



Common Rules and Regulations:

1. EXAMINATION RULES:

1.1 Admission to Examination Hall:

- a) On each day of examination, the students will be allowed to enter the Examination Hall on production of Valid College ID cards/Admit cards of the concerned examination.
- b) Generally ,no student will be admitted into enter the Examination Hall or given question paper 15 minutes after the commencement of the examination, but in very special circumstances may extend this time limit up to 20 minutes or more in consultation with the Principal of the College.
- c) The identity of each student will be checked and verified with the photograph on his/her ID card. The signature of the candidate in the attendance sheet must be identical with that of ID card.
- d) For every examination the students should sit only in the place allotted to them.

1.2. Ringing of the bell:

- (a) Fifteen minutes before the commencement of the Examination each day, a warning bell shall be rung for the examinees to take their seats and for distribution of answer-scripts to the examinees.
- (b) Five minutes before the commencement of examination a bell will ring for each session for distribution of question papers to the examinees but the examinees shall not write answer before the commencement of examination.
- (c) A bell will ring at the commencement of the examination.
- (d) The bell will again ring 15 minutes before the completion of the examination when no candidates shall be allowed to leave the examination hall/room.
- (e) At the end of examination a final bell shall be rung.

1.3 Students must not have:

- (a) Leave the exam room temporarily or permanently during the first 60 minutes of the examination;
- (b) Take away any exam stationery from the exam room/hall excepting the question papers at the end of the examination;
- (c) Bring into the exam room any books, notes, log tables, bags dictionaries, any electronic device e.g. cell phones, other than non-programmable calculators;
- (d) Write anything on the question papers;

- (e) Start writing until told to begin by the invigilator;
- (f) Ask for additional sheets until the old one is practically complete;
- (g) Attempt more questions than that required as per instruction on the question. (For instance if a question paper requires 6 questions to be answered and a candidate answers 7 or more, then only the first 6 answers will be examined).
- (h) Attend examination while seriously sick or suffering from any contagious or infectious diseases.
- (i) Use any unfair means.

1.4 STUDENTS MUST:

- (a) Obey all instructions by the invigilator;
- (b) Place their Admit Cards on their desks where the invigilator can see them;
- (c) Check that they have no unauthorized materials on their desks; use only the college exam stationery for all work including all rough.

2. RULES REGARDING ATTENDANCE:

According to U.Reg. 3(UG) of Burdwan University, the regular attendance of 75% is compulsory for every course to be eligible for Semester exams. Attendance is obligatory in the College. Students are expected to attend classes every day without fail. Excuse slip is to be obtained from the Vice-Principal for absence longer than 5 classes. For long and repeated absences which could affect the required attendance percentage, it is student's responsibility to keep a duplicate of the excuse letter submitted, with the Vice-Principal's signature.

Condonation is allowed for attendance of not less than 55% in each subject. A student who has attendance between 55% and 74% in any subject on grounds of illness, involvement in co-curricular or extra-curricular activities (as approved by the College) will have to seek condonation from the Principal / Vice-Principal.

- (a) In case of illness, a student must submit a medical certificate along with an application for leave. Leave application must be submitted within three days of the student's absence. Submission of leave-application in itself will not ensure condonation.
- (b) In case of co-curricular activities or extra-curricular activities, a student must obtain prior approval in writing from the Vice-Principal / Dean and obtain written confirmation of his / her participation from the concerned authorities. While calculating the attendance percentage of the students representing the College in NSS, cultural activities & sports due consideration will be given.
- (c) A student who is condoned will have to pay a condonation fee as per the notification.

A student will be debarred from appearing for the Semester Examination in which he/she has less than the required attendance without condonation fee.

The name of a student who is continuously absent for 15 working days without submitting any information to the College will be struck off the College Rolls and form fill up for Semester Examination will not be done.

Attendance at Internship – If the internship is approved by the College, certificate of the competent authority of the respective organisation is needed.

All the scholarship/fee concession holders should earn (90%) of attendance, failing which the entire scholarship/fee concession amount has to be refunded to the college.

At the end of each month, students can take assistance of the faculties of their respective departments from the attendance committee or their HODS regarding their attendance percentage. In case of any discrepancy they can write an application to the Principal.

3. CURRICULUM- EVALUATION:

3.1. Continuous Internal Assessment (CIA) for CBCS and CCFUP-NEP based courses

The Continuous Internal Assessment (CIA) consists of

- Class Tests (10+10 marks)
- Semester Examination (60+60 marks)
- Assignments & PPT (20 marks)
- Attendance (5 marks)

The structure for the CIA is as follows:

Examination Structure and Marks Allotted for each Paper

<i>Assessments</i>	<i>Class Test 1</i>	<i>Mid Sem</i>	<i>Class Test 2</i>	<i>End Sem</i>	<i>Assignment & PPT</i>	<i>Total</i>
Marks Allotted	10	60	10	60	20	160

**Attendance Structure and Marks Allotted for each
Paper**

Attendance Percentage	90% and above	75% to 90%	60% to 75%	50% to 60%
Marks Allotted	5	4	3	2

** Marks obtained out of 160 is converted to 10. CIA marks obtained out of 10 and attendance out of 05 will be the final Continuous Internal Assessment (CIA) Marks sent from college to University.

The Mid and End Semester examination will be conducted as per the University Examination pattern. Students who have been absent for examinations due to illness or any other serious reasons must submit an application along with relevant documents before the end of the examinations. If the absence is justified, the fact will be taken into account and necessary arrangements will be made for such students.

3.2. Choice Based Credit System: (w.e.f. 2017-18)

According to The University of Burdwan, under the CBCS the main components of the Honours Courses are as follows:

1. Core Course:

A course, that should compulsorily be studied by a candidate as a core requirement, is termed as a core course.

2. Elective Course:

Generally a course, which can be chosen from a pool of courses and which may be very specific or specialized or advanced or supportive to the discipline/ subject of study or which provides an extended scope or which enables an exposure to some other discipline/ subject/ domain or nurtures the candidate's proficiency/ skill, is called an Elective Course. There are two types of Elective Courses a student has to study

3. Discipline Specific Elective (DSE) Course:

A course, which may be offered by the main discipline/ subject of study, is referred to as Discipline Specific Elective.

4. Generic Elective (GE) Course

An elective course, chosen generally from an unrelated discipline/ subject of study with an intention to seek an exposure, is called a Generic Course.

N.B.:- A Core Course, offered in a discipline/ subject, may be treated as an elective by other discipline/ subject and vice-versa and such electives may also be referred to as Generic Elective.

4.1 Dissertation/ Project

An elective course, designed to acquire special/ advanced knowledge, is termed as dissertation/ project. This is considered as a special course involving application of knowledge in solving/ analyzing / exploring a real life situation/ difficult problem. A dissertation/ project work will be of 6 credits. A dissertation/ project work may be given in lieu of a Discipline Specific Elective.

5. Ability Enhancement Courses (AEC) :

The Ability Enhancement (AE) Courses may be of two kinds- Ability Enhancement Compulsory Courses (AECC) and Skill Enhancement Courses (SEC).

5.1. Ability Enhancement Compulsory Course (AECC):

These are the courses based on the contents that lead to knowledge enhancement and consist of Environmental Studies & English/ MIL Communication. These are mandatory for all disciplines.

5.2. Skill Enhancement Courses (SEC):

SEC are value- based and/ or skill- based and are aimed at providing hand-on-training, competency, skill etc. It will be minimum 2 for Honours Courses and 4 for General Courses. These may be chosen from a pool of courses designed to provide value- based and/ or skill-based knowledge would contain both theory and lab / hands-on-training/ field work. The main purpose of these courses is to provide the students life-skill in hands-on-mode so as to increase their employability.

The framework for 3 years B.A./B.Sc./B.Com Honours Curriculum under CBCS is as follows:

Types of Papers for B.A./B.Sc./B.Com. Courses under UG CBCS (w.e.f. 2017-18)

<i>Course Components</i>	<i>Number of Papers</i>	<i>Names of the Papers</i>
Core Courses (CC)	14	CC 1, CC 2, CC 3, CC 4, CC 5, CC 6, CC 7, CC 8, CC 9, CC 10, CC 11, CC 12, CC 13, CC 14
General Elective (GE)	04	GE 1, GE 2, GE 3, GE 4
Discipline Specific Elective (DSE)	04	DSE 1, DSE 2, DSE 3, DSE 4
Ability Enhancement Compulsory Course (AECC)	02	AECC 1, AECC 2
Skill Enhancement Course (SEC)	0	SEC 1, SEC 2
Total Papers	26	

Semester-wise Distribution of Papers, Credits and Marks for B.A./B.Sc./B.Com. Honours Courses under CBCS (w.e.f. 2017-18)

Course Component	First Year		Second Year		Third Year		Total Credits
	Semesters						
	I	II	III	IV	V	VI	
Core Course (CC) Credit 6 each Paper 60 marks each Paper ESE	CC 1 CC 2	CC 3 CC 4	CC 5 CC 6 CC 7	CC 8 CC 9 CC 10	CC 11 CC 12	CC 13 CC 14	84
General Elective (GE) Credit 6 each 60 marks each Paper ESE	GE 1	GE 2	GE 3	GE 4			24
Discipline Specific Elective (DSE) Credit 6 each 60 marks each Paper ESE					DSE 1 DSE 2 (Choice based)	DSE 3 DSE 4 (Choice based)	24
Ability Enhancement Compulsory Course (AECC) Credit (4+2) each paper (100+50 marks)	AECC 1 (Environmenta I Studies) 100 marks	AECC 2 (Comm. English) 50 marks					06
Skill Enhancement Course (SEC) Credit 2 40 marks each Paper ESE			SEC 1 (Choice based)	SEC 2 (Choice based)			04
Total No. of Papers	4	4	5	5	4	4	26
Total No. Credits	22	20	26	26	24	24	142
CIA Marks	45	45	70	70	60	60	350
ESE Marks	280	230	280	280	240	240	1550
Total Marks	325	275	350	350	300	300	1900

CIA – Continuous Internal Assessment; ESE-End Semester University Examination

** Internal Assessment for Core Course 15 marks; General Elective 15 marks; Skill Enhancement 10 marks, Ability Enhancement 1 20marks Project

Semester-wise Distribution of Papers and Marks for BBA Honours Courses under CBCS (w.e.f. 2017-18)

Papers CIA for each paper 20 marks End Semester Examination for each paper 80 marks	First Year			Second Year			Third Year			
	Semesters									
	I	II	III	IV	V	VI				
	Compulsory Papers						Electives Papers			
							A	B	C	D
	BBA 1.1	BBA 2.1	BBA 3.1	BBA 4.1	BBA 5.1	BBA 6.1				
	BBA 1.2	BBA 2.2	BBA 3.2	BBA 4.2	BBA 5.2	BBA 6.2				
	BBA 1.3	BBA 2.3	BBA 3.3	BBA 4.3	BBA 5.3	BBA 6.3				
			BBA 3.4	BBA 4.4		BBA 6.4 Internship based Project Work and Viva (70+30)				
						BBA 6.5 (100) Grand Viva				
CIA Marks	60	60	80	80	60	60				
ESE Marks	240	240	320	320	240	240				
Total Marks	300	300	400	400	300	300 +{(70+30) +100}=500				
Grand Total	2200									

CIA – Continuous Internal Assessment; **ESE**-End Semester University Examination

Semester-wise Distribution of Papers and Marks for BCA Honours Courses under CBCS (w.e.f. 2017-18)

Papers	First Year		Second Year		Third Year	
	Semesters					
	I	II	III	IV	V	VI
CIA for each Paper is 20 marks	BCA 101	BCA 201	BCA 301	BCA 401	BCA 501	BCA 601 Elective 1
	BCA 102	BCA 202	BCA 302	BCA 402	BCA 502	BCA 601 Elective 2
ESE for each paper is 80 marks	BCA 103	BCA 203	BCA 303	BCA 403	BCA 503	BCA 601 Major Project
	BCA 104	BCA 204	BCA 304	BCA 404	BCA 504	
	BCA 105	BCA 205	BCA 305	BCA 405	BCA 505	
	BCA 106	BCA 206	BCA 306	BCA 406	BCA 506	
	BCA 107	BCA 207	BCA 307	BCA 407	BCA 507	
CIA Marks	140	140	140	140	140	60
ESE Marks	560	560	560	560	560	240
Total Marks	700	700	700	700	700	300
Grand Total	3800					

CIA – Continuous Internal Assessment; ESE-End Semester University Examination

Marks Distribution for Theory and Practical Papers

Type of Paper	Marks Allotted	
	Theory	Practical
Theory	60	
Theory +Practical	40	20
Practical		40

****All the students taking admission to UG CBCS framework (w.e.f. 2017-18) are advised to verify all curriculum related details from the following link**

<https://www.scribd.com/document/492435829/BU-UG-Reg-CBCS-w-e-f-2017-18-Final#>

2.3. General Combination under CBCS:

Students are advised to choose their General Elective (GE) papers from the following group of combinations:

Courses	General Elective	Courses	General Elective	Courses	General Elective
B.Sc. Computer Sc.	Mathematics Statistics	B.Sc. Biotechnology	Generic General Electives	B.Sc. Geography	Mathematics Economics
Courses	General Elective	Courses	General Elective	Courses	General Elective (Any Two)
B.A. English	1. History 2. Political Sc. 3. Economics	B.A. Sociology	1. Economics 2. History/English 3. Political Science	B.A. Geography	1. Economics 2. English / History 3. Political Science
Courses	General Elective				
B.Com.	Economics	Indian Economics	Business Mathematics	Business Statistics	

2.4. Credit & Curriculum Framework for Under Graduate Programme (CCFUP) for National Education Policy (NEP) (w.e.f. 2023-24)

The National Education Policy, 2020 is being implemented following the course structure formulated by the University of Burdwan since 2023. Under this curriculum framework a student will study four years-eight semesters under graduation course. In this structure a student will study the following papers

2.4.1 Major Course

The major would provide the opportunity for a student to pursue in-depth study of a particular subject or discipline. Advanced-level disciplinary/interdisciplinary courses, a course in research methodology, and a project/dissertation will be conducted in the seventh semester. The final semester will be devoted to seminar presentation, preparation, and submission of project report/dissertation. The project work/dissertation will be on a topic in the disciplinary programme of study.

2.4.2 Minor Course

Students will have the option to choose courses from disciplinary/interdisciplinary minors and skill-based courses relating to a chosen programme. Students who take a sufficient number of courses in a discipline or an interdisciplinary area of study other than the chosen major will qualify for a minor in that discipline or in the chosen interdisciplinary area of study.

2.4.3 Multi-disciplinary Course (MDC)

All UG students are required to undergo 3 introductory-level courses relating to any of the broad disciplines given below. These courses are intended to broaden the intellectual experience and form part of liberal arts and science education. Students are not allowed to choose or repeat courses already proposed major and minor stream under this category. The broad category of courses include: Natural & Physical Science; Mathematics, Statistics & Computer Science; Commerce & Management; Humanities & Social Science.

2.4.4 Ability Enhancement Course (AEC)

Students are required to achieve competency in a Modern Indian Language (MIL) and in the English language with special emphasis on language and communication skills. The courses aim at enabling the students to acquire and demonstrate the core linguistic skills, including critical reading and expository and academic writing skills, that help students articulate their arguments and present their thinking clearly and coherently and recognize the importance of language as a mediator of knowledge and identity. The courses will also emphasize the development and enhancement of skills such as communication, and the ability to participate/conduct discussion and debate.

2.4.5 Skill Enhancement Course (SEC)

These courses are aimed at imparting practical skills, hands-on training, soft skills, etc., to enhance the employability of students.

2.4.6 Value Added Course (VAC)

Students may choose any one of the following courses for:

Semester I: Environmental Science / Education

Semester II: The College will provide any one of these

- Understanding India
- Digital and technological solutions
- Health & Wellness, Yoga Education, Sports and fitness

2.4.7 Skill based Vocational Course/Internship

All students will also undergo internships / Apprenticeships in a firm, industry, or organization or Training in labs with faculty and researchers in their own or other in Higher Education Institutes/Research Institutions during the summer term. Students will be provided with opportunities for internships with local industry, business organizations, health and allied areas, local governments (such as panchayats, municipalities), media organizations, artists, crafts persons, and a wide variety of organizations so that students may actively engage with the practical side of their learning.

2.4.8. Research/Dissertation

Students who will be opting for a 4-Year Bachelor's degree (Honours with Research) are required to take up research projects under the guidance of a faculty member. The students are expected to complete the Research Project in the eighth semester. The research outcomes of their project work may be published in peer-reviewed journals or may be presented in conferences /seminars or may be patented.

CCFUP Structure based on Semester (w.e.f 2023-24)

The following Tables explain the Semester-wise distribution of various types of papers, credits and marks distribution.

Distribution of Papers, Credits and Marks for Semester I

	Major	Minor	Multi-Disciplinary (MDC)	Ability Enhancement Course (AEC)	Skill Enhancement Course (SEC)	Value Added Course (VAC)	Total
No. of Papers	1	1	1	1	1	1	6
Paper Type	Honours	Elective	Subject other than Major & Minor	L1: Modern Indian Language (MIL)	Major Subject Specific paper	Environmental Studies	
Credits	4	4	3	2	3	4	20
CIA Marks	15	15	10	10	10	20	80
ESE Marks	60	60	40	40	40	80 (60 T+20 P)	320
Total Marks	75	75	50	50	50	100	400

Distribution of Papers, Credits and Marks for Semester II

	Major	Minor	Multi-Disciplinary (MDC)	Ability Enhancement Course (AEC)	Skill Enhancement Course (SEC)	Value Added Course (VAC)	Total
No. of Papers	1	1	1	1	1	1	6
Paper Type	Honours	Elective	Subject other than Major & Minor	L2: Compulsory English	Major Subject Specific paper	To be chosen from list	
Credits	4	4	3	2	3	4	20
CIA Marks	15	15	10	10	10	20	80
ESE Marks	60	60	40	40	40	80 (60 T+20 P)	320
Total Marks	75	75	50	50	50	100	400

****Skill based Vocational Course/Internship (additional 4 Credit) during summer term ONLY for the Students who opt UG Certificate after securing 40 credits from Semester I & II. This is an OPTIONAL internship.**

CIA – Continuous Internal Assessment; ESE-End Semester University Examination

Distribution of Papers, Credits and Marks for Semester III

	Major	Minor	Multi-Disciplinary (MDC)	Ability Enhancement Course (AEC)	Skill Enhancement Course (SEC)	Total
No. of Papers	2	1	1	1	1	6
Paper Type	Honours	Elective	Subject other than Major & Minor	L1: Modern Indian Language (MIL)	Major Subject Specific paper	
Credits	5×2=10	4	3	2	3	22
CIA Marks	15×2=30	15	10	10	10	75
ESE Marks	60×2=120	60	40	40	40	300
Total Marks	150	75	50	50	50	375

Distribution of Papers, Credits and Marks for Semester IV

	Major	Minor	Ability Enhancement Course (AEC)	Total
No. of Papers	3	1	1	5
Paper Type	Honours	Elective	L2: Compulsory English	
Credits	5×3=15	4	2	21
CIA Marks	15×3=45	15	10	70
ESE Marks	60×3=180	60	40	280
Total Marks	225	75	50	350

****Skill based Vocational Course/Internship (additional 4 Credit) during summer term ONLY for the Students who opt UG Certificate after securing 83 credits from Semester I to IV. This is an OPTIONAL internship.**

CIA – Continuous Internal Assessment; ESE-End Semester University Examination

Distribution of Papers, Credits and Marks for Semester V

	Major	Minor	Skill based Vocational Course/Internship	Total
No. of Papers	3	1	1	5
Paper Type	Honours	Elective	**Compulsory Internship PROJECT & VIVA-VOCE	
Credits	5×3=15	4	2	21
CIA Marks	15×3=45	15	10	70
ESE Marks	60×3=180	60	40	280
Total Marks	225	75	50	350

Distribution of Papers, Credits and Marks for Semester VII

	Major	Minor	Total
No. of Papers	4	1	5
Paper Type	Honours	Elective	
Credits	6×4=24	4	28
CIA Marks	15×4=60	15	75
ESE Marks	60×4=240	60	300
Total Marks	300	75	375

Distribution of Papers, Credits and Marks for Semester VI

	Major	Minor	Total
No. of Papers	4	1	5
Paper Type	Honours	Elective	
Credits	4×4=16	4	20
CIA Marks	15×4=60	15	75
ESE Marks	60×4=240	60	300
Total Marks	300	75	375

Distribution of Papers, Credits and Marks for Semester VIII (WITHOUT RESEARCH)

	Major	Minor	Total
No. of Papers	4	1	5
Paper Type	Honours	Elective	
Credits	6×1=6 4×3=12	4	22
CIA Marks	15×4=60	15	75
ESE Marks	60×4=240	60	300
Total Marks	300	75	375

Distribution of Papers, Credits and Marks for Semester VIII (WITH RESEARCH)

	Major	Minor	Total	Research Evaluation includes: Preparation of Project Report & Presentation [135 marks] Viva-Voce [90 marks] Total : 225 marks
No. of Papers	1 + Research Project	1	5	
Paper Type	Honours + Research Project	Elective		
Credits	6 +12	4	22	
CIA Marks	15	15	30	
ESE Marks	60+225=285	60	345	
Total Marks	300	75	375	

CIA – Continuous Internal Assessment; **ESE**-End Semester University Examination

Semester-wise Distribution of Papers to Study

Papers	I	II	III	IV	V	VI	VII	VIII	VIII (R)	
Major	1	1	2	3	3	4	4	4	1	
Minor	1	1	1	1	1	1	1	1	1	
Multi-Disciplinary	1	1	1	-	-	-	-	-	-	
Ability Enhancement	1	1	1	1	-	-	-	-	-	
Skill Enhancement	1	1	1	-	-	-	-	-	-	
Value Added	1	1	-	-	-	-	-	-	-	
Internship	-	-	-	-	1	-	-	-	-	
Research	-	-	-	-	-	-	-	-	1	
Total	6	6	6	5	5	5	5	5		43
Total (Research)	6	6	6	5	5	5	5		3	41

Semester-wise Distribution of Credits

Papers	I	II	III	IV	V	VI	VII	VIII	VIII (R)	
Major	4	4	5×2=10	5×3=15	5×3=15	4×4=16	6×4=24	6+(4×3)=18	6	
Minor	4	4	4	4	4	4	4	4	4	
Multi-Disciplinary	3	3	3	-	-	-	-	-	-	
Ability Enhancement	2	2	2	2	-	-	-	-	-	
Skill Enhancement	3	3	3	-	-	-	-	-	-	
Value Added	4	4	-	-	-	-	-	-	-	
Internship	-	-	-	-	2	-	-	-	-	
Research	-	-	-	-	-	-	-	-	12	
Total	20	20	22	21	21	20	28	22		174
Total (Research)	20	20	22	21	21	20	28		22	174

Semester-wise Distribution of Marks

Papers	I	II	III	IV	V	VI	VII	VIII	VIII (R)	Total
Major	75	75	75×2=150	75×3=225	75×3=225	75×4=300	75×4=300	75×4=300	75	
Minor	75	75	75	75	75	75	75	75	75	
Multi-Disciplinary	50	50	50	-	-	-	-	-		
Ability Enhancement	50	50	50	50	-	-	-	-		
Skill Enhancement	50	50	50	-	-	-	-	-		
Value Added	100	100	-	-	-	-	-	-		
Internship	-	-	-	-	50	-	-	-		
Research	-	-	-	-	-	-	-	-	225	
Total	400	400	375	350	350	375	375	375	375	3000
Total (Research)	400	400	375	350	350	375	375			3000

Marks Distribution for Theory and Practical Papers

Type of Paper	Marks Allotted	
	Theory	Practical
Theory	60	
Theory +Practical	40	20
Practical		40

****All the students taking admission to 4 years CCFUP-NEP (w.e.f. 2023-24) are advised to verify all curriculum related details from the following link**

https://www.ugc.gov.in/pdfnews/7193743_FYUGP.pdf

https://buruniv.ac.in/Notices/REG_20230387_NOT_WEBPAGE.pdf

<https://www.buruniv.ac.in/Demo/Template.php?menu=Syllabus&submenu=UG>

Minor & Multi-Disciplinary Combinations under CCFUP (w.e.f. 2023-24)

S.NO	DEPARTMENT	NAME OF THE MINOR PAPER(S)	MULTI/INTER DISCIPLINARY SUBJECT PAPER(S)	STUDENTS WHO CAN CHOOSE THE MDC
1.	Business Administration	SEM I: Principle of Business Economics SEM-II: Fundamentals of Accounting	SEM-I: Management principles and organization behavior SEM-II: Indian management thoughts and practices	Students other than BBA and Commerce
2.	Commerce	SEM I: Business Mathematics and Statistics-I SEM-II: Principle of Economics	SEM-I: Fundamentals of Accounting SEM-II: Fundamentals of Management	Students other than Commerce and BBA

3.	English	SEM I: Geotectonic and Geomorphology SEM-II: Population and Settlement Geography OR SEM I: Invitation to Sociology I SEM-II: Invitation to Sociology II (Any One)	SEM-I: Communication skills SEM-II: Technical writing	Students other than English, Geography & Sociology
4.	Computer Application	SEM I: Mathematics –I SEM-II: Mathematics -II	SEM-I: Basic IT tools SEM-II: Introduction to Internet	Students other than Computer Application/Science
5.	Computer Science	SEM I: Calculus, Geometry and Vector Calculus SEM-II: Introductory Algebra and Number Theory	SEM-I: Basic IT tools SEM-II: Introduction to Internet	Students other than Computer Science/Application
6.	Biotechnology	SEM I: Human Welfare SEM-II: Developmental Biology	SEM-I: Introduction to Biotechnology SEM-II: Bio-techniques	Students other Biotechnology
7.	Geography	SEM I: Invitation to Sociology I SEM-II: Invitation to Sociology II OR SEM I: Poems, Essay and short stories, Rhetoric and Prosody SEM-II: Plays and Novels (Any One)	SEM-I: Physical geography SEM-II: Human geography	Students other than Geography, English & Sociology
8.	Sociology	SEM I: Geotectonic and Geomorphology SEM-II: Population and Settlement Geography OR SEM I: Poems, Essay and short stories, Rhetoric and Prosody SEM-II: Plays and Novels (Any One)	SEM-I: Social demography SEM-II: Gender sensitization	Students other than Sociology, Geography & English

Pass Marks:

Honours Papers / General Papers: 40% in each paper

Compulsory papers: 40% in each paper

1. NOTICE BOARDS:

Students should take great care to look up at the Notice Board on coming to and leaving the College. No excuse will be considered if notices on the Board are ignored.

2. DRESS CODE:

It is recommended that students come to college in simple and unpretentious dress suitable for an academic environment. Any kind of captions or writings on shirts / T-shirts / Tops etc. is prohibited. Any kind of sleeveless top/shirt is not allowed.

Dress Code for boys:

For boys, only full-length trousers are allowed. Round neck T-shirts, Cargo pants with multiple pockets and hangings, chappals, slippers, rugged jeans, earrings or ear / chin / nose/lip/ eye brow studs, head bands are strictly prohibited. Wearing caps and sun glasses inside the college premises is prohibited.

Dress Code for girls:

For girls salwar/churidar, kameez, jeans , T-shirts, Kurtis only.(No sleeveless , tight fitting , crop tops, T-shirt with words, cold shoulder, capris). Skirts or shorts are not allowed.

3. SMOKING AND USE OF INTOXICANTS:

Smoking anywhere in the College premises is strictly forbidden. The use of alcohol and drugs are prohibited. Any student found using drinks, drugs or any intoxicants will be summarily dismissed from the College.

4. IDENTITY CARDS:

All the students will be provided with an identity card by the College. This card is to be carried always and presented at the gates, when borrowing books from the Reading room, attending College social functions, etc. The identity card must not be used by anyone else except the student it belongs to. If the identity card is lost, the Vice-Principal must be informed immediately and a new identity card may be issued on payment of Rs. 100/-. In case of transfer or withdrawal from the college, this card must be surrendered to the College Office.

5. USE OF CELL PHONES:

- Use of cell phones within the College premises (Class rooms, Libraries, Laboratory, Corridors) during class hours is not allowed.
- Within the college buildings cell phones must be kept in silent mode.
- Using cell phones within the campus to record voices, lectures, conversations, photo of others etc. and to play loud music shall be considered serious abuses and shall invite disciplinary action.
- Within the College Campus, cell phones shall be used only for brief, urgent conversations.

However one may use it during the break hours or in canteen etc. In case of violation of this code, a fine of Rs.500/- will be imposed for the first offence. After that the phone will be confiscated. Mobile Phones must not be used for the inappropriate activities such as:

- Harassing students, staff or anyone else, even for fun;
- Having it in your possession, or near you, during any assessment.

6. RAGGING:

Ragging is a punishable offense. Ragging means any act, conduct, or practice by which the dominant power of senior students is brought to bear on the freshly enrolled or in any way considered junior by other students which involves physical or psychological assault or threat to other students or use of force of violation of dignity and honor of such student or expose students to ridicule and affect their self-esteem or entail verbal abuse, aggregation, indecent gesture, and obscene behavior. Students are encouraged to report any incident of ragging if at all to the Anti- ragging committee of the college or through online.

7. LIBRARY:

The library plays a pivotal role in the teaching-learning process of the College. Absolute silence must be maintained in and around the library. Loud consultation, animated conversation, etc. are strictly prohibited.

- a) Only one book will be issued per card and no student can take a book on another's card. Duplicate card will be issued on payment of Rs. 20/-
- b) Books are issued to the students, weekly on a fixed day for each course. They must be returned within the prescribed time. A fine of Rs. 5/- per day will be charged thereafter.
- c) On receiving a book, students are requested to examine it and report any damage, if noticed. Otherwise they will be held responsible for it.
- d) If any damage is noticed by the librarian on return of a book, the student returning it will be charged for the damage. Books lost by any student must be replaced or the cost paid for by the student.

e) No marks or inscriptions of any kind may be made in any book of the library. Offenders will be fined in proportion to the damage done.

f) Any student who takes books from the library without permission or cuts pages out of a library book will be treated stringently.

8. CLASS ROOMS:

The College class rooms may not be used for private study outside College hours, without the written permission of the Vice-Principal. Students are not permitted to go up to the class before 10 am and should leave the class rooms as soon as all their classes are over. Writing on wall, black board or on desk must be avoided by all means. It's the responsibility of the students to keep the classrooms neat and clean. Offender must pay adequate compensation for damage caused.

9. PARKING:

Two wheelers can be parked only in the designated area of the college premises. The College takes no responsibility for the loss of vehicles/bicycles/helmets. Students are advised to have their two wheelers and bicycles securely locked and parked in their respective parking areas. The college is not responsible for any stealing of the belongings.

10. POSTERS:

No poster is to be pasted or fixed with cello tape anywhere on the college/school buildings. For any writing on the walls, strict punishment will be imposed.

11. SOCIAL MEDIA (CYBER RULES):

Students are allowed to use any form of social Network for their personal communication only. The use of social media to harass, threaten, insult and defame individual student, group of students, staff and the college management is dealt seriously with a fine and suspension from the college.

Principal is the endowed with the absolute authority to take final action against such cases.

12. STUDENTS CONCESSION:

St.Xavier's College,Burdwan has always endeavoured to make its educational services available to the lower income groups by providing generous concessions. Students in need of concession should meet the Principal.

13. SOCIAL OUTREACH: EXTENSION SERVICES

The extension and outreach activities of the Institution strive to achieve the objectives of Jesuit education, especially creating men and women for the Society. The programmes aim at creating a sense of social justice and social concern among the students through exposure to rural realities leading to a committed involvement towards the integrated development of the rural poor and the under privileged.

13.1 N.S.S

There is one unit of NSS. This scheme is provided so that students may learn to be men and women for others through service to the people around them. They have annual camps where they learn to relate with people, understand their difficulties and help them to find solutions of their problems.

13.2 A.I.C.U.F

The All India Catholic University federation (AICUF) is a university Student Movement begun in 1924 by the Jesuit fathers. Today it is an all India Movement with a membership of 30,000 students in 300 units in 12 states.

It has its national headquarters in Chennai and is affiliated to the International Movement of Catholic Students (IMCS), Pax Romana. The AICUF works through university students who as a team want to do something for their own growth and the welfare of society in which they live. They draw their inspiration from the person and life of Jesus Christ. Their motto is: *"We are born in an unjust society, and we are determined not to leave it as we have found it."*

13.3 X-EVE

In the efforts to make SXCB a strong kernel of women empowerment and gender equality. The X-EVE cell was constituted in 2018-2019 with an aim to create a gender sensitized community within campus as well as in the society.

14. ST. XAVIER'S COLLEGE STUDENTS' COUNCIL:

The student council is the non-political representative body of the entire student community of the St. Xavier's College, Burdwan. It aims at the all-round development of students and organises several extra-curricular events throughout the year. Student council also coordinates the student's volunteer effort for the college events that are organized periodically. It provides opportunities with the students to express their social concern and social responsibility towards the larger society, especially the downtrodden.

15. ALUMNI ASSOCIATION: X-CAAB

The sole purpose of this Association is to foster a spirit of loyalty and to promote general welfare of the College. The Alumni Association brings all the ex-students of St. Xavier's College, Burdwan, on a single platform to strengthen their ties with the institution

and freely and closely interact with each other on issues pertaining to the development of the college and also their role and contribution.

16. STUDENT GRIEVANCE

Grievance Redressal System is a vital part of any administration. It is the responsibility of the College Administration to provide a secure and contented environment to all its Staff and Students. The Grievance Redressal Committee has been formed in the College as per the UGC guidelines to redress the grievances of the students. This Committee has been under the direct purview of the Principal. The aim of this committee is to look into the complaints lodged by any student, and judge its merit. The Grievance Redressal Committee is also empowered to look into matters of harassment. Anyone with a genuine grievance may approach the Grievance Redressal Committee members in person. In case the person is unwilling to appear in self, grievances may be dropped in writing at the letterbox/ suggestion box at the Parlour (Opposite to Principal's Office) at Administrative Block, 1st floor. Grievances may also be sent through e-mail to the officer in-charge of Students' Grievance Redressal Committee or Principal.

17. INTERNAL COMPLAINTS COMMITTEE

With a mindfulness being made by the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, St. Xavier's College, Burdwan (SXCW) had shaped its own help advisory group to address any such offense or complaints with strict corrective measures which will be at standard with those issued in the Sexual Harassment of Women at Workplace (Prevention, Prohibition And Redressal) Act, 2013 distributed in the Gazette of India, Extraordinary, PART II-Section 1 under the Legislative Department of Ministry of Law and Justice.

SXCW puts stock in sexual orientation correspondence and equity in the entirety of its mediations and practices. Remembering these standards, it is imperative to guarantee a hierarchical atmosphere that is free from separation with a specific spotlight on inappropriate behaviour. For this reason, the ICC has been framed in the College.

18. EQUAL OPPORTUNITY CELL

The Equal Opportunity Cell (EOC) has been set up in our college to aid and advise the students belonging to marginalized sections including the Scheduled Castes, Scheduled Tribes, Other Backward Communities, Minority Communities, Persons with Differently Abled, etc. It is formed in order to create a fair, unbiased, and equitable study environment for the students. Since higher education is a tool for social and economic equality, St. Xavier's College, Burdwan has been addressing concerns of access, equality, while ensuring the standard of quality and relevance of education by implementing policies of the Government of India as well as Government of West Bengal and promoting several schemes and programmes for the disadvantaged groups that would help in eliminating social disparities. The main objective of the Equal Opportunity Cell is to help and empower students belonging to marginalized sections and fully participation in the academic, intellectual, social, and cultural life of college on an equal basis.

19. ENTREPRENEURSHIP DEVELOPMENT CELL

This cell is formed to develop spirit/awareness on entrepreneurship among the students, to develop the advanced skill of creativity and innovative thinking, to empower and inspire students to take initiatives and accept responsibilities to thrive in the challenging world and To become employment creators than seekers. The cell works to promote an entrepreneurial culture to provide a platform and opportunities to the students who are interested in starting their own venture. This cell offers a wide range of services including mentorship programs, training workshops, seminars and webinars, industrial visits and access to funding opportunities. The cell also often organize pitch events where aspiring entrepreneurs can showcase their ideas. These events provide a platform for them to connect with like-minded individuals and to gain valuable feedback on their ideas.

20. GAMES:

For games on the field, prior permission is required from the Principal. During College hours, no indoor games or outdoor games even in small groups are to be played anywhere in the premises.

21. CAMPUS ETHOS:

Students are expected to pay due respect to the teachers and staff. If anyone indulges in misbehaviour with the teachers or staffs, he/she will be severely dealt with.

22. RULES AND REGULATIONS FOR INTERNET LAB

1. Access to the Internet is a privilege, not a right.
2. Students should enter the log-in and log-out time in the log note without fail.
3. Students must produce Identity Card when demanded, to utilize the lab resources.
4. Do not wear foot wears inside the lab.
5. Students are not allowed to download pictures, music, videos or files without the permission of a staff.
6. Log-on with your username and password for your use only. Never share your username and password.
7. Food or drinks are not allowed to bring inside the computer lab.
8. Do not install software without permission.
9. Do not remove or disconnect parts, cables, or labels.
10. Usage of storage devices (CD, DVD, Pen Drive, External HDD, etc.) is prohibited.
11. Site includes chat rooms, instant messaging (IM), social and adult sites are strictly prohibited.
12. No Internet/Intranet gaming activities allowed.
13. Do not personalize the computer settings. (This includes desktop, screen saver, etc.)
14. Ask permission to print.

15. Maintain silence inside the lab.

16. Log-off — leave the computer ready for the next person to use. Pickup your materials and push in the chair.

23. GUIDELINES FOR THE PAYMENT OF FEES:

- a. Fees are to be paid through online mode only. QFIX application to be used for payment of college fees. Please log on to <http://sxcb.edu.in/online-payment>.
- b. Fees must be paid regularly, every month on or before the dates indicated in the College Calendar. Defaulters will be charged a fine of Rs.50/- cumulatively for each month. Payments of fees with fines are accepted after the last date of payment of fees as indicated, till the end of each month.
- c. The College fees cover 12 months. No reduction is made for holidays or broken periods.
- d. Fees may be paid in advance for the whole year.
- e. Students are liable to be charged full fees as long as their names have not been struck off the rolls.
- f. All fees must be paid before the commencement of Semester Examinations of the University. Defaulters will not be issued Admit Card of the University Examinations.

24. WITHDRAWAL:

A student once enrolled for a course is expected to complete the same. However a student can change subject or withdraw from the college within a month of commencement of the college. He /She may not withdraw from the college without informing the Principal in writing. Otherwise he/she will be liable to pay fees for the period his/her name remains on the rolls. Once the fees are paid to the college will not be refunded. One month's notice must be given or a month's fee paid before a student may be withdrawn from the college. No transfer certificate will be issued unless all dues are fully settled.

Students who fail to return to the college for new academic session or absent from class for more than fifteen working days will be struck off the rolls unless the reason for their delay/absent is intimated in WRITING to the Principal.

25. REMEDIAL PROGRAMMES

Remedial classes are arranged for all the subjects for U.G. Students also for those who do not do well in their studies, need this extra helps to keep abreast with the rest of the class.

26. ADVANCED LEARNERS PROGRAMMES

The program for advanced learners at St. Xavier's College, Burdwan is designed to challenge and enhance the skills of individuals who already possess a strong foundation in a particular subject. These programs often offer in-depth exploration of advanced topics, problem solving methodologies and opportunities for independent projects, presentations, fostering a dynamic learning environment to meet the unique needs of high-achieving students.

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