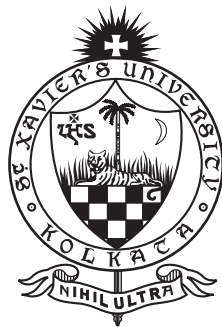


ST. XAVIER'S UNIVERSITY, KOLKATA

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XAVIER BUSINESS SCHOOL PROSPECTUS AND CALENDAR 2023 - 2024



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Message from the Vice-Chancellor

On behalf of St. Xavier's University, Kolkata, I extend a warm welcome to you, dear students. It gives me immense joy to christen you as Xavierians as you enter the portals of this University.

In the next few years, you will receive not only academic training, but you will also be given the opportunity to imbibe the values and principles which are an integral part of the Xavierian identity. You will carry forward the Xavierian legacy and we will help you to emerge as men and women for others. You will learn the importance of social responsibility and take the mantle of leadership in the future.

In the past few years, we have overcome many challenges and emerged as one of the major Higher Education Institutions of repute in Eastern India. We are expanding in terms of knowledge, infrastructure and resources. Each year we welcome students from across the country and they are offered the best opportunities.

At the 4th Convocation Ceremony held in February 2023, 770 students were awarded with their degrees qualifying certificates. The *Honouris Causa* (D.Litt.) was conferred on Mamata Banerjee, Hon'ble Chief Minister of West Bengal. On this occasion, she announced the establishment of the Mother Teresa Chair Professorship for Peace at SXUK, which will be funded by the State Government.

This Academic Year, we are introducing the 4-Year Undergraduate Programme w.e.f. July 2023 as per the UGC guidelines. The change is necessary and crucial since it is in keeping with emerging trends in global education. It will provide our students a holistic, multi-disciplinary approach to learning.

The New Curriculum will enable students to choose from a wide range of courses. After three years they will earn a Bachelor's Degree with Major and they can choose to enrol in the two-year Master's Degree programme. Completion of four years (i.e. eight semesters) in the Course will make them eligible for a Bachelor's Degree with Honours. Thereafter, they can

complete their Master's Degree in one year. If a student is inclined towards research, the last two semesters will provide them the opportunity to undertake specialised research work and consequently they will be awarded a Bachelor's Degree with Research.

The introduction of the 4-Year Undergraduate Programme will help students focus on their professional interests and promote vocational training. Emphasis on practical learning-outcomes and skill development will give them a better chance of succeeding in competitive fields.

The New Curriculum will be accompanied by changes in pedagogy and methods of evaluation. It will also introduce the Academic Bank of Credits Facility for re-entry within seven years is also introduced.

Last year, St. Xavier's University, Kolkata introduced two academic programmes under the Faculty of Science: M.Sc. in Computer Science and M.Sc. in Statistics. New laboratories have been set-up with state-of-the-art technology for the benefit of the students enrolled in these programmes. Our aim is to provide adequate training and support to our students, so that they are able to meet the challenges of the industry when they enter the professional world.

Hostel life in St. Xavier's University, Kolkata is pulsating with energy and enthusiasm. As a resident student, you will find a home away from home with a healthy balance of academic activities and extra-curricular activities. The hostel provides well equipped rooms and all the necessary facilities. Hostel students can use the Central Library till 10:00 p.m. and have access to a wide range of resources on campus to help them cope with their academic needs.

We will complete the construction of the second building for the Girls' Hostel soon. This will further help outstation students enjoy a hassle-free and safe environment inside the campus. The second Academic Block is also under construction, and we are hopeful that with the expansion of the University we will be able to accommodate more students in the future.

Once session commences, you will find yourself engaged in a plethora of academic and cultural activities on campus. You will get ample opportunities to explore your creative potential and hone your organisational skills by joining various societies.

There is a need to make learning more experiential and relevant to young people. Therefore, we encourage our students to move beyond the conventional classroom and participate in extra-curricular and co-curricular activities. We strive to empower our students through a holistic value-based education, giving them independence and the responsibility of learning from their successes and failures to become true Xavierians.

May God bless all of us and guide our steps.

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

Vice-Chancellor

July 3, 2023



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.



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 12-24, 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.



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

St. Ignatius of Loyola

GOVERNING BOARD 2021-2025

1	Rev. Fr. Raphael J. Hyde, 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. Fr. Dr. A. Arockiasamy, S.J. 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 Placement 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. Achyut Chetan	Dean, Faculty of Arts & Social Studies	Ex-Officio Member
9	Dr. Pratyusha Das	Dean, Xavier Law School	Ex-officio Member
10	Rev. Dr. A. Arockiasamy S.J.	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, Faculty of Arts & Social Studies	Teacher member, nominated by the Vice-Chancellor
13	Dr. Harish Kumar	Head, Department of Mass Communication	Selected by the Vice-Chancellor by rotation for one year in alphabetical order of the Department
14	Dr. Susmita Halder	Head, Department of Psychology	

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. Achyut Chetan	Dean, Faculty of Arts and Social Studies	Member
7	Rev. Dr. A. Arockiasamy S.J.	Dean, Faculty of Science	Member
8	Dr. Anupam Mitra	Dean, Faculty of Commerce and Management	Member
9	Dr. Pratyusha Das	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. Susmita Halder	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. Tuhin Utsab Paul	HoD, Computer Science	Member

ACADEMIC COUNCIL (Contd.)

Sl. No.	Name	Designation	Category
22	Dr. Manisha Pal	HoD, Statistics	Member
23	Dr. Animesh Das	Professor-in-charge of B.Com., LL.B., Xavier Law School	Member
24	Dr. Ranjeeta Mukherjee	Professor-in-charge of B.A., LL.B., Xavier Law School	Member
25	Dr. Monalika Dey	Assistant Professor, Faculty of Commerce and Management	Nominated Member
26	Dr. Manali Bhattacharya	Assistant Professor, Faculty of Arts and Social Studies	Nominated Member
27	Rev. Dr. Mourlin K, SJ	Assistant Professor, Xavier Business School	Nominated Member
28	Dr. Stephen G.	Librarian (Acting)	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	Professor, 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	Rev. Dr. A. Arockiasamy S.J.	Professor & Dean, Faculty of Science	Member
4	Dr. Anupam Mitra	Professor & Dean, Faculty of Commerce and Management	Member
5	Dr. Achyut Chetan	Associate Professor & Dean, Faculty of Arts and Social Studies	Member
6	Dr. Pratyusha Das	Assistant Professor & Dean, Xavier Law School	Member
7	Dr. Sitangshu Khatua	Associate Professor & Dean, Xavier Business School	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 HoD, 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. Susmita Halder	Associate Professor, Department of Psychology, Faculty of Arts & Social Studies	Member
14	Dr. Somnath Banerjee	Associate Professor, Faculty of Commerce and Management	Member
15	Dr. Niraj Kumar	Associate Professor, Faculty of Commerce and Management	Member
16	Dr. Shuvendu Chakraborty	Associate Professor, Xavier Business School	Member

BOARD OF RESEARCH (Contd.)

Sl. No.	Name	Designation	Category
17	Dr. Gitu Singh	Associate Professor, Xavier Law School	Member
18	Dr. Jacob Islary	Associate Professor, Department of Social Work, Faculty of Arts & Social Studies	Member
19	Dr. Tuhin Utsab Paul	Associate Professor, Department of Computer Science, Faculty of Science	Member
20	Dr. Suranjan Das	Vice-Chancellor, Jadavpur University	Member (External Expert)
21	Dr. Somak Maitra	Associate Professor in Management, Faculty of Commerce & Management	Member
22	Dr. Ranjeeta Mukherjee	Associate Professor, Xavier Law School	Member
23	Dr. Sudipti Banerjee	Professor (Retd.), Department of Commerce, University of Calcutta	Member (External Expert)
24	Dr. Basab Chaudhuri	Former Vice-Chancellor, West Bengal State University	Member (External Expert)
25	Prof. Ashis Mitra	Registrar	Permanent Invitee
26	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 Administrative Officer
4	Dr. Indra Kanta Maitra	Controller of Examinations	Senior Administrative Officer

IQAC COMMITTEE (Contd.)

Sl. No.	Name	Designation	Category
5	Dr. Achyut Chetan	Dean, Faculty of Arts and Social Studies	Teacher (Associate Professor)
6	Prof. Anupam Mitra	Dean, Faculty of Commerce and Management	Teacher (Professor)
7	Dr. Sitangshu Khatua	Dean, Xavier Business School	Teacher (Associate Professor)
8	Dr. Pratyusha Das	Dean (Acting), Xavier Law School	Teacher (Associate Professor)
9	Rev. Dr. A. Arockiasamy, S.J.	Dean, Faculty of Science	Teacher (Professor)
10	Prof. Soma Sur	Ph.D. Coordinator	Teacher (Professor)
11	Dr. Anuradha Roy Chowdhury	Assistant Professor, Xavier Law School	Teacher (Assistant Professor)
12	Rev. Dr. Murlin K, S. J.	Assistant Professor	Management Representative
13	Mr. Vatsal Chirimar	Hony. Secretary, Alumni Association	Alumni Member
14	Mr. Kaushik Chakraborty	Ph.D. Student	Student Representative
15	Shri. Debashis Sen, IAS	M.D., WBHIDCO	Local Society/Trust Representative
16	Mr. Rakesh Shah	Director, Nipha Exports	Industry Representative
17	Fr. Peter Arockiam	Vice-Principal, St. Xavier's College	Employer Representative
18	Mr. L. N. Meena, IPS	Additional Director General of Police	Stakeholder Representative (Parent)
19	Dr. Tanushree Biswas	Assistant Director, IQAC	Permanent Invitee
20	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	Professor-in-Charge of Women & Gender Development Cell	Member
4	Mr. Ashish Shaw	Legal Assistant	Member
5	Ms. Jhinuk Ganguly	Non-Teaching Staff	Member
6	Siddhant Kochar	MBA, Sem. III	Student Representative
7	Anshu Choubey	BMS, Sem. III	Student Representative
8			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	Professor & Dean, Faculty of Commerce & Management	Chairperson
2	Dr. Jacob Islary	Associate Professor, Department of Social Work, Faculty of Arts & Social Studies	Convener
3	Dr. Sitangnshu Khatua	Dean, Xavier Business School	Member
4	Dr. Gitu Singh	Associate Professor, Faculty of Arts & Social Studies	Member
5	Dr. Susmita Halder	Associate Professor, Department of Psychology, Xavier Law School	Member
6	Aahana Bhattacharya	Student Representative B.A. LLB, Sem V	Special Invitee (2023-2024)

Ombudsperson : Dr. Subir Dhar, Professor (Retired),
Email id: ombudsperson.sgrc@sxuk.edu.in

COMMITTEES CONSTITUTED FOR THE ACADEMIC YEAR 2023-2024

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	Rev. Dr. A. Arockiasamy, SJ	Dean, Faculty of Science	Member
5	Dr. Achyut Chetan	Dean, Faculty of Arts & Social Studies	Member
6	Dr. Pratyusha Das	Dean, Xavier Law School	Member
7	Dr. Anupam Mitra	Dean, Faculty of Commerce & Management	Member
8	Dr. Sitangnshu Khatua	Dean, Xavier Business School	Member
9	Dr. Soma Sur	Ph.D. Programme Coordinator & Hony. Director, LCERI	Member
10	Dr. Susmita Halder	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. Ranjeeta Mukherjee	Professor-in-charge of B.A., LL.B., Xavier Law School	Member
19	Dr. Tuhin Utsab Paul	HoD, Department of Computer Science, Faculty of Science	Member
20	Dr. Manisha Pal	HoD, Department of Statistics, Faculty of Science	Member

DISCIPLINARY COMMITTEE

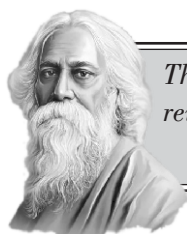
Sl. No.	Name	Designation	Category
1	Rev. Dr. John Felix Raj, S.J.	Vice-Chancellor	Chairperson
2	Prof. Ashis Mitra	Registrar	Convener
3	Dr. Indra Kanta Maitra	Controller of Examinations	Member
4	Rev. Dr. A. Arockiasamy, S.J.	Professor & Dean, Faculty of Science	Member
5	Dr. Anupam Mitra	Professor & Dean, Faculty of Commerce and Management	Member
6	Dr. Achyut Chetan	Associate Professor & Dean, Faculty of Arts and Social Studies	Member
7	Dr. Pratyusha Das	Assistant Professor & Dean, Xavier Law School	Member
8	Dr. Sitangnshu Khatua	Associate Professor & Dean, Xavier Business School	Member
9	Dr. Soma Sur	Professor, Xavier Business School, Ph.D. Programme Coordinator and Hony. Director, LCERI	Member
10	Dr. Manali Bhattacharya	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	Rev. Dr. A. Arockiasamy, S.J.	Professor & Dean, Faculty of Science	Convener
3	Prof. Ashis Mitra	Registrar	Member
4	Dr. Anupam Mitra	Professor & Dean, Faculty of Commerce & Management	Member
5	Dr. Achyut Chetan	Associate Professor & Dean, Faculty of Arts & Social Studies	Member

ANTI-RAGGING COMMITTEE

Sl. No.	Name	Designation	Category
6	Dr. Pratyusha Das	Assistant Professor & Dean, Xavier Law School	Member
7	Dr. Sitangshu Khatua	Associate Professor & Dean, Xavier Business School	Member
8	Dr. Gitu Singh	Associate Professor, Xavier Law School	Member
9	Rev. Dr.Mourlin K.	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	Dr. Manali Bhattacharya	Deputy Chairperson, Students' Board	Member
14	Mr. Ashish Shaw	Representative, Non-Teaching Staff	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 LLB, Semester VII	Student Representative, Senior	Member
19		Student Representative, Fresher	Member
20		Student Representative, Fresher	Member
21	Dr. Tanmoy Kumar Pal	Assistant Registrar	Nodal Officer



*The roots 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	Prof. Ashis Mitra	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 Assistant	Member
9	Ms. Sucharita Dey	Library Assistant	Member
10	Mr. Mario Martin Louis	Training & Placement 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. Murlin K, S.J.	Director of University Hostels	Member
4	Sr. Veronica Hembrom	Hostel Deputy Director	Member
5	Dr. Sitangshu Khatua	Dean, Xavier Business School	Member
6	Rev. Dr. A. Arockiasamy, S.J.	Dean, Faculty of Science	Member
7	Dr. Achyut Chetan	Dean, Faculty of Arts & Social Studies	Member
8	Dr. Anupam Mitra	Dean, Faculty of Commerce & Management	Member
9	Dr. Pratyusha Das	Dean, Xavier Law School	Member
10	Dr. Manali Bhattacharya	Deputy Chairperson, Students' Board	Member
11	Rishabh Agarwal (MBA)	Student Representative (Male)	Member
12	Haaniyah Hassan (BMS)	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	Rev. Dr. A. Arockiasamy S.J.	Professor & Dean, Faculty of Science	Member
6	Dr. Achyut Chetan	Associate Professor & Dean, Faculty of Arts and Social Studies	Member
7	Dr. Anupam Mitra	Professor & Dean, Faculty of Commerce and Management	Member
8	Dr. Pratyusha Das	Assistant Professor & Dean, Xavier Law School	Member
9	Dr. Sitangnshu Khatua	Associate Professor & 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. Susmita Halder	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
19	Dr. Ranjeeta Mukherjee	Professor-in-charge of B.A., LL.B., Xavier Law School	Member
20	Dr. Manisha Paul	HoD, Statistics, Faculty of Science	Member
21	Dr. Tuhin Utsab Paul	HoD, Dept. of Computer Science, 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	Associate Professor in Computer 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. Poulami Chatterjee	Assistant Professor, Department of Economics	Member
5	Dr. Antara Ghatak	Assistant Professor, Department of English	Member
6	Dr. Jacob Islary	Associate Professor, Department of Social Work	Member
7	Dr. Sithara Puli Venkatesh	Assistant Professor, Department of Mass Communication	Member
8	Dr. Moumita Mukherjee	Assistant Professor, Department of Psychology	Member

MAGAZINE COMMITTEE (Contd.)

Sl. No.	Name	Designation	Category
9	Mr. Monojit Dutta	Assistant Professor, Faculty of Commerce & Management	Member
10	Dr. Bidisha Kantha	Assistant Professor, Xavier Law School	Member
11	Dr. Tutun Mukherjee	Assistant Professor, Xavier Business School	Member
12	Dr. Priyanka Talukdar	Assistant Professor, Department of Statistics	Member
13	Mr. Mario Martin Louis	Placement Officer	Member
14	Mr. Subhashis Majumdar	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. Ranjeeta Mukherjee	Associate 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	Dr. Antara Ghatak	Assistant Professor, Faculty of Arts and 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	Prof. Ashis Mitra	Registrar	Member
4	Rev. Fr. Joseph Raj, S.J.	Finance Officer	Member
5	Rev. Fr. Dr. Mourlin K, S.J.	Director of University Hostels	Member

MAINTENANCE COMMITTEE (Contd.)

Sl. No.	Name	Designation	Category
6	Mr. Sudipto Ghosh	Senior Assistant, Office of the Vice-Chancellor	Member
7	Mr. Ashish Shaw	Legal Assistant	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. Stephen G.	Librarian – Law Library & Acting Librarian	Convener
3	Prof. Ashis Mitra	Registrar	Member
4	Rev. Fr. Joseph Raj, S.J.	Finance Officer	Member
5	Dr. Soma Sur	Ph.D. Programme Coordinator	Member
6	Dr. Sitangshu Khatua	Dean, Xavier Business School	Member
7	Dr. Anupam Mitra	Dean, Faculty of Commerce & Management	Member
8	Rev. Dr. A. Arockiasamy, S.J.	Dean, Faculty of Science & Library Director	Member
9	Dr. Achyut Chetan	Dean, Faculty of Arts & Social Studies	Member
10	Dr. Pratyusha Das	Dean, Xavier Law School	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	Mr. Sandeep Mundra	Sports Officer	Convener
4	Rev. Dr. A. Arockiasamy	Dean, Faculty of Science	Member
5	Dr. Achyut Chetan	Dean, Faculty of Arts & Social Studies	Member
6	Dr. Anupam Mitra	Dean, Faculty of Commerce & Management	Member
7	Dr. Pratyusha Das	Dean, Xavier Law School	Member
8	Dr. Sitangshu Khatua	Dean, Xavier Business School	Member
9	Dr. Soma Sur	Ph.D. Programme Coordinator	Member
10	Dr. Somak Maitra	Faculty of Commerce & Management	Member
11	Dr. Somak Sen	Faculty, Arts & Social Studies	Member
12	Dr. Tutun Mukherjee	Faculty, Xavier Business School	Member
13	Prof. Monojit Dutta	Faculty, Commerce & Management	Member
14	Mr. Sukendu Bank	Social Work Coordinator	Member
15	Dr. Tuhin Utsab Paul	Faculty, Faculty of Science	Member
16	Dr. Manali Bhattacharya	Deputy Chairperson, Students' Board	Member
17	Gurleen Kaur Sem 3	Student Representative, Arts & Social Studies	Member
18	Rishabh Agarwal Sem 3	Student Representative, Xavier Business School	Member
19	Rupal Singhania Sem 5	Student Representative, Xavier Law School	Member
20	Disha Bajoria, Sem 5	Student Representative, B.Com Morning	Member
21	Zaid Jamal, Sem 5	Student Representative, Commerce & Management	Member
22	Keshav Jhunjhunwala	Student Representative, Faculty of Science	Member
23	Siddharth Kumar Tripathi	Student Representative, Ph.D.	Member

COMMITTEE for SC / ST

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	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	Dr. Tanushree Biswas	Assistant Professor, Xavier Business School	Member
6	Sr. Veronica Hembrom	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. Ranjeeta Mukherjee	Associate 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 Assistant	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. Anuradha Roy Chowdhury	Assistant Professor, Xavier Law School	Convener
4	Dr. Anupam Mitra	Professor, Faculty of Commerce and Management	Member
5	Dr. Ashok Kumar Mohapatra	Professor, Faculty of Arts and Social Studies	Member
6	Dr. Tuhin Utsab Paul	Associate Professor, Faculty of Science	Member
7	Rev. Dr. Mourlin K, S.J.	Assistant Professor, Xavier Business School	Member
8	Dr. Ranjeeta Mukherjee	Associate Professor, Xavier Law School	Member
9	Ms. Bidisha Roy	Executive Director, CICE	Member
10	Mr. Mario Martin Louis	Training & Placement Officer	Member
11	Dr. Panchali Sen	Dean, International Studies and Programmes, St. Xavier's College (Autonomous), Kolkata	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. Achyut Chetan	Dean, Arts and Social Studies
Dr. Pratyusha Das	Dean, Xavier Law School
Rev. Dr. A. Arockiasamy, S.J.	Dean, Faculty of Science
Dr. Anupam Mitra	Dean, Commerce and Management
Dr. Sitangnshu Khatua	Dean, Xavier Business School
Dr. Soma Sur	Coordinator, Ph.D. Programme
Rev. Fr. A. Alphonse, S.J.	Campus Minister

OTHER OFFICERS

Sl. No.	Name	Designation
1	Mr. Mario Martin Louis	Training & Placement Officer
2	Mr. Malay Mitra	I. T. Coordinator
3	Dr. Tanmoy Kumar Pal	Assistant Registrar
4	Mr. Avishek Das	Assistant Controller of Examinations
5	Mr. Banty Banerjee	Joint Placement Officer
6	Mr. Sandeep Mundra	Sports Officer
7	Mr. Prionkur Bose	Admission Officer
8	Ms. Sweta Banerjee	Coordinator, Centre for Social Outreach Programme

St. Xavier's University, Kolkata

List of Societies

1.	Xavier Commerce & Management Society (XCMS) Dr. Monalika Dey – 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) Prof. Paramita Burman Sen – Professor-in-Charge
4.	Xavier's University Economics Society (XAVECOS) Dr. Devleena Majumdar – Professor-in-Charge
5.	Xavier Photography Society (XPOSURE) Dr. Manali Bhattacharya – Professor-in-Charge
6.	St. Xavier's University Literary Society (XULS) Dr. Ananya Saha – Professor-in-Charge
7.	Xavier's Film Society (XINEPHILE) Dr. Reshmi Naskar – Professor-in-Charge
8.	St. Xavier's University Sports Society (XUSS) Mr. Sandeep Mundra – Officer-in-Charge
9.	Xavier Society of Law and Justice (XSLaJ) Dr. Animesh Das – Professor-in-Charge
10.	Centre for Social Outreach Programme Mr. Sukhendu Bank – Deputy Director

List of Centres

1.	Father Lafont Centre for Excellence in Research and Innovation (LCERI) Dr. Soma Sur – Hony. Director
2.	Centre for Incubation, Consultancy and Entrepreneurship (CICE) Ms. Bidisha Roy – Executive Director
3.	Centre for Social Outreach Programme (CSOP) Mr. Sukhendu Bank – Deputy Director (Acting)
4.	Centre for Global Network and Initiatives (CGNI) Dr. Anuradha Roy Chowdhury – Professor-in-Charge

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 only 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, talents 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.)
Ms. Gargi Dasgupta	Mobile: 98306 06696 / 83350 58363 Email: gdasguptain@gmail.com	Tuesdays and Thursday From 3 p.m. to 5 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.

HOSTEL

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

The hostels are designed to provide a comfortable, safe, inclusive and secure living. Spacious residential hostel with necessary amenities consists of 2/3 occupancy rooms with attached bathroom and sitting lounge equipped with common room, gaming, newspapers, Wi-Fi, cable TV and safe drinking water (Aqua guard), geysers, visitor's lounge, laundry services available on-demand. All hostels are sanitized regularly, and necessary pest control is conducted. Vigilant security and CCTV surveillance ensure a pleasant stay allowing students to focus on academics. 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 accommodate about 600 students — 300 girls and 300 boys. The hostel mess provides 3 meals per day (Breakfast, Lunch and Dinner) and both vegetarian and non-vegetarian food.

Type of Fees	AMOUNT (₹)
Application Fee — One Time	500
Development Fee — One Time	3,000
Activity Fee — One Time	1,000
Boarding & Lodging Fee for a Two-Bed Room, with common toilet — Per Semester	65,000
Boarding & Lodging Fee for a Three-Bed Room, with attached toilet — Per Semester	70,000
Boarding & Lodging Fee for a Two-Bed Room, with common toilet — Per Semester	78,000

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 is having a collaboration with the nearest hospitals for handling any kind of medical emergency. The university has its own 24x7 ambulance service. The infirmary functions from 7 a.m. to 5 p.m. Both the Boys' and Girls' hostels have separate health care units, supervised by Sisters.

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, 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 3rd January 2020 with 135 Life Members, who had graduated from the institute in the year 2019. Mr. Vatsal Chirimar was appointed the 1st Honorary Secretary of the Association. At present, the association has over 2800 Life Members.

St. Xavier's University Kolkata Alumni Association 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 St. Xavier's University, Kolkata upon graduation or post-graduation 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 and to improve society at large and to contribute to national development.

SXUKAA has undertaken a number of philanthropic activities over the years particularly during the outbreak of COVID-19. The Association organizes 'XAV-MILAN', the Annual Reunion Dinner to bring together alumni/ae who have graduated over the years. It also undertakes various programs and activities in collaboration with the various Departments & Societies of the University.

The present set of Office Bearers of St. Xavier's University Kolkata Alumni Association is as follows:

Name	Position
Rev. Fr. John Felix Raj, SJ	President
Mr. Prionkur Bose	Vice President
Mr. Vatsal Chirimar	Honorary Secretary
Mr. Siddharth Kumar Tripathi	Treasurer

The office of the Alumni Association is situated on the Ground Floor of the Arrupe Building of St. Xavier's University, Kolkata. Various souvenirs and memorabilia items are available for sale at the office. For further details please visit – www.sxukaa.com

Alumni Membership fee (to be paid with final semester fee): ₹ 5015 (inclusive of GST)

Email: sxukaa@sxuk.edu.in

Phone: +91-33-66249894

XAVIER BUSINESS SCHOOL (XBS)

Xavier Business School (XBS), under the umbrella of St. Xavier's University, Kolkata offers a two-year full-time MBA Programme (AICTE Approved), with specializations in the domain of Finance, Marketing and Human Resources and Business Analytics (applicable to the batch of 2023-25).

XBS as a member of XAMI (Xavier Association of Management Institutes) began its journey in August 2018 with a commitment to provide quality management education and develop students into successful and responsible business leaders and entrepreneurs.

Besides developing industry ready management professionals, XBS follows the Ignatius charism and aims at forming men and women for others who are competent, committed, compassionate and service-oriented leaders. We attest to our motto 'Nihil Ultra' upholding the illustrious Jesuit legacy and our commitment to creativity, leadership, and standards.

The MBA programme at XBS has been designed keeping pace with the contemporary industry requirements. Our teaching-learning process is a blend of both theory and practice. Our beyond-classroom learning exercises encourage the students to nurture their creative and critical thinking skills. At XBS, we have a pool of experienced full-time faculty, duly supported by industry stalwarts and academicians as visiting faculty.

With the objective of providing practical exposure to the students, interactions with industry experts in the form of G-Talks, panel discussion, workshops and seminars / webinars are conducted throughout the duration of the program. To facilitate the holistic development of our students, we motivate them to participate in various co-curricular and extra-curricular activities. XBS offers a platform to its students to build upon their cultural sensitivity, social skills, and teamwork. The XBS family creates an environment of home away from home for the students.

XBS FACULTY MEMBERS

The faculty at Xavier Business School is a judicious mix of researchers, academicians, behavioral scientists, practitioners from varied disciplines and consultants of industries. The core faculty team is supplemented by guest or visiting faculty members from reputed academic institutions and professional organizations, both national and international.

CORE FACULTY MEMBERS:

Dr. Sitangshu Khatua MBA (Finance), Ph.D., CFA (Level-I)	<i>Dean and Associate Professor – Finance</i>
Dr. Soma Sur MBA, M.Phil., Ph.D.	<i>Professor – Marketing</i>
Dr. Manodip Ray Chaudhuri M.Sc. (Economics), P.G.D.B.M. - HRM, M.A. (International Development), Ph.D.	<i>Professor – OB & HR</i>
Dr. Shuvendu Chakraborty M.Sc. (Applied Mathematics), MBA, Ph.D.	<i>Associate Professor – Quantitative Methods</i>
Dr. Saugat Ghosh MBM, M.A. (English), Ph.D.	<i>Assistant Professor – Marketing</i>
Dr. Tanushree Biswas M.Sc. (Mathematics), Ph.D.	<i>Assistant Professor – Quantitative Methods</i>
Dr. Ruchita Burman PGDBA., Ph.D.	<i>Assistant Professor – Marketing</i>
Rev. Dr. Mourlin K, S.J. MBA, Ph.D.	<i>Assistant Professor – OB & HR</i>
Dr. Banhi Guha MBA, Ph.D.	<i>Assistant Professor – Finance</i>
Dr. Tutun Mukherjee M.Com., MBA (Finance), PGDFM, Ph.D.	<i>Assistant Professor – Finance</i>
Dr. Sumantra Bhattacharya M.Sc.(Economics), MBA (Marketing), Ph.D.	<i>Assistant Professor – Marketing</i>
Dr. Shubhasree Bhadra M.Sc. (Economics), MBA, Ph.D.	<i>Assistant Professor – Finance</i>

GUEST FACULTY MEMBERS

1. **Dr. Ratna Sinha**, FPM (XLRI), VP-HR Tata Group (HR)
2. **Mr. Rahul Bose**, PGDM (XLRI), Business Consultant, Ex IBM. (HR)
3. **Dr. Arindam Saha**, FPM (XLRI), Managing Director & Founder - Vista intelligence Pvt. Ltd. (Finance)
4. **Dr. H K Pradhan**, Professor of Finance and Economics - XLRI (Finance)
5. **Mr. Vikash Goel**, CA, CFA, MBA, MS Finance, PGDFBM [IIM-C] (Finance)
6. **Mr. Krishanu Maitra**, PGDM (IIM-C), Co-Founder and CEO, Wynn Corporation Ltd. (Marketing)
7. **Dr. Gautam Banerjee**, Ph.D. (Jadavpur University), Professor of Management Studies at National Institute of Technology (NIT), Durgapur (Quantitative Techniques)
8. **Dr. Debdulal Dutta Roy**, Associate Professor – Psychology Research Unit, Indian Statistical Institute (ISI), Kolkata (Research Methodology)
9. **Mr. Subrata Kumar Ray**, LL.M., Fellow Member of ICSI, Former Company Secretary, MSTC Ltd. Visiting Prof. at NUJS, MDI Murshidabad, IIM – Shillong, IIFT, IISWBM (Law)
10. **Mr. Bibhas Mondal**, PGDM (IIM-C), Senior Consultant - Cognizant (Analytics)
11. **Dr. Koushik Dutta**, B.Tech (IIT - Kharagpur), PGDM (IIM-C), Ph.D. (XLRI), Former Professor of Practice of IIM Indore; and Currently Visiting Professor at IIM Indore, IIM Shillong and IIM Amritsar, Consultant of World Bank, UNESCO, Govt. of India, etc. (Strategy)

DISTINGUISHED INDUSTRY PROFESSIONALS

- **Mr. Sanjiv Goenka**
Chairman, RP-Sanjiv Goenka Group
- **Mr. Chandra Shekhar Ghosh**
MD, Bandhan Bank
- **Mr. Gautam Chatterjee**
Former MD and CEO, Exide Industries Ltd.
- **Mr. Dipankar Chatterji**
Chairman, CII National Committee on Financial Reporting, Past Chairman CII Eastern Region
- **Mr. Roopen Roy**
Founder and CEO at Sumantrana
- **Mr. Debashis Sen**
IAS, Chairman & MD, WBHIDCO Ltd.
- **Mr. Dhruba Mukherjee**
CEO, ABP Pvt. Ltd.
- **Mr. Jayanta Saha**
Vice President, Marketing, Khadim's
- **Mr. Ambarish Dasgupta**
Senior Partner, Intueri Consulting LLP
- **Mr. Sagar Daryani**
Co-Founder and CEO, Wow! Momo Foods Pvt. Ltd.
- **Mr. Debashis Dhar**
Group Vice-President, ILS Hospital
- **Mr. Rajiv Kaul**
Chairman Nicco Group
- **Mr. Sudipto Ray**
Managing Director, Technology –Accenture India
- **Mr. Rijoy Sengupta**
Regional Head – VDMA German Engineering Federation, New Delhi

- **Mr. Rakesh Shah**
Managing Director, Nipha Exports Pvt. Ltd.
- **Mr. Gopinath Ghosh**
Former PR Person and Sports Administration
- **Mr. Vivek Bajaj**
MD, Kredent Eduedge and KP Tech Sol
- **Mr. Pratik Banerjee**
Director, Business Development, Protiviti
- **Mr. Anirban Kundu**
CEO, Inovaticus Marketing Solutions LLP
- **Mr. Subhashis Dutt**
Director of Mahendra Dutt & Sons
- **Mr. Subrata Chatterjee**
Head HR – Global Designing & Engineering Company, Arcelor Mittal
- **Mr. Soumyajit Ghosh**
Program Manager, IBM India Pvt. Ltd.
- **Mr. Dipankar Roy**
SAP Practice Director, WIPRO
- **Mr. Kalyan Kar**
Co-Founder & Director, In Qube Innoventures Private Limited
- **Mr. Dhruvajyoti Majumdar**
Regional HR Manager (East), Larsen & Toubro Ltd. Construction Division
- **Mr. Ambarish Jana**
Associate Director, Experis – Manpower Group
- **Dr. Arindam Saha**
Managing Director, Vista Intelligence Private Limited

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

St. Ignatius of Loyola



St. Xavier's University, Kolkata Scholarship for MBA Students					
Sl. No.	Name of Scholarship	Academic Requirement for Application Eligibility	Other Requirement	Starting of Scholarship	Coverage
1	Fr. Beckers Scholarship	70% marks in all preceding semesters, No Arrear Paper, Min. 90% Attendance	Family income less than ₹ 6,00,000 per year	2nd Semester	50% Tuition Fees Waiver
2	Xavier Scholarship	Please visit the website www.sxuk.edu.in/xbs/scholarship for detailed criteria	No Arrear Papers, Min. 85% Attendance in all 3 Semesters	4th Semester	₹ 50,000 to ₹ 1,50,000 based on the criteria

University Excellence Awards and Medals for Students of MBA :

Depelchin Gold Medal for the Topper in the MBA Course.

General Instructions to Students:

It is mandatory to upload the following supporting documents during online application for New Scholarship through the Student Portal. Self-attested copies of the same must be submitted along with the signed hardcopy of the New Scholarship Application form to the Office of the Registrar:

- Proof of admission (i.e. Admission & Semester Fee Payment Receipt) to respective course at St. Xavier's University, Kolkata.
- Marksheets and Pass Certificates of Secondary, Higher Secondary.
- Final Marksheet and Degree Certificate of Graduation (For PG students only).
- Income Tax Return/TDS Statement/Form-16 of parent(s)/guardian for the Financial Year 2022-2023 i.e. ITR Assessment Year 2023-2024 or most recent.
- Bank Statement/Bank Passbook of parent(s)/guardian for last one year, at the time of applying for new scholarship.
- Latest Salary Statement issued by the employer/Latest Pay Slip issued by the employer/Income Certificate (in case of business) issued by competent Govt. authority of parent(s)/guardian as per the proforma uploaded in the scholarship section of the University website.
- Document(s) related to the loss of job or reduction of income (in case of business) due to COVID-19 pandemic, if applicable.
- Document(s) related to any previous Scholarship/Fees Concession/Govt. Aid or Assistance (if received at the last attending School / College / Institute / University).
- Letter of recommendation from the Parish Priest (for Christian Students only).

Important Notes:

- Possessing of mere eligibility does not ensure grant of Scholarship.
- The decision of the Vice-Chancellor of the University, being the Chairperson of the Scholarship Committee shall be final and binding with respect to grant of scholarship.
- Any canvassing by or on behalf of the candidates with regard to their selection for the above scholarship shall be considered as disqualification.
- Incomplete application with/without supporting documents will be summarily rejected.
- The scholarship committee reserves the right to review, modify or cancel the award due to changes in academic progress or general conduct of the student in accordance with the University rules and regulations.
- If the candidate is found to furnish any false information or recommended for any disciplinary action by the disciplinary committee at any stage of the course, his/her scholarship may stand revoked.
- Applications received after the due date will not be considered.
- The University shall not be responsible for any postal delay.

For any further queries related to Scholarship, please visit the University website: https://sxuk.edu.in/scholarship_notice or send an email to: scholarship@sxuk.edu.in or contact the Office of the Registrar, St. Xavier's University, Kolkata (033 6624 9846).

CODE OF CONDUCT FOR STUDENTS

Chapter I Code of Conduct

1. ID card

- a. Each student is provided with an Identity Card. All students are expected to 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.
- 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 R 100.
- 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. Use of mobile phones is strictly prohibited inside the classrooms, library, laboratories/workshop, computer room, examination hall, etc.
- k. Activities like stealing, fighting, misbehaviour with the faculty shall be dealt with very seriously.
- l. Possession of fire arms, knives or other sharp objects is strictly prohibited. Appropriate legal action will be taken if any student possesses such objects.
- m. Changing/modifying personal information in digital form is a very serious offense and could result in expulsion from the University.
- n. Students are aware of the institute norms for substance abuse on campus. Any student found indulging in substance abuse will be dealt with seriously.

- o. 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 of this code, a fine may be imposed for the first offence. After that the phone may be confiscated.
- p. 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.
- q. 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.

Chapter II

Academic Discipline

1. Classroom Attendance

- a. The criteria for minimum attendance required to appear for end-semester examination is mentioned in the examination rules as published by the Controller of Examination of the University.
- b. A student is expected to monitor his/her own attendance on a regular basis and no separate notice will be displayed regarding this.
- c. No student shall enter or leave the classroom while the class is in progress unless permitted by the teacher.
- d. Attendance shall be taken at the beginning of a class and late comers will not be allowed to enter the lecture rooms.
- e. If a student is late, he/she is required to go to the library and wait till the next class.
- f. 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. Absence/Leave

- a. Absence of any kind for more than 3 days should be supported with proper documents and these documents are required to be submitted to the concerned Dean within 7 days from the date of joining. Consideration for granting of leave of absence will be as per University's norms. Special leave for extra-curricular activities may be granted to those students who represent the University.
- b. Students have to seek prior approval for planned leave of absence. All such leaves must be sanctioned by the Dean of the Faculty. The student is expected to complete all assignments, projects or any other term work which is missed during leave period, as required.

3. 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 assistance/faculty.

4. 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. Playground

- 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 be penalised.
- 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.

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 Fests** – All departmental fests should be conducted through their respective 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 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 Board shall recommend the matter to the Vice-Chancellor for approval.

For non-sports activities, the concerned 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 two wheelers coming in and going out of campus, or else entry will be restricted or a penalty of ₹ 500 to be levied.

2. Counselling and Mentoring

- a. The campus environment is very student-friendly. Students can freely approach their 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 shall 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 provide 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.

3. Absence

For long and repeated absences, which could affect the required attendance percentage, it is the student's responsibility to keep a duplicate of the excuse letter submitted with the Dean's signature. The Medical Certificates and Prescriptions covering the period of illness must be submitted.

Part VI

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 the abuse of the power.

COURSE CURRICULUM

(Applicable to the Batch of 2022-24 only)

SEMESTER I

Code	Titles	Credits	Full Marks
MBR1010T	Management Principles and CSR	4	100
MBR1020T	Basics of Accounting for Managers	4	100
MBR1030T	Business Communication	2	50
MBR1040T	Business Statistics	4	100
MBR1050T	Managerial Economics	4	100
MBR1060T	Cost Management	2	50
MBR1070T	Computer Application in Business and MIS	4	100
MBR1080T	Organizational Behaviour	4	100
MBR1090T	Business Ethics and Legal Environment	4	100
	Total Credits	32	800

SEMESTER II

Code	Titles	Credits	Full Marks
MBR2010T	Indian Economy & Policy	4	100
MBR2020T	Financial Management	4	100
MBR2030T	Marketing Management	4	100
MBR2040T	Human Resource Management	4	100
MBR2050T	Production & Operations Management	4	100
MBR2060T	Quantitative Techniques and Research Methodology	4	100
MBR2070T	Strategic Management	4	100
MBR2080T	Business Analytics	4	100
MBR2090V	Comprehensive Viva-I	2	50
	Total Credits	34	850

SEMESTER III

Code	Titles	Credits	Full Marks
Specializations (Elective Papers) - Each student must select FOUR Electives Papers			
MBR3011T	Specialization (Elective Paper)*	4	100
MBR3021T	Specialization (Elective Paper)*	4	100
MBR3031T	Specialization (Elective Paper)*	4	100
MBR3041T	Specialization (Elective Paper)*	4	100
MBR3051T	Specialization (Elective Paper)*	4	100
MBR3061T	Specialization (Elective Paper)*	4	100
General Papers			
MBR3010T	Entrepreneurship Development & New Venture Creation	4	100
MBR3020T	Organizational Development and Change Management	4	100
MBR3030J	Project Work	6	150
MBR3040V	Project Viva	2	50
	Total Credits	32	800

SEMESTER IV

Code	Titles	Credits	Full Marks
Specializations (Elective Papers) - Each student must select FOUR Electives Papers			
MBR4011T	Specialization (Elective Paper)*	4	100
MBR4021T	Specialization (Elective Paper)*	4	100
MBR4031T	Specialization (Elective Paper)*	4	100
MBR4041T	Specialization (Elective Paper)*	4	100
MBR4051T	Specialization (Elective Paper)*	4	100
MBR4061T	Specialization (Elective Paper)*	4	100
General Papers			
MBR4010T	Environment and Business Sustainability	4	100
MBR4080J	Dissertation	4	100
MBR4070V	Comprehensive Viva- II	2	50
	Total Credits	26	650
	TOTAL ACADEMIC CREDIT	124	3100

Additional Requirements

Code	Titles	Credits	Full Marks
MBARQ-01	Non-Academic Credits	4	100
	GRAND TOTAL CREDITS (ACADEMIC + NON-ACADEMIC)	128	3200

Specialization Papers — Finance

Paper Code	Titles
MBR3011T	Advanced Cost and Management Accounting
MBR3021T	Banking and Insurance
MBR3031T	Investment Analysis and Portfolio Management
MBR3041T	Taxation
MBR3051T	Financial Institutions and Markets
MBR3061T	Financial Statement Analysis and Reporting
MBR4011T	Financial Derivatives and Risk Management
MBR4021T	Strategic Financial Management
MBR4031T	Project Appraisal and Finance
MBR4041T	Corporate Restructuring and Valuation
MBR4051T	International Finance
MBR4061T	Behavioral Finance

Specialization Papers — Marketing

Paper Code	Titles
MBR3012T	Integrated Marketing Communications
MBR3022T	Consumer Behaviour
MBR3032T	Sales and Distribution Management
MBR3042T	Product and Brand Management
MBR3052T	Service Marketing
MBR3062T	Business to Business Marketing
MBR4012T	Marketing Analytics
MBR4022T	Customer Relationship Management
MBR4032T	Retail Management
MBR4042T	Digital and Social Media Marketing
MBR4052T	Rural Marketing
MBR4062T	International Marketing

Human Resource Management – Specialization Papers

Paper Code	Titles
MBR3013T	Manpower Planning, Recruitment and Selection
MBR3023T	Leadership and Team Dynamics
MBR3033T	Industrial Relations
MBR3043T	Training and Development
MBR3053T	Performance Management System
MBR3063T	Compensation and Benefits Management
MBR4013T	Labour Laws
MBR4023T	Strategic HRM
MBR4033T	HRIS and HR Analytics
MBR4043T	International HRM
MBR4053T	HR Accounting and Audit
MBR4063T	Talent Management



Fourth Convocation, February 6, 2023

COURSE CURRICULUM

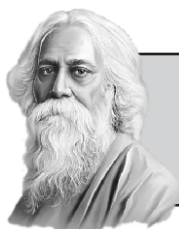
(Applicable to the Batch of 2023-25 onwards)

SEMESTER I

Code	Titles	Credits	Full Marks
MBR1010T	Quantitative Techniques	4	100
MBR1020T	Accounting for Managers	4	100
MBR1030T	Business Communication	2	50
MBR1040T	Managerial Economics	4	100
MBR1050T	Cost Management	2	50
MBR1060T	Computer Application in Business and MIS	4	100
MBR1070T	Organizational Behaviour	4	100
MBR1080T	Business Ethics and Legal Environment	4	100
	Total Credits	28	700

SEMESTER II

Code	Titles	Credits	Full Marks
MBR2010T	Indian Economy & Policy	4	100
MBR2020T	Financial Management	4	100
MBR2030T	Marketing Management	4	100
MBR2040T	Human Resource Management	4	100
MBR2050T	Production & Operations Management	4	100
MBR2060T	Research Methodology	2	50
MBR2070T	Business Analytics	4	100
MBR2080V	Comprehensive Viva	2	50
	Total Credits	28	700



If you cry because the sun has gone out of your life, your tears will prevent you from seeing the stars.

SEMESTER III

Code	Titles	Credits	Full Marks
*Specializations (Elective Papers) - Each student must select FOUR Electives Papers			
MBR3011T	Specialization (Elective Paper)*	4	100
MBR3021T	Specialization (Elective Paper)*	4	100
MBR3031T	Specialization (Elective Paper)*	4	100
MBR3041T	Specialization (Elective Paper)*	4	100
MBR3051T	Specialization (Elective Paper)*	4	100
MBR3061T	Specialization (Elective Paper)*	4	100
Core Papers			
MBR3010T	Entrepreneurship Development & New Venture Creation	4	100
MBR3020T	Corporate Strategy	4	100
MBR3030J	Project Work	6	150
	Total Credits	30	750

SEMESTER IV

Code	Titles	Credits	Full Marks
*Specializations (Elective Papers) - Each student must select FOUR Electives Papers			
MBR4011T	Specialization (Elective Paper)*	4	100
MBR4021T	Specialization (Elective Paper)*	4	100
MBR4031T	Specialization (Elective Paper)*	4	100
MBR4041T	Specialization (Elective Paper)*	4	100
MBR4051T	Specialization (Elective Paper)*	4	100
MBR4061T	Specialization (Elective Paper)*	4	100
Core Papers			
MBR4010T	Corporate Social Responsibility & Sustainability	4	100
MBR4020T	Change Management	2	50
	Total Credits	22	550
	TOTAL ACADEMIC CREDIT	108	2700

Specialization Papers — Finance

Paper Code	Titles
MBR3011T	Advanced Cost and Management Accounting
MBR3021T	Project Appraisal and Finance
MBR3031T	Investment Analysis and Portfolio Management
MBR3041T	Taxation
MBR3051T	Financial Institutions and Markets
MBR3061T	Financial Statement Analysis and Reporting
MBR4011T	Financial Derivatives and Risk Management
MBR4021T	Strategic Financial Management
MBR4031T	Financial Risk Analytics
MBR4041T	Corporate Restructuring and Valuation
MBR4051T	International Finance
MBR4061T	Behavioral Finance

Specialization Papers — Marketing

Paper Code	Titles
MBR3012T	Integrated Marketing Communications
MBR3022T	Consumer Behaviour
MBR3032T	Sales and Distribution Management
MBR3042T	Product and Brand Management
MBR3052T	Services Marketing
MBR3062T	Business to Business Marketing
MBR4012T	Marketing Analytics
MBR4022T	Customer Relationship Management
MBR4032T	Retail Management
MBR4042T	Digital and Social Media Marketing
MBR4052T	Rural Marketing
MBR4062T	International Marketing

All the things in this world are gifts of God, created for us, to be the means by which we can come to know him better, love him more surely, and serve him more faithfully.

St. Ignatius of Loyola



Specialization Papers – Human Resource

Paper Code	Titles
MBR3013T	Manpower Planning, Recruitment and Selection
MBR3023T	Managing Diversity and Inclusions
MBR3033T	Industrial Relations and Labour Laws
MBR3043T	Training and Development
MBR3053T	Performance Management System
MBR3063T	Compensation and Benefits Management
MBR4013T	Organizational Development
MBR4023T	Strategic HRM
MBR4033T	HRIS and HR Analytics
MBR4043T	International HRM
MBR4053T	HR Accounting and Audit
MBR4063T	Career Planning and Talent Management

Specialization Papers – Business Analytics

Paper Code	Titles
MBR3014T	Strategic Thinking and Decision Modelling
MBR3024T	Data Visualization and Business Decisions
MBR3034T	Predictive Analytics for Business Decisions
MBR3044T	Data Warehousing and Data Mining
MBR3054T	Web Analytics, Text Analytics, NPL
MBR3064T	Blockchain Analytics and Cyber Security
MBR4014T	Business Intelligence and Advanced Forecasting Techniques
MBR4024T	HRIS and HR Analytics
MBR4034T	Marketing Analytics
MBR4044T	Financial Risk Analytics
MBR4054T	Prescriptive Analytics and Business Optimization
MBR4064T	Artificial Intelligence, ML & Deep Learning and Big Data

VALUE ADDITIONS

Alongside the curriculum, Xavier Business School organizes several activities and courses to equip the students with all the necessary skills to accomplish their goals and be corporate-ready. The students are exposed to the learnings in a dynamic and interactive environment by individuals and industry leaders who have the desired expertise in their domains. Some of the value-added courses offered are as follows:

- **Business Simulation Activities:** To improve the decision-making skills of the students and promote their all-rounded development, XBS conducts business simulation sessions. The session helps the students to put all that they have learned into practice by analyzing a meaningful and strategic business question. The business simulations provide engaging, real-world learning experiences in a customized environment. The students improve their decision-making, management, and analytical skills across different areas including marketing, finance, and human resources.
- **Quantitative Skill Enhancement Programs:** With the increase in competitions within the industry in various areas like Finance, Information Technology, Analytics, Project Management, etc. getting the right skillset has become necessary for a person to stand ahead of others in competition. Undergoing a certification course, therefore helps an individual to showcase his competency, commitment for the profession, build expertise in his professional subject area, and helps with job advancement. In collaboration with leading platforms, XBS conducts **certification courses** in areas which are presently relevant to the industry like **Advance Excel, SPSS, Digital Marketing, Financial Modelling, Payroll Management** etc.
- **Qualitative Skill Enhancement Programs:** The importance of soft skills in today's corporate world is unparalleled. To equip the students with skills essential for personal and professional success, XBS conducts sessions on **Personal Branding / Grooming, Social Media Management, Corporate Etiquette, Conflict Resolution, Professional Networking, Time & Stress Management, Confidence Building** etc. **Structured mock interviews and group discussions**

are also conducted on a regular basis to make the students corporate ready. Students are also engaged in **team building activities** and given valuable insights into the art of **preparing resumes**.

- **Workshops:** During the two-year programme, several workshops are conducted to introduce some new ideas, inspire participants to further explore it on their own, and promote actual process practice. It acts as a great way to teach hands-on skills as it gives learners an opportunity to try out new methods and learn from their errors in a safe environment. Workshops are conducted in the areas of Entrepreneurship, Stock Trading, Branding and Advertising, Case Study Solving etc.

PLACEMENTS

- **Summer Internship :**

On the completion of the 2nd semester, each student needs to undergo a mandatory Summer Internship Programme (SIP), for a period of 6 to 8 weeks. The placement office arranges the SIP for the students on the basis of their specialization area. It acts as a stepping-stone for the management graduates by providing them with an exposure to the corporate world in their respective domains. Summer Internship creates an opportunity to the students to gain real-life experience and grab Pre-Placement Opportunities (PPO) in reputed organizations based on their performances.

- **Final Placements :**

The outgoing MBA students are provided with the placement opportunity through a systematic placement procedure followed by 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. Having commenced its journey in 2018, XBS has grown by leaps and bounds and has achieved more than 90% placement for every batch. Most of our graduates placed in multinational companies, media houses, start-ups and agencies belonging to a wide array of industries. To name a few, following have been some of our major recruiters — PWC, ITC, HCL, Tata Consultancy Services (TCS), KPMG, Dabur India Ltd., Daikin, Aditya Birla, Deloitte, Asian Paints, E&Y, HDFC Bank.

● **Industry Visits :**

It provide an excellent opportunity for the students to interact with industries and have a deeper understanding of the industrial environment. It is of immense importance for an MBA student, pursuing a professional degree. Xavier Business School conducts regular Industrial visits within as well as outside the city. The objective of these industry visits is to provide students with an insight into the internal working of companies. It helps the students to visualize the theoretical concepts being put in action at the industry. Over the past few years, our students have visited the manufacturing plants of companies like Diamond Beverages Pvt. Ltd. (Coca-Cola), ITC Ltd., Berger Paints India Ltd., Zydus Healthcare Ltd. to name a few.

STUDENT COMMITTEES

With the objective of providing holistic development of the future managers, Xavier Business School provides ample opportunities and a platform to its students to showcase their talents by having numerous cultural, sports and management events throughout the year. The students actively engage in these events starting from conceptualization of the event to participation. To smoothen this process, XBS has different clubs and committees namely :–

- Arts and Cultural Affairs Committee (XANSKRITI)
- Sports Committee (XATHLETES)
- Xavier's Entrepreneurship Cell (XEC)
- Management Games, Debate and Quiz Group (MADEQ)
- Finance Club
- Marketing Club
- HR Club
- Xavier Social Responsibility Cell (CSR Club)
- Media and Public Relations Committee
- Alumni and Industrial Relations Committee
- Academic Affairs Committee
- Placement Committee

RULES AND REGULATIONS FOR TWO-YEAR FULL-TIME MBA DEGREE PROGRAMME

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.

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 MBA Degree Programme :

Batch	Specialisation	Total Marks	Total Credits
2022-24	Human Resource, Marketing and Finance	3200	124 + 4 = 128
2023-25	Human Resource, Marketing, Finance and Business Analytics	2700	108 + 4 = 112

1.3 Semester System

The MBA 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 MBA degree courses shall begin from January and the detailed criteria will be announced through the University website. The final selection of the applicant will be based on his / her **composite score** prepared by Xavier Business School, which considers assessment of the candidate from different dimensions, which includes the following :

- Past Academic Scores [Class X, XII and Qualifying Degree Marks] **(Weightage: 25%)**
- National Level Entrance Test Score [XAT, CAT, GMAT, MAT,

CMAT, ATMA, NMAT] **(Weightage: 30%)**

- Writing Ability Test **(Weightage: 10%)**
- Group Discussion and Personal Interviews **(Weightage: 30%)**
- Work Experience (if any) **(Weightage: 5%)**

Once selected, students are supposed to pay the admission fee within a stipulated period of time, on the basis of which they will be provided with the provisional admission subject to the physical verification of the required documents. However, it is also to be noted that the selected students for the course are required to pay the first semester course fee within the given deadline before the commencement of the classes. If the course fee is not paid within the specified time, the provisional admission is liable to be cancelled and the refund of the fee paid (if any) will be made as per the guidelines specified by University Grant Commission (UGC).

1.5 Admission for International Students

Foreign nationals, PIO Cardholders, 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 cardholders 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.

1.6 Registration

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

1.7 Disciplinary Committee

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

1.8 Dissemination of information

University Rules, which are applicable to students, will be published in the University Calendar and will be 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.

1.9 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.

1.10 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 an annual basis and (ii) exit feedback towards the end of the course (during fourth semester).

Eligibility for giving feedback - (i) Class-room feedback – Minimum 85% attendance during current semester. (ii) Exit feedback - Minimum 85% 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 (through university intranet) or manually.

SECTION II: STUDENTS' ATTENDANCE

2.1 Attendance requirement

For the MBA degree course, minimum aggregate attendance requirement is 85% and minimum of 70% in each paper. Attendance for Projects/Internships: Supervisor's certificate/Company certificate is needed.

2.2 A student who has an aggregate attendance between 70% and 84% will have to seek condonation from Dean of Faculty on grounds of illness or involvement in extra-curricular activities approved by the University.

- (a) In case of illness, leave application must reach the office of the Dean of Faculty within three days of the student's absence. A medical certificate is also to be submitted within 15 days. Submission of leave application in itself will not ensure condonation.

- (b) In case of extra-curricular activities, a student must obtain written confirmation of his / her participation from the concerned authorities: Dean of Faculty / Profs.-in-Charge of University Societies / Sports Officer / Program Co-Ordinator of Social Work which will be countersigned by the Dean of Faculty / Vice-Chancellor. When calculating the attendance percentage of the students representing the University in extra-curricular activities, due consideration will be given to the days when they so represent the University. Condonation in each case must be in explicit written form authorized by the Vice-Chancellor / Dean of Faculty.
 - (c) A student who represents the University in various activities or participates in the activities of the University has to seek the prior approval from the Dean of the Faculty through the Prof.-in-Charge of such programs / activities.
 - (d) For a student, absence from the classes for the aforementioned reasons may be condoned up to 15% of the total classes delivered. However, in all such cases, lower limit for condonation will remain as 70%.
 - (e) A student who is condoned will have to pay a condonation fee within notified period of time.
- 2.3** A student will be debarred from appearing in the Semester Examination if he / she has less than a required attendance without condonation. A student so debarred will not be eligible for promotion to the next semester. Such student will be required to repeat the Semester in the next academic session. 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.
- 2.4** Name of a student with attendance below 50% in all the papers in a Semester taken together may be struck off the University Rolls or he / she may be allowed to repeat the Semester in the following academic year, subject to the discretion of the Vice-Chancellor.
- 2.5** The name of a student who is continuously absent for 15 working days without submitting any information to the University will be struck off the University Rolls.
- 2.6** Attendance at Internship – If the internship is approved by the University, certificate from the competent authority of the respective organization is required.

SECTION III: CONTINUOUS INTERNAL ASSESSMENT (CIA)

- 3.1** CIA comprises 60% of the total weightage of each paper. The minimum qualifying marks in the CIA component of each paper is

50% of the total marks assigned for CIA.

- 3.2 A minimum of 1/3rd of total CIA marks is allotted for the written form of tests. Remaining 2/3rd is allotted to seminars, presentations, case studies or any other relevant classroom activities.
- 3.3 The students will be informed about the CIA programs 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 and final CIA results will be displayed on the Students' Portal on the Website.

SECTION IV : ELIGIBILITY CRITERIA FOR APPEARING IN SEMESTER EXAMINATIONS

- 4.1 A student must have required attendance (refer Section 2.1) and condonation may be granted in exceptional cases.
- 4.2 A student must pay the semester fee by the notified last date. Students will be required to submit the examination form for the arrear papers (if any) and the examination fee for the arrear papers. Only those students who fulfil the eligibility criteria will be issued the admit card for the semester examinations.
- 4.3 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 Considering all the papers of Semesters I and II taken together, a student must pass in at least 50% of all papers / obtain at least 50% of total credits including practical papers.
- 5.2 Additionally, all the students will be eligible for promotion subject to the fulfilment of the requirements of minimum attendance.

SECTION VI: RE-ENROLMENT

- 6.1 A student who fails to qualify for 2nd Year may be permitted to re-enroll in the next Academic Session in the appropriate Semester either as a Casual or as a Regular student.
- 6.2 A student who has adequate attendance will be re-enrolled as a Casual student. A Casual student will have to appear only for Arrear paper / papers in the Semester Examination. A Casual student need not appear for CIA as his / her previous CIA marks will be carried forward. If only he/she has passed in the CIA of that subject in the concern semester. A Casual student will have to pay only a re-enrolment fee and the examination fee.
- 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 permitted to appear for CIA for all the paper. If, in the meantime, there has been a change in syllabus, the student will have to appear for the CIA and Semester Examination in the revised syllabus. Such a regular student will have to pay 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** A student must get a minimum of 50% marks in the ongoing assessment (CIA) and a minimum of 50% marks in the Semester-end examinations separately.
- 7.2** For Project Report, Dissertation and Comprehensive Viva voce also a student must get a minimum of 50% marks and for Non-Academic Activities, a student must get a minimum of 75% Marks.

SECTION VIII: ARREAR PAPERS

- 8.1** An Arrear Paper is one in which a student fails to secure the minimum pass mark. Arrear paper may arise either through failure or absence. This will be indicated in the Semester Mark Sheet. 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 the Ongoing Assessment (CIA) and Semester-end Examinations separately. However, a student will have to appear in the next appropriate semester only for the part (ongoing assessment or end term) in which he or she has failed / or was absent.

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

- 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.
- 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 50% 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 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 phones 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.

SECTION XIII: CREDIT AND GRADING SYSTEM

- 13.1** Total credit for the MBA Degree Program will be 128 For Batch of 2022-24) and 112 (For Batch of 2023-25), which includes 124/108 academic credits and 4 non-academic credits. Non- academic credits are composed of Social Credit, Co- curricular Credit, Extra Curricular Credit. One Academic Credit is considered as 10 contact hours in XBS.
- 13.2** No Academic credit will be awarded for a paper if the score for the paper is below 50%.
- 13.3** Non-Academic Credits can be earned through participation in conferences, workshops, social outreach programmes, sports and other extra-curricular activities within and outside the University with prior approval from the Dean / Prof.-in-charge from time to time.
- 13.4** A Student will not be awarded a degree without the completion of required Academic and Non-Academic Credits.
- 13.5** Grading system is mentioned in the following table:

Grade	Grade point	Marks Equivalents	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%	Fair
C	5	50% to 54%	Satisfactory
F	0	Below 50%	Fail
AB	Nil	0	Absent
X	Nil	0	Administrative penalty

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 50% and 59%.
- 14.3** A rank certificate will be issued to students who hold a position between 1st and 10th in the course and pass all papers in first attempt.

SECTION XV: MARK SHEET, MIGRATION CERTIFICATE ETC

- 15.1** Mark sheets and grade sheets will be issued separately.
- 15.2** A student can apply for the migration certificate only after the completion of the course.
- 15.3** For students debarred based on attendance, migration certificate will be issued only after the completion of the course.

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 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.		

Using unfair means during C.I.A.

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.

B. Disciplinary measures leading to expulsion

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

1. 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.

C. 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.

D. Disciplinary issues related to attending classes:

- Attendance will be taken at the beginning of a class and late comers will not be allowed to enter the class rooms.

- If a student is late, he / she is required to go to the library and wait till the next class begins.
- Strict silence must be observed during lectures. Students breaking this rule may be asked to leave the lecture room and subsequently, disciplinary actions will be taken against them.

Meeting the Vice-Chancellor	
Students :	9-30 a.m. to 10-00 a.m.
Parents :	10-30 a.m. to 11-00 a.m.
Others :	Strictly by appointment
Meeting the Registrar	
Students :	9-30 a.m. to 10-00 a.m. ; 3-30 p.m. to 4.30 p.m.
Others :	By appointment

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.
- Money orders, letters and any package addressed to students must be directed to their place of residence and not the University.

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. Dress Code :

- It is recommended that students come to University in simple and unostentatious dress suitable for an academic environment. The dress is required to be formal.
- While coming to University the students should dress keeping in mind the rich Indian culture.
- Any kind of captions or writings on shirts / T-shirts / Tops etc. is prohibited.

- (iv) For boys, only full length trousers are allowed.
- (v) For boys, round neck T-shirts, earrings or ear / chin / nose studs are strictly prohibited.
- (vi) Any kind of sleeveless top/shirt is not allowed.
- (vii) For girls skirts or shorts are not allowed.
- (viii) Loud hair colours and extreme hair styles for boys and girls are strictly prohibited.
- (ix) In case of failure to comply with these dress codes, appropriate actions will be initiated.

H. Smoking :

Smoking anywhere in the University campus is strictly prohibited.

I. Identity Card :

Each student is provided with an Identity Card. 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.

- The Identity Card must not be passed on for use to anyone else.
- If the Identity Card is lost, the Dean or Registrar's office must be informed immediately. A new Identity Card may be issued on payment of ₹300.
- In case of transfer or withdrawal from the University, this card must be returned to the University Office.

J. Mobile Phone :

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 of this code, ₹ 500/- fine will be imposed for the first offence. Thereafter the phone may be confiscated.

K. Posters :

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.

L. Parking :

- Entry of cars is allowed only with valid St. Xavier's University stickers.
- Scooters and motorcycles may be wheeled in and parked in the designated area.

- Students without helmets will not be allowed to park their two wheelers inside the University campus.
- The University takes no responsibility for the loss or damage of vehicles / bicycles.
- Good civic sense demands that cars and motor cycles are not parked on the pavement outside the boundary wall.

M. 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.

N. Transfer Certificates :

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

O. 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 to the Anti-Ragging Committee / Cell of the University.

P. Absence :

For long and repeated absences which could affect the required attendance percentage, **it is the student's responsibility** to keep a duplicate of the excuse letter submitted with the Dean's signature. The Medical Certificates and Prescriptions covering the period of illness must be submitted.

Q. Social Media Usage / Cyber Rules :

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.

The Vice-Chancellor is endowed with absolute authority to take final decision in such cases.

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 / re-admission
3rd Semester	15th June
2nd and 4th Semesters	15th December

6. Late Payment Charges

3rd Semester

16th June to 30th June	INR 1000
1st July to 15th July	INR 2,000

2nd and 4th Semesters

16th December to 31st December	INR 1000
1st January to 15th January	INR 2,000

MBA FEE STRUCTURE

- 1) **Admission Fee:** With the payment of this Admission Fee of **Rs. 30,000/-**, the admission of the candidate will be confirmed. He / she will be given few weeks' time from the date of paying the admission fee to pay the first semester – course related fee. Undergraduate students of St. Xavier's University, Kolkata will not be required to pay any admission fee for Post Graduate Degree Courses.
- 2) **Security Deposit (Refundable):** Each student will deposit **Rs. 5,000/-** as Caution Money in the first semester, which does not accrue any interest, and is refundable after the completion of the course and after deducting the dues, if any.
- 3) **Alumni Membership Fees:** Every student of MBA Program will be required to pay **Rs. 5015/-** (including GST), along with the course fees of 4th semester, towards the life membership fee of St. Xavier's University Kolkata Alumni Association (SXUKAA).
- 4) **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. and the same needs to be paid before the commencement of each Semester, failing which the student will not be permitted to attend lectures or use the facilities of the University. The chart below gives details of the break-up of the course fee.

Type of Fees	SEM I (₹)	SEM II (₹)	SEM III (₹)	SEM IV (₹)
Tuition Fees	2,05,000	2,05,000	2,05,000	2,05,000
Development	10,000	10,000	10,000	10,000
Library	10,000	10,000	10,000	10,000
Placement Skills	10,000	10,000	10,000	10,000
Industry Interface	10,000	10,000	10,000	10,000
Examination Fees	5,000	5,000	5,000	5,000
Computer & E-Facilities	5,000	5,000	5,000	5,000
Sports & Games	5,000	5,000	5,000	5,000
TOTAL	2,60,000	2,60,000	2,60,000	2,60,000

TENTATIVE ALMANAC FOR ODD SEMESTER 2023-24

MBA			
Sl. No.	Particulars	Sem. I	Sem. III
1.	Commencement of Classes	02-08-2023	03-08-2023
2.	Dates of CIA Examinations	04-10-2023 to 12-10-2023	
3.	Notification for End Semester Examinations	12-10-2023	12-10-2023
4.	SUBMISSION OF ARREAR FORM (START DATE)		
	a. Without Late Fee	12-10-2023	12-10-2023
	b. With Late Fee	19-10-2023	19-10-2023
5.	Last day of Instruction	21-11-2023	21-11-2023
6.	Beginning of Preparatory Leaves	22-11-2023	22-11-2023
7.	Commencement of End Semester Theory Examinations	30-11-2023	30-11-2023
8.	Commencement of End Semester Practical / Viva-Voce Examinations	14-12-2023	14-12-2023

TENTATIVE ALMANAC FOR EVEN SEMESTER 2023-24

MBA			
Sl. No.	Particulars	Sem. II	Sem. IV
1.	Commencement of Classes	02-01-2024	02-01-2024
2.	Dates of CIA Examinations	12-03-2024 to 20-03-2024	
3.	Notification for End Semester Examinations	01-04-2024	29-02-2024
4.	SUBMISSION OF ARREAR FORM (START DATE)		
	a. Without Late Fee	01-04-2024	29-02-2024
	b. With Late Fee	08-04-2024	07-03-2024
5.	Last day of Instruction	06-05-2024	28-03-2024
6.	Beginning of Preparatory Leaves	07-05-2024	29-03-2024
7.	Commencement of End Semester Theory Examinations	15-05-2024	03-04-2024
8.	Commencement of End Semester Practical / Viva-Voce Examinations	29-05-2024	10-04-2024

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

CALENDAR 2023 - 24

July 2023

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

August 2023

1	Tue	Commencement of U.G. Sem. I classes
2	Wed	Commencement of classes for U.G.(Law) Sem. I and P.G. Sem. I (including MBA), P.G. Science Sem. III classes
3	Thu	Commencement of U.G.(Law) classes for Sem. III, V, VII and IX and MBA Sem. III
4	Fri	
5	Sat	
6	Sun	
7	Mon	
8	Tue	
9	Wed	
10	Thu	
11	Fri	
12	Sat	
13	Sun	
14	Mon	
15	Tue	Independence Day — Holiday
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	

September 2023

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

October 2023

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

November 2023

1	Wed	
2	Thu	
3	Fri	
4	Sat	
5	Sun	
6	Mon	
7	Tue	
8	Wed	
9	Thu	
10	Fri	
11	Sat	
12	Sun	Diwali and Kali Puja
13	Mon	} Diwali — Holiday
14	Tue	
15	Wed	Bhatrdwiitya — Holiday
16	Thu	University Reopens
17	Fri	
18	Sat	
19	Sun	
20	Mon	
21	Tue	Commencement of end semester examinations for U.G. (Law) Sems. III, V, VII & IX
22	Wed	
23	Thu	
24	Fri	
25	Sat	
26	Sun	
27	Mon	Birth Anniversary of Guru Nanak — Holiday
28	Tue	
29	Wed	Commencement of end semester examinations for U.G. Sems. III & V and Law (U.G.) Sem. I
30	Thu	Commencement of end semester examinations for P.G. Sem. III (including MBA) and MBA Sem. I

December 2023

1	Fri	
2	Sat	
3	Sun	Feast of St. Francis Xavier
4	Mon	
5	Tue	
6	Wed	Commencement of end semester examinations for U.G. Sem. I
7	Thu	Commencement of end semester examinations for P.G. Sem. I
8	Fri	
9	Sat	
10	Sun	
11	Mon	
12	Tue	
13	Wed	
14	Thu	
15	Fri	Last date for the payment of semester & hostel fees for 2nd, 4th, 8th and 10th semesters
16	Sat	
17	Sun	
18	Mon	
19	Tue	
20	Wed	
21	Thu	
22	Fri	
23	Sat	Christmas holidays begin
24	Sun	
25	Mon	Christmas
26	Tue	
27	Wed	
28	Thu	
29	Fri	
30	Sat	
31	Sun	

January 2024

1	Mon	
2	Tue	University Reopens and classes begin
3	Wed	
4	Thu	
5	Fri	
6	Sat	
7	Sun	
8	Mon	
9	Tue	
10	Wed	
11	Thu	
12	Fri	Birth Anniversary of Swami Vivekananda — Holiday
13	Sat	
14	Sun	
15	Mon	
16	Tue	
17	Wed	
18	Thu	
19	Fri	
20	Sat	
21	Sun	
22	Mon	
23	Tue	Birth Anniversary of Netaji Subhash Chandra Bose — Holiday
24	Wed	
25	Thu	
26	Fri	Republic Day — Holiday
27	Sat	
28	Sun	
29	Mon	
30	Tue	
31	Wed	

February 2024

1 Thu

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

Saraswati Puja — Holiday

15 Thu

16 Fri

17 Sat

18 Sun

19 Mon

20 Tue

21 Wed

22 Thu

23 Fri

24 Sat

25 Sun

26 Mon

27 Tue

28 Wed

29 Thu

March 2024

1	Fri	
2	Sat	
3	Sun	
4	Mon	
5	Tue	
6	Wed	
7	Thu	
8	Fri	
9	Sat	
10	Sun	
11	Mon	
12	Tue	Commencement of CIA examinations
13	Wed	
14	Thu	
15	Fri	
16	Sat	
17	Sun	
18	Mon	
19	Tue	
20	Wed	
21	Thu	
22	Fri	
23	Sat	
24	Sun	
25	Mon	Dol Yatra — Holiday
26	Tue	Holi — Holiday
27	Wed	
28	Thu	Maundy Thursday — Holiday
29	Fri	Good Friday — Holiday
30	Sat	Holy Saturday — Holiday
31	Sun	Easter Sunday

April 2024

1	Mon	Easter Monday — Holiday
2	Tue	University Reopens
3	Wed	Commencement of end semester examinations for MBA Sem. IV
4	Thu	
5	Fri	
6	Sat	
7	Sun	
8	Mon	
9	Tue	
10	Wed	
11	Thu	
12	Fri	
13	Sat	
14	Sun	Ambedkar Jayanti
15	Mon	Bengali New Year — Holiday
16	Tue	
17	Wed	
18	Thu	
19	Fri	
20	Sat	
21	Sun	
22	Mon	
23	Tue	
24	Wed	Commencement of end semester examinations for U.G. Sem. VI and P.G. Sem. IV
25	Thu	
26	Fri	
27	Sat	
28	Sun	
29	Mon	
30	Tue	

May 2024

1	Wed	May Day — Holiday
2	Thu	
3	Fri	
4	Sat	
5	Sun	
6	Mon	
7	Tue	
8	Wed	Rabindranath Jayanti — Holiday
9	Thu	
10	Fri	
11	Sat	
12	Sun	
13	Mon	
14	Tue	
15	Wed	Commencement of end semester examinations for U.G. Sems. II and IV, P.G. Sem. II (including MBA) and U.G.(Law) Sems. II, IV, VI, VII
16	Thu	
17	Fri	
18	Sat	
19	Sun	
20	Mon	Commencement of end semester examinations for U.G. (Law) Sem. X
21	Tue	
22	Wed	
23	Thu	Buddha Purnima — Holiday
24	Fri	
25	Sat	
26	Sun	
27	Mon	
28	Tue	
29	Wed	
30	Thu	
31	Fri	

June 2024

1	Sat	
2	Sun	
3	Mon	
4	Tue	
5	Wed	
6	Thu	
7	Fri	
8	Sat	
9	Sun	
10	Mon	
11	Tue	
12	Wed	
13	Thu	
14	Fri	
15	Sat	Last date for the payment of semester and hostel fees for 3rd, 5th, 7th and 9th semesters
16	Sun	
17	Mon	Id-Ud-Zoha — Holiday
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	

July 2024

1 Mon
2 Tue
3 Wed
4 Thu
5 Fri
6 Sat

7 Sun

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

14 Sun

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

21 Sun

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

28 Sun

29 Mon
30 Tue
31 Wed

Memoranda

Phone Numbers

University Reception	: 033 6624 9881
Office of the Vice-Chancellor	: 033 6624 9812 / 9818 / 9815
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's Office - Science	: 033 6624 9857
Ph.D. Coordinator (Office)	: 033 6624 9876
I.T. Office	: 033 6624 9853 / 9851 / 9899
CoE's Office	: 033 6624 9841 / 9844
Admission Officer	: 033 6624 9896
CICE Ex-Director (Office)	: 033 6624 9854
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
Liaison Officer	: 033 6624 9813
Placement Officer	: 033 6624 9856 / 9814
Placement Office	: 033 6624 9852
Sports Officer	: 033 6624 9834
Librarian (General Library)	: 033 6624 9826
Law Librarian	: 033 6624 9808
IQAC Coordinator (Director)	: 033 6624 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