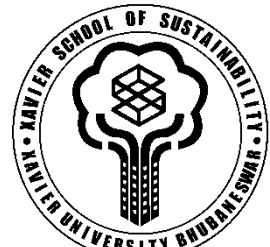




Inspiring Futures



*Inspiring Sustainable Futures.*

# **XAVIER SCHOOL OF SUSTAINABILITY (XSoS)**

“Inspiring Sustainable Futures”

## **STUDENT MANUAL OF POLICIES**

**MBA-SM  
2018 – 2020**

**Office of the Dean (XSoS)  
Xavier School of Sustainability  
Xavier University Bhubaneswar**

**STUDENT MANUAL OF POLICIES**

**MBA-SM**  
**Academic Year 2018 – 2020**



**Office of the Dean (XSoS)**  
**Xavier School of Sustainability**  
**Xavier University Bhubaneswar**



## **Mission**

*Sustainability Education in the spirit of Magis*

## **Vision**

*Enabling people to live extraordinary lives, and be the light  
for the world*

**Xavier School of Sustainability**

## TABLE OF CONTENTS

1	XAVIER UNIVERSITY BHUBANESWAR (XUB) .....	1
2	CULTURE.....	2
3	ACADEMIC YEAR .....	2
4	REGISTRATION .....	2
5	CURRICULUM DESIGN .....	3
6	COURSE WORKLOAD .....	5
7	ATTENDANCE .....	5
8	LEAVE OF ABSENCE.....	6
9	CHOICE OF ELECTIVES .....	6
10	REGISTRATION OF ELECTIVE COURSES .....	7
11	DROPPING OF ELECTIVE COURSES .....	7
12	INDEPENDENT RESEARCH PROJECT (IRP)/CAPSTONE PROJECT.....	7
13	SCHEDULING OF CLASSES.....	8
14	METHODOLOGY .....	8
15	THE EVALUATION SYSTEM.....	8
16	QUALIFYING STANDARDS.....	11
17	DISQUALIFICATION.....	11
18	PERFORMANCE COUNSELLING.....	13
19	CONDUCT DURING EXAMINATIONS .....	13
20	POLICY ON PLAGIARISM.....	14
21	DISCIPLINE.....	15
22	FEEDBACK BY FACULTY .....	19
23	STUDENT EXCHANGE PROGRAMMES .....	19
24	DEGREE AND TRANSCRIPTS .....	20
25	MEDALS FOR ACADEMIC EXCELLENCE .....	21
26	LOANS .....	21
27	FEES .....	21
28	RAILWAY/AIR CONCESSIONS .....	22
29	STUDENT COMMITTEE .....	22
30	CAREER ADVISORY SERVICES .....	22
31	EXTRACURRICULAR ACTIVITIES .....	23
32	GENERAL.....	23
	CONTACT INFORMATION.....	<b>Error! Bookmark not defined.</b>
	LIST OF ABBREVIATIONS.....	24



# MANUAL OF POLICIES FOR STUDENTS

## Enforcement

*This Manual of Policies for Students comes into effect for a student from her/his date of registration in Xavier University Bhubaneswar (XUB). The rules or policies prescribed in the Manual are applicable to all students, without prejudice to any actions or decisions already taken in the previous Academic Year and also without prejudice to any special rules framed or to be framed with regard to hostel, placement, library, computer centre, disciplinary actions or any other matter as deemed fit by the appropriate authority of the University.*

*Every student must secure a copy of the 'Manual of Policies for Students' and carefully go through the prescribed rules and policies. Onus of ignorance will be on the student and will not be a ground for any consideration under any circumstances.*

*Applicability of Regulations for the time being in force:*

*Due to the nature of a program being spread over two academic years, the regulations in force for the year in which the student joins a program shall hold good for the two academic years of the program. However, nothing in these regulations shall be deemed to debar the School/University from amending the regulations subsequently and the amended regulations, if any, shall apply to all students old or new, as specified therein.*

*Disclaimer: The statements made in this Student Manual of Policies and all other information, contained herein, are believed to be correct at the time of publication. However, the School/ University reserves the right to make any changes in and additions to the policies and regulations, conditions governing the conduct of students, requirements for degree, fees and any other information or statements contained in this Manual from time to time. The University assumes no legal liability or responsibility for such changes made.*

**Dean XSoS**

*"Knowledge will bring you the opportunity to make a difference." Claire Fagin*



## 1 XAVIER UNIVERSITY BHUBANESWAR (XUB)

A Digital University, A Research University, A Jesuit University, An Innovative University, A University with a Vision. Xavier University is a private unitary University located in the state of Odisha. The University has been established in accordance with The Xavier University, Odisha Act, 2013. The University is a private self-financing institution of higher learning for imparting professional and technical education.

### Vision

#### *Enabling people to live extraordinary lives, and be the light for the world*

Taking its inspiration from Saint Francis Xavier, a Jesuit scholar whose name this University is privileged to take as its own, the Xavier University strives to become a globally recognized centre of learning and of service to the people of Odisha, of India, and even, of the whole world, by its commitment to excellence in all spheres of human life as lived out in individuals and in institutions.

It seeks to become the leader as a research-oriented University that generates knowledge and diffuses it for the benefit of all. It will be a leader as a visionary University by equipping every student with the necessary competence to create a just society in which all can lead a meaningful life. It will endeavor to become a global leader in higher education by its vision that seeks to innovatively transform the world into a just and humane society.

### Mission

#### Education in the spirit of 'Magis'

- The mission of XUB shall be to imitate Christ as the model of wisdom for youth in the service of justice, peace, truth, and building a civilization of love.
- Its avowed mission is to develop scholars, committed to their own life-long and global development, and nurtured in their careers and in their lives by the spirit of their alma mater to be a unique person and responsible citizen.
- Established in the ancient land of India, XUB believes that serious and sustained dialogue among people of different faiths, cultures, and beliefs carried on in her domain and extended to all forms of public life, can promote intellectual, ethical, and spiritual understanding of all God's people, through its various Schools.
- It will use higher education as a means to proclaim the ideals and values of a culture of peace and search for Truth.
- It will guide and motivate its students to go beyond knowledge and become practitioners of the Truth that underlies all knowledge and wisdom, the Truth that is the ultimate goal of all learning.

### Values

**Integrity and Honesty:** XSoS, XUB believes in being truthful to oneself and others in all its endeavors

**Quality:** XUB believes in meeting standards, which are required to make our services unique and attractive

**Respect for Individuals:** XSoS, XUB believes that each individual is unique, different and capable of contributing to the institutional objectives.

**Passion for performance:** XSoS, XUB believes in exploring new ventures and achieving goals beyond expectations.

**Transparency:** XSoS, XUB believes in sharing relevant information to encourage participation and empowerment from all its stakeholders.

**Social and Ethical Sensitivity:** XSoS, XUB believes in serving and empowering those who are denied of opportunities for development caused by social, economic and cultural discrimination.

**Commitment:** XSoS, The XUB family takes pride in identifying themselves with the institute, its activities and partner

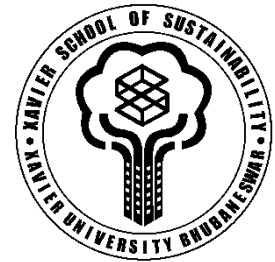


## **Xavier School of Sustainability (XSoS)**

### **Mission**

#### **Sustainability Education in the spirit of Magis**

Promote values of greater environmental justice and peace (on earth) and thus create an enlightened innovative programme to bring about change in the way corporate business is carried out in our Society and Economy. Create and nurture next generation of responsible managers and leaders who can anchor and accelerate sustainability as a strategy for connecting business and society. Be a leader in sustainability studies and action in the Asia-Pacific Region.



*Inspiring Sustainable Futures.*

### **Vision**

#### **Enabling people to live extraordinary lives, and be the light for the world**

Inspired by the University's vision of inspiring future generations of students, XSoS strives to invoke Sustainability to care for the environment, human development and sustainable communities and responsible business and to manage our common future.

### **Values**

Caring and Healing, Transparency and Accountability, Justice and Equity, Peace, Resilience, Passion for Innovation and Performance, Social, Ecological and Ethical Sensitivity, Interconnectedness.

## **2 CULTURE**

The faculty, the students and the administration of Xavier University aspire to build a learning culture based on values. Sustainability Management Programme and XUB look to uphold values like Care, Transparency, Conservation, Peace and Creativity blended with Ethical Sensitivity towards Individuals, Society and Environment. The students together with the Faculty and Staff endeavor to create a milieu of harmony which shall enable creative and confident living. The XUB campus located amidst nature will allow Sustainability Management students to create a symbiotic relationship with the society and habitat around it. This spillover of our contributions beyond the boundaries of the university will uphold the very spirit of the sustainability programme. The programme with its research focus blended with expertise from other management functional areas will look to enrich the collegiate atmosphere. The University also welcomes top-level executives from the corporate sector, experts from abroad, NGOs, villagers and social activists who visit the campus for regular courses, Management Development Programmes as well as for the various training programmes. This gives students an opportunity to interact with people from diverse background and experience.

## **3 ACADEMIC YEAR**

**3.1** The Academic Year consists of three terms as detailed in the Academic Calendar that is in the Xavier University intranet (<http://www.xub.ac.in/intranet>). Each term is approximately of three months duration. The programme is spread over six terms. The academic year commences with an Orientation Programme for the newly admitted students. Regular classes for them begin soon after the Orientation Programme.

## **4 REGISTRATION**

**4.1.** 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 Term as indicated in the Academic Calendar.

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.

**4.2** The students, who could not submit their final year graduation mark sheets and degree from their respective universities by the day of the verification, should submit them latest by the Registration Day of Term II, failing which a student's registration may be cancelled except under extenuating circumstances, with specific approval from the Dean (XSoS). In exceptional circumstances, the last date for submission of certificates in support of the qualifying degree can be extended by the Dean (XSoS) for an appropriate period in consultation with the Academic Committee/Director. The qualifying graduation examination of minimum 3-year duration must be completed before the date of registration at the University. A student is not permitted to pursue any other course under any other institute, after registering for the Programme at Xavier University Bhubaneswar.

**4.3** Those who fail to register for each Term after joining the Programme on the specified date as per the calendar will be deemed to have left the university unless prior permission for delayed registration is obtained from the Dean (XSoS).

If the Dean permits, a student can register by paying a late registration fee of Rs.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 reason or circumstances for the delay in seeking registration.

## **5 CURRICULUM DESIGN**

### **5.1 MBA SM**

The Programme consists of 65 core course credits and a minimum of 40 elective course credits, totalling 106 credits. A course can be of 1, 1.5, 2, 3 or 4 credits. One credit is equivalent to 10 teaching/contact hours. The course distribution of a 3-credit course of 30 hours will be divided into 10 hours of preparation, 10 hours of classroom teaching and 10 hours of after class work and assignments. In most cases any course will have two scheduled sessions per week.

### **5.2 SUSTAINABILITY DISCOVERY PROGRAMME (SDP)**

SDP is an additional component to equip the student get ready for a sustainable world and to contribute to creating such a world on a broader scale. The discovery programme enables the students to explore and witness various sustainability programmes and activities engaged by corporate, governments and NGOs and implemented at community level in rural, tribal and urban settings to promote sustainability and sustainable development both in India and in Asia-Pacific Countries. The Sustainability discovery programme depends on students' interest and capacity to meet the additional cost. The maximum duration of this discovery programme is four weeks.

### **5.3 Waiver**

**5.3.1** A student may be granted waiver in respect of a core course, provided the course faculty and the Dean are satisfied that s/ he has adequate knowledge of the course. In such an event, s/ he stands exempted from attending the classes in that course.

**5.3.2** To qualify for a waiver, a student must

- a) Make a request in writing, to the Dean through the course faculty for the waiver at the beginning of the Term;

- b) Take a written qualifying test designed by the faculty teaching the course to ascertain the knowledge of the student in the course; and/or submit written assignment(s) as prescribed by the course faculty.

**5.3.3** The grade for the course will be determined based on the performance of the student in the qualifying test and/or written assignments.

## **5.4 Summer Projects**

**5.4.1** At the end of the first year, during the summer, a student is required to undergo “Summer Training” in an organisation for 8 to 10 weeks. Summer training is a unique opportunity to apply classroom learning to real-world problems. For this purpose, the student must work on a specific project given to him/her by the sponsoring organisation. Exposure to the practical aspects of sustainability management and working on specific problems in the organisation will be an enriching experience for the student.

**5.4.2** Summer Project investigates some significant aspects of a sustainability context problem. One of the important elements of SIP is conducting a Sustainability Audit of the host organisation. The SIP intends to equip the students focus on sustainability challenges in industry, government and civil society, and participate in the analysis and the problem-solving process. It gives students an opportunity to observe an organisation in operation and to sharpen their knowledge and skills by putting them to use. Besides providing an opportunity to enhance their understanding, summer training also gives students practical experience that will help them to plan their careers.

**5.4.3** Summer training for students is arranged through Placement Cell. The student would have an executive guide in the organisation taking him/her for summer training. 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 (XSoS). Ordinarily, the report may not exceed 60 typed pages (sides). The contents should include definition of the problem, methodology used, data analysis, findings, conclusions and recommendations. In case the Project work is considered confidential by the organisation, all steps should be taken to maintain confidentiality. In such cases, the student will be exempted from submitting the project report. However, an appropriate letter from the concerned organisation must be submitted to the Dean’s Office, along with a summary report of the project with the project title, organisation, etc.

**5.4.4** On satisfactory completion of summer training only, the student will be entitled to receive the Degree.

**5.4.5** A student, who does not complete the Summer Project satisfactorily, and who does not comply with the requirements, will have to do another Summer Project before becoming eligible to receive the Degree.

**5.4.6** Students, who receive adverse comments from their organisation 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.

## **5.5 Leadership Talks**

Leadership talks from pioneers and experts opens a student’s worldview. It is an opportunity to align oneself with the current topics and debates. It is mandatory for all students to attend the Leadership talks.

### **5.5.1 Sessions on Sustainability Leadership & Entrepreneurship**

There will be 10 sessions on Sustainability Leadership & Entrepreneurship spread through the year. Domain experts and Sustainability based start-up entrepreneurs will share their experiences and journey, giving incite to students about possible future role and opportunities.

## **5.6 Immersion Course**

Immersion courses involve thought leaders and professionals who provide inputs to the students on upcoming areas in the field of sustainability and sustainable development. This unique academic innovation at XUB enables the students to broaden their horizons into uncharted territories and provide intellectual stimulation. Immersion courses are offered to students with an objective of providing insightful discussions on a specific topic, which is normally not covered in the regular course curriculum. One course covers six sessions of 90 minutes each. These courses are offered during the 2nd year in two slots, tentatively in the month of August & November. At least one course from each slot (total two) is mandatory for a student.

Area coordinators provide the topics and name of speakers for the immersion course with the consultation of students' representative to Dean, XSoS for conducting the same.

## **5.7 Sustainability Conclave**

Sustainability Conclave is an initiative to enhance engagement with different stakeholders of sustainability management. This will act as a platform to discuss, debate and build consensus on current topics, values, conflicts, concerns, principles and tools in the sustainability arena. Sustainability Conclave will be an annual event. This is a congregation of great minds from Industry, Academic Institutions, NGO's, Government and Research Agencies and Social Sector Institutions representing different sustainability leadership stakeholders. It is an exclusive opportunity for students and mandatory for them to attend the event.

# **6 COURSE WORKLOAD**

**6.1** Normally, the workload of a student should not exceed eight courses of 3 credits in any term or as decided by the Dean (XSoS) before the commencement of the Term. In other words, the workload is limited to 24 credits in each term.

**6.2** A student may be permitted by the Dean to register for electives beyond the minimum required, Grade(s) secured in an extra credit course will be included in computing QPI and CQPI and once opted for the course, and it cannot be dropped later. Students taking the extra course(s) are required to pay of Rs.5000/- per 3 credit courses.

# **7 ATTENDANCE**

Attendance is a crucial aspect of work ethics, valued by employers and there is an evident relationship between attendance and performance of an individual. It is a revered value to possess and will help a student prepare for future work ethics development during employment. It will also increase his/her performance merit in the MBA course. The University attaches great importance to punctual and regular attendance of all class sessions. The guidelines mentioned below will be followed in all courses. However, depending on the nature of a course, the faculty may follow a suitable attendance policy, which may deviate from the following guidelines. But in such cases, the policy shall be announced to the students at the beginning of the course and communicated to the Dean's Office by the faculty concerned.

**7.1** The students must remember that the final grade assigned to them considers their class participation. It is, therefore, advisable that in their own interest they should not miss any class.

**7.2** Written attendance record is taken in each class, or through the AIS.

*“What we are doing to the forests of the world is but a mirror reflection of what we are doing to ourselves and to one another.” Chris Maser, Forest*

**7.3** Absence without prior permission/intimation for leave is a serious breach of discipline, and the student is liable for appropriate disciplinary action, besides reduction in grade points.

**7.4** Exemption from attending classes is not permissible for reasons other than personal physical disability, 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 reduction in grade points.

### **7.5 Norms for Reduction in Grade Points due to Absence**

In any course

- a) For being absent up to 15% of classes there would be a deduction of 0.1-grade point per missed session; and
- b) The absence in more than 15% of classes and up to 25% of classes will result in loss of 0.5-grade point; and
- c) The absence in more than 25% of classes and up to 35% of classes will result in loss of 1-grade point; and
- d) The absence in more than 35% of classes and up to 50% of classes will result in loss of 2-grade points; and
- e) The absence in more than 50% of classes will require the student to repeat the course when it is next offered; and
- f) The absence in more than 50% of classes in more than 3 courses during a term would require the student to discontinue and re-join on the commencement of the same term in the next academic year.

**7.6** The percentage indicated above shall be rounded up to the next whole number. The attendance of students will be reported to the Dean’s Office in the prescribed format by the Instructors concerned or through the AIS, after completion of each course. The grade reduction penalty will be worked out at the Dean’s Office before announcing the final grades through the AIS.

## **8 LEAVE OF ABSENCE**

**8.1** Under special circumstances as mentioned in 7.4 above, a student may be granted leave of absence. Such leave of absence will be granted on application, for good and sufficient reasons, by the concerned Programme Coordinator Dean (XSoS).

**8.2** The application may be addressed to the Dean (XSoS) Coordinator and submitted in the Dean’s Office Coordinator’s Office after obtaining views of the Faculty. In case the period of leave required is more than 5 days, such leave of absence will have to be approved by the Dean (XSoS). In such a case the application must be addressed and submitted to the Dean (XSoS) after obtaining the views of the faculty member and the Programme Coordinator. However, in case of an emergency, the application may be submitted to the Dean (XSoS) directly stating the urgency.

**8.3** Faculty are not responsible for any student losing any segment of evaluation because 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.

## **9 CHOICE OF ELECTIVES**

**9.1** The students will be required to complete electives equivalent to 40 credits in IV, V and VI terms respectively during the second year. The minimum credit requirement in terms of electives for the IV, V and VI term is 12, 12 and 9 credits respectively.

**9.2** The students are required to give their choice of a list of electives for terms IV, V and VI towards the mid of July. Choice of electives may be exercised in view of their placement/academic interests subject to the concurrence of the faculty concerned.

**9.3** The criteria for admission of students to the different elective courses are determined by the instructors concerned in consultation with the respective Area Coordinators, Programme Coordinators and the Dean (XSoS). Ordinarily, the terms of admission to elective courses are decided by the Area.

## **10 REGISTRATION OF ELECTIVE COURSES**

**10.1** The elective courses to be offered in the second year will be finalized before going to SIP.

**10.2** Electives will be offered in groups for each of the fourth, fifth and sixth term.

**10.3** Students must complete the course registration by going through the course outlines and other related information available in the University's academic web. If necessary, students are advised to discuss the details about the electives with respective faculty, to help finalise their choice. No change would be permitted after the registration for electives are completed.

**10.4** Faculty may evolve suitable criteria, in consultation with the Dean, to select students for the electives. Such criteria will normally be based on:

- a) The academic background, aptitude and level of performance of the students in related courses; and
- b) The number of students that can be admitted to the elective.

## **11 DROPPING OF ELECTIVE COURSES**

**11.1** In order for an elective course to be offered, there should be a minimum registration of 6 failing which, the elective will be dropped.

**11.2** In the event of an elective being dropped as stated above, the students will be given the option to register for another elective.

## **12 INDEPENDENT RESEARCH PROJECT (IRP)/CAPSTONE PROJECT**

**12.1** As mentioned earlier, to specialize in a particular area, each student can either opt for an independent research or undertake a capstone project. Capstone Projects are usually more "experiential" projects where students take what they've learned in the class and apply it to examine a specific idea in the form of an action project and write his/her learning and experiences which can add to development of knowledge, skill and behavioural change. Independent Research Projects are micro studies, either desk-based or desk and field based on a topic of current interest. IRP is meant to augment the existing elective courses and provide the student an opportunity to learn beyond coursework. Through IRP student is given the opportunity to apply management knowledge over a longer time span in rigorous manner. It is expected that the findings of report is useful for sustainability management organisations and perhaps lead to a publishable paper.

**12.2** The IRP will be offered in the 4<sup>th</sup> and 5<sup>th</sup> term and needs to be completed within the term. In exceptional cases the IRP can span over two terms. **No IRP will be offered in the 6<sup>th</sup> term.**

**12.3** An IRP will be treated as equivalent to a 4-credit course.

**12.4** In order to be eligible for an IRP the student has to have a minimum CQPI of 7 at the end of the first year.

**12.5** A student can opt for only one IRP in the academic year.

**12.6** The student will have to choose a main guide. No IRP will be allowed without guidance from faculty member.

**12.7** Those interested in doing IRP can write a research proposal on the topic of interest and discuss the same with the potential guide(s).

**12.8** The finalized IRP proposal along with signatures of three guides on the title page may be submitted to the Dean (XSoS) Office before

**12.9** An IRP will be deemed complete after submission of the evaluated report duly signed by the Guide and the student at Dean’s (XSoS) Office.

**12.10** The grade for an IRP will be awarded based on the performance of the student on various evaluation criteria.

## **13 SCHEDULING OF CLASSES**

**13.1** It may so happen that the number of electives offered/opted in a term may be much more than the number of sessions that can be scheduled per week. This may require the University to consider the convenience of faculty and the interests of students while scheduling the sessions.

**13.2** Thus, a few electives may clash with one another because of concurrent schedule, i.e., in the same slot. Such an eventuality is likely to cause problems, particularly, where a student opts for both/all the electives so scheduled in the same slot.

**13.3** Should a situation of this kind arise, students affected by such slotting will be directed to opt for anyone/ another elective (s), for a class slot.

## **14 METHODOLOGY**

**14.1** Teaching methodology consists of lecture inputs, exercises, cases, role plays, presentations, project-work, term papers, etc. Each instructor uses a suitable mix of methodology to suit the requirements of the course. Students in a course are likewise evaluated in various components, viz. quiz, a mid-term examination, end-term examination, cases, role plays, and other assignments. On the commencement of the course, the Course Outline is 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.

**14.2** The student is advised to preserve the course outlines, which may be required for reference during his/her further studies. The University may not be able to compile the course outlines for such purposes at a distant date in future.

## **15 THE EVALUATION SYSTEM**

**15.1** There will be a common syllabus for the courses across all sections. However, teaching pedagogy, teaching materials and delivery could differ depending on the faculty teaching the course.

### **15.2 Evaluation Component**

The following norms will be used for Evaluation Component

<b>Course Credit</b>	<b>Minimum no of components</b>
1	2
1.5	2
2	3
3	3
4	3

### 15.3 Weightage for different Components

The weightage for different Components of evaluation will be as follows

Component	The range of weightage%
Class Participation	5-15
Quiz and/or Assignment	15-30
Individual Project	15-25
Group Project	10-20
Midterm Examination	20-30
End term Examination	30-40

**\*For 1 & 1.5 credit courses, no component should be more than 60%.**

**15.4** The decision of the Dean regarding grades or any segment of evaluation will be final. A student who needs clarification of one's grades may discuss with the Dean's office within a week of receiving the grades.

**15.5** Faculty will give feedback to students periodically on their performance through written comments on answer sheets or through individual meetings

**15.6** If a student has missed a mid-term or an end-term because of authorised absence, s/he should approach the faculty concerned for administering a make-up examination within two weeks, unless otherwise specified by the faculty concerned, and inform the Dean accordingly. In such an event, the student is responsible for ensuring that the grade is submitted to the Dean's Office by the faculty without undue delay. The student's transcript will carry an "I" grade until and unless the Dean's Office receives the final grade from the faculty.

**15.7** If, for any reason, the student fails to avail himself/herself of the opportunity to make-up the missed examination(s), s/he will be finally awarded "I" grade for that course or for that segment of evaluation, as the case may be, and no second opportunity for a re-test will be given.

**15.8** A student, who has obtained an "I" grade should complete the requirements of the course to the satisfaction of the faculty within 4 (four) weeks from date on which the grade is announced or, where the course falls in Term-VI, within a week of the completion of Term-VI, failing which the 'I' component marks shall be treated as zero and the total grade would be calculated taking "I" component as zero. It should be clearly understood that the student will not be entitled to receive the Degree until s/he completes the requirements stipulated here-in-before.

**15.9** Students are required to strictly adhere to the deadlines prescribed for the submission of all written assignments, projects, and reports. Late submission is liable to be visited with reduction in grade as indicated hereunder:

Delay	Reduction	Example
1 week or less	1-grade point	From B+ to B
2 weeks or less	2-grade points	From B+ to C+
3 weeks or less	3-grade points	From B+ to C

If a written assignment is overdue for more than 3 weeks, the faculty may refuse to accept the assignment and award "zero" for that segment of evaluation. However, if the grades are submitted to the Dean's Office with an 'I' symbol in the assignment, the incomplete component shall be treated as zero, on expiry of two weeks from the date of submission of grades to the Dean's Office or from the last date for submission of grades, whichever is later.



### 15.10 Grading Pattern:

The University follows relative grading of students. The students are evaluated on a quality point **from 0 to 10** as well as classified into letter grade from F to O. The equivalence of quality point and letter grade is as follows:

Grade	O	A+	A	B+	B	C+	C	D+	D	F
Quality Point	9.50-10	8.75-9.49	8.00-8.74	6.75-7.99	5.50-6.74	4.25-5.49	3.00-4.24	1.75-2.99	0.50-1.74	0-0.49

The faculty concerned will be giving the details of evaluation pattern for his/her course.

Another evaluation symbol “I”, is used for incomplete component/ 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.

### 15.11 Grading Norm

The University has the following Grading Norms

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

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

### 15.12 Quality Point Index

The index of a student’s term performance is the Quality Point Index or QPI. It is the weighted average of the total quality points secured by a student in a term and relates to the maximum quality base of ten. The index of the student’s performance in all the terms completed is the Cumulative Quality Point Index or CQPI. It is the weighted average of the QPIs of all the courses and terms completed.

### Performance Feedback

- Instructors would be giving to the student’s periodic feedback on their performance directly in person and/or through the AIS.
- They would also be communicating to the students the grades of quizzes and short tests and other assignments within 10-15 days of completion of the tests/assignments as the case may be.

### 15.14 Re-evaluation/Clarification

- A student seeking clarification on any grade awarded to him/ her may meet the Instructor concerned within one week of publication of the grade.
- Re-evaluation of examination or term papers is normally not allowed. In exceptional cases the student concerned should appeal with reason, for re-evaluation to the Dean within two weeks of the announcement of the grade. The Dean will forward the request to the Instructor and the Area Coordinator. In case the student is not satisfied with the decision of the Instructor, s/he can appeal to the Academic Committee through the Dean within 2 days of receiving the Instructor’s decision. Should a re-evaluation be done, the student would have to accept the new grade, whether, up or down, and that would be taken for the final computation of the course grade.
- No request for re-evaluation will be considered under any circumstances less than eight days before the Convocation. If an exception must be made 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.

### **15.15 Necessary Qualifying Criteria**

- a) Where a student has missed a mid-term or end-term examination due to absence with prior permission of (or intimation to) the Dean/Coordinator, s/he should arrange with the Instructor concerned a make-up examination within two weeks of his/her re-joining and inform the Coordinator accordingly, so that the grade for the course can be submitted to the Dean’s Office at an early date. In case the course grades are already submitted to the Dean’s Office, a make-up test will require the permission of the Dean.
- b) The uninformed absence in the end-term examination will fetch ‘F’ grade in that segment or in that course finally. The Dean may however, sanction a make-up examination for the missed-out end-term examination if satisfied with the sufficiency of the cause of absence, but with a disadvantage of one-grade point reduction.
- c) The end-term examination should be pen and paper-based and is compulsory. In case of any student missed the end term exam for a genuine reason, s/he may be given chance for a makeup exam according to the clause no 15.13(a) Failure to make-up for the missed-out end-term examination will subject the student to ‘F’ grade in that course.
- d) If the student fails to make-up the missed-out end-term examination(s) within the time specified as above, s/he will be awarded ‘F’ grade for that course or for that segment of evaluation. Dean’s Office shall refer the list of such cases to the faculty concerned. No arrangements thereafter will be made for a re-test.

## **16 QUALIFYING STANDARDS**

### **16.1 CQPI to be achieved by a student for the award of the Degree**

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

### **16.2** In addition, a student must not secure/accumulate the following disqualifying grades or less at any time during the Programme:

- a) An equivalent of F grade in six (6) credits or more where a D/ D+ in any given number of credits will be considered as F in half the number of credits. In other words, a student must not get D/D+ in 12 credits to prevent disqualification. For illustrative purposes, we describe two situations to explain the disqualifying combination
- b) A student securing an F grade in three (3) credits and a D grade in nine (9) credits will mean a total of F in 7.5 credits and amount to a disqualification.
- c) A student securing F grade in 1.5 credits and D in six (6) credits will mean securing F in 4.5 credits and this will not amount to a disqualification.

## **17 DISQUALIFICATION**

**17.1** If a student does not meet the qualifying criteria as per the norms vide para 16 at the end of the 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.

**17.2** A student failing vide para 16.2 in the first year but securing the minimum prescribed or higher CQPI at the end of the first year, can be promoted to the 2<sup>nd</sup> year with a condition that the student will have to take a supplementary examination as follows:

The supplementary examination can be taken in a maximum of 4 subjects at least a week before the commencement of Term-IV.

Such students appearing for the supplementary examination can register for Term-IV only with an undertaking that if the disqualifying combination could not be overcome even after the retest then they will be governed by clause 16.1.

However, such an opportunity will not be admissible to a student who has already repeated a year vide para 17.1 or 17.2. In other words, the provision of 17.2 will not be applicable to a student who is already repeating a year.

**17.3** In a 'supplementary examination' under 17.2, a student is permitted to score a grade point not higher than 6.74 or 'B' Grade. If s/he does not improve to qualify for promotion on retest under 17.2, allowed once only as above, the student will be required to repeat the first year.

**17.4** If a student is not able to meet the prescribed minimum CQPI of 5.5 at the end of the sixth term, s/He will not be allowed to convocate. However, the student will be given an option to appear for a retest in subjects where s/he has secured less than CQPI of 6.25 within a month of the Convocation. The students will be permitted to appear for retest by paying a fee of Rs. 20,000 per paper for which s/he wants to take a retest.

**17.5** The retest as per 17.4 will be a comprehensive examination of the entire paper. The result of the retest will be announced within 2 weeks since the day the retest has been taken. The decision to allow for a retest will be with the approval of the Dean. The student can apply for permission for a retest for one or more than one paper only once. If the student is not able to meet the prescribed minimum CQPI even after taking retests, s/he will be required to repeat the second year as per 17.1

If the student meets the requirements prescribed in clause 16.1 and 16.2 after availing retest, s/he will be deemed to have completed the programmes in the batch for which convocation took place and may be provided a provisional programme completion certificate.

However, the student will be permitted to participate in the next year's convocation to receive the degree.

**17.6** If a student is not able to convocate for not meeting the prescribed minimum CQPI of 5.5 at the end of the sixth term, because of taking courses beyond the prescribed minimum, s/he will not be allowed to drop courses but, s/he will be given a chance to repeat courses as per the clause 17.4. If a student has disqualifying grades as per 16.2 and does not get the minimum required CQPI at the end of the Second year, then 17.4 will be applicable. The student should be able to remove the disqualifying combination of grades as well as meet the minimum required CQPI by taking a retest. Inability to address any one or both the requirements will make 17.1 applicable to the student.

### **General**

**17.7** In repeating a year (first or second as the case may be) a student is not required to repeat such courses wherein s/he has secured a quality point of 6.25 or above in the first attempt.

**17.8** Opportunity to repeat a year of disqualification or a retest can be availed only once during the Programme.

**17.9** After removing disqualification through a retest, if a student once again disqualifies in subsequent year/term, no retest will be given. S/ he may be eligible for repeating the year if not already availed the opportunity for repeating a year.

**17.10** Thus, in a case of disqualification under 16.2 above even after the retest, a student is required to repeat the full year in which such disqualification occurs, regardless of s/he scores desired minimum or above the minimum CQPI.

**17.11** Any student who disqualifies as per 16.2 above once shall not be eligible to earn any commendation or Medal for Merit irrespective of the CQPI earned.

*"We cannot hope to create a sustainable culture with any but sustainable souls." - Derrick Jensen, Endgame, Vol. 1: The Problem of Civilization*

**17.12** A student must complete the Programme in three years maximum, with a spread over of four years at the most, subject to the recommendation of the Academic Committee and approval of Academic Council.

**17.13** Any student failing to complete the Programme successfully within the maximum duration stipulated above shall not be entitled to the award of the relevant degree and instead shall have to leave the University with a certificate of participation only.

## **18 PERFORMANCE COUNSELLING**

The University desires all students to be at ease and be confident in their learning experience. In case a student is facing any difficulties to perform effectively and to the best of his/her abilities the university has put the following mechanism in place.

**18.1** Students experiencing difficulties to perform well may seek the guidance from respective faculty for performance improvement.

**18.2** Each student shall be placed under the guidance of a Faculty Advisor.

**18.3** The Dean's Office shall periodically communicate the performance/ conduct of the students concerned to respective Faculty Advisors, who in turn shall appropriately act on the feedback and render counsel/guidance as necessary.

**18.4** Students may also seek advice/guidance of their Faculty Advisors as and when they feel the need for such counsel.

## **19 CONDUCT DURING EXAMINATIONS**

Adhering to ethical practices during examinations is a virtue which all students must inculcate and propagate. This is crucial, to uphold individual integrity, institutional quality and future building of students.

**19.1** Students should report at the examination venue at least 10 minutes before the scheduled time. Students will not be permitted into the examination venue after the question paper is distributed.

**19.2** Examinees are expected to bring their writing equipment's/aid including ruler, calculator, etc., into the examination hall, as permitted by the Instructor. Exchanging/borrowing of writing equipment's/aid from other examinees is not permissible. Mobile Phones are not permitted inside the examination Hall. If any student is found to possess Mobile Phones he may be denied to take the examination by the Invigilators.

**19.3** No paper, books, or notes are allowed into the examination hall, except when the test is declared to be "open-book". All tests are "closed book" unless explicitly specified otherwise by the examiner with prior intimation to the Dean's Office. A student must not refer to any book, paper or other notes, nor write from such materials in the examination unless it is an open book examination. Except for open-book examinations, all books and study material must be left outside the examination venue. The University will not be held responsible for the loss or theft of any material from within or outside the examination venue. Students are, therefore, advised to refrain from carrying important books, papers or other belongings to the examination venue to avoid the risk of losing them.

**19.4** Unless specifically permitted by the Examiner/Invigilator, use of pencil for writing answers is not desirable. Answers should be legible, and all answer-sheets must be properly page-numbered and tagged/ stapled. Failure to follow the instructions contained herein as well as given in writing or verbally during the examination shall attract penalty as deemed appropriate by the Authority.

**19.5** Any exchange of remarks, notes, 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 can take away the answer paper immediately from the concerned student caught indulging in a malpractice during the examination and prevent him/her from completing the examination. Such an action of the invigilator may be authenticated by the co-invigilator present on duty. Dean’s Office is to be informed immediately of the incident. A student deliberately facilitating a malpractice for another examinee is also to be considered guilty of the malpractice.

**19.6** Ordinarily, no examinee will be allowed to leave the examination hall before submitting the answer paper to the invigilator. Not more than one examinee shall be allowed to leave the examination hall at a time during the examination.

**19.7** Unless otherwise specified by the Instructor, collaboration in any form with others in writing of the home assignments is treated as a malpractice. In other words, the answers as presented to the Instructor should be the independent work of each student. Students are advised that they should not, in their own interest, communicate their written analysis or answers in a take-home assignment to other students.

**19.8** Students must fill the particulars on the cover page of answer booklet before proceeding to attempt any question. The same is the case with every additional booklet used.

**19.9** 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.

**19.10** Students must stop writing as soon as the invigilator signals the end of the time allotted for the examination.

**19.11** Answer books should be handed over to the invigilator once the student finishes the examination. It is the sole responsibility of the student to ensure that his/her answer book is promptly handed over to the invigilator once the time allotted for the examination is over.

**19.12** If a student is not in a position to take an examination for reasons beyond his/her control, s/he should inform, in writing, to the Programme Coordinator/Dean and the faculty concerned beforehand and obtain their clearance, failing which s/he will be awarded an “I” grade in respect of the course concerned. If the student obtains clearance from the Programme Coordinator/Dean and the faculty, then the procedure mentioned in Clause 15.5 will apply.

**19.13** Any violation of the norms of examination will be considered a serious offence and an act of misconduct. In such an event, the student will be liable for forfeiture of the answer book and expulsion from the examination hall at once. In some cases, the matter is referred to the Student Disciplinary Committee to suggest the quantum of punishment. If the gravity of the offence is so grave as to adversely affect the reputation of the University and/or the fair conduct of the examination and/or the general discipline in the campus, the student will be liable for expulsion from the University.

**19.14** Any action to undermine the seriousness of examinations such as appearing in fancy dress during the examinations shall not be allowed. The examinee shall be debarred from appearing in the examination and/or may be subjected to a fine of up to Rs.5000/-, if found violating this rule.

## **20 POLICY ON PLAGIARISM**

### **20.1 Definition**

Plagiarism is the passing off of the thoughts or works of another as one’s own. Plagiarism involves giving the impression that a person has thought, written or produced something that has, in fact, been borrowed from another. This can be done in two ways, either by copying exactly what the writer has said or by summarizing or paraphrasing the ideas as your own.

*Never doubt that a small group of thoughtful, committed citizens can change the world; indeed, it's the only thing that ever has. - Margaret Mead*

Copying the words or ideas of another without acknowledging in a piece of written work, amounts to an attempt to claim them as one's own. Where plagiarism is detected in a piece of submitted work it may be considered as academic misconduct. However, appropriate quotations duly acknowledged may enhance a student's written work.

## **20.2 Responsibility**

Each faculty member shall develop guidelines for the presentation of assignments, reports and theses, incorporating information on the matter of plagiarism for the courses he is teaching in addition to the general guidelines provided in the Manual of Policies for Students. These are to be communicated to the students at the beginning of each course, preferably, in the Course Outline.

## **20.3 Allegations of Plagiarism**

Plagiarism may result from poor technique or more serious causes such as copying the work of another person, submitting the work of another person, or closely paraphrasing a piece of work without due acknowledgment. The circumstances relating to an allegation of plagiarism shall be assessed to determine which of the following should apply:

20.3.1 Minor matters of plagiarism may be dealt with by the faculty member;

20.3.2 More serious matters including multiple allegations may be referred to the Student Disciplinary Committee at the Dean's discretion.

## **20.4 Penalty**

Each case shall be treated on its merits. The first minor infringements may be corrected by counselling or by the imposition of a penalty, as appropriate. 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.

Where a penalty is imposed, a file note of the matter shall be placed on the student's central file and a copy of the file note provided to the student. Before imposing a penalty for plagiarism, the student's file should be checked to determine whether the offense is a first or a subsequent one. For a subsequent offense, the penalty shall be more severe.

# **21 DISCIPLINE**

## **21.1 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 and as students of XSoS, Xavier University.

The University strives to achieve this standard in every phase of campus life. Each student of the University shall consciously strive to excel in his/her 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.

## **21.2 Misconduct**

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

**21.2.1 Ragging** - Any disorderly conduct whether by verbal or written words or by an act which has the effect of teasing, treating or handling with rudeness any other student(s), indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or physical harm or to raise fear or apprehension thereof in fresher(s) or junior student(s) or any other student(s), asking the student(s) to do any act or perform something which such student(s) will not in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of such student(s).

As per the Hon'ble Supreme Court's guidelines on Ragging vide SLP. No. 24295 of 2006, in case of any cognizable offences of ragging by a student would be reported to the Police and appropriate action initiated as per law.

**21.2.2** 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.

**21.2.3** Fraud, dishonesty, misappropriation of University funds or funds of Students' Organisations, misuse of Rail/Air concessions, and complicity in other financial irregularities in connection with studentship of the University.

**21.2.4** Involvement in serious academic malpractice, including plagiarism as per Policy Nos.19-21 of the Manual of Policies for Students.

**21.2.5** Reporting of fictitious data in an empirical study, as and when detected and established

**21.2.6** Indulging in the violation of community and organisational norms, practices and values during Summer Placement or any other external academic or non-academic activity leading to physical and psychological harm to individuals and groups in the community and organisation.

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

**21.2.8** (a) Indulging in anonymous slander, deception, harassment, and the like using information technology;

(b) Violation of software copyrights.

**21.2.9** Unsolicited communication by group email.

**21.2.10** Impersonation or proxy submission of assignments, reports and other documents to the faculty.

**21.2.11** Levelling false and baseless allegations against any faculty member or officer or employee of the University;

- a) Doing or causing to do any act, which is likely to adversely affect the relations of the University with its customers, i.e., industrial organisations;
- b) 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 XSoS, Xavier University commemorating an event organised or sponsored by the company at XSoS, Xavier University;
- c) 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/ 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;
- d) 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; also in relation with or otherwise to the activities initiated by the school; any act which incites, leads to any form of protest, agitation, unruly behaviour, labelling of slanderous defamatory language, disrupting harmony within the various schools of the university, causes hindrance in day to day activities of the university and school will result in expulsion or withholding of the degree.
- e) 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 his/her part also accepts this clause in full;

- f) Absence without prior permission from the Dean and the Faculty; and/or mass absence from classes;
- g) Drinking and Drunkenness in the public areas;
- h) Entering the restricted areas like Xerox room in the main building without the express permission of the concerned authority;
- i) Theft, fraud, dishonesty, bribing or attempt to bribe;
- j) Copying in any form in the assignments, projects or in any examination;
- k) Permitting, whether wilfully or otherwise, a co-student to copy from one's own answer book or document or material;
- l) Smoking in the campus area;
- m) Communication of written analyses or answers, in any manner whatsoever, to other student(s) in respect of home assignments or projects of individual nature;
- n) Whispering or communicating with one another by means of signs, symbols or gestures or in any other body language in the examination hall;
- o) Any other act of indiscipline, which is herein unspecified and deemed at the time of offence as an inappropriate behaviour and conduct by the Disciplinary Committee of XSoS, Xavier University and/or the management of the University.

### **21.3 Disciplinary Procedure**

**21.3.1** 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 mentioned in 21.4.1 and 21.4.2 listed below.

**21.3.2** For major acts of indiscipline the Dean (Academics) shall be the disciplinary authority, acting on his/her own judgment and/or in consultation with the Student Disciplinary Committee/Academic Committee/Faculty Council at his/her discretion. The Dean can award one or more penalties listed in 21.4 below.

**21.3.3** All major allegations brought to the notice of the Dean (Academics) shall be ordinarily referred to the Student Disciplinary Committee and the Dean shall act based on the report of the Committee. However, 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.

**21.3.4** Before imposition of any penalty, the explanation of the student concerned and his/her record of 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.

### **21.4 Penalty**

One or more of the penalties listed below can be awarded to a student for breach of discipline amounting to misconduct

**21.4.1** Warning;

**21.4.2** Reduction of marks/quality points/grade in a component of a Course;

**21.4.3** Reduction of marks/quality points/grade for the whole Course;

**21.4.4** Fine up to Rs.5,000/-;

**21.4.5** Repeating a course of the first/second year as the case may be, along with the next batch;

**21.4.6** Suspension of studentship for a year/debarred from availing placement facilities;

**21.4.7** Expulsion from the University.

**21.4.8** Cancellation or withdrawal of any Academic honours – Certificate of Merit, Degree, Medallion, Scholarship, etc.

**21.4.9** 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



*"One way or another, the choice will be made by our generation, but it will affect life on earth for all generations to come" - Lester Brown*

University would be final and binding and by accepting admission in this University, the student on his/her part also accepts this clause in full.

## **21.5 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.

## **21.6 Grievance Resolution**

**21.6.1** Any student, having a grievance, may submit a written application to the Dean setting out all the circumstances and/or details therein clearly. The grievance application should be signed by the student concerned.

**21.6.2** Anonymous applications/petitions/letters will not be entertained or attended to under any circumstances.

**21.6.3** If a student, having obtained grade "D" or grade "F" in any course, feels that he has been unfairly discriminated against in evaluation/grading or has become a victim of subjectivity or internal inequity, 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".

**21.6.4** 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 satisfied that the representation is not frivolous or vexatious, and that there is a prima facie case, he may constitute a Committee in consultation with the area concerned and get the papers/issue re-examined.

**21.6.5** 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.

**21.7** Misconduct related to residential rules will be dealt by the Hostel Warden, the Registrar Dean (Administration) and the Vice-Chancellor Director, as per the Hostel Administration Rules of XSoS, Xavier University.

## **21.8 Alcoholic Abuse Deterrence Policy**

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

This policy applies to all students at any time and any place on campus. By this policy, the student may receive dismissal notice for the following offenses:

- a) alcohol use or possession on campus,
- b) alcohol use off campus that which discredits XSoS and XUB,
- c) in this case you will not be awarded Degree or Degree Certificate, without paying a penalty of **Rs. 1,00,000/-**.

On dismissal from XSoS, XUB, the student may apply for readmission by paying a penalty of **Rs.1,00,000/-** and providing sufficient and necessary information on the steps that the student has taken to undergo treatment for alcohol abuse de-addiction. Student's readmission request must accompany Doctor's certification as proof of sufficient treatment for reducing alcohol dependency and abuse.

The readmission request of the student shall be made formally by an application along with Rs.1,00,000/- and upon receipt of this application, the student's readmission request shall be decided by the following committee:

1. Registrar
2. Asst. Registrar(Academics)

### 3. Dean, Academics

The University will appreciate any voluntary reporting about any student who has history of alcohol abuse. This will be treated confidentially for proposing de-addiction treatment of the student.

## **22 FEEDBACK BY FACULTY**

Mid-Course Feedback and Final Communication of Grades

**22.1** Faculty will communicate to the students, the grades of quizzes and short-tests and other assignments normally within 10 (ten) days after the administration of the quiz or test or submission of an assignment, as the case may be. In any case, mid-term feedback comprising at least 35% to 40% of the components will be given to the students at least 10 (ten) days before the commencement of the end-term.

**22.2** The Dean’s Office will announce the final grades through the AIS as and when received from faculty and the students concerned should promptly check their grades through the AIS. The CQPI of the top ten students will be displayed on the students’ noticeboard/Intranet at the end of academic year.

**22.3** The grades of sponsored candidates, if any, may be communicated to the sponsoring organizations at the request of the student and/or of the sponsoring organization. As a rule, the grades of a student will not be communicated to any other person or organization without the consent of the student concerned.

### **BY STUDENT**

**22.4** Students are required to provide their feedback on different courses as and when notified by Dean’s Office.

**22.5** Noncompliance to clause 22.4 will invite a monetary penalty up to **Rs.5000/-** or a deduction of 0.2-grade points or any other penalty as may be deemed fit by the Dean (Academics) in the concerned course.

## **23 STUDENT EXCHANGE PROGRAMMES**

**23.1** The University has tie-ups with several international business schools in Europe and Africa. The details are provided on the University website. The students can also interact with the Students International Relations Centre (IRC) members or seek information from **irc@xub.edu.in**

The University reserves the right to allow or disallow a student to undertake an exchange programme without providing any explanation of the same. The student cannot claim an exchange programme as a matter of right.

Student exchange programmes are allowed under the following conditions:

- a) It is for only one academic term.
- b) The student must have a valid Indian Passport at the time of application to the foreign University
- c) The student does not miss any core courses for the academic terms at **XSoS, Xavier University**.
- d) Students are willing to bear all expenses towards the exchange programme.
- e) Students must meet the credit requirements as per **XSoS, Xavier University** norms (1 credit is equivalent to 10 hours of teaching) and not as per the norms of the partner international business school.
- f) Students must submit a list of courses undertaken along with the credits awarded for each with the Dean (Academics) Office and the IRC Office after completion of the exchange programme.
- g) The Grades awarded to the student in the partner institute would be recalculated as per **XSoS, Xavier University** grading pattern and awarded the recalculated grade.

*"One way or another, the choice will be made by our generation, but it will affect life on earth for all generations to come" - Lester Brown*

**23.2** The procedure for undertaking an international exchange programme is as follows:

- a) The student must apply in hard copy to the International Relations Center (IRC) of the University stating interest and name of the business school where he/she intends to undertake the exchange programme.
- b) This application must be submitted by 28th February of the year in which the student desires to undertake the exchange programme.
- c) The student needs to attach copies of all his/her mark sheets and pass certificates with the application.
- d) The IRC would then forward the applications to the Coordinator for screening and according to permission.
- e) The list of students permitted by the Coordinator would be forwarded to the Dean (Academics) for information and formal acceptance.
- f) The permitted students would be intimated by 31<sup>st</sup> March.
- g) The students would then proceed for availing scholarships and/ or student loans or for securing financial resources in undertaking the exchange programme.
- h) Documentation required in facilitating the student would be supported by the University.
- i) The IRC would undertake the process of availing formal acceptance/invitation letters for the students from the respective foreign partner Universities.
- j) The partner Universities may or may not accept/invite a student without giving any specific explanation. The student must abide by the same.
- k) The student cannot withdraw from the exchange programme once his/her acceptance/invitation letter is received from the foreign partner University.

## **24 DEGREE AND TRANSCRIPTS**

**24.1** At the end of the second year “**Master of Business Administration**” for SM Programme degree will be awarded to those students, who have fulfilled all the conditions and requirements for the award, and who have been approved by the Faculty Council and Board of Governors for the Degree.

- a) **The Degree Certificate will be awarded by Xavier University Bhubaneswar.**

**24.2** The Degrees are conferred at the University’s Annual Convocation that is normally held in the month of March/April every year. All students who qualify for the Degree are expected to attend the Convocation.

**24.3** The final transcripts will be given along with the Degree during the Convocation provided the student has cleared all the dues of the University.

**24.4** Transcripts indicate ranks obtained by the students up to and inclusive of Rank No. 10 for MBA.

**24.5** 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. Hence, the students are advised to settle their accounts on time.

**24.6 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 Dean (Academics).

**24.7** Extra copies of transcripts can be obtained on the application for the same addressed to the Dean (Academics) and on payment of fees as applicable.

## **25 MEDALS FOR 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 programme at any time during his/her tenure at the University.

## **26 LOANS**

Study loans are available from banks and other agencies. Information can be obtained from XSoS, Xavier University Admissions or Accounts Office.

## **27 FEES**

**27.1** The fees of the University are usually announced in the Admission Bulletin or Admissions Call letters. However, the fee structure is liable for changes as and when necessary through appropriate notification. Fees for each Academic year must be paid by the due date specified in the Academic Calendar. A late payment fee of **Rs.500/-** per day is charged in case of a payment made after the due date subject to a total of maximum **Rs.5,000/-**.

**27.2** All fees are to be paid in cash or by bank draft in favor of “**Xavier University SM payable at Bhubaneswar**”. Cheques are not accepted.

**27.3** A student doing extra credit-elective(s), over and above the prescribed credits, will be required to pay a fee as notified by the Dean’s Office at the beginning of the elective year. A late payment fine will be chargeable in case of payment made after the due date.

### **27.4 Penalty for Default in Payment of Fees**

A student will not be allowed to register for the term if s/he has not paid the fees for the previous the academic year and/or the up-to-date mess dues.

**27.5** 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, Hostel Warden, Reception, Students’ Cooperative and 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 term examinations.

### **27.6 Refund of Caution Deposit**

Caution deposit will be released only after clearance of all dues, viz. tuition fees, extra credit course fees if any, hostel fees, mess/canteen dues, library dues, any other dues and fines, if any, and receipt of completed NDC as per the procedure prescribed in 27.5 above.

Irrespective of the reasons for withdrawal of the student from the University’s rolls before completion of the programme, voluntary or otherwise, no other fees deposited with the University except the caution deposit are refundable.

**27.7** The fees/charges stipulated in this clause may be revised by the University without notice.

**27.8** Clearance certificate form of the student for fees/dues can be obtained from Accounts Office.

## **28 RAILWAY/AIR CONCESSIONS**

### **28.1 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 of the University. The outward journey on the student's concession order is not to be undertaken before the vacation commences.

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."

### **28.2 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 mentioned in 28.1 above.

## **29 STUDENT COMMITTEE**

### **29.1 Students Executive Council (SEC)**

This committee consists of the General Secretary and twenty elected representatives (two from each Section of MBA-SM, MBA, MBA-HRM and MBA-RM). This committee is a forum for periodic discussion with the Director/Dean on issues affecting the student body in general, in the following fields:

(a) Curriculum; (b) Teaching (including evaluation system); (c) Academic Discipline; (d) Extra and Co-curricular Activities; (e) Physical Facilities.

**29.2** Issues relating to individual students are specifically excluded from the purview of this committee.

**29.3** A student who has obtained one or more grades less than 'C' in Term-I shall forfeit his right to be elected or nominated or co-opted as an office-bearer, or as a member of the Executive Committee of any of the student bodies.

**29.4** A student who, having been elected or nominated / co-opted as an office-bearer or a member of the Executive Committee of any of the student bodies as illustrated above, obtains one or more grades less than 'C' during the period s/he is so holding the said office, s/he shall forthwith stand automatically retired from the position.

## **30 CAREER ADVISORY SERVICES**

### **30.1 Summer Internship Program**

- a) The Summer Internship is an integral part of the postgraduate program. The Career Advisory Services Office and the Associate Dean, Career Advisory Services will assist the students in finding suitable summer assignments. The Summer internships authorized by the Career Advisory Cell only will be recognized for Summer Internship.
- b) Students who do not complete their summer training will not be promoted to the second year.
- c) The duration of the summer project is approximately eight weeks.

- d) On return to the campus after the summer project the student is expected to submit the summer project report to the **Dean's Office (XSoS)**. This must be completed within 15 days after the commencement of the 4th term. In case the Project work is considered confidential by the organization, all steps should be taken to maintain confidentiality. In such cases, the student will be exempted from submitting the project report. However, an appropriate letter from the concerned organization must be submitted to the **Dean's Office (XSoS)**, along with a summary report of the project with the project title, organization, etc.

### **30.2 Final Career Advisory Service**

- a) The Career Advisory Services Office assists the students in planning their career and facilitates their entry into jobs which match their interest. It serves as a channel of communication between students and organizations to recruit students on the campus.
- b) Although the University shall make every attempt to facilitate the process of getting each student jobs which match their interest, it cannot be taken as a matter of right.
- c) As a matter of policy, the academic work of the students will take precedence over other activities.

## **31 EXTRACURRICULAR ACTIVITIES**

As a policy, the University encourages students to develop citizenship qualities in addition to academic accomplishments. Enough scope exists in the Campus for extra-curricular pursuits such as sports, social service, book club, music, seminars, debates, quizzes and contests, area-specific drives, community work in the neighbourhood etc. through area-specific voluntary associations such as SEMINAR CLUB, MAXIM, X-SOM, X-FIN, X-KNOZ, X-OPS, X-SYS, XPRESSIONS, SPIC MACAY, etc. A brief on these associations are given in the Admission Bulletin.

## **32 GENERAL**

The Administration of XSoS, Xavier University reserves the right to change requirements for admissions or graduation, the content of courses, fees charged, scholarships, awards and regulations affecting students, or make any other suitable modification, should they be deemed necessary in the interest of the students, the University or the profession.

***“I have received, read and understood from the MoP that I am a student of [ Xavier School of Sustainability 2018-20] under Xavier University Bhubaneswar.***

***I also understand that on completion of the course the Degree Certificate will be issued by Xavier University Bhubaneswar.”***

## LIST OF ABBREVIATIONS

MBA	: Master of Business Administration
MBA SM	: Master of Business Administration Sustainability Management
MBA-HRM	: Master of Business Administration-Human Resource Management
MBA-RM	: Master of Business Administration- Rural Management
AIS	: Academic Information System
QPI	: Quality Point Index
CQPI	: Cumulative Quality Point Index
F	: Failure
I	: Incomplete
NDC	: No Dues Certificate
XSHRM	: Xavier School of Human Resource Management
XSRM	: Xavier School of Rural Management
XUB	: Xavier University, Bhubaneswar
XSoS	: Xavier School of Sustainability
X-SOM	: The Association of Sustainability Management
MAXIM	: The Marketing Association
X-FIN	: The Finance Association
X-SYS	: The Systems Association
X-OPS	: The Operations Association
XIMHR	: The HR Association
RMAX	: Rural Managers Association of XUB
XKNOZ	: XSoS Knowledge zone
ILLUMINATIX	: Media and PR
SCAI	: Student Club for Augmenting Innovation
XPRESSIONS	: The annual inter-B-school meet
SRC	: Social Responsibility Cell
Spicmacay	: Society for Promotion of Indian Classical Music and Culture among Youth