XAVIER UNIVERSITY
PATNA

UNIVERSITY HANDBOOK
2025-2026

Our Specialities

- **Cutting-Edge Curriculum (NEP 2020)**
- **English Medium Co-ed Institution**
- **Industry Demand Courses**
- **Focus on 21st-Century Skills**
- **Foreign Language Training**
- **Updated Library & E-learning Resources**
- **Qualified, Experienced & Friendly Faculty**
- **Quality & Value Based Education**
- **Multi-disciplinary certificate courses**
- **Internship & Career guidance**
- **Variety of Clubs & Committees**
- **Sports Facilities including Swimming Pool**
- **Vast, Clean, Green and Eco-friendly Campus**
- **Variety of Co-curricular & Extra-curricular activities**

XAVIER UNIVERSITY
PATNA

Digha-Aashiyaana Road, Digha Ghat, Patna- 800011, Bihar

📞 9691919173, 8877617734   🌐 www.xup.ac.in
💬 8987262019   ✉ info@xup.ac.in

UNIVERSITY HANDBOOK

University Timings: 9.00 am. to 3.00 pm.

Office Timings: 8.00 am. to 4.30 pm.

REGULATIONS FOR STUDENTS
&
SYLLABUS

Effective from July, 2025

XAVIER UNIVERSITY, PATNA
DIGHA-AASHIYAANA ROAD
DIGHA GHAT
PATNA – 800 011

NOTE

These regulations will take effect from July 2025 and apply to all students enrolled in Undergraduate/Post Graduate programs at Xavier University, Patna. This handbook provides essential information to guide and inform you throughout your program of study. Every student is required to obtain a copy of the 'Regulations for Students' and thoroughly review the outlined rules and policies. Please note that ignorance of the regulations and information contained in this handbook is the sole responsibility of the students and will not be accepted as a basis for special consideration under any circumstances.

The University reserves the right to make changes or additions to the policies, regulations, student conduct requirements, degree requirements, fees, and any other information or statements in this Manual as deemed necessary.

PREAMBLE OF THE INDIAN CONSTITUTION

WE, THE PEOPLE OF INDIA, having solemnly resolved to constitute India into a **SOVEREIGN SOCIALIST SECULAR DEMOCRATIC REPUBLIC** and to secure to all its citizens:

JUSTICE, social, economic and political;

LIBERTY of thought, expression, belief, faith and worship;

EQUALITY of status and of opportunity;

and to promote among them all

FRATERNITY assuring the dignity of the individual and the unity and integrity of the Nation;

IN OUR CONSTITUENT ASSEMBLY this twenty-sixth day of November, 1949, do **HEREBY ADOPT, ENACT AND GIVE TO OURSELVES THIS CONSTITUTION.**

Contents

MESSAGE FROM THE VICE CHANCELLOR

It is with great pride and joy that I welcome you to Xavier University, Patna. As the first batch of Xavier University, you are pioneers, setting the foundation for a legacy of excellence and integrity. Our university is renowned for its commitment to quality and character, and we are dedicated to nurturing these values in each of you.

At Xavier University, we believe in the holistic development of our students. Our curriculum is designed to challenge you academically, while our vibrant co-curricular activities, sports programs, internships, projects, and social outreach initiatives provide a well-rounded education. We encourage you to explore your interests and passions through our diverse range of clubs and associations, each catering to different facets of student life.

As you embark on this journey, I urge you to embrace the values and principles of the Xavierian ethos. Let these guiding principles shape your character and actions. Strive to become men and women for others, contributing positively to society and the nation.

Together, let us create a community that is not only academically excellent but also socially responsible and morally upright. Welcome once again, and here's to a fulfilling and transformative experience at Xavier University, Patna!

Warm regards,

Fr Dr Martin Poras, SJ
Vice-Chancellor
Xavier University, Patna

ABOUT THE FOUNDER: ST. IGNATIUS OF LOYOLA

St. Ignatius of Loyola, born in 1491, in the Basque province of Spain, was the youngest son of a noble and affluent family. In 1506, he embarked on his early career as a page and later transitioned into the role of a knight. In this capacity, he engaged in military endeavors and diplomatic missions. However, his life took a dramatic turn in May 1521 while defending the citadel of Pamplona against the French, when he was struck by a cannonball, sustaining a severe fracture to his right leg and damage to his left. This pivotal event marked the end of the first chapter of his life.

The second phase of Ignatius' life began with a profound reorientation towards a saintly path. Following his treatment in Pamplona, he was transported to Loyola in June 1521, where his condition was critical, necessitating painful surgeries. During his convalescence, he immersed himself in reading the life of Christ and a book on the lives of the saints. In February 1522, he bid farewell to his family and journeyed to Montserrat, a revered pilgrimage site in northeastern Spain. There, he spent three days confessing the sins of his past, symbolically hanging his sword and dagger near the statue of the Virgin Mary to signify his renunciation of worldly ambitions. He then proceeded to Manresa, near Barcelona, where his stay was marked by spiritual trials, moments of joy, and profound inner illumination. It was here that he began drafting the foundational principles of his seminal work, "The Spiritual Exercises," which received papal approval from Pope Paul III in 1548.

In 1539, Ignatius and his companions formed the 'Society of Jesus,' adding a vow of obedience to a superior to their existing vows. Pope Paul III approved the order in 1540, and Ignatius was chosen as the first General. Under his leadership, the Society grew rapidly, establishing numerous administrative units worldwide.

Ignatius founded the Roman University, which later became the Gregorian University, and established a home for fallen women, showcasing his commitment to social welfare. Despite frequent illness, he continued to guide the Society until his death on July 31, 1556. His legacy as the founder of the Society of Jesus and a transformative figure in the Church remains a testament to his dedication and visionary leadership.

OUR PATRON

St. Francis Xavier, born in 1506 into a noble family in the Kingdom of Navarre, now part of Spain, is celebrated as one of the greatest Christian missionaries. After completing his early education at home, he pursued higher studies at the University of Paris, where he earned a Master's Degree. His academic aspirations were profoundly altered when he met Ignatius of Loyola, who posed the life-changing question, "What does it profit a man if he gains the whole world and loses his soul?" Inspired by Ignatius, Francis underwent a spiritual transformation and joined the newly formed Society of Jesus in 1534.

In 1541, Pope Paul III commissioned Francis as a missionary to the East Indies. He arrived in Goa, a Portuguese colony in India, in 1542 and embarked on extensive missionary journeys across Asia for the next decade. His travels took him to Sri Lanka, Malacca (modern-day Malaysia), the Moluccas, and Japan. Francis embraced the local cultures, learning languages such as Tamil, Malay, and Japanese, and spreading the message of love and service. Known for his simplicity, humility, and dedication to the poor, he tirelessly cared for the sick and marginalized.

Francis's final mission to enter China was cut short when he passed away on December 3, 1552, at the age of 46, on the island of Sancian, with his eyes fixed on the mainland he longed to reach. His incorrupt body is enshrined in the Basilica of Bom Jesu in Goa.

Francis Xavier's legacy includes founding St. Paul's University in Goa, a testament to his commitment to quality education. In his honor, Xavier University, Patna, celebrates December 3 as 'Patron's Day,' commemorating his enduring spirit and contributions.

ABOUT THE SOCIETY OF JESUS

The Society of Jesus, founded by Ignatius of Loyola in 1540, stands as a beacon of intellectual and spiritual excellence. Its members, who are widely known as the Jesuits have made indelible contributions to education and intellectual pursuits, earning acclaim for their scientific research and profound social impact.

With a steadfast commitment to education, the Jesuits have established prestigious institutions worldwide, including universities, and schools. Their educational philosophy emphasizes not only academic excellence and critical thinking but also the holistic development of the individual—mind, body, and spirit.

Today, the Jesuits oversee 3,897 educational institutions across more than 100 countries, engaging the efforts of approximately 134,303 dedicated teachers to educate around 2,928,806 students. In every corner of the globe, a Jesuit school or university is synonymous with quality secular education, fostering an environment that nurtures character, spiritual and moral values, and the development of a well-rounded human personality.

In India, the Society of Jesus has made significant strides in education, founding 118 primary and middle schools, 149 high schools, 58 Colleges, 22 technical institutes, 16 business administration institutes and 5 universities. With 11,525 teachers, these institutions educate 334,538 students from diverse social classes, communities, and linguistic groups, embodying the Jesuit mission of inclusive and transformative education.

SPECIALITIES OF JESUIT EDUCATION

Jesuit education, a 450-year-old tradition, is dedicated to shaping university students into critical thinkers, ethical decision-makers, and compassionate leaders who are committed to lives of solidarity, service, and professional success. This unique and enriching experience prepares students to be lifelong learners who strive to make a meaningful impact on the world.

- **Education for the whole person:** At the heart of Jesuit education is a holistic approach that nurtures the intellectual, moral, spiritual, and social-emotional dimensions of each student. This interconnected development is rooted in the belief that a well-rounded education equips students for success in all areas of life.

- **Ignatian pedagogy:** Jesuit universities employ Ignatian pedagogy, inspired by the Spiritual Exercises of St. Ignatius of Loyola. This method emphasizes critical thinking, reflection, and discernment, encouraging students to ask questions, explore diverse perspectives, and make informed decisions.

- **Service learning:** Service learning is a cornerstone of Jesuit education, integrating community service into the curriculum. Students are required to complete a certain number of service hours each year, fostering a sense of social responsibility and applying academic knowledge to real-world challenges.

- **Global perspective:** With a global perspective, Jesuit universities encourage students to explore different cultures and appreciate the world's diversity. This broad outlook helps students become more understanding and compassionate global citizens.

- **Leadership development:** Leadership development is also a key focus, with Jesuit universities offering numerous opportunities for students to hone their leadership skills through student clubs and organizations. These experiences enhance communication, teamwork, and problem-solving abilities, preparing students to lead with confidence and integrity.

ABOUT XAVIER UNIVERSITY, PATNA

Xavier University, Patna, located within the lush green 36 acres campus stands for quality education and Excellence. The university offers a diverse range of undergraduate and postgraduate programs in arts, commerce, communication, science, management, and technology. Our mission is to equip students with the knowledge and skills necessary to excel in their chosen fields.

At XUP, we provide a conducive learning environment that fosters intellectual growth, character formation, and skill development. Beyond our rigorous academic curriculum, we emphasize the importance of holistic development. Students are encouraged to engage in a variety of co-curricular and extracurricular activities that complement their academic pursuits. These activities include sports, cultural events, seminars, workshops, and industry interactions, among others. By participating in these activities, students enhance their leadership abilities, communication skills, and teamwork, preparing them for the challenges of the professional world.

Our faculty comprises qualified and experienced professionals who are dedicated to providing quality education and guidance to our students. They adopt innovative teaching methodologies, emphasizing practical learning, industry exposure, and research-oriented approaches. Additionally, we maintain strong industry linkages, offering students valuable opportunities for internships, industrial visits, and placements.

Xavier University, Patna, is committed to nurturing competent professionals who can make a positive impact in their respective domains and contribute to society at large. Join us and embark on a journey of academic excellence and personal growth.

THE EVOLUTION OF XAVIER UNIVERSITY, PATNA

Xavier University, Patna, is part of a global network of educational institutions administered by the Jesuits, members of the Society of Jesus.

The Beginning: St. Xavier's College (2009)

The journey of St. Xavier's College, Patna, began in 2009 with the establishment of St. Xavier's College. This institution was founded with a vision to provide high-quality education to all sections of society, irrespective of caste, color, or creed. From its inception, the college aimed to create a nurturing environment where students could thrive academically and personally.

Transformation and Growth: St. Xavier's College of Management & Technology (2012)

In 2012, St. Xavier's College underwent a significant transformation and was renamed St. Xavier's College of Management & Technology. This change marked a new chapter in the institution's history, focusing on management and technology education. The college continued to uphold its commitment to quality education, attracting students from diverse backgrounds and preparing them for the challenges of the modern world.

Achieving Milestones: NAAC Accreditation (2022)

The year 2022 was a landmark year for the institution. As one of the first universities under Aryabhatta Knowledge University, St. Xavier's College of Management & Technology successfully completed the first cycle of NAAC (National Assessment and Accreditation Council) accreditation. This achievement was a testament to the institution's dedication to maintaining high educational standards and continuous improvement.

A New Era: Xavier University, Patna (2025)

On 10th January, the Government of Bihar, through its gazette notification, approved the establishment of Xavier University, Patna. This transformation from a university to a private university signified a new era of growth and opportunity. Xavier University, Patna, now offers a wide range of undergraduate, postgraduate, and doctoral programs, catering to the diverse academic interests of its students.

Commitment to Quality Education

Throughout its evolution, Xavier University, Patna, has remained steadfast in its commitment to quality education. The institution's focus on inclusivity, innovation, character, and academic excellence has made it a preferred choice for students seeking a holistic and transformative educational experience. The university's faculty, comprising experienced educators and industry experts, ensures that students receive a well-rounded education that prepares them for successful careers and meaningful contributions to society.

Looking Ahead

As Xavier University, Patna, continues to grow and evolve, it remains dedicated to its mission of providing quality education to all. The university's journey from St. Xavier's University to a full-fledged university is a testament to its resilience, adaptability, and unwavering commitment to excellence. With a focus on the future, Xavier University, Patna, is poised to make even greater strides in the field of education, shaping the leaders of tomorrow.

Xavier University, Patna, is a story of transformation, growth, and a relentless pursuit of quality education. As it moves forward, the university remains committed to its core values, ensuring that every student receives the best possible education and opportunities for personal and professional development.

DISTINCTIVENESS OF XAVIER UNIVERSITY, PATNA

At Xavier University, Patna, we pride ourselves on offering a unique and holistic educational experience that goes beyond traditional academics. Our commitment to excellence, social responsibility, environmental stewardship, spiritual growth, skill development, and physical well-being sets us apart as a leading institution of higher learning.

Academic Excellence

We are dedicated to fostering academic excellence through a variety of innovative teaching methods, an updated syllabus, and state-of- the-art infrastructure. Our students benefit from a dynamic learning environment that includes internships, project work, seminars, and workshops, ensuring they are well-prepared for the challenges of the modern world.

Nurturing Social Concerns

At Xavier University, Patna, we believe in the importance of social responsibility. Our students are encouraged to engage in compulsory social involvement activities and participate in the Social Awareness Committee. These initiatives help cultivate a sense of empathy and community service, preparing our students to be responsible and compassionate citizens.

Environmental Stewardship

Our commitment to the environment is reflected in the activities of our Eco-Mitr Club and Taru Mitra initiatives. Through these programs, students learn about and actively participate in environmental conservation efforts, promoting sustainability and a greener future.

Spiritual Development

Spiritual growth is an integral part of the Xavier University

experience. We provide opportunities for students to explore their spirituality through various programs and activities, fostering a sense of inner peace and purpose.

Skill Training

We understand the importance of equipping our students with practical skills for the future. Our skill-oriented courses and certificate programs are designed to enhance employability and personal development, ensuring our graduates are well-rounded and ready to succeed in their chosen fields.

Physical Training

A healthy body is essential for a healthy mind. Our regular sports activities and yoga sessions promote physical fitness and well-being, encouraging students to lead active and balanced lives.

At Xavier University, Patna, we are committed to providing a comprehensive education that nurtures the mind, body, and spirit. Join us and discover the distinctiveness that sets us apart as a premier institution dedicated to your holistic development.

UNIVERSITY CULTURE

At Xavier University, Patna, our vibrant community thrives on the collective contributions of our dedicated faculty, passionate students, and visionary management. Together, we nurture an organizational culture that is not only inspiring but transformative. Our culture is woven with threads of confidence and mutual respect, where every individual feels valued and heard.

We deeply care for the needs of others, fostering an environment where empathy and understanding are as important as academic achievements. Our commitment to hard work is balanced with strong social values, encouraging personal growth that goes beyond textbooks to shape competent, conscientious, compassionate, and committed individuals with unwavering integrity.

At Xavier University, we empower our students to step confidently into the world, equipped with the skills and grace to engage with people from all walks of life. Here, you are not just a student; you are a vital part of a community that believes in the power of connection, the importance of character, and the potential within each of us to make a meaningful impact.

The emblem of Xavier University, Patna, is a beautiful representation of its mission and heritage. The motto, "प्रवाहितो ज्ञानगंगाप्रवाह", translates to "Let the streams of ज्ञानगंगा keep on flowing." This powerful phrase symbolizes the university's commitment to continuous growth and enlightenment, much like the nearby river Ganga that flows endlessly, bringing life and liberation to all.

At the heart of the emblem is the Sun, bearing the letters IHS, which stands as a symbol of the Society of Jesus, reflecting the university's deep-rooted connection to its Jesuit heritage. Encircled within this emblem is another, featuring a crown and crescent moon, which represents the coat of arms of the noble family of our patron saint, St. Francis Xavier. This intricate design not only honors our patron saint but also signifies the noble values and legacy that guide our institution.

Together, these elements create a powerful symbol that encapsulates the spirit of Xavier University, Patna, as a beacon of knowledge, liberation, and enduring values.

OUR VISION

To become a leading centre of excellence in education, nurturing leaders who will create a just, humane, and sustainable society.

OUR MISSION:

To provide a holistic and transformative education that integrates academic rigor with ethical values and social responsibility, and to form well motivated leaders who will be intellectually competent, morally upright, socially committed and spiritually inspired to transform the world into a (universal brotherhood/sisterhood).

FRAMEWORKS TO ACCOMPLISH OUR MISSION:

- Encouraging intellectual curiosity, rigorous inquiry, and a commitment to lifelong learning through innovative teaching methods and comprehensive academic programs.

- Cultivating a sense of social consciousness and inspiring students to take proactive steps towards addressing societal challenges and promoting equity and justice.

- Integrating ethical principles, integrity, and respect into the educational experience to develop well-rounded individuals who act with honesty and compassion.

- Providing opportunities for students to explore, experiment, and think creatively, fostering an environment where innovation thrives and new ideas are embraced.

- Equipping students with the skills, confidence, and vision to lead with empathy, resilience, and a commitment to the greater good.

- Promoting a culture of accountability, dedication, and teamwork, where students learn to work effectively with others towards common goals.

- Creating a supportive and inclusive community that values each person's unique contributions and ensures their well-being and personal growth.

- Encouraging students to appreciate and understand diverse cultures and global perspectives, preparing them to engage thoughtfully in a multicultural world.

- Instilling a sense of responsibility for the environment and encouraging sustainable practices and initiatives within the community.

- Providing resources and programs that promote the holistic health of students, ensuring they are mentally and physically prepared to meet the challenges of academic and personal life.

OUR CHARACTERISTICS: 6CS

Collaboration
- Emphasizes the importance of working together towards common goals.
- Involves effective communication and the sharing of knowledge and skills.
- Requires trust, respect, and the integration of diverse perspectives.
- Can enhance productivity and lead to more comprehensive outcomes.

Conscience
- Allows individuals to discern between good and right decisions.
- Encompasses self-awareness and understanding of societal imbalances.
- Sees the world with a perspective of beauty, goodness, and awareness of suffering.
- Shaped by education to strive for the common good through reflection and action.

Compassion
- Demonstrates a willingness to live with and support those who suffer.
- Inspired by figures who exemplify understanding and denouncement of injustice.
- Involves developing sensitivity to justice and solidarity with others.
- Requires experience and reflection to foster solidarity and act as agents of change

Commitment
- Focuses on upholding faith and working towards social and political justice.
- Includes an ecological commitment to protect the natural environment.
- Involves courageous actions to enforce faith and justice.
- Requires a transformative experience to foster solidarity with the suffering, unlucky, and oppressed.

Competence
- Reflects a deep understanding and mastery of knowledge and skills.
- Enables individuals to interact with reality, ask questions, and solve problems.
- Involves continuous learning and adaptation to one's context.
- Promotes collaboration and development with others.

Creativity
- Encourages innovative thinking and the generation of new ideas.
- Involves the ability to approach problems from different perspectives.
- Requires an open mind and willingness to take risks.
- Can lead to the development of unique solutions and advancements.

ATTRIBUTES OF GRADUATES FROM XUP

Theme	Attributes	Indicators
Academic Skills	Academic Excellence	Extensive knowledge and skills in the chosen discipline.
	Problem Solving Skills	Ability to understand the problems and develop solutions.
	Knowledge Application	Ability to use acquired knowledge and perform tasks.
	Research Skills	Ability to contribute to the knowledge creation through research and inquiry.
Professional Skills	Practical Skills	Ability to use theoretical knowledge in real-life situations.
	Employability	Ability to maintain the attractiveness in the labour market.
	Entrepreneurship	Capacity to develop, organize and manage any business venture along with any risk.
	Analytical Skills	Ability to objectively analyse and evaluate an issue or problem in order to form a judgement or solution.
	Global Perspective	Recognition and appreciation of other cultures and recognizing the global context of an issue and/or perception in decision making.
	Creativity	The skill and imagination to create new things/ideas/methods.

Theme	Attributes	Indicators
Personality	Self-Awareness	Ability to critically introspect one's attitude, thoughts, feelings and behavior and their impact in life situations.
	Emotional Intelligence	Ability to manage one's emotions effectively.
	Self-Esteem	Confidence in one's own worth and ability.
	Positive Attitude	Mental perception of optimism that focuses on positive results.
	Personal Integrity	An innate moral conviction to stand against views or actions that are not virtuous or morally right.
	Compassion	Genuine concern for others and their life situation.
Inter-personal aspects	Leadership	Ability to lead a team or a group or an organization towards achieving the goals.
	Empathy	Capacity to understand or feel what another person is experiencing i.e., the capacity to place oneself in another person's position.
	Inclusiveness	Quality of including different types of people and treating them fairly and equally.
	Team Building Skills	Ability to guide the team members to achieve their task with minimum emphasis on criticism.
	Collaboration	Considering the views of others in decision making.

Theme	Attributes	Indicators
Communication	Communication	Ability to convey intended meanings through the use of mutually understood means or methods.
	Verbal skills	Ability to speak, or write in simple and understandable language.
	Mutual Respect	Ability to maintain decorum and mutual respect while communicating by signs and bodily expressions.
	Listening	Ability to be a good listener to accurately receive and interpret messages in the communication process.
	Conviction	Ability to stand up for one's own or other's viewpoints in a calm and positive way, without being either aggressive or passive.
Social Sensitivity	Social Sensitivity	Ability and willingness to perceive understand and respect the feelings and viewpoints of the members of the society.
	Respecting Diversity	Awareness of and insight into differences and diversity and treat them respectfully and equitably.
	Civic Sense	Responsibility of a person to encompass unspoken norms of society that help it run smoothly without disturbing others.
	Law Abiding	Following the law of the land and not engaging anything illegal.
	Environmental Sensitivity	Working for conserving natural environment in all areas and prevent its destruction.

BEST PRACTICES AT XAVIER UNIVERSITY, PATNA

Bridging Academia and Real-World Experience

At Xavier University, Patna, we believe in the power of practical learning. Our industry visits provide students with invaluable opportunities to connect classroom knowledge with real-world applications. By visiting leading companies and organizations, students gain firsthand insights into industry operations, fostering a deeper understanding of their future careers.

Social Involvement:

Our commitment to social responsibility is at the heart of our educational philosophy. Through various social involvement initiatives, students engage in community service projects, addressing local challenges and promoting sustainable development. These activities not only benefit society but also instill a sense of empathy and civic duty in our students.

Inter-Religious Prayer:

Our inter-religious prayer sessions bring together students and faculty from diverse faith backgrounds, fostering mutual respect and understanding. These prayers promote a spirit of unity and harmony, reflecting our core values of inclusivity and respect for all beliefs.

Celebration of Diversity

Diversity is our strength. Through various cultural events and celebrations, we honor the unique backgrounds and traditions of our students. The celebration of diversity at Xavier University, Patna, encourages cross-cultural exchange and understanding, creating a vibrant and inclusive campus community.

Weekly Mentoring Classes

Our weekly mentoring classes are designed to nurture the personaland professional growth of our students. Experienced

faculty members provide guidance, support, and advice, helping students navigate their academic journey and prepare for future challenges. These sessions foster a strong mentor-student relationship, ensuring that every student receives the attention and encouragement they need to succeed.

Clubs and Associations: Fostering Leadership and Teamwork

Participation in clubs and associations is a cornerstone of the Xavier University, Patna experience. Our diverse range of student organizations offers opportunities for leadership, teamwork, and personal development. Whether it's academic clubs, cultural groups, or sports teams, students can explore their interests, develop new skills, and build lifelong friendships.

Weekly Faculty Meetings: Collaborative Excellence

At Xavier University, Patna, we believe that continuous improvement is key to educational excellence. Our weekly faculty meetings provide a platform for collaboration and innovation. Faculty members come together to share, discuss, and address any challenges. These meetings ensure that our academic programs remain dynamic and responsive to the evolving needs of our students.

Weekly Activity Period

At Xavier University, Patna, we understand the importance of a well-rounded education that goes beyond the classroom. Every Saturday, we dedicate a special period for a variety of enriching activities designed to enhance our students' personal and academic growth. This weekly activity period is a testament to our commitment to holistic development, offering a diverse range of opportunities for students to explore their interests, develop new skills, and build meaningful connections.

By embracing these best practices, Xavier University, Patna, continues to provide a holistic and transformative educational experience, preparing students to become leaders in their fields and contributors to society.

ABOUT THE SPONSORING TRUST

Xavier Teachers Training Institute (XTTI), the sponsoring body of Xavier University, Patna, is committed to educational excellence and innovation. Registered under the Societies Registration Act of 1860, XTTI is dedicated to fostering a transformative educational environment that integrates academic rigor with ethical values and social responsibility.

GOVERNING BODY OF THE SPONSORING TRUST

Fr Vimal Kishore, SJ	President
Fr Joseph Sebastian, SJ	Vice-President
Fr Dr Martin Poras, SJ	Secretary
Fr Alphonse Crasta, SJ	Treasurer
Fr Dinesh Toppo, SJ	Member
Fr Dr Sebastian Alphonse, SJ	Member
Sr Dr Grace, SCSC	Member
Fr Dr Prakash Louis, SJ	Member
Fr Dr Sherry George, SJ	Member

GOVERNING BODY OF XAVIER UNIVERSITY, PATNA (XUP)
JULY 2025 – JUNE 2028

1. **Rev Fr Vimal Kishore, SJ** . . . . Chancellor
   President, Xavier Teachers Training Institute

2. **Fr Dr Martin Poras, SJ** . . . . Vice Chancellor

3. **Fr Dr Sherry George**, **SJ** . . . . Registrar

4. **Fr Joseph Sebastian Plathottam, SJ** . . . . Member
   Nominated by the sponsoring body

5. **Fr Dr J Felix Raj, SJ** . . . . Member
   Educationist Nominated by the sponsoring body

6. **Sr Dr Rashmi, AC** . . . . Member
   Educationist Nominated by the sponsoring body

7. **Fr Dr Peter Ladis Francis** . . . . Member
   Expert in Law, Nominated by the sponsoring body . . .

8. **Fr Alphonse Crasta, SJ** . . . . Member
   Nominated by the sponsoring body

9. **Fr Dr Praveen Martis, SJ** . . . . Member
   Expert in management nominated by the Chancellor

10. **Fr Anthonysamy, SJ** . . . . Member
    Expert of finance, nominated by the Chancellor

26

BOARD OF MANAGEMENT
(April 2025- March 2028)

1. **Fr Dr Martin Poras, SJ** . . . . Vice Chancellor

2. **Fr Dr Sherry George, SJ** . . . . Secretary

3. **Fr Joseph Sebastian Plathottam, SJ** . . . . Member
   Governing Body member Nominated by the Sponsoring Body

4. **Fr Alphonse Crasta, SJ** . . . . Member
   Governing Body member Nominated by the Sponsoring Body

5. **Fr Dr Sushil Bilung, SJ** . . . . Member
   Non-Governing Body member Nominated by the Sponsoring Body

6. **Fr Christu Savarirajan, SJ** . . . . Member
   Non-Governing Body member Nominated by the Sponsoring Body

7. **Fr Dr Ignatius Topno, SJ** . . . . Member
   Non-Governing Body member Nominated by the Sponsoring Body

8. **Fr Dr Alphonse Sebastian, SJ** . . . . Member
   Teacher Nominated by the Sponsoring Body

9. **Mr. Piyush Verma** . . . . Member
   Teacher Nominated by the Sponsoring Body

10. **Mr Piyush Ranjan Sahay** . . . . Member
    Teacher Nominated by the Sponsoring Body

11. **Sr Dr Grace, SCSC** . . . . Member
    Teacher Nominated by the Vice –Chancellor

12. **Dr Kalpana Kumari** . . . . Member
    Teacher Nominated by the Vice –Chancellor

ACADEMIC COUNCIL
(May 2025 - April 2028)

Name	Designation	Category
Fr Dr Martin Poras, SJ	Vice-Chancellor	Chairperson
Fr Dr Sherry George, SJ	Registrar	Secretary
Fr Dr Alphonse Sebastian, SJ	Controller of Examinations	Permanent Invitee
Prof. (Dr) Ajay Kumar	Dean, Academic Affairs and Law, CNLU	Academician nominated by the BoM
Dr Madhu Singh	HoD, M. Ed., St. Xavier's College of Education	Academician nominated by the BoM Member
Prof. Prabhat Kumar	Professor, Computer Science and Engineering (NIT)	Technologist, nominated by the Sponsoring Body
Sr Dr Tanisha AC	Vice Principal, Patna Women's College	Educationist, Nominated by the Sponsoring Body
Dr Soofiya Fatima	HoD, Department of Commerce	Educationist, Nominated by the Sponsoring Body
Mr Piyush Ranjan Sahay	Dean (Interim), School of Management	Member
Dr Prakash Kumar Upadhayay	Dean, School of Computer Science	Member
Dr Ashok Kumar	Dean, School of Commerce	Member
Dr Anurag Ambasta	Dean, School of Arts and Humanities	Member
Sr Dr Grace, SCSC	IQAC Coordinator	Member (Within the University)
Dr Rakesh Kumar Pathak	Dean, Activities	Member (Within the University)

FINANCE COMMITTEE
(July 2025–June 2028)

S.No.	Name	Designation	Category
1.	Fr Vimal Kishore, SJ	Chancellor	Chairperson
2.	Fr Dr Martin Poras, SJ	Vice-Chancellor	Member
3.	Fr Dr Sherry George, SJ	Registrar	Member
4.	Fr Alphonse Crasta, SJ	Chief Finance Officer	Secretary
5.	Fr Peter Arockiasamy, SJ	Nominated by Sponsoring Body	Member
6.	Fr Joseph Sebastian, SJ	Nominated by Sponsoring Body	Member
7.	Fr Dr Prakash Louis, SJ	Nominated by Board of Management	Member
8.	Sr Dr Jincy, AC	Nominated by Board of Management	Member
9.	Fr Thomas Anthonysamy, SJ	Nominated by the Chancellor	Member

RESEARCH COMMITTEE
July 2025–June 2028

Name	Designation	Category
Fr Dr Martin Poras, SJ	Vice Chancellor	Chairperson
Mr Piyush Ranjan Sahay	Dean (Interim), School of Management	Member
Dr Ashok Kumar	Dean, School of Commerce	Member
Dr Prakash Kumar Upadhayay	Dean, School of Computer Science	Member
Dr Anurag Ambasta	Dean, School of Arts and Humanities	Member
Dr Kalpana Kumari	Asst. Professor, Department of Economics	Member
Fr Dr Sherry George, SJ	Registrar	Member

SCHOLARSHIP COMMITTEE

Name	Designation	Category
Fr Dr Martin Poras, SJ	Vice-Chancellor	Chairperson
Fr Alphonse Crasta, SJ	Chief Accountant and Finance Officer	Member
Fr Dr Sherry George, SJ	Registrar	Member
Mr Piyush Ranjan Sahay	Dean (Interim), School of Management	Chairperson
Dr Ashok Kumar	Dean, School of Commerce	Member
Dr Prakash Kumar Upadhyay	Dean, School of Computer Science	Member
Dr Anurag Ambasta	Dean, School of Arts and Humanities	Member
Mr Ajay Kumar	Coordinator, Social Outreach	Member

EXAMINATION COMMITTEE

Fr Dr Martin Poras, SJ, Vice Chancelor	Ex Officio Chair
Fr Dr Sebastian Alphonse, SJ, Controller of Examination	Ex Officio Secretary
Fr Dr Sherry George, SJ, Registrar	Member
Sr Dr Grace SCSC, Coordinator, IQAC	Member
Fr Dr Ignatius Topno, SJ, Principal of SXCE	Member
Dr Ashok Kumar, Dean	Member
Dr Prakash Upadhyay, Dean	Member
Mr Piyush Verma	Member
Dr Shilpi Kavita	Member
Mr Vishal Joshua	Member

EXAM GRIEVANCE REDRESSAL COMMITTEE

Fr Dr Martin Poras, SJ, Vice Chancelor	Ex Officio Chair
Fr Dr Sebastian Alphonse, SJ, Controller of Examination	Ex Officio Secretary
Dr Anurag Ambasta	Member
Mr Piyush Ranjan Sahay	Member
Dr Supriya Shree	Member
Ms Shilpa Sharma	Member

ADMINISTRATIVE OFFICERS

Fr Dr Ignacimuthu Savarimuthu, SJ	Visitor
Fr Vimal Kishore, SJ	Chancellor
Fr Dr Joseph Sebastian, SJ	Rector
Fr Dr Martin Poras, SJ	Vice Chancellor
Fr Dr Sherry George, SJ	Registrar
Fr Dr Alphonse Sebastian, SJ	Controller of Examinations
Fr Alphonse Crasta, SJ	Chief Finance Officer
Dr Rachna Thakkar	Dean, Academics
Mr Piyush Ranjan Sahay	Dean (Interim), School of Management
Dr Ashok Kumar	Dean, School of Commerce
Dr Prakash Kumar Upadhyay	Dean, School of Computer Science
Dr Anurag Ambasta	Dean, School of Arts and Humanities
Dr Rakesh Kumar Pathak	Dean of Activities
Fr Dinesh Topo, SJ	Campus Director
Sr Dr Grace SCSC	IQAC Coordinator
Mr Piyush Verma	AICTE Coordinator & IIC
Mr Ajay Kumar	NSS & Dean, Social Outreach

OTHER OFFICERS

Mr Alexander Natal	Executive Supervisor
Mr Piyush Verma	I.T. Manager & Asst. Controller of Examinations
Mr Ajay Kumar	NSS Coordinator, Social Outreach Coordinator
Mr Satya Prakash Narain	Sports
Mr Piyush Ranjan Sahay	Placement and Training officer
Dr Ashok Kumar	Coordinator, Start-Up cell

ACADEMIC FUNCTIONARIES OF THE UNIVERSITY

Head of Departments

Ms Shilpa Sharma	Business Administration
Mr Mukesh Kumar	Computer Science
Dr Alok Baran	Commerce
Dr Shilpi Kavita	Economics
Mr Vikas Kumar	Mass Communication
Sr Dr Grace SCSC	English

English

Dr Anurag Ambasta	Full time
Sr Dr Grace, SCSC	Full time
Dr Archana Sinha	Full time
Mr Abhishek Anand	Full time

Mathematics

Fr Dr Sherry George, SJ	Full time
Mr Abhijeet Vibhas	Full time

German

Ms Archana	Part time

Business Administration

Mr Piyush Ranjan Sahay	Full time
Ms Shilpa Sharma	Full time
Fr Dr Martin Poras, SJ	Full time
Mr Mario Martin	Full time
Mr Arindam Roy	Full time
Dr Upasana	Full time
Dr Ritu Rani	Full time

Computer Science

Dr Prakash Upadhyay	Full time
Mr Mukesh Kumar	Full time
Fr Dr Sebastian Alphonse, SJ	Full time

Dr Rakesh Kumar Pathak	Full time
Mr Piyush Verma	Full time
Dr Supriya Shree	Full time
Ms Vandana Verma	Full time
Ms Kumari Sneha	Full time
Mr Sanu Kumar	Full time

Commerce

Dr Ashok Kumar	Full time
Dr Alok Baran	Full time
Dr Farhan Khalid	Full time
Dr Manish Kumar	Full time
Dr Rachna Thakkar	Full time
Ms Priya Gupta	Full time
Ms Tracy Joan Reid	Full time

Economics

Dr Shilpi Kavita	Full time
Dr Kalpana Kumari	Full time
Mr Bidya Nand Choudhary	Full time

Mass Communication

Mr Vikas Kumar	Full time
Ms Priya Manish Kumar	Full time
Ms Priyanka Singh	Full time
Mr Manoj Kumar Das	Full time

Counselling

Sr Jaya, RNDM	Counsellor

Sports

Mr Satya Prakash	Sports Teacher

NSS & Social Outreach

Mr Ajay Kumar	Full time

Administrative Staff

Mr Alexander Natal	Executive Supervisor
Ms Bela Stephen	Office Administration
Ms Rekha Kumari	Librarian
Mr Vikash Benjamin Sha	Assistant Accountant
Mr Tapeshwar Prasad Yadav	Graphic Designer
Mr Prabhat Kumar	Lab Assistant
Mr Satya Prakash Narain	Sports
Mr Manoj Kumar Das	Studio
Mr Vishal Joshua Lal	Office Assistant
Mr Sumit Kumar	Office Assistant
Mr Sudeep Kumar	Assistant Librarian
Ms Nikita Braganza	Office Administration
Ms Smrity Roy	Office Administration
Ms Aaisha Fatma	Office Administration
Mr Flavian Cyrill	Office Administration
Mr Anugrah Masih	Lab Assistant
Ms Soumya K Shaji	Office Administration

Maintenance Staff

Mr Raju Rajesh	Peon
Ms Mariam Gid	Cleanliness
Mr Nelson Ekka	Cleanliness
Ms Archenjela Toppo	Cleanliness
Ms Meera Soreng	Cleanliness
Mr Neeraj Kumar	Electrician
Md Shakeel	Driver
Mr Anil Kumar	Assistant Mali
Mr Nirmala Tete	Cleanliness
Mr Cyril Tirkey	Security Guard
Mr Indrajeet Singh	Security Guard
Mr Naushad Alam	Security Guard
Mr Ram Sunder Kumar	Mason
Ms Phulgencia Soreng	Cleanliness
Mr Lal Babu Manjhi	Cleanliness
Mr Manuel Murmu	Gardner

FOUNDATION AND MENTORING CLASSES (2025–26)

SN	Stream of Mentees	Name of the Mentor	Room No.
1.	BA English I	Sr Dr Grace SCSC, Dr Archana	210
2.	BA Economics I	Dr Shilpi Kavita	209
3.	BA Mass Communication I	Mr Vikas Kumar	208
4.	BBA-I A	Mr Mario Martin	202
5.	BBA-I B	Ms Tracy Joan Reid	203
6.	BBA-I C	Mr Arindam Roy	204
7.	BBA-I D	Dr Ritu Rani	206
8.	BBA-I E	Dr Upasana	207
9.	BCA I A	Ms Vandana Verma	302
10.	BCA I B	Mr Abhishek Anand	303
11.	BCA I C	Dr Rakesh Kumar Pathak	304
12.	BCA I D	Ms Kumari Sneha	306
13.	B.Com I A	Dr Ashok Kumar	307
14.	B.Com I B	Dr Rachna Thakkar	308
15.	BBA-II A	Mr Piyush Ranjan Sahay	69
16.	BBA-II B	Dr Anurag Ambasta	70
17.	BBA-II C	Ms. Priya Gupta	71
18.	BBA-III A	Ms Shilpa Sharma	57
19.	BBA-III B	Dr Manish Kumar	58
20.	BCA-IIA	Dr Prakash Upadhyay	30
21.	BCA-IIB	Mr Mukesh Kumar	31
22.	BCA-II C	Mr Piyush Verma	32
23.	BCA-III	Dr Supriya Shree	35
24.	BCP-II	Dr Alok Baran	24
25	BCP-III	Dr Farhan Khalid	23
26.	BBA(IB)- II	Dr Kalpana Kumari	36
27.	BBA (IB)-III	Mr Bidya Nand Choudhary	37
28.	BA (JMC)-II	Ms Priyanka Singh	44
29.	BA (JMC)-III	Ms Priya Manish Kumar	45

LIST OF COMMITTEES 2025–2026

Committees & Members	Major Responsibilities
1. Morning Prayer Committee Ms Priya Gupta (Chair) Ms Bela Stephen Ms Nikita Braganza Mr Abhishek Anand	• Preparing the prayer schedule • Overseeing and conducting the daily morning prayer • Decorating the notice board near the prayer room • Documentation • Awarding the best decoration • Making a collage of the posters.
2. Academic Activities Committee Ms Shilpa Sharma (Chair) Dr Rakesh Kumar Pathak Dr Ritu Verma Dr Anurag Ambasta Dr Shilpi Kavita Student Academic Secretaries Fr Dr Martin Poras, SJ (Guide)	• Student Advising and Support • Program Review and Assessment: • Academic Events and Workshops • Student Recognition and Awards • Academic Appeals and Grievances • Collaboration with Other Committees and Departments • Conducting PPM
3. University Promotion Committee Ms Priya Manish Kumar (Chair) Mr Vikas Kumar Ms Priyanka Singh Mr Ajay Kumar Dr Ashok Kumar Dr Manish Kumar Fr Dr Sherry George, SJ (Guide)	• Contacting schools in Bihar • Promote the university brand and image • Attracting potential students to the university • Organise fairs and events in the university

4. Faculty Development Programme (FDP) Committee Dr Shilpi Kavita (Chair) Dr Anurag Ambasta Dr Alok Baran Ms Shilpa Sharma Dr Supriya Shree Mr Arindam Roy Fr Dr Martin Poras, SJ (Guide)	• Needs Assessment and Professional Development • Designing and planning faculty development programs • Enhancing the teaching, and professional growth of faculty members. • Contributing to the overall quality of the university's academic programs.
5. Discipline Committee Dr Manish Kumar (Chair) Mr Bidya Nand Choudhary Ms Tracy Reid Dr Upasana Student Cabinet Discipline Secretaries Fr Dr Sherry George, SJ (Guide)	• Maintaining a safe and respectful campus environment. • Maintaining and enforcing discipline • Investigating the misconduct reported • Ensure consistency and fairness in disciplinary actions • Conducting disciplinary hearings • Recommend appropriate disciplinary actions
6. Placement & Training Cell Mr Piyush Ranjan Sahay (Chair) All the HoDs Selected students Fr Dr Martin Poras, SJ (Guide)	• Industry liaison and employer engagement • Career counselling and guidance • Organizing placement drives, job fairs • Enhance students' employability skills. • Arranging internship for students

7. Social Awareness Committee Dr Alok Baran (Chair) Mr Bidya Nand Choudhary Mr Ajay Kumar Dr Ritu Rani Ms Vandana Verma Ms Kumari Sneha Student Social Secretaries Fr Dr Sherry George, SJ (Guide)	• Fostering social consciousness among students • Organizing Awareness Campaigns • Promoting Social Responsibility • Facilitating education and Discussions on social issues • Addressing pressing social issues and contributing to positive change • Organising the Sadbhaawana Samaagam
8. AICUF Mr Mario Martin (Chair) Ms Tracy Joan Reid Fr Dinesh Toppo, SJ (Guide)	• Student Leadership Development • Engaging in social action • Engaging in social advocacy Networking with other universities
9. Cultural Committee Dr Rachna Thakkar, (Chair) Ms Priyanka Singh Ms Tracy Reid Dr Upasana Sr Dr Grace, SCSC Mr Ajay Kumar Mr Mario Martin Dr Manish Kumar Dr Shilpi Kavita Student Cultural Secretaries Fr Dr A. Sebastian, SJ (Guide)	• Organizing and promoting cultural activities • Planning, organizing, and coordinating cultural events and activities. • Talent Showcases and Performances • Conducting cultural competitions and contests

10. Sports Committee/Aagaz Mr Vishal Joshua Lal (Chair) Ms Priya Gupta Ms Priyanka Singh Mr Ajay Kumar Mr Satyaprakash Mr Vikas Kumar Student Sports Secretaries Fr Dr Sherry George,SJ (Guide)	• Select and train sports teams • Plan and organize sports events in the university • Organizing sport day • Participation in Inter-university sports meet • Oversee the safety of sports participants
11. Attendance Committee Fr Dr Sherry George, SJ (Chair) Mr Vishal Joshua Lal Mr Prabhat Kumar Mr Sumit Kumar	• Monitor and track student attendance in classes • Maintaining accurate attendance records, undertakings etc. • Ensuring compliance with attendance policies • Communicating attendance policies and guidelines to students • Support and guidance to students who are facing attendance-related issues.
12. National/International Seminar All the convenors and Co-convenors Deans Department Heads Fr Dr Martin Poras, SJ (Guide)	• Each Department is expected to arrange one National/ International Seminar in a year

13. Research Cell Mr Piyush Ranjan Sahay (Chair) Dr Kalpna Kumari Dr Upasana Dr Ritu Rani Dr Ashok Kumar Dr Archana Sinha Fr Dr Martin Poras, SJ (Guide)	• Promoting Research Culture within the university • Facilitating various research activities within the university • Grant and Funding Assistance • Research Collaboration and Networking • Research Compliance and Ethics
14. Student Council & Cabinet Fr Dr Sherry George, SJ (Chair) Dr Kalpana Kumari Dr Prakash Kumar Upadhyay Mr Sumit Kumar	• Acts as a voice for the student body • Organizing Student Activities and Events • Addressing Student Grievances • Enhancing Student Welfare and Support • Fostering Student Engagement and Leadership
15. NSS and Social Outreach Programme Mr Ajay Kumar (Chair) Mr Abhishek Anand Dr Farhan Khalid Mr Arindam Roy Dr Shilpi Kavita Fr Dr Sherry George, SJ (Guide)	• Engage in community service activities • Creating social awareness and promoting social responsibility among the community • Organize skill development workshops • Disaster management and emergency response • Documentation and Reporting
16. Universal Human Value Cell Dr Supriya Shree (Chair) Sr Jaya, RNDM Dr Rachana Thakker Dr Kalpana Kumari Dr Archana Sinha Student Representatives Fr Dr Martin Poras, SJ (Guide)	• Oversees mentoring programs • Organizing workshops or seminars • Provides personal and social support to students • Evaluates the effectiveness of the foundation and mentoring programs.

17. Youth for Free India (YFI) Mr.Ajay Kumar (Chair) Dr Farhan Khalid Ms Priya Gupta Ms Shilpa Sharma Dr Alok Baran Ms Kumari Sneha Fr Dr Sherry George, SJ (Guide)	• Engaging in social initiatives • Awareness and Advocacy • Organize debates and discussions on important issues • Leadership training • Collaborations and Partnerships
18. Inter-religious Activities (Kabir club) Dr Farhan Khalid (Chair) Dr Upasana Mr Bidya Nand Choudhary Dr Manish Kumar Fr Dr A. Sebastian, SJ (Guide)	• Organize interfaith events • Observance of religious festivals and celebrations within the university • Organise multi-faith prayer services • Participating in charity events • Promoting tolerance and harmony among students and staff
19. Internal Complaints Committee (ICC) Dr Shilpi Kavita (Chair) Fr Dr Peter Ladis (Advocate) Student Counsellor Sr Dr Grace, SCSC Dr Archana Sinha Dr Rakesh Kumar Pathak	• Receiving, processing, and investigating complaints of sexual harassment filed by students, faculty, and staff. • Creating awareness about sexual harassment, gender- based violence, and related laws and regulations. • Developing and implementing policies and guidelines related to preventing and addressing sexual harassment within the university. • Providing support, guidance, and counseling to complainants and victims of sexual harassment. • Maintaining proper documentation of complaints, inquiries, and actions taken.

20. Alumni Association Dr Ashok Kumar (Chair) Dr Anurag Ambasta All the Dept. Heads Four members of Alumni Association Fr Dr Sherry George, SJ (Guide)	• Facilitating networking opportunities among alumni • Fostering connections between alumni and the university community. • keeping them informed about university news, events, and updates • Fundraising and Resource Development • Alumni Awards and Recognition • Organising annual alumni meet
21. Annual Day Dr Alok Baran (Organizer) Ms Priya Gupta	• Event Planning and Coordination • Program Design and Execution • Stage Management and Technical Support • Guest Invitations and Hospitality • Promotion and Publicity
22. Green Riders Mr Arindam Roy (Chair) Mr Sumit Kumar	• Promoting Eco-Friendly Transportation • Organizing Bicycle Sharing Programs • Conducting Awareness Campaigns • Coordinating Green Initiatives • Encourage environmental stewardship among the university community
23. Language Lab Mr Abhishek Anand (Chair) Mr Piyush Verma Mr Prabhat Kumar	• Provides a technological environment for language learning and practice • Language Instruction and Practice • Managing and maintaining the technological infrastructure of the lab • Assign lab classes for EPC students

24. University Magazine & Xavierian Buzz Mr Abhishek Anand (Chief Editor) Ms Priyanka Singh Mr Tapeshwar Pd Yadav Student representatives Fr Dr Martin Poras, SJ (Guide)	• Content Planning and Collection • Editing and Proofreading • Design and Layout • Photography and Illustration • Printing and Distribution
25. Decoration Committee Ms Tracy Reid (Chair) Ms Priyanka Singh Ms Vandan Verma Dr Ritu Rani Mr Arindam Roy	• Responsible for enhancing the aesthetics environments for various events and occasions. • Conceptualize and develop themes for various university events • Decoration Planning and Execution • Decorating event venues such as auditoriums, halls, outdoor spaces, or exhibition areas • Responsible for seasonal and festive decorations in the university .
26. Stage Management Committee Dr Prakash Kumar (Chair) Dr Farhan Khalid Dr Alok Baran Mr Vikas Kumar Mr Arindam Roy Student Representatives	• Overseeing the logistics and smooth operation of events and performances on stage. • Planning and executing the setup of the stage. • Coordinating rehearsals for events and performances. • Providing technical support to performers • Managing the stage crew • Maintaining clear communication with the performers and technical crew

27. Library Committee Fr Dr Sherry George, SJ (Guide) Ms Rekha Kumari Mr Sudeep Kumar Dr Supriya Shree	• Developing and reviewing library policies • Oversees the development and management of the library's collection. • Library Resource Allocation • Efficient utilization and maintenance of library space and facilities
28. Admission Committee Fr Dr Sherry George, SJ (Chair) Fr Dr Alphonse Sebastian, SJ All HoDs Mr Piyush Verma Mr Ajay Kumar Ms Priya Manish Kumar Mr Vishal Joshua Ms Bela Stephen Mr Sumit Kumar Ms Smrity Mr Vikash Benjamin Dr Ashok Kumar (Start-up Cell)	• Admission Policy Development • Application Processing • Conducting examination • Interview and Selection Process • Publishing results • Admission Decision and Offer Letters
29. IQAC Cell Fr Dr Martin Poras, SJ (Chair) Sr Dr Grace, SCSC (Coordinator) Mr Mario Martin (Assistant Coordinator) Dean of Academics Mr Piyush Ranjan Sahay Mr Piyush Verma Dr Ashok Kumar Fr Dr Sushil Bilung, SJ Fr Dr Sherry George, SJ Dr Marie Anne D'cruze Mr Saharsh Bhushan Mr Jai Singh Rathore Ms Nikita Braganza Student President	• Develops and implements a quality assurance framework • Coordinates and facilitates accreditation processes • Conducts regular monitoring and evaluation • Contributes to institutional planning and strategic initiatives • Supports capacity building and professional development activities for faculty, staff, and students • Documentation

30. ERP Committee Dr Supriya Shree (SXCMT) Ms Vandan Verma (XUP) Mr Piyush Verma Ms Bela Stephen Ms Nikita Braganza Mr Vishal Joshua Lal Mr Sumit Kumar Dr Rakesh Kumar Pathak Mr Mukesh Kumar Mr Anugrah Masih Fr Dr Alphonse Sebastian, SJ (Guide)	• Overseeing the successful implementation of the ERP system • Managing the day-to-day administration and maintenance • Ensures the accuracy, integrity, and security of data stored in the ERP system • Provides user support and training for faculty, staff, and students • Assesses the need for system upgrades or enhancements
31. Social Media Mr Vikas Kumar (Chair) Ms Priya Manish Kumar Mr Mukesh Kumar Ms Priyanka Singh Mr Manoj Kumar Mr Tapeshwar Prasad Yadav	• Responsible for creating a relevant content for the university's social media platforms • Managing university's presence on various social media platforms such as Facebook, Instagram, Twitter, LinkedIn, and YouTube. • Encouraging students, staff, and alumni to share their experiences, achievements, and opinions. • Promoting university events, programs, and initiatives through social media channels • Keeps abreast of social media trends, tools, and best practices.
32. Website Mr Mukesh Kumar (SXCMT) Ms Vandana Verma (XUP) Sr Dr Grace Ms Nikita Braganza Mr Sumit Kumar Mr Tapeshwar Prasad Yadav Fr Dr Martin Poras, SJ (Guide)	• Oversees the development and design of the university's website. • Responsible for managing the website's content • Providing a positive user experience for website visitors. • Responsible for ongoing website maintenance and technical support. • Integrates interactive features on the website to enhance user engagement • Promotion of university brand identity

33. Institutional Task Force for NEP Fr Dr Martin Poras, S. J. (Chair) Dr Anurag Ambasta Dr Kalpana Kumari	• Communicate the changes brought about by NEP 2020 to all stakeholders and gather feedback. • Revise and update the curriculum to incorporate multidisciplinary education and modern pedagogical practices. • Implement training and development initiatives for faculty to ensure they are equipped to teach under the new policy framework. • Monitor the implementation of NEP 2020, set key performance indicators, and conduct regular evaluations to assess progress and make necessary adjustments.
34. Information Technology Cell (ITC) Mr Piyush Verma (Chair) Dr Prakash Uapdhyay Mr Vikas Kumar Mr Prabhat Kumar Mr Mukesh Kumar Mr Anugrah Masih Mr Manoj Kumar Fr Dr Alphonse Sebastian, SJ (Guide)	• Network Oversight: Manages and secures the university 's network infrastructure. • IT Equipment Support: Provides assistance for hardware and software, ensuring compatibility and functionality. • Cybersecurity Measures: Protects the university's IT systems from cyber threats and data breaches. • Policy Formulation:Develops and enforces IT policies for the use of technology resources. • Training and Assistance: Offers training and support for effective use of IT tools and systems. • Innovation Adoption: Stays updated on technology trends to enhance educational and administrative processes.

| 35. Students' Grievance Redressal Committee (SGRC)

Dr Kalpana Kumari (Guide)
Sr Jaya (Counsellor)
Dr Ashok Kumar
Dr Rakesh Kumar Pathak
Fr Dr Sherry George, SJ (Guide) | • Receiving and Documenting Complaints: The cell is responsible for accepting grievances from university members and formally recording them.
• Evaluating and Prioritizing: It assesses the nature and urgency of each grievance to determine the appropriate course of action.
• Enabling Dialogue:The cell facilitates communication between the complainant and the relevant university entities to address the issue.
• Conducting Investigations: It undertakes or oversees the investigation of grievances, gathering evidence and interviewing witnesses as necessary.
• Resolution and Implementation: The cell proposes solutions to resolve grievances and ensures that these resolutions are carried out.
• Monitoring and Support: It follows up on resolved grievances to ensure satisfaction and monitors the situation for any recurrence, while also providing support to the complainant throughout the process. |

GRIEVANCE REDRESSAL Cell

36. XEST Mr Mario Martin (Chair) Ms Priya Manish Kumar Mr Abhishek Anand Mr Vikas Kumar Ms Priyanka Singh Dr Alok Baran Ms Priya Gupta Mr Tapeshwar Pd Yadav Mr Vishal Joshua Fr Dr Sherry George, SJ (Guide)	• Event Planning and Coordination: The committee is responsible for the overall planning of the event, including setting the date, time, and location. They must coordinate with various groups and individuals, such as performers, speakers, and judges, to ensure their availability and participation. • Budget Management: The committee must create and manage a budget for the event. This includes securing funding through sponsorships, registration, or institutional support, and then allocating funds for expenses such as equipment, marketing, and refreshments. • Marketing and Promotion: This could involve creating promotional materials, managing social media campaigns, and coordinating with the university's public relations office to reach a wider audience. • Logistics and Venue Management: The committee is responsible for logistical arrangements, such as securing the venue, setting up stages, sound systems, and seating, and security • Programming and Entertainment: This includes organizing workshops, competitions, booking artists, dancers, etc • Volunteer Coordination: The committee will need to recruit, train, and manage volunteers who will assist with various aspects of the event, from ticketing and ushering to technical support and clean-up.

37. Anti-Ragging Committee Registrar (Chair) Dr Kalpana Kumari Dr Shilpi Kavita Dr Ashok Kumar Dr Manish Kumar Mr Alex Natal Student President Student Vice President Warden (Xavier Hostel)	• To create the awareness about Anti Ragging act and punishments among the students and the appropriate law in force. • To create the awareness about Ragging constitutes (UGC Regulation as per the directive of the Supreme Court Ragging CLAUSE 3). • To prohibit, prevent and eliminate the source of ragging including any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student. • To prohibit undisciplined activities by any student or students this causes or is likely to cause hardship or psychological harm or to raise fear in any fresher
38. Anti Ragging Squads Dr Manish Kumar (Chair) Mr. Alexander Natal Mr. Satya Prakash Mr. Vishal Joshua Ms. Priya Gupta Ms. Priya Manish	• Maintain Vigil and Patrolling: The squad must remain mobile, alert, and active at all times to monitor and prevent ragging incidents. • Create a Supportive Environment: The squad should work towards creating a supportive and inclusive environment for new students. • Publicize Anti-Ragging Measures: The squad must undertake measures to publicize anti-ragging policies and regulations. • Ensure Discipline and Safety: The squad is tasked with maintaining discipline on campus and ensuring the safety and well-being of all students. • Conduct On-Spot Enquiries: The squad is responsible for investigating any reported incidents of ragging

39. Members of the Institution Innovation Council [IIC]

SN	Name	Role	Designation	Department
1	Mr Piyush Verma	President, Head-Accreditation & Recognitions Reforms & Convenor	Assistant Professor	Computer Science
2	Dr Alphonse Sebastian, SJ	Innovation Activity Coordinator	Assistant Professor	Computer Science
3	Mr Piyush Ranjan Sahay	Internship Activity Coordinator	Assistant Professor	Business Administration
4	Dr Rachana Thakkar	IPR Activity Coordinator	Assistant Professor	Commerce
5	Ms Priya Manish Kumar	Social Media Coordinator	Assistant Professor	Mass Communication
6	Dr Ashok Kumar	Start Up Activity Coordinator	Assistant Professor	Commerce
7	Mr Ajay Kumar	Member	NSS Coordinator Social Outreach	English
8	Ms Shilpa Sharma	Member	Assistant Professor	Business Administration

Chapter 1

CODE OF CONDUCT FOR STUDENTS

1.1   RULES REGARDING ID CARD

 i. The University issues ID cards to enrolled students, faculty, staff, and other eligible associates to verify their identity and manage access to University services and facilities.

 ii. ID card is to be carried always.

 iii. ID cards are non-transferable and should only be used by the individual to whom they are issued for authorized purposes.

 iv. Misuse, defacement, modification, or tampering with an ID card is prohibited and may result in disciplinary action.

 v. Cardholders must keep their ID cards secure and notify the Registrar's Office immediately if the card is lost or stolen.

 vi. ID cards are required to access University services and facilities, including library, labs etc.

1.2   UNIVERSITY DRESS CODE RULES

 i. All students, are expected to dress in a manner that reflects modesty, professionalism and Indian culture. This includes avoiding clothing that is excessively revealing, offensive, or inappropriate for an academic environment.

 ii. Male students: Trousers/Jeans + Shirt/Kurta/T-shirt with collar (without any slogans, pictures, images, etc.)

 iii. Female students: Salwaar Kurta + Dupatta; Jeans + Kurti; Formal Shirt + Trousers (University T-Shirts only on Saturdays).

 iv. For boys round-neck t-shirts are strictly prohibited.

 v. For girls t-shirts, skirts and shorts are not allowed. Girls may wear the university t-shirt only.

 vi. Any types of captions or writings on shirts/T-shirts etc. is prohibited.

 vii. Formal attire is required for special events such as convocations, commencement ceremonies, and official university functions. This includes suits, dresses, and appropriate footwear.

viii. Athletic and recreational wear is permitted in designated areas such as the gym, sports fields, and recreational centers. However, students must change into appropriate attire before entering academic buildings or administrative offices.

ix. In case of failure to comply with these dress codes, appropriate action will be initiated.

1.3 UNIVERSITY TIMINGS

i. We begin the day with a short meditation conducted at 8.56 a.m., followed by an Inter-religious prayer conducted by the students, and a thought for the day.

ii. The first hour begins at 9.00 a.m. After each hour there will be a break for 5 minutes. Each hour consists of 50 minutes.

iii. The lunch break will begin at 11.40 am and will end at 12.10 pm.

iv. The medium of communication in the campus is English.

v. Attendance will be taken at each hour. Students who are not present in the classroom when the attendance is taken will lose attendance. Late comers may be allowed to attend the class without attendance.

1.4 RULES REGARDING STUDENTS' BEHAVIOUR ON THE CAMPUS

i. Students should be seated in their respective classrooms at the stroke of the bell and must maintain calmness while waiting for the teacher.

ii. Students must rise when the teacher enters the classroom, remain standing till they are directed to sit, or till the teacher takes his/her seat.

iii. Do not carry eatables into classrooms, libraries, computer labs, etc.

iv. Smoking and consumption of alcohol/drugs are strictly prohibited on campus.

v. Ragging of any kind, inside or outside the university, will not be tolerated.

vi. Treat university property and the property of others with care.

Do not damage, deface, or misuse facilities, equipment, or materials. Damage to university property by students is punishable and must be compensated.

vii. Eve-teasing, objectionable personal comments, and obscene gestures will be dealt with seriously.

viii. Public display of affection is strictly prohibited.

ix. Stealing, fighting, and other misbehaviour will be dealt with very seriously.

x. Possession of firearms, knives, or sharp objects is strictly prohibited.

xi. Do not post or fix any posters on university walls without permission.

xii. Smoking anywhere on the university premises is strictly prohibited.

xiii. Park only in designated areas and follow all parking regulations. Ensure your vehicle does not obstruct traffic or emergency access.

xiv. Use social media responsibly. Avoid posting content that could harm the university's reputation or the privacy of others.

xv. Avoid discriminatory language and behaviour based on race, gender, religion, sexual orientation, or other characteristics.

xvi. Address conflicts peacefully and constructively. Seek mediation or assistance from university authorities if needed.

xvii. Participate in university activities and events to foster a sense of community and school spirit.

xviii. No student shall display banner, flags, flex etc. or circulate notices, pamphlets, leaflets etc. inside the university campus without the authorized permission from the principal.

xix. Follow all safety and security guidelines, including reporting suspicious activities and using campus security services when needed.

xx. Students must avoid resting legs on the wall.

xxi. Students are not allowed to pluck flowers/ fruits from the garden

xxii. Healthy inclusive relationship should be maintained in the

campus. A relationship that is objectionable and tarnishing the image of the university shall be reported to the concerned parents.

xxiii. Respect and maintain physical boundaries with your peers and close friends.

xxiv. Treat all members of the university community—students, faculty, staff, and visitors—with respect and courtesy.

xv. Maintain a conducive learning environment by being attentive, participating actively, and avoiding disruptive behaviour during classes.

xvi. Keep noise levels to a minimum in academic buildings, libraries, and other quiet areas to avoid disturbing others.

xvii. Save electricity and water.

xviii. No photocopies of certificates will be provided to the students for any purpose from the university office.

xxix. University maintains equal distance from all political organization and ideologies. Students are strictly prohibited from organizing, attending or participating in any activity or agitation sponsored by political parties.

xxx. No student shall solicit fund from the students in the campus without the permission of the Registrar.

xxxi. Students going to participate in inter-collegiate competition must seek prior permission and carry the letter of approval from the Registrar.

xxxii. Loitering of students in the corridors of the university buildings or sitting on the steps of the staircase or on the steps of the portico of the university during lecture or free hours is not permitted.

xxxiii. University encourages study tours, picnics and outings with an explicit, prior written permission from the Principal or his delegate. No such outing will be permitted without at least one male and one female faculty member accompanying the group. All expenses including those of the accompanying faculty must be borne by the students. The students should submit a letter of consent by the parents.

1.5 MISCONDUCT AND CARDS

Students who commit serious misconducts shall be given:Yellow / Red Card

(i) Yellow card (last but one chance)

Yellow Cards may be issued, in case of:

   i. disturbing the classes
   ii. Shouting, screaming or speaking very loudly,
   iii. using chewing gum/gutka in the campus,
   iv. using abusive and vulgar language,
   v. talking in the exam hall,
   vi. looking at the answer sheet of other students during exams,
   vii. not obeying the staff members and members of the management,
   viii. any other serious matter as per the discretion of the members of the management.

(ii) Red card (last chance)

Red Cards may be issued, in case of:

   i. If yellow card is repeated thrice, a student shall be given a red card.
   ii. Red card may be issued for disrespecting, back answering,
   iii. humiliating staff members and members of the management,
   iv. aggressive arguments involving abusive language,
   v. copying in examinations; using chits, mobile or any other means,
   vi. contacting parents/ guardians/ outsiders at the time of crisis before informing the university authorities,
   vii. any attempt to malign anybody or inciting troubles through the use of social media which comes under cyber-crime.
   viii. Any other very serious matter as per the discretion of the members of the management.

(iii)   Green Card:

The Green Card system promotes a culture of kindness, respect, and achievement within the University community. It encourages students to strive for excellence and fosters a supportive environment where everyone has an opportunity to succeed. Green cards are awarded to students whose conduct and behaviour are exceptionally good and inspiring to the others. Any exemplary behaviour, achievements, or contributions to the public attract a Green Card.

1.6   USE OF MOBILE PHONE AND SOCIAL MEDIA

i.   Use of mobile phones is strictly prohibited inside the classroom, library, labs, etc.

ii.   Refrain from using mobile phones in a manner that disrupts or distracts others, such as loud conversations or playing games in public areas.

iii.   Be cautious about sharing personal information and university data through mobile phones. Avoid discussing sensitive or confidential matters in public spaces.

iv.   Obtain permission before taking photographs or recording videos of individuals or events. Respect privacy and intellectual property rights.

1.7   SOCIAL MEDIA USAGE GUIDELINES:

i.   Maintain a professional online presence. Avoid posting content that could be considered inappropriate, offensive, or unprofessional.

ii.   Adjust privacy settings on social media accounts to control who can view personal information and posts.

iii.   Engage in respectful and constructive communication on social media platforms. Avoid harassment, bullying, or any form of online abuse.

iv.   Respect intellectual property rights. Do not share or reproduce copyrighted material without proper permission.

v.   When representing the university on social media, ensure that all communications are accurate, truthful, and in line with the university's values and policies.

vi.   Use social media to promote university events and activities, but ensure that all information is accurate and approved by the relevant authorities.

vii.   Report any instances of social media misconduct, such as harassment or the spread of false information, to the university's administration or designated authorities.

viii.   Be aware of cybersecurity risks and take necessary precautions, such as using strong passwords, enabling two-factor authentication, and avoiding suspicious links or downloads.

ix.   Use social media to engage positively with the university community, sharing achievements, participating in discussions, and supporting fellow students and faculty.

1.8   REGULATIONS ON CURBING OF RAGGING

Ragging refers to any form of physical or mental harassment, bullying, or abuse inflicted on new students (often referred to as "freshers") by senior students or groups. The Government of India has taken strict measures to combat ragging, and the Supreme Court of India has defined ragging as a criminal offense. The following actions are considered as ragging:

i.   Any conduct by any student or students whether by words spoken or written or by an act with rudeness affecting a fresher or any other student.

ii.   Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.

iii.   Asking any student to do any act which such students will not in the ordinary course do and which has the effect or causing in generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.

iv.   Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.

v.   Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.

vi. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student.

vii. Any act of physical abuse including all variants of sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.

viii. Any act or abuse by spoken words which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher of any other student.

xix. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

x. Using electronic communication, such as social media, emails, or text messages, to harass, threaten, or embarrass freshers.

xi. Discrimination, harassment and offensive conduct against any person, student on the basis of race, color, religion, sex, national origin, creed, etc.

xii. It's important to note that ragging is illegal and strictly prohibited in the university. The university has implemented an anti-ragging committee and helpline to ensure the safety and well-being of students. If any student or staff member is found guilty of ragging, they can face severe consequences, including expulsion, suspension, and even criminal charges.

xiii. If a student experiences or witnesses ragging, it is important to report it immediately to the university authorities or the designated anti-ragging committee. Reporting such incidents can help prevent further harm and ensure a safe learning environment for all students.

xiv. Ragging is a major offence. Students indulging in ragging even in a "friendly" way or encouraging ragging will face immediate dismissal from the university. No justification in this regard is acceptable.

xv. Ragging is a cognizable offence and those who indulge in it or encourage it will be handed over to the appropriate legal authorities as per: G O. Ed 122 URC-96 dated 16-01-1997

xvi. In case of any incidents regarding Ragging *Contact:*

Coordinator, Anti-Ragging Committee

Email: anti-ragging@xup.ac.in

CODE OF CONDUCT

Chapter 2

UNIVERSITY REGULATIONS FOR STUDENTS

2.1 CLASSROOM ATTENDANCE POLICY

i. Regular attendance is crucial for academic success and maintaining the integrity of the learning process. Students are expected to attend all classes as scheduled in the academic calendar. A minimum of 75% aggregate attendance is mandatory to be eligible to sit for the university's end-of-semester examinations and for the promotion to the next semester.

ii. Students must regularly monitor their attendance through their login portal to ensure they meet the required attendance percentage.

iii. Students should not leave the classroom while the class is in progress unless given permission by the instructor.

iv. Attendance is taken every hour. Each instructor maintains a separate attendance register for each course or subject within the semester.

v. Attendance marks will be included as part of the internal assessment for each course. Consistent attendance can positively impact your overall grades.

vi. Punctuality is a fundamental aspect of discipline. Students who arrive late will not be given attendance for that class.

vii. Instructors will report the names of students who are irregular in attending classes to the Dean's office for further action.

viii. Students with valid medical or other unavoidable reasons for absences must submit appropriate documentation to the Dean's office for consideration. Failure to provide documentation may result in the absence being considered unexcused.

ix. In cases of excused absences, students may be required to attend make-up classes

x. The university reserves the right to review and adjust attendance records if discrepancies are found.

xi. A student who has an aggregate attendance of 65% or more but less than 75% in a semester must seek condonation from

the Vice-Chancellor through the Dean of the concerned school to appear in the end-of-semester examinations. Condonation will only be considered on the grounds of illness or accidents, supported by approved documentary evidence. Condonation may be granted only once.

2.2   UNIVERSITY LEAVE RULES FOR STUDENTS

i.   Prior permission from the Dean is necessary for taking leave from the University. A student should apply for leave when it is necessary.

ii.   If a student is absent for three days consecutively, s/he should not enter the class without the permission of the Dean.

iii.   A student's name is liable to be dropped from the rolls, if s/he is absent continuously for more than 10 days without leave. If the student is allowed to resume classes, s/he will have to pay a fine of Rs. 2000/-.

iv.   Students participating in university-sponsored events (e.g., sports, cultural activities) may be granted leave. Approval must be obtained from the event organizers and the relevant academic authority.

v.   Students are not permitted to take leave during examination periods

vi.   The university will maintain a record of all leaves taken by students. Students are advised to keep a copy of their leave applications and approvals for their records.

2.3   LIBRARY RULES & REGULATIONS

i.   Observing the following rules in the university library ensures its smooth functioning and allows all members to fully utilize its services and facilities to their utmost satisfaction.

ii.   The university library is open on all working days.

iii.   The library is accessible to university students, staff, and authorized individuals only.

iv.   The librarian reserves the right to refuse admission to anyone.

v.   The librarian may request the return of any borrowed book at any time.

v i.   Students must carry their university identity cards at all times

when entering the library. Failure to produce the card upon request may result in refusal of entry or expulsion from the library.

vii. Any misuse of library privileges is considered a serious breach of discipline. The Dean may take necessary actions in consultation with the librarian.

viii. Strict discipline and silence must be maintained inside the library. Activities such as conversations, fun activities, sleeping, and eating are strictly prohibited. Individuals not adhering to these rules will be asked to leave immediately.

ix. Students can borrow books after presenting their university-issued library card.

x. Any loss of the library card must be reported to the Librarian immediately.

xi. A duplicate library card can be issued upon payment of Rs. 50/-.

xii. Borrowers must ensure that the books they borrow are not damaged or spoiled.

xiii. Each student can borrow up to three books at a time using their library card.

xiv. Books from the Stack room are issued for a period of 15 days.

xv. Overdue charges are Rs. 10 per day per volume for books not returned on time.

xvi. Reference books are not available for borrowing by students.

xvii. If a book is lost or damaged, the borrower must replace it or pay the current price of the book.

xviii. Readers and borrowers must not write on or mark any book, periodical, map, or other library material. Violation of this rule may result in severe penalties, including the requirement to replace the item.

2.4   Rules for Using Mobile/Tablet Devices in the Library for Study Purposes:

i. Students must obtain prior written permission from the Librarian to use mobile/tablet devices in the library.

ii. Mobile/tablet devices are strictly for study-related activities. Any other activities, such as entertainment or social media, are prohibited.

iii. All devices must be set to silent or vibration mode while inside the library to avoid disrupting others.

iv. Taking calls inside the library is strictly forbidden. If a call comes in, students must disconnect immediately and return the call outside the library premises.

v. When listening to lectures or engaging in multimedia activities on their devices, students must use headphones. The volume should be kept low to prevent disturbance to others.

vi. Failure to adhere to these rules and any other library regulations may result in confiscation of the device and expulsion from the library premises. Further disciplinary actions may also be taken.

2.5 RULES AND REGULATIONS IN THE COMPUTER LAB

i. Students should maintain absolute silence and decorum in the lab.

ii. Students should use computers taking care of them as their own property.

iii. Students should leave their footwear outside the lab in the space allotted.

iv. The furniture in the computer lab should be kept intact.

v. No student is permitted to shift or interchange any part of the computer with another.

vi. Log out and shut down the computer, when you leave.

vii. Use the Lab only for academic requirements.

viii. For any hardware problem, report to the Lab In-charge.

ix. Students should refrain from downloading objectionable materials from the internet violation of this rule will result in stringent disciplinary action.

x. Students should follow the procedures prescribed for logging in and logging out.

xi. Personal programme files should not be installed in the computer for licensing and security reasons.

xii. Hacking (attempting to gain unauthorized access to secured content, violation of system policies, virus creation or

propagation, etc.) is prohibited. Violation of Lab rules will necessitate serious disciplinary action.

2.6   CODE OF CONDUCT FOR USING UNIVERSITY RESOURCES

The university resources from the perspective of the students will mean and include the entire campus and the facilities provided therein such as classrooms including their fixtures and fittings, Audio/Video Systems, Laboratories, Library, Information Technology (IT) Resources, Gym, Canteens/Cafeteria, Hostels/Halls, Auditorium, Lifts, etc. Students, while using any of the university resources, must demonstrate a sense of ownership and shall diligently observe the usage guidelines prescribed in respect of each of the said resources. The student shall neither misuse nor cause any deliberate damage to any of the university resources. Some of the illustrative Code of Conduct specified in this regard shall include:

i.   Students shall not deface any part of the campus (including the walls, windows, doors, floors, tables, chairs, or other spaces within or outside the buildings, gym, etc.) with any writings, pastings, drawings, and coloring or by any other means whatsoever.

ii. Students shall not consume any food, eatables, or beverages within any of the university facilities, including classrooms, auditoriums, or offices.

iii. Students are responsible for switching off the ACs, fans, lights, and other classroom amenities while not in use.

iv. Students, while using the IT Resources of the university, must follow the 'IT Code of Conduct for End Users' issued by the Office of Information Technology.

v.   Students must not engage in any form of vandalism or theft of university property.

vi. Students must not use university resources for commercial purposes or personal gain.

vii. Students must respect the privacy and personal space of others while using shared facilities.

viii. Students must follow all safety protocols and guidelines while using laboratories, gym equipment, and other potentially hazardous resources.

ix. Students must report any damage or malfunction of university resources to the appropriate authorities immediately.

Violation of these rules may result in disciplinary action.

2.7   REGULATIONS PERTAINING TO SPORTS

The University provides quality sports facilities allowing students to excel in sports. Students must follow the below rules to ensure the best usage of Sports facilities:

i. Only bonafide students and staff members of the University shall have right to access the facilities of sports complex. Alumni are allowed to access the sports facilities with prior permission.

ii. The Sports facilities will be available for the users from Monday to Saturday between 2.00 pm to 5:00 pm. The complex shall remain closed on Sunday and official holidays, except for special occasions.

iii. Members of the University Sports Team shall have preference of using the facilities of the sports complex over the other students and staff members.

iv. Visiting teams must be escorted by teacher or coach.

v. Spectators without due and proper authorization will not be allowed. Visitors must maintain proper discipline and decorum in the Sports Complex. Visitors should maintain proper cleanliness in the complex.

vi. Use of alcoholic & tobacco products is strictly prohibited in the campus.

vii. Dogs/pets are not allowed in any part of the complex. Violators shall be debarred from any future

viii. Arms and ammunitions are prohibited in the complex.

ix. Shooting (still or video) in the complex is not permitted without prior written approval of the Management.

x. Visitors causing damage to the property of the University will have to make damage good/replaced.

66

xi. Vehicles in the Complex are not allowed, unless specifically permitted in writing by the Department. Parking should be only in the parking lot or designated place in the University Campus.

xii. Publicity, marketing or selling without written permission is strictly prohibited. Disciplinary/penal action will be initiated against such person.

xiii. The Sports Department reserves the rights to revoke/recall the use of facilities without any prior notice.

2.8 RULES PERTAINING TO PARKING IN THE UNIVERSITY:

Students using motorcycles or cars are required to register and obtain a parking pass from the university. A nominal fee of Rs. 1,000 for the entire academic year is charged for parking motorcycles or scooters. For parking a four-wheeler, the fee is Rs. 4,000 for the entire academic year. Due to limited space for four-wheelers, parking is available on a first-come, first-served basis.

i. Park your vehicles in the allotted places and drive cautiously to avoid accidents.

ii. Parking in faculty, staff, or visitor spots is strictly prohibited.

iii. Do not park in a manner that blocks driveways, fire lanes, or pedestrian walkways. Ensure that your vehicle does not obstruct other vehicles or pathways.

iv. Adhere to the posted speed limits within parking areas. Drive cautiously to ensure the safety of pedestrians and other vehicles.

v. Students must wear helmets.

vi. Only one pillion rider is allowed.

vii. The University is not responsible for any loss or damage of the vehicles or helmets.

viii. Keep the parking areas clean and free of debris.

ix. All students must obtain a valid parking permit from the university's parking area. Display the permit visibly on the vehicle's dashboard at all times.

x. Violation of these parking rules may result in fines, towing, or

other disciplinary actions as per the university's parking regulations.

2.9 RULES REGARDING THE USE OF THE CANTEEN

i. Students are allowed to visit the canteen only during short and long breaks, and before and after class hours. The canteen is not accessible during class time.

ii. Students must form an orderly queue while waiting to place their orders.

iii. Cutting in line or causing a disturbance is strictly prohibited.

iv. Students must maintain cleanliness in the canteen area.

v. Dispose of all trash in the designated bins and do not leave any litter on the tables or floors.

vi. Students must behave respectfully towards the canteen staff and fellow students. Any form of harassment, bullying, or disruptive behavior will not be tolerated.

vii. The canteen does not provide credit or loan services.

2.10 STUDENTS' SAFETY

The university prioritizes the safety and security of students, staff, and visitors. Safety standards must be followed throughout the campus.

i. A first aid kit is available in the university infirmary to handle minor emergencies.

ii. Water purifiers and water coolers are provided on every floor for students' convenience.

iii. Fire extinguishers and firefighting systems are installed on each floor of the building.

iv. The university has installed an adequate number of CCTV cameras for safety and security in various locations across the campus.

v. Keep your personal belongings, such as laptops, phones, and wallets, secure at all times. Do not leave them unattended in public areas.

vi. Immediately report any suspicious activity or individuals to campus security.

2.11 COUNSELLING IN THE UNIVERSITY:

i. All counselling sessions are strictly confidential. Counsellors are bound by professional ethics to keep all information shared during sessions private, unless there is a risk of harm to the student or others.

ii. Students must schedule appointments for counselling sessions in advance. Walk-in sessions may be available based on counsellor availability, but appointments are preferred to ensure timely support.

iii. Students are expected to treat counsellors with respect and professionalism. Any form of harassment, abuse, or disrespectful behaviour will not be tolerated and may result in disciplinary action.

iv. Students are encouraged to actively participate in their counselling sessions. This includes being honest about their feelings and experiences, setting goals, and working collaboratively with the counsellor to achieve those goals.

v. If a student requires ongoing support, they should attend follow-up sessions as recommended by the counsellor. Consistency and continuity are important for effective counselling and personal growth.

2.12 CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

i. The university organizes various events such as fests andi competitions. The committee in charge must prepare a detailed plan, including the schedule, program itinerary, and funding.

ii. All department, school, society, and club events should be conducted through the respective departments, schools, societies, and clubs with the permission of the respective Deans or guides, and with the approval of the Vice-Chancellor.

iii. Inter-institutional sports and cultural activities must also be conducted with the permission and approval of the Vice-Chancellor.

iv. Students are encouraged to participate actively in co-

curricular and extra-curricular activities to enhance their overall development.

v. All students must register for activities through the official university portal or designated registration points. Registration deadlines must be adhered to.

vi. Regular attendance is mandatory for all co-curricular and extra-curricular activities. Unexcused absences may result in penalties or disqualification from the activity.

vii. Students must maintain discipline and decorum during all activities. Any form of misconduct, including disruptive behavior or disrespect towards peers and instructors, will not be tolerated.

viii. Students must follow all safety guidelines and instructions provided by activity coordinators. Use of equipment and facilities must be in accordance with safety protocols.

ix. Students must respect university property and facilities used during activities. Any damage caused by negligence or misuse will result in penalties and may require compensation.

x. While participation in activities is encouraged, academic responsibilities must not be neglected. Students should balance their time effectively between academics and activities.

xi. Students representing the university in external competitions or events must adhere to the university's code of conduct and represent the institution with pride and integrity.

xii. Outstanding performance in co-curricular and extra-curricular activities will be recognized and rewarded. Students may receive certificates, awards, or other forms of recognition as determined by the university.

2.13 MENTORING

All students are assigned mentors from among the faculty members for their guidance. Dean of Schools in collaboration with the Heads of Departments will take care of assigning mentors. Mentors shall help the students to plan their courses of study, advise them on matters relating to academic performance and personality development, and help them to

overcome various problems and difficulties faced by them. Although students should meet their mentors on a regular basis to get timely help, specific days have been set aside in the calendar for meeting mentors to ensure proper documentation of achievements, activities, shortcomings and problems faced by the students. Every student must meet the mentor during these days.

2.14 INTERACTION MEET WITH PARENTS

The University organises interaction meetings with parents once a year in which the parents are invited to interact with teachers and management to appraise themselves about the performance of their ward and also to offer their suggestions for the betterment of the institution. It is the responsibility of the students too to invite their parents to come and participate in the event and make the event meaningful.

2.15 STUDENTS' GRIEVANCE REDRESSAL PROCEDURES:

i. All grievances must be submitted in writing using the official Grievance Redressal Form available from the university's administrative office or its website.

ii. The grievance should include specific details about the issue, including dates, times, locations, and the names of any individuals involved.

iii. Grievances should be submitted as soon as possible after the incident occurs. There may be a specified time frame within which grievances must be filed.

iv. All grievances will be treated with confidentiality. The identity of the complainant will be protected to the extent possible, consistent with the need to investigate the grievance.

v. Retaliation against any student who files a grievance is strictly prohibited. Any act of retaliation will be subject to disciplinary action.

vi. The university will conduct a fair and impartial investigation of all grievances. This may include interviews with the complainant, the respondent, and any witnesses.

vii. The university aims to resolve grievances in a timely manner. The complainant will be informed of the outcome of the investigation and any actions taken.

viii. If the complainant is not satisfied with the resolution of their grievance, they may appeal to the Vice Chancellor

ix. All grievances and their resolutions will be documented and kept on file by the university. This documentation will be used to improve university policies and procedures and to ensure transparency in the grievance process.

Chapter 3

ACADEMIC RULES AND REGULATIONS

3.1   Options for Degree

Undergraduate Degree

A student who chooses to exit after three years will be awarded an Undergraduate Degree with a Major upon securing a minimum total of 120 credits, including 60 credits in major courses and an internship.

i.   4-year Undergraduate Degree (Honours)

A student will be awarded a 4-year Honours degree after completing a minimum of 160 credits, including at least 80 credits in major courses. Graduates may join a Master's Degree Programme within one year.

ii. 4-year Undergraduate Degree (Honours with Research)

A student who secures a minimum of 75% marks in aggregate from the first six semesters and has no arrears from the 1st to the 6th semester may opt for Honours with Research in the 4th year. The student will be required to complete a research project worth 20 credits under the guidance of a faculty member of the university.

Note: As per the National Higher Education Qualification Framework formulated by the UGC, students completing a 4-year Honours with Research degree may join a Master's Degree Programme within one year. They may also be eligible to join a Ph.D. Programme.

3.2   Courses With Credits

3.3   Credit System

i. One credit for a course is equivalent to 15 hours, which may include lectures, tutorials, class seminars, directed library work, etc.

ii. One credit for a lab is equivalent to 30 hours.

3.4   Pass Marks

The pass mark for both theory and practical papers is 40%.

3.5   Continuous Internal Assessment (CIA)

  i. The CIA constitutes 40% of the total weightage for each paper.

  ii 30 marks are allocated for two written tests, referred to as mid-term tests.

  iii. 5 marks are allocated for class presentations, assignments, viva, seminars, group activities, etc.

  iv. 5 marks are allocated for attendance, awarded to students with more than 75% attendance in the respective paper.

3.6   Eligibility Criteria for Appearing in University Semester Examinations

  i. Students must meet the attendance requirement; otherwise, they will be debarred from appearing for the semester examinations.

  ii. Students must pay the semester fees, including the examination fee, by the notified date.

  iii. Students must submit the examination form and pay the fees.

  iv. Students with any disciplinary charges against their name may not be permitted to appear for the semester examinations.

  v. Only students who fulfill the eligibility criteria will be issued admit cards for the semester examinations.

3.7   Supplementary Examinations

  i. Supplementary examinations will be held for 4th-year students who have arrear papers only from Semester VII and Semester VIII.

  ii. Students with disciplinary charges against their name may not be allowed to appear for the supplementary examination.

  iii. There will be no supplementary examinations for arrear papers accumulated from Semesters 1 to VI.

3.8 Withholding of Results

The University may withhold a student's results for any or all of the following reasons: [list of reasons would follow, though not specified in the prompt].

i. he/she has not paid his/her dues.
ii. there is a disciplinary action pending against him/her.
iii. he/she has not completed the formalities for University Registration according to the requirement of section 5 of these Regulations.

3.9 Change of Contact Details

i. Students are required to keep their contact details up to date to ensure effective communication with the university.
ii. Any changes in contact information, including address, phone number, and email, must be reported promptly.
iii. Fill in the required details accurately and submit the completed form to the Registrar's office or the designated administrative office.
iv. Failure to update contact details may result in missing important communications from the university.

3.10 Student Feedback System

The student feedback system focuses on various aspects of the university experience, including the teaching-learning process, course curriculum, coverage, infrastructural facilities, and general support systems. The university conducts two types of feedback:

I. Semester Feedback:
i. Students with at least 75% attendance during the current semester are eligible to provide feedback.

II. End-of-Programme Feedback:
i. Students with a minimum of 75% aggregate attendance are eligible to provide feedback towards the end of their programme.
ii. Feedback is collected through structured questionnaires.

3.11 Re-enrolment

Students who are not eligible for promotion may be permitted to re-enrol in the next academic session in the appropriate semester as regular students.

i. Arrear Papers:

Students with arrear papers in the semester examination will be allowed to appear only for those arrear papers. They will not be allowed to appear for Continuous Internal Assessment (CIA), as their previous CIA marks will be carried forward. They will only need to pay the examination fee applicable for the arrear examinations.

ii. Debarred Students:

Students debarred due to insufficient attendance in any semester will be allowed to re-enrol as regular students in the next appropriate semester. These students will be permitted to appear for CIA examinations. If there has been a change in the syllabus, they will need to appear for both the CIA and semester examinations based on the revised syllabus.

iii. Disciplinary Cases:

Re-enrolment of students with disciplinary charges against their names will be considered separately on a case-by-case basis.

3.12 MEDALS

Medals for academic excellence are awarded during the Convocation, provided the student has qualified for their degree and maintained academic discipline throughout their time at the University. The Vice-Chancellor has the discretion to award these medals.

Selection criteria for university medals include:

i. The student must not have failed any course during their entire academic program.

ii. The student must have no history of indiscipline and must not have been subject to disciplinary action by the Dean or the University Disciplinary Committee.

3.13 Issue of Mark Sheets & Certificates

i. Students can access their semester-wise statement of marks and grades through their individual login portals. This ensures timely and secure access to their academic performance records.

ii. A comprehensive final academic transcript will be issued upon the successful completion of the program. This document will include all courses taken, grades obtained, and any honors or distinctions earned.
iii. For convenience, digital copies of mark sheets and transcripts will be made available for download through the student portal. This allows students to easily share their academic records with potential employers or other educational institutions.
iv. Physical copies of the final transcript and other certificates will be issued and can be collected from the administrative office upon request. Students may also opt for these documents to be mailed to their specified address.
v. The institution will provide verification services for third parties, such as employers or other educational institutions, to confirm the authenticity of the issued documents.
vi. In case of loss or damage, students can request replacements for their mark sheets and certificates. A nominal fee may be charged for this service, and the process will be outlined in the student handbook.

3.14 Rules and regulations regarding Examinations
If an examination begins at 9:00 AM
I. Examination Halls will be opened at 08:40 AM.
ii. Students are to be seated at their respective seats before 08:55 am.
iii. At 08:55 am the doors of the examination halls will be closed and no late comers will be allowed to come inside the halls.
iv. At 08:56 am the prayer announcement will begin.
v. At 09:00 am, after a short prayer the examination starts.
vi. At 09:15 am the main gate of the University will be closed so that no one enters the premises for examination.
vii. At 09:15 am the doors of the examination halls will be opened for letting in the late comers carrying a permission slip signed by the Controller of Examinations.
viii. A candidate will be marked absent, if s/he is late for 2 days.
ix. Once inside the examination hall, no one will be permitted to take a washroom break for the entire duration of the examination.
x. A student can submit the answer sheet and leave the examination hall after 2 hours (11:00 AM).

xi. If a student is caught with unfair means, his or her paper will be cancelled.

3.15   Misconduct during the Examinations
i. The following are considered to be acts of misconduct during the examinations:
    a. Talking / whispering / gesturing / gesticulating to another examinee.
    b. Exchange of question papers with another examinee.
    c. Asking time or borrowing stationery / water bottles from other examinees without the permission of the invigilators.
    d. Writing/scribbling on question papers / desks / chairs / palm
    e. Rearranging/moving chairs/desks from their original positions.
ii. If any student is found to be indulging in any misconduct (not limited to the ones listed above), then the student will be penalized for it and the nature and quantum of penalty will be at the sole discretion of the invigilators/CoE/Vice-Chancellor.
iii. The following are considered as unfair means during the examinations:
Using any sort of information storage system - paper chits, pages, booklets, mobiles (for text, messages, voice calls, or accessing the Internet/Web), pagers, electronic diaries/notepads, hearing or visual aids (apart from what is medically prescribed) etc. - during the examinations for any purpose whatsoever.
iv. If any student is caught using any unfair means (not limited to the ones listed above), then for the first instance, the student will not be allowed to take the examination of that particular paper and will be awarded zero (0) marks in that particular course. There will be no re-examination during that semester.
If the student is caught a second time using the unfair means, then the entire examination - all papers including the ones s/he may already have appeared in - will be cancelled and the student will be debarred from taking any examinations during that semester. The student will be awarded zero (0) marks for all papers in that semester. There will be no re-examination during that semester.

78

3.16 Penalties for breach of Discipline during university examinations

SN	Nature of Offence	Suggested Penalty
1	Copying from a book/piece of paper/use of mobile phone/possession of any electronic equipment during the examinations	Cancellation of the paper
2	Consulting/reading aloud/writing answers by looking at others/passing written slips, etc.	Cancellation of the paper
3	Taking the blank answer script out of the examination hall, writing answers outside, and submitting 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	Cancellation of all papers of the said examination of that semester
5	Removing the inner page of an answer script and inserting written answers brought from outside	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
8	Creating disturbance in the examination hall/abusing/threatening the invigilator on duty	Cancellation of all papers of the said examination of that semester
9	Offering bribes to the invigilator	Cancellation of all papers of the said examination of that semester and debarment from the university for one year
10	When a person appears on behalf of the candidate in the examination	Cancellation of all papers of the said examination of that semester and expulsion from the university

Note: Above cases are illustrative and not exhaustive. Appropriate disciplinary action may be recommended by the disciplinary committee in individual cases.

Chapter 4
Guidelines for UG Applicants 2025–2026
Instructions for UG Applicants

4.1   Application Process:

i. Online Submission: Applications must be submitted online via the official website.

ii. Device Recommendation: Please use a PC or laptop to fill out the application. Documents uploaded via mobile phones may appear too small or unclear, leading to verification difficulties and potential delays.

iii. Registration: Register by entering basic details and paying a ₹1000 registration fee through digital payment.

iv. Login: Use the credentials created during registration to log in and complete the application form. All fields are mandatory.

4.2   Pre-Submission of Online Application:
Registration:

i. Register by entering basic details and paying a ₹1000 registration fee through digital payment.

ii. Use the credentials created during registration to log in and complete the application form.

iii. Keep photocopies of the following documents ready before proceeding with the online application:

iv. A recent formal passport-size photograph (not a selfie).

v. Copies of the 10th final exam mark sheet, 12th mid-term mark sheet, Aadhar Card number, and APAAR ID.

vi. SII ID for NRI/Foreign students.

4.3   Fill Out the Application:

i. The application consists of three sections: Personal details, Family details, and Academic details.

ii. Ensure that the name, date of birth, and registered mobile number match the details in the SSLC/Class 10th marks card and Aadhaar card to avoid discrepancies during verification.

4.4 Upload Documents:

i. Upload copies of the Aadhaar card, SSLC/Class 10th, 1 PU/Class 11th final exam, and II PU/Class 12th mid-term mark sheets, along with a copy of your recent formal passport-size photograph (selfies are not permitted).

4.5 Application Submission:

i. Save and edit the application any time before final submission.

ii. Verify that all details filled in the application form are accurate and complete before submission, as errors may lead to disqualification.

4.6 Post-Submission of Online Application:

I. Xavier University Entrance Test (XUET):

i. Applicants will receive a notification via SMS/email with a schedule for their XUET.

ii. The XUET will be conducted for one hour and will consist of 50 multiple-choice questions (MCQs) and a paragraph writing section.

iii. The XUET will include General Knowledge, English Proficiency, and Aptitude-based questions covering topics previously studied by the students and relevant to the course.

iv. Instructions and login details, along with the XUET date and time, will be shared via email/SMS two days in advance.

v. NRI and foreign students must attend the XUET as per the given schedule.

vi. Applicants are required to log in 10 minutes before the XUET to complete the identification verification process and keep their Aadhaar card ready.

II. Interview:

i. Following the XUET, applicants will undergo an interview/interaction with the faculty.

ii. Selected candidates will be notified of their interview date and time via SMS or email two days before the scheduled interview. Please be punctual, as rescheduling will be challenging due to the high volume of candidates already scheduled.

iii. On the day of the interview, please bring the following documents:

iv. A signed copy of the online application (duly signed by both the parent and student).

v. Photocopies of all uploaded mark sheets.

vi. Photocopies of the Aadhaar and APAAR card.

vii. NRI and foreign students must attend the online interview as per the given schedule. Ensure a stable internet connection and upload all required documents digitally in advance.

viii. Registering through the Study in India portal to generate a unique SII ID is recommended for all NRI and foreign students.

III. Provisional Admission:

i. Admission will be based on previous academic performance, XUET, and interview results.

IV. Fees and Payments Details:

i. The fee structure for various programs is available on the website under the Fee structure.

ii. Successful candidates must pay the required fees to secure their seats.

iii. Pay the course fee within 7 days of the interview. Payment can be made online (link will be sent) or at the office counter #9 or 11 at the Administrative block.

iv. Failure to pay within the specified time will result in admission cancellation.

4.7 Final Admission (Post II PU/+2 Results):

Once the +2 results are announced and students have received their original marks cards, please ensure the following documents/certificates are submitted to the respective offices to complete the admission process:

4.8 Required Documents to Complete Final Admission:

I. For Students Who Have Passed AISSE (CBSE) or ISC Examination within Bihar

i. Transfer Certificate (Original)

ii. Migration Certificate (Issued by the Board/University under which the candidate has studied/passed)

iii. Class 12th or equivalent Marks Card (CBSE/ICSE - Original & 1 Attested Photocopy)

iv. 10th Marks Card (Original & 1 Attested Photocopy)

v. Eligibility Certificate

vi. Migration Certificate (Required if the course is done outside Bihar)

By following these instructions, you can ensure a smooth and successful application process for undergraduate programs at Xavier University, Patna.

FOUR YEAR UNDERGRADUATE PROGRAMME (FYUGP)
AS PER NEP 2020
FYUGP HONOURS/HONOURS WITH RESEARCH

School of Technology & Computer Science

Bachelor of Computer Applications (General)

Bachelor of Computer Applications (AI and ML)

Bachelor of Computer Applications (Data Analytics)

School of Management

Bachelor of Business Administration (General)

Bachelor of Business Administration (Marketing)

Bachelor of Business Administration (Finance)

Bachelor of Business Administration (HRM)

Bachelor of Business Administration (International Business)

School of Commerce

Bachelor of Commerce

School of Sciences

Bachelor of Science (Mathematics)

School of Humanities and Social Sciences

Bachelor of Arts (English)

Bachelor of Arts (Mass Communication)

Bachelor of Arts (Psychology)

Bachelor of Arts (Economics)

Chapter 5
Academic Details

Subject to the provisions of the National Education Policy (NEP) 2020, which allows for multiple entries and exits, the following are the regulations of Xavier University, Patna, pertaining to graduate programs. These programs lead to the award of a Bachelor's Degree in various disciplines, either as a three-year Bachelor's Degree or a four-year Honours/Research Degree.

5.1　ACADEMIC CALENDAR

i.　**Semester:** Each academic year is divided into two semesters, each comprising approximately 90 working days. The Odd Semester runs from July to December, and the Even Semester spans January to May. Typically, the Odd Semester begins in July for continuing students, while the even Semester starts in January. However, the first semester for newly admitted students may commence later, depending on the completion of admission procedures.

ii.　**Summer Term:** The summer term lasts for five weeks during the summer break. During this period, students can engage in internships, apprenticeships, or work-based vocational education and training, particularly those planning to exit after completing two or four semesters. Additionally, regular courses may be offered in a fast-track mode during the summer, allowing students to take extra courses or catch up on any outstanding coursework.

iii.　**Academic Schedule:** The schedule of academic activities for each semester, which is approved by the Academic Council, includes continuous internal evaluation timelines, dates for end-semester examinations, and the publication of results. This schedule is detailed in the Academic Calendar for the semester.

5.2　PROGRAMS OF STUDY

i.　The University employs an outcome-based learning approach in accordance with the National Higher Education Qualification Framework (NHEQF). This approach clearly

defines the course and program outcomes, as well as program-specific outcomes, within the curriculum for all Graduate Degree Programs. (*Details available at NHEQF)

ii. The course outlines have been uploaded to the Learning Management System at Xavier University, Patna. Each student can access this system, where the objectives and outcomes for every program are clearly detailed for all subjects. At the start of each course, Learning Outcomes for Programs and Courses are discussed with students. Additionally, the Program Outcomes (PO), Program Specific Outcomes (PSO), and Course Outcomes (CO) are integrated into the curriculum and displayed on the University website, which is accessible to all stakeholders, including faculty, students, industry professionals, and alumni.

iii. The Undergraduate Program (UG) is designed with multiple exit options. Students can earn a Certificate, Diploma, or basic Bachelor's Degree upon completing the first, second, and third years, respectively. Students who complete the four-year Undergraduate Program, whether continuously or through multiple exits and re-entries, will receive a Bachelor's Degree with Honours. If a student undertakes and completes a rigorous research project in their major area(s) of study during the fourth year, they will be awarded a Bachelor's Degree with Honours and research distinction.

5.3   DURATION OF THE PROGRAM

i. The Under Graduate (UG) program typically spans 4 years or 8 semesters. However, students wishing to pursue a 3-year UG program may choose to exit after completing the third year.

ii. Students who wish to leave after the first or second year can obtain a UG Certificate or UG Diploma, respectively, provided they have earned the required number of credits as specified by the university.

iii. Those who exit with a UG Certificate or UG Diploma have the option to re-enter the program within three years to complete their degree.

iv. Students may be allowed to take a break during their studies;

however, the total time to complete the program must not exceed 7 years.

   v. Students who successfully earn a Bachelor's Degree with Honours, with appropriate grades, are eligible to enter a doctoral (Ph.D.) program in the relevant field or a "Two-semester" Master's Degree program.

5.4 CURRICULUM COMPONENTS
The curriculum includes;
   i. Major courses,
   ii. Minor courses,
   iii. Multi-disciplinary courses,
   iv. Language courses,
   v. Skill oriented courses,
   vi. Environmental Education,
   vii. Indian constitution,
   viii. Understanding India,
   ix. Digital and Technological Solutions,
   x. Health & Wellness,
   xi. Yoga Education, and
   xii. Sports & Fitness.

At the end of the second semester, students may choose to continue with their selected major or request a change of major.

5.5 CREDIT HOURS FOR DIFFERENT TYPES OF COURSES
   I. The workload for a course is measured in terms of credit hours, which represent the unit by which coursework is assessed. This determines the number of hours of instruction required per week throughout a semester. Each course may involve:
   i. Lecture and tutorial component
   ii. Lecture and practicum component
   iii. A combination of lecture, tutorial, and practicum components
   iv. A practicum-only component
   II. A one-credit lecture or tutorial in a course corresponds to 15 hours of engagement.

i. A one-credit course involving practicum, lab work, seminars, internships, studio activities, field practice/projects, community engagement and service, or fieldwork equates to 30 hours of engagement.

ii. Types of Courses and Credit Distribution: The Undergraduate (UG) program includes various categories of courses. The minimum credit requirements for the 3-year UG program and the 4-year UG (Honours) or UG (Honours with Research) programs are outlined below:

Table 1:
Course Categorization
and
Credit Distribution for Bachelor's Programme

S.No	Broad Category of Course	Minimum Credit Requirement	
		3-year UG	4-Year UG
1	Major Courses	60	80
2	Minor Courses	24	32
3	Multidisciplinary Courses	9	9
4	Ability Enhancement Courses (AEC)	8	8
5	Skill Enhancement Courses (SEC)	9	9
6	Common Value Based Courses for all UG	4	4
7	Community Engagement (CE)	4	4
8	Summer Internship	2	2
9	Research Project / Dissertation	-	12
	Total	120	160

5.6   Academic Bank of Credits (ABC)

The Academic Bank of Credits (ABC) is a national-level facility designed for "credit transfer," enabling students to transfer and consolidate the credits they earn from courses taken at any recognized Higher Education Institutions (HEIs). The ABC facilitates credit redemption by allowing students to apply the credits accumulated in their Academic Bank Account towards meeting the credit requirements needed for the award of a certificate, diploma, or degree by authorized HEIs. Once a certificate, diploma, or degree is awarded, all the credits associated with that award will be debited and removed from the respective account. The procedures for depositing earned credits, their validity, and credit redemption will adhere to the UGC regulations on the Establishment and Operationalization of the ABC scheme in Higher Education and its amendments from 2021.

5.7   MAJOR AND MINOR DISCIPLINES

i. Major Discipline: This is the primary focus of a student's study, and the degree will be awarded in this discipline. Students must obtain the required number of credits, approximately 50% of the total credits, through core courses in their major discipline.

ii. Minor Discipline: This allows students to gain a broader understanding beyond their major. For instance, if a student majoring in Economics earns at least 12 credits from courses in Statistics, they will receive a B.A. degree in Economics with a Minor in Statistics.

iii. Internships/Apprenticeships: These are mandatory during the summer break for students who plan to exit after two or four semesters, in addition to skill-based courses.

iv. Bridge Courses: Departments will offer Bridge Courses to facilitate the admission of students from diverse backgrounds into their chosen programs.

v. Value-added Courses: Each department will provide value-added courses to enhance employability and equip students with essential life skills. Certificates are awarded upon successful completion.

vi. Graduation Requirement: To qualify for a Graduate Degree, students must fulfill the minimum credit requirements as determined by the academic authority.

vii. Institutional Mandatory Courses: In addition to credit requirements, students must complete these courses with a Pass grade as prescribed, which will be recorded on the Grade sheet but not factored into the SGPA or CGPA.

viii. Medium of Instruction: The medium of instruction, examinations, and project reports will be in English, except for Modern Indian Language (MIL) courses.

ix. Course Structure and Syllabi: The Academic Council of the University must approve the course structure and syllabi for Graduate Degree Programs. The Departmental Boards of Studies (DBS) will discuss and recommend syllabi for all departmental courses, forwarding proposals for Academic Council approval.

x. Additional Courses: Students may take additional courses, including those from SWAYAM/NPTEL, in consultation with their mentors (refer to section 6.11). Participation in evaluations is required, and grades will be recorded but notincluded in SGPA or CGPA calculations.

xi. Faculty Advisor/Mentor: Each student is assigned a faculty advisor/mentor, along with a co-mentor for backup duties. The mentor, generally assigned by the department in consultation with the School Dean, assists students with academic planning, performance, and personal development.

xii. Change of Major Discipline: Students may change their major discipline after the first two semesters, subject to conditions.

xiii. Changes are allowed if the program's strength does not drop below or exceed the sanctioned strength by more than ten percent.

xiv. Eligible students must have completed all required credits for the first two semesters on their first attempt.

xv. Applications for change must be submitted in the prescribed form at the beginning of the third semester.

xvi. Students may list up to two preferred major disciplines, which cannot be altered after submission.

xvii. Changes are based on applicant merit, considering the CGPA at the end of the second semester. In case of a tie, the following criteria apply: SGPA of the second semester, SGPA of the first semester, and grades in second-semester courses.

xviii. A committee of Deans and Department Heads, chaired by the Registrar, will evaluate applications based on these criteria.

xix. The Registrar will notify students of major discipline changes within 7 days of application submission.

xx. All changes are final and binding; students must accept the offered change.

xxi. Changes become effective from the third semester, with no further changes permitted thereafter.

5.8   ADMISSION

i. Admission to the University's Graduate Degree Programs will be based on merit. However, there may be provisions for direct admission for a limited number of Non-Resident Indians/Foreign Nationals.

ii. Eligibility Criteria: Candidates must have passed the Higher Secondary examination from a recognized Board of Higher Secondary Education or an equivalent examination from any University/Board, to be considered for admission to a Graduate Degree Program.

iii. Admission will be based on the candidate's performance in the qualifying examination, entrance test, personal interview, and/or CUET Score, or any other entrance tests approved by the competent authority.

iv. Seat reservation for the program will follow the guidelines outlined in the University's Statutes, as approved by the competent authority.

v. Admissions will typically close after a specified period from the start of the first semester, as announced by notification. However, in exceptional cases, a candidate's admission after the deadline may be recommended to the University with justification by the respective School/Departments. This period should not exceed four weeks from the start of the first/third semester.

vi. Attendance for such students will be calculated from their date of admission.

vii. These students may be allowed to participate in in-semester assessment modules that have already been completed.

viii. Anti-Ragging Affidavit: In compliance with UGC Regulations, each student and their parents must submit an online Anti-Ragging undertaking affidavit every academic year. The link for students and parents to fill out the online affidavit is:

www.antiragging.in/affidavit_registration_disclaimer.html and www.c4yindia.org/Home/Undertaking.

5.9   REGISTRATION

i. Students must register in person on the designated registration day mentioned in the admission call letter, and again on the first day of each subsequent semester as outlined in the Academic Calendar.

ii. The Dean's Office will issue a notice for the verification of original certificates. If original certificates are unavailable, provisional certificates must be presented.

iii. Students who cannot submit their final year +2 mark sheets from their respective universities on the verification day must do so by the specified registration day of the semester, or their registration may be cancelled.

iv. In exceptional cases, the Dean Academics may extend the deadline for submitting certificates supporting the qualifying degree, in consultation with the Registrar.

v. Students who fail to register for each semester on the specified date, as per the calendar, will be considered to have left the program unless they obtain prior permission from the Dean Academics. If permitted by the Dean, students can register late by paying a late registration fee, which applies regardless of the reason for the delay.

vi. A student's registration will remain valid for seven years, including the academic year in which registration was granted for all undergraduate programs.

vii. The student's registration number will remain the same throughout the duration of the program.

viii. Re-admission: Students who have discontinued their studies for more than two consecutive semesters due to valid reasons may seek re-admission with the approval of the Dean, Registrar, and Vice-Chancellor of the University.

5.10   FEES

i. The Programme fees are typically outlined in the Admission Bulletin or Admission Offer letters. However, the fee structure may be updated as necessary, with appropriate notification provided. Fees for each academic year (semester) must be paid by the specified due date in the Academic Calendar. Payments made after this date will incur a late fee of ₹50 per day.

ii. Penalty for Default in Payment of Fees:

iii. Students who have not paid their fees will not be permitted to register for the semester.

iv. Certificates or degrees will not be issued to students with outstanding dues.

v. To clear dues, students must obtain a No Dues Certificate (NDC) form, from the Accounts Office, which requires written endorsements from the Library, university office, and Accounts. The completed NDC must be submitted to the Dean's Office before the student departs from campus after completing their sixth-semester examinations. This process is now facilitated through the Academic Information System (AIS) for convenience.

5.11   TRANSFER OF ADMISSION

i. Transfers are allowed only for the even semesters, specifically at the end of the second, fourth, and sixth semesters, for students from other universities and within the University.

ii. Evaluation Committee for Multiple Entry and Exit: With the provision for multiple entries and exits, students from other Higher Education Institutions (HEIs) may enter at an

appropriate level. An Evaluation Committee will assess the eligibility of these students who seek lateral entry into the University.

iii. Conditions for Transfer Admission from Other Universities

iv. A candidate transferring from another university may be allowed to join an odd semester of the degree program if they have passed all previous semester subjects and completed 4 credits of internship. Such candidates must also meet all other eligibility requirements set forth by the University's regulations.

v. Transfer admissions must be within the University's permitted intake capacity.

vi. Transferring students must meet the attendance requirements as per University regulations.

vii. Transferring candidates are eligible for overall SGPA/CGPA or class designation but not for ranking. They must complete the program within the maximum duration allowed by the University's regulations.

5.12   CLASS TIMINGS

All classes will take place in offline mode from Monday to Friday between 9:00 AM and 4:00 PM, and on Saturdays between 9:00 AM and 2:00 PM.

Attendance during the remaining days of the current semester	Bonus percentage available in the current semester
95% or more	5
90% or more but less than 95%	4
85% or more but less than 90%	3
80% or more but less than 85%	2
75% or more but less than 80%	1

5.13   Attendance records will be compiled at the end of each month, and students will be informed accordingly.

5.14   CURRICULUM DESIGN:

i. The course curriculum is meticulously crafted by a team of experienced academicians, aligning with the guidelines of the UGC and AICTE. At the heart of our curriculum design is a commitment to excellence and adaptability, ensuring that our students are prepared to meet the ever-evolving demands of the modern world. We remain agile and responsive, ready to update and refine our courses to reflect contemporary needs and emerging trends, empowering our students with knowledge that is both relevant and forward-thinking.

5.15   TEACHING METHODOLOGY

i. The teaching methodology includes lectures, exercises, case studies, presentations, dissertation work, term papers, and more. Each instructor selects a combination of these methods to best meet the course's needs. Students are assessed through various components, such as quizzes, mid-semester exams, end-semester exams, case studies, and other assignments. At the start of each semester, students receive the Course Outlines, which detail the course content, teaching methods, and evaluation criteria. If any details are unclear, students are encouraged to consult with their instructor.

5.16   ONLINE/DIGITAL PEDAGOGY

i. Classes, assessments, and examinations are typically conducted on the university campus in their respective schools through in-person sessions. However, if the situation requires, classes and exams may be conducted online or digitally.

ii. In special circumstances, Xavier University offers online classrooms and related materials and assessments for educational purposes, under specific terms and conditions and at the University's discretion. These terms can be updated before the start of a term. Access to online academic classes and exams is intended solely for fulfilling course requirements. Unauthorized use of the secure online site or sharing your login credentials (ID and password) is prohibited. The University is not liable for any incidental, indirect, special, or consequential damages arising from misuse of credentials or materials provided. All materials provided in electronic form are protected by the University's

copyright, and any infringement may lead to academic review or disciplinary action.

iii. In the online/digital mode, students must attend classes and academic sessions and take examinations with video enabled, and audio as needed, as directed by the faculty or instructor.

iv. Tips for taking online classes:
    a. Treat online classes like traditional, in-person classes.
    b. Hold yourself accountable for any disturbances in class or exams.
    c. Practice effective time management.
    d. Minimize distractions.
    e. Actively participate.
    f. Use the chat box appropriately.
    g. Leverage your network.
    h. Remember that anything online can be widely accessible.
    i. Respect others' privacy.
    j. Adhere to the University's teaching guidelines.

5.17 ASSESSSMENT OF PERFORMANCE

i. Components of Evaluation for Continuous Assessment

ii. Student performance is assessed through a continuous assessment system that includes tests, presentation, assignments, attendance, minor projects, major projects, In-semester assessment (40% weightage) and end-semester examination (60% weightage).

iii. The modalities of the conduct of in-semester assessment and weightages attached to its various components shall be as published by the School at the beginning of each semester. The evaluation process for continuous assessment comprises several components with suggested weightage as follows:

S.No	Components	Suggested Weightage
1.	First Model Text	15
2.	Second Model Text	15
3.	Presentation	5
4.	Attendance	5
5.	Total	40

iv. These components can be adjusted to suit the specific requirements of a particular course. Project work, dissertations, and practicals are important components for awarding the final degree, and these will be evaluated separately from the above components.

v. he Dean's decision on the evaluation segments of a paper is final. Students seeking clarification on their grades should consult with the concerned faculty or the Dean's office within a week of receiving their grades. Faculty members will provide periodic feedback on student performance through written comments on answer sheets or individual meetings.

vi. Dean of the concerned School will send the in-semester evaluation marks to the Controller of Examinations within the specified timeframe.

vii. All evaluated coursework, except the end-semester answer scripts, will be returned to students promptly

5.18   Lab Courses

Lab courses are evaluated based on attendance, assessment of assigned tasks, and an end-semester test or viva voce. The weightages for these evaluation components are outlined in the following table.

Component	Weightage
Attendance	5
Lab Manuel	5
Assessment of Tasks Assigned	30
End-semester test / viva voce	60

i. The methods of evaluation under "Assessment of tasks assigned," including its components and their respective weightages, will be published by the relevant department at the beginning of each semester.

ii. The end-semester test for a lab course may be evaluated based on criteria specified in the question paper. These criteria include:

a. Organization of the experiment

b. Conduct of the experiment and accuracy of the results

c. Extent of completion

d. A comprehensive viva voce to assess the overall understanding of the subject

iii. End-Semester Examinations

iv. The end semester examinations are designed to comprehensively assess the knowledge and understanding that students have gained throughout the course. These examinations hold significant importance in the overall evaluation process. To ensure a balanced and fair assessment, the end semester examinations will carry a weightage of 60% of the total grade for each course. These examination papers cover a broad spectrum of the course content, ensuring that they align with the learning outcomes specified at the beginning of the semester. Students are encouraged to approach these examinations with diligence and thorough preparation to achieve academic success.

v. End-semester examinations for theory courses, typically lasting three hours, will be conducted by the University. Arrangements for these examinations will be made by the Examination Department.

vi. In the end-semester examinations, students will be tested on the entire syllabus of the courses.

5.19. INDUSTRY TRAINING/INTERNSHIP PROGRAM

i. At the end of their second year, students are required to participate in a "Summer Internship" lasting 4 to 6 weeks with an organization. Students are required by their departments to participate in industry training or internship programs. Departments will inform students about the details of these programs at the beginning of their courses.This internship is designed to provide practical exposure to the academic concepts learned in the classroom. By engaging with the real world of business and industry, students can connect their academic knowledge to real-life situations, observe organizational operations firsthand, and enhance their skills through practical application. This experience is invaluable

for career planning and development.

ii. During the internship, each student will be guided by a mentor. Upon completing the project, students must submit a Project Report . Typically, the report should not exceed 50 typed pages and must include the problem definition, methodology, data analysis, findings, conclusions, and recommendations.

iii. Students are also required to present their summer project to a faculty panel, which will evaluate and award grades based on the presentation. Successful completion of the summer internship is mandatory for degree conferral. Students who do not meet the internship requirements must undertake another internship to qualify for their degree.

iv. Any student who receives negative feedback from their executive guide or engages in conduct that tarnishes the university's reputation may face disciplinary action, including possible expulsion.

5.20   MINOR PROJECT

i. Minor project work is conducted during the sixth semester and can be completed individually or in groups, either on campus or off campus with necessary permissions.

ii Each department will form a Departmental Project Evaluation Committee (DPEC) consisting of the Head of the Department, Project Coordinator, and two senior faculty members, with the Project Coordinator acting as the convenor. The DPEC will manage the conduct and assessment of the project.

iii. The DPEC will announce the schedule and procedures for the following project stages:
   a.   Submission of the project topic
   b.   Notification for assigning project supervisors
   c.   Submission of the synopsis
   d.   Submission of weekly activity reports
   e.   Seminar presentation of the synopsis
   f.   Progress seminars, submission of progress reports, and viva voce examination

g. Submission date for the project report and summary

h. Dates for external project evaluation

iv. The DPEC may require a student to resubmit a synopsis if it does not receive approval.

v. The DPEC convenor will submit a list of at least three potential external examiners to the Controller of Examinations three weeks before the external examination. The Controller will appoint external examiner(s) from this list, while the project supervisor will serve as the internal examiner.

vi. Students must submit three bound, typed copies of their project report to the DPEC, following the prescribed format, by the due date after the pre-submission seminar. They must also submit three copies of a brief project summary for the examiners.

vii. The DPEC will arrange the external evaluation in consultation with the appointed examiners on the specified dates.

viii. The DPEC must forward in-semester assessment marks to the Controller of Examinations by the specified date.

ix. The end-semester assessment consists of the following components:

a. Project implementation: 40 marks

b. Seminar presentation: 20 marks

c. Viva voce examination: 20 marks

d. Project documentation: 20 marks

x. Students who receive an 'F' grade for the minor project must re-enroll for it in subsequent semesters.

5.21   NON-CREDIT COURSES EVALUATION

i. The performance evaluation for non-credit courses will be conducted by the responsible authorities, who will communicate the grades to the School Dean. The Dean will then forward these grades to the Controller of Examinations.

5.22 ELIGIBILITY FOR END-SEMESTER EXAMINATIONS

i. A student may appear for the end-semester examinations if:

ii. The student has not been barred from taking the exams due to disciplinary actions for serious misconduct.

iii. The student has satisfactory attendance during the semester, as per the regulations in clause.

iv. The student has paid all prescribed fees and university dues by the specified date.

5.23 REGISTRATION FOR END-SEMESTER EXAMINATIONS

i. The University will issue a notification inviting students to register for the end-semester examinations.

ii. Students who are registered with the University and those applying for registration can apply to appear for the end-semester examinations, provided they meet the eligibility criteria outlined in clause.

iii. Admit cards will be issued to all eligible candidates for the relevant examinations and specified courses. Students without a valid admit card may not be allowed to take the end-semester examinations.

iv. Students who receive an 'F' grade in any course may register for the end-semester examination of that course in a subsequent semester when it is offered again, within the maximum time allowed for completing the program. The in-semester assessment marks from the last attended semester will be retained.

v. Students receiving an 'NP' grade in non-credit courses must re-register for the course in the appropriate semester of the next academic session.

vi. When a student re-registers for the end-semester examination of a course, the higher grade of the two (old and new) will be used for calculating the SGPA and CGPA.

5.24   EXAMINATION CONDUCT AND RESULTS

i.   The University will conduct the end-semester examinations according to the applicable regulations on dates specified in the Academic Calendar or as otherwise notified.

ii. The University will declare semester results and provide students with their grade sheets within the timeframe prescribed by the University's relevant regulations and specified in the academic calendar.

iii. Withholding of Results

The University may withhold a student's results for any or all of the following reasons: [list of reasons would follow, though not specified in the prompt].

a.   he/she has not paid his/her dues

b.   there is a disciplinary action pending against him/her

c.   he/she has not completed the formalities for University Registration according to the requirement of section 5 of these Regulations.

5.25   RE-EXAMINING OF ANSWER SCRIPTS

i.   Students who believe their course grade is incorrect may apply to the University for a re-examination of their answer script.

ii. Re-examining can be categorized into scrutiny and re-evaluation.

iii. Scrutiny: This involves checking the accuracy of total marks awarded, conversion into letter grades, evaluation of all parts of a question, and correct transcription of marks on the tabulation sheet and grade sheet.

iv. Re-evaluation: This involves re-evaluation of the answer script by independent subject experts.

5.26 APPLICATION FOR RE-EXAMINING OF ANSWER SCRIPTS

i.   Students may apply for scrutiny or re-evaluation of one or more courses from the recent end-semester exams within seven days of result publication using the prescribed form.

ii. A prescribed fee must be paid to the University.

iii. Students must specify if the application is for Scrutiny or Re-evaluation and may request to see their answer script.

iv. Applications must be routed through the Dean of the concerned School.

v. If re-examining results in a grade change, the higher grade will be assigned. A new grade sheet will be issued if there is a change.

vi. Students found using unfair means during an exam are not eligible for scrutiny or re-evaluation.

5.27   REPEAT EXAMINATION

The University will conduct repeat examinations for students with an 'F' grade at a different time, as specified in the Academic Calendar or as notified. These students must register for the exams.

5.28   SPECIAL EXAMINATION

i. The University will conduct Special Examinations for the following categories of students:

a.   Students who, by the end of the final semester, have 'F' grades in courses from the last two semesters but none from previous semesters.

b.   Students with only one 'F' grade in a semester other than the last two semesters and no 'F' grades in the final two semesters.

ii. Special Examinations will typically be held within a month after the even Semester results are announced.

iii. Students who fail to secure 50% of the credits offered in the final semester are not eligible for Special Examinations. However, this does not apply to students who missed end-semester examinations due to exceptional circumstances such as serious illness and hospitalization or the death of immediate family members (limited to father, mother, and siblings).

iv. Students with 'X' grades only in the last two semesters may

103

participate in a Tutorial Program during the semester break after the final semester exams. Separate fees will be charged for the Tutorial Program.

v. Students who do not pass any course during the Special Examinations must apply using the prescribed format and take the end-semester examination for those courses when scheduled by the University in subsequent relevant end-semester examinations.

5.29 GRADING SYSTEM

I. Course Types and Grading

Graduate programs offer two types of courses:

i. Graded Courses: Most courses fall into this category, where students are assessed and assigned grades.

ii. Pass/Non-Pass Courses: For certain courses, students must earn a 'P' grade to qualify for the degree.

II. At the end of each semester, students receive a final letter grade for each graded course, which is then converted into a grade point. The relationship between percentage marks, letter grades, and grade points is detailed in the following table.

Marks (x) obtained (%)	Grade	Description	Grade Points
$90 \geq x \leq 100$	O	Outstanding	10
$80 \geq x < 90$	A+	Excellent	9
$70 \geq x < 80$	A	Very Good	8
$60 \geq x < 70$	B+	Good	7
$50 \geq x < 60$	B	Above Average	6
$40 \geq x < 50$	C	Average	5
$35 \geq x < 40$	P	Pass	4
$x < 35$	F	Fail	0
AB	Ab	Absent	0

i. Outstanding – Demonstrates exceptional knowledge of the subject matter, a thorough understanding of issues, the ability to synthesize ideas, rules, and principles, and possesses extraordinary critical and analytical skills.

ii. Excellent – Exhibits sound knowledge of the subject matter, a thorough understanding of issues, the ability to synthesize ideas, rules, and principles, along with strong critical and analytical skills.

iii. Very Good – Shows sound knowledge of the subject matter, excellent organizational ability, the capacity to synthesize ideas, rules, and principles, critically analyze existing materials, and originality in thinking and presentation.

iv. Good – Displays a good understanding of the subject matter, the ability to identify issues and provide balanced solutions to problems, and possesses good critical and analytical skills.

v. Average – Demonstrates an average understanding of the subject matter, limited ability to identify issues and provide solutions to problems, and reasonable critical and analytical skills.

vi. Pass – Possesses adequate knowledge of the subject matter to progress to the next level of study and reasonable critical and analytical skills.

vii. Fail – Shows poor comprehension of the subject matter, poor critical and analytical skills, and marginal use of relevant materials. Will require repeating the course.

viii. For Pass/No-pass courses, students may receive a 'P' for passing marks or an 'F' for non-passing marks. Additionally, a grade of 'X' may be assigned if not permitted to appear for exams.

ix. A student will receive an 'X' grade for a course if they are not allowed to take the end-semester examination due to insufficient attendance.

x. Receiving an 'F' or 'X' grade in any course indicates failure in that course.

xii. A course is considered successfully completed, and credits are earned if the student achieves any letter grade other than 'F' or 'X'.

xiii. At the conclusion of each semester, students will be informed of their performance in the semester and throughout the program up to that point, including the grades obtained in each course.

xiv. The Semester Grade Point Average (SGPA): From the grades obtained by a student in the courses of a semester, the SGPA shall be calculated using the following formula:

$$SGPA = \frac{\sum_{i=1}^{n} GP_i \times NC_i}{\sum_{i=1}^{n} NC_i}$$

Where, GP_i = Grade points earned in the ith course
NC_i = Number of credits for the ith course
n = the number of courses in the semester

xv. The Cumulative Grade Point Average (CGPA): From the SGPAs obtained by a student in the completed semesters, the CGPA shall be calculated using the following formula:

$$CGPA = \frac{\sum_{i=1}^{n} SGP_i \times NSC_i}{\sum_{i=1}^{n} NSC_i}$$

Where,
SGP_i = Semester Grade point of the ith semester
NSC_i = Number of credits for the ith semester
n = the number of semesters completed

xvi. The CGPA may be converted into a percentage by multiplying CGPA by 10.

xvii. The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) will be rounded to two decimal places and recorded as such. For official purposes, only these rounded values will be utilized.

xviii. For audit courses, 'P' or 'F' will appear next to the course name on the Grade Sheet. These courses do not contribute to the calculation of SGPA or CGPA. However, earning a 'P' grade in all audit courses is necessary for the degree award. Students are not required to retake failed audit courses.

xix. Students who achieve a CGPA of 7.5 or above in the first six semesters may opt to undertake research in their fourth year.

5.30 ENROLLMENT (FOR SEMESTERS OTHER THAN THE FIRST)

i. Students must enrol in relevant courses before each semester starts, within the dates specified and announced by the Registrar.

ii. Students who miss the enrolment deadline may be allowed to enrol late, up to a specified date, by paying a late fee.

iii. Enrolment is permitted only for students who have:

    a. Cleared all University, Departmental, Hostel, and Library dues and fines from the previous semester,

    b. Paid all required University, Departmental, and Hostel fees for the current semester, and

    c. Not been barred from enrolling for any specific reason.

iv. Students who did not appear in the end-semester examinations of the previous semester for any reason are not allowed to enrol for the next semester.

v. Students debarred from exams due to insufficient attendance in any semester (including the first and second) must re-enrol for the same.

5.31 ELIGIBILITY FOR THE AWARD OF THE GRADUATE DEGREE

i. A student will be eligible for the award of the four-year Graduate Degree if they have:

ii. Completed all credit requirements with a grade 'C' or higher in mandatory graded courses and a grade 'P' in all mandatory non-graded courses;

iii. Satisfactorily completed all non-credit requirements such as Extra Academic Activities, Industry Training, Field Work, Internship Program, etc.;

iv. Achieved a CGPA of 5.00 or more by the end of the semester in which all degree requirements are completed;

v. No outstanding dues to the University, School, Department,

or Hostels;

vi. No pending disciplinary actions.

vii. The Academic Council must recommend, and the Board of Management of the University must approve, the award of the Graduate Degree.

viii. The degree will be awarded if the student completes at least fifty percent of the credits at the University awarding the degree or diploma or certificate.

5.32 PROGRAM TERMINATION

i. If a student exceeds the maximum time allowed for program completion without becoming eligible for the degree, they will be removed from the program.

ii. A student may also be required to leave the program on disciplinary grounds, as recommended by the Students' Disciplinary Committee of the concerned School.

5.33 SCHOLARSHIP

The University provides scholarships to offer financial support to meritorious students, as well as those belonging to ST, SC, and EWS/Minority groups, to help cover their educational expenses, subject to meeting certain conditions.

These scholarships are available to students who have completed their Plus Two Board Examinations, applied for, and been accepted into an undergraduate program at the University for the academic year 2025-2026.

i. Merit Scholarship: Students who achieve an aggregate of 90% or higher in their 12th Board Examination or equivalent will receive a scholarship covering 25% of the course/tuition fee for the first year. This scholarship will continue if the student maintains a minimum CGPA of 8.0 (with no back papers) in each subsequent year at the University.

ii. Scholarship for SC, ST, EWS/Minority Students: Students from these categories will receive a scholarship covering 50% of the course/tuition fee for their first year at the University. This scholarship will continue if the student maintains a minimum CGPA of 7.5 (with no back papers) in

each subsequent year of study at the University.

5.34   MANDATORY CRITERIA:
  i. Students must not incur any arrear/backlog paper in the current semester examination
 ii. The student must not have any record of disciplinary action against him/her in any of the preceding semesters
iii. The student must have at least 80% class attendance in the preceding semester.

5.35   Centre for Social Outreach at Xavier University, Patna

Nestled in the heart of Patna, Xavier University stands as a beacon of academic excellence and social responsibility. At the core of its mission is the Centre for Social Outreach, a vibrant hub that embodies the philosophy of voluntarism and selfless service, deeply rooted in the Jesuit tradition of "forming men and women for others."

From the moment students step onto campus, they are introduced to a unique and transformative experience. As part of their academic journey, every student is required to complete 30 hours of compulsory social involvement in their first year. This initiative is not just a formality; it is a profound commitment to fostering a culture of empathy, service, and community engagement.

The Centre for Social Outreach focuses on local communities, particularly in the slum areas of Patna. Students are encouraged to engage in activities that empower children, youth, women, and other community members. These activities range from educational support and health awareness programs to vocational training and environmental initiatives. The ultimate goal is to contribute to sustainable development, ensuring that the communities they serve thrive and grow.

Xavier University has adopted several slums in Patna, dedicating its resources and expertise to uplift these areas.

Through collaborative efforts, the university works towards improving living conditions, providing access to education, and promoting economic opportunities. The impact of these initiatives is far-reaching, creating a ripple effect of positive change that extends beyond the immediate community.

The Centre for Social Outreach at Xavier University is more than just a program; it is a way of life. It instils in students a sense of purpose and responsibility, preparing them to be leaders who are committed to making a difference in the world. By fostering a spirit of service and solidarity, the university ensures that its graduates are not only academically accomplished but also socially conscious and compassionate individuals.

In the spirit of the Jesuit tradition, Xavier University continues to inspire and empower its students to be agents of change, dedicated to building a more just and equitable society. The Centre for Social Outreach stands as a testament to the university's unwavering commitment to social outreach and the transformative power of selfless service.

BBA (First Year)
Courses and Credit Charts (Semester Wise)

SEMESTER-I			
Course Code	**Course Title**	**Category of Course**	**Credit**
3 WEEKS COMPULSORY INDUCTION PROGRAM (UHV-I)			
BBAGNC101T	Principles and Practices of Management	CC	4
BBAGNE102T	Financial Accounting	AC	4
BBAGNA103T	Business Statistics and Logic	AC	4
BBAGNA104T	General English I	AEC	2
BBAGNS105T	Fundamentals of Digital Fluency	SEC	2
BBAGNS105P	Fundamentals of Digital Fluency	SEC	1
BBAGNM106T	Indian Knowledge System (IKS): Culture, Civilization & Vision	MDE	3
BBAGNV107T	Environmental Studies	VAC	2
		TOTAL	**22**
SEMESTER-I			
BBAGNC201T	Human Behaviour and Organization	CC	4
BBAGNC202T	Marketing Management	CC	4
BBAGNE203T	Business Economics	AC	4
BBAGNA204T	General English II	AEC	2
BBAGNS205T	Emerging Technologies and application	SEC	2
BBAGNS205P	Emerging Technologies and application	SEC	1
BBAGNM206T	Media Literacy and Critical Thinking	MDE	3
BBAGNM207T	Indian Constitution & Governance	VAC	2
		TOTAL	**22**

BCA (First Year)
Courses and Credit Charts (Semester Wise)

SEMESTER-I		
Course Code	**Course Name**	**Credit**
BCAAIC101T	Problem Solving Techniques Using C Language	3
BCAAIC101P	Problems solving Lab using C	2
BCAAIC102T	Computer Organization &Architecture	4
BCAAIC102P	Digital Circuit Lab	1
BCAAIE103T	Mathematical Foundation to Computer Science	4
BCAAIM104T	Indian Knowledge System	3
BCAAIA105T	Functional English	2
BCAAIV106T	Environmental Study	2
BCAAMO107T	Social Service	-
	Total	**21**
SEMESTER-II		
BCAAIC201T	Operating System	3
BCAAIC201P	Operating System Lab	1
BCAAIC202T	Object Oriented Programming Using Java	3
BCAAIC202P	Java Programming Lab	2
BCAAIC203T	Software Engineering	3
BCAAIE204T	Mathematical Foundation to Computer Science -II	4
BCAAIM205T	Digital Content Creation	3
BCAAIA206T	Advanced Communication and Soft Skills	2
BCAAIS207T	Web Technology	2
BCAAIS207P	Web Technology Lab	1
BCAAIV208T	Indian Constitution	2
BCAAIO209P	Online course on Scripting Language(NPTEL, Coursera , EDX)	1
	Total	**27**

B.A. Economics (First Year)
Courses and Credit Charts (Semester Wise)

SEMESTER-I			
Course Code	**Course Title**	**Category of Course**	**Credits**
BECGNC101T	Introductory Microeconomics	CC-1	4
BECGNC102T	Mathematical Methods in Economics	CC-2	4
BECGNM102T	Indian Economy	MDC-1	3
BECGNA101T	English 1	AEC-1	2
BECGNE102T	Principles of Microeconomics	GE-1	4
BECGNS101P	Information Technology	SEC-1	3
BECGNV101T	Environmental Studies	VAC-1	2
		TOTAL	**22**
SEMESTER-II			
BECGNC201T	Introductory Macroeconomics	CC-3	4
BECGNC202T	Public Finance	CC-4	4
BECGNA201T	English 2	AECC-2	2
BECGNE201T	Principles of Macroeconomics	GE-2	4
BECGNM201T	Economics of Health and Education	MDC-2	3
BECGNS201T	Entrepreneurial Skill Development	SEC-2	2
BECGNV201T	Indian Constitution	VAC-2	3
		TOTAL	**22**

B.Com. (First Year)
Courses and Credit Charts (Semester Wise)

SEMESTR-I			
Course Code	**Name of the Course**	**Component**	**Credit**
BCOGNC101T	Financial Accounting	Major, Introductory level	4
BCOGNC102T	Managerial Economics	Major, Introductory level	4
BCOGNC103T	Business Regulatory Frameworks	Major, Introductory level	4
BCOGNE104T	Business Mathematics & Statistics	Minor	4
BCOGNA105T	Functional Communication	Ability Enhancement	2
BCOGNM106T	Indian Knowledge System	Mutli -Disciplinary	3
BCOGNV107T	Environmental Studies	Value Added	2
		TOTAL	**23**
SEMESTR-II			
BCOGNC201T	Advance Accounting	Major, Introductory level	4
BCOGNC202T	Corporate Law	Major	4
BCOGNC203T	Corporate Accounting	Major	4
BCOGNA204T	Advanced Communication and Soft Skills	Ability Enhancement	2
BCOGNS205T	Digital Literacy for Accounting	Skill Enhancement	3
BCOGNM206T	Entrepreneurship	Multi-disciplinary	3
BCOGNV207T	Indian Constitution and Governance	Value Added	2
		TOTAL	**22**

BA-English (First Year)
Courses and Credit Charts (Semester Wise)

SEMESTER-I			
Course Code	Name of the Course	Category of Course	Credit
3 Weeks Compulsory Student Induction Programme -SIP (UHV-I) Cum Bridge Course			
BEGGNC101T	English Literature: An Introduction-I	CC	4
BEGGNC102T	British Poetry (14th to 17th Century)	CC	4
BEGGNE101T	Science of Literary Expression	AC	4
BEGGNA101T	Functional Communication (English-I)	AE	2
BEGGNS102T	Creative Writing	SE	3
BEGGNM101T	IKS (Indian Knowledge System)	MD	3
BEGGNV101T	Environment Studies	VA	3
BEGCE-101P	Community Engagement	CE	0
		TOTAL	22
SEMESTER-II			
BEGGNC201T	English Literature: An Introduction-II	CC	4
BEGGNC202T	British Drama-I (Elizabethan to Jacobean Era)	CC	4
BEGGNE201T	Indian Writing in English-I	AC	4
BEGGNA201T	Advanced Communication and Soft Skills (English-II)	AE	2
BEGGNS201T	Digital Audio-Visual Production	SE	3
BEGGNM201T	Communication for Market and Consumer Behaviour	MD	3
BEGGNV201T	Indian Constitution	VA	2
		TOTAL	22

BA-Mass Communication (First Year)
Courses and Credit Charts (Semester Wise)

SEMESTER-I			
Course Code	**Title of the course**	**Component**	**Credit**
BMCGNC101T	Principles of Communication	Core Course	4
BMCGNC102T	Media & Society	Core Course	4
BMCGNE103T	Introduction to Journalism & Mass Communication	Allied Course	3
BMCGNM104T	Integrated Marketing Communication	MDC	3
BMCGNA105T	Communicative English-I	AEC	2
BMCGNS106P	IT for Media	SEC	3
BMCGNV107T	Environmental Study	Value Based	2
	Social Service	Community Engagement	
		TOTAL	21
SEMESTER-II			
BMCGNC201T	Social Media & Communication	Core Course	4
BMCGNC202T	Basics of Broadcast Media	Core Course	4
BMCGNE203T BMCGNE203P	Writing for Media	Allied Course	4
BMCGNM204T	Gender Studies	MDC	3
BMCGNA205T	English-II	AEC	2
BMCGNS206T	Digital Audio Production	SEC	3
BMCGNV207T	Constitution of India	Value Based	2
	One Online / MOOC / SWAYAM / NPTEL courses	Mandatory	2
		TOTAL	24

M.Com. (First Year)
Courses and Credit Charts (Semester Wise)

SEMESTER-I		
Course Code	**Title of the course**	**Credit**
MCOMC101	Corporate Financial Reporting	4
MCOMC102	Working Capital Management	4
MCOMC03	Taxation Law & Corporate Tax Planning	4
MCOMC104	Statistics for Business Decisions	4
MCOMC105	Economic Analysis for Decision Making	4
MCOMC106	Excel For Business & Finance	4
	TOTAL	**24**
SEMESTER-II		
MCOMC201	Accounting for Managerial Decisions	4
MCOMC202	Goods & Services Tax and Custom Duty	4
MCOMC203	Forensic accounting & Audit	4
MCOMC204	Financial Markets and Regulations	4
MCOMM205	Business Research Methods	4
MCOME206	Financial Modelling Using Excel [Elective 1]	3
MCOME207	Tally for Business Applications [Elective 2]	3
	TOTAL	**23**

MASTER OF COMPUTER APPLICATION-MCA (First Year)
Courses and Credit Charts (Semester Wise)

SEMESTER-I		
Course Code	**Title of the course**	**Credits**
MCAC101T	Operating System	3
MCAC101P	Operating System Lab	1
MCAC102T	Computer Organization & Architecture	4
MCAC103T	Object Oriented Programming using Java	3
MCAC103P	Java Programming Lab	2
MCAC104T	Database Systems	3
MCAC104P	DBMS Lab	2
MCAC105T	Software Engineering	4
MCAM106T	Discrete Math	3
	Total	**25**
SEMESTER-II		
MCAC201T	Design and Analysis of Algorithms & Data Structures	3
MCAC201P	Data Structure Lab	2
MCAC202T	Python Programming	3
MCAC202P	Python Programming Lab	2
MCAM203T	Data Communication & Networking	4
MCAC204T	AI and Machine Learning	3
MCAC204P	AI & ML Lab	2
MCAM205T	Probability and Statistics	3
MCAE206T	IoT & Applications	3
	Total	**25**

MASTER OF ARTS IN ENGLISH-MA English (First Year)
Courses and Credit Charts (Semester Wise)

SEMESTER-I			
Course Code	**Course Title**	**Course Category**	**Credit**
MAEGC101T	English Poetry from Chaucer to Milton	CC	4
MAEGC102T	Non-fictional Prose (From Bacon to Present).	CC	4
MAEGC103T	English Drama-I (Shakespearean Tragedies and Comedies)	CC	4
MAEGE101T	Pandemic Literature OR Women's Studies OR Trauma Literature	EC	4
MAEGA101T	Creative Writing	AE	2
MAEGR101T	Research Methods and Methodology	RM	4
		TOTAL	22
SEMESTER-II			
MAEGC201T	18th and 19th Century English Poetry	CC	4
MAEGC202T	17th to 18th Century Essays and Fiction	CC	4
MAEGC203T	English Drama-II (15th to 17th Century)	CC	
MAEGE201T	Folk Literature OR New Literatures in English	EC	4
MAEGS101T	Feature Writing/ Story Writing/ Writing for Media	SE	2
MAEGJ201P	On the Job Training	OJT	4
		TOTAL	22

STUDENT COUNCIL

The Student Council in a university is typically an elected body that represents the student community and serves as a liaison between students and the university administration. The purpose of the Student Council is to promote quality of student life within and outside the University It is a support system for the holistic development of the students and works in liaison with the University Administration and leadership. The Student Council functions under the supervision of the Registrar, duly coordinated by Student Cabinet.

Objectives

1	To imbibe and inculcate among the students the Vision, Mission and Core Values and Graduate Attributes of the University.
2	To provide constructive feedback on various aspects of campus life - academic programmes, general discipline, library facilities, maintenance of the campus and other student services and facilities.
3	To suggest the means for improving the academic quality and standards among students.
4	To suggest and implement student projects for their holistic development.
5	To identify, assess, evaluate, and suggest the student perspectives in the development of arts and culture, sports and games, and other curricular and extracurricular activities involving student participation.
6	To identify and suggest methods of improving student life and student conduct and discipline.
7	To assist the anti-ragging committee to ensure ragging free student life.
8	To assess and improve the potential for student placements and facilitate internships.
9	To create and encourage an environment for healthy and effective use of student service facilities and suggest methods for its improvement.
10	To help interlink students, faculty members, staff, and management of the College to effectively forge a strong academic community.
11	To help establish and maintain continuous and effective interaction with the alumni of the University.

Constitution of the Council

OUR VISION   **OUR MISSION**   **OUR AIM**

The Student Council is constituted by representatives of students chosen from all the students of the University. The number of the members in the University. Student Council may vary every academic year based on the new programmes introduced by the University. If the number of students in a class is 40 or less only one member is represented and in case of class strength of more than 40, two members represent a class, a male and a female student. The Student Council acts as a responsible and collaborative body contributing to the Vision, Mission, Core Values and Graduate Attributes of the University and refrains from being an association or a bargaining agency of the students. The Principal may dissolve the Council at his discretion at any time prior or during its functional duration.

Member Nomination Procedure & Tenure

6Cs

Collaboration

Conscience

Compassion

Commitment

Competence

Creativity

All the students of the university are evaluated based on 6Cs, namely competence, commitment, creativity, collaboration, compassion and conscience. Based on the aggregate score, six students (three boys and three girls) are nominated to contest in the election for the student council. On the day of the election, during the foundation and mentoring classes, the six nominated members address their respective classes, articulating their dreams for the university. After their sharing, voting takes place under the supervision of the Mentor. Then the ballots are counted, and the boy and the girl who get the highest number of votes are declared winners.

The University Management nominates a few students from the third year to the students' Council. It is based on the criteria such as academic performance, percentage of attendance, participation in events and activities of the department, holistic skills and good standing among the student community.

The elected members and the nominated members collectively constitute the Students' Council. And they elect the student cabinet.

The Cabinet

PRESIDENT	He/She will be the Chief Executive of the Student Council and will function in all matters relating to the Council in accordance with the rules of the University.
VICE- PRESIDENT	He/She will assist the President and act as the Chief Executive in the absence of the President, in accordance with the rules of the University.
SECRETARY	He/She shall maintain the records of all the meetings and assist the President in conducting the meetings smoothly.
TREASURER	He/She shall maintain the accounts of the Council and assist the President in managing the finances of the Union.
SECRETARY FOR CULTURAL AFFAIRS	He/She shall organise cultural festivals, assist the President to select and send teams to outstation festivals; and to inform the concerned Societies about all cultural events taking place in other university/institutions.
SECRETARY FOR ACADEMIC AFFAIRS	He/She shall take up with the authorities, problems of academic nature relating to time-table, classes and tutorials, and functioning of the Library, etc.
SECRETARY FOR SPORTS AFFAIRS	He/She shall organise the sports events, record minutes thereof, look after the publicity.
SECRETARY OF DISCIPLINE AFFAIRS	He/She shall look after the general discipline of the university. At the end of every year the incumbent Student Council hands over its functions to the new Student Council, for the ensuing year.

Orientation & Training for Cabinet members

During the first or the second weekend after the commencement of the Academic Year, the newly inducted council members are given an orientation. This orientation is for a period of two days.

Attendance for the orientation is compulsory and absence results in automatic termination of the member and a new member is appointed for the post unless the absentee has informed the Registrar in advance through an email and the reason for absence is valid and approved by the Registrar.

Responsibilities

REPRESENTATION

The student council represents the interests, concerns, and needs of the student body to the university administration, faculty, and staff. They serve as the voice of the students and advocate for their rights, well-being, and academic interests. Advocating for student interests. The student council should work to ensure that the university's policies and procedures are in the best interests of students.

ORGANIZING STUDENT ACTIVITIES

The student council is often responsible for organizing various student activities, events, and programs. This can include cultural festivals, sports tournaments, academic seminars, guest lectures, workshops, fundraisers, and social events. These activities aim to promote student engagement, foster a sense of community, and enhance the overall university experience.

STUDENT WELFARE AND SUPPORT

The student council plays a crucial role in addressing student welfare issues. They may collaborate with the university administration to establish and improve support services for students, such as counseling, health services, career guidance, and academic support. The council can also provide a platform for students to voice their concerns and seek assistance.

COMMUNICATION AND FEEDBACK

The student council facilitates effective communication between students and the university administration. They collect feedback from students regarding university policies, facilities, and services, and relay this information to the appropriate authorities. The council may also communicate important announcements, updates, and policies to the student body.

STUDENT REPRESENTATION IN DECISION-MAKING

In some cases, the student council may have the opportunity to participate in university decision-making processes. They may have a representative on university committees or student government bodies, allowing them to contribute to discussions and decisions that affect students' interests and well-being.

COMMUNITY SERVICE & SOCIAL RESPONSIBILITY

The student council can organize community service projects and initiatives to promote social responsibility among students. This may involve collaborating with local organizations, planning volunteer activities, and engaging in initiatives that address social issues or contribute to the betterment of society.

FACILITATING STUDENT CLUBS & ORGANIZATIONS

The student council often supports and oversees various student clubs and organizations within the university. They may provide guidance, resources, and assistance to these groups, ensuring that they operate effectively and align with the university 's policies and values.

SOLVING STUDENT PROBLEMS

The student council can help to mediate disputes between students and the administration, and it can also help to find solutions to other student problems. The student council is an important part of the university community, and it plays a vital role in representing the student body and advocating for student interests.

Teachers and their Responsibilities

A teacher is constantly under the scrutiny of her/his students and the society at large. Therefore, every teacher should see that there is no incompatibility between her/his principles and practice. The profession further requires that the teacher should be calm, patient and communicative by temperament and amiable in disposition. Teachers in university have various responsibilities, assigned by the management, which include;

- **Owning up the vision and mission of the university:**

  Abide by the rules and regulations of the university and to respect its ideals, vision, mission, cultural practices and tradition.

- **Assisting in admission:**

  Assisting in appraising applications for admission, advising, interviewing and counselling students as well as assisting the conduct of university examinations, including supervision, invigilation and evaluation.

- **Delivering lectures:**

  Teachers are responsible for preparing and delivering lectures on their assigned subjects. They need to organize the material, develop lesson plans, and present the content effectively to help students understand and learn,

- **Facilitating discussions:**

  They create an environment conducive to learning, encourage critical thinking, and provide opportunities for students to ask questions and share their thoughts.

- **Assessing student performance:**

  Teachers evaluate and assess students' understanding of the subject through assignments, quizzes, tests, projects, and examinations. They provide feedback on students' performance, highlight areas for improvement, and assign grades based on their assessments.

- **Providing guidance and support:**

  Teachers serve as mentors and provide guidance to students. They offer academic advice, help students set goals, and assist in

developing study plans. They may also provide support for personal and career-related matters, helping students navigate their educational journey.

- **Planning and developing curriculum:**

  University teachers often contribute to curriculum development. They review existing courses, propose new courses, and update the curriculum to align with current trends, industry requirements, and advancements in their field.

- **Conducting research:**

  They contribute to their respective fields by conducting research, publishing papers, attending conferences, seeking external funding and staying updated with the latest developments. Research-oriented faculty members may also involve students in their research projects.

- **Advising and mentoring:**

  Teachers may take on advisory roles, serving as academic advisors for students. They assist in course selection, help students plan their academic paths, and ensure they meet the requirements for graduation. Additionally, they may mentor students in their field of study, guiding them towards internships, career opportunities, or graduate studies.

- **Engaging in professional development:**

  University teachers continuously enhance their knowledge and teaching skills by participating in professional development activities. They attend workshops, seminars, faculty development programs, and conferences, stay updated with advancements in their field, and adopt new teaching methodologies and technologies to improve their instructional practices.

- **Collaborating with colleagues:**

  Teachers often collaborate with colleagues to exchange ideas, share resources, and enhance the overall learning environment. They may participate in departmental meetings, conduct national and international seminars, contribute to curriculum committees, and work collectively to improve the quality of education provided by the institution.

- **Serving on committees:**

  University teachers may be assigned to various committees within

the institution, such as accreditation committees, faculty development committees, or student welfare committees. They actively contribute to decision-making processes and help shape the policies and procedures of the university.

- **Providing individualized attention:**

  Teachers may offer individualized support to students who require extra assistance. They may provide one-on-one consultations, tutoring sessions, or office hours to address specific academic concerns or provide additional guidance.

- **Supervising student projects and internships:**

  University teachers may supervise students' independent projects, research endeavors, or internships. They guide students through the process, provide feedback, and evaluate the outcomes of their projects or internships.

- **Keeping up with advancements in their field:**

  University teachers stay updated with the latest research, theories, and technological advancements in their field. They continuously seek professional development opportunities, read scholarly articles, participate in workshops, and explore new teaching methodologies relevant to their discipline.

- **Monitoring academic progress and attendance:**

  University teachers keep track of students' academic progress and attendance records. They identify students who may be struggling academically or have attendance issues and may provide appropriate interventions or referrals to support services.

- **Adhering to ethical and professional standards:**

  Teachers uphold ethical and professional standards in their interactions with students, colleagues, and the institution. They maintain confidentiality, respect academic integrity, and create a safe and inclusive learning environment.

- **Office Hours and Availability:**

  Faculty members are typically required to hold office hours to provide additional support and guidance to students outside of the classroom. They may also be available for consultations and meetings with students, colleagues, and administrators.

- **Accreditation:**

  Faculty members may be involved in faculty governance, accreditation processes, and community outreach activities.

Teachers and Students

Teachers should:

- Respect the rights and dignity of the student in expressing her/his opinion;
- Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;
- Recognise the difference in aptitude and capabilities among students and strive to meet their individual needs;
- Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, secularism, social justice, environmental protection and peace;
- Be available to the students even beyond the class hours and help and guide students without any remuneration or reward;
- Refrain from inciting students against other students, colleagues or administration.

Teachers and Colleagues

Teachers should:

- Treat other members of the profession in the same manner as they themselves wish to be treated;
- Speak respectfully to other teachers and render assistance for professional betterment;
- Refrain from making unsubstantiated allegations against colleagues to higher authorities; and
- Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

Teachers & Authorities

Teachers should:

- Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organisations for change of any such rule detrimental to the professional interest.
- Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
- Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession.
- Adhere to the terms of contract.
- Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

List of Awards

1. **Student of the Year**
   This award is conferred to a student for showing sustained all round development, exemplary behaviour and impressive overall performance throughout an academic session.
2. **Student with Potential for Excellence**
   This award is conferred to students who show continuous progress and commendable effort in curricular, co-curricular and extra-curricular activities of the University in an academic session.
3. **Student with Potential for Inspiration**
   This award is conferred to students who surmount all odds and show remarkable improvement throughout the academic session in curricular, co-curricular and extra-curricular activities of the University. They also exhibit exemplary behavior in reaching out to the needy and possess soft skills. They may not be the first but we look where the race started from.
4. **Fr Joy Karayampuram SJ Memorial Samwedna Award**
   This award is conferred to a boy and a girl from Part III or to an alumnus and alumna, who do extraordinary acts of compassion, kindness, thoughtfulness through which s/he exercises his/her responsibility towards the well-being of all, especially the marginalized.
5. **Xavier Pride of Bihar Award**
   This award is conferred to any person in who contributes significantly in any area, especially in the field of education, through which the name and fame of Bihar is held high.
6. **Xavier Green Rider Award**
   This award is conferred to a student who commutes to the University on a bicycle for the highest number of class days in an academic session. A cyclist does not add to the existing air pollution and thus s/he becomes an agent of green energy. Therefore, s/he is called a green rider.
7. **Best NSS Volunteer Award**
   This award is conferred to a student who contributes to the well-being of humanity by being actively engaged in NSS activities. The award is instituted in memory of Mr. Devendra Sharma.
   Certificates will be given to three students who score the highest number of class days of commuting on bicycle to the University in an academic year on the University Annual Day.

At Xavier University, we believe in fostering not just academic excellence but also a well-rounded educational experience. Our array of clubs, each a unique avenue for self-expression and skill-building, offers a platform for you to discover your passions, enhance your talents, and forge lasting connections. Our clubs provide a space for every interest and aspiration to dive into a world of exploration and growth.

Name of the Club	Guide	Responsibilities
Xavier Quiz Club	Mr Abhishek Anand	• Organizing regular quiz competitions. • Conducting quiz workshops, • Representing the university in intercollegiate quiz events.
Xavier Dhwani Club	Ms Priyanka Singh	• Organizing singing competitions • Workshops on vocal training • Participating in cultural events both within and outside the university.
Xavier Anchoring Club	Ms Priya Manish Kumar Ms Priyanka Singh	• Honing students' public speaking skills • Conducting anchoring workshops • Ensuring smooth execution of various programs held at the university.

Xavier Dance Club	Ms Tracy Joan Reid	• Choreographing performances for university events • Organizing dance workshops • Participating in dance competitions at a regional and national level.
Xavier Theatre Club	Mr Ajay Kumar	• Promoting theatrical arts and drama skills among students • Organizing plays conducting acting workshops • Representing the university in intercollegiate theatre festivals.
Xavier Art Club	Ms. Priya Gupta	• Providing platforms to enhance students' artistic talents. • Organizing art exhibitions • Conducting workshops on different art forms • Collaborating on creative projects within the university community.
Xavier Debate Club	Mr Bidhyanand Choudhary	• Honing students' critical thinking and public speaking skills • Organizing debate competitions, • Hosting debate workshops • Representing the university in debate tournaments

Xavier Eco Mitr Club	Mr Arindam Roy	• Promoting environmental awareness • Focusing on and sustainability practices among students • Organizing eco-friendly initiatives • Conducting awareness campaigns • Participating in environmental conservation projects.
Green Riders	Mr Arindam Roy	• Promoting Eco-Friendly Transportation • Organizing Bicycle Sharing Programs • Coordinating Green Initiatives • Encouraging environmental stewardship among the university community
The Photography Club	Mr Vikas Kumar	• Organizing photography workshops • Hosting photography competitions • Capturing moments during various university events and activities. • Participating in intercollegiate photography contests • Maintaining a photography archive
Kabir Club	Dr Farhan Khalid	• Organizing interfaith dialogue sessions • Hosting cultural and religious festivals to celebrate diversity • Participating in intercollegiate interfaith initiatives • Promote inter-religious cooperation • Conducting workshops and seminars on religious tolerance, peace-building • Advocate for harmony and unity beyond the university campus

Xavier Coding Club	Dr Rakesh Kumar Pathak	• Plan and conduct regular coding workshops to teach members new programming languages and techniques. • Organize hackathons to encourage collaborative problem-solving and innovation among members. • Develop a mentorship program where experienced coders guide beginners. • Facilitate group projects that allow members to apply their coding skills to real-world problems. • Invite industry professionals to give talks and share their experiences in the field of software development.
Xavier Book Club	Ms. Priya Manish Kumar	• Choose a book for the club to read each month, • Host discussion meetings where members can discuss the selected book. • Arrange for authors to speak to the club, either in person or via video call, to provide insights into their work. • Encourage members to write and share reviews of the books they read. • Organize or participate in literary events such as book fairs, literary festivals, etc.
Xavier Poetry Club	Mr. Tapeshwar Prasad Yadav	• Organize regular poetry reading sessions where members can share their own work or favorite poems. • Conduct writing workshops to help members improve their poetry writing skills. • Host poetry competitions to encourage creativity and provide a platform for members to showcase their talents. • Facilitate collaborative projects where members can work together on anthologies or poetry collections. • Organize events or collaborations with local schools or community centers to promote poetry and literacy.

Associations

At Xavier University, our array of associations stands as pillars of opportunity, each offering a unique avenue for students to explore, engage, and excel. From fostering leadership skills in the Student Council to promoting cultural diversity in the Youth for Free India, each association embodies a spirit of inclusivity and empowerment.

Youth for Free India (YFI)

Youth for Free India' with a motto of 'Caste free, corruption free, and communalism free India,' It stands as a beacon of hope, embodying the values of equality, integrity, and unity. Here are the major responsibilities that guide our mission:

Engaging in Social Initiatives:
- Initiating and participating in projects that uplift marginalized communities, promote social justice, and address pressing issues within our society.

Awareness and Advocacy:
- Spreading awareness about the importance of a caste-free, corruption-free, and communalism-free India through campaigns, events, and outreach programs.

Organize Debates and Discussions:
- Facilitating constructive dialogues on critical social issues, encouraging intellectual discourse, and fostering a culture of open-mindedness and understanding.

Leadership Training:
- Providing opportunities for members to develop leadership skills, advocacy techniques, and civic engagement strategies to become effective agents of change.

Collaborations and Partnerships:
- Collaborating with like-minded organizations, institutions, and individuals to amplify our impact, expand our reach, and work towards a common vision of a better India.

The National Service Scheme (NSS)

The NSS unit at our university is a dynamic and enthusiastic group dedicated to community service and social development.

Here are some of its major responsibilities:

Community Service Activities:
- The NSS unit regularly organizes and participates in a wide range of community service activities to make a positive impact on society. This includes organizing blood donation camps, cleanliness drives in local areas, and tree planting initiatives to promote environmental sustainability.

Awareness Programs on Social Issues:
- Conducting awareness programs on crucial social issues such as health, hygiene, and education is a key responsibility of the NSS unit. These programs aim to educate both students and the community on important topics, fostering a better understanding and encouraging positive change.

Collaboration with NGOs and Government Organizations:
- By collaborating with local NGOs and government organizations, the NSS unit extends its reach and impact on underprivileged communities. Through partnerships, they can provide essential support, resources, and services to those in need, contributing to community development and welfare.

Emergency Response and Disaster Relief:
- During times of natural disasters or emergencies, the NSS unit plays a vital role in mobilizing resources and volunteers to provide assistance to affected areas. Their quick response and organized efforts help in providing relief and support to communities facing crises.

Promotion of Volunteerism and Civic Engagement:
- One of the key objectives of the NSS unit is to promote volunteerism and civic engagement among students. Through workshops, training sessions, and awareness campaigns, they inspire and empower individuals to actively participate in community service and social initiatives, nurturing a sense of responsibility and compassion.

Alumni Association

The Alumni Association of our university plays a crucial role in fostering connections between former students, current students, and the institution itself. It serves as a bridge that keeps the university community engaged and thriving long after graduation.

Major Responsibilities:

Networking Events:
- Organizing reunions, networking mixers, and social gatherings to facilitate interaction among alumni.
- Providing platforms for alumni to connect professionally and personally.

Career Support:
- Offering mentoring programs for recent graduates.
- Providing job opportunities, internships, and career guidance through networking.

Fundraising and Development:
- Initiating fundraising campaigns to support university programs and scholarships.
- Establishing alumni endowments and contributions to enhance educational facilities.

Alumni Outreach:
- Maintaining regular communication through newsletters, social media, and alumni magazines.
- Keeping alumni informed about university news, events, and achievements.

Community Engagement:
- Encouraging alumni participation in community service projects and volunteer opportunities.
- Collaborating with local organizations to promote social responsibility and giving back.
- The Alumni Association enriches the university experience for both current students and graduates while strengthening the bond between alumni and their alma mater.

Sl. No.	Name of the Office	Official Email ID
1	Office	info@xup.ac.in
2	Rector	rector@xup.ac.in
3	Vice Chancellor	vc@xup.ac.in
4	Registrar	registrar@xup.ac.in
5	Controller of Examinations	coe@xup.ac.in
6	(CoE, for staff, administration, respondence with other institutes)	examination@xup.ac.in
7	(CoE, for UG students Only)	examination.ug@xup.ac.in
8	(CoE, for PG students only)	examination.pg@xup.ac.in
9	(CoE, for grievance regarding examination)	examination.grievance@xup.ac.in
10	Accounts	accounts@xup.ac.in
11	Administrator	administrator@xup.ac.in
12	Internal Quality Assurance Cell (IQAC)	iqac@xup.ac.in
13	Examination Department	examination@xup.ac.in
14	Dean of Activities	dean.activities@xup.ac.in
15	Academic Activities Committee	academic.committee@xup.ac.in
16	Cultural Activities Committee	cultural.committee@xup.ac.in
17	Anti-Ragging Cell	anti-ragging@xup.ac.in
18	Social Awareness Committee	socialawareness.committee@xup.ac.in
19	Sports Committee	sports@xup.ac.in

20	Dean, Humanities & Social Sciences	dean.humanities@xup.ac.in
21	Dean, Management	dean.management@xup.ac.in
22	Dean, Computer Science	dean.computerscience@xup.ac.in
23	Dean, Commerce	dean.commerce@xup.ac.in
24	Dean, Student Welfare	dean.studentwelfare@xup.ac.in
25	HoD, English	hod.english@xup.ac.in
26	HoD, Economics	hod.economics@xup.ac.in
27	HoD, Mass Communication	hod.masscommunication@xup.ac.in
28	HoD, Management	hod.management@xup.ac.in
29	HoD, Computer Science	hod.computerscience@xup.ac.in
30	HoD, Commerce	hod.commerce@xup.ac.in
31	Admissions – Xavier University	admissions@xup.ac.in
32	Placement – Xavier University	placement@xup.ac.in
33	Xavier University IT Services	ites@xup.ac.in
34	Xavier University Media Desk	media@xup.ac.in
35	Xavier University Central Library	central.library@xup.ac.in
36	NAAC	naac@xup.ac.in
37	Dean, Academics	deanacademics@xup.ac.in

July 2025

| Sundays | 04 | Holidays | 01 | Working Days | 26 |

1 Tuesday	Staff Orientation
2 Wednesday	Staff Orientation
3 Thursday	Staff Orientation
4 Friday	Staff Orientation
5 Saturday	Staff Orientation
6 Sunday	Staff Orientation
7 Monday	
8 Tuesday	Induction for Part I begins
9 Wednesday	
10 Thursday	
11 Friday	
12 Saturday	Activity by School of Commerce
13 Sunday	
14 Monday	
15 Tuesday	
16 Wednesday	
17 Thursday	Guru Purnima
18 Friday	
19 Saturday	
20 Sunday	
21 Monday	
22 Tuesday	
23 Wednesday	
24 Thursday	Orientation for Part I (Day 1)
25 Friday	Orientation for Part I (Day 2)
26 Saturday	Orientation for Part I (Day 3)
27 Sunday	
28 Monday	
29 Tuesday	
30 Wednesday	Submission of the First Draft of AQAR
31 Thursday	Feast of St.Ignatius of Loyola

August 2025

Date	Event
1 Friday	
2 Saturday	Activity by Dhwani Club: A Tribute to Shri Kishor Kumar
3 Sunday	Workshop by Theatre Club
4 Monday	
5 Tuesday	
6 Wednesday	
7 Thursday	
8 Friday	
9 Saturday	Rakshabandhan
10 Sunday	
11 Monday	
12 Tuesday	IQAC Meeting
13 Wednesday	
14 Thursday	
15 Friday	Independence Day
16 Saturday	
17 Sunday	Cyclothon by Social Awareness club and NSS
18 Monday	Dance Workshop
19 Tuesday	Dance Workshop
20 Wednesday	Dance Workshop
21 Thursday	Dance Workshop
22 Friday	Dance Workshop
23 Saturday	Dance Workshop; Activity by Universal Human Value Cell
24 Sunday	
25 Monday	
26 Tuesday	
27 Wednesday	
28 Thursday	
29 Friday	
30 Saturday	
31 Sunday	

September 2025

Day	Event
1 Monday	
2 Tuesday	
3 Wednesday	
4 Thursday	
5 Friday	Staff Day celebrations by Student Council
6 Saturday	Media Literacy by Department of Mass Communication
7 Sunday	
8 Monday	
9 Tuesday	
10 Wednesday	
11 Thursday	Anchoring Workshop (Day 1)
12 Friday	Anchoring Workshop (Day 2)
13 Saturday	Hindi Diwas Celebrations by Academic Activity Committee (AAC)
14 Sunday	
15 Monday	
16 Tuesday	Activity Based Continuous Internal Assessment
17 Wednesday	Activity Based Continuous Internal Assessment
18 Thursday	Activity Based Continuous Internal Assessment
19 Friday	Activity Based Continuous Internal Assessment
20 Saturday	Activity Based Continuous Internal Assessment
21 Sunday	
22 Monday	Faculty Development Programme (by FDP Committee)
23 Tuesday	Faculty Development Programme (by FDP Committee)
24 Wednesday	Faculty Development Programme (by FDP Committee)
25 Thursday	Faculty Development Programme (by FDP Committee)
26 Friday	Faculty Development Programme (by FDP Committee)
27 Saturday	Faculty Development Programme (by FDP Committee)
28 Sunday	
29 Monday	
30 Tuesday	Durga Pooja Holiday

October 2025

Date	Event
1 Wednesday	Durga Pooja Holiday
2 Thursday	Durga Pooja Holiday
3 Friday	Durga Pooja Holiday
4 Saturday	Mental Health Counselling Cell
5 Sunday	
6 Monday	MCQ Test
7 Tuesday	MCQ Test
8 Wednesday	MCQ Test
9 Thursday	
10 Friday	
11 Saturday	Election Awareness (AAC)
12 Sunday	
13 Monday	
14 Tuesday	
15 Wednesday	
16 Thursday	
17 Friday	
18 Saturday	Diwali Celebrations
19 Sunday	
20 Monday	Diwali Holidays
21 Tuesday	
22 Wednesday	
23 Thursday	
24 Friday	
25 Saturday	
26 Sunday	
27 Monday	Chhath Pooja
28 Tuesday	Chhath Pooja
29 Wednesday	
30 Thursday	
31 Friday	

November 2025

Date	Event
1 Saturday	National Unity Day (NSS & YFI)
2 Sunday	
3 Monday	
4 Tuesday	
5 Wednesday	
6 Thursday	
7 Friday	
8 Saturday	National Entp. Day Department Activity
9 Sunday	
10 Monday	Mid-Term Test
11 Tuesday	Mid-Term Test
12 Wednesday	Mid-Term Test
13 Thursday	Mid-Term Test
14 Friday	Mid-Term Test
15 Saturday	Mid-Term Test
16 Sunday	Bal Mela (NSS & YFI)
17 Monday	Industrial Visit (BBA)
18 Tuesday	Industrial Visit (BBA)
19 Wednesday	Industrial Visit (BBA)
20 Thursday	Industrial Visit (BBA)
21 Friday	National Seminar (School of Commerce)
22 Saturday	National Education Day (ACC)
23 Sunday	
24 Monday	
25 Tuesday	
26 Wednesday	
27 Thursday	
28 Friday	
29 Saturday	AICUF Centenary Day
30 Sunday	

December 2025

Date	Event
1 Monday	Cricket Tournament begins
2 Tuesday	National Pollution Control Day (Art and Eco Mitr Clubs)
3 Wednesday	Patron's Day Celebrations (Cultural Committee)
4 Thursday	
5 Friday	
6 Saturday	Department Activity
7 Sunday	Sadbhawana Samagam: Parent Professor Meet
8 Monday	
9 Tuesday	
10 Wednesday	Study Holiday
11 Thursday	End Semester Examinations
12 Friday	End Semester Examinations
13 Saturday	End Semester Examinations
14 Sunday	End Semester Examinations
15 Monday	End Semester Examinations
16 Tuesday	End Semester Examinations
17 Wednesday	End Semester Examinations
18 Thursday	End Semester Examinations
19 Friday	End Semester Examinations
20 Saturday	End Semester Examinations
21 Sunday	
22 Monday	End Semester Examinations
23 Tuesday	Christmas Celebrations
24 Wednesday	
25 Thursday	
26 Friday	
27 Saturday	
28 Sunday	
29 Monday	
30 Tuesday	
31 Wednesday	

January 2026

1 Thursday	New Year
2 Friday	Even Semester Begins
3 Saturday	Activity (Universal Human Value Cell)
4 Sunday	
5 Monday	Faculty Development Programme (FDP)
6 Tuesday	Faculty Development Programme (FDP)
7 Wednesday	Faculty Development Programme (FDP)
8 Thursday	Faculty Development Programme (FDP)
9 Friday	Faculty Development Programme (FDP)
10 Saturday	National Youth Day Celebrations (SAC)
11 Sunday	
12 Monday	
13 Tuesday	
14 Wednesday	Makarsankaranti
15 Thursday	
16 Friday	National Seminar (Mass Communication)
17 Saturday	National Start-up Celebrations (Start-up Cell)
18 Sunday	
19 Monday	
20 Tuesday	
21 Wednesday	
22 Thursday	
23 Friday	
24 Saturday	Activity Debate Club
25 Sunday	
26 Monday	Republic Day Celebrations
27 Tuesday	
28 Wednesday	
29 Thursday	Aaghaaz
30 Friday	Aaghaaz
31 Saturday	Sports Day

February 2026

Date	Event
1 Sunday	Inter-Faith Harmony Week (AICUF)
2 Monday	
3 Tuesday	
4 Wednesday	
5 Thursday	Education Tour (BA English)
6 Friday	
7 Saturday	Inter-Faith Harmony Week (AICUF)
8 Sunday	
9 Monday	
10 Tuesday	
11 Wednesday	
12 Thursday	
13 Friday	
14 Saturday	Annual Theme Competition (CC)
15 Sunday	Maha Shivaratri
16 Monday	Sports XPL
17 Tuesday	Sports XPL
18 Wednesday	Sports XPL
19 Thursday	National Seminar (Department of English)
20 Friday	
21 Saturday	Department Activity, Musical Fest
22 Sunday	
23 Monday	CIA – Activity
24 Tuesday	CIA – Activity, IQAC Meeting
25 Wednesday	CIA – Activity
26 Thursday	National Seminar (School of Management)
27 Friday	National Seminar (School of Management)
28 Saturday	National Science Day (Computer Science)

March 2026

Date	Event
1 Sunday	
2 Monday	
3 Tuesday	Holi Milan (Art Club)
4 Wednesday	Holi
5 Thursday	Holi
6 Friday	
7 Saturday	International Women's Day (SAC & ICC)
8 Sunday	
9 Monday	
10 Tuesday	
11 Wednesday	
12 Thursday	
13 Friday	
14 Saturday	Annual Day
15 Sunday	
16 Monday	
17 Tuesday	
18 Wednesday	
19 Thursday	
20 Friday	Eid -Ul-Fitr
21 Saturday	Bihar Diwas Celebrations
22 Sunday	
23 Monday	
24 Tuesday	
25 Wednesday	
26 Thursday	Ram Navmi
27 Friday	
28 Saturday	World Theatre Day
29 Sunday	
30 Monday	
31 Tuesday	

April 2026

Date	Event
1 Wednesday	
2 Thursday	
3 Friday	Good Friday
4 Saturday	Holy Saturday
5 Sunday	
6 Monday	Easter Monday
7 Tuesday	Mid-Term Text
8 Wednesday	Mid-Term Text
9 Thursday	Mid-Term Text
10 Friday	Mid-Term Text
11 Saturday	Mid-Term Text
12 Sunday	
13 Monday	Mid-Term Text
14 Tuesday	Ambedkar Jayanti (SAC & YFI)
15 Wednesday	
16 Thursday	
17 Friday	
18 Saturday	Activity (Debate Club)
19 Sunday	
20 Monday	
21 Tuesday	
22 Wednesday	
23 Thursday	
24 Friday	
25 Saturday	
26 Sunday	
27 Monday	
28 Tuesday	
29 Wednesday	Presentations - CIA
30 Thursday	

May 2026

1 Friday	
2 Saturday	
3 Sunday	
4 Monday	
5 Tuesday	
6 Wednesday	Department Audit
7 Thursday	Department Audit
8 Friday	Department Audit
9 Saturday	National Technology Day
10 Sunday	
11 Monday	
12 Tuesday	End Semester Examinations
13 Wednesday	End Semester Examinations
14 Thursday	End Semester Examinations
15 Friday	End Semester Examinations
16 Saturday	End Semester Examinations
17 Sunday	End Semester Examinations
18 Monday	End Semester Examinations
19 Tuesday	End Semester Examinations
20 Wednesday	End Semester Examinations
21 Thursday	End Semester Examinations
22 Friday	End Semester Examinations
23 Saturday	
24 Sunday	
25 Monday	Academic Administrative Audit
26 Tuesday	Academic Administrative Audit
27 Wednesday	Eid Ul Adha
28 Thursday	Academic Administrative Audit
29 Friday	Planning for 2026-2027
30 Saturday	Planning for 2026-2027
31 Sunday	Planning for 2026-2027

June 2026

1 Monday	
2 Tuesday	
3 Wednesday	
4 Thursday	
5 Friday	
6 Saturday	
7 Sunday	
8 Monday	
9 Tuesday	
10 Wednesday	
11 Thursday	
12 Friday	
13 Saturday	
14 Sunday	
15 Monday	
16 Tuesday	
17 Wednesday	
18 Thursday	
19 Friday	
20 Saturday	
21 Sunday	
22 Monday	
23 Tuesday	
24 Wednesday	
25 Thursday	
26 Friday	
27 Saturday	
28 Sunday	
29 Monday	
30 Tuesday	

List of Holidays 2025-2026

July 7	Muharram (Holiday)
July 31	Feast of St Ignatius of Loyola
August 9	Rakshabandhan (Holiday)
August 15	Independence Day
August 16	Krishna Janmasashthmi (Holiday)
September 5	Staff Day Celebration
September 14	Hindi Day
October 2	Gandhi Jayanti (Holiday)
September 30 - October 3	Dashahara Puja (Holiday)
October 20 - October 28	Deepawali & Chhath (Holiday)
November 5	Guru Nanak Jayanti (Holiday)
December 3	Patron's Day, Celebration of the Feast of St. Francis Xavier
December 10	Human Rights Day
December 23	Christmas Celebration
December 24- December 31	Christmas Vacation (Holiday)
January 1	New Year (Holiday)
January 2	College reopens
January 14	Makarsankaranti (Holiday)
January 23	Vasanth Panchmi (Holiday)
January 26	Republic Day Celebration
February 15	Maha Shivratri (Holiday)
March 4 - March 5	Holi (Holiday)
March 20	Eid-ul-Fitr (Holiday)
March 26	Ramnavmi (Holiday)
April l3 - April 14	Good Friday & Holy Saturday (Holiday)
Apri l6	Easter Monday (Holiday)
May 27	Bakrid/ Eid- ul- Adha (Holiday)

Time Table

Period →	I 09:00 AM to 09:50 AM	II 09:55 AM- 10:45 AM	III 10:50 AM – 11:40 AM	IV 12:10 PM to 01:00 PM	V 01:05 PM to 01:55 PM	VI 02:00 PM- 02:50 PM
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						

154

Time Table

Period →	I 09:00 AM to 09:50 AM	II 09:55 AM- 10:45 AM	III 10:50 AM - 11:40 AM	IV 12:10 PM to 01:00 PM	V 01:05 PM to 01:55 PM	VI 02:00 PM- 02:50 PM
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						

155

Time Table

Period →	I 09:00 AM to 09:50 AM	II 09:55 AM- 10:45 AM	III 10:50 AM – 11:40 AM	IV 12:10 PM to 01:00 PM	V 01:05 PM to 01:55 PM	VI 02:00 PM- 02:50 PM
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						

156

Time Table

Period →	I 09:00 AM to 09:50 AM	II 09:55 AM- 10:45 AM	III 10:50 AM - 11:40 AM	IV 12:10 PM to 01:00 PM	V 01:05 PM to 01:55 PM	VI 02:00 PM- 02:50 PM
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						

157

Notes

XAVIER UNIVERSITY
PATNA

[**8** LPA] [**100%**]
Highest Package   Placement Assistance

Our Successful Placements

Our Esteemed Placement Partners
in
Building Careers

Xavier University, Patna

D i g h a - A a s h i y a a n a   R o a d ,   P a t n a - 1 1

9691919173, 8877617734 8987262019

www.xup.ac.in info@xup.ac.in

MILESTONES & ACHIEVEMENTS

2012
St. Xavier's College
of Management
& Technology

2022
UGC Recognition

2022
NAAC Accreditation

2024
AICTE Approval

2024
Permanent Affiliation

2025
Autonomous Status

2025
Xavier University
Patna

XUP