

ST. XAVIER'S UNIVERSITY, KOLKATA

Xavier Business School (XBS)

PROSPECTUS

**MBA Degree Programme
2019-2021**

TWO-YEAR FULL TIME RESIDENTIAL COURSE

Specializations (Electives):

Human Resource

Finance

Marketing

Systems & Operations

**St Xavier's University
Action Area III-B, New Town, Kolkata 700160
Tel.: +91-33-6624-9881/9871
Email: admissions.mba@sxuk.edu.in;
Website: www.sxuk.edu.in**

Message from the Vice-Chancellor

“Yesterday is gone. Tomorrow has not yet come. We have only today. What we are doing is just a drop in the ocean. But the ocean would be less because of that missing drop. So let us keep doing.”

-- Saint Teresa of Calcutta

When Ignatius of Loyola met Francis Xavier in the University of Paris in 1530, the latter was a proud, aristocratic, ambitious man desiring to accomplish magnificent success in life. “What does it profit a man,” Ignatius asked Francis, “if he gains the whole world and loses his soul?” These words transformed Xavier’s life and he became one of Ignatius’ six companions who founded the Society of Jesus.

Xavier travelled to India in 1542 and founded the first Jesuit College in Goa. The ten years (1542 - 1552) Xavier lived and worked in Asia is known as Xaverian decade. Francis Xavier has created an eternal legacy, a missionary zeal and a formidable foundation for Jesuit mission in India. Leadership makes great companies, but few of us truly understand how to turn ourselves and others into great leaders. The Jesuits have pioneered a unique formula for moulding leaders and in the process built one of history’s most successful societies.

The Jesuit leadership principles have guided the Jesuits and their co-workers for more than 480 years: - *Ad Maiorem Dei Gloriam* (For the Greater Glory of God), *Magis* (More, Greater), *Cura Personalis* (Care for the individual person), Option for the poor, Forming men and women for others, Contemplatives in action, Discernment of Spirit, Pursuit of Excellence, Obedience, Personal Poverty and Chastity, Appreciation of great and small, Service before self and Pioneering spirit. These principles make a person dynamic and heroic.

You are welcome to Xavier Business School (XBS) of St. Xavier’s University, Kolkata. XBS was inaugurated on August 7, 2018 with the first batch of 90 residential students at the New Town Campus. These students are the initiators of a history that shall travel far. Industrialist and Xaverian Sanjiv Goenka, an alumnus of St Xavier's College, Calcutta, and the chairman of RP-Sanjiv Goenka Group was the chief guest of the inaugural programme. "Today I am what I am because of the values that were taught to me by St. Xavier’s. Remember once you enter St Xavier's, you are on the top of a percentile," Mr. Goenka observed.

There is a conceptual difference between a manager and an entrepreneur. A manager will add value to a company, but an entrepreneur will multiply. You are looking ahead at a new horizon in your life by joining XBS as MBA students. At SXUK, we learn that it is no good just wanting to succeed; we need to blend work with creativity and the delivery of moral, social, cultural and spiritual values. Please remember, this learning inculcated in you will make you realise that “once a Xaverian, always a Xaverian, you are”.

The aim of the AICTE approved Xavier Business School is not just to produce managers. We endeavour to create future leaders of industry and the country, leaders who believe we can and thus we begin to see opportunities all around. The Xavier Business School, equipped with all the facilities available in the best business schools in the country, is offering a two-year postgraduate programme in business administration with specialization in finance, marketing, human resource and systems.

The Wi-Fi campus has air-conditioned classrooms equipped with audio-visual systems, eight Amphitheatres, a digital library with access for students and teachers, hostels, a food court, doctors on call and a placement cell that will network with top companies.

Xavier Business School is a member of XAMI (Xavier Association of Management Institutes) which includes Jesuit Management Institutes like XLRI, XIMB, LIBA and XISS. Inspired by the Ignatian charism and its motto “Nihil Ultra” (Nothing Beyond), XBS aims to form global leaders to create a better tomorrow for the citizens of the world. And at SXUK, every student is indeed a fire that kindles other fires, the education imparted dispels the darkness of parochialism and ignorance. As we dream it, we do it.

Fr. Dr. J. Felix Raj, SJ
Vice-Chancellor

A Word of Welcome

Dear Candidate,

Xavier Business School (XBS), launched by St. Xavier's University, Kolkata (SXUK) in August 2018, enters its second academic year from July 2019. Xavier Business School (XBS) is a member of the Xavier Brand Management Institutes. It offers an MBA Degree programme, with specializations in Human Resource Management, Financial Management, Marketing Management and Systems and Operations Management.

Eligibility: To seek admission for this course, the candidates should fulfil the following Criteria:

- 1) Successful completion of any full-time UG Degree of minimum 3 years duration in any discipline from a recognized University (Approved by UGC/Any other Recognized Body), with a minimum of 50% of marks (or equivalent grade point) in the aggregate. In the case of SC, ST Candidates, 45% in the aggregate will suffice. **Those who are appearing for the final examination during the academic year 2018-19 may also apply and submit the marks for the completed Semesters/Years, as the case may be.**
- 2) Appearance for any of the National Entrance Tests for MBA, such as, XAT, GMAT, MAT, CAT, etc., which is valid for the academic year 2019-20.

Procedure: Candidates desiring to seek admission to Xavier Business School (XBS), have to do the following:

- 1) Go through the Prospectus carefully and study the requirements of documents and other details, which are described clearly in the Prospectus and in the Application Form.
- 2) Fill in the Application online and upload the same, as instructed in the Website of the University.
- 3) As you begin the application process, you will be given an auto-generated Application Number. Please note that for all **future contacts**, you are required to **give reference to this Application Number**.
- 4) Please follow the instructions given in the Website to complete the application, and also to pay the registration fee of Rs. 1000/-.
- 5) After receiving your application and the required registration fee, XBS Admissions Office will get in touch with you through email for further details.
- 6) **All communications from the Admissions Office will be done only through Email. Hence, it is necessary that every candidate seeking admission to Xavier Business School (XBS) should have his/her own personal Email ID and check the Email regularly.**

Submission of Application: Applications are accepted from December 01, 2018 onwards. All the required details are available in the **Prospectus of Xavier Business School**, which has been uploaded in the Website of St. Xavier's University, Kolkata (www.sxuk.edu.in)

Please Note: We do not provide any printed Prospectus or Application Form.

For Further Details please contact:

Admissions Office, Xavier Business School (XBS)

St. Xavier's University

Action Area III-B, New Town, Kolkata - 700160

Tel. +91-33-6624-9881/9871

Email: admissions.mba@sxuk.edu.in; Website: www.sxuk.edu.in

Master of Business Administration (MBA) PROSPECTUS – 2019-21

IMPORTANT DATES TO REMEMBER

APPLICATIONS ACCEPTED FROM	DECEMBER 01, 2018
LAST DATE TO SUBMIT APPLICATIONS	FEBRUARY 28, 2019
GD, PI AND LANGUAGE TEST	BETWEEN MARCH 01 & 31, 2019
COMMENCEMENT OF THE ACADEMIC YEAR	JULY 08, 2019

01. BACKGROUND INFORMATION

a) Introduction

St Xavier's University, Kolkata, -- established in January 2017, with the approval of the State Government of W. Bengal (West Bengal Act XII of 2016) and recognized by UGC -- launched a new Department of Management Studies – **Xavier Business School** -- in August 2018. It is a two-year, full-time, residential programme. State of the art infrastructural facilities are available in the campus – including smart class rooms, separate hostels for men and women, with full board and lodge facilities. Experienced and qualified faculty members are handling the various subjects and courses.

Being a Jesuit University, it takes inspiration from St. Ignatius of Loyola, who founded the Society of Jesus (Jesuits) about 500 years ago. The Ignatian Pedagogy is a well-known educational methodology, which is followed in several Jesuit Universities and Centres of Higher Learning. **Xavier Business School** is also inspired and guided by this Pedagogy and Methodology.

Xavier Business School, at St Xavier's University, Kolkata, is a member of XAMI (Xavier Association of Management Institutes), which consists primarily of Jesuit Management Institutes, such as, XLRI (Jamshedpur), XIMB (Bhubaneswar), LIBA (Chennai), XISS (Ranchi), etc.

b) Why St. Xavier's University

- St. Xavier's University, Kolkata (SXUK) is the harvest of 500 years of the historic tradition of Jesuit Education.
- It is a part of the largest global Jesuit educational network today.
- It is a history with many stories, and one fire with many sparks.
- It forms men and women for others.
- It is where the mind is without fear and the head is held high.
- At SXUK, it is a journey with determination to illuminate one's mind with enduring wisdom.
- It introduces courses that blend knowledge and competence.
- It promotes student-centric learning in a cosmopolitan culture and conducts global exposure.
- It provides state of the art facilities.
- The motto of the University '*Nihil Ultra*', meaning 'Nothing Beyond', is the guiding impulse for all Xaverian endeavours.
- In the spirit of '*Magis*', SXUK renders 'greater service to greater number of people for the greater glory of God' (AMDG).

c) Jesuit Education:

Perhaps the best-known education in India is imparted by the Jesuits for several decades. They conduct not less than 52 university colleges, 17 Institutes of Business Administration and 220 high schools, spread throughout the country, almost all of them among the most reputed ones (for

example: St. Xavier's College, Kolkata, St. Xavier's College, Mumbai, St. Xavier's College, Ranchi; Loyola College, Chennai, Andhra Loyola College, Vijayawada; St. Joseph's College, Trichy, St. Joseph's College, Bangalore). Among the Business Schools run by the Jesuits, the most well-known ones are: XLRI (Jamshedpur), XIMB (Bhubneshwar), LIBA (Chennai), XISS (Ranchi). In these Institutions, more than 360,000 students belonging to every religious, linguistic and socio-economic group, receive their education year after year.

St. Ignatius of Loyola, out of his firm determination to serve God and His people, founded the Jesuit Order, called the "Society of Jesus". From the time of its inception as a religious order, the Jesuits have come to be particularly known for their educational work and have acquired the reputation of being among the world's best educators. In fact, in every country a Jesuit school or a college is synonymous with quality secular education given in an atmosphere conducive to character formation with emphasis laid on spiritual and moral values and the development of an integrated human personality.

No Jesuit education is complete without attention to the development of the moral and intellectual qualities of leadership, love for the country, integrity, human relations, understanding, hard work, organizational ability, cooperation and teamwork, and the power of expression in speech and writing. A Jesuit school or a college aims at forming "men and women for others" who will be agents of the needed social change in their respective locality and in the country as a whole. In line with the option for justice, the Jesuits give special and preferential treatment to economically poor students in terms of financial and academic support.

d) Jesuit Higher Education in India:

As stated already, the Jesuits run no less than 52 university colleges, 17 institutes of business administration. Here are some of the leading Jesuit Institutions of higher learning:

Name of the Institutes	Place	Founded in	Website
Jesuit Universities			
Xavier University	Bhubaneswar	2015	www.xub.edu.in
St. Xavier's University	Kolkata	2017	www.sxuk.edu.in
Jesuit Colleges			
St. Joseph 's College	Trichy	1844	www.sjctni.edu
St. Xavier's College	Kolkata	1860	www.sxccal.edu
St. Xavier's College	Mumbai	1869	www.xaviers.edu
St. Aloysius College	Mangalore	1880	www.stalloysiuscollege.co.in
St. Joseph 's College	Bangalore	1882	www.sjc.ac.in
St. Joseph 's College	Darjeeling	1888	www.sjcdarjeeling.edu.in
St. Xavier's College	Palayamkottai	1923	www.stxavierstn.edu.in
Loyola College	Chennai	1925	www.loyolacollege.edu
St. Xavier's College	Ranchi	1944	www.sxcran.org
Loyola College	Kunkuri	1949	www.lck.edu.in
St. Joseph 's College of Commerce	Bengaluru	1949	www.sjcc.edu.in
Andhra Loyola College	Vijayawada	1954	www.andhraloyolacollege.ac.in
St Xavier's College	Ahmedabad	1955	www.sxca.edu.in
Loyola College of Social Sciences	Trivandrum	1963	www.loyolacollegekerala.edu.in
St. Xavier's College	Thumba	1964	www.stxaviersthumba.org
Arul Anandar College	Karumathur	1970	www.aactni.edu.in
St. Joseph's Evening College	Bengaluru	1972	www.sjec.edu.in
Loyola Academy	Secunderabad	1976	www.loyolaacademyugpg.ac.in
North Bengal St. Xavier's College	Rajganj	2007	www.nbxc.org
St Xavier's College, Patna	Patna	2009	www.xaviercollegepatna.org
Loyola College,	Vettavalam	2009	www.lcv.edu.in

St. Xavier's College	Jaipur	2010	www.stxaviersjaipur.org
St. Xavier's College	Burdwan	2015	www.sxc-bwn.ac.in
Jesuit Management Institutes			
Xavier Labour Relations Institute (XLRI)	Jamshedpur	1949	www.xlri.ac.in
Xavier Institute of Social Service (XISS)	Ranchi	1973	www.xiss.ac.in
Loyola Institute of Business Administration (LIBA)	Chennai	1979	www.liba.edu
Xavier Institute of Management (XIMB)	Bhuvneshwar	1987	www.ximb.edu.in
Xavier Business School (XBS)	Kolkata	2018	www.sxuk.edu.in

e) 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

f) Our Mission:

- To set an international standard for Arts, Science, Commerce, Management and Education contemporary and relevant to the 21st Century.
- To provide all students of St. Xavier's University 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 college to raise the realm of good from great to greater, through continuous quality assessment;
- To offer subjects for competence building, and to motivate/animate a work force imbued with human values;
- To become a Centre of culture 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 interfacing, 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;

g) 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 the students the values of integrity, perseverance and transparency;
- Facilitating creativity and innovativeness in all endeavours;
- Enabling 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;

02. THE FACILITIES

a) The Campus and Buildings

St. Xavier's University, Kolkata, is located in a sprawling campus of 16.64 acres, in the fast-growing locality of New Town, Kolkata. The entire campus is being developed esthetically. The location of the University Campus is very conducive for road transportation, as it is on the New Town Main Road, with four gates opening to this main road. Further, the University is just 12 kms away from the Kolkata International Airport. The Academic Building is a 10 Floor-Structure, of which six have been completed. All the classrooms, computer labs, halls, etc., are air-conditioned and equipped with latest communication systems – power point projectors, Internet connections, etc. There are three types of classrooms – ordinary ones, gallery type and Amphitheatre type.

b) Documentation Centre and Library

In order to disseminate the required information to the various projects and programmes of the University and particularly to the students of Management Studies, a completely new library and research building has been constructed, with the latest facilities and conveniences. The library already has over 7,000 titles/books and more books and journals are being added on a regular basis. It has access to E-journals and E-books and the students are permitted to make use of these facilities. The entire building is air-conditioned – stack rooms, reading rooms, reference rooms, conference hall, etc.

c) Computer, Language Lab, Internet and Wi-Fi Facilities

The University has a special computer lab, and also a language lab, exclusively meant for the use of students of MBA, with licensed soft-wares. Internet Facilities are available in the entire academic block and in the library, with a high-speed broadband connectivity, and also wi-fi facilities.

d) Hostel Facilities

St Xavier's University offers hostel facilities to its students, particularly to the students of MBA Degree Programme, as this programme is a residential one. Separate hostel buildings for women and men are available. From June 2019, these hostels can accommodate about 500 students – 250 girls and 250 boys. Thus, in addition to the students of MBA, students taking other courses too can be accommodated. The hostel mess provides both vegetarian and non-vegetarian food.

03. THE FACULTY

The faculty is a judicious mix of researchers, academicians, behavioural scientists, practitioners from varied disciplines and consultants of industries. The Core Faculty is supplemented by Associate Faculty members and Guest/Visiting Faculty members from reputed academic institutions and professional organizations, both national and international.

Full time Faculty Members

Dr. Soma Sur, M.B.A., M.Phil., Ph.D.

Dr. Kaushik Paul, PGDM (IIM Bangalore), Ph.D.

Dr. Manodip Ray Chaudhury, M.Sc. (Econ.), M.A. (Internl. Development), PGDBM, Ph.D.

Dr. Saugat Ghosh, M.B.M., M.A. (English), Ph.D.

Dr. Paromita Dutta, M.Com., M.Phil., PGDBA, Ph.D.

Dr. Devleena Majumdar, M.Sc., M.Phil., Ph.D.

Visiting Faculty Members

Dr. Bhaskar Basu PGDBM, Ph.D.	Faculty, XIMB, Bhuvanesar
Prof. (CA) Shradha Ghosh , C.A. C.S.	CPA, AICPA Consultant

Prof. Dipayan Chaudhury, M.C.A.	Senior IT Consultant
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Visiting Industry Resource Persons

Mr. Sanjiv Goenka	Chairman, RP-Sanjiv Goenka Group
Mr. Ambarish Dasgupta	Senior Partner, INTUERI CONSULTING LLP
Mr. Chandra Shekhar Ghosh	MD, Bandhan Bank
Mr. Dipankar Chatterji	Chairman, CII National Committee on Financial Reporting, Past Chairman CII Eastern Region
Mr. Roopen Roy	Founder and CEO, Sumantrana
Mr. Givan Dominic	Head-HR, Eastern Region, Castrol India
Mr. Jayanta Saha	Vice President, Marketing, Khadim's
Mr. Rahul Bose	Global Manager, Learning & Knowledge, IBM
Mr. Debashis Dhar	Group President, ILS Hospital
Mr. Rijoy Sengupta	Senior Management Professional
Prof. Debasish Chakraborty	Dir. School of Management, Central Michigan Uni., USA
Mr. Debashis Sen	IAS, Addl Chief Secretary, IT&E, & Chairman & MD, WBHIDCO Ltd.
Mr. Sankha Ghosh	Principal Consultant, Genpact
Mr. Kaushik Dutta	Area Sales Manager, Axis Bank
Mr. Sumit Kumar Bardhan	Director, SPSS South Asia Pvt. Ltd. & Predictive Analytics Solutions Pvt. Ltd.
Col. D. N. Bagchi	Commanding Officer of NCC
Mr. Maharshi Chakrabarti	Principal Consultant, Accenture
Mr. Tarun Mullick	MD, Clubbcart
Mr. Arup Mullick	CDO- New Initiatives, Clubb International Pvt. Ltd.
Mr. Gopinath Ghosh	Former PR Person and Sports Administration
Mr. Vivek Bajaj	MD, Kredent Eduedge and KP Tech Sol
Mr. Pratik Banerjee	Fdirector, Business Development, Protiviti
Ms. Debjani Gupta	Associate Vice President-HR, NRI FinTech
Mr. Vikash Goel	Finance, Training and HR Professional
Mr. Dhruva Mukherjee	VP- <i>The Telegraph</i> , ABP Pvt. Ltd.
Mr. Arko Adhya	Regional Manager-East, Paytm

04. THE ACADEMIC PROGRAMME

The MBA offered by XBS is a Two-Year Degree Programme. Four areas of specializations are offered – Human Resource, Marketing, Finance and Systems and Operations. The entire course covers 22 obligatory management subjects. The Specialized Subjects (Electives) are according to one's choice, and each student has to choose 8 such Specialized Subjects. Besides, there are four Additional Requirements: a) Project Work, that has to be carried out during summer holidays; b) Dissertation Paper, which has to be written during the III and IV Semesters; c) Comprehensive Viva, at the end of the course; d) Extra-Curricular Activities and Programmes -- every student of Management is expected to be actively involved in Extra-Curricular Activities and Programmes organized by XBS and also by the University itself and he/she is assessed for his/her performance in these Extra-Curricular activities. The following are the details of the entire Course:

SEMESTER I

Code	Titles	Credits
MBR1010T	Management Principles and Practices	2
MBR1020T	Basics of Accounting for Managers	4
MBR1030T	Business Communication	2
MBR1040T	Business Statistics	4
MBR1050T	Business Values and Ethics	2
MBR1060T	Managerial Economics	4
MBR1070T	Financial Statement Analysis	2
MBR1080T	Computer Applications in Business	4
MBR1090T	Organizational Behaviour	4
MBR1100T	Business and Legal Environment	4
	Total Credits	32

SEMESTER II

Code	Titles	Credits
MBR2010T	Indian Economy & Policy	4
MBR2020T	Financial Management	4
MBR2030T	Marketing Management	4
MBR2040T	Human Resource Management	4
MBR2050T	Production & Operations Management	4
MBR2060T	Quantitative Techniques and Management of Information	4
MBR2070T	Strategic Management	4
MBR2080T	Research Methodology for Business	2
MBR2080P	Research Methodology for Business	2
	Total Credits	32

SEMESTER III

Code	Titles	Credits
Specializations (Elective Papers)		
MBR3011T	Specialization (Elective Paper)*	4
MBR3021T	Specialization (Elective Paper)*	4
MBR3031T	Specialization (Elective Paper)*	4
MBR3041T	Specialization (Elective Paper)*	4
Management-Related Subjects		
MBR3190T	Entrepreneurship & New Venture Creation	4
MBR3200T	Organisational Development and Change Management	4
MBR3211J	Project Work	6
MBR3211V	Project Viva	2
	Total Credits	32

**Each student has to select FOUR Specializations (Electives)*

SEMESTER IV

Code	Titles	Credits
Elective Papers (Specializations)		
MBR4011T	Specialization (Elective Paper)*	4
MBR4021T	Specialization (Elective Paper)*	4
MBR4031T	Specialization (Elective Paper)*	4
MBR4041T	Specialization (Elective Paper)*	4

Management-Related Subjects		
MBR4220T	Corporate Governance and Corporate Social Responsibility	4
MBR4230T	International Business	4
MBR4240T	Dissertation	4
MBR4250V	Comprehensive Viva	4
	Total Credits	32

**Each student has to select FOUR Specializations (Electives)*

ADDITIONAL REQUIREMENTS

Code	Subject Title	Credits
MBARQ-01	Extra-Curricular Activities	4
MBARQ 02	Business Analytics	4
	Total Credits	
	GRAND TOTAL CREDITS	132

05. THE ASSESSMENT SYSTEM

The Assessment:

The MBA Degree Programme has a total of 30 subjects, four of which carry 50 marks each, while the rest carry 100 marks each (Total 2800 marks). The allocation of marks is as follows: For each Subject (course), the ongoing assessment carries 60% of the marks and the Semester-end Examination carries 40% of the marks. The ongoing assessment includes seminars and presentations, assignments and case studies, attendance and class tests. Students will be informed about the CIA programme at the beginning of the semester. Final CIA results will be displayed on the Students' Notice Board. Subsequently the marks will be sent to the Controller of Examination by the Dean's office.

Besides these, there are four other additional requirements:

- a) The students will also be assessed for their Extracurricular Activities, which carry 100 marks.
- b) Every student has to take up a Project Work and submit a Report, which carries 150 marks;
- c) Every student has to write a Dissertation Paper on a subject of his/her choice (preferably on the area of specialization), which carries 100 marks;
- d) Finally, there will be a Comprehensive Viva Voce Examination at the end of Semester IV, after the Semester-end Examinations. This Viva Voce will be conducted by a Board and it carries 100 marks.

Programmes	Subjects (Credits)	Full Marks	Pass Mark (50%)	Ongoing Assessment	Sem.-End Assessment
Obligatory Management Courses	22 (80)	2000	1000	60%	40%
Specializations (Electives)	08 (32)	800	400	60%	40%
Project Work & Viva	01 (08)	200	100	100%	--
Dissertation	01 (04)	100	50	100%	--
Comprehensive Viva Voce	01 (04)	100	50	--	100%
Extra-Curricular Activities	01 (04)	100	50	100%	--
Total	34 (132)	3300	1650		

Thus, the entire MBA Degree Programme, offered by Xavier Business School (XBS) carries a total of 3300 marks in four Semesters.

Pass Mark:

In order to pass, a student has to get a minimum of 50% marks in the ongoing assessment and a minimum of 50% marks in the Semester-end examinations. For the Project report, dissertation, comprehensive viva voce and extracurricular activities each student has to get a minimum of 50% of the marks. If someone does not secure the minimum marks in each subject, he/she will have to repeat the failed subjects. A student who fails in one or two subjects will be allowed to move to the next Semester, while he/she will have to repeat the examinations or assignments of the failed subjects, during the subsequent Semester. But, if a student fails in more than two subjects in a particular Semester, he/she will have to repeat the entire Semester Examinations, in the subsequent year along with the next batch of students. A student, who fails in the extracurricular activities, will be required to fulfill some special programmes at his/her own cost, to be determined by the University. A student who fails in one or two subjects in the final Semester will have to stay back after the Semester is over for a fixed period and carry out the required academic exercises as prescribed by the University in order to pass the MBA and get the Degree.

The pattern of all written examinations, class tests as well as semester-end examinations, will be general in nature and practical in orientation, requiring creative and personalized answers. Hence, the students should not expect direct questions based on the different units of the curriculum.

Project Work

At the end of the Second Semester, every student will have to go for a Field Project. For this, each student is expected to make the necessary contacts with different firms or organizations much in advance and identify one organization/firm, with the approval of the Dean, where he/she will carry out the Project. The Institute will assist the students with official communications and guidance. Moreover, to carry out this Project, each student will be guided by a Faculty member and the student is expected to consult his/her guide regularly. The entire exercise must be carried out with seriousness and full concentration, as the performance in the Field Project will have a strong bearing on the placement opportunity of a student. The total duration of this Field Project is 6-8 weeks. All the expenses related to the Field Project are to be borne by the student himself/herself, as this is not included in the regular fees. At the end of the project work, every student has to get a certificate of the competent authority of the respective organization, in the prescribed format.

Mentor & Guide:

Each student of MBA will have one of the Faculty Members as his/her Mentor. The students will be guided by the Mentor throughout the Course and they are expected to seek the guidance of their respective Mentor regularly. More specifically, for the Project Work and for the Dissertation Paper, the students will have Guides and each student is required to seek the guidance and prior approval of his/her respective Guide, at each step of fulfilling these two requirements.

Placement and Employment

There is a bright future for employment in the different fields of Management. On successful completion of their studies, the outgoing MBA students will be assisted to get absorbed in the Commercial Organizations, Government Agencies, etc., through a systematic placement procedure of XBS. On the part of the students, hard work, commendable character and personal conduct, proficiency in English and good knowledge of the subjects are essential to get a good placement. With the full cooperation of the students, XBS can ensure the employment of all its outgoing students after completing successfully their MBA Course.

06. THE ADMISSION PROCEDURE

a) The Admission Policy

All admissions will be based on the Admission Policy of Xavier Business School, which includes the following: Class X Marks, Plus Two Marks, Qualifying Degree Marks, National Level Entrance Test Score, Work Experience (if any), English Language Capability, GD & PI, Special Merit Points to Socially Disadvantaged candidates (SC & ST candidates) and special Merit Points to Christian Candidates.

b) Eligibility:

To seek admission for the MBA Degree Programme at XBS, the candidates should fulfil the following Criteria:

01. Successful completion of any full-time UG Degree of minimum 3 years duration in any discipline from a recognized University (Approved by UGC/Any other Recognized Body), with a minimum of 50% of marks (or equivalent grade point) in the aggregate. In the case of SC, ST Candidates and Christian candidates, 45% in the aggregate will suffice.
02. **Those who are appearing for the final examination during the academic year 2018-19 may also apply and submit the marks for the completed Semesters/Years, as the case may be.**
03. Appearance for any of the National Level Entrance Tests for MBA, such as, XAT, CAT, GMAT, MAT, etc., which is valid for the academic year 2019-20.

Procedure: Candidates desiring to seek admission to Xavier Business School (XBS), have to do the following:

01. Go through the Prospectus carefully (uploaded in the University Website: www.sxuk.edu.in) and study the requirements of documents and other details, which are described clearly in the Prospectus and/or in the Application Form.
02. Applications have to be filled in and uploaded online, as instructed in the Website of the University.
03. As you begin the application process, you will be given an auto-generated Application Number. Please note that for all **future contacts**, you are required to **give reference to this Application Number**.
04. Please follow the instructions given in the Website to complete the application, and also to pay the registration fee of Rs. 1000/-.
05. After receiving your online application and the required registration fee, XBS Admissions Office will get in touch with you through email for further details.
06. **All communications from the Admissions Office will be done only through Email. Hence, it is necessary that every candidate seeking admission to Xavier Business School (XBS) should have his/her own personal Email ID and check the Email regularly.**

Submission of Application: Applications are accepted from December 01, 2018 onwards. All the required details are available in the **Prospectus of Xavier Business School**, which has been uploaded in the Website of St. Xavier's University, Kolkata (www.sxuk.edu.in) (**Please Note: We do not provide any printed Prospectus or Application Form**).

e) Language Test, GD and Personal Interview:

The short-listed candidates will be called for Group Discussion, Personal Interviews and English Language Test, before they are finally selected for admission.

f) Special Merits:

A candidate who belongs to the categories of **SC & ST** and candidates with relevant **work experience** will be given special merit points in the admission procedure, as per the merit chart prepared by the Institute. A Christian candidate will also receive special merit points, provided he/she is able to produce a valid proof regarding his/her religious status.

g) Admission Fee and Final Admission:

As soon as the list of provisional admissions is declared, each selected candidate has to pay within 15 days Rs. 30,000 as Non-Refundable Admission Fee, to confirm his/her provisional admission. The full fee for the First Semester should be paid within three weeks after paying the Admission Fee. Only those candidates who pay both the Non-Refundable Admission Fee and the full fee of the First Semester (including Hostel Fee) will be granted final admission. Those who fail to pay the Non-Refundable Admission Fee and the full fee of the First Semester within the stipulated period are liable to lose the admission to Xavier Business School (XBS) and the vacant seat will be given to the candidates in the waiting list.

07. THE FEE STRUCTURE

N.B.:

1) This course is fully residential and therefore all the students have to stay in the hostel of the University, which is located within the campus.

2) The Course Fees and the Hostel Fees are to be paid before the commencement of each Semester, failing which the student will not be permitted to stay in the hostel or to attend the lectures or use the facilities of the University.

1) Admission Fee:

The Non-Refundable Admission Fee is Rs. 30,000 per candidate. With the payment of this Admission Fee, the admission of the candidate will be confirmed. He/she will be given three weeks from the date of paying the Admission Fee to pay the fee for the First Semester – course related fees as well as the hostel fees.

2) Course-Related Fees:

a) Course Fee: The Course fee for this two-year (Four Semesters), full-time programme includes the cost of tuition, reading material, library facilities, computer facilities, skills training programmes, examinations, etc. The chart below gives details of the break-up the course fee.

b) Examination Fee: The normal Examination Fee is already covered in the course fee. However, those who have to repeat their examination(s) for one or two subject(s) will have to pay an additional amount as Examination Fee at the rate of Rs. 1,000 per subject. Those who have to repeat the entire Semester will have to pay an additional amount of Rs. 6,000 as Examination Fee for each Semester.

c) Uniform Expenses: At the beginning of the Course, each student will pay Rs. 5,000, along with the Fee for the First Semester, towards the cost of preparing the uniform. This amount is only provisional, and hence, after the uniform is prepared the balance amount, either way, will be adjusted.

d) Alumni Fund Contribution: Every student of MBA will be required to pay Rs. 5000/-, in the last Semester, towards the creation of the Alumni Fund.

3) Hostel Fees:

a) **Registration Fee:** Each student will pay Rs. 1000 as one-time registration fee for hostel accommodation.

b) **Development Fee:** Each student will pay Rs. 5,000 as one-time Development Fee.

c) **Caution Deposit:** Each student will deposit Rs. 5,000/- as caution money, which does not accrue any interest, and is refundable after the completion of the course and after deducting the dues, if any.

b) Board and Lodge Fee:

The board and lodge fees include accommodation and meals (three meals – breakfast, lunch and supper). There are two types of Rooms – mostly two-bed rooms with common toilets and a limited number of three-bed rooms with attached toilets. The students can opt for either type of rooms, provided their choice is available. If the three-bed room is not available, they will have to be satisfied with the two-bed room facility:

DETAILS OF DIFFERENT FEES

Type of Fees	SEM I	SEM II	SEM III	SEM IV
Admission Fee (Non-Refundable)	30,000	--	--	--

COURSE-RELATED FEES FOR 2019-21

Computer & E-Facilities	10,000	10,000	10,000	10,000
Development	15,000	15,000	15,000	15,000
Library	10,000	10,000	10,000	10,000
Placement Skills	10,000	10,000	10,000	10,000
Societies/Clubs	5,000	5,000	5,000	5,000
Sports and Games	5,000	5,000	5,000	5,000
Tuition	2,05,000	2,05,000	2,05,000	2,05,000
Total	2,60,000	2,60,000	2,60,000	2,60,000

ONE-TIME ADDITIONAL FEES FOR 2019-21

Uniform*	5,000	--	--	--
Alumni Fund Contribution	--	--	--	5,000

**The Uniform Fee is only an approximate amount and the actual amount will be adjusted.*

HOSTEL-RELATED FEES FOR 2019-21

Type of Fees	Facilities	Sem. I	Sem. II	Sem. III	Sem. IV
Registration (one time payment)	--	1,000	--	--	--
Caution Deposit (Refundable)	--	5,000	--	--	--
Development (one-time payment)	--	5,000	--	--	--
Two-Bed Room	Common Toilet	60,000	60,000	60,000	60,000
Three-Bed Room	Toilet Attached	70,000	70,000	70,000	70,000

c) Refunding of the Fees

St. Xavier's University, Kolkata, as well as Xavier Business School will adhere strictly to the regulations stipulated by the UGC regarding the refunding of the Fees.

08. EXPECTATIONS FROM THE STUDENTS

The following are the expectations of the University from its students:

01. The students are expected to put in hard work and concentrate fully on their studies.
02. No student is permitted to take up any other study or work during the period of this course.
03. Attendance is compulsory for all the classes and normally no one will be permitted to go home or elsewhere for functions or programmes, except in unavoidable circumstances.
04. The students are strongly discouraged from taking leave or being absent from the classes.
05. Along with academic excellence, each student is expected to grow in maturity in his/her personal conduct, character and relationships.
06. As time is a valuable factor for any successful leader and manager, every student is expected to learn the art of time management and organize one's time in the most fruitful manner.
07. Since extra-curricular activities are essential for the all-round growth of a person, each student is expected to participate actively in all the extra-curricular programmes of the University and more particularly the activities organized by XBS.
08. Since proficiency in English is absolutely essential for completing the course and also for placement, every student is expected to speak in English both inside and outside the classroom, as that will enable him/her to become proficient in English.
09. Saturdays are working days for all the students and they are expected to spend the day in personal study, in case there are no lectures or other programmes.
10. St. Xavier's University is known for its strict discipline and every student is expected to adhere to all the rules and guidelines of the University faithfully and totally, including the Hostel Rules and Guidelines.
11. Ragging of any type is strictly forbidden and it is a punishable crime.
12. The MBA students are expected to be in Uniform for the classes on all specified days. Moreover, whenever, there is presentation in the class, the respective student(s) will be in formal dress.
13. Participation in any outside programme needs the prior permission of the Dean and no arrangement or agreement should be made, without getting this prior permission.
14. Going out of the campus for overnight stay or longer, either individually or in groups needs the prior permission of Hostel Director and also the prior permission of the Guardian of the respective student. Moreover, when someone goes out in this manner, he/she is solely responsible for his/her safety and security and he/she needs to give a written undertaking to this effect, in the prescribed form, before leaving the campus.