. Sagar Mondal
- ❖ Mr. Monoranjan Tarafdar
- ❖ Mr. Panchanan Ghouri

University Hostel (Girls')

- ❖ Ms. Malati Tudu
- ❖ Ms. Minati Mandi
- ❖ Ms. Nirmala Hansda

University Hostel (Boys')

- ❖ Mr. Sankar Moorthy
- ❖ Mr. Bikash Hembram
- ❖ Mr. Milan Soren
- ❖ Mr. Ujjal Tudu

**Parasmani (Centre for Research and
Social Outreach)**

- ❖ Mr. Binoy Besra

Transport Department

- ❖ Mr. Sudip Kumar Gharami
- ❖ Mr. Samir Das
- ❖ Mr. Sailendra Dixit
- ❖ Mr. Pradip Das
- ❖ Mr. Ranajit Maity

CENTRES OF UNIVERSITY

Father Lafont Centre for Excellence in Research and Innovation (LCERI)

Father Lafont Centre for Excellence in Research and Innovation (LCERI) is named in fond remembrance of Father Eugene Lafont (1837-1908), a Jesuit priest from Belgium who joined St. Xavier's College, Kolkata in 1865 and worked in India for many years. Fr. Lafont occupies a unique place in the history of modern science in India. He was the co-founder of the Indian Association for the Cultivation of Science which was established in 1876, the first of its kind in India. He had a passion for scientific research, and he took every measure to instil the same in the minds of his students.

To honour Fr. Lafont's legacy, St. Xavier's University, Kolkata has envisioned a centre for excellence in research and innovation in the campus with a view to promote a culture of scientific research and to render its service to the humanity at large.

Vision of the centre:

In continuation with the tradition of Jesuits' commitment to research, the Father Lafont Centre for Excellence in Research and Innovation (LCERI) envisions to initiate and sustain an Inter-Disciplinary culture of Research programmes at St. Xavier's University, Kolkata and endeavours to promote research and intellectual dialogue with social concerns for development of the marginalized and the vulnerable of the society.

Mission of the centre:

Our mission is to establish a comprehensive platform that fosters a thriving research ecosystem. This platform will serve as a dynamic hub where researchers from diverse disciplines can converge, collaborate, and innovate. This platform will be designed to support interdisciplinary collaboration, enabling researchers to cross traditional boundaries and generate holistic, impactful solutions to complex problems.

We are dedicated to cultivating an environment where research and academic excellence are paramount. Our mission is to inspire and motivate individuals at all levels – from students to seasoned researchers – to engage in rigorous scholarly activities. By offering comprehensive training programs, workshops, and seminars, we aim to equip researchers with the skills and knowledge necessary for conducting high-quality research. Additionally, we will recognize and reward outstanding research contributions, fostering a culture of continuous improvement, innovation,

and intellectual curiosity within our community. Through these efforts, we aim to achieve academic excellence, drive innovation, and make a significant impact on society.

Objectives of the centre:

Our objective is to consistently produce high-impact research outputs that address specific goals and objectives. By fostering a culture of focused academic engagement and supporting well-defined research projects, we aim to drive innovation and contribute valuable insights and solutions across various fields of study. We strive to strengthen and broaden our collaborations with key stakeholders, including corporations, think tanks, regulatory bodies, academic institutions, civil societies, and other organizations. By creating a dynamic and interactive interface between industry and academia, we seek to enhance the practical relevance of our research, facilitate knowledge exchange, and foster partnerships that drive mutual growth and innovation. Our objective is also to actively participate in outreach and research initiatives that promote sustainable development and improve the welfare of local communities, particularly marginalized and vulnerable groups. Through targeted projects and community engagement, we aim to address pressing social, economic, and environmental issues, contributing to equitable and inclusive development.

LCERI gives thrust in the research areas with Social, Economic and Global Dimensions, Multidisciplinary Research approaches and Universal Apostolic Preferences.

LCERI organises different programmes to strengthen research activities in the university. It has been organising on a regular basis International Conferences, Research Method workshops, Doctoral Colloquium, Faculty Development Programmes, Seminars and symposiums every year.

Hony. Director — Dr. Soma Sur

Centre for Skill Development (CSD)

The National Education Policy (NEP 2020) stresses on the vital role of higher education institutions in preparing students to become industry-ready professionals. To achieve this, the higher education curriculum needs to be enriched with skill-based courses that go beyond the standard syllabus. These additional courses should equip students with essential technical skills, soft skills, and other professional capabilities.

The Centre for Skill Development at St. Xavier's University, Kolkata, has

been set up to provide students and other stakeholders with the right knowledge, aptitude, and practical skills. The Centre aims to bridge the gap between industry and academia. By fostering high-level, specific skills, the Centre aims to ensure that the students are armed with a diverse range of knowledge and applied skills.

The Centre for Skill Development aims at achieving the following outcomes:

- Creating enabling environment to meet diverse market requirements.
- Students are well versed with Soft, Domain specific and Critical skills
- Bridging the gap between industry and academia
- Transforming teaching-learning Landscape.
- Integrating skill development component into higher education.
- Students are acquainted with Domain specific Industry Trends.

Value-added Courses Offered by CSD

The Centre is currently offering value-added courses to students of the university. Each of these courses are of a minimum of 2 credits. These courses are currently offered in collaboration with faculty members of the university, but these may also be offered in collaboration with other institutions in future. The end-semester evaluation for these courses is on a total of 100 marks.

Title of the course	Offered by
1. Quantitative Finance, 2. Application of AI-ML in Business Decisions; 3. Excel for Beginners	Xavier Business School (XBS)
4. Law and Governance; 5. Reproductive Technologies and Law; 6. Children and Health Laws; 7. Empowering Communities: 8. Learning by Doing; 9. Forensic Science for Lawyers	Xavier Law School (XLS)
10. Platform Economy	Faculty of Commerce & Management
11. Latex Programming	Department of Computer Science

Title of the course	Offered by
12. Reliability and Survival Analysis	Department of Statistics
13. Translating Literary Texts	Department of English
14. Data Analysis with R	Department of Economics
15. Mobile Filmmaking	Department of Mass Communication
16. Skills in psychological counseling	Department of Psychology

Courses under SWAYAM/ NPTEL / MOOC:

Students are encouraged to enrol in courses offered through the SWAYAM and NPTEL online platforms, as well as various other MOOCs available under industry-academia collaborations.

However, to be eligible for consideration as value-added courses, these MOOC courses must be from the list approved by the Centre, and students must complete the final exam on the respective MOOC platform and pass it to receive credit.

Prof-in-Charge: Dr. Tanushree Biswas, Xavier Business School

Centre for Social Outreach Programme

The Center for Social Outreach Programme (CSOP) was established at St. Xavier's University, Kolkata (SXUK) in 2018. Rooted in the principles of voluntarism and selfless service, and in line with the Jesuit tradition, CSOP serves as the university's primary social outreach wing.

CSOP is playing a vital role in planning and executing sustainable community-based social outreach programs, focusing on both local communities and villages. As a Jesuit institution, St. Xavier's University, kolkata is dedicated to its motto of "forming men and women for others." This commitment drives the university to encourage students to engage in activities that empower children, youth, and other community members, particularly in rural areas, with the goal of sustainable development.

The university has adopted four villages (Kulberia, Kulgachia, Jirangacha, and Dharmatala Pachuria) in the Beonta Panchayat of Bhargar II Panchayat Samiti, located in South 24 Parganas district. Students are encouraged to

participate in various outreach services tailored to the needs of these villages, contributing to their development.

Among these efforts, the “University to Village, Village to University” (UVVU) program is the most notable. This initiative focuses on providing quality education to village children, emphasizing numerical and fundamental literacy. In addition to UVVU, CSOP organizes annual events in these villages, such as Sishu Mela, blood donation camps, eye checkup camps, and celebrations of World Social Justice Day, Children’s Day, and International Mother’s Language Day (Bhasha Diwas).

Starting in the 2023-2024 academic year, CSOP is also responsible for organizing the practical component of the Service-Learning course for undergraduate (UG) students, as outlined by the New National Education Policy (NEP). This two-credit course is taken by 1st or 2nd semester UG students as part of their 4-year UG programme.

For non-NEP UG students who enrolled in 3-year programs before 2023, CSOP continues to manage the Non-Academic Credit Program in accordance with the standards set by the University Grants Commission (UGC) since 2018.

Co-ordinator : Ms. Sweta Banerjee

Centre for Global Network and Initiatives (CGNI)

St. Xavier’s University, Kolkata, is constantly looking forward to extending its horizons and making its students global citizens of tomorrow. The university aims to establish an open academic environment that facilitates the exchange of knowledge and learning while enriching the global academic milieu. The Centre for Global Network and Initiatives (CGNI) is an effort by St. Xavier’s University, Kolkata, to bridge the gap between Indian and global educational perspectives. The Centre was inaugurated by Rev. Fr. Dr. John Felix Raj, S.J., Hon’ble Vice-Chancellor of the university and His Excellency, Prof. Adam Burakowski, the Polish Ambassador to India, on February 22, 2023.

The CGNI has been established to act as an Office of International Affairs as part of the mandate of the University Grants Commission. The Centre is intended to function as a one-point contact for international students enrolled

at St. Xavier's University, Kolkata. Additionally, it serves as a repository and conduit for the various Memoranda of Understanding between the university and numerous academic and research institutes to promote collaborations in research, students and faculty exchange.

The Centre has been actively disseminating information related to the admission process among prospective foreign students, establishing collaborations with foreign educational institutions, increasing the scope of Study in India (SIP) and Study Abroad Programmes (SAP), and expanding its base to assist international and Indian scholars in career advancement. It also contributes to strengthening bilateral relations. The CGNI facilitates connectivity with the global scholastic environment and offers various language courses to university students. These initiatives are designed to enhance their curricular and cultural exchange with the outside world and significantly contribute to their transformation into global citizens.

Contact Details :

Dr. Manali Bhattacharya

Dr. Bidisha Kantha

Prof-in-Charge, CGNI

Asst. Prof-in-Charge, CGNI

All correspondence in matters of collaborations may be sent to the following:

Email id: cgni@sxuk.edu.in; Tel. no.: 033-66249842

CGNI office: Room 308, Loyola Tirtha, St. Xavier's University, Kolkata

Centre for Language and Communication Studies (CLCS)

The Centre for Language and Communication Studies of St. Xavier's University, Kolkata, aims to focus on language proficiency among students. The linguistic diversity of our nation necessitates linguistic diversity in institutions of higher learning. The National Education Policy (2020) stresses on the importance of language learning among young adults. In today's globalized world, the knowledge of languages becomes an invaluable currency that guarantees greater acceptability and acknowledgement.

Thus, the Centre envisions a future where our students would be equipped with knowledge of not only their individual disciplines but also adequate skills to communicate effectively. Keeping this in mind, the centre plans to offer several Indian and foreign language courses, from where the students would select their language of choice. The Centre wishes to expand its ambit and include not only a variety of Modern Indian Languages (MIL) but also foreign languages in future.

As per the requirements of NEP (2020), the Centre currently offers language related courses to the undergraduate students of semesters 3 and 4. The undergraduate students of the university are required to study any one of these subjects on offer. The same subject would be studied for a period of two semesters. The subjects currently offered by the Centre are:

- Bengali
- Hindi
- Business Communication.

Each of these courses is offered as a minimum 2-Credit Ability Enhancement Course (AEC). The evaluation of students of these courses would be conducted by the university wherein, the proficiency of students in these courses would be evaluated.

Professor-in-charge : Dr. Bidisha Kantha



List of Societies

1.	Xavier Commerce & Management Society (XCMS) Dr. Sumantra Bhattacharya – Professor-in-Charge
2.	Xavier's University Debating Society (XUDS) Dr. Indira Chakraborty Bhattacharya – Professor-in-Charge
3.	Xavier's University Cultural and Arts Society (XUCAS) Dr. Anantara Ghatak – Professor-in-Charge
4.	Xavier's University Economics Society (XAVECOS) Ms. Srijita Ghosh – Professor-in-Charge
5.	Xavier Photography Society (XPOSURE) Dr. Nitesh Tripathi – Professor-in-Charge
6.	St. Xavier's University Literary Society (XULS) Dr. Prayag Ray – Professor-in-Charge
7.	Xavier's Film Society (XINEPHILE) Dr. Reshmi Naskar – Professor-in-Charge
8.	St. Xavier's University Sports Society (XUSS) Dr. Utpal Raha – Professor-in-Charge
9.	Xavier Society of Law and Justice (XSLaJ) Dr. Animesh Das – Professor-in-Charge
10.	Moot Court Society Dr. Rajrupa Sinha Roy – Professor-in-Charge
11.	Dr. B. R. Ambedkar Legal Aid Clinic Dr. Sanjukta Ghosh – Professor-in-Charge

*Act as if everything depended on you;
trust as if everything depended on God.*

St. Ignatius of Loyola



Scholarships for the Academic Year 2024-25 Scholarships for both PG & UG Courses (Except MBA)							
Sl. No.	Scholarship Scheme	Scope of the Scholarship	Annual Family Income Limit	Minimum marks required in the last qualifying examination	Minimum marks required in the preceding semester(s)	Minimum attendance required in the preceding semester(s)	Total waiver Granted (on tuition fees only)
1	Loyola Scholarship	All UG & PG Courses except MBA from 2nd Semester onwards	₹ 3,60,000	60%	60%	75%	100%
2	Britto Scholarship	All UG & PG Courses except MBA from 2nd Semester onwards	₹ 4,20,000	60%	60%	75%	50%
3	Rupa Scholarship	MA Psychology, MSW, B.Com. & M.Com. from 1st Semester onwards for five (5) students	₹ 3,60,000	60%	60%	75%	100%
4	Arrupe Scholarship	All UG & PG Courses except MBA for 3rd / 5th / 7th / 9th Semester students	₹ 3,60,000	60%	60%	75%	100%
5	Ignatius Scholarship (for Divyang Students)	MA Psychology, MSW, B.Com. & M.Com from 1st Semester onwards for five (5) students	₹ 3,60,000	60%	60%	75%	100%

Scholarships for PG Courses only (Except MBA)							
Sl. No.	Scholarship Scheme	Scope of the Scholarship	Annual Family Income Limit	Minimum marks required in the previous qualifying examination	Minimum marks required in the preceding semester(s)	Minimum attendance required in the preceding semester(s)	Total waiver Granted (on tuition) fees only)
1	Snegam Scholarship	MSW only from 1st Semester onwards for one (1) girl student	₹ 3,60,000	60%	60%	75%	100%
2	Deo Maheshwari Scholarship	MSW only from 1st Semester onwards for two (2) girl students	₹ 3,60,000	60%	60%	75%	100%
3	Merit-based Scholarship for Science (Full)	All PG Science Courses only from 2nd Semester onwards	NA	75%	60 [^]	75%	100%
	Merit-based Scholarship for Science (Half)			65%			50%
4	Exide Scholarship	All PG Courses from 2nd Semester onwards for seven (7) students (preference will given to M.Com. & M.Sc. students)	₹ 3,60,000	60%	60%	75%	100%

Scholarships for UG Courses only (Except MBA)							
Sl. No.	Scholarship Scheme	Scope of the Scholarship	Annual Family Income Limit	Minimum marks required in the last qualifying examination	Minimum marks required in the preceding semester(s)	Minimum attendance required in the preceding semester(s)	Total waiver Granted (on tuition fees only)
1	Nihil Ultra Scholarship (Merit Based)	All UG Courses only from 1st Semester onwards	NA	95%	75%	75%	100%
2	Lafont Scholarship (Merit Based)	All UG Courses only from 2nd Semester onwards	NA	90%	75%	75%	50%
3	Ravi Kant Kasat Memorial Scholarship	B.Com. (Hons.) only for two (2) Students from 1st Semester onwards	₹ 4,20,000	60%	60%	75%	50%
4	Dr. Dhruva Chandra Scholarship	B.Com. (Hons.) only for one (1) student from 1st Semester onwards	₹ 3,60,000	60%	60%	75%	100%
5	Mother Teresa Scholarship	B.A. Psychology (Hons.) only for one (1) girl student from 1st Semester onwards	₹ 3,60,000	60%	60%	75%	100%
6	Sampa Bose Memorial Scholarship	B.Com. (Hons.) only for one (1) student from 1st Semester onwards	₹ 3,60,000	60%	60%	75%	100%
7	Sushil Kumar Poddar Memorial Scholarship	B.Com. (Hons.) only for one (1) student from 1st Semester onwards	₹ 3,60,000	60%	60%	75%	100% all except Exam. fees

Scholarships for MBA Students only							
Sl. No.	Scholarship Scheme	Scope of the Scholarship	Annual Family Income Limit	Minimum marks required in the last qualifying examination	Minimum marks required in the preceding semester(s)	Minimum attendance required in the preceding semester(s)	Total waiver Granted (on tuition fees only)
1	Xavier Scholarship	MBA only, Admission Session 2024-25 onwards, granted on final semester of course.		Please visit the website of Xavier Business School for detailed criteria and eligibility. https://sxuk.edu.in/xbs/scholarship.php			
2	Fr. Beckers Scholarship	MBA only from 2nd Semester	6,00,000/-	NA	70%	90%	50%

Other Special Scholarships

Sl. No.	Scholarship Scheme	Scope of the Scholarship	Annual Family Income Limit	Minimum marks required in the last qualifying examination	Minimum marks required in the preceding semester(s)	Minimum attendance required in the preceding semester(s)	Total Waiver Granted
1	Best Athlete Scholarship (Boys)	One (1) boys student who is names Best Athlete (Boys) in the Annual Sports Meet 2025	NA	NA	No Arrear papers	75%	Full Waiver of Tuition Fees & Development Fees only for the Academic Year
2	Best Athlete Scholarship (Girls)	One (1) girl student who is names Best Athlete (Girls) in the Annual Sports Meet 2025	NA	NA	No Arrear papers	75%	Full Waiver of Tuition Fees & Development Fees only for the Academic Year
3	Loyola Scholarship for Meritorious Sports person	One (1) student with exceptional performance in sports	NA	NA	No Arrear papers	75%	Full Waiver of Tuition Fees only for the Semester

GENERAL INSTRUCTIONS TO STUDENTS (FOR SCHOLARSHIP)

- I. Ignatius Scholarship is applicable for students with 40% or more of the following Disabilities as specified in the **Rights of Persons with Disabilities Act 2016**: Blindness, Low Vision, Leprosy – cured persons, Hearing Impairment (deaf & hard of hearing), Locomotor Disability, Dwarfism, Intellectual Disability, Mental Illness, Autism Spectrum Disorder, Cerebral Palsy, Muscular Dystrophy, Chronic Neurological Conditions, Specific Learning Disabilities, Multiple Sclerosis, Speech and Language Disability, Thalassemia, Haemophilia, Sickle Cell Disease, Acid Attack Victim, Parkinson's Disease, and Multiple Disabilities.
- II. For Nihil Ultra Scholarship, the student must have a minimum 95% marks in both Class X & Class XII board examinations. Marks will be calculated as per CBSE / CISCE / State Board guidelines.
- III. For Lafont Scholarship, the student must have a minimum 90% marks in both Class X & Class XII board examinations. Marks will be calculated as per CBSE / CISCE / State Board guidelines.
- IV. For Loyola Scholarship for Meritorious Sports person, the student must have National/State Level Achievements and must be recommended by the Sports Officer.

OTHER MANDATORY CRITERIA:

1. The student must not incur any arrear/backlog paper(s) in the current semester examination.
2. There are no fees due from the student for the current semester.
3. The student must not have any record of disciplinary action against him/her in any of the preceding semester.
4. The student must not be a recipient of any Government Scholarship or any other Scholarship or Financial Assistance at the time of applying.

PROCESS OF APPLICATION:

Upon the publication of the scholarship notification, the student has to login and apply through the student portal. They are required to submit the print-out of the Scholarship Form to the Office of the Registrar along with the following supporting documents listed below.

A) Documents regarding Annual Income:

1. Income Tax Return / TDS Statement / Form-16 of parent(s) / guardian for the Financial Year 2023-2024, or the most recent.

2. Annual Information Statement (AIS) for last financial year of parent(s) / guardian available in the Income Tax Portal of Govt. of India. AIS can be downloaded from AIS Menu after logging in the ITR e-filing portal (eportal.incometax.gov.in) using the user ID and password. AIS of both parents are mandatory.
3. Bank Statement / Bank Passbook of parent(s) / guardian for last one year.
4. Latest Pay Slip issued by the employer or Latest Salary Statement issued by the employer or Income Certificate (in case of business) issued by competent Govt. authority of parent(s)/guardian.

B) Documents regarding Academic / Extracurricular Performance:

1. Marksheets and Pass Certificates of Secondary (Class X), Higher Secondary (Class XII) and Final / Consolidated Marksheet of Graduation (for PG students only).
2. If any Scholarship / Fees Concession/Financial Assistance was received at the last attending School/College/Institute/University, document(s) regarding the same.
3. Certificates of any Extracurricular & Sports Achievements / Podiums at the last attending institution / school / state level / national level.
4. Letter of recommendation from the Parish Priest (for Christian Students only).

Important Notes:

1. Income related documents are not required to apply for merit-based scholarships.
2. Mere possession of eligibility does not ensure the grant of scholarship.
3. Scholarship applications may not be considered if the hard copy is received after the last date.
4. Any canvassing by or on behalf of the student with regard to their selection for the above scholarship shall be considered as disqualification.
5. Incomplete application form with / without supporting documents will be summarily rejected.
6. The Scholarship Committee reserves the right to review, modify or cancel the grant of Scholarship due to changes in academic progress or general conduct of the student in accordance with the University rules and regulations or due to the unavailability of funding from the sponsoring body.

7. If the student is found to furnish any false information or is recommended for any disciplinary action by the Disciplinary Committee at any stage of the course, his / her scholarship shall stand revoked.
8. The University may seek additional information / supporting documents from the student, if required, on the basis of the information provided in the Scholarship Application form and the enclosed documents for further scrutiny.
9. The Deans of the respective Faculty/School may call the students and their parent(s)/guardians to appear for a short interview.
10. The decision of the Vice-Chancellor of the University shall be final and binding with respect to grant of scholarship.
11. If a student is unable to meet the above-mentioned requirements for renewal of the scholarship in any subsequent semester(s), his/her scholarship shall be cancelled for the remaining duration of his program.
12. The University will not be responsible for postal delay, if any.
13. For any further queries, the students are requested to contact the Office of the Registrar at **033-66249846** or send an email to **scholarship@sxuk.edu.in**



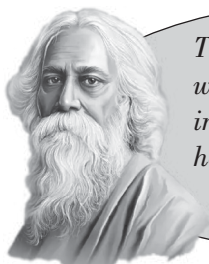
*Since the object
of our love is infinite,
we can always
love more and
more perfectly.*

St. Ignatius of Loyola

University Excellence Awards and Medals for Students

St. Xavier's University, Kolkata has awarded the following medals / awards / trophies to the graduating toppers of the different streams.

1. Depelchin Gold Medal–Topper in MBA
2. Lafont Gold Medal – Topper in MA Economics
3. Arrupe Gold Medal – Topper in B.Com. (Hons.)
4. Gonzaga Gold Medal – Topper in BMS (Hons.)
5. Stanislaus Gold Medal – Topper in BA (Hons.) (English)
6. Kalam Gold Medal – Topper in BA (Hons.) (Economics)
7. Teilhard Gold Medal – Topper in BA (Hons.) (Mass Communications)
8. Loyola Gold Medal – Topper in MA (Mass Communication)
9. Britto Gold Medal – Topper in MA (English)
10. Mother Teresa Gold Medal – Topper in MSW
11. The topper for M.Com. is awarded the 'S. C. Mukherjee Memorial Gold Medal' that has been instituted by Mr. Saibal Mukherjee in memory of his uncle, Late Satyesh Chandra Mukherjee.
12. Hopkins Gold Medal – Topper in MA (Psychology)
13. Ravi Kanat Kasat Memorial Gold Medal – Topper in B.A. LL.B.



*The highest education is that
which does not merely give us
information but makes our life in
hermony with all existence.*

Rabindra Nath Tagore

St. Xavier's University, Kolkata Students' Counselling Cell

The Counselling Cell of St. Xavier's University, Kolkata provides personal and vocational guidance to students of all the departments of the University. Personal Counselling Sessions are conducted at the Centre by qualified and experienced counsellors to help the students resolve any kind of problems they might face.

These are client-oriented and are conducted on a one-to-one basis with each student where the Counsellor brings a non-judgemental attitude to the table. Besides career-related problems, personal issues are also dealt with. Confidentiality is a legal requirement of counselling, and is strictly maintained.

Thus the Counselling Cell provides a platform for students to pursue both their professional and personal goals with greater self-awareness, self-esteem, understanding and a focus. The Cell is located in Room No. 216, 2nd Floor of Academic Building of the University.

Confidence issues, choosing the right career path, making choices in the various stages of life, self-doubt, peer pressure, relationship issues are some of the problems that young people often face.

Choosing the right career path, is also, often, a dilemma that the students face. The Cell provides vocational guidance to students based on an analysis of their personality, talent and interest. Insights into suitable work environments are also provided in vocational guidance.

For example, a person with a creative personality will succeed as a writer and a person who is an introvert is less likely to succeed in face-to-face sales promotion. If you choose a field that excites you, you will not only enjoy your work but will also excel in your chosen field. Understanding your personality is the key to choosing the right career path.

Every student of every department is welcome and all students may feel free to come to the Counselling Cell.

Details of the Counsellors

Name of the Counsellor	Contact Details	Schedule
Fr. Jeyaraj Veluswamy, S.J.	Mobile: 98319 84898 Email: jeyasj@gmail.com	Wednesdays From 12 noon to 6 p.m. (Excluding Lunch Break from 1 p.m. to 2 p.m.)
Dr. Gargi Dasgupta	Mobile: 98306 06696 / 83350 58363 Email: gdasguptain@gmail.com	Tuesdays and Thursdays From 3 p.m. to 5 p.m.
Ms. Atreyee Chandra	Mobile: 91639 05901 Email: atreyeechandra60@gmail.com	Mondays and Fridays From 11:30 p.m. to 4:30 p.m.

Venue: Room No. 309, 3rd Floor of Loyola Tirtha (Administrative Block) of the University.

Students are encouraged to avail their services. Staff Members, Parents and Alumni are also welcome with prior appointment.

Please be assured that **CONFIDENTIALITY** is essentially maintained.

CODE OF CONDUCT FOR STUDENTS

Chapter I General Code of Conduct

1. ID card

- a. Each student is provided with an Identity Card. All students should compulsorily carry and wear their ID cards at all times. Entry into college premises is strictly on the basis of possession of a valid ID card.
- b. This card is to be carried always and presented when borrowing books from the Library/Reading Room, playing games in the Common Room, attending University social functions, etc.
- c. The Identity Card must not be passed on for use to anyone else (i.e., it is non-transferable).
- d. If the Identity Card is lost, the Dean or Registrar's office must be informed immediately. A new Identity Card may be issued after completing the required formalities and the payment of INR 300/-.
- e. In case of transfer or withdrawal from the University, this card must be returned to the Registrar's Office.

2. Dress code

- a. It is recommended that students come to the University in simple and unostentatious dress suitable for an academic environment. The dress is required to be formal.
- b. While coming to University the students should dress keeping in mind the rich Indian culture.
- c. Any kind of captions or writings on shirts/T-shirts/tops etc. is prohibited.
- d. For boys, only full-length trousers are allowed.
- e. For boys, round-neck T-shirts, earrings or ear/chin/nose studs are strictly prohibited.
- f. Sleeveless top/shirt is not allowed.
- g. For girls, skirts or shorts are not allowed.
- h. Loud hair colours and extreme hair styles for boys and girls are strictly prohibited.
- i. In case of failure to comply with these dress codes, appropriate action will be initiated.

3. Behaviour in campus

- a. Cleanliness of the premises must be maintained. Students are not permitted to carry eatables into the classroom, library or computer centre.
- b. Smoking and consumption of alcohol/drugs is strictly prohibited. If found under the influence of alcohol/drugs inside the campus, it may result in expulsion from the University.
- c. The university is strictly a “No Ragging” campus. Ragging of any kind and magnitude inside/outside the University campus will not be tolerated and disciplinary action will be taken accordingly. Any incident of ragging must be brought to the notice of the Vice-Chancellor or Registrar or Dean of Faculty.
- d. Gambling in any form and playing cards on the campus is dissuaded at all times.
- e. Any damage to the University property by the students is punishable and will have to be compensated for by them.
- f. Students should not exhibit any behaviour inside/outside college premises which brings disrepute to the institution. Appropriate action will be taken by the administration in such cases.
- g. The institute is not responsible for any action taken by regulatory authorities like the police, corporation etc. for any misdemeanours committed by the student.
- h. Eve-teasing, objectionable personal comments and/or obscene gestures will be dealt with seriously. Legal action may be taken in specific cases.
- i. Public display of affection in any form is strictly prohibited.
- j. Activities like stealing, fighting, misbehaviour with the faculty and others shall be dealt with very seriously.
- k. Possession of fire arms, knives or other sharp objects is strictly prohibited. Appropriate legal action will be initiated if any student possesses such objects.
- l. Changing/modifying personal information in digital form is a very serious offense and could result in expulsion from the University.
- m. Students are aware of the institute norms for substance abuse on campus. Any student found indulging in substance abuse will be dealt with seriously.
- n. Downloading of software by using University network and/or use of any unauthorised software is strictly prohibited. Appropriate action

will be initiated in all such cases.

- o. No poster is to be pasted or fixed anywhere on the University walls. For any writing on the walls, fines and other disciplinary measures will be imposed.
- p. Smoking anywhere in the University campus is strictly prohibited. If students are caught smoking in the campus, then appropriate disciplinary action shall be taken by the university's authority.
- q. A student is not allowed to keep in his/her possession the following items: (i) Cigarettes or any other tobacco product; (ii) e-cigarettes (iii) match box or lighter or any other inflammable item; (iv) Alcohol (liquor, wine, etc.) (v) narcotic drugs (as specified in the NDPS Act); (vi) any other objectionable item. If found, disciplinary action will be initiated and the student may face expulsion.

4. Use of Mobile phones and Social Media

- a. Use of mobile phones is strictly prohibited inside the classrooms, library, laboratories / workshop, computer room, examination hall etc. Use of mobile phones within the building including the canteen is not permitted. However, one may use it outside the building. In case of violation, INR 500/- fine will be imposed for the first offence. Thereafter the phone may be confiscated.
- b. Students may use any form or type of social networking sites for their personal communication only. The use of social media to harass, threaten, insult and defame individual students, groups of students, faculty members or any other staff member of the University is dealt with very seriously, and the appropriate disciplinary measure will be taken, which may lead to the suspension or expulsion from the University.
- c. The Vice-Chancellor is endowed with absolute authority to take final decision in such cases.

Chapter II

Academic Discipline

1. Classroom Attendance

- a. The criteria for minimum attendance required to appear for end-semester examination is mentioned in the attendance rules of the University.

- b. A student is expected to monitor his / her own attendance through his / her log in portal on a regular basis and no separate notice will be displayed regarding this.
- c. If a student considers that there is any discrepancy in the recording of attendance, he / she will bring it to the notice of the Dean through an application and submit the same to the office of the Dean within 3 calendar days.
- d. No student shall enter or leave the classroom while the class is in progress unless permitted by the teacher.
- e. Attendance shall be taken at the beginning of a class and late comers will not be allowed to enter the lecture rooms.
- f. If a student is late, he/she is required to go to the library and wait till the next class.
- g. Strict silence must be observed during lectures. Students breaking this rule may be asked to leave the lecture room and subsequently, disciplinary action will be taken.

2. Laboratory/Workshop

- a. Students will strictly follow the safety norms prescribed for each laboratory /workshop.
- b. Any instance of indiscipline in the laboratories/workshops will be dealt with by the concerned faculty.
- c. In case of any damage to laboratory/workshop equipment by a student, the cost of damage will be recovered from the student and written record to be maintained in the maintenance register by the lab assistant/faculty member.

3. Tutorials/Assignments

- a. All tutorial/assignment work must be completed during the tutorial/assignment class and submitted to concerned faculty. Carrying out of tutorial/assignment work during other lecture/class is not permitted.
- b. Shortfall in tutorial/assignment work for any reason is not allowed.
- c. Timely submission of tutorials/assignments for assessment is mandatory, failing which the student's term-work may not be accepted for submission.

Chapter-III

Examinations

- a. Use of unfair means during examinations will not be condoned and will be dealt with according to University norms.
- b. In the examination room the invigilator will be the sole authority for any kind of queries/disputes. It will be the sole responsibility of the student to handover the answer booklets to the invigilator.

Explanation: For other examination-related codes of conduct, please refer to Examination manual of the University.

Chapter IV

Use of University Facilities

1. Library

- a. Access to the university library will be restricted to students having a valid ID card.
- b. No bag and other personal possession can be taken inside the library (books, notebooks, laptops, etc.). Bags and all other personal items are to be deposited at the baggage counter outside the Library.
- c. Students must maintain complete silence in the library; use of mobile phones in the library is strictly prohibited. Phones have to be either switched off or kept on silent mode.
- d. Any form of Photography, filming, videotaping and/or audio taping in the Library premises is not permitted.
- e. Any data retrieved from the Library's electronic resources will be strictly used for the purposes of the university.
- f. Taking away of any item from the Library needs to be properly authorised and recorded. Damage to, or unauthorised removal of, or loss of material will constitute a serious offense and could lead to a fine or/and disciplinary action.
- g. Fines will be charged on overdue books as per the guidelines displayed on the notice board from time to time. If fines or charges are found to be outstanding at any point of time, borrowing rights may be withdrawn and passwords for accessing electronic services withheld until such time as those fines / charges are paid.
- h. The reference books will be marked "For reference only" and will not be issued.

- i. Any journal will not be allowed to be taken outside the library. However a photocopy (as per rule of the university) can be taken at own cost for personal use.
- j. Loss or damage of books/periodicals would result in the student paying for or replacing them.
- k. If a student does not comply with these norms, he/she will be warned and/or debarred from the Library for a specific time period.

2. Computer facilities

- a. Computers are available in the library and in the computer laboratories for use by the students.
- b. Any misuse of computing facilities could result in the withdrawal of one's rights to use the computer.
- c. Computers can be accessed on all working days from 9.00 am to 5.00pm, but not at the cost of lectures/practical/tutorials.
- d. Prior permission will be required for use of the computers in the laboratory and will be used in the presence of a teacher and/or staff member.

3. Canteen

- a. Students are permitted to visit the canteen only during the short and long breaks and before or after class hours.

4. Indoor and outdoor games

- a. Facilities are available for playing indoor and outdoor games. Students can avail of these facilities during the weekdays as follows:
 - (i) 9:00 am to 5:00 pm;
 - (ii) 6:00 am to 8:30 am and 5:00 pm to 7:30 pm for the students staying in the hostels.;
 - (iii) 6:00 am to 7:30 pm on weekends and other holidays.
- b. The playgrounds can be used on holidays with prior permission of the competent authority.
- c. Occupation of playgrounds during working hours disturbs classes and is not permitted without prior permission. Those disobeying these norms shall face disciplinary actions.
- d. No food item / beverage should be consumed on the playgrounds.
- e. Littering the playgrounds must be avoided.

5. Parking

- a. Two-wheelers may be wheeled in and parked in the designated area.
- b. Students without helmets will not be allowed to park their two-wheelers inside the University campus.
- c. The University takes no responsibility for the loss of vehicles/bicycles.
- d. Good civic sense demands that cars and two-wheelers are not parked on the pavement outside the boundary wall.
- e. Entry of car is allowed only with valid St. Xavier's University stickers.

Chapter V

Co-curricular and Extra-curricular Activities

1. **University Festivals** – All University festivals are to be organised by the Students' Board, after recommendation of the Programme Monitoring Committee and the approval of the Vice-Chancellor. For this purpose, the Students' Board should prepare a detailed plan of the programme, including the schedule, programme itinerary and funding.
2. **Departmental / Society events** – All departmental / society events should be conducted through the respective departments / societies, with the permission of the respective Deans, recommendation of the Programme Monitoring Committee and the final approval of the Vice-Chancellor.
3. **Inter-collegiate Activities** – For inter-college sports activities, the Sports Society should approach the Sports Committee / Board for deciding whether the University should participate or not in any such event and the cost of participation that University shall bear. Thereafter, the Sports Committee / Board shall recommend the matter to the Vice-Chancellor for approval.

For non-sports activities, the concerned Prof.-in-charge of the society shall approach the Vice-Chancellor for approval to participate in any such activities on the recommendation of the concerned Dean.

Chapter VI

Students' Well-being

1. Safety

- a. The institute gives top priority to the safety and security of students, staff and visitors. Safety standards must be followed all over the campus.
- b. A first-aid kit is available in the office to deal with minor emergencies and there is an infirmary supervised by trained nurse.
- c. There are water-purifiers and water-coolers available on every floor for the students.
- d. Fire extinguishers and fire-fighting systems are installed in each floor of every building.
- e. Wearing helmet is compulsory for all those using two wheelers for coming in and going out of campus, or else entry will be restricted or a penalty of INR 500 to be levied.
- f. University has installed adequate number of CCTV for safety & security of all concerned in various places of the campus.

2. Counselling and Mentoring

- a. The campus environment is very student-friendly. Students can freely approach their mentor or teacher for any kind of guidance or help.
- b. Counsellors are available on campus twice a week to counsel students and provide them with emotional support. Students can also meet the Campus Minister for help.
- c. Students can meet their teachers to seek career and professional guidance.

3. Grievance Redressal

- a. An aggrieved student can submit his / her petition in writing to the Nodal Officer. The Nodal Officer will immediately inform the Students' Grievances Redressal Committee of the matter, comprising the faculty, staff and student members of the university. If the Committee, after due consideration, instructs the Nodal Officer to carry out an independent enquiry, then the latter shall do so and submit a report within the stipulated time. Thereafter, the Committee will recommend the final redressal, if any.
- b. If the affected student is unhappy with the redressal provided, then he / she may appeal to the Vice-Chancellor.

Chapter VII

Miscellaneous

1. Disciplinary Measures Leading to Expulsion

Following offences by any student may lead to his / her expulsion from the University.

- a. Consumption of alcohol or narcotic drugs (as specified in NDPS Act, 1985 with amendment in 2014) in the University campus.
- b. Smoking in University Campus (if it is a repeat offence).
- c. Any other offence considered by the Disciplinary Committee as being serious in nature.

2. Ragging

Ragging of any kind and magnitude inside/outside the University campus will not be tolerated and disciplinary action will be taken accordingly. Any incident of ragging must be brought to the notice of the Nodal officer of the Anti-Ragging Committee.

Part VIII

Power of the Vice-Chancellor

Nothing in this Code shall deem to limit or otherwise effect the inherent power of the Vice-Chancellor to make such orders as may be necessary for implementation of the Code of Conduct and to prevent any abuse.

REGULATIONS FOR STUDENTS' ATTENDANCE REQUIREMENT AND THE ATTENDANCE MANAGEMENT PROCEDURES

Section 1. Attendance requirements for the students of Undergraduate degree courses (except Law courses)

- 1.1 A student must maintain 75% aggregate attendance in a semester to be eligible for appearing in the end-semester examination and also for the promotion to the next semester.
- 1.2 In case of absence due to illness / medical reasons, the information must be submitted through the email id "*student.attendance@sxuk.edu.in*" within 3 days of re-joining classes.
- 1.3 Hard Copy of supporting documents (prescriptions, medical certificate, fit certificate etc.) and the copy of e-mail must be submitted to the Office of the Dean within 15 days of re-joining classes.
- 1.4 A student who has aggregate attendance of 65% or more but less than 75% in a semester will have to seek condonation from Vice-Chancellor through the Dean of the concerned Faculty/School for appearing in the end-semester examination. Condonation may be considered only on grounds of illness for which applications are to be submitted within 3 days of re-joining classes & documents pertaining to the illness are to be submitted within 15 days of re-joining classes. However, the mere submission of the application along with the documents will not ensure condonation.
- 1.5 Condonation may be considered only for those students whose attendance is 65% or more, but could not maintain 75% aggregate attendance even after adjustments granted for Events/Programmes /Sports/ Placement Activities etc (as explained in section 5.2).

Section 2. Attendance requirements for the students of Undergraduate Law (B.A. LL.B (Hons.) & B.Com. LL.B (Hons.) courses

- 2.1 A student must maintain 75% aggregate attendance & minimum attendance of 65% in each paper/subject in a semester to be eligible for appearing in the end semester examination and also for the promotion to the next semester.

- 2.2** In case of absence due to illness / medical reasons, the information must be submitted through the email id- "*student.attendance@sxuk.edu.in*" within 3 days of re-joining classes.
- 2.3** Hard Copy of supporting documents (prescriptions, medical certificate, fit certificate etc.) and the copy of e-mail must be submitted to the Office of the Dean within 15 days of re-joining classes.
- 2.4** A student who has aggregate attendance of 70 % or more but less than 75% in a semester may seek condonation from Vice-Chancellor through the Dean of the concerned Faculty/School for appearing in the end-semester examination. Condonation may be considered only on grounds of illness for which applications are to be submitted within 3 days of re-joining classes & documents pertaining to be illness are to be submitted within 15 days of re-joining classes. However, in all such cases, minimum attendance will be 65% in each paper/subject.

It is to be further noted that the mere submission of the application along with the documents shall not ensure condonation.

- 2.5** Condonation may be considered only for those students whose attendance is 70 % or more, but could not maintain 75% aggregate attendance even after adjustments granted for Events/Programmes/ Sports/Placement Activities etc. (as explained in section 5.2).

Section 3. Attendance requirements for the students of Postgraduate degree courses (excluding MBA)

- 3.1** A student must maintain 75% aggregate attendance in a semester to be eligible for appearing in the end-semester examination and also for the promotion to the next semester.
- 3.2** In case of absence due to illness/ medical reasons, information must be submitted to the email id- "*student.attendance@sxuk.edu.in*" within 3 days of re-joining classes.
- 3.3** Hard Copy of supporting documents (prescriptions, medical certificate, fit certificate etc.) and the copy of e-mail must be submitted to the Office of the Dean within 15 days of re-joining classes.
- 3.4** A student who has aggregate attendance of 65% or more but less

than 75% in a semester will have to seek condonation from Vice-Chancellor through the Dean of the concerned Faculty/School for appearing in the end-semester examination. Condonation may be considered only on grounds of illness for which applications are to be submitted within 3 days of re-joining classes & documents pertaining to the illness are to be submitted within 15 days of re-joining classes. However, the mere submission of the application along with the documents will not ensure condonation.

- 3.5** Condonation may be considered only for those students whose attendance is 65% or more, but could not maintain 75% aggregate attendance even after adjustments granted for Events/Programmes/Sports/Placement Activities etc. (as explained in section 5.2).

Section 4. Attendance requirements for the students of MBA

- 4.1** A student must maintain 85% aggregate attendance in a semester to be eligible for appearing in the end-semester examination and also for the promotion to the next semester.
- 4.2** In case of absence due to illness/ medical reasons, the information must be submitted to the email id- "*student.attendance@sxuk.edu.in*" within 3 days of re-joining classes.
- 4.3** Hard Copy of supporting documents (prescriptions, medical certificate, fit certificate etc.) and the copy of e-mail must be submitted to the Office of the Dean within 15 days of re-joining classes.
- 4.4** A student who has aggregate attendance of 75% or more but below 85% in a semester will have to seek condonation from Vice-Chancellor through the Dean of the concerned Faculty/School for appearing in the end-semester examination. Condonation may be considered only on grounds of illness for which applications are to be submitted within 3 days of re-joining classes & documents pertaining to the illness are to be submitted within 15 days of re-joining classes. However, the mere submission of the application along with the documents will not ensure condonation.
- 4.5** Condonation may be considered only for those students whose attendance is 75 % or more, but could not maintain 85% aggregate attendance even after adjustments granted for Events/

Programmes/Sports/Placement Activities etc. (as explained in section 5.2).

Section 5. Attendance Management procedures

5.1 Class Attendance

1. Subject teacher will mark attendance for daily class record.
It is the duty of the student to sit in his/her allocated seat and confirm his/her attendance for the respective periods.
2. A student can check the attendance through the student portal on the University Website by using log-in link given .
3. If a student considers that there is any discrepancy in recording of attendance, he/she will bring it to the attention of the Dean through an application within 3 calendar days.

5.2 Attendance Adjustment for Events/Programmes/Sports/ Placement Activities

1. Attendance adjustment signifies that these classes will not be counted in total number of delivered classes.
2. However, the maximum capping for these adjustments will be limited to-
 - Not exceeding 10% of the total number of delivered classes for each paper / subject for all classes.
3. Students can plan all preparation related activities (meetings, discussions, practice etc.) for any annual university event like *Xavrang*, *Xaviesta*, *Xavjudice*, *XMC*, *XSLAJ*, etc. outside the regular class hours in consultation with respective Professor-In-charges. No attendance will be adjusted for the same, unless prior written approval is taken from the Vice-chancellor or any other officer / official duly authorised by the Vice-Chancellor.
4. Any letter / document related to Events/ Programmes /Sports / Placement Activities etc. which is forwarded / recommended by the Dean / Head of the Department/ Professor-in-Charge or any other official will be submitted through respective office.
5. For participation in any Events/Programmes/Sports Activities inside the University Campus prior written approval must be taken from the respective Deans and same needs to be submitted to the Office

of the Registrar before the Events/Programmes/Sports Activities. After the completion of Events/Programmes/Sports Activities the adjustment paper must be submitted to the Office of the Registrar within 3 working days from the conclusion of the Events/Programmes/Sports Activities and must contain following.

- i. Complete details of the student/s with Course, Semester, Section (if any) and Roll Number/s and Periods, duly approved by the concerned In-charge and Dean.
 - ii. Participation Certificate.
6. For participation in any events/programmes/sports activities outside the University Campus (while representing the University) prior written approval must be taken from the Vice-Chancellor or a competent authority duly authorised by the Vice-Chancellor. A copy of the approval is required to be submitted to the Office of the Registrar before the events/programmes/sports activities. After the completion of events/programmes/sports activities, the adjustment document/s must be submitted to the Office of the Registrar within 3 working days from the conclusion of the events/ programmes/ sports activities and must contain following.
- i. Complete details of the student/s with Course, Semester, Section (if any) and Roll Number/s and Periods, duly approved by the concerned In-charge and Dean.
 - ii. Participation Certificate.
7. For participation in any event/programme/sports activity/placement activity inside or outside the University Campus, the adjustment (after the completion of the necessary approval process) will be made only on the day/s of events/programmes/sports activities/placement activities, when the regular classes are being held.
8. Attendance Adjustment for participation in Placement Activities will be granted to the students irrespective of In-Campus or Off-Campus Placement Activity. However, the list of participants must be approved by the Dean of the respective Faculty/School, which must be forwarded by the TPO/PO/JPO/DPO. The list must be submitted to the Office of the Registrar before the Placement Activity. After the completion of Placement Activities the adjustment paper must be submitted to the

Office of the Registrar within 3 working days from the conclusion of the Placement Activities and must contain following.

- i. Complete details of the student/s with Course, Semester, Section (if any) and Roll Number/s and Periods, duly approved by the concerned TPO/PO/JPO/APO and Dean of respective Faculty/School.
9. Provisionally admitted Postgraduate 1st Semester students who appear for their final semester/year Under-Graduate examination for the completion of their degree after the commencement of their Post Graduation classes in SXUK, will be eligible for attendance adjustment on the days of examinations, subject to the submission of Admit Card to the Office of the Registrar before the commencement of the examinations.

5.3 Absence due to medical reasons

1. In case of absence due to illness, the information must be submitted through the email id- "*student.attendance@sxuk.edu.in*" within 3 days of re-joining classes.
2. Hard Copy of supporting documents (prescriptions, medical certificate, fit certificate etc.) and the copy of e-mail must be submitted to the Office of the Dean within 15 days of re-joining classes.
3. **Quarantine Leave:** The Quarantine Leaves will be granted for the diseases as per the following details and no other disease will be considered.

List of Infectious Disease for the Purpose of Grant of Quarantine Leave

Small-pox may be considered as infectious disease, chicken-pox shall not, however, be considered as infectious disease unless the Medical Officer of Public Health Officer considers that because of doubt as to the true nature of the disease, e.g., small-pox, there is reason for the grant of such leave. In that case, 7 days of quarantine leave will be granted.

Sl. No.	Diseases	No. of Quarantine Leave (including non-class days)
1.	Scarlet Fever	As per CDC and W.B. Govt. Health Department guidelines in force
2.	Plague (Bubonic or Bubonic)	
3.	Typhus	
4.	Cerebro-spinal meningitis	
5.	SARS	
6.	MARS	
7.	COVID-19	
8.	Avian Influenza (H5N1)/ Novel Influenza	
9.	Crimean Congo Haemorrhagic Fever (CCHF)	

RULES AND REGULATIONS FOR UNDERGRADUATE DEGREE COURSES

SECTION I : GENERAL

1.1 Introduction

St. Xavier's University, Kolkata was established and is managed by St. Xavier's College Kolkata Educational Trust. It was established as a University under St. Xavier's University, Kolkata Act dated 16th January, 2017, which became effective with the assent of the Governor of West Bengal through a Gazette notification dated 8th February, 2017.

The principal administrative / policy-making bodies in the University:

- I. Governing Board
- II. Executive Council
- III. Academic Council
- IV. Faculty Council
- V. Boards of Studies

SECTION II : REGULATIONS FOR 4-YEAR UNDERGRADUATE DEGREE COURSES (With effect from July 2023)

2.1 Options for Degree

A. 4-year Undergraduate Degree (Honours)

A student will be awarded 4-year honours degree after completing minimum 160 credits including minimum 80 credits in Major. He/she may join Master degree programme and complete the same in one year.

B. 4-year Undergraduate Degree (Honours with Research)

If a student secures a minimum of 75% marks in aggregate from first 6 semesters (Semester 1 to Semester 6) and does not have any arrear from 1st to 6th Semester may opt for Honours with Research in 4th year. The student will be required to complete a research project / dissertation of 12 credits in lieu of three Major courses under the guidance of a Faculty member of the University.

[It is to be noted that as per National Higher Education Qualification

Framework formulated by UGC, the students completing the 4-year Hons. or 4-year Hons. with Research may join the Master degree programme and complete the same in one year. Also, a student completing the 4-year Hons. with Research may directly be allowed to join the Ph.D. Programme.]

C. Undergraduate degree/ Undergraduate Degree with a Major

A student who would like to exercise the exit option after three years will be awarded UG degree/UG Degree with a Major after securing a total 120 credits including 60 credits in Major courses. He/she may join the Master degree programme and complete the same in two years.

2.2 Courses with credits

2.2.1 Ability Enhancement Courses (AEC)

Total Credit requirements – 8

Credits per course – 2

Courses:

- (i) Communicative English – 1 & Communicative English – 2
- (ii) Modern Indian language (MIL) - Bengali / Hindi -1 & Bengali / Hindi - 2;

Or

- (iii) Business Communication – 1 & Business Communication – 2 (in lieu of MIL) for the students who did not have Bengali or Hindi at higher secondary or equivalent level.

2.2.2 Skill Enhancement Courses (SEC)

Total Credit requirements – 9;

Credits per course – 3;

Total Courses – Three

- (i) Personality Development (Course 1)
- (ii) [(Course 2) will be offered by the respective department]
- (iii) [(Course 3) will be offered by the respective department]

2.2.3 Multidisciplinary courses (Courses from other disciplines)

Total Credit requirements – 9;

Credits per course – 3;

Total Courses – Three

Students will take three courses which were not in their Plus Two level

of study.

[Students may be asked to give their first choice and second choice of multidisciplinary courses for each semester. If the selection for a course of first choice is made by less than 20 students, they will be required to take the course of second choice].

2.2.4 Value added courses (VAC) common for all Undergraduate courses

Total Credit requirements – 8;

Credits per course – 2

Total Courses - Four

- (i) Inter-Religious Studies for Global Citizenship.
- (ii) Environmental Education / Environmental Studies.
- (iii) Service Learning (Community Service).
- (iv) Understanding the Indian Constitution.

2.2.5 Summer Internship

Total Credits – 2

2.2.6 Minor Courses

Total Credit requirements –

- (i) 32 credits for 4-year Hons. degree

Or

- (ii) 24 credits for 3-year Major degree.

Credits per course – 4.

Total Courses –

- (i) Eight courses for 4-year Hons. degree.

Or

- (ii) Six courses for 3-year Major degree.

Notes:

- (i) 50% of the total credits from the minors must be secured in the relevant subject / discipline.
- (ii) Another 50% of the total credits from the minors can be earned from any discipline.

2.2.7 Major Courses

Total Credit requirements –

- (i) 80 credits for 4-year Hons. degree.

Or

(ii) 60 credits for 3-year Major degree.

Credits per course – 4.

Total Courses –

(i) Twenty courses for 4-year Hons. degree.

(ii) Fifteen courses for 3-year Major degree.

[Example of 3-year UG degree with Major: If a student joins 4-year Economics Hons. programme and wishes to exercise the exit option after three years and completes 120 credits including 60 credits of Major courses for Economics, the student will be awarded B.A. with Major in Economics. If the student also completes 12 credits of Minor Courses in Statistics, he/she will be awarded a degree with Major in Economics and Minor in Statistics after three years].

2.3 Undergraduate Degree Programmes and Registration

4-year Honours degree		Exit option after three years with degree	
Nomenclature of degree	Total Credits	Nomenclature of degree	Total Credits
B.Com. (Honours)	160	B.Com.	120
B.M.S. (Honours)	160	B.M.S.	120
B.A. (Honours) in English with Minor in Psychology & Mass Communication	160	B.A. with Major in English and Minor in Psychology & Mass Communication	120
B.A. (Honours) in Economics with Minor in Statistics	160	B.A. with Major in Economics and Minor in Statistics	120
B.A. (Honours) in Mass Communication with Minor in Psychology and Film Studies	160	B.A. with Major in Mass Communication and Minor in Psychology and Film Studies	120
B.A. (Honours) in Psychology with Minor in Mass Communication & Social Work	160	B.A. with Major in Psychology and Minor in Mass Communication & Social Work	120
Registration of a four-year undergraduate student will be valid for a maximum period of 7 years including the academic year in which the registration was granted.			

2.4 Semester-wise Distribution of Credits

Semester	Major [Discipline Specific Code]	Minor / Elective	Multi-disciplinary / Interdisciplinary courses	Ability Enhancement Courses	Skill Enhancement Courses	Common Value Added Courses	Summer Internship / Research Project or Dissertation	Total Credit
I	4 Credits	4 Credits	3 Credits	2 Credits	3 Credits	2 x 2 = 4 credits		20 Credits
II	4 Credits	4 Credits	3 Credits	2 Credits	3 Credits	2 x 2 = 4 credits		20 Credits
III	4 x 2 = 8 credits	4 Credits	3 Credits	2 Credits	3 Credits			20 Credits
IV	4 x 3 = 12 credits	4 Credits		2 Credits			2 Credits	20 Credits
V	4 x 4 = 16 credits	4 Credits						20 Credits
VI	4 x 4 = 16 credits	4 Credits						20 Credits
VII	4 x 4 = 16 credits	4 Credits						20 Credits
VIII	4 x 4 = 16 credits	4 Credits					Project / Dissertation in lieu of three Major Courses (12 credits) ★	20 Credits

★ Applicable for 4-year Hons. degree with Research

2.5 Credit system

- 2.5.1** One Academic (Curricular) credit for a course is considered as 15 contact hours in the University that may include (i) Class lectures; (ii) Tutorials; (iii) Class Seminars; and (iv) Directed library work.
- 2.5.2** One credit for Summer Internship will be considered as 30 direct contact hours.
- 2.5.3** A student may opt for additional credit courses, as and when offered by the University. These credits will be shown as additional credits in the academic transcript of the student.
- 2.5.4** No Academic Credit will be awarded for a paper / subject if the score for the paper is below the pass mark.

2.6 Pass Marks

- 2.6.1** Pass mark for Theory/Practical paper: 40%. However, for a composite paper the student has to secure 40% in each component.
- 2.6.2** Aggregate pass marks: 40%

2.7 Students' Attendance

Regulations related to attendance are given in the chapter on "Regulations on Students' Attendance Requirement".

2.8 Eligibility Criteria for Appearing for Semester Examinations

- 2.8.1** If a student does not fulfil the attendance requirement, he / she will be debarred from appearing for the Semester Examinations.
- 2.8.2** A student must pay the semester fees (including the examination fee, if applicable) by the notified last date. Students will be required to submit the examination form and pay the fees for the arrear papers (if any).
- 2.8.3** A student who has any disciplinary charge against his / her name may not be permitted to appear for the Semester Examination.
- 2.8.4** Only those students who fulfil eligibility criteria will be issued Admit Cards for the Semester Examinations.

2.9 Continuous Internal Assessment (CIA)

- 2.9.1** CIA comprises 30% of the total weightage of each paper.
- 2.9.2** Twenty percent (20%) of the total marks for a Paper is allotted for the written form of tests, which will be mid-term tests.
- 2.9.3** Five percent (5%) of the total marks for a Paper is allotted for assignments, seminars, tutorials, laboratory assignments/

notebooks, etc.

- 2.9.4** Five percent (5%) of the total marks for a Paper is allotted for attendance for those who will be having more than 75% attendance in the said Paper.

2.10 Supplementary Examinations

- 2.10.1** A supplementary examination will be held for 4th Year students who have Arrear Papers only from Semester VII and / or Semester VIII.

- 2.10.2** A student who has a disciplinary charge against his / her name may not be allowed to appear for the Supplementary Examination.

- 2.10.3** There will be no Supplementary Examination for Arrear Papers accrued from Semesters I to VI.

2.11 Letter Grades and Grade Points

- 2.11.1** The Semester Grade Point Average (SGPA) is computed from the grades in a given semester.

- 2.11.2** The Cumulative Grade Point Average (CGPA) is based on the grades of all semesters for a programme (from 1st to 8th Semester or from 1st to 6th Semester, as the case may be).

- 2.11.3** Letter grades and grade points are shown as follows:

Grade Table for 4-Year Undergraduate Degree Courses

Grade	Grade point	% Range of Marks	Attribute
O	10	90% or more	Outstanding
A+	9	80% to 89%	Excellent
A	8	70% to 79%	Very Good
B+	7	60% to 69%	Good
B	6	55% to 59%	Above Average
C	5	45% to 54%	Average
P	4	40% to 44%	Pass
F	0	Below 40%	Fail
AB	0	0	Absent
INC	–	–	Incomplete

SECTION III : 3-YEAR UNDERGRADUATE DEGREE COURSES BEFORE ACADEMIC YEAR 2023-2024

Degree	Total Marks*	Total Credits**
B.Com. (Honours)	2600	144
B.M.S. (Honours)	2600	144
B.A. (Honours) in English	2600	140
B.A. (Honours) in Economics	2600	140
B.A. (Honours) in Mass Communication	2600	140
B.A. (Honours) in Psychology	2600	140

* Excluding Foundation Courses

** Excluding Foundation Courses and co-curricular and extra-curricular activities

3.1 Semester system

The undergraduate degree programme (excluding B.Com. LL.B and B.A. LL.B) is of three years duration divided into six semesters. B.Com. LL.B (Hons.) and B.A. LL.B (Hons.) are of five years duration divided into ten semesters. The Academic year is divided into two Semesters: July – December and January – June.

3.2 Registration

A student who is selected for enrolment in a particular course offered by the University will have to complete admission procedures and get himself / herself registered within the notified time period.

The Registration of a three-year undergraduate student is valid for 5 years including the academic year in which the registration was granted.

For B.Com. LL.B (Hons.) and B.A. LL.B (Hons.), the registration will be valid for 7 years.

Registration number of a student will remain unchanged during his/her study in the University. However, with the change of level from UG to PG or PG to Ph.D. the validity period will be extended. If, after taking migration, the student rejoins the University, the registration will be revalidated.

3.3 Class Timings (including Tutorial / Remedial Classes)

Morning Session : 07:00 a.m. - 12 noon

Day Session : 10:00 a.m. - 04:40 p.m.

3.4 Student' Attendance

Regulations related to attendance are given in the chapter on "Regulations for Students' Attendance Requirement".

3.5 Continuous Internal Assessment (CIA)

3.5.1 CIA comprises 20% of the total weightage of each paper.

3.5.2 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.

3.5.3 25% of total CIA marks are reserved for attendance and marks will be awarded according to the calculation given below as follows :

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

3.5.4 The marks of the CIA will be duly forwarded to the Controller of Examinations by the Dean of the Faculty, and final CIA results will be displayed on the Students' Notice Board.

3.6 Eligibility criteria for appearing for Semester Examinations

3.6.1 A student must maintain the required attendance as mentioned in the chapter on "Regulations for students' Attendance Requirement".

3.6.2 If the student does not fulfil the attendance requirement, he / she will be debarred from appearing for the Semester Examinations.

3.6.3 A student must pay the semester fees (including the examination fee, if applicable) by the notified last date. Students will be required to submit the examination form and pay the fees for the arrear papers (if any).

3.6.4 Only those students who fulfil eligibility criteria will be issued Admit Cards for the Semester Examinations.

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

3.7 Continuation from 1st year to 2nd year / 2nd year to 3rd year

3.7.1 All the students will be eligible for promotion subject to the fulfilment of the requirements of minimum attendance and the payment of semester fees.

3.8 Pass Marks

Each paper (excluding Foundation Course Paper) : 40%

Foundation Course Paper : 30%

Composite Paper : 40% in each component

3.9 Supplementary Examination

3.9.1 A supplementary examination will be held for 3rd Year students who have Arrear Papers only from Semester V and / or VI and 5th year students who have Arrear papers only from Semester IX and / or X.

3.9.2 A 3rd / 5th Year student who has a disciplinary charge against his / her name may not be allowed to appear for the Supplementary Examination.

3.9.3 There will be no Supplementary Examination for Arrear Papers accrued from Semesters I to IV for a three year degree course and semester I to VIII for a five year degree course.

3.9.4 There will be no supplementary examination for any practical paper / group / part.

3.9.5 There will be no supplementary examination for Projects / Dissertations / Term Papers.

3.10 Credit and Grading system

3.10.1 One Academic (Curricular) credit is considered as 15 contact hours in the University that may include (i) Class lectures; (ii) Tutorials; (iii) Class Seminars; (iv) Directed library work

3.10.2 No Academic Credit will be awarded for a paper / subject if the score for the paper is below the pass mark.

3.10.3 One Non-Academic (Co-Curricular / Extra-Curricular) credit is equivalent to 30 hours. It can be earned through participation in the activities of Social Work / Outreach Programmes, Sports, activities of different societies in the University and others as specified by the University from time to time.

3.10.4 Out of 2 Non-Academic credits, a minimum of 1 credit is to be completed through social work / outreach programme under the supervision of Programme Co-ordinator of Social Work / Outreach programme.

3.10.5 A student will not be awarded a degree without the completion of required Academic and Non- Academic credits.

3.10.6 Total credits for Three year Honours Degree programme are mentioned as follows :

Academic (Curricular) credits	140/144*
Compulsory additional credits (Foundation Course)	02
Non- Academic (Co-Curricular / Extra-Curricular) credits	02
TOTAL	144/148

* For B.Com. and B.M.S. Honours courses, total academic credits - 144

For other Undergraduate Honours degree courses, total academic credits - 140

3.11 Grading system is given in the following table :

Grade Table for Three Year UG Courses

Grade	Grade point	% Range of Marks	Attribute
O	10	90 to 100	Outstanding
A+	9	80 to 89	Excellent
A	8	70 to 79	Very Good
B+	7	60 to 69	Good
B	6	50 to 59	Fair
C	5	40 to 49	Satisfactory
F	0	0 to 39	Fail
AB	0	–	Absent
INC	–	–	Incomplete

SECTION IV: COMMON RULES FOR UNDERGRADUATE DEGREE COURSES

4.1 Admission process

The admission process starts immediately after declaration of Class XII results of the various Boards (excluding B.A. Mass Communication, B.Com. LL. B & B.A. LL.B).

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 three years from the year of passing the previous qualifying examination.

4.2 Admission of International students

Foreign nationals, PIO Card-holders, OCI - Overseas Citizenship of India - foreign nationals of Indian – origin, working in India (Dual citizens) and NRI students can apply under the category of International students. PIO and OCI card-holders will only be considered equivalent to NRI students as far as education is concerned. Details of the admission procedures of international students are available on the University Website.

4.3 Disciplinary Committee

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

4.4 Dissemination of information

University Rules, which are applicable to undergraduate and postgraduate students, will be published in the University's Calendar and will be made available to the students at the beginning of the academic year. Students should also follow the Students' Notice Boards and digital display boards. General information and important announcements may also be made available through the University Website (www.sxuk.edu.in). Information may also be sent through email and mobile phone messages (SMS). The Rules may be changed from time to time and the students will be informed of such change through notice boards or Website or both.

4.5 Change of contact details

If a student wishes to change email id and the phone number after taking the admission in the University, he / she has to submit a duly signed request letter to the Registrar's office or send an email from the registered email id of the student. Change of residential address has to be substantiated with a valid address proof.

4.6 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 University.

Two types of feedback are collected: (i) feedback on semester basis and (ii) exit feedback towards the end of the course (during sixth semester).

Eligibility for providing feedback - (i) Class-room feedback – Minimum 75% attendance during current semester. (ii) Exit feedback - Minimum 75% aggregate attendance at the end of final semester.

Methods of collecting feedback from students - Feedback will be collected through structured questionnaire and filled up online (through University intranet) or manually.

4.7 Re-enrolment

4.7.1 A student who is not eligible for promotion may be permitted to re-enroll in the next Academic Session in the appropriate Semester as a Regular student.

4.7.2 A student who has adequate attendance will be considered 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 the Examination Fee (as applicable for arrear examinations).

4.7.3 A student who has been debarred on the basis of insufficient attendance in any semester of 1st / 2nd / 3rd / 4th / 5th Year, and who does not satisfy Continuation criteria, will be allowed to re-enroll as a Regular student in the next appropriate semester. Such a student will be permitted to appear for CIA examinations. 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 pay all the fees, as stipulated.

4.7.4 Re-enrolment of a student with disciplinary charges against his/her name will be considered separately.

4.8 Arrear Papers

4.8.1 An Arrear Paper is one in which a student fails to secure the minimum pass marks.

4.8.2 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 for an Arrear Paper in the next appropriate semester subject to the fulfilment of requirements.

4.8.3 A student must pass in Theory and Practical papers separately.

A student will have to pass in Theory and Practical portions separately regardless of whether Theory and Practical are components of the same paper or treated as separate papers. 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 / was absent.

4.9 Review

4.9.1 There will not be any requirement for minimum marks to be eligible to apply for review.

4.9.2 Review is offered for both Regular and Arrear Papers.

4.9.3 A paper will be sent for Second Review if the marks after the review are increased or reduced by more than 10% from the original marks given by the First Evaluator.

4.9.4 There is no review for practical paper or project paper.

4.9.5 Review facility is extended to those students who appear for supplementary examination.

4.9.6 Review marks will stand irrespective of increase or decrease of marks after Review.

4.10 Seeing of Answer scripts

4.10.1 A student may apply to see his / her answer script only after the Review process is completed.

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 / her answer script is to enable the student to obtain a feedback on his / her performance.

4.10.2 There will be no review / seeing answer script for Practical papers and Projects.

4.11 Rules for Examination

4.11.1 Entry into the Examination Hall will be allowed only on production of Admit Card.

4.11.2 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 the examination.

- 4.11.3** No student will be permitted to submit the answer script before the completion of the first hour of the examination.
- 4.11.4** Temporary exit will not be permitted before one hour from the commencement of the examination.
- 4.11.5** 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.
- 4.11.6** Instructions on the Admit Card / Answer booklet and other related examination rules are to be strictly followed.
- 4.11.7** The rules for conducting examinations may be different if the examinations are held online or in blended mode. Rules for such examination/s will be communicated separately.

4.12 Award / Degree

4.12.1 For Honours degree :

- First Class Degree is awarded for aggregate marks 60% or above.
- Second Class Degree is awarded for aggregate marks between 40% and less than 60%.

4.12.2 For Semester results, instead of mentioning First Class or Second Class, only the percentage of marks and SGPA will be shown.

4.12.3 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.

4.13 Mark Sheet, Migration Certificate etc.

4.13.1 Semester-wise statement of marks and grades will be available through student's login portal. Final Academic Transcript will be issued after the successful completion of the course.

4.13.2 A student can apply for migration certificate only after the completion of the course.

RULES AND REGULATIONS FOR TWO-YEAR POSTGRADUATE DEGREE COURSES

SECTION I: GENERAL

1.1 Introduction

St. Xavier's University, Kolkata is established and managed by St. Xavier's College Kolkata Educational Trust. It was established as a University under St. Xavier's University, Kolkata Act dated 16th January, 2017, which became effective with the assent of the Governor of West Bengal through a Gazette notification dated 8th February, 2017.

The major administrative / policy making Bodies in the University :

I. Governing Board	II. Executive Council
III. Academic Council	IV. Faculty Council
V. Boards of Studies	

1.2 Two-year Postgraduate degree Courses (July 2024) :

Degree	Course / Specialisation	Total Marks	Total Credits
M.A.	Economics	1600	96
M.A.	English	1600	96
M.A.	Mass Communication	1600	96
M.A.	Psychology : Clinical Psychology, Organisational Behaviour	1600	96
M.S.W.	Social Work	2000	96
M.Com.	Finance, Marketing	1600	96
MBA	Human Resource, Marketing, Finance Business Analytics	2800	112
M.Sc.	Statistics	2500	96
M.Sc.	Computer Science	2400	96

[Rules for MBA are given separately]

1.3 Semester system

The Postgraduate degree programme is of two years duration divided into four semesters.

The Academic year is divided into two Semesters: July – December and January – June.

1.4 Admission process

Admission process for Postgraduate degree courses begins from December / January and the detailed criteria are announced through the Website.

The applicant must have passed qualifying Graduation Examination not earlier than 5 years from the date of Application for the PG Course. The year of admission will not be taken into account while calculating 5 years from the year of passing the previous qualifying examination.

1.5 Registration

A student who is selected for enrolment for a particular Postgraduate Degree course offered by the University will have to complete admission procedure and get himself/herself registered within the notified time period. Registration is valid for 4 years from the academic year in which the registration is granted.

Registration number of a student will remain unchanged during his / her study in the University. However, with the change of level from PG to Ph.D. the validity period will be extended. If, after taking migration, the student rejoins the University, the registration may be revalidated.

1.6 Disciplinary Committee

There will be a Disciplinary Committee to consider and dispose of the various disciplinary cases related to Examination and other matters.

1.7 Dissemination of information

University Rules, which are applicable to undergraduate and postgraduate students, are published in the University Calendar and are made available to the students at the beginning of the academic year. Students should also follow the Students' Notice Board. General information and important announcements may also be made available through the University Website (www.sxuk.edu.in). Information may also be sent through email and mobile phone messages (SMS). The Rules may be changed from time to time and the students will be informed of such changes through notice boards or Website or both.

1.8 Change of contact details

If a student wishes to change email id and the phone number after taking the admission in the University, he/she has to submit a duly signed request letter to the Registrar's office or send an email from the registered email id of the student. Change of residential address has to be substantiated with a valid address proof.

1.9 Students' feedback system

Students' feedback system is focused on (i) teaching-learning process; (ii) course curriculum and coverage, (iii) infrastructure facilities and (iv) general support system provided by University.

Two types of feedback are collected: (i) feedback on a semester basis and (ii) exit feedback towards the end of the course.

Eligibility for giving feedback - (i) Class-room feedback – Minimum 75% attendance during current semester. (ii) Exit feedback - Minimum 75% aggregate attendance at the end of 4th Semester.

Methods of collecting feedback from students - Feedback will be collected through structured questionnaire and filled up online or manually.

SECTION II: STUDENTS' ATTENDANCE

- 2.1** Regulations related to attendance are given in the chapter on "Regulations on Students' Attendance Requirement".

SECTION III: CONTINUOUS INTERNAL ASSESSMENT (CIA)

- 3.1** CIA comprises 20% of the total weightage of each paper. There is no minimum qualifying mark. (Separate rules are given for MBA).
- 3.2** A minimum of 50% of total CIA marks is allotted for the written form of tests. Remaining 50% is allotted for seminars, presentations, class participation or any other relevant class room activity.
- 3.3** Each department will inform the students about the CIA programmes at the beginning of the semester.
- 3.4** The marks for CIA will be sent to the Controller of Examinations by the Dean's Office duly forwarded by the Dean of the Faculty/School and final CIA results will be displayed on the Students' Notice Board.

SECTION IV: ELIGIBILITY CRITERIA FOR APPEARING IN SEMESTER EXAMINATIONS

- 4.1** A student must have required attendance and condonation may be granted in exceptional cases.
- 4.2** If the student does not fulfil the attendance requirement, he / she will be debarred from appearing for the Semester Examinations.
- 4.3** A student must pay the semester fees (including the examination fee, if applicable) by the notified last date. Students will be required to submit the examination form for the arrear papers (if any) and pay examination fee for the arrear papers.
- 4.4** Only those students who are found eligible will be issued the admit card for the semester examinations.
- 4.5** A student who has any disciplinary charge against his or her name may not be permitted to appear in the semester examination.

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

- 5.1** All the students will be eligible for promotion subject to the fulfilment of the requirements of minimum attendance and the payment of semester fees.

SECTION VI: RE-ENROLMENT

- 6.1** A student who fails to qualify for the next semester may be permitted to re-enroll in the next Academic Session in the appropriate Semester as a Regular student.
- 6.2** A student who has adequate attendance will be considered as a Casual student. A Casual student will have to appear only for Arrear paper / papers in the Semester Examination. A Casual student need not appear for CIA as his / her previous CIA marks will be carried forward. A Casual student will have to pay only the Examination Fee (as applicable for arrear examinations).
- 6.3** A student who has been debarred on the basis of insufficient attendance 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 in all papers. Such a student will be required to appear for CIA and semester examinations. 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 all fees, as stipulated.

- 6.4** A student with disciplinary charges against his/her name will be separately treated and such cases will be forwarded to the Vice-Chancellor for final decision.

SECTION VII: PASS MARKS

- 7.1** Pass marks for each paper — 40% (Theory, Practical, Project / Seminar); Composite Paper : 40% for each component
Aggregate — 40%

SECTION VIII: ARREAR PAPERS

- 8.1** An Arrear Paper is one in which a student fails to secure the minimum pass mark. 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, subject to the fulfilment of attendance criteria.
- 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 or she has failed / or was absent.

SECTION IX: SUPPLEMENTARY EXAMINATION

- 9.1** A supplementary examination will be held for second year students who have arrear papers only from semesters III and / or IV. This supplementary examination will be held after the publications of Semester-IV results.
- 9.2** There will be no supplementary examination for any practical paper / group/part, except for those practical examinations which are computer-based.
- 9.3** There will be no supplementary examination for Project / Dissertation / Term Paper.
- 9.4** 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 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.
- 10.2** A paper will be sent for 2nd Review if the marks after the review are increased or reduced by more than 10% from the original marks given by the 1st Evaluator.
- 10.3** Review is not permitted for practical papers or project papers.

SECTION XI: SEEING OF ANSWER SCRIPTS

- 11.1** A student may apply to see his or her answer script only after the review process is completed. No re-review will be allowed after seeing the answer script. There is no scope for alteration of marks at the stage of seeing answer scripts.
- 11.2** 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.
- 11.3** Seeing answer scripts are not permitted for practical papers or project papers.
- 11.4** HoD / Subject teacher will be present at the time of display of answer script and will give necessary feed back to the Controller of examinations.

SECTION XII: RULES RELATED TO EXAMINATION

- 12.1** Entry to the examination hall will be allowed only by admit card.
- 12.2** 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.
- 12.3** 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.
- 12.4** No mobile phone or any other electronic device (except for a

calculator) is permitted inside the Examination Hall.

- 12.5** Instructions on the Admit Card / answer booklet and other related examination rules must be strictly followed.
- 12.6** The rules for conducting examinations may be different if the examinations are held online or in blended mode. Rules for such examination/s will be communicated separately.

SECTION XIII: CREDIT AND GRADING SYSTEM

- 13.1** There will not be any Non-academic credit for the Postgraduate Degree Courses (excluding MBA).
- 13.2** No credit will be awarded for a paper if the score for the paper is below 40%.

Grade Table for Two Year PG Courses

Grade	Grade point	% Range of Marks	Attribute
O	10	90 to 100	Outstanding
A+	9	80 to 89	Excellent
A	8	70 to 79	Very Good
B+	7	60 to 69	Good
B	6	50 to 59	Fair
C	5	40 to 49	Satisfactory
F	0	0 to 39	Fail
AB	0	–	Absent
INC	–	–	Incomplete

- 13.3** Grading system is mentioned in the next page table :

SECTION XIV: AWARD / DEGREE

- 14.1** First Class Degree is awarded for marks 60% or above.
- 14.2** Second Class Degree is awarded for marks between 40% and 59%.
- 14.3** A rank certificate will be issued to students who hold a position between 1st and 10th in the respective course and pass all papers in

first attempt.

SECTION XV: MARK SHEET, MIGRATION CERTIFICATE ETC.

- 15.1** Semester-wise statement of marks and grades will be available through student's log in portal. Final Academic Transcript will be issued after the successful completion of the course.
- 15.2** A student can apply for the migration certificate only after the completion of the course.



*“He who goes about
to reform the world
must begin with
himself,
or
he loses his labour.”*

— St. Ignatius of Loyola

Ph.D. PROGRAMME

Ph.D. PROGRAMME OFFERED :

- | | |
|--------------------------|---------------------------------|
| i. Ph.D. in Commerce | ii. Ph.D. in Economics |
| iii. Ph.D. in English | iv. Ph.D. in Law |
| v. Ph.D. in Management | vi. Ph.D. in Mass Communication |
| vii. Ph.D. in Psychology | viii. Ph.D. in Social Work |

DURATION OF THE PH.D. PROGRAMME

- a) Ph.D. programme shall be for a minimum duration of three years, including course work and a maximum of six years since admission (i.e., enrolment).
- b) Extension beyond the above limits will be governed by the relevant clauses as stipulated in the Ph.D. regulations.
- c) Women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of two years for Ph.D. in the maximum duration. In addition, women candidates may be provided Maternity Leave / Child Care Leave once in the entire duration of Ph.D. for up to 240 days.

COURSE WORK

- a) The credits assigned for the Ph.D. course work shall be of 14 credits.
- b) All candidates admitted to the Ph.D. programmes shall be required to complete the course work prescribed by the Department during the initial two semesters. The course work must be completed within 2 years from the date of enrolment.
- c) Candidates who have already completed the course work from any other university may be exempted from the Ph.D. course work, subject to the recommendation from the DRC and subsequent approval of the Equivalence Committee of the university.

Details of Ph.D. Regulations are available on the website of the University.

OTHER RULES, GUIDELINES AND INSTRUCTIONS

A. Penalties for breach of discipline during University Examinations

Sl. No.	Nature of offense	Suggested minimum penalty
1	Copying from a book(s) / piece of paper / loose papers containing some printed / hand-written or typed notes or page(s) of books, possession (including written on the body) and / or use of mobile phone or possession and / or use of any other type of electronic equipment during examination hours in the examination hall (except calculator, if pre-approved).	Cancellation of the paper concerned.
2	Possession of or consulting / reading a book / books / a printed page / printed pages detached from a book / books, or use of any type of electronic equipment in the lavatory during examination hours.	Cancellation of the paper concerned.
3	Taking away the blank answer script / additional blank sheet(s) and writing answers thereon, outside the examination hall beforehand and stitching the same with the original answer script.	Cancellation of all papers of the said examination of that semester.
4	Leaving the examination hall without submitting the answer script / submitting the same later on the plea of inadvertence or any other consideration.	Cancellation of all papers of the said examination of that semester.
5	Removing the inner page of an answer script and inserting there in written answers brought from outside keeping the cover page intact.	Cancellation of all papers of the said examination of that semester.
6	Changing the Roll Number deliberately.	Cancellation of all papers of the said examination of that semester.
7	Destroying incriminating documents.	Cancellation of all papers of the said examination of that semester.

Sl. No.	Nature of offense	Suggested minimum penalty
8	Creating disturbance in the examination hall or abusing / assaulting / threatening the invigilator on duty.	Cancellation of all papers of the said examination of that semester and debarment for up to one year from appearing at any examination of this university, depending on the nature and magnitude of offense.
9	Offering bribes to the invigilator / examiner (supported by evidence).	Cancellation of all papers of the said examination of that semester and debarment for up to one year from appearing at any examination of this university.
10	Recurrence of offences 1 to 8 for one or more papers / subjects.	Penalty as prescribed above from 1-8 and additional penalty as decided by the Disciplinary Committee / Examination Board.
11	When a person appears on behalf of the candidate at the examination concerned.	(a) Cancellation of examination and debarment from appearing at any examination of this university in future. The Roll no. of the candidate to be struck off the University records. (b) The person appearing for the candidate concerned be handed over to the police by the OIC of examinations.
12	Identity disclosure in the form writing name and / or roll no. on the answer book or loose sheet or both; deliberate mark on the answer book or loose sheet or both, tearing any page of the answer book or any other form of identity disclosure.	Cancellation of the paper concerned.
Above cases are illustrative and not exhaustive. Appropriate disciplinary action may be recommended by the Disciplinary Committee in individual cases.		

B. Penalty for using unfair means

Students using unfair means in mid-semester examinations or in assignment submission will get zero (RA) - zero (copying) plus disciplinary action. Unfair practices include not only using but possessing cog sheets, passing on an answer sheet to another student, talking, smuggling in answer sheets, possessing mobile phones, copying the assignments etc. A repeat offence may lead to the issue of a Transfer Certificate.

C. Disciplinary measures leading to expulsion

Following offences by any student may lead to his / her expulsion from the University.

1. Possession and / or consumption of alcohol or narcotic drugs (as specified in NDPS Act, 1985 with amendment in 2014) in the University campus or entering the campus after consuming the aforementioned substances.
2. Smoking in University Campus.
3. Any other offence considered by the Disciplinary Committee as a major offence.

D. General instructions to the students

- ALWAYS carry your **identity card** in person.
- Do not bring / entertain outsiders in the campus premises.
- When you leave the classroom, switch off all the fans, lights and ACs.
- Keep the noise level low if a Professor is late so that other classes are not disturbed.
- Keep the University clean; it is your second home, throw your litter in the bins provided.
- Read the notices carefully every day when you come to the University and before you go home.
- Do not walk along or gather in the corridors during class hour.

E. Correspondence with the University

- All correspondence should be addressed to the Vice-Chancellor or Registrar.

- In all student's correspondence with the University, it is necessary to state the name of the student, roll-number and semester details. For giving any suggestion / feed back, there is a separate email id : students@sxuk.edu.in
- Money orders, letters and any package addressed to students must be directed to their place of residence and not the University.

Meeting the Vice-Chancellor
Students : 9-30 a.m. to 10 a.m. Parents : 10-30 a.m. to 11 a.m. Others : Strictly by appointment
Meeting the Registrar
Students : 9-30 a.m. to 10 a.m.; 3-30 p.m. to 4.30 p.m. Others : By appointment

F. Notice Board and Website

Students should take great care to look up the Notice Board on coming to, and leaving the University. No excuse will be considered if notices on the board are ignored. Students will be required to check the University Website for important announcements or events.

G. Text Books

- Students should, as soon as possible, procure at least one text book for each subject recommended by the University. When so directed by the professors, they must bring the text books to the University for the purpose of making use of these books during lectures.
- Reference books may be available from the library.

H. Transfer and Migration Certificates

Applications must reach the Registrar's Office at least 7 days before the issue of such certificate.

UNIVERSITY FEES

1. The University Fees will be accepted only online through Credit Card, Debit Card or Net Banking. Those who seek admission to the University should ensure that they are equipped and conversant with the online payment system.
2. **Fee Refund Policy**
University follows UGC Fee Refund Guidelines, October 2018.
3. **Refund of Excess Fees Paid Online**
In case of any fees having been paid online more than once, the payer is requested to contact Finance Office.
4. **Educational Scholarship**
It will be announced on the website and also through Notice Board.
5. **Last Dates for the Payment of Semester and Hostel Fees**

1st Semester	At the time of admission / readmission
3rd, 5th, 7th and 9th Semesters	15th June
2nd, 4th, 6th, 8th and 10th Semesters	15th December

Hostel fees are to be paid within the stipulated date, failing which hostel accomodation will not be renewed.

6. **Late Payment Charges for the payment of semester fees**

3rd, 5th, 7th and 9th Semesters

15th to 30th June	INR 1000
1st July to 15th July	INR 2,000

2nd, 4th, 6th, 8th and 10th Semesters

15th to 31st December	INR 1000
1st January to 15th January	INR 2,000

ST. XAVIER'S UNIVERSITY KOLKATA

Admission Fee for all courses : ₹ 30,000

Security deposit (refundable) : ₹ 5,000

Alumni membership fee (to be paid along with 6th Semester Course Fees : ₹ 5,015)

Semester-wise Course Fees (Undergraduate Courses)

Session – 2024-2028

Course	Tuition Fee	Development Fee	Examination Fee	Library Fee	Sports & Students' Activities Fee	Total (per Sem.)
B.Com. (Hons.)	46,500	7,000	2,400	1,200	900	58,000
B.M.S. (Hons.)	46,500	7,000	2,400	1,200	900	58,000
B.A. English (Hons.)	46,500	7,000	2,400	1,200	900	58,000
B.A. Economics (Hons.)	46,500	7,000	2,400	1,200	900	58,000
B.A. Mass Comm. (Hons.)	53,000	8,500	2,400	1,500	1,300	66,700
B.A. Psychology (Hons.)	46,500	7,000	2,400	1,200	900	58,000

- SAARC Countries : same course fees
- Other Asian countries : 2 times of the course fees
- All other foreign countries : 3 times of the course fees

Note : The fee structure (as stated above) excludes the fees for optional / additional credit courses which will be notified separately.

ST. XAVIER'S UNIVERSITY KOLKATA

Admission Fee for all courses : ₹30,000

Security deposit (refundable) : ₹ 5,000 (to be paid along with 1st Semester Fees)

Alumni membership fee (to be paid along with 10th Semester Course Fees : ₹5,015)

B.Com.-LLB (Hons.) & B.A.-LLB (Hons.)

Semester-wise Course Fees (Law Courses)

Session – 2024-2029

Course	Tuition Fee	Development Fee	Examination Fee	Library Fee	Sports & Students' Activities Fee	Total (per Sem.)
Semester 1	52,800	7,700	2,500	1,500	1,000	65,500
Semester 2	52,800	7,700	2,500	1,500	1,000	65,500
Semester 3	52,800	7,700	2,500	1,500	1,000	65,500
Semester 4	52,800	7,700	2,500	1,500	1,000	65,500
Semester 5	52,800	7,700	2,500	1,500	1,000	65,500
Semester 6	52,800	7,700	2,500	1,500	1,000	65,500
Semester 7	63,400	9,200	3,000	1,800	1,200	78,600
Semester 8	63,400	9,200	3,000	1,800	1,200	78,600
Semester 9	63,400	9,200	3,000	1,800	1,200	78,600
Semester 10	63,400	9,200	3,000	1,800	1,200	78,600

Note: The fee structure (as stated above) excludes the fees for optional / additional credit courses which will be notified separately.

ST. XAVIER'S UNIVERSITY KOLKATA

Admission fee for all courses : ₹ 30,000 (excluding the candidate who has completed his/her graduation degree in SXUK)
 Security deposit (refundable) : ₹ 5,000 (to be paid at the time of admission)
 Alumni membership fee : ₹ 5,015 (to be paid along with 4th Semester Course Fees)
 Semester-wise Course Fees (Postgraduate Degree Courses)

Session – 2024-2026

Course	Tuition Fee	Development Fee	Examination Fee	Library Fee	Sports & Students' Activities Fees	Total (per Sem.)
M.A. English	48,000	7,000	2,500	1,500	1,000	60,000
M.A. Economics	48,000	7,000	2,500	1,500	1,000	60,000
M.A. Psychology	48,000	7,000	2,500	1,500	1,000	60,000
M.A. Mass Communication	66,000	10,200	2,500	1,800	1,500	82,000
M.S.W.	41,500	7,000	2,500	1,500	1,000	53,500
M.Com.	48,000	7,000	2,500	1,500	1,000	60,000
M.Sc. in Statistics	54,000	7,000	2,500	1,500	1,000	66,000
M.Sc. in Computer Science	54,000	7,000	2,500	1,500	1,000	66,000

- SAARC Countries: same course fees
- Other Asian countries: 2 times of the course fees
- All other foreign countries: 3 times of the course fees

Note : The fee structure (as stated above) excludes the fees for optional / additional credit courses which will be notified separately.

HOSTEL

St. Xavier's University offers residential facilities to the students through two separate hostel buildings for boys and girls namely 'Tagore Residence for Boys' and 'Mother Teresa Residence for Girls' **located within the premises of the campus.**

The hostels are designed to provide a comfortable, safe, inclusive and secure living. Spacious residential hostel consists of 2/3 occupancy rooms with amenities like attached bathrooms, sitting lounge equipped with common room, gaming, newspapers, Wi-Fi, cable / DTH TV, purified drinking water (Aqua Guard), geysers and visitor's lounge. Laundry services available on demand. All hostel rooms and facilities are sanitized regularly, and necessary pest control is conducted. Vigilant security and CCTV surveillance ensure a pleasant stay allowing the students to focus on academic excellence. Residential staff are always available to support the students from different backgrounds to promote Community living on campus. The hostel life is a platform for lasting friendships.

The hostels can accommodate about 600 students – 300 girls and 300 boys. The hostel mess provides 3 meals per day (Breakfast, Lunch & Dinner) and both Vegetarian and Non-Vegetarian food.

Revised Hostel Fee per Student, per Semester from Academic Session 2024-25:

Type of Fee	Amount (₹)	Payment Pattern
Application Fee	500/-	One-Time
Development Fee	3,000/- (for PG Students) 5,000/- (for UG Students)	One-Time
Activity Fee	1,500/-	Annual
2- Bedded Room with Common Toilet (2 CT) Boarding, Lodging and three meals per day	75,000/-	Per Semester
3- Bedded Room with Toilet Attached (3 TA) Boarding, Lodging and three meals per day	81,000/-	Per Semester

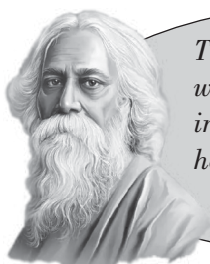
Type of Fee	Amount (₹)	Payment Pattern
2- Bedded Room with Toilet Attached (2 TA) Boarding, Lodging and three meals per day	90,000/-	Per Semester
2- Bedded Room with Toilet Attached (2 TA) for New Building (2nd Building) Boarding, Lodging and three meals per day (for Girls only)	96,000/-	Per Semester
*No Refund of Fees is admissible after taking admission in the Hostel		

INFIRMARY

SXUK has an infirmary to meet the immediate health issues of the students, faculty and staff members. It is situated at the ground floor of the Academic Block. It renders basic medical support to its students manned by trained health-care attendants. All medications are administered under the strict advice of a medical specialist.

The university also has a collaboration with the nearest hospitals for handling any kind of medical emergencies. The university has its own 24x7 ambulance service. The infirmary functions from 7 AM to 5 PM. Additionally, both the boys and the girls hostels have separate health care units, supervised by the Sisters.

Infirmary : Sr. Thilaga Mary S



The highest education is that which does not merely give us information but makes our life in harmony with all existence.

Rabindranath Tagore

TRAINING & PLACEMENT CELL

The Training and Placement Cell at **St. Xavier's University, Kolkata**, plays a pivotal role in shaping the careers of its students. Catering to both Undergraduate (UG) and Postgraduate (PG) students, the cell is dedicated to facilitating campus placements and job opportunities in reputed organizations. Esteemed companies like **Deloitte, PwC, KPMG, EY, HDFC Bank, IDFC First Bank, Axis Bank, Dabur, Marico, Adani Wilmar, Godrej, Britannia, ABP, Reliance, Eveready, Exide, Kantar, HCLTech, Wipro, Flipkart, Genpact, Aditya Birla Group**, and many others regularly visit the campus, ensuring a plethora of opportunities for the students.

As an integral part of the university, the Cell ensures that students are well-prepared for the competitive job market. It offers a structured approach to career development by organizing various training programmes that include aptitude tests, psychometric evaluations, personality development sessions, and resume writing workshops. These activities not only enhance students' technical skills but also focus on improving their interpersonal and presentation abilities.

The Cell is committed to provide all possible assistance to students in their efforts to secure employment and internships. It serves as an integral part of the institution training, developing, grooming, and preparing students for final placement. In other words, to bridge the gap between industry and academia. The department invites various industries and reputed firms for campus recruitment and coordinates with the respective corporate sector to provide a well-developed infrastructure to facilitate campus selection process. By working together with other departments, the placement cell attempts to meet the requirements of various industries.

Salient features of the Training & Placement Cell:

- Developing close links with industry through various initiatives.
- Inviting industry experts to interact with students through specialist lectures and projects.
- Ensuring that academic programs meet the needs of employers by embedding employability skills alongside an industry-relevant curriculum.
- Organizing seminars, symposiums, and workshops to keep students abreast of the latest trends.

- Effectively implementing research and development (R&D) and consultancy strategies.
- Incorporating industrial training into all academic programs.
- Inviting reputable companies, institutions, and organizations for the placement selection of both UG and PG students.
- Industry visits, etc.

In conclusion, the Training and Placement Cell at St. Xavier's University, Kolkata, is committed that the students are well-prepared for the professional world, providing them with the necessary tools and opportunities to fulfil their dreams and aspiration.

Placement office : Academic Building, ground floor.



St. Xavier's University Kolkata Alumni Association

St. Xavier's University Kolkata Alumni Association (SXUKAA) was established under the leadership of Rev. Fr. Dr. John Felix Raj, S.J., Hon'ble Vice-Chancellor, St. Xavier's University, Kolkata, (SXUK) to enable students graduating from St. Xavier's University, Kolkata to maintain a connect with their alma mater and give them an opportunity to support its all-round development. The Alumni Association was officially registered with the Registrar of Societies, West Bengal on January 3, 2020 with 135 Life Members, who had graduated from the institute in 2019. Mr. Vatsal Chirimar was appointed as the first Honorary Secretary of the Association.

SXUKAA is a member of the Federation of Jesuit Alumni Association of India (FOJAAI) and the World Union of Jesuit Alumni (WUJA).

All students who have been conferred a degree or diploma by SXUK upon graduation or postgraduation automatically become members of the Association.

The main objective of the association is to maintain liaison between the University and the alumni/ae, who are into different professions in life, for mutual benefit and also to take up activities that are geared to develop their alma mater, to improve society at large and to contribute to national development. In the last two years, SXUKAA has undertaken a number of philanthropic activities particularly during the outbreak of COVID-19 pandemic.

The present set of Office Bearers of SXUKAA is as follows:

Name	Position
Rev. Fr. John Felix Raj, SJ	President
Mr. Prionkur Bose	Vice-President
Mr. Vatsal Chirimar	Honorary Secretary
Mr. Venkatesh Mishra	Treasurer

The office of the SXUKAA is situated on the ground floor of the Arrupe building of SXUK. For further details please visit – www.sxukaa.com

Alumni Membership fee (to be paid with final semester fee) : ₹ 5,015 (inclusive of GST).

TENTATIVE ALMANAC FOR ODD SEMESTER 2024-25

UG				
Sl. No.	Particulars	Sem. I	Sem. III	Sem. V
1.	Commencement of Classes	15-07-2024	02-07-2024	02-07-2024
2.	Dates of CIA Examinations	18-09-2024 to 27-09-2024		
3.	Notification for End Semester Examinations	07-10-2024	07-10-2024	07-10-2024
4.	SUBMISSION OF ARREAR FORM (START DATE)			
	a. Without Late Fee	07-10-2024	07-10-2024	07-10-2024
	b. With Late Fee	14-10-2024	14-10-2024	14-10-2024
5.	Last day of Instruction	12-11-2024	06-11-2024	06-11-2024
6.	Beginning of Preparatory Leaves	13-11-2024	07-11-2024	07-11-2024
7.	Commencement of End Semester Theory Examinations	18-11-2024	12-11-2024	12-11-2024
8.	Commencement of End Semester Practical / Viva-Voce Examinations	05-12-2024	02-12-2024	02-12-2024
9.	Commencement of Internship	Not Applicable	09-12-2024	Not Applicable

TENTATIVE ALMANAC FOR EVEN SEMESTER 2024-25

UG				
Sl. No.	Particulars	Sem. II	Sem. IV	Sem. VI
1.	Commencement of Classes	06-01-2025	06-01-2025	06-01-2025
2.	Dates of CIA Examinations	10-03-2025 to 20-03-2025		
3.	Notification for End Semester Examinations	04-04-2025	04-04-2025	22-03-2025
4.	SUBMISSION OF ARREAR FORM (START DATE)			
	a. Without Late Fee	04-04-2025	04-04-2025	22-03-2025
	b. With Late Fee	11-04-2025	11-04-2025	29-03-2025
5.	Last day of Instruction	06-05-2025	06-05-2025	10-04-2025
6.	Beginning of Preparatory Leaves	07-05-2025	07-05-2025	11-04-2025
7.	Commencement of End Semester Theory Examinations	10-05-2025	10-05-2025	23-04-2025
8.	Commencement of End Semester Practical / Viva-Voce Examinations	02-06-2025	02-06-2025	05-05-2025

Note: The above-mentioned schedule is tentative and may change due to unforeseen circumstances.

TENTATIVE ALMANAC FOR ODD SEMESTER 2024-25

PG			
Sl. No.	Particulars	Sem. I , M.Sc. Statistics & Comp. Sc. III Sem.	Sem. III
1.	Commencement of Classes	22-07-2024	03-07-2024
2.	Dates of CIA Examinations	18-09-2024 to 27-09-2024	
3.	Notification for End Semester Examinations	07-10-2024	07-10-2024
4.	SUBMISSION OF ARREAR FORM (START DATE)		
	a. Without Late Fee	07-10-2024	07-10-2024
	b. With Late Fee	14-10-2024	14-10-2024
5.	Last day of Instruction	12-11-2024	06-11-2024
6.	Beginning of Preparatory Leaves	13-11-2024	07-11-2024
7.	Commencement of End Semester Theory Examinations	18-11-2024	12-11-2024
8.	Commencement of End Semester Practical / Viva-Voce Examinations	05-12-2024	02-12-2024

TENTATIVE ALMANAC FOR EVEN SEMESTER 2024-25

PG			
Sl. No.	Particulars	Sem. II , M.Sc. Statistics & MSW IV Sem.	Sem. IV
1.	Commencement of Classes	06-01-2025	06-01-2025
2.	Dates of CIA Examinations	10-03-2025 to 20-03-2025	
3.	Notification for End Semester Examinations	04-04-2025	22-03-2025
4.	SUBMISSION OF ARREAR FORM (START DATE)		
	a. Without Late Fee	04-04-2025	22-03-2025
	b. With Late Fee	11-04-2025	29-03-2025
5.	Last day of Instruction	06-05-2025	10-04-2025
6.	Beginning of Preparatory Leaves	07-05-2025	11-04-2025
7.	Commencement of End Semester Theory Examinations	10-05-2025	23-04-2025
8.	Commencement of End Semester Practical / Viva-Voce Examinations	28-05-2025	05-05-2025
9.	Commencement of Internship	01-06-2025	Not Applicable

Note: The above-mentioned schedule is tentative and may change due to unforeseen circumstances.

TENTATIVE ALMANAC FOR ODD SEMESTER 2024-25

UG-LAW						
Sl. No.	Particulars	Sem. I	Sem. III	Sem. V	Sem. VII	Sem. IX
1.	Commencement of Classes	03-07-2024	10-07-2024	10-07-2024	10-07-2024	10-07-2024
2.	Dates of CIA Examinations	18-09-2024 to 27-09-2024				
3.	Notification for End Semester Examinations	07-10-2024	07-10-2024	07-10-2024	07-10-2024	07-10-2024
4.	SUBMISSION OF ARREAR FORM (START DATE)					
	a. Without Late Fee	07-10-2024	07-10-2024	07-10-2024	07-10-2024	07-10-2024
	b. With Late Fee	14-10-2024	14-10-2024	14-10-2024	14-10-2024	14-10-2024
5.	Last day of Instruction	06-11-2024	06-11-2024	06-11-2024	06-11-2024	06-11-2024
6.	Beginning of Preparatory Leaves	07-11-2024	07-11-2024	07-11-2024	07-11-2024	07-11-2024
7.	Commencement of End Semester Theory Examinations	12-11-2024	12-11-2024	12-11-2024	12-11-2024	12-11-2024
8.	Commencement of End Semester Practical / Viva-Voce Examinations	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable
9.	Commencement of Internship	01-12-2024	01-12-2024	01-12-2024	01-12-2024	01-12-2024

TENTATIVE ALMANAC FOR EVEN SEMESTER 2024-25

UG-LAW						
Sl. No.	Particulars	Sem. II	Sem. IV	Sem. VI	Sem. VIII	Sem. X
1.	Commencement of Classes	14-01-2025	14-01-2025	14-01-2025	14-01-2025	17-02-2025
2.	Dates of CIA Examinations	10-03-25 to 20-03-25 (for others) & 23-04-25 to 26-04-25 (for LAW Sem. X)				
3.	Notification for End Semester Examinations	04-04-2025	04-04-2025	04-04-2025	04-04-2025	04-04-2025
4.	SUBMISSION OF ARREAR FORM (START DATE)					
	a. Without Late Fee	04-04-2025	04-04-2025	04-04-2025	04-04-2025	04-04-2025
	b. With Late Fee	11-04-2025	11-04-2025	11-04-2025	11-04-2025	11-04-2025
5.	Last day of Instruction	06-05-2025	06-05-2025	06-05-2025	06-05-2025	20-05-2025
6.	Beginning of Preparatory Leaves	07-05-2025	07-05-2025	07-05-2025	07-05-2025	21-05-2025
7.	Commencement of End Semester Theory Examinations	10-05-2025	10-05-2025	10-05-2025	10-05-2025	23-05-2025
8.	Commencement of End Semester Practical / Viva-Voce Examinations	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable
9.	Commencement of Internship	01-06-2025	01-06-2025	01-06-2025	01-06-2025	NA

Note: The above-mentioned schedule is tentative and may change due to unforeseen circumstances.

TENTATIVE ALMANAC FOR ODD SEMESTER 2024-25

PG-MBA			
Sl. No.	Particulars	Sem. I	Sem. III
1.	Commencement of Classes	01-07-2024	01-08-2024
2.	Dates of CIA Examinations	24-09-2024 to 27-09-2024	
3.	Notification for End Semester Examinations	07-10-2024	07-10-2024
4.	SUBMISSION OF ARREAR FORM (START DATE)		
	a. Without Late Fee	07-10-2024	07-10-2024
	b. With Late Fee	14-10-2024	14-10-2024
5.	Last day of Instruction	06-11-2024	06-11-2024
6.	Beginning of Preparatory Leaves	07-11-2024	07-11-2024
7.	Commencement of End Semester Theory Examinations	12-11-2024	14-11-2024
8.	Commencement of End Semester Practical / Viva-Voce Examinations	02-12-2024	02-12-2024
9.	Commencement of Internship	09-12-2024	09-12-2024

TENTATIVE ALMANAC FOR EVEN SEMESTER 2024-25

PG-MBA			
Sl. No.	Particulars	Sem. II	Sem. IV
1.	Commencement of Classes	06-01-2025	06-01-2025
2.	Dates of CIA Examinations	10-03-2025 to 13-03-2025	
3.	Notification for End Semester Examinations	22-03-2025	28-02-2025
4.	SUBMISSION OF ARREAR FORM (START DATE)		
	a. Without Late Fee	22-03-2025	28-02-2025
	b. With Late Fee	29-03-2025	07-03-2025
5.	Last day of Instruction	10-04-2025	04-04-2025
6.	Beginning of Preparatory Leaves	11-04-2025	05-04-2025
7.	Commencement of End Semester Theory Examinations	23-04-2025	09-04-2025
8.	Commencement of End Semester Practical / Viva-Voce Examinations	29-04-2025	22-04-2025
9.	Commencement of Internship	01-05-2025	01-05-2025

Note: The above-mentioned schedule is tentative and may change due to unforeseen circumstances.

CALENDAR 2024 - 25

July 2024

1	Mon	Induction and commencement of classes – MBA Sem. I
2	Tue	Commencement of U.G. Sem. III and Sem. V classes
3	Wed	Commencement of P.G. Sem. III classes (excluding Science) & Induction and commencement of classes – B.A. LL.B & B.Com. LL.B. Sem. I
4	Thu	
5	Fri	
6	Sat	
7	Sun	
8	Mon	
9	Tue	
10	Wed	Commencement of U.G. (Law) classes for Sem. III, V, VII and IX
11	Thu	
12	Fri	
13	Sat	
14	Sun	
15	Mon	Induction and commencement of classes — U.G. Sem. I
16	Tue	
17	Wed	Muharram — Holiday
18	Thu	
19	Fri	
20	Sat	
21	Sun	
22	Mon	Induction & Commencement of classes — P.G. Sem. I (excluding MBA) and Commencement of P.G. Science Sem. III classes
23	Tue	
24	Wed	
25	Thu	
26	Fri	
27	Sat	
28	Sun	
29	Mon	
30	Tue	
31	Wed	Feast of St. Ignatius of Loyola – Founder of the Society of Jesus — Holiday

August 2024

1	Thu	Commencement of classes – MBA Sem. III
2	Fri	
3	Sat	
4	Sun	
5	Mon	
6	Tue	
7	Wed	
8	Thu	
9	Fri	
10	Sat	
11	Sun	
12	Mon	
13	Tue	
14	Wed	
15	Thu	Independence Day — Holiday
16	Fri	
17	Sat	
18	Sun	
19	Mon	
20	Tue	
21	Wed	
22	Thu	
23	Fri	
24	Sat	
25	Sun	
26	Mon	Janmashtami — Holiday
27	Tue	
28	Wed	
29	Thu	
30	Fri	
31	Sat	

September 2024

1	Sun	
2	Mon	
3	Tue	
4	Wed	
5	Thu	
6	Fri	
7	Sat	
8	Sun	
9	Mon	
10	Tue	
11	Wed	
12	Thu	
13	Fri	
14	Sat	
15	Sun	
16	Mon	Fateha-Doaz-Daham — Holiday
17	Tue	
18	Wed	Commencement of CIA Examinations
19	Thu	
20	Fri	
21	Sat	
22	Sun	
23	Mon	
24	Tue	
25	Wed	
26	Thu	
27	Fri	
28	Sat	
29	Sun	
30	Mon	

October 2024

1	Tue	
2	Wed	Gandhi Jayanti / Mahalaya — Holiday
3	Thu	
4	Fri	
5	Sat	
6	Sun	
7	Mon	Puja holidays begin
8	Tue	Holiday
9	Wed	Holiday
10	Thu	Maha Saptami
11	Fri	Maha Astami / Maha Nabami
12	Sat	Vijaya Dashami
13	Sun	
14	Mon	Holiday
15	Tue	Holiday
16	Wed	Laxmi Puja
17	Thu	University reopens
18	Fri	
19	Sat	
20	Sun	
21	Mon	
22	Tue	
23	Wed	
24	Thu	
25	Fri	
26	Sat	
27	Sun	
28	Mon	
29	Tue	
30	Wed	
31	Thu	Diwali and Kali Puja — Holiday

November 2024

1	Fri	Diwali and Kali Puja — Holiday
2	Sat	Holiday
3	Sun	Bhatridwitya
4	Mon	University reopens
5	Tue	
6	Wed	
7	Thu	
8	Fri	
9	Sat	
10	Sun	
11	Mon	
12	Tue	Commencement of End Sem. Examinations [UG-III / PG-III (except PG-Science-III) / MBA-I / LAW (I, III, V, VII, IX)]
13	Wed	
14	Thu	Commencement of End Sem. Examination (MBA-III)
15	Fri	Birth Anniversary of Guru Nanak — Holiday
16	Sat	
17	Sun	
18	Mon	Commencement of End Semester Examinations [UG-I / PG-I (including PG-Science-III)]
19	Tue	
20	Wed	
21	Thu	
22	Fri	
23	Sat	
24	Sun	
25	Mon	
26	Tue	
27	Wed	
28	Thu	
29	Fri	
30	Sat	

December 2024

1	Sun	
2	Mon	
3	Tue	Feast of St. Francis Xavier — Holiday
4	Wed	
5	Thu	
6	Fri	
7	Sat	
8	Sun	
9	Mon	
10	Tue	
11	Wed	
12	Thu	
13	Fri	
14	Sat	
15	Sun	
16	Mon	
17	Tue	
18	Wed	
19	Thu	
20	Fri	
21	Sat	
22	Sun	
23	Mon	Christmas holidays begin
24	Tue	Holiday
25	Wed	Christmas
26	Thu	Holiday
27	Fri	Holiday
28	Sat	Holiday
29	Sun	
30	Mon	Holiday
31	Tue	Holiday

January 2025

1	Wed	New Year Day
2	Thu	University reopens
3	Fri	
4	Sat	
5	Sun	
6	Mon	Commencement of classes (excluding Law courses)
7	Tue	
8	Wed	
9	Thu	
10	Fri	
11	Sat	
12	Sun	Birth Anniversary of Swami Vivekananda — Holiday
13	Mon	
14	Tue	Commencement of U.G. (Law) classes (except Sem. X)
15	Wed	
16	Thu	
17	Fri	
18	Sat	
19	Sun	
20	Mon	
21	Tue	
22	Wed	
23	Thu	Birth Anniversary of Netaji Subhash Chandra Bose — Holiday
24	Fri	
25	Sat	University Sports Day
26	Sun	Republic Day — Holiday
27	Mon	
28	Tue	
29	Wed	
30	Thu	
31	Fri	

February 2025

1	Sat	
2	Sun	
3	Mon	Saraswati Puja — Holiday
4	Tue	
5	Wed	
6	Thu	
7	Fri	
8	Sat	6th Convocation Ceremony of university
9	Sun	
10	Mon	
11	Tue	
12	Wed	
13	Thu	
14	Fri	
15	Sat	
16	Sun	
17	Mon	Commencement of U.G.(Law) Sem. X classes
18	Tue	
19	Wed	
20	Thu	
21	Fri	
22	Sat	
23	Sun	
24	Mon	
25	Tue	
26	Wed	
27	Thu	
28	Fri	

March 2025

1	Sat	
2	Sun	
3	Mon	
4	Tue	
5	Wed	
6	Thu	
7	Fri	
8	Sat	
9	Sun	
10	Mon	Commencement of CIA Examinations excluding LAW Sem. X
11	Tue	
12	Wed	
13	Thu	
14	Fri	Dol Yatra — Holiday
15	Sat	Holi — Holiday
16	Sun	
17	Mon	
18	Tue	
19	Wed	
20	Thu	
21	Fri	
22	Sat	
23	Sun	
24	Mon	
25	Tue	
26	Wed	
27	Thu	
28	Fri	
29	Sat	
30	Sun	
31	Mon	Id-UI-Fitr — Holiday

April 2025

1	Tue	
2	Wed	
3	Thu	
4	Fri	
5	Sat	
6	Sun	
7	Mon	
8	Tue	
9	Wed	Commencement of End Sem. Examinations for MBA Sem.IV
10	Thu	
11	Fri	
12	Sat	
13	Sun	
14	Mon	Ambedkar Jayanti — Holiday
15	Tue	Bengali New Year — Holiday
16	Wed	Holiday (for Maintenance works)
17	Thu	Maundy Thursday — Holiday
18	Fri	Good Friday — Holiday
19	Sat	Holy Saturday — Holiday
20	Sun	Easter Sunday
21	Mon	
22	Tue	
23	Wed	Commencement of End Sem. Examinations for UG-VI, PG-IV / CIA for LAW Sem. X excluding Stat. & MSW (Sem. IV)
24	Thu	
25	Fri	
26	Sat	
27	Sun	
28	Mon	
29	Tue	
30	Wed	

May 2025

1	Thu	May Day — Holiday
2	Fri	
3	Sat	
4	Sun	
5	Mon	
6	Tue	
7	Wed	
8	Thu	
9	Fri	Rabindra Jayanti — Holiday
10	Sat	Commencement of End Sem. Examinations for UG-II, IV / PG-II (excluding MBA), Statistics (Sem. IV), MSW (Sem. IV) & UG LAW (Sem. II, IV, V, VIII)
11	Sun	
12	Mon	Buddha Purnima — Holiday
13	Tue	
14	Wed	
15	Thu	
16	Fri	
17	Sat	
18	Sun	
19	Mon	
20	Tue	
21	Wed	
22	Thu	
23	Fri	Commencement of End Sem. Examination for LAW Sem. X
24	Sat	
25	Sun	
26	Mon	
27	Tue	
28	Wed	
29	Thu	
30	Fri	
31	Sat	

June 2025

1	Sun	
2	Mon	
3	Tue	
5	Thu	
6	Fri	
7	Sat	Id-Ud-Zoha — Holiday
8	Sun	
9	Mon	
10	Tue	
11	Wed	
12	Thu	
13	Fri	
14	Sat	
15	Sun	
16	Mon	
17	Tue	
18	Wed	
19	Thu	
20	Fri	
21	Sat	
22	Sun	
23	Mon	
24	Tue	
25	Wed	
26	Thu	
27	Fri	
28	Sat	
29	Sun	
30	Mon	

July 2025

1 Tue
2 Wed
3 Thu
4 Fri
5 Sat

6 Sun Muharram

7 Mon
8 Tue
9 Wed
10 Thu
11 Fri
12 Sat

13 Sun

14 Mon
15 Tue
16 Wed
17 Thu
18 Fri
19 Sat

20 Sun

21 Mon
22 Tue
23 Wed
24 Thu
25 Fri
26 Sat

27 Sun

28 Mon
29 Tue
30 Wed
31 Thu

Memoranda

Memoranda

Memoranda

Memoranda

Memoranda

Phone Numbers

University Reception	: 033 6624 9881
Office of the Vice-Chancellor	: 033 6624 9812 / 9815 / 9818
Office of the Pro-Vice-Chancellor	: 033 6624 9871
Office of the Registrar	: 033 6624 9821 / 9823
Office of the Finance Officer	: 033 6624 9831 / 9832 / 9833
Campus Minister	: 033 6624 9824
Office of the Campus Minister	: 033 6624 9822
Dean of Commerce and Management	: 033 6624 9835
Dean's Office - Commerce and Management	: 033 6624 9837
Dean's Office - Commerce and Management (Morn.)	: 033 6624 9847
Dean, Faculty of Science	: 033 6624 9817
Dean's Office - Science	: 033 6624 9857
Ph.D. Coordinator (Office)	: 033 6624 9876
I.T. Office	: 033 6624 9851 / 9853 / 9899
CoE's Office	: 033 6624 9841 / 9844
Admission Officer	: 033 6624 9896
Canteen	: 033 6624 9845
Dean of Arts and Social Studies	: 033 6624 9836
Dean's Office - Arts and Social Studies	: 033 6624 9838
Dean of Xavier Business School (XBS)	: 033 6624 9865
Dean's Office - Xavier Business School (XBS)	: 033 6624 9872
Dean of Xavier Law School (XLS)	: 033 6624 9890
Dean's Office - Xavier Law School (XLS)	: 033 6624 9849
Communication and Protocol Officer	: 033 6624 9813
Placement Officer	: 033 6624 9814 / 9856
Placement Office	: 033 6624 9852
Sports Officer	: 033 6624 9834
Librarian (General Library)	: 033 6624 9826
Law Librarian	: 033 6624 9808
IQAC (Director)	: 033 6624 9873 / 9811
IQAC – Office	: 033 6624 9859
Girls Hostel	: 033 6624 9819
Boys Hostel	: 033 6624 9807
Alumni Office	: 033 6624 9894
Security Gate No.2	: 033 6624 9802
Infirmary	: 033 6624 9858
CGNI	: 033 6624 9842
Students' Board	: 033 6624 9828
Hony. Director, LCERI	: 033 6624 9875
Hostel Director	: 033 6624 9866 / 9869