ST. XAVIER'S COLLEGE OF MANAGEMENT & TECHNOLOGY

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PROSPECTUS

Effective from July 2013

PROFESSIONAL COURSES

(B.B.A, B.C.A & B.Com [Professional])

St. Xavier's College of Management & Technology
Digha Ghat P.O., Patna

1. Preamble

Welcome to St. Xavier's College of Management & Technology, Patna, a centre for quality education, life-oriented, affordable and professional higher education. When you join St. Xavier's College of Management & Technology, Patna, you automatically become an integral part of the world wide network of highly reputed educational institutions established and managed by the Society of Jesus. The members of the Society of Jesus are known as Jesuits.

St. Xavier's College of Management & Technology is a Christian Minority Institution established in 2012 and managed by Patna Jesuits. The Society of Jesus founded by St. Ignatius of Loyola in 1540, has been active in the field of education throughout the world since its inception. In the world Jesuits are responsible for over 1865 educational institutions in 71 countries. These educational institutions engage roughly 1 lakh collaborators and educate approximately 18 lakh students.

In India alone the Jesuits are at present responsible for 153 high schools like St. Michael's and St. Xavier's in Patna, 38 colleges like St. Xavier's Kolkata, Ranchi, Mumbai and 22 Technical Institutions. Besides, the Jesuits have 5 Social Institutes, 11 management Institutes like XLRI Jamshedpur, XIM Bhubhaneshwar, XISS Ranchi, 6 Centres of Scientific Research in disciplines like History, Botany and Zoology, 5 Dialogue Centres to promote communal harmony and collaboration, and innumerable programmes of Adult and Non-formal Education. In all these, and a variety of other fields of activity, over 4100 Jesuits and their 10,000 collaborators from all religions and ethnic backgrounds shape and mould the lives of over 3 lakh young people belonging to every social class, community and linguistic group through the medium of English and several regional languages.

Jesuit education is inspired by a vision of the human person drawn from the life and teachings of Jesus Christ, who has always been respected and admired by the people of India. It is also based on the principles of pedagogy elaborated by St. Ignatius of Loyola. This vision and these principles give Jesuit educational institutions a specific character and set before their staff and students high ideals of humanism and service towards which they are invited to strive continually.

As Jesuit educators, our strong concern and effort is to aid the development of the WHOLE PERSON so as to be fully human, fully Indian and truly modern, open to God and to all people.

2. Profile

St. Xavier's College of Management & Technology started with B.B.A & B.C.A in 2012. We are happy to announce the commencement of one more professional course, B.Com (Professional) from July 2013. The first professional and technical University of Bihar, Aryabhatta Knowledge University is granting us affiliation for these courses.

Though the primary object of the College is to provide quality education in a Christian atmosphere for deserving students especially those belonging to the Catholic community, the dalits, tribals and women, it does admit other students irrespective of caste, class, creed and gender. However, this being a Catholic College its goals and activities are pervaded with a strong sense of God who alone gives meaning to life. The various religious beliefs of students are fully respected. It is expected that all of them live up to their own spiritual ideals.

3. Emblem

The College Emblem contains the motto of the College: प्रवाहितो ज्ञानगंगाप्रवाह:– Let the streams of ज्ञानगंगा keep on flowing. The College is situated beside the river Ganga. Like the flowing river, the College is to ensure that the streams of ज्ञान keep on flowing and liberating people. This ज्ञान is to build 'bridges' of understanding among peoples.

The Sun with the letters IHS (first three letters for JESUS, in Greek), is a symbol characterizing the Society of Jesus.

The emblem within the emblem, containing crown, crescent moon etc. is the coat of arms of the noble family of our patron, St. Francis Xavier.

4. Vision

To build an egalitarian society based on equality, justice, freedom and fraternity/sorority as enshrined in the Constitution of India through various curricular and co-curricular activities.

5. Mission

To form well-motivated leaders who will be intellectually competent, morally upright, socially committed and spiritually inspired to transform the world into a 'वसुधैव कुटुम्बकम्' (Universal brotherhood-sisterhood).

6. Our Priorities

1. Making our educational institution a centre of excellence.

2. Integral growth of our students to become agents of social change.

3. Preferential option for the poor and the marginalized.

4. Develop physical infra-structure of the College to achieve our vision and mission.

7. Aims and Objectives

The College aims to offer an all-round formation that is intellectual, cultural, social, emotional, physical, aesthetic, moral and spiritual.

It further aims at promoting values such as respect for common Indian cultural heritage, egalitarianism, democracy, secularism, equality of sexes, protection of environment, removal of social barriers, responsible use of cybernetics and mass media, transparency and probity in private and public life, national unity and respect for religious and moral values.

8. Duration of Courses

B.B.A, B.C.A & B.Com (Professional) courses shall cover a period of three years through six academic semesters.

9. Add on Courses

In the second year, Add-on Courses will be made available to the students. They have to choose one of the given courses for which no extra fees will be charged.

10. Application Procedure

Application forms may be had from the College office or downloaded from the website. They are to be filled in by the candidate and submitted to the office along with the relevant documents by the specified date. Two recent, passport size, colour photographs are to be submitted. The relevant documents are duly attested photocopies of:

1. Matric/ICSE/CBSE/NIOS/Other Board mark sheet
2. Matric/ICSE/CBSE/NIOS/Other Board certificate
3. Plus 2 mark sheet
4. Caste certificate (if applicable), duly signed by the SDO/ BDO/ DM for SC/ST

10.1 At the time of Admission

The candidate will be required to fill in the Admission Form and submit it along with the following certificates in the original after paying the required fees:

1. Matric/ICSE/CBSE/BSEB/NIOS/Other Board Mark sheet
2. Plus 2 Mark sheet
3. Migration Certificate (delaminated) for those coming from any board other than Bihar.
4. Plus 2 Leaving Certificate
5. Plus 2 Character Certificate
6. Caste Certificate from SDO/ BDO/ DM (if applicable) for SC/ ST

11. Bachelor in Business Administration (B.B.A)

11.1 Introduction

In today's competitive economy, a B.B.A.course trains effective leaders and entrepreneurs of tomorrow. The course curriculum of our three year B.B.A. Course is so designed as to provide the students a basic understanding about Management skills and trains them in effective communication skills. These skills form the foundation of their management careers. The programme also inculcates entrepreneurship skills in students. With this kind of curriculum, students are better poised to explore various opportunities in the management profession.

11.2 Job Opportunities

Companies hire B.B.A graduates as management trainees. Upon graduation a student with a management degree can take many paths. Students can find entry-level jobs in the areas of:

- Banking / Financial services
- Retail
- Health Care
- Government Agencies
- Service Industries
- Non Profit Organizations
- Entrepreneurial Ventures

11.3 Future Possibilities

B.B.A students can proceed to Masters in Business Administration (M.B.A) immediately after graduation, and, with the work experience gained during their B.B.A internship, these students are better positioned to benefit from an M.B.A programme than others.
Thus studying for a B.B.A is a means to acquire a broader perspective of business issues and of sharpening managerial skills. A B.B.A degree will give students a head start in building a business management career against those without this degree.

11.4 On the Job Training

Students will undergo a rigorous On the Job Training (O.J.T) at the end of the fourth semester for about four weeks. Effort will be made to find opportunities for this outside Patna. All the expenses of such trainings will be met by the students. They will also undergo another OJT of a shorter period in the Service sector which will mostly be in Patna itself.

11.5 Pre-requisite for Admission

A student who has passed 10 + 2 in any discipline with a minimum of

45% marks can seek admission. The medium of instruction is English and all exams will have to be written in English. All students will undergo an English Proficiency Test after securing admission, based on which they will be divided into different groups for English Proficiency Classes.

11.6 Syllabus of B.B.A

First Year

B.B.A Semester - 1

COURSE CODE	NAME OF THE PAPER	CREDITS	MARKS
BBA 101	PRINCIPLES & PRACTICES OF MANAGEMENT	5	100
BBA 102	MICRO-ECONOMICS	4	100
BBA 103	MACRO-ECONOMICS	4	100
BBA 104	INFORMATION TECHNOLOGY IN MANAGEMENT - 1 [Office/ Productivity Suites]	4	100
BBA 105	MARKETING MANAGEMENT -1 [Marketing & Sales]	6	100
BBA 106	COMMUNICATIVE ENGLISH	4	100
BBA 107	LAB 104	1	50
	TOTAL	**28**	**650**

B.B.A SEMESTER - 2

COURSE CODE	NAME OF THE PAPER	CREDITS	MARKS
BBA 201	BUSINESS ORGANIZATION & ENVIRONMENT	4	100
BBA 202	FINANCIAL MANAGEMENT -1 [Financial Accounting]	4	100
BBA 203	HUMAN RESOURCE MANAGEMENT -1 [Organizational Behaviour]	5	100
BBA 204	BUSINESS MATHS & STATS -1 [Mathematical Economics]	4	100
BBA 205	INFORMATION TECHNOLOGY IN MANAGEMENT -2 [Management Information System]	4	100
BBA 206	BUSINESS ENGLISH	4	100
BBA 207	LAB 205	1	50
	TOTAL	**28**	**650**

Second Year

B.B.A Semester - 3

COURSE CODE	NAME OF THE PAPER	CREDITS	MARKS
BBA 301	MARKETING MANAGEMENT -2 [Consumer Behaviour]	5	100
BBA 302	FINANCIAL MANAGEMENT -2 [Managerial Accounting]	4	100
BBA 303	HUMAN RESOURCE MANAGEMENT -2 [Human Resource Management]	5	100
BBA 304	BUSINESS MATHS & STATS -2 [Mathematical Statistics]	5	100
BBA 305	CORPORATE COMMUNICATION	4	100
BBA 306	BUSINESS TAXATION [Elective 1]	3	100
BBA 307	PSYCHOLOGY [Elective 2]	3	100
	TOTAL	**26**	**600**

Either Elective 1 or Elective 2 can be opted.

B.B.A SEMESTER - 4

COURSE CODE	NAME OF THE PAPER	CREDITS	MARKS
BBA 401	STRATEGIC MANAGEMENT	5	100
BBA 402	PRODUCTION & OPERATIONS MANAGEMENT	5	100
BBA 403	OPERATIONS RESEARCH AND LOGISTICS	5	100
BBA 404	PROJECT & EVENT MANAGEMENT	4	100
BBA 405	SOCIAL & MARKETING RESEARCH	6	100
BBA 406	ENTREPRENEURSHIP DEVELOP-MENT PROGRAMME [Elective 1]	4	100
BBA 407	SOCIAL WORK [Elective 2]	4	100
	TOTAL	**29**	**600**

Either Elective 1 or Elective 2 can be opted.

Third Year

B.B.A Semester - 5

COURSE CODE	NAME OF THE PAPER	CREDITS	MARKS
BBA 501	RETAIL MANAGEMENT	5	100
BBA 502	INDIAN FINANCIAL SYSTEM	4	100
BBA 503	SECURITY ANALYSIS & PORTFOLIO MANAGEMENT	3	100
BBA 504	E-COMMERCE	4	100
BBA 505	O-J-T [4 weeks internship in an industry]	10	200
	TOTAL	**26**	**600**

B.B.A Semester - 6

COURSE CODE	NAME OF THE PAPER	CREDITS	MARKS
BBA 601	SERVICE MARKETING	5	100
BBA 602	INTERNATIONAL FINANCE	5	100
BBA 603	RISK MANAGEMENT	4	100
BBA 604	BUSINESS LAW AND INDUSTRIAL RELATIONS	4	100
BBA 605	MANAGEMENT THESIS [Based on 2 weeks internship in services industry]	8	200
	TOTAL	**26**	**600**

12. Bachelor in Computer Applications

12.1 Introduction

B.C.A degree helps the students to acquire sound knowledge of computer applications with the help of which they can have a perfect launch pad for a challenging career in the field of Information Technology (I.T). Our course aims at providing deeper knowledge to the students in different areas like database and application packages, networking and internet, logical and numerical methods, programming basics and computer fundamentals. The course also helps the students develop core competencies in computer applications thereby creating best professionals for the I.T industry.

12.2 Job Opportunities

After successful completion of B.C.A a student can work as a: Software Programmer, Database Administrator, System and Network Administrator, Multimedia/Web Programmer, Web Designer or if one leans towards the academic side - as Faculty for Computer Science/ Computer Application Technologies. Alternatively, one can opt for post

graduate courses such as Masters in Computer Application (M.C.A) or M.B.A in Information Technology.

Remuneration for B.C.A degree holders is generally very attractive as the range of careers in Computer and IT related fields are immense.

12.3 Pre-requisite for Admission

A student who has passed 10 + 2 in any discipline (preference to those who have Mathematics, Physics and Chemistry) with a minimum of 45% marks can seek admission. The medium of instruction is English and all exams will have to be written in English. All students shall undergo an English Proficiency Test after securing admission, based on which they will be divided into different groups for English Proficiency Classes.

12.4 Syllabus for B.C.A

First Year

B.C.A Semester - 1

COURSE CODE	NAME OF THE PAPER	CREDITS	MARKS
BCA 101	COMMUNICATIVE ENGLISH	4	100
BCA 102	BASIC MATHEMATICS	5	100
BCA 103	INFORMATION TECHNOLOGY & APPLICATION	4	100
BCA 104	PRINCIPLES OF MANAGEMENT & ORGANIZATION	5	100
BCA 105	PYTHON PROGRAMMING [Elective 1]	4	100
BCA 106	PROBLEM SOLVING & PROGRAMMING CONCEPT [Elective 2]	4	100
BCA 107	LAB 103	2	50
BCA 108	LAB 105	2	50
BCA 109	LAB 106	2	50
	TOTAL	26	600

Either Elective 1 or Elective 2 can be opted.

B.C.A Semester - 2

COURSE CODE	NAME OF THE PAPER	CREDITS	MARKS
BCA 201	BUSINESS ENGLISH	4	100
BCA 202	MATHEMATICS [Numerical Techniques]	5	100
BCA 203	SYSTEM ANALYSIS & DESIGN	5	100
BCA 204	PROBLEM SOLVING TECHNIQUE & PROGRAMMING IN C	4	100
BCA 205	OPERATING SYSTEM & UNIX	4	100
BCA 206	LAB 204	2	50
BCA 207	LAB 205	2	50
	TOTAL	26	600

Second Year

B.C.A Semester - 3

COURSE CODE	NAME OF THE PAPER	CREDITS	MARKS
BCA 301	OBJECTED ORIENTED PROGRAMMING USING C++	4	100
BCA 302	INTERNET & WEB DESIGNING [Numerical Techniques]	5	100
BCA 303	JAVA PROGRAMMING	4	100
BCA 304	SOFTWARE ENGINEERING	5	100
BCA 305	LAB 301	3	100
BCA 306	LAB 303	3	100
	TOTAL	24	600

COURSE CODE	NAME OF THE PAPER	CREDITS	MARKS
BCA 401	RELATIONAL DATA BASE MANAGEMENT SYSTEM	5	100
BCA 402	DIGITAL ELECTRONICS, COMPUTER SYSTEM ARCHITECTURE AND ORGANISATION	5	100
BCA 403	FILE & DATA STRUCTURE	4	100
BCA 404	INTRODUCTION TO STATISTICS	4	100
BCA 405	LAB 401	3	100
BCA 406	LAB 403	3	100
	TOTAL	24	600

Third Year
B.C.A Semester - 5

COURSE CODE	NAME OF THE PAPER	CREDITS	MARKS
BCA 501	WINDOWS PROGRAMMING USING VB.NET	4	100
BCA 502	GRAPHICS & MULTIMEDIA	4	100
BCA 503	COMPUTER NETWORK, DATA COMMUNICATION AND CLIENT SERVER TECHNOLOGY	5	100
BCA 504	BUSINESS ACCOUNTING & ERP	4	100
BCA 505	LAB 501	3	100
BCA 506	LAB 502	3	100
	TOTAL	23	600

COURSE CODE	NAME OF THE PAPER	CREDITS	MARKS
BCA 601A	WEB TECHNOLOGY [Elective 1]	5	100
BCA 601B	CONCEPT OF DATA MINING & DATA WAREHOUSING [Elective 2]	5	100
BCA 602	E-COMMERCE	5	100
BCA 603	PROJECT & VIVA	12	300
BCA 604	LAB 601 A	2	100
BCA 605	LAB 602 B	2	100
	TOTAL	24	600

Either Elective 1 or Elective 2 can be opted.

13. Bachelor in Commerce (Professional)

13.1 Introduction

Traditional B.Com. degrees offer little more than accounting and taxation basics and therefore, do not offer students scope for being anything more than an accounts assistant or an accountant at best. Limited, narrowly focussed syllabus of traditional B.Com. courses seriously limits job opportunities and career options for the students of commerce. Today's competitive world demands a much more broad based and simultaneously intensive knowledge of market ready skills. Our B.Com. (Professional) course is designed precisely to cater to such industry demands.

B.Com. (Professional) course incorporates an eclectic combination of subjects and skill sets that transform a commerce student into a

business professional. Apart from imparting the essentials of traditional commerce courses, this course teaches fundamentals of financial and marketing management, evaluation of debts and shares, as well as banking and insurance. The course tops it all by training students effective use of communication skills as well as computers for managing business. The course also trains them in entrepreneurship skills. With this kind of curriculum, students are better poised to pursue multifarious opportunities that today's globalized economy has to offer.

13.2 Job Oppotunities

Upon graduation a student with a B.Com. (Professional) degree can take many paths. Students ca find entry-level jobs as:

- Financial Manager
- Securities Analyst
- Portfolio Manager
- Specialist Officer & P.O. (in Banks, Insurance and Mutual Fund Companies)
- Tax & Insurance Advisor
- Project Evaluator
- Business Data Analyzer
- Entrepreneur/ Business Owner

13.3 Future Possibility

After having completed B.Com. (Professional) students can proceed to an MBA or an M.Com or an M.Com (Professional). Other professional post-graduate courses open to them are: CA, CS, CFA, etc.

Studying for a B.Com (Professional) Degree is a means to acquire a broader perspective of business issues and of sharpening managerial

skills. A B.Com (Professional) Degree will give students a head start in building a highly successful career against those without this degree.

13.4 Pre-requisite for Admission

The course is open to students of all streams, and not just for those with a commerce background. Students from non-commerce background at the Intermediate/Plus 2 level will have to appear for a qualifying test in basic Accounting, Mathematics, and Computer Literacy. Further, after taking admission, they will have to go through and pass a mandatory bridge course of 15 days in Accounting, Mathematics, and Computer Literacy. The bridge course aims at bringing all students at par with each other in terms of academic capability.

13.5 Course Structure of B.Com (Professional)*

SEMESTER - 1	SEMESTER - 2
1. FINANCIAL ACCOUNTING-I	1. FINANCIAL ACCOUNTING-II
2. BUSINESS ECONOMICS	2. ERCANTILE [CORPORATE] LAW
3. BUSINESS ORGANIZATION & MANAGEMENT	3. BUSINESS MATHEMATICS
4. BUSINESS STATISTICS	4. I.T FOR ACCOUNTING [TALLY ERP]
5. BASIC SPREADSHEET CONCEPTS	5. INTERMEDIATE SPREADSHEET CONCEPTS
6. COMMUNICATIVE ENGLISH	6. BUSINESS ENGLISH

* Formal approval from Aryabhatta Knowledge University awaited.

SEMESTER - 3	SEMESTER - 4
1. MANAGEMENT ACCOUNTING	1. COST ACCOUNTING
2. TAXATION LAWS-I	2. FINANCIAL MANAGEMENT
3. ENTREPRENEURSHIP	3. AUDITING
4. E-COMMERCE	4. TAXATION LAWS-II
5. PROJECT APPRAISAL, FINANCE & MANAGEMENT	5. BUSINESS RESEARCH METHODOLOGY

SEMESTER - 5	SEMESTER - 6
1. FINANCIAL INSTITUTIONS, SERVICES & MARKETS	1. INDUSTRY INTERNSHIP, PROJECT & VIVA - I
2. SECURITY ANALYSIS & PORTFOLIO MANAGEMENT	2. MARKETING MANAGEMENT
3. PRINCIPLES & PRACTICE OF BANKING & NBFCS	3. BUSINESS INTELLIGENCE
4. PRINCIPLES & PRACTICE OF INSURANCE	4. BUSINESS ETHICS
5. INDUSTRY INTERNSHIP, PROJECT & VIVA - II	5. FINANCIAL MODELING

14. Examinations

For B.B.A, B.C.A and B.Com. (Professional) there will be Continuous Internal evaluation and Semester End Examinations. The details of the internal evaluation will be explained to the students by the respective teachers in the very beginning of the paper. Students will have to appear for all the tests, assignments, tutorials, presentations, etc. There will be a Semester End Examination. Promotion from one semester to another will be as per the rules of the University.

Only those students who have got at least 90% attendance of which 75% must be class attendance will be allowed to sit for the internal examinations . Those who have got less than the required percentage of attendance will have to make it up and then write the exams. Those who have failed in any subject in the exams may be allowed to continue provided before appearing for the next examination they will have passed it, failing which they may not be allowed to write the next examinations.

Any student found using unfair means at the College Examinations, may be asked to leave the College at the end of the term/year. The penalties imposed by the Discipline Committee will be final and binding on the student. Students must not carry their personal belongings (books, notes, purse, mobile, etc.) into the examination hall. They must check their person, desks, seat surroundings before the examination to make sure that there is nothing there to indicate an attempt at using "unfair" means.

During the examination, students are not allowed to leave the lecture halls until half the duration of the examination is over. Any student leaving the College Building will be considered to have completed the examination and will not be allowed to re-enter the building/ examination hall.

Students who boycott any examination will have to face disciplinary action and it may lead to dismissal from the College. Those students who do not pass in the Terminal Examinations may not be allowed to continue in the College.

The College will organize a Parent-Teacher Meeting after the examinations. All parents/guardians are expected to be present for this meeting to interact with the lecturers and know about the progress of their wards. All parents/ guardians must meet the Principal if their wards fail in any examination.

15. Fees

Fees are to be paid in three installments: at the time of admission, end of September and third week of December. The admission of those who fail to pay the fees on time will stand cancelled. **All fees, except unused tuition fees are non-refundable.** Tuition fees will be refunded, provided a student applies before the classes begin.

15.1 Fee Structure

B.B.A.:

1st year	2nd year	3rd year
33,000.00	34,000.00	33,000.00

B.C.A.:

1st year	2nd year	3rd year
29,000.00	29,500.00	29,000.00

B.Com. (Professional):

1st year	2nd year	3rd year
27,000.00	26,500.00	26,500.00

The fees mentioned above are paid in three installments.

FIRST YEAR

Installments	BBA	BCA	B.Com (Prof.)
First	15,000.00	13,000.00	13,000.00
Second	9,000.00	8,000.00	7,000.00
Third	9,000.00	8,000.00	7,000.00

SECOND YEAR

Installments	BBA	BCA	B.Com (Prof.)
First	14,500.00	13,500.00	12,000.00
Second	10,000.00	8,000.00	7,000.00
Third	9,500.00	8,000.00	7,500.00

THIRD YEAR

Installments	BBA	BCA	B.Com (Prof.)
First	13,500.00	13,000.00	12,000.00
Second	10,000.00	8,000.00	7,500.00
Third	9,500.00	8,000.00	7,000.00

First installment for the first year of B.B.A, B.C.A and B.Com. (Professional) shall be paid in cash at the college counter at the time of admission.The remaining installment fees will have to be paid at UCO Bank, St. Michael's School Branch either in Cash or by Demand Draft. Cheques will not be accepted. A fee booklet will be given to each student where the dates and months are mentioned to deposit the fees for each installment.

Besides the above mentioned fees, admitted students will have to deposit the University Registration Fee and the University Examination Fee as and when required.

16. Special English Classes

Since the medium of teaching is English and having a good command over the English language is essential for a successful career, all the students who are admitted to the College will undergo a diagnostic test in English language. According to the marks obtained, the students will be divided into small groups. Only those students will be exempted from these special English classes who score very high marks in the diagnostic test. A nominal monthly fee will be charged from each student for these classes as they are not part of the University syllabus.

17. Foundation Courses

The Foundational Courses are offered to the students to provide them an opportunity to have a comprehensive view of themselves, the world, the environment and their socio-spiritual responsibilities. This is one of the distinguishing marks of St. Xavier's College of Management & Technology, Patna. Some of the courses identified are:

i) Personality Development
ii) Social Analysis
iii) Living Faiths of the World
iv) Environmental Studies
v) Culture and Traditions of Bihar

18. Value added, Certificate Courses

St. Xavier's College of Management & Technology, Patna will offer some Certificate Courses to the students who want to go beyond the subjects they are pursuing. The following are some of these:

i) Legal Literacy
ii) Human Rights
iii) Personal Growth and Counseling
iv) Making Documentaries
v) Indian Dance
vi) Street Theatre

vii) Research Methodology
viii) Rural Development

19. Rural Exposure and Engagement - N.S.S.

St. Xavier's College of Management & Technology, Patna envisages to shape its students into agents of social change. For this Rural Exposure and Engagement programme is envisioned which would provide opportunity to all the students to get involved in rural Bihar, understand the various dynamics of development and governance and contribute in the discourses and actions. Through this programme the students will be energized to participate in the process of transformation of rural Bihar and after their studies, contribute to it in a qualitative manner.

20. College Rules and Regulations

(1) A student admitted to St. Xavier's College of Management & Technology must maintain an ethos of commitment to the academic programme. S/he is expected to aim at the highest achievement in every sphere and to conduct himself/herself in a responsible and dignified manner wherever s/he may be.

(2) College phones are available during college office hours i.e. from 8 a.m. to 4:30 p.m.

(3) According to the University regulations the students must attend 75% of all classes. St. Xavier's College of Management & Technology expects them to attend all classes. All students must attend at least 90% of the classes. Those who miss classes, even for serious reasons like personal sickness, will have to make up the shortfall in a manner decided by the Principal or his representative. Any one who falls short, irrespective of reasons for absence will not be allowed to appear for the University examinations.

(4) Students are expected to be punctual at the lectures, tutorials and all College activities. Late comers may not be allowed to

enter the class and even if allowed to enter the class they will be marked absent in that lecture.

(5) It is not enough to be physically present in the class. Students must maintain discipline in the class. Any act of indiscipline may lead to immediate suspension and further disciplinary action.

(6) A student must also attend all College functions and activities such as, cultural functions, seminars, symposia, debates, quizzes, essay competitions, sports, community services, exposure programmes, retreat, etc. Every student has to take part in at least one item of a Cultural programme and one of the competitions like speech, essay writing, poster making, etc,.

(7) Prior permission is required from the Principal for any absence either from classes, community life activities or any other College activities.

(8) It goes without saying that no other commitment should be undertaken during the regular timings of the College classes and activities.

(9) The student's name is liable to be dropped from the rolls, if s/he is absent continuously for more than 10 days without leave. A re-admission fee will be charged, if re-admission is granted at all.

(10) Use of mobile phones within the College building is strictly prohibited and they should be on switched off mode. In case of violation of this code the mobile phones may be confiscated or fines imposed or both.

(11) Students are advised to come to the College in simple and modest dress, befitting an institution of higher learning.

(12) The College has a well-maintained library. Every student is expected to make the best use of it making sure, however, to observe the library rules fully.

(13) Once the teaching days are over, the students will be allowed to check out books in the library on following conditions:

a. Student deposits the entire cost of the book + Rs. 50.

b. If there is only one copy of the book, the student must return it within 24 hours failing which the security deposit will not be refunded.

c. If there is more than one copy available, the student must return it within 72 hours failing which the security deposit will not be refunded.

(14) Student will always have the College identity card around the neck in the college premises. It must be given to any authority of the College for inspection on demand.

(15) If ID is lost for the first time, students will have to pay the cost of ID and if they lose it for a second time, they will have to pay double the cost.

(16) Those who take all their original certificates from the college office, have to return their ID back to the office.

(17) No visitors for students are allowed during lecture hours.

(18) No meetings should be held in the College nor any new activity taken up without the consent of the Principal.

(19) No student will leave the College premises without the Principal's permission, except to go home after the lectures are over.

(20) Ragging is a criminal offence and those found indulging in, will face immediate expulsion and legal action.

(21) Any offence regarding gender discrimination, eve-teasing, disrespectful acts or words will be dealt with severely and may lead to dismissal from the College.

(22) No student shall come to the college under the influence of any intoxicant and if found, serious disciplinary action will be taken. No student shall be found chewing tobacco products or any such things in the college building.

(23) One of the specialties of St. Xavier's College of Management & Technology is its large campus. No student shall mistake the campus for a park and behave in an improper way.

(24) All students should care for the Mother Earth and so they shall be careful in throwing wrappers, plastic papers, polythene bags,

etc., in the dustbins.

(25) The college encourages study tours, picnics and outings with an explicit, prior written permission from the Principal or his delegate. No such outing will be permitted without at least one male and one female faculty member accompanying the group. No such co-curricular, extra-curricular activities can be organized after December. All expenses including those of the accompanying faculty must be borne by the students.

(26) Students changing their residence or their parents' mobile number must inform the College office without delay. If no information is given to the College office, action will be taken against the student.

(27) No photocopies of certificates will be provided to the students for any purpose from the College office. Students are requested to keep one or two sets of photocopies of their certificates with them.

(28) If a student has any complaint with regard to fellow students or teachers or administration, s/he should register their complaints through the various forums provided by the College such as Suggestion Box, Teachers, Co-ordinators, Students' Council, Grievance Cell, Vice Principal, Principal and Vice President. A student should not contact any outside agency without exhausting the various forums for redress given by the College. Serious action will be taken, even dismissal, if a student does not follow this rule.

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