



XIM UNIVERSITY

Academic Calendar and Handbook
2021-22



CONTENTS

1.XIM University -A Brief History	3
2. Timeline of XIM University	4
3. Vision, Mission and Values	6
4. Message from the Vice Chancellor	7
5. Board of Governors	8
6. Academic Council and Committees	10
7. Administrative Officers	12
8. Faculty of the University	14
9. Offices of the University	20
10.Rules and Regulations for Undergraduate Programs	23
11. Rules and Regulations for Postgraduate Programs	38
12. Rules and Regulations for Doctoral Programs	45
13.Student Counselling Cell	48
14. Guidelines for Disciplinary Measures-Examinations	49
15. Calendar 2021-22	56
16. Postgraduate Programs Examination Schedules-Term	68
17. Postgraduate Programs Examination Schedules-Semester	69
18.Undergraduate Programs Examination Schedule	71

XIM UNIVERSITY

A Brief History

The Government of Odisha and the Odisha Jesuit Society in 1987 entered a “Social Contract” which led to the establishment of the Xavier Institute of Management (XIMB). XIMB is acknowledged internationally as a world class business school which provides quality management Programs and develops futuristic managers and leaders with strong ethics and values. Owing to its unique quality, brand and academic rigour, in its endeavour to take up the tasks which are bold but necessary and which hitherto nobody has taken up XIMB, rose to meet the need for quality education in the state and country and founded the Xavier University. The Xavier University came into being with the Government of Odisha passing the Xavier University, Odisha, Act, 2013 and the New Campus was inaugurated on July 7, 2014. Subsequently, the stakeholders felt that the University would be better served by taking the name of its founding unit and the Xavier University, through an act of legislature, became the XIM University.

XIM University is created to encompass variety and depth in the functional areas of management, technology, and leadership, in the knowledge space of higher education. The identity of the University is distinguished by its philosophy of ‘Inspiring Futures’ by not just walking the well-trodden path but striking out and exploring new paths. The University also has a clear intent to be the first to respond to the needs of society and enable the building of sustainable communities that inspire the future of the state and the country, serving as an active agent of change. As a result, it is the first university to meet the need and demand of sustainability by establishing a School of Sustainability.

The University offers unique courses at the Undergraduate, Masters and at the Ph.D. level and has established schools like the School of Human Settlements, School of Governance and Public Affairs, Masters in Business Finance and others. XIM University believes in education in the spirit of ‘Magis’, which means to dream more, to have a great vision and to be more as a whole person, for others while enabling people to live extraordinary lives.

He who goes about to reform the world must begin with himself, or he loses his labour.

Ignatius of Loyola

Timeline of XIM University

October 1987	History was made in October 1987 with the establishment of XIMB (Xavier Institute of Management Bhubaneswar), XIM University's flagship management institute which, over the past 33 years has been recognized as a premier Business School in the country.
July 2014	In its endeavour to take up the tasks which are bold but necessary and which hitherto nobody has taken up, the New Campus of the XIM University was inaugurated on July 7, 2014.
June 2014	The School of Human Resource Management owes its origin to the HR specialization of the flagship premier B-School XIMB, grooming HR professions since 1987. It became a separate School under XIM University from June 2014.
August 2014	The Post-graduate program in Rural Management commenced in the year 1995 as a part of XIMB and is the second oldest in the country. The School of Rural Management became a separate school under XIM University from June 2014.
July 2014	The School of Commerce of XIM University was inaugurated on July 15, 2014.
July 2015	The School of Communications of XIM University was inaugurated on July 2, 2015.
July 2015	The School of Sustainability of XIM University was inaugurated on July 5, 2015.

July 2017	The School of Economics of XIM University was inaugurated in July 2017.
July 2017	The School of Computer Science and Engineering of XIM University was inaugurated in July 2017.
July 2018	The Xavier Law School of XIM University was inaugurated in July 2018.
September 2019	The School of Human Settlements of XIM University was inaugurated in September 2019.
February 2020	The School of Government and Public Affairs of XIM University was inaugurated in February 2020.
May 2021 (11th May, 2021)	Xavier University renamed as XIM University.

Accustom yourself continually to make many acts of love, for they enkindle and melt the soul.

St. Teresa of Avila

VISION

“To be a leading global Jesuit university, innovative in academia, grooming compassionate and resilient leaders to lead organisations for a just, equitable and sustainable society”.

MISSION

In the spirit of Magis, XIM University strives to:

- Promote innovation in learning and the total ecosystem
- Nurture multidisciplinary thinking and lead next practice research
- Serve society by empowering all sections of society
- Lead digital thinking in social and developmental issues
- Establish trust in the higher education arena

VALUES

- Integrity
- Excellence
- Inclusiveness
- Compassion
- Sustainability

Message from the Vice Chancellor

Education is the most powerful mechanism with which you can transform the world. It is the passport to the future.

This Academic Handbook cum Calendar 2021-22 you are reading carries the legacy of Jesuit education of quality, sincerity and doing more than what is needed of us. XIM University is not only the educational hub for thousands of students, but it is a fertile ground of research, innovation and quality academics for subject experts, faculties and industry stalwarts.

We empower our students with knowledge, skills, attitude, and long-term vision that leads to innovation, service to society, growth, grooming visionary, competent, committed, compassionate and value-based leaders. These students have been shaped by the vision, values of excellence and ethics set by the XIM University.

At XIM University, the brand of quality contains the social mission of education and communication, the environmental sustainability mission, the research mission, the innovation mission, and the spiritual mission, for the common good of all and for the greater glory of God.

XIM University aims to form "men and women for others" who will be agents of needed social change in their country with intelligence, compassion, and humanity.

I look forward to welcome you warmly to XIM University if you choose to be part of this great legacy of education system.

May God bless all of us.

Fr. Antony R. Uvari, S.J.

Vice Chancellor

BOARD OF GOVERNORS

S. No.	Name	Designation
1	Fr. Jerome Cutinha, S.J, President, Odisha Jesuit Society	Chairman
2	Shri Rajive Kaul, Chairman, Nicco Engineering Services Limited, Kolkata	Emeritus Chairman
3	Fr. Antony R. Uvari, S.J.	Vice-Chancellor
4	Fr. E.A. Augustine, S.J.	Registrar
5	Shri Ashok K.K. Meena, IAS, Principal Secretary, Finance Department Govt. of Odisha, Bhubaneswar	Member
6	Shri Saswat Mishra, IAS, Commissioner-cum-Secretary, Higher Education Department Govt. of Odisha, Bhubaneswar	Member
7	Shri Hemant Sharma, IAS, Commissioner-cum-Secretary, Skill Development & Technical Education Dept. Govt. of Odisha, Bhubaneswar	Member
8	Shri Hemant Sharma, IAS, Principal Secretary, Industries Department, Govt. of Odisha, Bhubaneswar	Member
9	Fr. Felix Raj, S.J. Vice Chancellor, St. Xavier's University, Kolkata	Member
10	Fr. Swebert D' Silva, S.J. Director, St. Joseph's College of Law	Member
11	Dr. B. Muthuraman, Former Vice Chairman, Tata Steel Limited, Mumbai	Member
12	Shri Ansuman Das, Former Chairman-cum-Managing Director NALCO	Member
13	Dr. Sanghamitra Mohanty, Former Vice-Chancellor, North Odisha University, Baripada, Odisha	Member
14	Mrs. Jagi Mangat Panda, Managing Director Ortel Communication Ltd, Bhubaneswar	Member
15	Fr. Joye James, S.J. Secretary, Jesuit Higher Education South Asia (JHESA), Indian Social Institute, Bangalore	Member
16	Director XLRI, Jamshedpur	Member
17	Shri Sadasiva Pradhaani, Member of Legislative Assembly, Odisha	Member
18	Shri Susant Kumar Rout, Member of Legislative Assembly, Odisha	Member

BOARD OF MANAGEMENT

S. No.	Name	Designation
1	Fr. Antony R Uvari, S.J.	Vice Chancellor -Ex-Officio Chairman
2	Fr. E. A. Augustine, S.J.	Registrar -Secretary
3	Fr. E. Abraham, S.J.	Former Director, XLRI
4	Fr. V. Arokiyadass, S. J.	Chief Finance Officer
5	Fr. George Anthony, S. J.	Superior, Odisha Jesuit Society
6	Prof. Andrew Dutta	Academic Dean, School of HRM
7	Prof. S. Peppin	Academic Dean, School of RM
8	Dr. Manoj Fogla, CA	CA, NRSM, and Associates

ACADEMIC COUNCIL

<i>S. No.</i>	<i>Name</i>	<i>Designation</i>	<i>Category</i>
1	Fr. Anthony R. Uvari, S.J.	Vice-Chancellor	Chairperson
2	Fr. E.A. Augustine, S.J.	Registrar	Member Secretary
3	Fr. V. Arokiyadass, S.J.	Chief Finance Officer	Member
4	Prof. Shridhar Kumar Dash	Dean, Xavier Institute of Management	Member
5	Prof. Andrew Dutta	Dean, School of Human Resource Management	Member
6	Prof. S. Peppin	Dean, School of Rural Management, Acting Dean School of Governance and Public Affairs	Member
7	Prof. Kajri Misra	Dean, School of Human Settlements	Member
8	Prof. P. K. Mohanty	Dean, School of Commerce	Member
9	Prof. Sutapa Pati	Dean, School of Sustainability	Member
10	Prof. V. Vijay Kumar	Acting Dean, School of Communications	Member
11	Prof. Rudra Mohan Tripathy	Acting Dean, School of Computer Science and Engineering	Member
12	Prof. Golaka C. Nath	Dean, School of Economics	Member
13	Prof. Narayan Ch. Sarangi	Dean, Xavier Law School	Member
14	Prof. Rahul Thakurta	Associate Dean, Doctoral Program	Member
15	Prof. Manindra Narayan Nayak	Controller of Examination	Member
16	Mr. Birendra Karkara	Joint Secretary, GoI	Permanent Invitee
17	Prof. Partha Pratim Ghosh	Distinguished Professor,	Permanent Invitee
18	Prof. Winfred Williams	Professor, XIM University	Nominated Member

FINANCE COMMITTEE

<i>S.No</i>	<i>Name</i>	<i>Designation</i>	<i>Category</i>
1	Fr. Anthony R. Uvari, S.J.	Vice-Chancellor	Chairperson
2	Fr. E A Augustine SJ	Registrar	Member Secretary
3	Fr. V. Arokiyadass, S.J.	Chief Finance Officer	Member
4	Fr. George Anthony S.J.	Superior, Odisha Jesuit Society	Member
5	Prof. Asit Ranjan Mohanty	Professor	Member

INTERNAL QUALITY ASSURANCE CELL

<i>S.No</i>	<i>Name</i>	<i>Designation</i>	<i>Category</i>
1	Fr. Antony R. Uvari, S.J.	Vice-Chancellor	Chairperson
2	Prof. Andrew Dutta	Coordinator IQAC, Dean, School of Human Resource Management	Secretary
3	Fr. E A Augustine, S.J.	Registrar	Member
4	Fr. V. Arokiyadass, S.J.	Chief Finance Officer	Member
5	Prof. Shridhar Kumar Dash	Dean, School of Business Management	Member
6	Prof. P.K. Mohanty	Dean, School of Commerce	Member
7	Prof. Bikram K Bahinipati	Associate Dean, Admissions	Member
8	Prof. Rudra Mohan Tripathy	Acting Dean, School of Computer Science and Engineering	Member
9	Prof. Rahul Thakurta	Associate Dean, Doctoral Program	Member
10	Prof. Sandip Anand	Professor, Marketing Area, XIMB	Member
11	Prof. Sandip Sarkar	Assistant Professor, School of Economic	Member
12	Prof. Mousumi Padhi	Associate Professor, School of Human Resource Management	Member
13			Member
14	Dr. Arpita Jena	Compliance-cum-Liasoning Officer	Member
15	Mr. Bishwa Bhooshan Das	Head-HR	Member
16	Mr. Basant Kumar Mohanty	Administrative Officer	Member
17	Mr. Pritish Gupta	Alumni	Member
18	Mr. Pradeep Thacker	Alumni/Industrialist	Member
19	Mr. Debasish Patnaik	Alumni/Industrialist	Member
20	Mr. Amar Kumar	Parent	Member
21	Ms. Alisha Maurya	PG Student, (SEC)	Member
22		PG Student (SEC)	Member
23		UG Student (SAC)	Member

INTERNAL COMPLAINTS COMMITTEE FOR SEXUAL HARASSMENT

<i>S.No</i>	<i>Name</i>	<i>Designation</i>	<i>Category</i>
1	Prof. Krishna Dasgupta	Professor	Chairperson
2	Prof. Vijaya Bhatt	Professor	Member
3	Prof. Bhaskar Basu	Professor	Member
4	Dr. Arpita Jena	Liasoning Officer	Member
5	Prof. Satyendranath Mishra	Assistant Professor	Member
6	Mr. Alok Kumar Pani	Placement Officer	Member
7	Dr. Rita Ray	Representative, NGO	External Member

ADMINISTRATIVE OFFICERS

<i>S. No</i>	<i>Name</i>	<i>Designation</i>
1	Fr. Antony R. Uvari, S.J.	Vice-Chancellor
2	Fr. E.A. Augustine, S.J.	Registrar
3	Fr. V. Arokiyadass, S.J.	Chief Finance Officer
4	Dr. Shridhar Kumar Dash	Dean, Xavier Institute of Management, Bhubaneswar
5	Prof. Andrew Dutta	Dean, School of Human Resource Management
6	Prof. S. Peppin	Academic Dean, School of Rural Management, Acting Dean School of Governance and Public Affairs
7	Prof. Kajri Misra	Dean, School of Human Settlements
8	Prof. P. K. Mohanty	Dean, School of Commerce
9	Prof. Sutapa Pati	Dean, School of Sustainability
10	Prof. V. Vijay Kumar	Acting Dean, School of Communications
11	Prof. Rudra Mohan Tripathy	Acting Dean, School of Computer Science and Engineering
12	Prof. Golaka C. Nath	Dean, School of Economics
13	Prof. Narayan Chandra Sarangi	Dean, Xavier Law School
14	Prof. Manindra Narayan Nayak	Controller of Examinations

OTHER OFFICERS

<i>S.No</i>	<i>Name</i>	<i>Designation</i>
1	Fr. S.Antony Raj, S.J.	Deputy Registrar, New Campus
2	Fr. E. Abraham, S.J.	Alumni Chairperson
3	Prof. Rahul Thakurta	Associate Dean, Doctoral Programme
4	Prof. M. N. Tripathi	Associate Dean, Career Advisory Services, Old Campus
5	Prof. Saveeta Mohanty	Associate Dean, Associate Dean, Career Advisory Services, New Campus
6	Prof. Bikram Kumar Bahinipati	Associate Dean, Admissions
7	Prof. Subha Kant Padhi	Associate Dean, Executive Education, Old Campus
8	Prof. Abba Elizabeth Joseph	Associate Dean, International Relations
9	Fr. Augustine Vattamattam, S.J.	Associate Dean- Student Affairs, Resident Prefect of Student Residence, Old Campus
10	Mr. Bishwa Bhooshan Das	Head-HR
11.	Fr. Joshy K.X, S.J.	IT Chairperson, New Campus
12.	Mr. Dilip Kumar Rath	IT Coordinator, Old Campus
13.	Dr. Sribatsa Pradhan	Library Coordinator, New Campus
14.	Dr. Dipak Kumar Khuntia	Library Convenor, Old Campus
15	Mr. Samaresh Mishra	Law Officer

FACULTY MEMBERS

DISTINGUISHED VISITING PROFESSORS OF THE XIM UNIVERSITY

1. Fr. John Dardis, S.J. General Counsellor for Discernment and Planning, Rome
2. Prof. Arup Varma, Quinlan School of Business, Loyola University Chicago
3. Prof. Chitta Baral, Arizona State University
4. Prof. Tina Marie Miess, Boler College of Business, John Carroll University
5. Prof. Tatiana González, Humboldt Universität Berlin
6. Prof. Rajiv Mall, IIT Kharagpur
7. Prof. Shraddha Gawankar, George Washington University
8. Prof. Chadradeep Mitra, IIM Calcutta, IIM Lucknow, IIM-Kozhikode
9. Prof. Alka Chadha, IIM, Tiruchirappalli, and Sambalpur
10. Prof. Jogendra Kumar Nayak, IIT Roorkee

XAVIER INSTITUTE OF MANAGEMENT

AREA: ACCOUNTING AND FINANCE	
Prof. Shridhar Kumar Dash (Dean)	BA. MA. PGD , Ph.D.
Prof. Asit Ranjan Mohanty	CAIIB, M.Phil., Ph.D.
Prof. D.V Ramana	M.Com., M.Phil., Ph.D.
Prof. Subha Kant Padhi	FCA., DISA, Ph.D.
Prof. Bishnu Prasad Mishra	CAIIB., MA.
Prof. Pratap Chandra Pati	MA., M. Phil., Ph. D
Prof. Ameet Kumar Banerjee	MBA , FPM (XLRI)
Prof. Suhas M. Avabruth	Ph.D.

AREA: ECONOMICS	
Prof. Biresh Kumar Sahoo	MA., M. Phil., Ph.D.
Prof. Biswa Swarup Misra	MA., MA., Ph.D.
Prof. Ranjan Kumar Mohanty	MA, M. Phil., Ph.D.

AREA: INFORMATION TECHNOLOGY	
Prof. Sanjay Mohapatra	MTech., PGDM, Ph.D.
Prof. Bhaskar Basu	MTech., PGDM, Ph.D.
Prof. Gopal Krishna Nayak	B. Tech, PGDM, Ph.D.
Prof. Rahul Thakurta	B.E., Ph.D.
Prof. Ajit Kumar	B.Sc. MCA, Ph.D.

AREA: GENERAL MANAGEMENT & STRATEGIC MANAGEMENT, COMMUNICATION	
Prof. Amar KJR Nayak	B.E., MBA, Ph.D.
Prof. Amit Ranjan Tripathy	M.Com., LLB, Ph.D.
Prof. Ibha Kumar	B.A., MA., Ph.D.
Prof. S. Senthil Ganesh	MA., M.Phil., Ph.D.
Prof. Indranil Chakrabarti (Adj.)	MSc., FPM.
Prof. Anshuman Tripathy	MBA, Ph. D, FPM
Prof. Santosh Kumar Prusty	MTech., Ph.D.
Prof. Smeeta Mishra	MA., MA., Ph.D.

AREA : MARKETING	
Prof. Subhasis Ray	B.E., PGDBM, Ph.D.
Prof. Krishna Das Gupta	B.Sc., MBA, Ph.D.
Prof. M N Tripathi	B.Sc., PGDM, Ph.D.
Prof. Sandip Anand	MA., MPS., Ph.D.
Prof. Rajesh Panda	PGDABM, Ph.D.
Prof. Punyaslok Dhall	B.E., PGDM, LLB, Ph.D.
Prof. Preshth Bhardwaj	MBA, Ph.D.
Prof. Nirali Shah	M.Com, MBA, FPM
Prof. Avinash Tripathi	MBA, Ph.D.
AREA : OPERATIONAL MANAGEMENT AND DECISION SCIENCES	
Prof. Manimay Ghosh	B.E., MBA, MS, MBA. Ph.D
Prof. W S William	MTech. Ph.D.
Prof. Arun Kumar Paul	B.Tech., Ph.D.
Prof. Bikram Kumar Bahinipati	B.Sc., MTech. Ph.D.
Prof. Bhabesh Sen (Adj.)	MA., MS, Ph.D.
Prof. Subhajyoti Ray (On Leave)	M. Stat., FPM
Prof. Sandipan Karmakar	MTech, Ph.D.
Prof. Sarat Kumar Jena	MTech, Ph.D.
Prof. Shabana C	MBA, Ph.D.
Prof. Shisham Bhattacharyya	MTech, Ph.D.
Prof. Shubhadeep Mukherjee	B. Tech, Ph.D.
Prof. Soumyajyoti Datta	PG, EPBABI, Ph.D.
Prof. Manaw Modi (Adj.)	B.Tech., MS, MBA
Prof. Arijit Mitra	MTech., FPM

FACULTY MEMBERS

SCHOOL OF HUMAN RESOURCE MANAGEMENT

AREA: HUMAN RESOURCES	
Prof. Andrew Dutta (Dean)	M.Com, MTP, Ph.D.
Prof. Mousumi Padhi	MBA, FPM
Prof. Tania Saritova Rath	MA., PGDM, CAIIB
Prof. Saveeta Mohanty	PGD, Ph.D. (Cont.)
Prof. Lalatendu Kesari Jena	MA., M.Phil., Ph.D.
Prof. Arup Roychowdhury	PGDM, GMP, FPM
Prof. Sadhna Dash	PGDBM, Ph.D.
Fr. S. Antony Joseph Raj, S.J.	MA., MA.
Prof. Subhra Pattnaik	PGDM, Ph.D.

AREA: ORGANISATIONAL BEHAVIOUR	
Prof. Dipak Kumar Bhattacharya	MA., PGDPM, PG Dip., Ph.D.
Prof. Suchitra Pal	MA., M.Phil., Ph.D.
Prof. Kalpana Sahoo	MA., M.Phil., Ph.D.
Prof. Pratishtha Bhattacharjee	MA., M.Phil., Ph.D.

FACULTY MEMBERS

SCHOOL OF RURAL MANAGEMENT

Prof. S. Peppin (Dean)	MA., MSW, M.Phil., Ph.D.,
Prof. S S. Singh	MA., PGDRD, PG Dip., Ph.D.
Prof. Gautam Prateek	PGDM, FPM
Prof. Niraj Kumar	B.Sc., M.Sc., Ph.D.
Prof. T. Kumar	B.E., FPM
Prof. Nandini Sarangi	MA., M.Phil.
Prof. Pradeep Kumar Mishra	MA., M.Phil. FPM
Prof. Indirah Indibara	PGDM, FPM
Prof. Sagarika Mishra	B.Ed., MA, Ph.D.
Prof. Satyendra Nath Mishra	M.Sc., M.Phil. FPM
Prof. Balram Bhushan	M.Sc., FPM

SCHOOL OF COMMERCE

Prof. P.K Mohanty (Dean)	M.Com, MBA, Ph.D.,
Prof. Manindra Narayan Nayak	M.Com, Ph.D.
Prof. Sibanjean Mishra	MBA, ICWAI (I), Ph. D
Prof. Bala Subramanian R	MTech., FPM
Prof. V. Arokiyadass, S.J. (Fr.)	M.Com, M.Phil., Ph.D.
Prof. Subhajit Bhattacharya	MBA, Ph.D.
Prof. Ashok Kumar Mishra	MBA, Ph.D.
Prof. Rashmi Singh	MBA, Ph.D.
Prof. Vijaya Batth	FCA, ACS, LLB, ICWA (I), Ph. D.
Prof. Leesa Mohanty	CA, MBA, Ph.D.
Prof. Abhimanyu Sahoo	M.Com., CA, CS, Cost Acc., Ph.D.
Prof. Suparna Ray	M.Sc., MBA, Masters in Fin., Ph.D.

FACULTY MEMBERS

SCHOOL OF COMMUNICATIONS

Prof. V. Vijay Kumar (Acting Dean)	MA., M.Sc., M.Sc., M.Phil. Ph.D
Prof. Anamika	MBA, Ph.D.
Fr. Alwyn Rodrigues, S.J.	BA, M.Sc., Ph.D. (Cont.)
Prof. Arpita Saha	MA., Ph.D.
Prof. Jyoti Rajan Sahoo	MA., M.Phil., Ph.D.
Prof. Nadira Khatun (On Leave)	MA., M.Phil., Ph.D.
Prof. Nirmalya Baral	MBA, RHCE
Prof. Purnima Anjali Mohanty	BA., MA., Ph.D.

SCHOOL OF SUSTAINABILITY

Prof. Sutapa Pati (Dean)	B.E., M. Des., Ph.D.
Prof. Elizabeth Abba	M.Sc., PGD, FPM
Prof. Devendraraj Madhanagopal	MSW, M.Phil., Ph.D.
Prof. Arup Roy	M.Sc., Ph.D.
Prof. Mary Sabina Peters	BA, L.L.B, LLM
Prof. Tamoghna Acharyya	M.Sc., Ph.D.
Prof. Vikrant Vijay Patil	M.Sc. Dip. Rem. Sensing & GIS, FPM

SCHOOL OF COMPUTER SCIENCE AND ENGINEERING

Prof. Rudra Mohan Tripathy (Acting Dean)	MTech., PG, Ph.D.,
Prof. Chandan Misra	B.Tech., NS, Ph.D.
Prof. Goutam Mali	M.E, Ph.D.
Fr. Joshy KX, S.J.	M.Sc., Ph.D.
Prof. Monalisa Mandal	MCA, PhD
Prof. Sourav Mandal	B.E., MMD, Ph.D.

SCHOOL OF ECONOMICS

Prof. Golaka C. Nath (Dean)	MA., MBA, CAIIB, Ph.D.
Prof. Anwesha Bandyopadhyay	M.Sc., M.Phil., Ph.D.
Prof. Bharatee Bhusana Dash	MA., M.Phil., Ph.D.
Prof. Mahamitra Das	M.Sc., Ph.D.
Prof. Sandip Sarkar	M.Sc., Ph.D.
Prof. Suresh Kumar Patra	MA., M.Phil., Ph.D.
Prof. Tanmoy Das	M.Sc., Ph.D.

FACULTY MEMBERS

SCHOOL OF HUMAN SETTLEMENTS

Prof. Kajri Misra (Dean)	PGD., Ph.D.,
Prof. Tathagata Chatterji	M. Arch. Ph.D.
Prof. Jublee Mazumdar	MA., M.Plan., Ph.D.
Prof. Nalin Ranjan	B. Plan., M.Plan.
Prof. Prashant Prasad	B.Arch., MTech., Ph.D. (Cont.)
Prof. Shraddha Kumar (On Leave)	B.Arch., M.Plan., Ph.D. (Cont.)
Prof. Atanu Chatterjee	MA., M.Plan., Ph.D.(Cont.)

XAVIER LAW SCHOOL

Prof. Narayan Chandra Sarangi (Dean)	LLB, LLM, PG Dip., Ph.D.
Prof. Arun Sasi	LLB, LLM, Ph.D.
Prof. Avnish Bhatt	LLM, Ph.D.
Prof. Biranchi Narayan P. Panda	LLB, LLM, Ph.D.
Prof. Manisha Chakraborty	BA-LLB (H), LLM, Ph.D.
Prof. Sasmit Patra (Adjunct Prof.)	MBA, Ph.D.

SCHOOL OF GOVERNANCE AND PUBLIC AFFAIRS

Prof. S. Peppin (Acting Dean)	MA., MSW, M.Phil., Ph.D.,
Prof. Santap Sanhari Mishra	B.Tech., Ph.D.
Prof. Vaishali Singh	MA., MA., M.Phil., Ph.D.

OFFICES: Non-Teaching Staff Members

Office of the Vice Chancellor <ul style="list-style-type: none"> • Ms. Juby K George • Mr. K C Barik
Office of the IQAC
Office of the Registrar <ul style="list-style-type: none"> • Ms. Pranati Singh • Ms. Smita Kanungo
Documentation Centre <ul style="list-style-type: none"> • Dr. Arpita Jena • Ms. Radha Rani Ray • Mr. Lyndon D. Thomas
Office of the Controller of Examinations <ul style="list-style-type: none"> • Ms. Lopamudra Tripathy • Mr. Madan Mohan Barik
Office of the Dean, Xavier Institute of Management <ul style="list-style-type: none"> • Ms. Alora Kar • Mr. Debasis Mohanty • Mr. Lingaraj Patnaik
Office of the Dean, School of Human Resource Management <ul style="list-style-type: none"> • Mr. Bijay Kar • Mr. Jayanta Kumar Das • Ms. Sridebi Paricha
Office of the Dean, School of Rural Management <ul style="list-style-type: none"> • Mr. Anil Kumar Badjena • Mr. Sushanta Mohanty
Office of the Dean, School of Sustainability Management <ul style="list-style-type: none"> • Mr. Digambar Rath • Ms. Sadhona Bisoi
Office of the Dean, School of Human Settlements <ul style="list-style-type: none"> • Ms. Anwesa Padhi
Office of the Dean, School of Commerce <ul style="list-style-type: none"> • Mr. Debaranjan Dhir • Ms. V. Nagamani
Office of the Dean, School of Communications <ul style="list-style-type: none"> • Ms. Caroline D'costa
Office of the Dean, School of Economics <ul style="list-style-type: none"> • Mr. Sumant Kumar Mishra
Office of the Dean, Computer Science and Engineering <ul style="list-style-type: none"> • Mr. Biswajit Mohapatra
Office of the Dean, Xavier Law School <ul style="list-style-type: none"> • Mr. Niroj Kumar Nanda
Office of the Dean, School of Governance and Public Affairs <ul style="list-style-type: none"> • Ms. Sasmita Mohanty
Office of the Directorate of Open Learning <ul style="list-style-type: none"> • Ms. Pramila Satpathy

Doctoral Program Office <ul style="list-style-type: none"> • Ms. Seema Nayak
Office of the Chief Finance Officer <ul style="list-style-type: none"> • Mr. Jenamani Pramit Kumar Samant Singhar • Mr. Kishore Chandra Pradhan • Mr. Partha Sarathi Parija • Ms. Prema Swaminathan • Mr. Pratyush Kumar Lenka • Mr. Pusparaj Singh • Mr. P.K. Mohanty • Mr. Niladri Bihari Panda • Ms. Sarita Sahoo • Mr. Sarat Kumar Mishra • Mr. Subhrajyoti Praharaj • Mr. Umakanta Behera
Office of the University Library <ul style="list-style-type: none"> • Mr. Dayanidhi Mishra
Office of the Associate Dean, CAS <ul style="list-style-type: none"> • Mr. Alok Kumar Pani • Ms. Jigisha Das • Ms. S. Leena • Ms. Seetara Rath
Office of the Associate Dean, Admissions <ul style="list-style-type: none"> • Mr. Chandra S. Rao • Mr. Maruti Prasad Nanda • Ms. Madhu Chhanda Panda • Mr. Paramananda Bhuyan • Mr. Rasmi Ranjan Nayak • Mr. Xavi Thomas
Office of the Head, Human Resources <ul style="list-style-type: none"> • Ms. Mallika Devi Pathak • Mr. Nancy Bhandari
Administration <ul style="list-style-type: none"> • Mr. Asis Kumar Singh • Mr. Basant Kumar Mohanty • Mr. Bijay Kumar Rout • Mr. Chandan Kumar Sadangi • Mr. Dillip Kumar Panda • Mr. D. N Behera • Mr. Lingaraj Samantaray • Mr. Manas Kumar Nayak • Mr. P.K. Mohapatra • Ms. Shahla Nigar • Mr. Susanta Kumar Pattnaik • Mr. Tanuj Kumar Sahu • Mr. Tapan Kumar Rout • Mr. Upendra Kumar Dash
Information Technology Services <ul style="list-style-type: none"> • Mr. Abhaya Kumar Sahoo • Mr. Dillip Kumar Rath • Mr. Dillip Kumar Sahoo • Mr. Mahendra Kumar Padhy

<ul style="list-style-type: none"> • Mr. Manoranjan Sahoo • Mr. R. Santosh Kumar Rao • Mr. Sailendra Ray • Mr. Tapan Kumar Dash
Management Development Center <ul style="list-style-type: none"> • Mr. Ajit Kumar Das
Classroom Services <ul style="list-style-type: none"> • Mr. Bighnaraj Pattanaik • Mr. Sultan Ahmed Khan • Mr. Soumyajeet Das
Communications Studio <ul style="list-style-type: none"> • Mr. Ratiram Khakha • Mr. Prabhakar Mani
University Hostel Offices <ul style="list-style-type: none"> • Sister Tessy Jacob • Mr. Julious Samantray • Mr. Priya Ranjan Bhoi • Mr. Ranjan Kumar Swain
Medical Unit <ul style="list-style-type: none"> • Dr. B.C Satpathy (Old Campus) • Dr. Vimal Jyothy (New Campus)
Control Room-Internal Security <ul style="list-style-type: none"> • Mr. Tapan Kumar Rout • Mr. Tanuj Kumar Sahu

RULES AND REGULATIONS FOR UNDERGRADUATE PROGRAMS

SECTION - A

1. ACADEMIC PROGRAM DETAILS

The University offers the following undergraduate programs.

<i>Academic Programmes</i>	<i>Schools</i>	<i>Program Duration</i>	<i>Academic Year</i>	<i>Total Credits</i>
BA (Hons.) Public Administration & Governance	School of SGPA	3 Years	2021-24	142
B.Sc. (Hons.) Environmental Science	School of Sustainability	3 Years	2021 – 24	144
B.Sc. (Hons.) Sustainable Development				
B.Sc. (Hons.) Economics	School of Economics	3 Years	2021-24	148
B.Sc. (Hons.) Mass Communication	School of Communications	3 Years	2021-24	148
B.Com. (Hons.) Accounting / Finance	School of Commerce	3 Years	2021 – 24	160
B.B.M (Hons.) HR/Marketing				
B.Tech. (Hons.) Computer Science & Engineering	School of Computer Science and Engineering	4 Years	2021-25	182
B.A. LL. B (Hons.)	Xavier Law School	5 Years	2021 - 26	280
B.B.A. LL. B (Hons.)				

2. REGISTRATION

- 2.1 Students are required to register in person on the day earmarked for registration as per the admission call letter and thereafter on the first day of each subsequent semester as indicated in the Academic Calendar.
- 2.2 A notice will be put up by the Dean's Office for verification of the original certificates. In case original certificates are not available at the time of verification, provisional certificates will have to be shown.
- 2.3 The students, who could not submit their final year +2 mark-sheets from their respective universities on the day of the verification, should submit them latest by the day of registration of Semester, failing which a student's registration may be cancelled.
- 2.4 In exceptional circumstances, the last date for submission of certificates in support of the qualifying degree can be extended by the Dean Academics for an appropriate period in consultation with the Registrar.
- 2.5 Those who fail to register for **each semester** after joining the programme on the specified date as per the calendar will be deemed to have left the programme unless prior permission is obtained from the Dean Academics. If the Dean permits, a student can register by paying a late registration fee of ₹500/- (rupees five hundred) per day after the due date subject to a maximum allowance of 10 days for late registration. The late registration fee is payable irrespective of the reasons or circumstances for the delay in seeking registration.
- 2.6 The Registration of a student will remain valid for a period of 5 years including the Academic Year in which registration was granted for all UG programmes except for B. Tech and LLB, where the validity will be for a period of 6 and 7 years, respectively.

- 2.7 Registration number of a student will remain unchanged for the entire duration of the programme
- 2.8 Re-admission: Any student who has discontinued his/her studies for more than 2 consecutive semesters due to some valid reasons can seek re-admission with the approval of Dean, Registrar and Vice-Chancellor of the University.

3. SCHOLARSHIP

- 3.1 The University offers scholarships to provide financial assistance to meritorious, ST, SC, and EWS/Minority students to meet their educational expenses subject to fulfillment of necessary conditions.
- 3.2 Scope: The scholarships will be awarded to the students who, on completion of their respective Plus Two Board Examinations, have applied and have been selected for an undergraduate course in the university for the academic year 2021-22.
- 3.3 Eligibility: **Category A – Merit Scholarship:** Students with 90 % marks in aggregate (for core subjects, refer Annex III available on the website) in 12th Board Examination or equivalent will be provided scholarship worth 50% of the course/tuition fee only for 1st year. This offer will be continued only if the student secures a minimum CGPA of 8.0 (without any back paper) in each of the subsequent year of the study at the University. **Category B - Scholarship for the SC, ST, EWS/Minority Students:** Three students, one each belonging to each of these categories, will be awarded scholarship worth 50% of the course/tuition fee only in the first year of the study in the university. This offer will be continued only if the student secures a minimum CGPA of 7.5 (without any back paper) in each of the subsequent years of the study at the University.
- 3.4 The number of such scholarship sanctioned for the aforesaid categories are as follows:

<i>Programmes</i>	<i>SC</i>	<i>ST</i>	<i>EBW/Minority</i>
B.Com.	1	1	1
BBM	1	1	1
B.Sc.-SD/EVS	1	1	1
B.Tech.-CSE	1	1	1
BA-LLB	1	1	1
BBA-LLB	1	1	1
B.Sc.-MC	1	1	1
B.Sc.-Eco	1	1	1
B.A-PAG	1	1	1

- 3.5 **Category C - Merit scholarship for the topper of the batch:** This scholarship, worth 50% of the course/tuition fee, is given to the topper (highest CGPA) of each of the undergraduate programmes of the university in the subsequent academic year.

4. FEES

- 4.1 The fees of the school are usually announced in the Admission Bulletin or Admissions Offer letters. However, the fee structure is liable to changes as and when necessary, through appropriate notification. Fees for each year must be paid by the due date specified in the Academic Calendar. A late payment fee of ₹500/- per day is charged in case of a payment made after the due date subject to a total of maximum of ₹5,000/-.
- 4.2 Penalty for Default in Payment of Fees:
- 4.3 A student will not be allowed to register for the semester if s/he has not paid the fees.
- 4.4 No certificate of any kind or Degree will be issued to a student who has not cleared his/her dues. A No Dues Certificate (NDC) form can be obtained from the Accounts Office and the clearance is to be obtained in written endorsement thereupon, from Library, Mess / Canteen, Reception, Accounts. The duly completed NDC is to be submitted to the Dean's Office before the student

leaves the Campus after the completion of the sixth semester examinations. (Now generated over AIS to ease the process of collecting NDC)

5. CURRICULUM DESIGN

- 5.1 The course curriculum has been designed by a group of experienced academicians as per the guidelines of UGC /AICTE/BCI. The University may change/modify the course curriculum to suit the contemporary requirement.

6. TEACHING METHODOLOGY

- 6.1 Teaching methodology consists of lecture inputs, exercises, cases, presentations, dissertation-work, term papers, etc. Each instructor uses a mix of methodologies to suit the requirements of the course. Students in a course are likewise evaluated in various components, viz. quiz, mid-semester examination, end-semester examination, cases, and other assignments. On the commencement of each semester, the Course Outlines are given to the students, specifying the contents of the course, the methodology and the norms for evaluation. The students may, however, check with the instructor if these details are not specified.

7. ONLINE/DIGITAL PEDAGOGY

- 7.1 The classes, assessments and examinations are held inside the university campus in the respective schools through physical mode. However, in the if situation so demands the classes and the examinations shall be held in the online/digital mode.
- 7.2 Under special circumstances XIM University provides the online classroom and all related materials and assessments solely for your educational purposes, subject to the following terms and conditions and the sole discretion of the University. The University may modify these terms and conditions at any time by updating the Terms of Use before the start of a term.

8. CLASS TIMINGS

- 8.1 All Classes will be held between 9:30am & 5:00pm from Monday through Friday and between 9:30 am and 12:30pm on Saturdays in offline mode.

9. ATTENDANCE

- 9.1 The university attaches great importance to punctuality and regular attendance of all class sessions. Students are required to attend a minimum of 75% of classes in all individual courses. The guidelines mentioned below will be followed in all courses.
- 9.2 The final grade assigned to them takes into account their class participation. It is, therefore, advised that the students, in their own interest, should not miss any class.
- 9.3 Written attendance record is taken in each class, or through the Academic Information System (AIS).
- 9.4 Absence without prior permission/intimation for leave is considered to be a serious breach of discipline, and the student is liable for appropriate disciplinary action, besides reduction in grade points.
- 9.5 Exemption from attending classes is not permissible for reasons other than personal physical illness, grave personal tragedy and university work. A committee of faculty members concerned shall, however, advise suitable relaxation in penalty for such cases. Absence even with prior permission/intimation for leave is included in computing 'absence' for the purpose of reduction in grade points.
- 9.6 A student shall not be allowed to appear in the end-semester examination (including supplementary examination of that year) in those courses where he/she has shortage of

attendance. Attendance record shall be compiled at the time of mid-semester and end-semester examinations and the same shall be informed to all students and their parents.

10. LIBRARY

- 10.1 The library of XIM University plays a vital role in the academic pursuit of student, faculty and researchers adding to the intellectual vibrancy of the campus. The library remains hybrid with equal emphasis to print and digital resources. The library has been developing its resource collections, which include books, periodicals, databases, e-books, e-journals, audio-visual materials, cases, company annual reports, working papers & newspapers by using state-of-the-art facilities over the years. The library provides remote (anywhere/anytime) access to e-books, e-journals, open archives and other digital resources through the AIS.
- 10.2 The Library Information System is accessible to its users both from within and outside the campus.
- 10.3 The Online library portal is accessible across the campus network round the clock. The library remains open from 0800 hours to 0500 hours.

11. ELIGIBILITY TO APPEAR FOR END SEMESTER EXAMINATION

- 11.1 A candidate shall be required to attend at least 75% of the lectures in each of the course classes taken separately.
- 11.2 Under exceptional cases i.e., serious illness and hospitalization, accident, mishap in the family or deputation by the college for any specific work for which the period of his/her absence shall not be counted towards the calculation of attendance up to a maximum of 15% on the condition that students concerned shall submit a certificate to that effect from the appropriate authority for consideration of approval by the Dean at his/her sole discretion.
- 11.3 The Dean may grant further condoning of shortage in attendance to the extent of 10% in respect of candidates who represent the University or State for Inter-University or inter-state competitions in Games and Sports or attending different recognized National level camps.
- 11.4 Under no circumstance, the condoning shall be beyond 25%.

12. LEAVE OF ABSENCE

- 12.1 Under special circumstances, a student may be granted leave of absence. Such leave of absence will be granted on application, for good and sufficient reasons, by the Dean.
- 12.1.1 The application may be addressed to the Dean after obtaining views of the faculty. Faculties are not responsible for any student losing any segment of evaluation on account of leave availed by him/her with prior permission, and the make-up of class tests, which are missed-out due to such absence is left entirely to the discretion of the faculty.
- 12.1.2 Students missing classes due to sickness are required to produce valid medical certificate along with doctor's prescription and original cash memo for the medicines purchased.

13. COMPONENTS OF EVALUATION

Each course will have following evaluation components:

<i>Sl. No.</i>	<i>Components</i>	<i>Suggested weightage</i>
1	Quiz	20%
2	Assignment	10%
3	Mid-Semester exam	30%
4	End- Semester exam	40%

- 13.1. The above components are suggestive in nature and the concerned faculty has the discretion to make changes as may be suitable for a particular course. However, the component of end-semester examination shall not be less than 40%.
- 13.2. Project work / Dissertation / Practical will also be a component for award of final degree to a student. The evaluation of these courses will not have above components.
- 13.3. The decision of the Dean regarding segment of evaluation of a paper will be final. A student who needs clarification on his or her grades may discuss with the concerned faculty/ Dean and Dean's office within a week of receiving the grades.
- 13.4. Faculty will give feedback to students periodically on their performance through written comments on answer sheets or through individual meetings.

14. AWARD OF HONOURS

- 14.1 The Honours degree for School of Commerce, School of Communications, School of Sustainability and School of Economics students will be awarded based on the Discipline Specific Elective Courses (DSE) and Core Courses (CC) of the Programme. A student securing more than 5.5 in the Honours paper shall be awarded Honours degree.
- 14.2 'Honours' shall not be awarded for 'Computer Science & Engineering'. As per the regulations of AICTE, a student doing extra course only can be awarded Honours.
- 14.3 'Honours' shall be awarded to all students pursuing BA-LLB/ BBA-LLB as per provisions of Bar Council of India.
- 14.4 Ranking will be done based on the final CGPA in a particular discipline / programme.
- 14.5 Distinction will be awarded if a student secures a minimum overall CQPI of 7 and above.

15. GRADING AND COMPUTATION OF SGPA & CGPA

All the undergraduate programmes under XIM University follows a grading pattern in compliance with CBCS structure of UGC expect BA/BBA LLB (Hons..)

<i>Letter Grade</i>	<i>O</i>	<i>A+</i>	<i>A</i>	<i>B+</i>	<i>B</i>	<i>C</i>	<i>F</i>
Grade Point	10	9	8	7	6	5	0
Range (percentage of marks)	9.0-10.0	8.0-8.99	7.0-7.99	6.0-6.99	5.0-5.99	4.0-4.99	0-3.99

16. GRADING PATTERN FOR BA/BBA LLB (HONS.) COURSES

Grading: Once the evaluation process of a given course is completed, students shall be assigned grades based on the marks secured in the examinations and internal evaluation. This shall be done based on the eight-point scale specified below:

<i>Percentage Secured</i>	<i>Grade</i>	<i>Grade Value</i>	<i>Grade Description</i>
75%and above	O	8	Outstanding–Exceptional knowledge of the subject matter, thorough understanding of issues; ability to synthesize ideas, rules and principles and extraordinary critical and an analytical ability
70%to74.5%	A+	7	Excellent–Sound knowledge of the subject matter, thorough understanding of issues; ability to synthesize ideas, rules and principles and critical and analytical ability
65%to69.5%	A	6	Very Good–Sound knowledge of the subject matter, excellent organizational capacity, ability to synthesize ideas, rules and principles, critically analyses existing materials and originality in thinking and presentation
60%to64.5%	A-	5	Good–Good understanding of the subject matter, ability to identify issues and provide balanced solutions to problems and good critical and analytical skills
55%to59.5%	B+	4	Fair–Average understanding of the subject matter, limited ability to identify issues and provide solutions to problems and reasonable critical and analytical skills
50%to54.5%	B	3	Acceptable–Adequate knowledge of the subject matter to go to the next level of study and reasonable critical and analytical skills.
Below50%	F	0	Fail–Poor comprehension of the subject matter, poor critical and analytical skills and marginal use of the relevant materials. Will require repeating the course

17. MEDALS

- 17.1 Vice Chancellor's medal for academic excellence is presented at the time of the Convocation; subject to the condition that the award-winning student has qualified for the Degree and has not violated the academic discipline of the programme at any time during his/her tenure at the University. Vice-Chancellor reserves the right to award medals.
- 17.2 Selection criteria for university medals:
- 17.3 Student should not have failed in any course during his/her entire academic program.
- 17.4 Student should not have any history of indiscipline during the programme and also not subjected to the disciplinary action by the Dean /University Disciplinary Committee.

18. CONDUCT

The University attaches utmost importance to personal integrity, honesty and discipline. A sense of responsibility and a high degree of maturity is expected from all students inside and outside the campus, as befits students at XIM University. The University strives to achieve this standard in every phase of campus life. Each student at the University shall consciously strive to excel in her/his personal as well as academic conduct. A proven case of violation of the aforesaid behavioural norms can expose the student to deprivation of a place in the merit list, award of medal and other such penalties. The following misconducts are considered serious breaches of discipline and will attract the penalty of immediate expulsion from the University.

19. MISCONDUCT

The following are considered serious breaches of discipline and will attract the penalty of immediate expulsion from the University.

- 19.1. Indulging in or aiding/abetting acts of violence, riotous or disorderly behaviour, moral turpitude, directed at a fellow-student or a faculty or any other employee of the University/hostel mess, etc.
- 19.2. Fraud, dishonesty, misappropriation of university funds or funds of Students' Organizations, misuse of Rail/Air concessions, and complicity in other financial irregularities pertaining to studentship of the University.
- 19.3. Involvement in serious academic malpractice, including plagiarism.
- 19.4. Reporting of fictitious data in an empirical study as and when detected and established.
- 19.5. Indulging in the violation of community and organizational norms, practices and values during any internship or other external academic or non-academic activity leading to physical and psychological harm to individuals and groups in the community and organization.
- 19.6. Misuse of the Information Technology infrastructure of the University through software, hardware, applications, systems or processes.
- 19.7. Indulging in anonymous slander, deception, harassment, and the like using information technology.
- 19.8. Violation of software copyrights.
- 19.9. Unsolicited communication by group email.
- 19.10. Impersonation or proxy submission of assignments, reports and other documents to the faculty.
- 19.11. Levelling false and baseless allegations against any faculty member or officer or employee of the University.
- 19.12. Doing or causing to do any act, which is likely to adversely affect the relations of the University with its customers, i.e., industrial organizations.
- 19.13. Indulging in any act or acts, such as, defacing, burning or otherwise damaging any banner or property or equipment of a company, erected by the company or by an Association of XIM University commemorating an event organized or sponsored by the company at XIM University.
- 19.14. Indulging in any act subversive of general discipline (the word "discipline" being used here in its generic sense and in its widest amplitude), inside or outside the campus, and/or is detrimental to the reputation, image or standing of the University.
- 19.15. Indulging in dissemination of unsolicited and/or malicious correspondences either electronically or through hard copies within the University and outside which distorts the image or disturbs the collegiate atmosphere of the University.
- 19.16. Absence without prior permission from the Dean and the Faculty; and/or mass absence from classes.
- 19.17. Drinking and Drunkenness in the public areas.
- 19.18. Smoking in the campus area.
- 19.19. Entering the restricted areas like Reprography room without the permission of the concerned authority.
- 19.20. Theft, fraud, dishonesty, bribing or attempt to bribe.
- 19.21. Copying in any form in the assignments, projects or in any examination.

- 19.22. Permitting, whether wilfully or otherwise, a co-student to copy from one's own answer book or document or material.
- 19.23. Communication of written analyses or answers, in any manner whatsoever, to other student(s) in respect of home assignments or projects of individual nature.
- 19.24. Whispering or communicating with one another by means of signs, symbols or gestures or in any other body language in the examination hall.
- 19.25. Any other act of indiscipline, which is herein unspecified and deemed at the time of offence as an inappropriate behavior and conduct by the Disciplinary Committee of XIM University and/or the management of the University.
- 19.26. Notwithstanding any of the above-mentioned aspects, the University can immediately expel the student(s) if it deems any action of the student as an act of indiscipline. The decision of the University would be final and binding and by accepting admission in this University, the student on her/his part also accepts this clause in full.

20. DISCIPLINE

- 20.1. Giving highest regard to safety, law and order and considering the well-being of all members of XIM University and its pupils, XIM University compliances with the UGC mandate and the sovereign laws of the land. XIM University endeavors to adhere, implement and enforce the Mandates of the UGC regulations pertaining to the below mentioned subject/item in the Manual of Policies-the governing document for students conduct within and outside the University Campus.

Sl. No.	Subject matter/ Item	Governing Regulation
1)	Sexual Harassment (prevention, prohibition and redressal)	https://www.ugc.ac.in/pdfnews/7203627_UGC_regulations-harassment.pdf The Sexual Harassment of Women at Work place (Prevention, Prohibition and Redressal) Act, 2013
2)	Alcohol deterrence and prevention of drug abuse	University Grants Commission (UGC) has issued a circular to all Vice Chancellors on 02.04.2013 regarding strict adherence to the provisions of the Cigarettes and Other Tobacco Products (Prohibition of Advertisement and Regulation of Trade and Commerce, Production, Supply and Distribution) Act, 2003 and its Rules i.e., Cigarettes and other Tobacco Products (Packaging and Labelling) Rules, 2008. Circular issued on 27.8.2013 by UGC for implementation of the actionable points of the National Policy on Narcotic Drugs & Psychotropic Substances (NDPS). NDPS deals with steps to tackle the problem of sale of drug to school and college children. https://mhrd.gov.in/steps-prevent-drug-abuse-colleges Report on Alcohol use in Dr. Rajendra Prasad Government Medical College (RPGMC) Kangra, Himachal Pradesh (Committee Constituted by the Hon'ble Supreme Court).
3)	Anti-Ragging	https://www.ugc.ac.in/oldpdf/ragging/gazzetaug2010.pdf https://www.ugc.ac.in/pdfnews/7823260_Anti-Ragging-3rd-Amendment.pdf 2016

4)	Deterrence towards causing bodily harm or mental harm	https://www.nitt.edu/home/students/UGC_Regulations.pdf Indian Penal Code 1860–Offences Affecting Life
5)	Deterrence of Cyber law violation	Information of Technology Act 2000 https://www.meity.gov.in/writereaddata/files/itbill2000.pdf http://cyberpolicebangalore.nic.in/pdf/Cyber%20law%20IPC.pdf

For any matter reported under the above enlisted items (subjects), if the offender is a resident of the students' residence (hostel), s/he will be suspended immediately from the residence pending investigation and decision by the University authorities. For any matter reported under the above enlisted items (subjects), the parents/guardian shall be intimated by the Dean (Academics) and or in charge and or the students' residence (hostel) prefect. FIR to be filed to initiate action towards deterrence of such violations.

Whereas in case of a minor's (below 18 years of age) charged with violation of any of the aforementioned items, the University shall bear no burden for/of the same.

21. DISCIPLINARY PROCEDURE

- 21.1. For minor acts of indiscipline, the Faculty/Instructor/Evaluator shall be the sole disciplinary authority acting on his/her own judgment. A faculty can award penalty in consultation with the Dean as per the merits of each case.
- 21.2. For major acts of indiscipline, the Dean shall refer the matter to the University Disciplinary Committee/Academic Committee/Faculty Council at his/her discretion. The decision proposed by the committee/s shall be final and binding.
- 21.3. In cases of exigencies with time constraints and in cases of extreme gravity, the Dean may award a penalty deemed appropriate in consultation with the faculty concerned and University Disciplinary Committee.
- 21.4. Before the imposition of any penalty, the explanation of the student concerned and his/her record of the past misconduct, similar or otherwise shall be taken into consideration. Repeat of any misconduct and number of incidents of misconduct shall add to the gravity of the offence and invite higher penalty.

22. DISCIPLINARY COMMITTEE

The University has its own disciplinary committee, that is authorized by the Vice-Chancellor to conduct disciplinary proceedings, to settle disciplinary charges, to impose disciplinary sanctions, or to hear appeals thereof in cases involving any violation of the rules and regulations of the University.

23. PENALTY

- 23.1. One or more of the penalties listed below can be awarded to a student for breach of discipline amounting to misconduct:
- 23.2. Reduction of marks/quality points/grade in a component of a course
- 23.3. Reduction of marks/quality points/grade for the whole course
- 23.4. Fine can be imposed as decided by the Disciplinary Committee
- 23.5. Repeating a course of the first/second year as the case may be, along with the next batch.
- 23.6. Suspension of studentship for a year/debarred from appearing in the examinations.
- 23.7. Expulsion from the University.
- 23.8. Cancellation or withdrawal of any academic honors – Certificate of Merit, Diploma, Medal, Scholarship, etc.
- 23.9. Notwithstanding any of the above-mentioned aspects, the University can immediately expel the

student if it deems any action of the student as an act of indiscipline. The decision of the University would be final and binding and by accepting admission in this University, the student on his/her part also accepts these clauses in full.

- 23.10. Appeal: In matters of sufficient gravity, a student may appeal within one week of punishment, to the Vice Chancellor for review. The Vice Chancellor's decision shall be final.

24. RAGGING

Ragging constitutes one or more of any of the following acts:

- 24.1. 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.
- 24.2. 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.
- 24.3. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or 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.
- 24.4. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- 24.5. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- 24.6. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
- 24.7. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.
- 24.8. Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
- 24.9. 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.
- 24.10. Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of color, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background.

RAGGING is a cognizable offence and will be reported to police. Thereafter the law will take its own course of action. The university has its own internal body called Anti-Ragging Committee which will deal with the ragging related matters.

25. PROHIBITION OF BODY-SHAMING

- 25.1. The university strictly prohibits body-shaming of any individual including Students / Staff/ Faculty. If anybody found in violating the same, would be subjected to appropriate disciplinary action, including suspension, fine, reduction in academic grade and cancellation of studentship. Body shaming ordinarily means the action or practice of humiliating someone by making or mocking or critical comments about their body shape or size, either physically or digitally or by gestures or movements.

26. PROTECTION OF RIGHTS / DIGNITY OF MEMBERS OF LGBTQIA+ COMMUNITY

- 26.1. The university is committed to ensure the rights and dignity of LGBTQIA+ in its Campus. Therefore, any act, comments, gestures either digitally or physically intending to violate the right/dignity of LGBTQIA+ in its Campus would be dealt with appropriately which may lead to suspension imposition of fine, reduction in academic grade and cancellation of studentship.

27. PROHIBITION OF CYBER-BULLYING AND CYBER HARASSMENT

- 27.1. Cyber-bullying or cyber harassment by any student targeted towards the fellow students, staff, faculty, etc. constitutes a conduct that disrupts the educational environment of the University.
- 27.2. The students are prohibited from indulging in the acts of cyber-bullying or cyber harassment using any electronic technology, which includes, but is not limited to, devices and equipment such as cell phones, computers, and tablets as well as communication tools, including, but not limited to, text messages, chat platforms, websites and social media sites like Twitter, Facebook, Instagram, YouTube etc. and blogs. Students who use University networks or technology to conduct such activity may be disciplined in accordance with the extant laws in force or notified in future or may lead to levy of fines, loss of academic grade-points, suspension, loss of studentship or any other retributive action, as deemed fit by the university.
- 27.3. The following are examples of instances where social media can cause harm to the University or a member of the university community or may violate policies:
- 27.4. A student establishes a Twitter account that encourages others to submit negative anonymous messages to an account that will be redistributed by the account holder.
- 27.5. A student establishes a fake account under the name of a university official or School and uses the name and trademark to post vicious comments or other contents.
- 27.6. A student uses his or her blog or social media account to berate or otherwise discuss engagement with or judgment of a fellow student's/faculty/staff's work or other information considered confidential or personal.

28. PRINT AND VISUAL MEDIA, AND SOCIAL MEDIA POLICIES

- 28.1 Students are expected not to interact, on behalf of the university, with media representatives or invite media persons to the campus without the permission of the Institute authorities.
- 28.2 Students are not permitted to record either audio or video lectures in classrooms, actions of other students, faculty, or staff without prior permission.
- 28.3 Students are not permitted to provide audio and video clippings of any activity on campus to the media without prior permission.
- 28.4 Students are expected to use social media carefully and responsibly. They cannot post derogatory comments about other individuals from the Institute on social media or indulge in any such related activities that could have negative ramifications on the reputation of the university.

29. DRESSING FORMALITY

- 29.1. Students are expected to be soberly dressed [business casual, smart casual, business formals] unless the day's tasks require otherwise. Students must always present a clean, professional appearance. Everyone is expected to be well-groomed and wear clean clothing, free of holes, tears, or other signs of wear.

30. NARCOTICS AND ALCOHOLIC ABUSE DETERRENCE POLICY

- 30.1. The University has zero tolerance for possession, solicitation, distribution, sale or use of alcohol and narcotic substances on campus by the students. The students engaging in any of these shall be expelled from the XIM University.

- 30.2. This policy applies to all students at any time and at any place on the campus. By this policy, the student may receive dismissal notice for the following offences:
- 30.3. Alcohol or use of drugs or any addictive substance or possession on the campus,
- 30.4. Alcohol or use of drugs or any addictive substance off campus that discredits XIM University,
- 30.5. In the above cases the student will not be awarded Degree, without paying penalty of Rs. 100000/- (One lakh).
- 30.6. A student, who is dismissed on this ground, after having gone through the counseling and rehabilitation, wishes to rejoin the programme, may do so, in the following academic year by paying a penalty of Rs.100000/- (One lakh) as readmission fee, besides the fee applicable for that year. Student's readmission request must accompany Doctor's certification as proof of sufficient treatment for reducing alcohol dependency and abuse.
- 30.7. The readmission request of the student shall be made formally by an application along with Rs.100000/- (one lakh) and upon receipt of this application, the students readmission request shall be decided by the following committee:
 - Registrar
 - Dean of the concerned school
 - Chairperson, University Disciplinary Committee
- 30.8. The University will appreciate any voluntary reporting about any student who has past history of alcohol or drug abuse. This will be treated confidentially for the purpose of proposing gde-addiction treatment of the student.

31. GRIEVANCE RESOLUTION

- 31.1. Any student, having a grievance, may submit a written application to the Dean setting out all the circumstances and/or details therein clearly. The student concerned should sign the grievance application.
- 31.2. Anonymous applications/petitions/letters will not be entertained or attended to under any circumstances.
- 31.3. If a student, having obtained grade "D" or grade "F" in any course, feels that he or she has been unfairly discriminated against in evaluation/grading or has become a victim of subjectivity or internal inequity, s/he can make a representation to the Dean within seven days after receiving the grade. No grievance shall be considered if the student has obtained any grade above "C".
- 31.4. The representation should set out all the circumstances and grounds and should be accompanied by all the relevant documents in support of the allegation. If the Dean is not satisfied with the representation, and that there is a *prima facie* case, the Dean may constitute a Committee in consultation with the faculty concerned and get the papers/issue re-examined.
- 31.5. In all such cases, however, the onus of proving such discrimination, subjectivity or internal inequity, as the case may be, lies entirely on the student concerned. If, at any time during investigation, it is found that the allegations are mala fide or wild or without substance, the student concerned will expose himself/herself to the risk of extreme punishment of expulsion from the University as provided herein.
- 31.6. The students' residence (hostel) prefect will deal with misconduct related to residential rules with the help of the Dean, Registrar, and the Vice Chancellor, as per the students' residence (hostel) Administration Rules of XIM University.

32. STUDENT PERFORMANCE FEEDBACK

- 32.1. Faculty/instructors will give academic feedback to students periodically on their performance in person / through mail.
- 32.2. Faculty/instructors may from time to time caution the students if their grades/performance is not up to the performance.

33. COURSE FEEDBACK BY THE STUDENTS

- 33.1. The objective of the course feedback is to facilitate improvement in the courses.
- 33.2. Students' feedback is taken for the faculty and the course before the completion of every course through AIS.
- 33.3. Students are required to give "well-considered independent feedback" on the courses taught in that particular semester once they receive notification from the Dean's Office.
- 33.4. If a student fails to give feedback through the AIS, his/her grades will not be able to view their grades.
- 33.5. Under such circumstance where the student fails to give feedback through the AIS, the Dean will impose a penalty of Rs. 5000/- for each course to the student.

34. STUDENT TRAVEL CONCESSIONS

- 34.1. Railway Concession: Student's railway concession certificates are issued by the Dean's Office to full time students (who in age are not older than 24 years and are not wage-earners or housewives) only for going home or for summer placement training during vacations. Concession orders will be issued only during the vacation. The outward journey on the student's concession order is not to be undertaken before the vacation commences.
- 34.2. Air travel Concession: Concession forms may be obtained from the Indian Airlines Office and submitted to the Dean's Office for certification, after affixing a passport size photograph of the applicant. Eligibility rules for air concessions are the same as for Railway Concessions.
- 34.3. The term 'home' denotes – "The place where the parent (or if no parent is alive, the student's guardian) normally resides. When the parent is alive, the question of using the concession for visiting the 'guardian' does not arise."

SECTION – B

1. VALUE ADDED-PROGRAMMES

- 1.1 The university offers coaching facilities for the following Value-Added Programmes inside the campus premises, to help the students, choose the right career path after their graduation.
 - MBA Admission Test
 - Civil Services Examination
 - CA Foundation
- 1.2 The university has tied up with reputed institutes for imparting the coaching for MBA Admission Test and Civil Services Examination with Career Launcher (CL) and ALS Academy, respectively. The university has also obtained the accreditation from the Institute of Chartered Accountants of India (ICAI) for providing coaching facilities for CA Foundation course. The inhouse faculty from School of Commerce facilitate this coaching.

2. RURAL SOCIAL ENGAGEMENT PROGRAMME:

Every student will be required to undergo a "Rural Social Engagement Programme" carrying 3 credits for a total duration of 30 hours spread over a period of 3 years (10 hours per year). The programme will be supervised and monitored by a coordinator. The program is compulsory in nature towards the fulfilment of undergraduate degree course.

3. MAGIS EXCHANGE-PROGRAMME

A Memorandum of Agreement (MOA) has been signed between International Association for Jesuits Universities (IAJU) and XIM University. This agreement seeks to build a cohort of student leaders who can participate in a semester-long academic international exchange program

for internship/service learning in a cross-cultural setting. Through this agreement, students selected from XIM university will pursue a Magis exchange program in one of the Jesuit university across the globe. In addition, students will also study an online course on 'Global Citizenship' offered by the Loyola University Chicago in a global classroom.

4. INTERNSHIPS

4.1 Applicable to School of Commerce, School of Economics and School of Computer Science & Engineering

- 4.1.1 At the end of the second year during the summer, a student is required to undergo "Summer Internship" in an organization for 6 to 8 weeks. However, for B.Tech. Computer Science & Engineering students undergo Internship at the end of third year. The objective of the summer internship is to expose the student to the practical aspect of academics. This exposure to the real world of business and industry allows him/her an opportunity to relate the classroom learning to live situations. It gives students an opportunity to observe an organization in operation and to sharpen their knowledge and skills by putting them to use. Summer internship also gives students practical experience that will help them plan their careers.
- 4.1.2 The student would have an executive guide in the organization taking him/her for summer internship. On completion of the project a student is required to submit his/her Project Report to the executive guide for evaluation and to the Dean. Ordinarily, the report may not exceed 30 typed pages (sides). The contents should include definition of the problem, methodology used, data analysis, findings, conclusions, and recommendations.
- 4.1.3 Each student is required to make a presentation on the summer project undertaken by him or her before a panel of faculty who will evaluate and award marks / grades.
- 4.1.4 No students will be entitled to receive the Degree without completing the summer internship satisfactorily. A student, who does not complete the summer internship satisfactorily, and who does not comply with the requirements, will have to do another summer internship before becoming eligible to receive the Degree.
- 4.1.5 Students, who receive adverse comments from their executive guides and do any act which brings disrepute to the university will be liable for disciplinary action, which may result in expulsion from the university.

4.2 Applicable for School of Communications

- 4.2.1 At the end of the first year, during the summer, a student is required to undergo "Summer Internship Programme-I" in an organization for 4 to 6 weeks.
- 4.2.2 At the end of the Second year, during the summer, a student is required to undergo "Summer Internship Programme-II" in an organization for 6 to 8 weeks.
- 4.2.3 In the sixth semester a student is required to undergo "Final Internship" in an organization for 12 weeks.
- 4.2.4 The Career Advisory Services & Internship Committee facilitates summer internship programme - I, II and final internship. It is purely a student driven activity, assisted by the faculty mentors. The Career Advisory Services & Internship Committee office assists the students in planning their internships and industry experience.
- 4.2.5 Although the University shall make every attempt to facilitate the process of getting each student an internship, which may match one's interest, it cannot be taken as a matter of right.
- 4.2.6 As a matter of policy, the academic work of the students will take precedence over other activities.
- 4.2.7 Each student can apply to 3 organizations at a time, either through the School or on their own. In case of utilizing, one's own contacts, the student is advised to inform the Career Advisory Services & Internship Committee

- 4.2.8 It is the sole responsibility of the student to inform the Career Advisory Services & Internship Committee in case of any delay/ postponement/ adjournment/ suspension before or during the process of internship.
- 4.2.9 The first offer made by a company to a student participating in the internship process will be the final offer. This implies that once a student gets an offer, s/he is considered signed out of the internship process.
- 4.2.10 A student's application for internship with an organization amounts to expression of his/her interest in that organization. No student will be allowed to withdraw from the internship process once his/her resume has been forwarded to the organization. An exception will be made only if the student has already signed out of the process, either voluntarily, or as a penalty, or by virtue of an earlier internship offer.
- 4.2.11 A student who fails to complete his/her summer internship I, II in the organization that has made an offer to him/her through the School, shall be signed out from participating in the internship procedure the next academic year.
- 4.2.12 In case any student is found deliberately underperforming during the internship process, or if there is any complaint or negative feedback from the executives of any organization regarding the conduct of a student, strict action will be taken as deemed fit by the Career Advisory Services & Internship Committee, in consultation with the Dean. This may lead to debarment from applying to companies, or even exclusion from the entire internship process altogether.
- 4.2.13 Cases of misconduct/unprofessional behaviour by a student reported by the company during or after the internship period will be dealt with utmost strictness. The minimum penalty would be debarment from participating in the Career Advisory Services & Internship Committee process.

4.3 Applicable for Xavier Law School

- 4.3.1 As per Rule 25 of Schedule III of Part IV of BCI Rules of Legal Education, the legal education regulator in India, the Bar Council of India prescribes that the minimum period of internship for registered law students is 20 weeks for the integrated 5 years programme. Hence the students must mandatorily do 4 to 8 weeks of internship per calendar year to graduate as a LLB student.
- 4.3.2 The pattern of internships semester wise shall be as follows. The students are expected to do their internships in the organizations/institutions stated against the respective year of study.
- 4.3.3 First year: Civil Society Organizations, Public Policy Think tanks, Research Centres at Law institutes, and Legal Services authorities etc.
- 4.3.4 Second Year: Advocates / Law firms into Trial Court practice and district courts, Electronic Legal Repositories, LPOs etc.,
- 4.3.5 Third Year: Tribunals, regulatory bodies, Law firms, Legislatives Committees, Advocates practicing at the Appellate Level, High court Clerkship, Legal wing of Political Party, Legal reporting at Media Houses, Electronic Legal Resource Analysis, Student Research Assistantship, Registry of a Court or a Tribunal, practical law application projects undertaken in association with the School of Law, law reforms commission etc.,
- 4.3.6 Fourth Year: Law Firms, Corporates, PSU's and Regulatory Bodies, SC clerkship, any other places of law in action or litigation and management, etc.,
- 4.3.7 Fifth Year: depending on the area of interest and the career progression the student can intern in an organization of their choice like Law Firms, Corporates, Regulatory Bodies, Judicial Offices, Supreme Court and High Court Judges, Advocates, etc.,

RULES AND REGULATIONS FOR POSTGRADUATE DEGREE PROGRAMS

Section 1: General

1.1 Two-year Postgraduate Degree Courses

The University offers the following two years Postgraduate (PG) Degree Programs:

The University offers the following two years PG Programs:

- MBA-Business Management
- Executive MBA-Business Management
- MBA-Human Resource Management
- MBA-Rural Management
- MBA-Urban Management and Governance
- MBA-Sustainability Management
- Master's In Urban and Regional Planning
- MBF-Master's in Business Finance
- MA-Master's in Mass Communication
- MA- Master's in Public Policy and Governance
- MSc- Master's in Economics
- MTech- Master's in Computer Science and Engineering

1.2 Trimester/Semester System

MBA Programs of the XIM University follow the trimester system and Master's programs follow the semester system. The trimester system comprises of six trimesters in two years i.e., three trimesters in each year. The semester system has four semesters in two years i.e., two in each year.

1.3 Performance Counseling

Each student shall be placed under the guidance of a Faculty Advisor. The Advisor can counsel the student on various curricular and co- curricular matters, on procedures and norms of the Program and on living in the campus. Students may also seek advice/guidance of their Faculty Advisors as and when they feel the need for such counsel. Students experiencing difficulties in performing well may seek guidance from the concerned faculty and/or their Faculty Advisor, on ways to improve their performance.

1.4 Student Exchange Program

The University has tie-ups with several international business schools in America, Africa and Europe, It is for only one academic term. The details are provided on the University website. The students can also interact with the Students International Relations Centre (IRC) members or seek information. The University reserves the right to allow or disallow a student to undertake an exchange program.

1.5 Co-Curricular and Extra Curricular Activities

As a policy, the University encourages students to develop citizenship qualities in addition to academic accomplishments. Enough scope exists in the Campus for co-curricular pursuits such as sports, social service, book club, music, seminars, debates, quizzes, contests, etc. through area specific voluntary associations.

1.6 Social Engagement

As part of rich legacy to serve the society, the XIM University has unique social engagement initiative for the PG students. This outreach undertaking mandate student engagement with community and villagers outside the University campus. The University mandate that all student in their two years resident at campus must engage for minimum twenty hours (20) hours with community as a part of 'social engagement'. This is a mandatory requirement for acquiring the post graduate degree. Students will be awarded 2 credits for the social engagement program.

1.7 Student Committees

There is a Students Executive Council (SEC) in the University which is an apex students' body. It oversees the functioning of the various committees of students and acts as a liaison between the student body and the administration of the University. The SEC is headed by the General Secretary and consists of the Treasurer, Cultural Secretary, Female Representative, Coordinators of the core, functional and interest committees, resident secretaries, the class representatives and the cultural representatives. The SEC is the forum for discussion with the Vice Chancellor, Dean (Academics) of respective PG Programs, Dean (Administration) on issues affecting the student body in general. The primary function of the SEC is to facilitate the smooth functioning of all the student activities of university.

1.8 Career Advisory Services (CAS)

The XIM University CAS is designed to provide suitable cooperation and coordination to PG students to match their learned professional skills with recruiting organization's requirements. To achieve this, the CAS is primarily run by the students committee with support of university administration and faculty members.

Section 2: Curricular Policies

2.1 Course Workload

The PG Program is designed to prepare the students for the rigors of professional life, occupying about 60-70 working hours per week. Credit distributions across terms/semesters are accordingly decided, considering the co-curricular and extra-curricular activities planned for the term/semester. Normally, the workload of a student should not exceed eight courses of three credits in any term or as decided by the Academic Committee before the commencement of the academic year. On an average, a student is expected to devote two hours of self-study for every contact class.

2.2 Choice of Electives

The students completing two years PG program at XIM University will be required to complete minimum required electives in terms/semesters of second year. The students are required to give their choice of list of electives for second year terms/semesters towards the end of the first year before leaving

the University in April for the Summer Internship Program (SIP). Choice of electives may be exercised in view of their academic interests subject to concurrence of the faculty concerned.

The criteria for admission of students to the different elective courses are determined by the instructors concerned in consultation with the Dean of the School/s and the area coordinator/s.

2.3 Independent Research Project

The Independent Research Project (IRP) is intended to enable the student to study through research, real situations, aspects and issues in an organizational context, and thus to deepen their understanding on that specific topic/ issue beyond the course work. It is expected that the research will further the understanding of that topic and perhaps lead to a publishable paper. IRP is meant to augment the existing elective courses and provide the student an opportunity to learn beyond course work.

2.4 Summer Internship Program

At the end of the first year, during the summer, a student is required to undergo ‘Summer Internship Programme’ (SIP) in an organisation for 8 to 10 weeks. The objective of the SIP is to help the student to relate the classroom learning to the actual functioning of organizations in the real world and learn the practicality of reality. During this time, the student must work on a specific project given to them by the host organization.

Section 3: Student’s Attendance

3.1 Attendance Requirement

The University attaches great importance to punctual and regular attendance of all class sessions. A student in her/his own interest must attend all classes without fail.

3.2 Eligibility for End-Term/Semester Examinations

A student will be allowed to appear for the end-term examination where s/he has minimum 75% attendance in the course. Absence in more than 25% of classes in a course without proper prior application and approval of the leave from the Dean will lead to an “F” grade in that course. Absence in more than 25 % of classes in any 3 courses during a term would require the student to discontinue and rejoin on the commencement of the same term in the next academic year.

3.3 Leave of Absence

Under special circumstances (e.g., personal physical disability, grave personal/family tragedy), a student may be granted leave of absence. Such leave of absence will be granted as deemed fit by the Dean, on proper and prior application by the student, before going on leave, along with appropriate initial/ preliminary documentary evidence, for good and sufficient reasons. If the student is not medically fit to write an application, s/he may take the help of parents or guardians to send the application with medical prescription, GST medicine bills and copies of medical tests, if any, by email to the Dean and the Dean’s Office without fail.

Section 4: Evaluation System

4.1 Evaluation Components

The faculty teaching a course will specify the evaluation components and weightages that will apply to their course through the course outline and share it with the students at the beginning of the course. There will be a common syllabus for a particular course across all sections of the class. However, teaching pedagogy, teaching materials and delivery could differ depending on the faculty teaching the course.

4.2 Grading Patterns and Norms

The University follows a relative grading system. The students are evaluated on a quality point from 0 to 10 as well as classified into letter grade from F to O. The evaluation symbol “I”, is used for incomplete components / assignment, if any. The incomplete component other than the end term, which is mandatory, shall be awarded zero marks, after completion of the deadline, and the final grade will be calculated accordingly. Use of grades including ‘F’ grade is for academic performance only as per the Manual of Policies for Students. ‘F’ grade can also be used for a proven malpractice in assignment/examination. Grade reduction is permissible as per the Manual for established misconduct for any course as reported by the faculty concerned, CoE Office or the Dean. The University has the following Grading Norms:

% of students in a grade bracket	F	D and D+	C and C+	B and B+	A and A+	O
Minimum	0	0	20	30	0	0
Maximum	10	10	50	70	10	5

The above norms are mandatory both for core and elective courses.

4.3 Make-up Examination

If a student has missed a mid-term or an end-term examination due to absence with prior permission from the Dean, s/he should report his/her presence to the Dean and Controller of Examinations within one week of returning to the campus for the purpose of make-up examination. Necessary arrangements shall be made by the CoE Office to conduct a make-up examination within two weeks of her/his re-joining. Unauthorized absence for the end-term examination will fetch ‘F’ grade in that course.

The Dean may, however, sanction a make-up examination for the missed end-term examination if satisfied about the sufficiency of the cause of absence, but with a disadvantage of one grade point reduction from the total grade obtained in the course. Students who appear for make-up examinations for missed end-term/ end semester examinations for any reason shall deposit the prescribed fee for the same as notified by the Dean’s Office and furnish the receipt to the CoE Office.

4.4 Feedback

The XIM University engages in regular feedback from key stakeholders to improve upon with changing time. This includes the feedback from students, faculty, parents, host organization, recruiters, alumni etc. The XIM University uses different modes and platforms to gather feedback and then collate and analyze to further improve upon.

4.5 Policy on Plagiarism

Plagiarism is the passing off of the thoughts or works of another as one's own. Plagiarism involves giving the impression that the student has thought, written or produced something that has, in fact, been borrowed from another. Where plagiarism is detected in a piece of submitted work it may be considered as academic misconduct. However, appropriate quotations and due acknowledgements of original sources that have been used as references may enhance a student's written work. Depending on the gravity of the matter, the penalty imposed may include a warning, resubmission, loss of marks, failure on a particular task or in a subject, or a charge of misconduct to be dealt with by the Student Disciplinary Committee.

Section 5: Disciplinary Procedures

5.1 Code of Conduct

Each student of the University shall consciously strive to excel in her/his personal as well as academic conduct. The University attaches utmost importance to personal integrity, honesty and discipline. A sense of responsibility and a high degree of maturity is expected of all students inside and outside the campus, as befits future managers, citizens and as students of XIM University. The University strives to achieve this standard in every aspect of campus life.

5.2 Classroom Conduct

All students are required to maintain high standards of classroom interaction quality and conduct. Any behaviour considered to be indecent or intolerable by the concerned faculty or staff will lead to strict disciplinary action by School against the student. The classroom is a "No Mobile Phone Area". Therefore, using cell phones is not permitted unless the faculty concerned has given permission to use it for classroom or academic purposes.

5.3 Code of Conduct During Examination

Students should report at the examination venue at least 15 minutes before the scheduled time. Students will not be permitted into the examination venue after 10 minutes of commencement of the examination.

Examinees are expected to bring their writing equipment/aids including ruler, calculator, etc., into the examination hall, as permitted by the Instructor. Exchanging/borrowing of writing equipment/aids from other examinees is not permissible.

Mobile Phones or any network enabled/handheld electronic gadgets like smart watch, programmable calculator etc. are strictly not permitted inside the examination hall. If any student is found to possess any of the above, then s/he shall not be allowed to take the examination.

Any action to undermine the seriousness of examinations shall not be allowed. The examinee shall be debarred from appearing in the examination and/or may be subjected to any punishment as deemed fit

by the Examination Disciplinary Committee.

5.4 Disciplinary Matters

The following are the major misconduct which will be seriously dealt with:

Alcohol Abuse and Narcotics Substance Abuse

Ragging

Sexual Harassment in form

Body-shaming

Cyber-bullying and cyber harassment

Misuse / abuse of print and visual media, and social media policies

Misuse of the Information Technology (I.T.) infrastructure of the XIM University through software, hardware, internet, intranet, applications, systems or processes.

5.5 Disciplinary Action

A proven case of violation of the aforesaid behavioural norms can expose the student to deprivation of the degree, a place in the merit list, award of medal, disqualification from participating in convocation and can also immediately expel from the University roll or take any other appropriate punitive and/or corrective action against the student as deemed fit by the Disciplinary Committee of the University or the appropriate authority of the University.

5.6 Grievance – Appeals and Redressals

In matters of sufficient gravity, a student may appeal within one week of award of the punishment, to the Vice Chancellor for review. The Vice Chancellor's decision shall be final and binding on the student and his representatives.

Section 6: Award and Degree

6.1 Qualifying Standards for Award of Degree

The minimum qualifying CQPI to be achieved by a student for successful completion of the two-year MBA program and award of the Degree is 5.5. First year students securing a CQPI of 5 or more would only be promoted to the second year. Students with CQPI below 5 at the end of first year will either repeat the first year or withdraw from the Program.

6.2 Disqualification for Award of Degree

If a student does not meet the qualifying criteria as per the norms vide Para-5.1 at the end of 1st/2nd year, s/he will repeat the entire first/second year as the case may be, excluding the courses wherein s/he received a Quality Point of 6.25 or above.

6.3 Degree and Transcripts

At the end of the second year “Master’s degree” will be awarded to those students who have fulfilled all the conditions and requirements for the Degree, and who have been approved by the Faculty Council of the School, the University’s Academic Council and Board of Governors for award of the Degree.

6.4 Medals of Academic Excellence

For outstanding academic performance, medals are presented at the time of the Convocation, subject to the condition that the award-winning student has qualified for the Degree and has not violated the academic discipline of the program at any time during her/his tenure at the University.

RULES AND REGULATIONS FOR DOCTORAL PROGRAMS

PROGRAM OVERVIEW

XIM University offers two doctoral programs: Full-Time and Part-Time. The Doctoral Program (Full-Time) is intended to prepare full-time participants for research and teaching positions both within and outside academia. The participants in the Doctoral Program (Full-Time) is provided with “University Sponsored” scholarship per month for a specified duration subject to the information that they are not in recipient of any other financial support from any other sources. The scholars are provided accommodation on the University campus for free till completion of thesis. However, the mess expenses as per actuals will have to be borne by the scholars themselves. The Doctoral Program (Part-Time) caters to the scholarly needs of candidates who may be employed elsewhere. There is a program fee which the candidates will need to pay periodically upon joining. After joining, there is a mandatory two years stay in the campus initially. From third year onwards, the scholars are required to be in the campus for a specific number of days every year (till completion of thesis) to engage with the guide and appear for the mandatory examinations/seminars. The scholars will be provided accommodation on campus during the initial mandatory stay period. The residential expenses will have to be paid by the scholars separately as per the prevalent rate, and mess expenses as per actual.

The doctoral scholars in both the programs are classified as domain (Category-I) and non-domain (Category-II). The Category-I (i.e., domain) scholars have the requisite domain-level qualification as per the program eligibility requirements published by the Admissions office on the University website. These scholars upon joining will start with their doctoral coursework. The other category of scholars is the Category-II (i.e., non-domain) and these scholars will need to do one year of domain-related master-level coursework upon joining.

The scholars can undertake research in diverse domains with possible avenues catering to aspects related to business management (e.g., pertaining to areas such as accounting and finance, economics, information system, marketing, operation management and decision science, and strategy, general management and communication), human resource management (e.g., relating to organisational behaviour, human resource management and industrial relations), rural management (e.g., relating to agribusiness and rural marketing, rural and inclusive finance, and development and entrepreneurship), sustainability management (e.g., relating to climate change and natural resource management, policies, law, government, sustainable energy and climate change, sustainability leadership and entrepreneurship, and human development), human settlements (e.g., urban and regional planning, urban management and governance), communications (e.g., mass communication, media and communication business), and broader issues catering to computer science and engineering, commerce, and law. While on campus, all scholars have access to the various University facilities (e.g., computer facilities, library, etc.) so that they can engage meaningfully in their doctoral journey.

DOCTORAL PROGRAM TIMELINES

FOR CATEGORY-I SCHOLARS – 1 st YEAR		
1.	PhD Admissions	Will be done in line with academic parameters set by the Doctoral Program Committee
2.	Doctoral Registration Induction & Orientation	<ul style="list-style-type: none"> • <i>Registration to the doctoral program shall take place on the stipulated date.</i> • <i>Induction & Orientation shall provide introduction to XIM University and its schools, Doctoral Program, Process, and Policies.</i>
3.	Doctoral Coursework (Phases I, II, III)	The purpose of this component is to expose PhD students to the basic curriculum of the field of study and a variety of pedagogical approaches followed in academics and teaching.
4.	Comprehensive Qualifying Examination (CQE)	(At the End of 1 st Year) <ul style="list-style-type: none"> • <i>The objective is to assess the suitability of the PhD student to carry out independent research work</i> • <i>The Thesis Stage starts on successful clearance of CQE</i>
FOR CATEGORY-II SCHOLARS – 1 st and 2 nd YEARS		
1.	PhD Admissions	Will be done in line with academic parameters set by the Doctoral Program Committee
2.	Induction & Orientation	<i>Induction & Orientation shall provide introduction to XIM University and its schools, Doctoral Program, Process, and Policies.</i>
3.	Domain-related Master—level Coursework	(Spanning 1 st year) <ul style="list-style-type: none"> • <i>The scholar goes through master-level coursework components as specified</i> • <i>On satisfactory completion the PhD student will be allowed to proceed further</i>
4.	Doctoral Registration	(Starting 2 nd year) <i>Registration to the doctoral program shall take place on the stipulated date</i>
5.	Doctoral Coursework (Phases I, II, III)	The purpose of this component is to expose PhD students to the basic curriculum of the field of study and a variety of pedagogical approaches followed in academics and teaching.
6.	Comprehensive Qualifying Examination (CQE)	(At the End of 2 nd Year) <ul style="list-style-type: none"> • <i>The objective is to assess the suitability of the PhD student to carry out independent research work</i> • <i>The Thesis Stage starts on successful clearance of CQE</i>

FOR ALL SCHOLARS - THESIS STAGE MILESTONES		
1.	DOMAIN REVIEW SEMINAR (DRS)	Seminar reflecting an understanding of the field that the scholar wishes to study, the initial literature review, and the potential
2.	Guide Registration Within one month of successfully delivering DRS	Registration of Guide/ Co-Guide
3.	TAC Registration Within three months of guide registration	Formation of Thesis Advisory Committee (in discussion with Guide/Co-Guide)
4.	DRAFT PROPOSAL SEMINAR (DPS)	Scholar will present the literature review, gaps identified and the possible research question(s) (it is not a mandatory seminar)
5.	THESIS PROPOSAL SEMINAR (TPS)	<i>The objective is to present and defend the thesis proposal. Thesis Registration takes place after the PhD student successfully defends the thesis proposal.</i>
6.	PROGRESS REVIEW SEMINAR (PRS)	<i>At least one seminar needs to be presented every year in the Thesis Stage. DRS, DPS and TPS will be considered as PRS for the respective years in which they are delivered.</i>
7,	THESIS SUBMISSION SEMINAR (TSS)	Final Draft of Thesis to be presented for an Internal Examination
8.	THESIS DEFENSE EXAMINATION (TDE)	Thesis Seminar & Viva voce

XIM University

Student Counselling Cell

Every work requires sound attitude and skillful performance. XIM counseling unit endeavors to build confidence, preparatory attitude, and holistic development. The Counselling Centre is a crucial part of the University to extend support services to the students of different schools. Various activities are adopted to instill a sense of confidence and collaborative teamwork attitude. Counselling Centre seeks to develop healthy coping strategies and creating a safe environment for the students. Through the various activities it has initiated on the campus, the center has focused on reducing the social and academic anxiety or mental health concerns. Since it is very important to build psychological health in every aspect of our day to day activity, attempt is directed to put students in various forms of games, group discussion, workshops, and role playing. Apart from the group activities and objectives, care is taken to deal with students' personal problems. Many of the students may be having the problems of concentration, work overload and academic anxiety. For such students, teachers and faculty members take steps to meet the students personally and help them in solving individual problems. The offering of counseling is not enough. Counselors generally meet such students on periodic basis and evaluate their progress on mental health. In sum, counselling unit prepares a platform on which the students could acquire the preparatory skills and make substantial progress on psychological health.

People:

The Counselling Centre currently has four professionally qualified and trained Counsellors, anchored by a faculty, as the Coordinator. Each Counsellor is available for the students in both the campuses.

<i>Name & Designation</i>	<i>Contact</i>	<i>Email</i>	<i>Activity Centre</i>
Dr. Kalpana Sahoo Assistant Professor	8249896148	kalpana@xim.edu.in	New Campus
Dr. Suchitra Paul Associate Professor	7894735381	suchitra@xim.edu.in	Old Campus
Dr. Smeeta Mishra Associate Professor	9560265628	smeeta@xim.edu.in	Old Campus
Fr. S. Antony Joseph Raj, S.J. Counselling Psychologist	9438532543	stonysj@xim.edu.in	New Campus
Dr. Pratishtha Bhattacharyya, Assistant Professor	8250094150	pratishtha@xim.edu.in	New Campus

Counseling Unit is to support an environment that fosters personal growth, development, and psychological wellbeing of students through direct counseling service, education, and prevention. The Counseling Unit is committed to:

- Maintain Confidentiality
- Human Rights and Equality
- Promoting Respect for individual and cultural differences
- Provide empathy and support
- Creating positivism
- Building Trust
- Increase awareness on mental health

GUIDELINES FOR DISCIPLINARY MEASURES-EXAMINATION

I. Code of Conduct during Examination

- 1 The university attaches great importance to proper conduct of a student during all examinations i.e. quizzes, mid-term, mid-sem. end-term and end-sem. The code of conduct is applicable to both online and offline examinations. It is expected that all students will behave in a responsible manner and will refrain from any unethical practices. Any deviation from the prescribed code of conduct will be seriously viewed and punishment as laid in the Examination rule will be imposed on the erring student. A student at XIM University must abide herself/ himself to the following 'code of conduct' during all examinations.
- 2 A student should report at the examination hall at least 15 minutes before the scheduled time of the exam. A student will not be ordinarily allowed into examination hall after the commencement of the examination.
- 3 Each student is expected to bring their own writing equipment/aid including ruler, calculator, etc., into the examination hall, as permitted by the Instructor. Exchanging/borrowing of writing equipment/aid from other examinees is not permitted at any time during the examination. Any violation of this code will be considered as a serious offence. However, only in exigencies, the invigilator may help a student to acquire a pen or pencil without disturbing other students.
- 4 Carrying of mobile phones or any electronics device including smart watch into the examination hall is strictly prohibited. Students are not allowed to keep mobile phones / electronics gadget with them even in switched off or silent mode during examination. If a student has any electronics gadget/ mobile phone with him/her then she/he must deposit it with the invigilators before the examination begins. Invigilators may receive the mobile phones, but the invigilator will not be held responsible for loss of any phone. Students are, therefore advised to refrain from carrying phones to the examination hall. If necessary, students shall be frisked and then be allowed inside the exam hall. If any student is found with a mobile phone in the examination hall, then punishment as laid down in this rule will be imposed.
- 5 All tests are "closed book" unless explicitly specified otherwise by the faculty concerned with prior intimation to the Dean's Office and the Controller of Examinations Office. No paper, books, or notes, etc. are allowed into the examination hall, except when the test is declared to be "open-book".
- 6 Any notes/incriminating documents found in possession or recovered from students or any exchange of remarks, notes or purposeful gestures, or glances at another student's paper in the examination hall will be considered as an attempt to cheat and will be treated as a malpractice. The invigilator will report this to the Controller of Examinations in the prescribed form where both the student and the invigilator are required to sign. The invigilator can take away the answer paper temporarily or ask the students to change the seat or take any other suitable action as deemed fit.
- 7 Except for essential communication with the invigilator, a student is not permitted to communicate in any form with anyone during the examination. Passing or receiving information in any form or peeping into the answer books of others during the examination constitutes misconduct and is strictly prohibited. A student, who assists or abets giving or passing of information, in any form whatsoever, will be considered as guilty and punishable as the one receiving it.
- 8 No student will be allowed to go to washroom during examination in first 60 minutes of the examinations. However, in case of any exigencies only, a student may be allowed to go to washroom by the invigilator, but this will be after recording the time by the invigilator.
- 9 Only one person at a time will be allowed to go out of the examination hall to the washrooms. The invigilator will monitor the students and may record the time taken by the student in the washroom.

- 10 Students must fill the particulars such as name, roll no., etc. on the cover page of the answer booklet as soon as it is distributed, before proceeding to answer any question. The same will be the case with every additional booklet used.
- 11 Students must stop writing, as soon as the invigilator signals the end of the time allotted for the examination.
- 12 No examinee will be allowed to leave the examination hall before submitting the answer sheet personally to the invigilator.
- 13 Any action to undermine the seriousness of examinations such as appearing in fancy dress during the examinations shall not be allowed.
- 14 Any violation of the norms of examination will be considered a serious offence and an act of misconduct and will be reported in the prescribed format by the invigilator to the Controller of Examinations for necessary action.
- 15 In case of any violation of the code of conduct, appropriate action will be taken as mentioned below.
- 16 An Examination Disciplinary Committee (EDC) will be constituted to look into any violation that is reported.
- 17 The EDC will comprise of the Controller of Examinations, the Dean of the concerned School and the faculty members of the school. The concerned faculty member, in whose paper there is an allegation of misconduct, may be invited to be a part of the EDC.

An illustrative list of the kinds of penalties that may be imposed in case of misconduct during examinations are listed below. The EDC may decide to impose penalties depending on the nature and seriousness of the misconduct.

II. Examination Disciplinary Issues

An Examination Disciplinary Committee (EDC) comprising of the following members shall be constituted under the chairmanship of the Controller of Examinations, XIM University to decide/impose penalty on the erring students.

1. Dean of the concerned schools.
2. Any other faculty member as nominated by the Registrar
3. Any special invitee/ concerned faculty.
4. Controller of Examination (Convener)

Any three will form quorum for the meeting. The decision of this committee will be communicated to the registrar before award of penalty to any students. However, before imposing any penalty, the explanation of the student concerned shall be taken into account. Repeat of any type of misconduct and number of misconducts shall add to the gravity of the offence.

Appellate Authority -Notwithstanding what has been stated in this rule, the Vice-Chancellor will have the sole authority to decide on the final punishment to be awarded to any student on breach of the conduct.

Procedure to deal with cases of malpractices

1. The misconduct/malpractice/ unfair activity of a student shall be reported in a specified form and submitted to the Controller of examinations by the invigilator along with the answer script of the alleged student in a separate covered packet.
2. The incriminating material (if any) recovered from the candidate as well as the filled up form should be signed by the invigilator and by the student or by any co- invigilator.
3. For acts of small indiscipline, the faculty / instructor/evaluator shall be the sole disciplinary authority acting on his/ her own judgment. Faculties if feel so, may also refer the matter to EDC.

4. The report of the invigilator along with the incriminating material shall be placed before the Examination Disciplinary Committee to be convened by the CoE for scrutiny and award of punishment.
5. In case of use or possession of a mobile phone/ any objectionable electronics devices the same will be seized by the invigilator and will be submitted in the office of the CoE
6. The EDC will give a chance for personal hearing to the candidate against whom the report has been made.
7. Offences and penalties:

A list of offences and suggested punishment has been given below:

OFFENCE	PUNISHMENT
a. Talking to another student in the examination hall. (both in offline/ online exam.)	<ul style="list-style-type: none"> •Warning by the invigilators and immediate change of seat. •On second recurrence, the invigilator will report to Controller of Examinations. The Examination Disciplinary Committee (EDC) may impose a penalty of deduction of marks up to 50%, secured in that paper.
b. Possession of chits/ notes/ books/ copies or any unauthorized materials relating to the exam.	<ul style="list-style-type: none"> •Examination of the particular paper may be cancelled. S/he will have to clear the paper in the next available examination with the junior batch. •Looking at the gravity of the situation, the EDC may impose a penalty of deduction up to 50% marks secured in that paper.
c. Possessing mobile phone in switched off mode during examination	<ul style="list-style-type: none"> •The EDC may recommend for 50%-mark deduction in that paper.
d. Browsing through mobile phone or mobile phone in switched on mode during examination	<ul style="list-style-type: none"> •Examination of the particular paper may be cancelled. S/he will have to clear the paper in the next available semester/ Term with the junior batch
e. Impersonation	<ul style="list-style-type: none"> •Entire examination of both the students is to be cancelled after an investigation into the matter. They will have to reappear all the paper in the next available semester/ Term along with the junior batch. •The EDC may recommend for suspension of both of the student from University.

	<ul style="list-style-type: none"> •FIR may be lodged against such students in the local police station.
f. Misbehaviour in any form towards invigilator.	<ul style="list-style-type: none"> • Examination of the particular paper may be cancelled. S/he will have to clear the paper in the next available semester/ Term along with the junior batch • The EDC may deduct up to 50% of marks.
g. Refusal to give written statement about the incident when demanded by examination related officer/invigilator.	<ul style="list-style-type: none"> • Examination of the particular paper shall be cancelled with a scope to repeat
h. Misbehaviour to any officer/staff associated with examination.	<ul style="list-style-type: none"> • Examination of the particular paper may be cancelled. S/he will have to clear the paper in the next available semester/ semester along with the junior batch • The EDC may deduct 50% of marks.
i. Unauthorized use of any other type of electronics device / media.	<ul style="list-style-type: none"> • Examination of the particular paper may be cancelled. S/he will have to clear the paper in the next available semester/ semester along with the junior batch • The EDC may recommend for 50%-mark deduction of the secured mark.

In addition to the above punishment for the offence, the EDC may also impose following penalties.

- a. Monetary fine up to Rs. 5000/-
- b. Informing the parents / guardians of the concerned student.
- c. Informing to the higher authority of XIM University for further action.

(The punishments are suggestive only. The decision taken by the faculty/ Examination Disciplinary Committee is final.)

Appeal: In matters of sufficient gravity, a student may appeal within one week of punishment, to the Vice Chancellor for review. The decision of Vice Chancellor is final and binding to the student.

III. Re-Evaluation/Clarification

A student seeking clarification on any grade awarded to him/her may meet the concerned faculty within one week of publication of the grade.

1. Re-evaluation of examination Term/ semester papers is normally not allowed. In exceptional cases, as determined by the Dean, the student concerned should appeal for re-evaluation, with a valid reason, to

the Dean within one week of the announcement of the grade. The Dean will forward the request to the concerned Faculty. In case the student is not satisfied with the decision of the Faculty, s/he can appeal to the Academic Committee through the Dean within 2 days of receiving the Faculty's decision. If the Dean/ Academic committee of the school so decides then the Answer Books will be evaluated afresh by a second Evaluator, who is different than the previous one independently without knowing the marks allocated initially. For this purpose, before handing over the Answer Books to an Evaluator, the marks given by previous one will be hidden.

2. If there is a variation of plus/minus 10%, the original result will stand.
3. If the difference is more than plus/minus 10%, then the Answer Books will be evaluated by the third Evaluator.
4. In such case average of marks obtained by all the three Evaluators will be taken as final score, provided this is not less than the original one and the result will be revised accordingly.
5. If such calculated average score is less than the original marks, the original result will stand.
6. No request for re-evaluation will be considered under any circumstances less than eight days before the Convocation. If an exception has to be made under very unusual circumstances, the concerned student will not be eligible to receive his/her degree in the forthcoming convocation and will also not be eligible to figure in the merit list of his/her class or of the next graduating class. S/he will likewise be deprived of any medal awarded for excellence in any segment of the Programme.
7. Re-evaluation shall be done on application and on payment of prescribed fees.

IV. Undergraduate Programmes

1 Examination and Declaration of Result

- i. Publication of result: The final semester examination of each programme will be published within 30 days of the completion of the examination.
- ii. Pass Mark: A student must secure minimum grade point of 5 (equivalent to Letter grade – C) in individual papers to pass a semester except in XLS which is governed by the Bar council of India. The pass mark for XLS will be as per the guidelines of Bar Council of India and this is spelt out in the MOP of the school.
- iii. SGPA (Semester Grade Point Average) – A student must secure minimum SGPA of 5 in order to pass in a semester.
- iv. CGPA (Cumulative Grade Point Average) – A student must secure minimum CGPA of 5 in order to graduate in a Programme.
- v. Award of Honours – A student must secure minimum grade point of 5.5 in aggregate in Core Courses and Discipline Specific Electives subjects to be awarded Honours in a particular stream. However, the name of the courses to be taken for award of Honours will be notified to the students by the Dean's office.
- vi. Distinction: A student securing final CGPA of 7 or above in aggregate shall be awarded Distinction.
- vii. Ranks and Medals: Ranks and medals will be only awarded to those students who have passed the entire course in the first attempt. A student securing highest CGPA shall be awarded gold medal. However, only those candidates who have passed each semester examination in the first attempt only shall be eligible for award of ranks. But for this, the student must have secured at least a CGPA of 7. There can be joint winner if two students secure same highest percentage of marks.
- viii. Conversion of CGPA into percentage: The final CGPA can be converted to percentage by the following method: $(\text{CGPA} - 0.5) \times 10$ excepting for B.A. (Law) and BBM (Law). For these Programmes the percentage will be calculated by multiplying the CGPA with 10).
- ix. A student who has not secured an aggregate of SGPA of 5 in a semester shall have to repeat the entire semester. However, if s/he has secured more than 6 Grade point in a particular paper then s/he will be exempted for re-appearing in that paper though s/he has failed to secure the aggregate in a semester.
- x. Degree Requirement - A candidate will be eligible for award of degree if he satisfies the following:
 - a. He / She has no backlog of any paper.

b. He/ She should have good conduct in and outside the University during the period of study

2 Grading and Computation of SGPA & CGPA

i. The XIM University follows a grading pattern as mentioned below:

<i>Letter Grade</i>	<i>O</i>	<i>A+</i>	<i>A</i>	<i>B+</i>	<i>B</i>	<i>C</i>	<i>F</i>
Grade Point	10	9	8	7	6	5	0
Range (percentage of marks)	9.0-10.0	8.0-8.99	7.0-7.99	6.0-6.99	5.0-5.99	4.0-4.99	0-3.99

ii. Method of Computation of Semester Grade Point Average (SGPA)

The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e.

$$\text{SGPA (Si)} = \sum (C_i \times G_i) / \sum C_i$$

Where C_i is the number of credits of the course and G_i is the grade point scored by the student in the course.

The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

iii. Method of Computation of Cumulative Grade Point Average (CGPA)

The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e.

$$\text{CGPA} = \sum (C_i \times S_i) / \sum C_i$$

Where S_i is the SGPA of the semester and C_i is the total number of credits in that semester.

The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

iv. Supplementary, Debarred, Special Examination and Number of Chances

1. If a student is marked 'absent' in any sitting(s) of an examination, then such a student shall have to appear in that paper(s) for declaration of her/ his result. The semester or final result will not be declared for a student who has remained absent (including those who have been debarred) in any of the paper in the end-semester examination.
2. A student failing to secure a minimum of grade point of 5 in a course(s) shall be allowed to appear supplementary examination in those course(s) for not more than two chances to clear the back paper(s) on payment of prescribed fees. The supplementary examination schedule shall be announced by the controller of Examination office.
3. A student will appear supplementary examination which will be a comprehensive one and the examination will be conducted for full mark of the course and will cover the entire syllabus of the course.
4. Special examination will be conducted with the approval of the Dean in case of grave personal tragedy or hospitalization of the student. The student has to approach the Controller of Examinations for conduct of special examination after it has been approved by the Dean of the school. The special examination will be conducted for the component that the student has missed.

5. In case of a student repeating a paper, his/ her latest mark will be considered.
6. A student who is debarred due to shortage of attendance will not be allowed in the semester examination as well as the supplementary examination following semester examination. However, he/she will be allowed to appear the said examination with the junior batch students. A debarred student will be allowed to appear for two more chances to clear the paper.
7. A student can not avail the supplementary chance if he / she has not appeared in the end-sem. examination of that semester. Students, in their own interest, are required to appear in all quizzes, and examinations as per schedule.
8. The first Supplementary examination will be conducted within one month of publication of result. On failing in first supplementary, the student will be allowed to appear for second supplementary with the junior batch of students.
9. A student has to register for supplementary examination within one month of the publication of result by paying the prescribed fees which is Rs.1000 for first chance and Rs.2000 for appearing the second supplementary.
10. 'Special examination' may also be conducted only with the approval of Vice Chancellor when there is a mass poor performance in a particular paper.
11. Re-admission: Any student who has discontinued his/her studies for more than 2 consecutive semesters cannot seek re admission. However, under extra-ordinary cases such students may be allowed readmission with the approval of Registrar.
12. Appellate Authority -Not withstanding what has been stated in this rule, the Vice Chancellor, XIM University will have the sole authority to allow a student for an extra chance in exceptional case.

v. Admission to Higher Class and Semester

1. A student who has secured required percentage of grades/ attendance in the lower semester will be promoted to the next higher class.
2. A student will not be promoted to a 3rd semester (2nd Year) if he/ she has 4 back papers including debarred papers in 1st and 2nd Semester.
3. A student will not be promoted to a 5th Semester (3rd Year) if he/ she has 4 back papers debarred papers in 3rd and 4th Semester.
4. A student will not be promoted to 7th Semester if she/ if he/ she has 4 back papers debarred papers in 5th and 6th Semester.

vi. Degree and Transcripts

1. At the end of the sixth/eights/10th semester, the bachelor's Degree will be awarded to those who have fulfilled all the conditions and requirements for the award of degree
2. At the end of the Program, the Academic Dean of the school will put the final result of successful students before the Academic Council and after it is passed by AC, the result will be approved by Board of Governors. Degree & Transcripts will be awarded to those students, who have fulfilled all the conditions and requirements for the award of degree.
3. Successful students will be awarded degree on the University's Annual Convocation Day. All students who qualify for the Degree are expected to attend the Convocation. Under exceptional conditions the degree certificate may be sent to the student by post/ courier.
4. The award of Degree shall be withheld for non-payment of dues and non-settlement of accounts with the University or any establishment functioning under the University.
5. A student may be issued Provisional degree certificate after the successful completion of the program but before the issue of final degree certificate.
6. Duplicate Transcript/ Degree: In case of loss of original Degree/Transcript, a duplicate copy can be obtained on submission of a court affidavit and on payment of fees as applicable at the time of application. The application is to be addressed to the Registrar, XIM University, Bhubaneswar.

CALENDAR-2021-22

June	
1	Tu
2	We
3	Th
4	Fr
5	Sa
6	Su
7	Mo
8	Tu
9	We
10	Th
11	Fr
12	Sa
13	Su
14	Mo
15	Tu
16	We
17	Th
18	Fr
19	Sa
20	Su
21	Mo
22	Tu
23	We
24	Th
25	Fr
26	Sa
27	Su
28	Mo
29	Tu
30	We

July	
1	Th
2	Fr
3	Sa
4	Su
5	Mo
6	Tu
7	We
8	Th
9	Fr
10	Sa
11	Su
12	Mo Rath Yatra
13	Tu
14	We
15	Th
16	Fr
17	Sa
18	Su
19	Mo
20	Tu
21	We
22	Th
23	Fr
24	Sa
25	Su
26	Mo
27	Tu
28	We
29	Th
30	Fr
31	Sa Feast of St. Ignatius of Loyola

August	
1	Su
2	Mo
3	Tu
4	We
5	Th
6	Fr
7	Sa
8	Su
9	Mo
10	Tu
11	We
12	Th
13	Fr
14	Sa
15	Su Independence Day
16	Mo
17	Tu
18	We
19	Th
20	Fr
21	Sa
22	Su
23	Mo
24	Tu
25	We
26	Th
27	Fr
28	Sa
29	Su
30	Mo
31	Tu

September	
1	We
2	Th
3	Fr
4	Sa
5	Su
6	Mo
7	Tu
8	We
9	Th
10	Fr
11	Sa
12	Su
13	Mo
14	Tu
15	We
16	Th
17	Fr
18	Sa
19	Su
20	Mo
21	Tu
22	We
23	Th
24	Fr
25	Sa
26	Su
27	Mo
28	Tu
29	We
30	Th

October		
1	Fr	
2	Sa	Gandhi Jayanti
3	Su	
4	Mo	
5	Tu	
6	We	
7	Th	
8	Fr	
9	Sa	
10	Su	
11	Mo	
12	Tu	
13	We	Durga Puja
14	Th	Durga Puja
15	Fr	Durga Puja
16	Sa	
17	Su	
18	Mo	
19	Tu	
20	We	
21	Th	
22	Fr	
23	Sa	
24	Su	
25	Mo	
26	Tu	
27	We	
28	Th	
29	Fr	
30	Sa	
31	Su	

November	
1	Mo
2	Tu
3	We
4	Th Kali Puja and Diwali
5	Fr
6	Sa
7	Su
8	Mo
9	Tu
10	We
11	Th
12	Fr
13	Sa
14	Su
15	Mo
16	Tu
17	We
18	Th
19	Fr
20	Sa
21	Su
22	Mo
23	Tu
24	We
25	Th
26	Fr
27	Sa
28	Su
29	Mo
30	Tu

December	
1	We
2	Th
3	Fr Feast of St. Francis Xavier
4	Sa
5	Su
6	Mo
7	Tu
8	We
9	Th
10	Fr
11	Sa
12	Su
13	Mo
14	Tu
15	We
16	Th
17	Fr
18	Sa
19	Su
20	Mo
21	Tu
22	We
23	Th
24	Fr
25	Sa Christmas Day
26	Su
27	Mo
28	Tu
29	We
30	Th
31	Fr

January		
1	Sa	New Year's Day
2	Su	
3	Mo	
4	Tu	
5	We	
6	Th	
7	Fr	
8	Sa	
9	Su	
10	Mo	
11	Tu	
12	We	
13	Th	
14	Fr	
15	Sa	
16	Su	
17	Mo	
18	Tu	
19	We	
20	Th	
21	Fr	
22	Sa	
23	Su	
24	Mo	
25	Tu	
26	We	Republic Day
27	Th	
28	Fr	
29	Sa	
30	Su	
31	Mo	

February	
1	Tu
2	We
3	Th
4	Fr
5	Sa
6	Su
7	Mo
8	Tu
9	We
10	Th
11	Fr
12	Sa
13	Su
14	Mo
15	Tu
16	We
17	Th
18	Fr
19	Sa
20	Su
21	Mo
22	Tu
23	We
24	Th
25	Fr
26	Sa
27	Su
28	Mo

March		
1	Tu	
2	We	
3	Th	
4	Fr	
5	Sa	
6	Su	
7	Mo	
8	Tu	
9	We	
10	Th	
11	Fr	
12	Sa	
13	Su	
14	Mo	
15	Tu	
16	We	
17	Th	
18	Fr	
19	Sa	Holi
20	Su	
21	Mo	
22	Tu	
23	We	
24	Th	
25	Fr	
26	Sa	
27	Su	
28	Mo	
29	Tu	
30	We	
31	Th	

April		
1	Fr	Utkal Divas
2	Sa	
3	Su	
4	Mo	
5	Tu	
6	We	
7	Th	
8	Fr	
9	Sa	
10	Su	
11	Mo	
12	Tu	
13	We	
14	Th	
15	Fr	Good Friday
16	Sa	
17	Su	
18	Mo	
19	Tu	
20	We	
21	Th	
22	Fr	
23	Sa	
24	Su	
25	Mo	
26	Tu	
27	We	
28	Th	
29	Fr	
30	Sa	

May	
1	Su
2	Mo
3	Tu Id-UI-Fitr
4	We
5	Th
6	Fr
7	Sa
8	Su
9	Mo
10	Tu
11	We
12	Th
13	Fr
14	Sa
15	Su
16	Mo
17	Tu
18	We
19	Th
20	Fr
21	Sa
22	Su
23	Mo
24	Tu
25	We
26	Th
27	Fr
28	Sa
29	Su
30	Mo
31	Tu

PG PROGRAMS EXAMINATION SCHEDULE-TERM

TERM- I, II & III

Programmes	MBA- BM (1)	Executive MBA (2)	MBA-HRM (3)	MBA-RM (4)	MBA-SM (5)	MBA- UMG (6)
Term-I						
Commencement of Classes	5th July, 2021	5th July, 2021	5th July, 2021	5th July, 2021	9th Aug, 2021	9th Aug, 2021
Mid Term	25th-27th Aug, 2021	25th-27th Aug, 2021	25th-27th Aug, 2021	25th-27th Aug, 2021	23rd-25th Sept, 2021	23rd-25th Sept, 2021
End Term	4th-8th Oct, 2021	4th-8th Oct, 2021	4th-8th Oct, 2021	4th-8th Oct, 2021	8th-12 Nov, 2021	8th-12 Nov, 2021
Term-II						
Commencement of Classes	11th Oct, 2021	11th Oct, 2021	11th Oct, 2021	11th Oct, 2021	15th Nov 2021	15th Nov 2021
Mid Term	18th-20th Nov, 2021	18th-20th Nov, 2021	18th-20th Nov, 2021	18th-20th Nov, 2021	16th -18th Dec, 2021	16th -18th Dec, 2021
End Term	10th-14th Jan 2022	10th-14th Jan 2022	10th-14th Jan 2022	10th-14th Jan 2022	24th-28th Jan, 2022	24th-28th Jan, 2022
Term-III						
Commencement of Classes	17th Jan, 2022	17th Jan, 2022	17th Jan, 2022	17th Jan, 2022	31st Jan, 2022	31st Jan, 2022
Mid Term	24th-26th Feb 2022	24th-26th Feb 2022	24th-26th Feb 2022	24th-26th Feb 2022	10th-12th Mar, 2022	10th-12th Mar, 2022
End Term	4th-8th April 2022	4th-8th April 2022	4th-8th April 2022	4th-8th April 2022	9th-13th May, 2022	9th-13th May, 2022

1. All PG terms are having mid-term exams for a normal 3 credit course after 30 class days and end term after 60 class days and for semester programs after 50 class days and 100 class days respectively with variation of +3 to 4 days to match synchronization.
2. Program start date vary for MBA-SM and MBA-UMG and accordingly planned out.
3. SIP start date for BM, HRM AND RM is 11th April 2022 and for SM and UMG it is 16th May 2022 due to different start days and semester spans.

PG PROGRAMS 2ND YEAR EXAMINATION SCHEDULE -TERM

TERM- IV,V & VI

Programmes	MBA-BM (1)	Executive MBA (2)	MBA-HRM (3)	MBA-RM (4)	MBA-SM (5)	MBA-UMG (6)	MURP (7)
Term-IV							
Commencement of Classes	13th July, 2021	13th July, 2021	13th July, 2021	13th July, 2021	13th July, 2021	13th July, 2021	13th July, 2021
Mid Term	2nd-4th Sept, 2021		2nd-4th Sept, 2021	2nd-4th Sept, 2021	2nd-4th Sept, 2021	2nd-4th Sept, 2021	2nd-4th Sept, 2021
End Term	5th-9th Oct, 2021	25th- 27th June, 2022	5th-9th Oct, 2021	5th-9th Oct, 2021	5th-9th Oct, 2021	5th-9th Oct, 2021	5th-9th Oct, 2021
Term-V							
Commencement of Classes	11th Oct, 2021		11th Oct, 2021	11th Oct, 2021	11th Oct, 2021	11th Oct, 2021	11th Oct, 2021
Mid Term	18th-20th Nov, 2021		18th-20th Nov, 2021	18th-20th Nov, 2021	18th-20th Nov, 2021	18th-20th Nov, 2021	18th-20th Nov, 2021
End Term	10th-14th Jan 2022		10th-14th Jan 2022	10th-14th Jan 2022	10th-14th Jan 2022	10th-14th Jan 2022	10th-14th Jan 2022
Term-VI							
Commencement of Classes	17th Jan, 2022		17th Jan, 2022	17th Jan, 2022	17th Jan, 2022	17th Jan, 2022	17th Jan, 2022
Mid Term	24th-26th Feb 2022		24th-26th Feb 2022	24th-26th Feb 2022	24th-26th Feb 2022	24th-26th Feb 2022	24th-26th Feb 2022
End Term	4th-8th April 2022		4th-8th April 2022	4th-8th April 2022	4th-8th April 2022	4th-8th April 2022	4th-8th April 2022

1. All 2nd year PG program start dates are from 13th July 2022.
2. Joining dates for final year students in their companies can be from 11th April .
3. Convocation for both PG Trimester and Semester programs can be tentatively held on 26th April .
(after evaluation, results and finalization).

**PG PROGRAMS EXAMINATION SCHEDULE- SEMESTER
SEMESTER- I, II, III & IV**

Programmes	MBF (1)	M.Tech.(DSA) (2)	MA Mass Comm. (3)	MPPG (4)	MURP (5)
Semester-I					
Commencement of Classes	9th Aug, 2021	9th Aug, 2021	9th Aug, 2021	9th Aug, 2021	9th Aug, 2021
Mid Sem	27th-30th Oct, 2021	27th-30th Oct, 2021	27th-30th Oct, 2021	27th-30th Oct, 2021	27th-30th Oct, 2021
End Sem	20th-24th Dec, 2021	20th-24th Dec, 2021	20th-24th Dec, 2021	20th-24th Dec, 2021	20th-24th Dec, 2021
Semester-II					
Commencement of Classes	27th Dec, 2021	27th Dec, 2021	27th Dec, 2021	27th Dec, 2021	27th Dec, 2021
Mid Sem	1st-4th Mar, 2022	1st-4th Mar, 2022	1st-4th Mar, 2022	1st-4th Mar, 2022	1st-4th Mar, 2022
End Sem	2nd-7th May, 2022	2nd-7th May, 2022	2nd-7th May, 2022	2nd-7th May, 2022	2nd-7th May, 2022
Semester-III					
Commencement of Classes	13th July, 2021	13th July, 2021	13th July, 2021	13th July, 2021	13th July, 2021
Mid Sem	22nd-25th Sept, 2021	22nd-25th Sept, 2021	22nd-25th Sept, 2021	22nd-25th Sept, 2021	22nd-25th Sept, 2021
End Sem	22nd-27th Nov, 2021	22nd-27th Nov, 2021	22nd-27th Nov, 2021	22nd-27th Nov, 2021	22nd-27th Nov, 2021
Semester-IV					
Commencement of Classes	29th Nov 2021	29th Nov 2021	29th Nov 2021	29th Nov 2021	29th Nov 2021
Mid Sem	2nd-5th Feb, 2022	2nd-5th Feb, 2022	2nd-5th Feb, 2022	2nd-5th Feb, 2022	2nd-5th Feb, 2022
End Sem	4th-8th Apr, 2022	4th-8th Apr, 2022	4th-8th Apr, 2022	4th-8th Apr, 2022	4th-8th Apr, 2022

1. All courses in the semester systems have their midterm exam after 50 class days and end term after 100 class days with +- 3 to 4 days for syncing across programs.
2. All end terms for the 4th Semester will be over by 8th April 2022 for any internship activities starting 11th April 2022.
3. The 4th Semester end term exams have been synchronized with Trimester end term to make PG Convocation in 26th April 2022.

UG PROGRAMS EXAMINATION SCHEDULE

SEMESTER- I, II, III & IV

Programmes	BBM/B.Com (1)	B.Sc - SD (2)	B.Sc- Eco (3)	B.Sc Mass Com (4)	B.Tech (5)	BBA/BA-LLB (6)
Semester-I						
Commencement of Classes	1st Sept, 2021	1st Sept, 2021	1st Sept, 2021	1st Sept, 2021	1st Sept, 2021	1st Sept, 2021
Mid Sem	27th-30th Oct, 2021	27th-30th Oct, 2021	27th-30th Oct, 2021	27th-30th Oct, 2021	27th-30th Oct, 2021	27th-30th Oct, 2021
End Sem	27th-31st Dec, 2021	27th-31st Dec, 2021	27th-31st Dec, 2021	27th-31st Dec, 2021	27th-31st Dec, 2021	27th-31st Dec, 2021
Semester-II						
Commencement of Classes	3rd Jan 2022	3rd Jan 2022	3rd Jan 2022	3rd Jan 2022	3rd Jan 2022	3rd Jan 2022
Mid Sem	2nd-5th Mar, 2022	2nd-5th Mar, 2022	2nd-5th Mar, 2022	2nd-5th Mar, 2022	2nd-5th Mar, 2022	2nd-5th Mar, 2022
End Sem	9th-13th May, 2022	9th-13th May, 2022	9th-13th May, 2022	9th-13th May, 2022	9th-13th May, 2022	9th-13th May, 2022
Semester-III						
Commencement of Classes	13th July, 2021	13th July, 2021	13th July, 2021	13th July, 2021	13th July, 2021	13th July, 2021
Mid Sem	18th-21st Oct, 2021	18th-21st Oct, 2021	18th-21st Oct, 2021	18th-21st Oct, 2021	18th-21st Oct, 2021	18th-21st Oct, 2021
End Sem	14th-18th Dec, 2021	14th-18th Dec, 2021	14th-18th Dec, 2021	14th-18th Dec, 2021	14th-18th Dec, 2021	14th-18th Dec, 2021
Semester-IV						
Commencement of Classes	20th Dec, 2021	20th Dec 2021	20th Dec 2021	20th Dec 2021	20th Dec 2021	20th Dec 2021
Mid Sem	21st-24th Feb, 2022	21st-24th Feb, 2022	21st-24th Feb, 2022	21st-24th Feb, 2022	21st-24th Feb, 2022	21st-24th Feb, 2022
End Sem	25th-30th Apr, 2022	25th-30th Apr, 2022	25th-30th Apr, 2022	25th-30th Apr, 2022	25th-30th Apr, 2022	25th-30th Apr, 2022

1. All UG courses in the semester systems have their midterm exam after 50 class days and end term after 100 class days with +/- 3 to 4 days for syncing across programs.
2. All end terms for the 4th Semester will be over by end of Apr 2022 for any internship activities.
3. **The 4th Semester end term exams have been synchronized across all UG Semester programs.**

**UG Programmes Examination Schedule
SEMESTER- V, VI, VII & VIII**

Programmes	BBM/B.Com	B.Sc - SD	B.Sc- Eco	B.Sc Mass Com	B.Tech	BBA/BA-LLB
Semester-V						
Commencement of Classes	13th July, 2021	13th July, 2021	13th July, 2021	13th July, 2021	13th July, 2021	13th July, 2021
Mid Sem	18th-21st Oct, 2021	18th-21st Oct, 2021	18th-21st Oct, 2021	18th-21st Oct, 2021	18th-21st Oct, 2021	18th-21st Oct, 2021
End Sem	14th-18th Dec, 2021	14th-18th Dec, 2021	14th-18th Dec, 2021	14th-18th Dec, 2021	14th-18th Dec, 2021	14th-18th Dec, 2021
Semester-VI						
Commencement of Classes	20th Dec, 2021	20th Dec, 2021	20th Dec, 2021	20th Dec, 2021	20th Dec, 2021	20th Dec, 2021
Mid Sem	21st-24th Feb, 2022	21st-24th Feb, 2022	21st-24th Feb, 2022	21st-24th Feb, 2022	21st-24th Feb, 2022	21st-24th Feb, 2022
End Sem	25th-30th Apr, 2022	25th-30th Apr, 2022	25th-30th Apr, 2022	25th-30th Apr, 2022	25th-30th Apr, 2022	25th-30th Apr, 2022
Semester-VII						
Commencement of Classes					13th July, 2021	13th July, 2021
Mid Sem					18th-21st Oct, 2021	18th-21st Oct, 2021
End Sem					14th-18th Dec, 2021	14th-18th Dec, 2021
Semester-VIII						
Commencement of Classes					20th Dec, 2021	20th Dec, 2021
Mid Sem					21st-24th Feb, 2022	21st-24th Feb, 2022
End Sem					25th-30th Apr, 2022	25th-30th Apr, 2022

1. All UG courses in the semester systems have their mid-term exam after 50 class days and end term after 100 class days with +- 3 to 4 days for syncing across programs.
2. All end terms for the 4th Semester will be over by end of Apr 2022 for any internship activities.
3. The 4th, 6th and 8th Semester end term exams have been synchronized across all UG Semester programs.