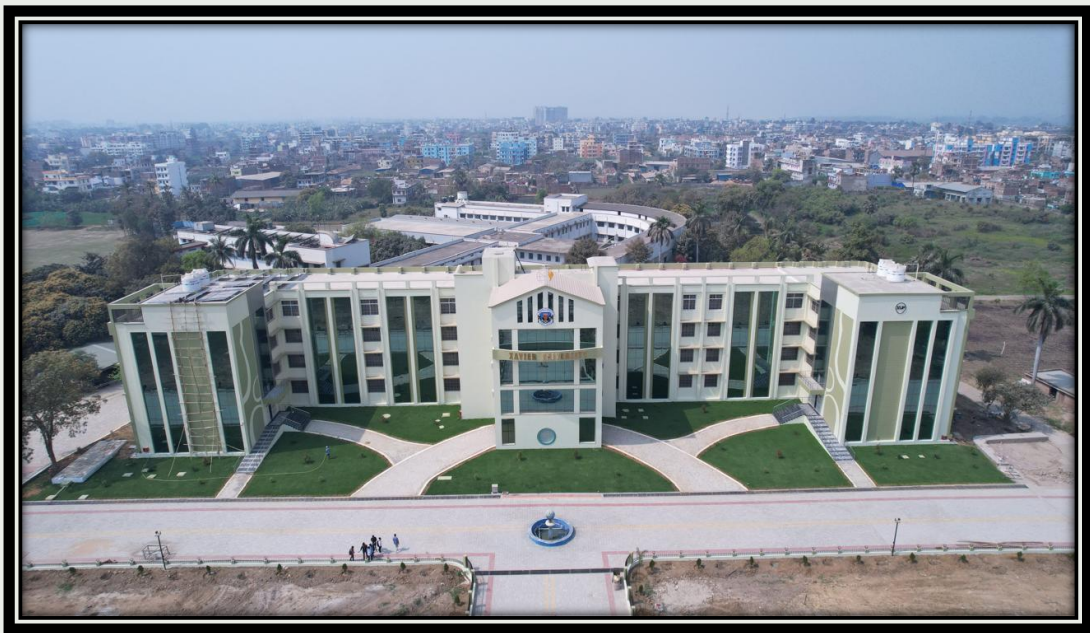


ACADEMIC REGULATIONS



XAVIER UNIVERSITY PATNA
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XAVIER UNIVERSITY, PATNA

ACADEMIC REGULATIONS

Version 1.0

1. PREAMBLE

We, the academic community of Xavier University, Patna, in our commitment to fostering an environment of excellence, integrity, and inclusivity, hereby establish these Academic Regulations. These regulations are designed to uphold the highest standards of academic achievement and ethical conduct, ensuring that all members of our university—students, faculty, and staff—are empowered to pursue knowledge, engage in critical thinking, and contribute meaningfully to society.

Recognizing the diverse backgrounds and aspirations of our students, we aim to create a supportive and challenging educational atmosphere that encourages intellectual curiosity and personal growth. Our regulations reflect our dedication to academic rigor, the promotion of innovative research, and the cultivation of a culture of respect and collaboration.

In alignment with our mission to provide a holistic education rooted in Jesuit values, we affirm our responsibility to nurture not only the minds but also the hearts of our students. We believe that education is a transformative journey that extends beyond the classroom, preparing individuals to become compassionate leaders and responsible global citizens.

As we embark on this journey together, we invite all members of the Xavier University community to embrace these regulations as a framework for academic success, ethical behaviour, and mutual respect, ensuring that our university remains a beacon of learning and a catalyst for positive change in the world.

2. SCOPE OF THE ACADEMIC REGULATIONS

The Academic Regulations of Xavier University, Patna, apply to all students, faculty, and staff engaged in academic activities within the university. These regulations encompass the following areas:

1. The regulations govern all undergraduate and postgraduate programs offered by the university, including degree requirements, course structures, and assessment methods.
2. Guidelines for student enrolment, course registration, and withdrawal processes are outlined to ensure clarity and fairness in academic participation.
3. The regulations establish standards for academic honesty, including policies on plagiarism, cheating, and other forms of misconduct, promoting a culture of integrity and ethical scholarship.
4. Procedures for grading, examinations, and evaluation of student performance are detailed, ensuring transparency and consistency in academic assessments.
5. Expectations regarding class attendance, participation, and engagement in academic activities are defined to foster a conducive learning environment.

6. The regulations highlight the availability of academic support services, including tutoring, counselling, and resources for students with diverse learning needs.
7. The framework for addressing academic grievances, appeals, and disciplinary actions is outlined, ensuring that all members of the university community are treated fairly and justly.
8. The scope includes provisions for the periodic review and amendment of these regulations to adapt to changing educational standards and institutional goals.

By adhering to these regulations, the academic community at Xavier University, Patna, commits to maintaining a high standard of educational excellence and fostering an environment that supports the holistic development of all its members.

3. ADMISSION

To ensure that we attract the most qualified candidates for our undergraduate (UG) and postgraduate (PG) programs, the university has established a comprehensive admission process that is both transparent and equitable. All students seeking admission to various UG and PG programs must undertake the Xavier University Entrance Test (XUET), which is conducted annually by the university. The specific dates for the XUET will be announced through various media channels and the official university website, ensuring that prospective students have ample notice to prepare for the examination.

Following the examination, selected students will be invited to participate in a counselling session, where they will have the opportunity to choose from the various programs offered by the university based on their performance and preferences.

In addition to academic qualifications, Xavier University values diversity and inclusivity in its student body. The university encourages applications from students of all backgrounds, including those from underrepresented groups, and is committed to providing equal opportunities for all applicants.

The admission process at Xavier University, Patna, is designed to be fair, transparent, and accessible, ensuring that we attract and enrol students who are not only academically qualified but also aligned with the university's mission of fostering holistic development and social responsibility.

3.1 Application Process

- **Online Submission:** All applications shall be submitted online through the official website of Xavier University, Patna.
- **Device Recommendation:** Applicants are strongly advised to use a personal computer or laptop for completing the application process. Uploads made from mobile devices may result in documents appearing blurred or unclear, potentially leading to verification difficulties or processing delays.
- **Registration:** Candidates must enter their basic details and pay a non-refundable registration fee of ₹1000 through the prescribed digital payment gateway to initiate the registration process.

- **Login and Completion:** After successful registration, applicants shall log in using the credentials generated to complete the application form. All fields are mandatory and must be filled with accurate and verifiable information.

3.2 Pre-Submission of Online Application: Registration:

- Use the credentials created during registration to log in and complete the application form.
- Keep photocopies of the following documents ready before proceeding with the online application:
- A recent formal passport-size photograph (not a selfie).
- Copies of the 10th final exam mark sheet, 12th mid-term mark sheet, Aadhaar Card number, and APAAR ID.
- SII ID for NRI/Foreign students.

3.2 Fill Out the Application:

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

3.4 Upload Documents:

- 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).

3.5 Application Submission:

- Save and edit the application any time before final submission.
- Verify that all details filled in the application form are accurate and complete before submission, as errors may lead to disqualification.

3.6 Post-Submission of Online Application:

3.6.1 Xavier University Entrance Test (XUET):

- Applicants will receive a notification via SMS/email with a schedule for their XUET.
- The XUET will be conducted for one hour and will consist of
- 50 multiple-choice questions (MCQs) and a paragraph writing section.
- The XUET will include General Knowledge, English Proficiency, and Aptitude-based questions covering topics previously studied by the students and relevant to the course.
- Instructions and login details, along with the XUET date and time, will be shared via email/SMS two days in advance.
- NRI and foreign students must attend the XUET as per the given schedule.
- Applicants are required to log in 10 minutes before the XUET to complete the identification verification process and keep their Aadhaar card ready.

3.6.2 Interview:

- Following the XUET, applicants will undergo an interview/interaction with the faculty.
- 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.
- On the day of the interview, please bring the following documents:
 - A signed copy of the online application (duly signed by both the parent and student).
 - Photocopies of all uploaded mark sheets.
 - Photocopies of the Aadhaar and APAAR card.
- 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.
- Registering through the Study in India portal to generate a unique SII ID is recommended for all NRI and foreign students.

3.6.3 Provisional Admission:

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

3.6.4 Fees and Payments Details:

- The fee structure for various programs is available on the website under the Fee structure.
- Successful candidates must pay the required fees to secure their seats.
- Pay the course fee within 7 days of the interview. Payment can be made online (link will be sent) or at the office counter at the administrative block.
- Failure to pay within the specified time will result in admission cancellation.

3.7 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

3.8 Required Documents to Complete Final Admission:

- For Students Who Have Passed AISSE (CBSE) or ISC Examination within Bihar
- Transfer Certificate (Original)
- Migration Certificate (Issued by the Board/University under which the candidate has studied/passed)
- Class 12th or equivalent Marks Card (CBSE/ICSE - Original & 1 Attested Photocopy)
- 10th Marks Card (Original & 1 Attested Photocopy)
- Eligibility Certificate
- Migration Certificate (Required if the course is done outside Bihar)

4. ACADEMIC CALENDAR

- 4.1 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.
- 4.2 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.
- 4.3 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. PROGRAMMES OF STUDY

- 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)
- 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.
- 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.

5.1 DURATION OF THE PROGRAM

- 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.

- 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.
- 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.
- Students may be allowed to take a break during their studies; however, the total time to complete the program must not exceed 7 years.
- 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.

6. CURRICULUM

- Each program features a defined set of courses organized in a format commonly referred to as the "Curriculum." The curriculum includes a list of courses categorized under various headings, such as Discipline Core Courses, Discipline Elective Courses, Open Elective Courses, Skill Enhancement Courses, Ability Enhancement Courses, Value Added Courses, Foreign Language Courses, as well as Project and Internship components. A student is deemed to have completed the degree program only after successfully fulfilling all the required courses outlined in their program curriculum.
- Students enrolled in a program must adhere to the curriculum established by the Academic Council for that academic year. Unless explicitly stated otherwise by the Academic Council, any modifications to the curriculum will apply to students admitted in the following academic year, while current students will continue to follow the curriculum in effect at the time of their enrolment. Any proposed changes to the curriculum must be recommended by the Board of Studies for the relevant program and submitted to the Academic Council for approval by the Chairperson of the Board of Studies.

7. SYLLABUS

- A course syllabus is a document that outlines what students will learn throughout the course. Each syllabus must include the following elements: course code, course title, LTPC (Lecture, Tutorial, Practical, Credit), syllabus revision number (version), course prerequisites, course objectives, expected course outcomes (COs), modules with brief topic descriptions, estimated duration for each module, suggested textbooks and reference materials, the date the Board of Studies recommended the syllabus, and the date it was approved by the Academic Council.
- Once the syllabus is approved by the Academic Council, it is mandatory for the course instructor to deliver the course as outlined in the syllabus in its entirety. Any subsequent changes approved by the Academic Council will be reflected in an updated syllabus version number.
- A Course Committee, consisting of at least three faculty members who have previously

taught the course or are currently teaching it, will be established. This committee will be responsible for content creation, modifications, recommending course equivalences, and other related processes regarding the syllabus. School Deans may nominate members to the committee or rotate them periodically. The Course Committee is accountable for the syllabus, and the School that originally developed the syllabus for the course is considered its owner.

7.1 Course Plan

- A course plan outlines the schedule of lectures and experiments conducted in each instructional class or lab by the course instructor throughout the semester, in accordance with the LTPC of the course. It includes details such as the mode of delivery, reference materials used, and other relevant information.
- For each credit in a course, the following requirements must be met: 15 lecture hours for theory, 15 hours for tutorials, and a minimum of 30 hours of laboratory work, all completed within the regular semester or during a summer/weekend intra-semester period, as specified in the University's Academic Calendar. Separate course plans must be developed for the theory and laboratory components of any course. Additionally, lab exercises and projects assigned to students should align with the syllabus content of the course.

7.2 Course Code

Each course is assigned a unique Course Code consisting of ten alphanumeric characters: four letters followed by three digits and concluding with one letter. The letters represent the discipline to which the course belongs. The first digit (following the letters) indicates the semester, while the letter after the digit indicates the types of course, the next two digits serve as a sequential serial number.

7.3 Course Credits

- A course credit measures the duration for which a course is offered as instruction to students. All courses are considered to be conducted over the full length of a semester, which consists of 15 instructional (non-exam) weeks.
- A classroom lecture (L) lasting 50 minutes per week, conducted throughout the semester, is equivalent to one instructional unit or one credit. Similarly, a tutorial (T) of 50 minutes per week, held during all weeks of the semester, also counts as one instructional unit or one credit. Additionally, a minimum of 100 minutes per week of laboratory sessions, practical work, fieldwork, training (P), or a combination of these, conducted during all weeks of the semester, is considered one instructional unit or one credit.
- Thus, the LTPC for each course indicates the number of credits allocated for Lectures (L), Tutorials (T), Practicals (P), and the total instructional delivery represented as Credits (C).
- **Example:**
An LTPC of 2-1-2-4 signifies 2 instructional units from classroom lectures (L), 1 instructional unit from tutorials (T), and 1 instructional unit from laboratory (P) sessions (of 100 minutes each), all delivered weekly throughout the semester. Upon successful completion of the course, students earn a total of four credits (C).

7.4 Discipline Specific Courses (DSC)

- Discipline Specific Core (DC) courses are mandatory for the specific program. Students must complete all DC courses to be eligible for the degree. Substitution of DC courses with other courses is not permitted.

7.5 Discipline Specific Elective (DSE)

- Discipline Specific Elective (DSE) courses offer advanced, applied, or specialized knowledge beyond the basic courses in the DSC. These courses provide in-depth knowledge in a specific sub-field of the student's major specialization. DSE courses are not restricted to the student's major specialization. Courses not offered in a given academic year or with low student registration for two consecutive years will be removed.

7.6 Open Elective Courses (OEC)

- A separate list of courses offered by various schools will be available for students under the Open Elective basket. This allows students to explore other disciplines according to their interests. The number of credits a student can take under OEC is specified in their curriculum and can be a combination of smaller course credits without additional payment. Students can register for online courses offered by SWAYAM-NPTEL, and credits earned can be transferred to meet the Open Elective credit requirement.

7.7 Skill Enhancement Courses (SEC)

- Skill Enhancement Courses are designed to provide students with practical skills and hands-on learning experiences that complement their academic knowledge. These courses aim to develop employability, entrepreneurial abilities, and technical competencies, enabling students to adapt effectively to industry and societal needs.

7.8 Ability Enhancement Courses (AEC)

- Ability Enhancement Courses focus on building fundamental abilities and life skills essential for holistic development. They usually include language proficiency, communication skills, environmental studies, and other courses that nurture intellectual growth, critical thinking, and social awareness.

7.9 Value Added Courses (VAC)

- Value Added Courses are offered to enrich the curriculum and provide students with knowledge and skills beyond their core discipline. These courses promote professional development, global outlook, ethical orientation, and holistic personality growth, giving students an extra edge in academics and careers.

7.10 Multi-Disciplinary Courses (MDC)

- Multi-Disciplinary Courses encourage learning across different fields of study, fostering innovation, creativity, and integrative thinking. By breaking traditional subject boundaries,

these courses expose students to diverse perspectives and broaden their intellectual horizon, preparing them for complex real-world challenges.

7.11 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 not included in SGPA or CGPA calculations.

7.12 Community Engagement

- Community Engagement forms an essential part of higher education, emphasizing social responsibility and civic participation. Through service-learning, outreach programs, and social projects, students actively engage with local communities, applying their knowledge to address societal issues while developing empathy, leadership, and collaborative skills.

7.13 Industrial Internship (INT)

- During their time at the university, students gain exposure to an academic environment different from their future work environment in the industry. To gain this exposure, all students must complete a four-week industrial internship in a industry related to their field of study, after their second year. The internship can be completed in a single four-week period. Each school will identify a faculty in-charge of Industrial Internship at the program level to assist students in identifying the industry and obtaining necessary approvals. During the training, students must maintain a digital log of their activities and learning. At the end of the training, a report and completion certificate(s) from the industry must be uploaded to the academic software. Schools will then form "Industrial Internship evaluation committees" to award marks. Students who have completed their training may register for the industrial internship course in a subsequent semester for evaluation by the school. Marks will be awarded based on entries in the activity log, the industrial internship report, and performance during the related viva voce, leading to a performance grade.

7.14 Research Project

- During their final semester, students are required to undertake an innovative project for the credits specified in their curriculum. This project should align with their program's specialization, applying the knowledge gained from their courses and labs. Through this project, students are expected to demonstrate their analytical, design, fabrication, and presentation skills. Depending on the project's nature, it can be conducted individually or in groups, either within the university or externally in an industry, private/government organization, or academic/research institution.
- Each student will be assigned a faculty member as a guide within their school. With the Head of Department's (HoD) permission, a student may choose a guide from outside their school if appropriate. Submitting a project that was purchased, borrowed, or previously submitted at "XUP" or another university/institution is considered examination malpractice. Such cases will result in an 'N' grade, requiring the student to re-register and

complete the project in a subsequent semester. Failure to attend the final viva-voce examination also necessitates re-registration of the project.

- While group projects are permitted at the undergraduate level, postgraduate students are expected to complete individual projects independently. Periodic reviews can be conducted via video conferencing, if necessary, but the final viva voce examination must be conducted in person.
- The final project report will be evaluated by a panel of examiners, followed by an oral examination. The project report must adhere to the format prescribed by the university or school. Students conducting their projects abroad can participate in reviews via video conferencing.

7.15 Bridge Courses

- Depending on their proficiency in language and other essential fundamental disciplines, students may be required to take special bridge courses as recommended by their program curriculum to address any deficiencies. These courses are determined based on a screening test conducted by the university or on the subjects completed during the student's previous qualifying school examinations. Bridge courses will be automatically registered and will appear in the student's timetable. However, the credits and grades earned from these courses will not be included in the CGPA calculation or count towards the minimum credit requirements for program completion.

8. TRANSFER OF ADMISSION

- 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.
- 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.
- Conditions for Transfer Admission from Other Universities
- 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.
- Transfer admissions must be within the University's permitted intake capacity.
- Transferring students must meet the attendance requirements as per university regulations.
- 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.

9. 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.
- 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.

- 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.
- The lunch break will begin at 11.40 am and will end at 12.10 pm.
- The medium of communication in the campus is English.
- 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.

10. ATTENDANCE

- 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.
- Students must regularly monitor their attendance through their login portal to ensure they meet the required attendance percentage.
- Students should not leave the classroom while the class is in progress unless given permission by the instructor.
- Attendance is taken every hour. Each instructor maintains a separate attendance register for each course or subject within the semester.
- Attendance marks will be included as part of the internal assessment for each course. Consistent attendance can positively impact your overall grades.
- Punctuality is a fundamental aspect of discipline. Students who arrive late will not be given attendance for that class.
- Instructors will report the names of students who are irregular in attending classes to the Dean's office for further action.
- 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.
- In cases of excused absences, students may be required to attend make-up classes
- The university reserves the right to review and adjust attendance records if discrepancies are found.
- A student who has an aggregate attendance of 67.5 % 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.

10.1 Leave Rules

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

- If a student is absent for three days consecutively, s/he should not enter the class without the permission of the Dean.
- 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/-.
- 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.
- Students are not permitted to take leave during examination periods
- 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.

11. LIBRARY

- 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.
- The university library is open on all working days.
- The library is accessible to university students, staff, and authorized individuals only.
- The librarian reserves the right to refuse admission to anyone.
- The librarian may request the return of any borrowed book at any time.
- 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.
- Any misuse of library privileges is considered a serious breach of discipline. The Dean may take necessary actions in consultation with the librarian.
- 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.
- Students can borrow books after presenting their university- issued library card.
- Any loss of the library card must be reported to the Librarian immediately.
- A duplicate library card can be issued upon payment of Rs. 50/-.
- Borrowers must ensure that the books they borrow are not damaged or spoiled.
- Each student can borrow up to three books at a time using their library card.
- Books from the Stack room are issued for a period of 15 days.
- Overdue charges are Rs. 10 per day per volume for books not returned on time.
- Reference books are not available for borrowing by students.
- If a book is lost or damaged, the borrower must replace it or pay the current price of the book.
- 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.

12. TEACHING METHODOLOGY

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.

12.1 Online/Digital Pedagogy

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

13. ASSESSMENT OF PERFORMANCE

- Assessment of student performance at Xavier University, Patna shall be carried out through a comprehensive and continuous evaluation system, integrating both Continuous Internal Assessment (CIA) and End Semester Examination (ESE) components. The system aims to

ensure academic rigor, promote consistent engagement, and provide a fair measure of the students' learning outcomes throughout the semester.

- 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.
- The 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.
- Dean of the concerned School will send the in-semester evaluation marks to the Controller of Examinations within the specified timeframe.
- All evaluated coursework, except the end-semester answer scripts, will be returned to students promptly

13.1 Structure of Assessment

Each course shall carry a total of 100 marks, distributed as follows:

- Continuous Internal Assessment (CIA): 40 Marks
- End Semester Examination (ESE): 60 Marks

Both components are compulsory. A student must secure the minimum prescribed marks in each component to be declared successful in the course.

13.2 Continuous Internal Assessment (CIA) – 40 Marks

The CIA is designed to evaluate students' performance throughout the semester and to encourage consistent participation, preparation, and academic discipline. It shall comprise the following components:

Component	Description	Marks
1. Class Presentation	Students shall make short academic presentations individually or in groups on topics relevant to the course. This component evaluates subject understanding, communication skills, and clarity of expression.	5
2. Activity	This may include case studies, role plays, fieldwork, lab activities, or any other creative academic exercise appropriate to the course. It encourages application-oriented learning and collaborative engagement.	5
3. Quiz	Regular quizzes or short tests shall be conducted to assess conceptual clarity and recall of the material covered in class.	5
4. Attendance	Marks shall be awarded based on regularity, punctuality, and active participation in classroom sessions.	5

5. Model Test	A comprehensive internal test shall be conducted on the pattern of the End Semester Examination to assess overall preparedness and analytical ability.	20
Total		40

13.3 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

- 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.
- The end-semester test for a lab course may be evaluated based on criteria specified in the question paper. These criteria include:
 - Organization of the experiment
 - Conduct of the experiment and accuracy of the results
 - Extent of completion
 - A comprehensive viva voce to assess the overall understanding of the subject

13.4 End Semester Examination (ESE) – 60 Marks

The ESE shall be conducted at the end of each semester for all theory and practical courses. The examination shall be of three hours' duration and shall evaluate the students' comprehensive understanding of the course objectives and learning outcomes.

- The question paper shall typically include short answer questions, descriptive/analytical questions, and application-based questions.
- The ESE shall be conducted under the supervision of the Controller of Examinations in accordance with the University's examination schedule.
- Students must obtain the minimum 40% marks as prescribed by the University in the ESE to qualify in the course.

13.5 Passing Criteria

To pass a course, a student must secure:

- The minimum 40% marks in ESE component, and an aggregate of 40% or above in the total marks for the course (unless otherwise specified by program regulations).

13.6 General Guidelines

1. Students failing to appear for any component of the CIA without valid reason and prior approval may forfeit the marks for that component.
2. Make-up opportunities for missed CIA components may be provided only under exceptional circumstances as approved by the Dean/HoD.
3. The CIA records shall be maintained by the respective course instructors and submitted to the Controller of Examinations before the end of each semester.
4. Transparency shall be ensured through the display of CIA marks before submission, allowing students to review their performance.

13.7 Industry Training/Internship Program

- 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.
- 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.
- 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.
- 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.
- 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.
- 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.

- The DPEC will announce the schedule and procedures for the following project stages:
 - Submission of the project topic
 - Notification for assigning project supervisors
 - Submission of the synopsis
 - Submission of weekly activity reports
 - Seminar presentation of the synopsis
 - Progress seminars, submission of progress reports, and viva voce examination
- Submission date for the project report and summary
- Dates for external project evaluation
 - The DPEC may require a student to resubmit a synopsis if it does not receive approval.
 - 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.
 - 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.
 - The DPEC will arrange the external evaluation in consultation with the appointed examiners on the specified dates.
 - The DPEC must forward in-semester assessment marks to the Controller of Examinations by the specified date.
 - The end-semester assessment consists of the following components:
 - Project implementation: 40 marks
 - Seminar presentation: 20 marks
 - Viva voce examination: 20 marks
 - Project documentation: 20 marks
 - Students who receive an 'F' grade for the minor project must re-enroll for it in subsequent semesters

14 ELIGIBILITY FOR END SEMESTER EXAMINATIONS

- Students must meet the attendance requirement; otherwise, they will be debarred from appearing for the semester examinations.
- Students must pay the semester fees, including the examination fee, by the notified date.
- Students must submit the examination form and pay the fees.
- Students with any disciplinary charges against their name may not be permitted to appear for the semester examinations.
- Only students who fulfill the eligibility criteria will be issued admit cards for the semester examinations.

14.1 Registration for End Semester Examinations.

- The University will issue a notification inviting students to register for the end-semester examinations.
- 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.
- 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.
- 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.
- Students receiving an 'NP' grade in non-credit courses must re-register for the course in the appropriate semester of the next academic session.
- 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.

14.2 Examination Conduct and Results

- The University will conduct the end-semester examinations according to the applicable regulations on dates specified in the Academic Calendar or as otherwise notified.
- 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.
- 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].
 - he/she has not paid his/her dues
 - there is a disciplinary action pending against him/her
 - he/she has not completed the formalities for University Registration according to the requirement of section 5 of these Regulations.

14.3 Re-Examining of Answer Scripts

- Students who believe their course grade is incorrect may apply to the University for a re-examination of their answer script.
- Re-examining can be categorized into scrutiny and re- evaluation.
- 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.
- Re-evaluation: This involves re-evaluation of the answer script by independent subject experts.

14.4 Application For Re-Examining of Answer Scripts

- 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.

- A prescribed fee must be paid to the University.
- Students must specify if the application is for Scrutiny or Re- evaluation and may request to see their answer script.
- Applications must be routed through the Dean of the concerned School.
- 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.
- Students found using unfair means during an exam are not eligible for scrutiny or re-evaluation.

14.5 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.

14.6 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].

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

14.7 Rules and regulations regarding Examinations

If an examination begins at 9:00 AM

- Examination Halls will be opened at 08:40 AM.
- Students are to be seated at their respective seats before 08:55 am
- 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.
- At 08:56 am the prayer announcement will begin.
- At 09:00 am, after a short prayer the examination starts.
- At 09:15 am the main gate of the University will be closed so that no one enters the premises for examination.
- 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.
- A candidate will be marked absent, if s/he is late for 2 days.
- Once inside the examination hall, no one will be permitted to take a washroom break for the entire duration of the examination.
- A student can submit the answer sheet and leave the examination hall after 2 hours

(11:00 AM).

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

14.8 Misconduct during the Examinations

- 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.
- 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.
- 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.

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.

14.9 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.

14.10 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.

- **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.

- **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.

- **Disciplinary Cases:**

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

14.11 Special Examination

- The University will conduct Special Examinations for the following categories of students:
- Students who, by the end of the final semester, have 'F' grades in courses from the last two semesters but none from previous semesters.
- Students with only one 'F' grade in a semester other than the last two semesters and no 'F' grades in the final two semesters.
- Special Examinations will typically be held within a month after the even Semester results are announced.
- 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).
- Students with 'X' grades only in the last two semesters may
- participate in a Tutorial Program during the semester break after the final semester exams. Separate fees will be charged for the Tutorial Program.
- 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.

15. ELIGIBILITY FOR THE AWARD OF DEGREE

- A student will be eligible for the award of the four-year Graduate Degree if they have:
 - Completed all credit requirements with a grade 'C' or higher in mandatory graded courses and a grade 'P' in all mandatory non-graded courses;
 - Satisfactorily completed all non-credit requirements such as Extra Academic Activities, Industry Training, Field Work, Internship Program, etc.;
 - Achieved a CGPA of 5.00 or more by the end of the semester in which all degree requirements are completed;
 - No outstanding dues to the University, School, Department or Hostels;
 - No pending disciplinary actions.
- The Academic Council must recommend, and the Board of Management of the University must approve, the award of the Graduate Degree.
- 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.

16. GRADING SYSTEM

- Course Types and Grading Graduate programs offer two types of courses:
 - Graded Courses: Most courses fall into this category, where students are assessed and assigned grades.

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

- 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.
- 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.
- 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.
- 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.
- 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.
- Pass – Possesses adequate knowledge of the subject matter to progress to the next level of study and reasonable critical and analytical skills.
- Fail – Shows poor comprehension of the subject matter, poor critical and analytical skills, and marginal use of relevant materials. Will require repeating the course.
- 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.
- 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.

- Receiving an 'F' or 'X' grade in any course indicates failure in that course.
 - A course is considered successfully completed, and credits are earned if the student achieves any letter grade other than 'F' or 'X'.
 - 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.
- 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:
 - The Cumulative Grade Point Average (CGPA): From the SGPA's obtained by a student in the completed semesters, the CGPA 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 i^{th} course
 NC_i = Number of credits for the i^{th} course
 n = the number of courses in the semester

- The Cumulative Grade Point Average (CGPA): From the SGPA's obtained by a student in the completed semesters, the CGPA shall be calculated using the following formula:

Where,
 SGP_i = Semester Grade point of the i^{th} semester
 NSC_i = Number of credits for the i^{th} semester
 n = the number of semesters completed

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

- The CGPA may be converted into a percentage by multiplying CGPA by 10.
- 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.
- 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.
- Students who achieve a CGPA of 7.5 or above in the first six semesters may opt to

undertake research in their fourth year.

17. 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:
 - a. The student must not have failed any course during their entire academic program.
 - b. 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.

18. ISSUE OF MARK SHEETS & CERTIFICATES

- 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.
- 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.
- 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.
- 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.
- The institution will provide verification services for third parties, such as employers or other educational institutions, to confirm the authenticity of the issued documents.
- 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.

19. PROGRAM TERMINATION

- If a student exceeds the maximum time allowed for program completion without becoming eligible for the degree, they will be removed from the program.
- A student may also be required to leave the program on disciplinary grounds, as recommended by the Students' Disciplinary Committee of the concerned School.

20. 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:

Semester Feedback:

- Students with at least 75% attendance during the current semester are eligible to provide feedback.

End-of-Programme Feedback:

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

21.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.
- 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.
- 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.

22.MANDATORY CRITERIA:

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

23.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.

24.COURSE EQUIVALENCE

- Regular updates to the curriculum and syllabi are crucial to reflect advancements in various fields. Students who have completed courses from previous curricula are allowed to register for courses in the current curriculum. The XUP enables students to register for a course at any time or to re-register for a course to address any backlogs. When a student registers or re-registers, there may be modifications to the syllabus of the course(s), and a new version may be offered that differs from the one indicated in their curriculum. If the changes are minor, both syllabi will be considered equivalent, and the student must follow the new syllabus currently in use. No separate classes will be provided for the older syllabus to help students clear their backlogs.
- The Course Committee may also identify new courses that are deemed equivalent to those that have been removed from the curriculum for various reasons. Based on the Course Committee's recommendations, the Dean of the program School will declare such courses as equivalent, and these recommendations will be made accordingly. Course equivalence applies to all current and future curricula. However, the number of credits required cannot be altered, and all conditions specified in Section 6 must be adhered to. All versions of the same course are considered equivalent. If there is a credit difference between the original course and the equivalent course, the credits for the original course will be marked as 'earned.' The Grade Sheet and Consolidated Grade Sheet will reflect only the original course code and title, not the equivalent course for which the student has registered or taken the arrear exam.
- Once course equivalence is established, all curricula utilizing those courses will be

automatically updated, allowing students to fulfill their credit requirements by completing just one course from the designated equivalence group. No explicit approval from the Academic Council is required for this process.

25.MODIFICATION OF REGULATIONS

- The current version of the XUP Regulations supersedes all previous versions, as well as any Circulars, Orders, or Notes issued by the University on the matters addressed herein. The Academic Council of the University reserves the right to amend, add, or remove regulations as needed. In the event of any disputes regarding the interpretation of these rules, the interpretation provided by the Academic Council shall be deemed final and binding.