



St. Xavier's College

Ranchi - 834 001



HAND-BOOK
Calendar 2018-19



St. Xavier's College

Ranchi - 834 001

(AUTONOMOUS)



Hand Book
&
Calendar

2018 - 19

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5. GENERAL GUIDELINES FOR CHOICE BASED CREDIT SYSTEM

The Ministry of Human Resource Development in its meeting held on 6th Jan. 2015 at Vigyan Bhavan with State Education Ministers/ Principal Secretaries of Education decided to implement Choice Based Credit System (CBCS) across the universities and colleges from the academic session 2015-16. The following issues are to be addressed :

- i) Semesterization of Curricula
- ii) Restructuring of syllabi in the form of modules
- iii) Standardization of Examination; and
- iv) Switching-over from numeral marking system to Grading System.

The University Grant Commission has developed course curriculum for undergraduate course under Choice Based Credit System, which St. Xavier's College, Ranchi has adopted from the academic session 2015-16. The main feature of CBCS is - that Three Years' Degree Course will be divided into six semesters. There will be 14 core papers (C); 4 Generic Electives (GE); 2 Ability Enhancement (AEC); 2 Skill Enhancement (SEC) and 4 Discipline Specific course (DSE) which is to be followed and a total number of 140 credits have to be earned to get a graduate degree.

The students are expected to be regular in the class so as to follow the above courses strictly and sincerely.

RULES ABOUT EXAMINATIONS :

All programmes at St. Xavier's College (Autonomous) Ranchi will follow the Semester-based credit (CBCS) system. The end-semester examination for the odd Semesters (1,3,5) will be in December and that of the even -semester (2,4,6) will be in May. There will be mid-semester examination prior to end-semester examination in certain papers for 30/25 marks. The 30/25 marks can be divided for attendance, assignments, seminar and one hour written test (Department-wise it may vary).

The final result of a candidate of B.A./B.Sc./B.Com./Vocational Programme will be determined on the basis of his score in all courses that is core, AECC, SEC, GE and DSE.

Improvement Examination shall be allowed to a student only within a year from the publication of the final result, where he has been declared “pass”, he must apply for the improvement examination within thirty days from the publication of the final result. One can take maximum of three papers for improvement. The students shall be required to appear both in Mid- Semester and End-Semester examination of the paper chosen for improvement along with the regular students.

A student of U.G. programme will be registered for 6 years and that of P.G. Programme for 4 years. The registration of MCA (P.G. programme) is valid for 6 years.

ATTENDANCE REQUIREMENTS :

A students must attend every lecture, tutorial and practical classes given in all the subjects mentioned above (C, GE, DSE, AECC, SEC). The attendance requirement will be a minimum of 75% of the given classes in each course separately. If the overall attendance in a semester falls below 60%, he/she will not be promoted to the next higher semester in any case. In case of personal life- threatening sickness, NCC, NSS, Participating in National level Sports, representing College for any event and Arm forces interview or test, the absence beyond 25% may be condoned. In each of the above cases a prior permission of the Principal must be obtained.

PROMOTION TO HIGHER SEMESTERS :

Promotion of a student from an even semester to the next higher semester is subject to certain conditions given below.

In every case, a student must have a minimum of 60% aggregate attendance for promotion to the next semester.

Promotion from Semester 1 to 2 : The Student should have 60% of attendance in aggregate in Semester 1. Number of credits earned is not a requirement for this promotion.

Promotion from Semester 2 to 3 : A student should have 60% of attendance in the aggregate in Semester 2 and should have earned a minimum of 50% credits in all courses up to Semester 2.

Promotion from Semester 3 to 4 : A student should have 60% of attendance in the aggregate in Semester 3. Number of credits earned is not a requirement for this promotion.

Promotion from Semester 4 to 5 : A student should have 60% of attendance in the aggregate in Semester 4 and should have earned a minimum of 75% credits in all course up to Semester 4.

Promotion from Semester 5 to 6 : A student should have 60% of attendance in the aggregate in Semester 5. Number of credits earned is not a requirement for this promotion.

A student, who has not been promoted to the next semester will have to appear at the End-Semester examination with students of the next batch. He will have to take both the mid-sem and end-sem examinations.

SYSTEM OF GRADING :

Courses under the CBCS will be evaluated on the basis of the 10 points grade (O, A+, A, A - ,B+, B, C, P , F and Ab).

AWARD OF DEGREE / DIPLOMA / CERTIFICATE

All degrees shall be awarded by Ranchi University, Ranchi ,whereas the Certificate/ Diploma shall be awarded by St. Xavier's College, Ranchi.

UNFAIR MEANS :

At the back of every admit card 'unfair means' is defined and described. If anybody is caught using and helping others to use means which is not permissible by Examination rules under section 4.13-Academic Manual will be treated as using unfair means. The student will be expelled for one year.

6.0 COLLEGE RULES AND REGULATIONS

6.1 COLLEGE RULES

6.1.1 Class Hours

1. The Commerce classes begin at 6.45 a.m. and end at 9.55 a.m. The Arts and Science classes run from 10.00 a.m. to 3.45 p.m. The Evening Section classes are conducted from 2.10 p.m. to 6.30 p.m.
2. The first bell for the class is rung five minutes before the commencement of the forenoon session and second bell at the commencement of the class. A bell is rung at the end of each period.
3. At the first bell before each class the students shall go to their respective classes and take their seats so as to be present when the teacher enters.

- No student shall leave the classroom during the lecture without the permission of the teacher.

6.1.2 Leave of Absence

1. A student who requires leave for a class hour or more must apply for it in writing to the Head of the Department.
2. A student who applies for leave for a day or more must do so in writing countersigned by the parent/guardian. For Commerce, Arts and Science students the applications forwarded by the Vice Principal and must be submitted to the Head of the Department to be filed in the department itself.
3. The evening section students should submit their applications to the Prof.-in-Charge of Evening section.
4. A student who applies for leave on medical ground should attach a medical certificate along with the prescription, to his/her application from a Registered Medical Practitioner. Such an application must reach the concerned authority as mentioned above within five days of student's return to the class. The concerned Coordinator/Prof.-in-charge/Principal reserves the right to sanction or deny the leave.
5. A students should attend classes regularly and should have more than 75% attendance.
6. Continuous absence without leave for more than a month will render a student liable to have his/her name struck off the rolls of the college.

6.1.3 Admission

1. At the time of admission into Degree first year each student must pay the full fees at the beginning of the academic session itself. No partial payment is allowed, unless otherwise directed.
2. For Degree second and third year admission, every student must pay at least part of the fees at the beginning of the academic session itself failing which his name will not be entered in the admission and attendance registers.
3. The students of Degree Vocational Courses are allowed to pay the fees in two instalments. However, if a student leaves

the course in the middle of three-year duration, he/she will have to pay full fees of all the one-year. The College Leaving Certificate will not be given unless this condition is fulfilled.

4. Students who have passed the Intermediate courses in this college cannot demand admission into Degree classes as a matter of right.
5. Request for transfer from Evening Section to Day Section WILL NOT BE ENTERTAINED.
6. Once a Honours subject is granted no change is allowed.

6.1.4 CERTIFICATES

1. The College Leaving Certificate (CLC) will be granted under the following conditions :
 - A clearance slip of all the dues should be produced.
 - CLC request slip should be signed by the Vice-Principal of the college.
 - Duly signed request slip must be produced in the T.C. office and at least 48 hours time should be given before claiming the CLC.
2. Students admitted afresh should note that original certificates (T.C., Conduct etc.) submitted at the time of admission will never be returned.
3. The official conduct certificate is a document, which a student has to earn by his/her good conduct and behaviour during his/ her stay in the college and will be issued by the Principal only. It will not be issued as a matter of course and the Principal may refuse the conduct certificate to any student whose conduct, in his opinion, has not been satisfactory.

6.1.5 CAMPUS DISCIPLINE

1. Students attending classes, meetings or other gatherings within the college campus are expected to be presentably dressed in accordance with the approved etiquette dress code.
2. When a student meets a member of the staff for the first time in the day, he/she must greet him/her appropriately.

3. Students are forbidden to smoke in the college premises or near the gate, to write or make any mark on the walls or desks, throw paper or ink about the floors of the classrooms or corridors.
4. Students are not allowed to loiter or stand about the verandahs or corridors of the college during class hours.
5. Students are forbidden to gather near the gate of the college or in the entrance premises between the gate and the hall.
6. Chewing pan or eating pan parag and smoking is strictly forbidden in the college campus. Such students may be fined if they are caught.
7. The College reserves the right to dismiss at any time a student for serious indiscipline.
8. Students are allowed to keep their cell phones and walkman on switch mode when the classes are going on. Defaulters' set will be confiscated if they are caught.

6.1.6 RULES ON DECENCY

St. Xavier's College, Ranchi promotes dignity and respect to every human person. Dignity and respect comes when one decently presents himself/herself through dress he/she wears as well as one presents himself/herself through behavior and speech. The students attention is drawn to these points :

1. Students are strongly recommended not to wear Trousers with more than four pockets and tight T-shirt, round collar T-shirt, dark glasses.
2. Girl students are recommended to tie their hair properly and not to come with flowing hair.
3. Girl students are requested not to wear sleeveless dress, short tops & Tight Jeans and capries.

Students are directed :

- not to use sunglasses and caps in classes
- to use decent language and to have concern for others
- not to loiter in corridor and disturb classes
- not to use cell phone in the classrooms and corridors.

Cell phone can be confiscated by any professor/ authorities if misuse is detected.

- not to use recorded music in mobile phone while sitting on the stage, shade and Quadrangle or any where in the college premises.
- not to smoke inside the college campus.

6.1.7 PARKING

1. The bicycles and two wheelers are to be parked in the allotted parking places only. Students are directed to make vehicles pass.
2. Students are requested to lock properly their vehicles. The college does not take any responsibility if the vehicle is stolen.

Students are not allowed to bring cars, vans, jeeps and other four wheelers in the college campus. The parking rules have to be followed strictly. There is a requisite fee to be paid for parking to the college.

6.1.8 IDENTITY CARD

1. The Vice-Principal's office of the college will issue the Identity card after being dully filled-in by the candidate.
2. Every student shall carry the Identity Card with him/her daily to the college. Any staff member, a lawful authority of the college has the right to ask a student to produce it at any time.
3. The Identity Card should be shown to the authorities concerned before entering the Reading room or the Laboratories.

6.1.9 ATTESTATION

1. The forms to be signed or documents to be attested should go to the Vice Principal.
2. Sufficient time should be given for this process.
3. During the holidays no attestation will be done.

6.1.10 NSS, NCC, AICUF

1. The college has NCC and NSS units and the students are encouraged to join these units.



2. NSS unit is open to girl students also.
3. AICUF stands for All Indian Catholic University Federation. It strives to train leaders, creates awareness about the rights and duties towards society and become 'men and women for others'. The National Centre is in Chennai. Its membership is open to all.

6.1.11 WOMEN'S FORUM

1. The college has a well organized Women's Forum. Girl students, especially at the degree level are earnestly exhorted to take an active part in the activities of the Forum. This Forum organizes various activities for the integrated development of girl students like personality development seminars, career orientation, life preparation courses etc.

6.1.12 SPORTS, GAMES and Gym

1. Games facilities are available in the college for volleyball, basketball, hockey, cricket, football, badminton and indoor games.
2. Proper environment must be maintained in the common room while playing indoor games and while watching TV.
3. Students should not take away the newspapers, magazine from their respective places.
4. For body fitness Gym is available. This facility is available by paying Annual fee or half yearly fee.

College Canteen

1. Boys and Girls are allowed to go to the canteen. A mutual respect is expected from all.
2. Canteen is opened at 6.30 a.m.-6.00 p.m. during holidays it remains closed.
3. Canteen is to provide you light refreshment; Student are advised not to sit longer than 20 minutes.

College Ground

1. Students are allowed to sit and relax during leisure hours but not to prolong for hours and are expected to keep the place clean.
2. During class hours playing football, Basketball, cricket or hockey is not allowed.

6.1.13 PHOTOCOPYING FACILITIES

1. The college offers photocopying facilities for the staff and students, at the rate of Rs. 1 per normal page. This facility is available in the Xerox Room on the second floor of the Vocational Building as well as near the College gate.

6.1.14 AUDIO-VISUAL EDUCATION

1. The college provides audiovisual facilities to the teachers as well as to various societies for their activities.
2. Mostly these facilities will be utilized for Vocational Courses.
3. In the common room TV is available to view the programme. The viewing of channels will be controlled by the in-charge.

6.1.15 THE COLLEGE LIBRARY

1. The college library has more than 1 Lac books and journals. The members of the college are expected to make best use of the library.
2. The Identity Card of the college should be produced along with a requisition slip with the request for a book.
3. Books from the Central Library will be issued according to the time schedule shown on the library board.
4. Degree as well as Honours students are allowed to borrow two books at a time. Honours students may also get books from their respective departments.
5. The books may be kept for a period of two weeks. A fine of 50 paise will be charged per day for late returning of books.
6. After the final clearance, Central Library books will not be issued except to those who deposit Rs.50/- as Caution

deposit with the Librarian. Even then books will not be issued to students who habitually break library rules. The caution money will be returned later.

- The college reading room remains open on class days from 6.00 a.m. to 6.00 p.m. The library remains closed on Sundays and Holidays.

PAYMENT OF FEES

Fees are to be paid before the last day of each month on the following days of the week.

Faculties : Arts and Commerce		
Class	Days	Time
I Year	Monday	9.00 a.m. - 3.00 p.m.
2 Year	Tuesday	-do-
Semester I & II	Wednesday	-do-
Semester III & IV	Thursday	-do-
Semester V & VI	Friday	-do-
Faculty : Science		
I Year section A	Monday	9.30 a.m. - 3.00 p.m.
I Year section B	Tuesday	-do-
II Year section A	Wednesday	-do-
II Year section B	Thursday	-do-
Semester I & II	Friday	-do-
Semester III & IV	Saturday	-do-
Semester V & VI	Saturday	-do-

- Defaulters will be fined Rs. 50/- for each month of delay in paying the fees.
- Fine will not be condoned and extension will not be granted even if the last day of the month is calendar holiday.
- Fees may be paid in cash or sent by M.O. or D.D. to the "Principal, St. Xavier's College, Ranchi." The purpose for which the amount is sent the sender's name and address should be stated in block letters.

CALENDAR

2018-19

JULY - 2018

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST - 2018

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SEPTEMBER - 2018

S	M	T	W	T	F	S
30						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

OCTOBER - 2018

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER - 2018

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

DECEMBER - 2018

S	M	T	W	T	F	S
30	31					1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

JANUARY - 2019

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY - 2019

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

MARCH - 2019

S	M	T	W	T	F	S
31					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

APRIL - 2019

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY - 2019

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE - 2019

S	M	T	W	T	F	S
30						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

