

ADMISSION POLICY DOCUMENT



St. Xavier's College, Burdwan

A Jesuit Institution

(Affiliated to the University of Burdwan)

ADMISSION POLICY OF ST. XAVIER'S COLLEGE, BURDWAN

St. Xavier's College, Burdwan is a Christian Minority Self- Financing College affiliated to the University of Burdwan, administered under the provisions of the Indian Constitution, to promote the welfare of the Minority community. The college adheres to the West Bengal Government Policy on the Admission and Admission Policy the admission guidelines and instructions of its affiliating university with regard to beginning and ending of the admission. However, due to its Christian Minority Status it has certain rights and powers of its own to frame its policy as far as admitting the Catholic/ Christian students on priority basis is concerned without depriving the deserving student candidates from other communities, especially socially marginalized and economically backward Scheduled Tribe/Castes, specially challenged, as well as other backward classes and general communities and those who are outstanding in games/sports without any discrimination or biasness from getting admission to the institution provided they fulfil the admission requirements laid down by the university.

Admission Procedure for Undergraduate Courses:

- 1) Applicants must have passed the Higher Secondary (Class 12) Examinations conducted by the West Bengal Council of Higher Secondary Education (WBCSE) in 10+2 pattern after a period of twelve years of study or an examination by other boards recognized as equivalent by the University of Burdwan.
- 2) Applicants from ISC, CBSE, National Open School (NIOS) or other recognized Boards must have passed in at least four subjects (excluding Environmental Studies) with English as compulsory subject.
- 3) All applicants who have passed the 10+2 Examination shall be admitted in terms of the new CBCS curriculum Regulations 2017*.
- 4) A candidate pursuing Honours in a language shall not be allowed to take up the same subject as General Elective.
- 5) For admission to Undergraduate Course, there should not be a gap of more than 3 years** between the year of Higher Secondary / Equivalent exam and the year of admission in undergraduate course.
- 6) Applicant can opt to apply online through the college website by filling in the required information against the online payment. Forms can also be filled in offline by purchasing the admission form from two campuses and submitting the filled in form at the office.
- 7) In all matters with regard to admission, Principal is the final authority.

Eligibility Criteria: Minimum Marks for Accepting Application Forms:

- 1.** For Honours Courses an applicant must have obtained either (i) 55% marks in the aggregate or (ii) 50% marks in the aggregate with 60% marks in the subject seeking admission for.
- 2.** For SC/ST Candidates the minimum marks for eligibility to apply for admission to Honours courses is (i) 50% marks in the aggregate or (ii) 45% in the aggregate with 60% in the subject applied for.
- 3.** Eligibility Criteria for S.C. /S.T. Candidates for Honours and General courses are as subject to candidate's submission her/his original caste/tribe certificate as issued by the relevant/competent authorities of the Govt. of West Bengal only [i.e. SDO/ADM/DWO (District Welfare Officer) of all Districts and Sub-divisions of West Bengal] before the closing date of application.
- 4.** Candidates with physical disability (of any kind), sports persons should be able to produce the requisite certificates at the time of admission.
- 5.** Candidates are encouraged to apply for more than one Honours subject indicating an order of priority.
- 6.** Honours Students will be selected on the basis of merit. Merit List will be uploaded on the website.
- 7.** There is a separate list of students who belong to the Catholic Christian Religion and in their absence, candidates of other Christian denominations.
- 8.** On being admitted, the student shall immediately submit the following documents (Original along with attested photocopies):
 - a)** Class XII Statement of Marks
 - b)** Class XII copy of admit card (Hall Ticket)
 - c)** Baptism Certificate (for Minority Community - Christians)
 - d)** Caste Certificate (wherever applicable)
 - e)** Documentary Evidence for Special Category status
 - f)** Passing Certificate (required for getting Eligibility Certificate)
 - g)** Migration Certificate (required for getting Eligibility Certificate)
- 9.** Once the selected candidate fails to appear for admission on the last date of the admission he forfeits his/her chance for admission. His/her admission on later date will depend on the availability of seat in the Course/Subject applied for.

10. Admission will be considered complete only when full fees towards admission are paid (against the official receipt) and the name of the applicant appears on the relevant rolls. Only the Principal can condone the payment in full or allow payment in part.

11. Once admitted to the college, a regular course of study shall mean attendance in at least 75% of the classes actually held. And hence, every student shall have to attend at least 75% of the classes actually held in a year/session to sit for any Internal Assessments and subsequent University Semester Examination.

Please Note:

*In any case, if a candidate obtains marks lower than the minimum qualifying marks prescribed by the University / Appropriate Authority for admission to the relevant course, s/he will not be eligible for admission.

**The applicants with a gap of more than 3 years from the date of their passing Class 12 may be considered for admission provided their gap is condoned by the University Registrar on submission of a prayer clearly stating the reason for the gap.



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