

St. Xavier's College Burdwan

A Jesuit Minority Institution

(Affiliated to the University of Burdwan)

Approved by AICTE

ISO 9001 : 2015 Certified Institution

NAAC Accredited with B++ grade (1st Cycle)

Recognised under Section 2(f) & 12B of the UGC act, 1956



Celebrating 10 Year's of Excellence

ACADEMIC CALENDAR

2025 - 2026

STUDENT INFORMATION SUMMARY

Name: _____

Year & College Roll Number: _____

Blood Group: _____

E-mail: _____

PHOTO

Father's Name: _____

E-mail: _____

Occupation: _____ Phone: _____

Mother's Name: _____

Occupation: _____ Phone: _____

Residential Address: _____

Phone: _____

Office Address (Parents): _____

Phone: _____

Address of Hostel/ Paying Guest House: _____
_____Guardian/ Lodging House: _____

Cell Phone: _____

Signature of Parent/Guardian

Signature of HOD

COLLEGE ANTHEM

Verse 1:

**With hearts aflame, we rise as one,
Guided by faith, our journey's begun.
In wisdom's light, we walk each day,
With love and truth to lead the way.**

Chorus:

**St. Xavier's, our guiding star,
Shining bright, near and far.
With minds to learn and hands to serve,
We stand for justice, strength, and verve.**

Verse 2:

**Men and women, for others we strive,
Lifting the world, keeping hope alive.
Through service, honor, and courage untold,
Our spirits shine like flames of gold.**

Bridge:

**In knowledge deep and values strong,
We build a future, bright and long.
With Magis in our hearts, we soar,
To seek, to love, forevermore.**

Final Chorus:

**St. Xavier's, we pledge to thee,
Truth and Justice in unity.
With faith and hope, our voices ring,
For God and world, our anthem sings!**

PRAYER OF ST. IGNATIUS OF LOYOLA

Take, O Lord, and receive, and receive my entire liberty,
My memory, my understanding and my whole will.
All that I am and all that I possess, You have given me.
I surrender it all to You to be disposed of according to Your will.
Give me only Your Love and Your grace;
With these I will be rich enough,
And will desire nothing more.

PRAYER FOR STRENGTH

(Rabindranath Tagore)

This is my prayer to you, my Lord:
Strike, strike at the root of penury in my heart.
Give me the strength lightly to bear my joys and sorrows.
Give me the strength to make my love fruitful in service.
Give me the strength never to disown the poor
Or bend my knees before insolent might.
Give me the strength, to raise my mind high above daily trifles.
And give me the strength to surrender my strength to Your Will with Love.

A Pledge to The Nation

India is my country,
All Indians are my brothers and sisters,
I love my country, and I am proud of its rich and varied heritage.
I shall always strive to be worthy of it.
I shall give parents, teachers and all elders respect and treat everyone with courtesy.
To my country and my people, I pledge my devotion;
In their well being and prosperity alone lies my happiness.

Prayer before Class

O God,/ You are the Truth and the Origin of all knowledge,/ whom to know is to be happy,/ bless our studies which we consecrate to you,/ Enlighten our minds,/ strengthen our memories/ and direct our will towards the light,/ to what is right,/ Grant us to seek Truth always/ and be good to everyone/ whom we meet on the path of our life,/ today and always.

JESUITS AND EDUCATION IN INDIA

The Society of Jesus, a Christian religious order founded by Saint Ignatius of Loyola in 1540, has been active in the field of education throughout the world since its origin. In the world, the Jesuits are responsible for 3,897 Educational Institutions in 90 countries. These Jesuit Educational Institutions engage the efforts of approximately 1,34,303 teachers, educating approximately 29,28,806 students.

In India, the Society of Jesus has founded 118 Primary & middle Schools, 165 high Schools, 66 University colleges, 21 Technical Institutes and 18 Business Management Administration Institutes, 6 Engineering Colleges, 3 University with 11,225 teachers, educating 3,24,538 students, belonging to every social class, community and linguistic group. These Institutions are part of the Catholic Church's which makes an effort to share the country's educational undertaking.

The Jesuit College aims at the integral and personal formation of the youth. To accomplish this, special efforts are made:

To help the students to become mature, spiritually-oriented men and women of character;

- To encourage them continuously to strive after excellence in every field;
- To value and judiciously use their freedom;
- To be clear and firm on principles and to be courageous in action;
- To be unselfish in the service of their fellowmen; and
- To become agents of societal transformation in our country.

The Jesuit College thus aims at making its own contribution towards a transformation of the present day social condition so that principles of social justice, equality of opportunity, genuine freedom, and respect for religious and moral values, enshrined in the Constitution of India, may prevail, and the possibility of living a full human existence may be available to all.

(Jesuit Educational Association of India)

ST. FRANCIS XAVIER- PATRON OF THE COLLEGE

St. Francis Xavier is the patron of St. Xavier's College, Burdwan. He was Zealous Missionary who preached the message of God's love to the poor, the needy and people at margins in India. Following the legacy of Francis Xavier, St. Xavier's College, Burdwan becomes the channel of God's love and care.

Our Vision:

Towards holistic education, striving academic excellence and forming individuals for others

Our Mission:

- Facilitate excellence in learning process and competence for a life-long learning
- Accompany the youth towards universal service of truth and justice
- All-round development of the person according to dynamic global scenario
- Develop leadership skills with critical thinking and innovation which will transform the society
- Foster global understanding to reflect upon their role in global society

VALUES AND QUALITIES WE CHERISH, NURTURE AND PROMOTE:

Xaverians:

- Greet one another respectfully
- Being punctual for all classes and other programmes
- Keeping St. Xavier's campus clean, green and serene
- Being, creative and constructive in all the academic and co-curricular activities.
- Aware of social conditions in and the society and in the world and develop a compassionate and proactive response to transform the world.

OWNERSHIP, ADMINISTRATION AND AFFILIATION OF ST.XAVIER'S COLLEGE, BURDWAN

St. Xavier's College, Burdwan is a Christian Minority Institution owned and managed by the Jesuits of the Calcutta Province of the Society of Jesus, with the registration of Catholic Mission of Western Bengal (also known as Calcutta Province of the Society of Jesus), under the Societies Registration Act 1961. It is a Self-financed College, recognised by the Government of West Bengal and permanently affiliated to the University of Burdwan. (No. Permanent Affln./P-235/998 Dated 24/06/2022)

In March 2016 St.Xavier's College, Burdwan, the founder Body initiated the registration of a new society in the name of St. Xavier's Burdwan Educational Trust . The administration and management of St. Xavier's College, Burdwan is now brought under this trust and the day-to-day administration is vested with the Governing body.

THE COLLEGE LOGO



TRUTH

This not only includes the speaking the truth, but also the living of lives in consistence with our speech, and the philosophy we propound. Truth is opposed to lies, to false and fleeting values, to dishonesty in any of its subtle forms. It means our trustworthiness, our loyalty, our faithfulness. Truth is never something we master, we are at its service; it is always greater than what we are (or) any of us (or) humans.

JUSTICE

Justice makes our eyes turn, not only towards ourselves, but also towards others. We acknowledge that others also have rights, longings and legitimate desires. We acknowledge the rights of the poor and the destitute to a decent standard of living. Justice makes us aware that the "others" are not just 'outside there', but they are in reality our brothers and sisters, that we have the obligations to share our material, intellectual and spiritual wealth with them. Justice avoids exploitation of a human. Justice makes us aware that we must be the voice of the destitute, the oppressed; of those crying out for liberation.

THE CROSS (AND NAILS)

The acceptance of the Cross will be necessary if we wish to be truthful in our speech and in our lives; if we are not to compromise our principles and integrity. We will experience hostility and opposition, if beyond the mere expressions of pious words and feelings, we actually work towards a just order in society, where the rich are required to share their wealth with the poor, and the mighty are taken when they trample on the aspirations of the weak. But this Cross will be a glorious Cross. We will find meaning in our lives that comes as a gift from God; we will experience peace that is ineffable; Peace that comes from the depth of union with God and our fellow men; peace that results from personal integrity and harmony within ourselves.

The cross is a symbol of our fight against injustice even at the expense of personal pain. It is a symbol of love transformed by the radiance of truth and justice.

I H S

I H S stands for Jesus Saviour of Human Kind (Jesus Hominum Salvator)

In Jesus we find eminently exemplified Truth and Justice who concerns for those who are in dire need under the tyranny of sin and oppression. In Jesus, we find the dignity of man, and true value, and a love that embraces death. In Jesus, we find an explanation for suffering. In his victory and glory, we find our confidence in God. Jesus is not dead. He is Alive.

THE FIELDS, THE WATER, THE RICE PLANTS

These symbolize Burdwan in its richness of soil and its plentifulness of rice. The plants bending under the weight of grain, symbolize abundance and growth.



MESSAGE FROM THE PRINCIPAL

Dear Students, Staff, Parents, Alumni/ae, Benefactors and Well Wishers

St. Xavier's College Burdwan is emerging as one of the premier institutions of higher education in Burdwan (East) district. We are reaping the fruits of hard work by many individuals in the college, right from its inception. I am personally thankful to all the faculty members, the governing body members, trustees and well wishers and benefactors who continue to shape this college in accordance with the rich traditions of Jesuit education. The college is indeed, privileged and lucky to have many dedicated staff members who give their time and energy generously for building it up as an institution of excellence and repute.

A journey has begun with lots of hope, aspirations and expectations. Beside the committed faculty members of the college we also need the assistance of like - minded people who share the same vision and wise and intellectual people who can guide us forward. Our collaboration with other universities and colleges in the country and international partnership with world-wide universities will open up our horizon to the rich traditions of education in the world and keep us in touch with current thinking in the promotion of quality higher education.

Who is a true Xaverian and how does a Jesuit institution differ from other institutions? These are the common questions asked by many who are puzzled about Jesuit institutions. What makes a Jesuit institution unique and different from other institution is not primarily its academic excellence but commitment to total formation of each individual and form "persons for others". It prepares students for responsible citizenship who through social involvement try to create a just society and express their concern for the poor and the marginalized. St. Xavier's College, Burdwan being a Jesuit college is no exception to this endeavour. From the very beginning students are exposed to the harsh realities of the people around on every Saturday beside their regular classes and academics. This sort of social outreach programmes have already started bearing fruits in the lives of the students where there is sense of social consciousness and social responsibility is growing and also there is a change in their attitudes, world view and their life style.

St. Xavier's College, Burdwan has finally got its own beautiful campus with well- furnished academic and administrative buildings and other annex buildings.

This will indeed, give the students a sense of identity and promote their sense of belongingness to the entire college community.

I place on record my sincere thanks and gratitude to all those stood by us in creating our own campus with all the necessary infra structures. Personally I thank the Jesuit Community of St. Xavier's Burdwan, the Jesuits of Calcutta Province, parents and guardians of the school and college, other benefactors and all our well wishers for their ever unconditional support and encouragement.

May God bless them and us all!

Rev. Dr. G. Paul Arockiam, S. J
Principal
St. Xavier's College
Burdwan

St. Xavier's College, Burdwan
GOVERNING BODY MEMBERS
2023-2026

SL NO.	NAME OF THE GB MEMBER	CATEGORY
1	Rev. Fr. Dr. James Arjen Tete, SJ Provincial	President
2	Rev. Dr. G. Paul Arockiam, S.J Principal	Secretary
3	Rev. Dr. Dominic Savio, S.J Principal, St. Xavier's College (Autonomous), Kolkata	Vice President
4	Rev. Dr. Maria Joseph S, S.J Principal St. Xavier's School, Burdwan & Burdwan Jesuit Community Superior	Management Nominee
5	Dr. Partha Sarkar Associate Professor, Dep. of Business Administration (HR),	University Nominee
6	Fr. Joseph T.Raj, S.J Vice-Rector & Finance Officer St. Xavier's University, Kolkata	Management Nominee
7	Dr. Fr. Joseph Kulandai, S.J Vice Principal, St. Xavier's College (Autonomous), Kolkata	Management Nominee
8	Dr. Fr. Mourlin Fernando, S.J Professor St. Xavier's University, Kolkata	Management Nominee
9	Mr. Indrajit Mukherjee Advocate	Management Nominee
10	Dr. M Senthil Kumar HOD, Department of Biotechnology, St. Xavier's College, Burdwan	Teacher Representative
11	Mrs. Debdutta Banerjee HOD, Department of Computer Science, St. Xavier's College, Burdwan	Teacher Representative

ST. XAVIER'S BURDWAN EDUCATIONAL TRUST
Trustees of St. Xavier's College-Burdwan

SL NO.	NAME	DESIGNATION
1	Rev. Fr. James Arjen Tete, S.J	Managing Trustee
2	Fr. Maria Joseph Savariappan, S.J	Joint Managing Trustee
3	Fr. Dominic Vincent, S.J	Trustee
4	Fr. E.S. Joseph, S.J	Trustee
5	Fr. Joseph Kulandai, S.J	Trustee
6	Fr. Puthanpurakal Paul Carlose, S.J	Trustee
7	Fr. M. Benny Thomas, S.J	Trustee
8	Fr. G. Paul Arockiam, S.J	Secretary Trustee

ADMINISTRATION

SL NO.	NAME	DESIGNATION
1	Rev. Fr. Dr. James Arjen Tete, S.J	President-Founder Body
2	Rev. Fr. Dr. Maria Joseph Savariappan, S.J	Jesuit Superior
3	Rev. Fr. Dr. G. Paul Arockiam, S.J	Principal & Secretary
4	Rev. Fr. Dr. Prof. Xavier Savarimuthu, S.J	Vice Principal
5	Rev. Fr. Dr. Maria Joseph Savariappan, S.J	Director- St. Xavier's Hostel
6	Rev. Fr. Anmol Robert Minz, S.J	Assistant Director St. Xavier's Hostel

ACADEMIC EXECUTIVE COMMITTEE

Rev. Fr. Dr. G. Paul Arockiam, S-J	Principal & Chairperson
Prof. Dr. Xavier Savarimuthu, S-J	Vice-Principal
Dr. M. Senthil Kumar	Academic Coordinator, HOD, Department of Biotechnology
Mrs. Barsha Ghosh	IQAC Coordinator, HOD, Department of Commerce
Dr. Debarati Ghosh	HOD, Department of English
Dr. Kandarpa Kanti Hazra	HOD, Department of BBA
Dr. Rahul Singh	HOD, Department of Sociology
Mr. Saurav Sengupta	HOD, Department of Geography
Mrs. Debduitta Banerjee	HOD, Department of Computer Science
Mr. Ujjwal Mandal	HOD, Department of BCA
Ms. Riya Sengupta	Incharge, Department of Mass Communication & Journalism
Dr. Bidisha Chatterjee	Incharge, Department of Economics
Mr. Somjit Halder	Coordinator: Post Graduation Course
Examination Coordinators:	Dr. M. Senthil Kumar, Mr. Somnath Tah
Foundation Course Coordinators:	Dr. Debarati Ghosh, Dr. Aratrika Bhattacharya
SWAYAM-NPTEL SPOC:	Dr. Arghadeep Bose
IIRS-ISRO Outreach Programme	Dr. Susmita Bhowmick
Coordinator:	
Club & Association Coordinators:	Mr. Saurav Sengupta, Dr. Debarati Ghosh
Placement Officers :	Dr. Rahul Singh
Faculty Coordinator, Student Council:	Mr. Somnath Tah
NSS Programme Officers:	Unit I: Mr. Somnath Tah
	Unit II: Mr. Santu Karmakar
AICUF Programme Coordinators:	Mr. Rohit Leonard Khakha, Ms. Sayani Mondal
X-Eve Programme Coordinators:	Mrs. Barsha Ghosh, Mrs. Madhuri Hazra
Students' Counsellors:	Mrs. Madhuri Hazra, Dr. Kandarpa Kanti Hazra
Academic Calendar & Prospectus:	Mrs. Barsha Ghosh
Electoral Literacy Club Nodal Officer	Mr. Diptanshu Nag
NIRF Coordinators:	Mr. Saurav Sengupta, Mr. Diptanshu Nag
AISHE Coordinators:	Mr. Pinaki Bhattacharya
	Ms. Reena Mazumdar
Bharat Scout and Guide Leaders:	Rover Scout Leader: Mr. Supratik Goswami
	Mrs. Anindita Sinha

All India Council for Technical Education(AICTE) Scheme Coordinators**Principal & Chairperson****Rev. Fr. Dr. G Paul Arockiam, S.J****Faculty Development Scheme Coordinator****Dr. Kandarpa Kanti Hazra****Student Development Scheme Coordinators****Dr. Arijit Saha****Mr. Amarnath Mukhapadhyay****Mr. Saurav Sengupta****Institutional Development Scheme
Coordinators****Mrs. Barsha Ghosh****Ms. Sukanya Saha****Dr. Vishal Maheshwari****Mrs. Debika Som****Research & Innovations Development
Scheme Coordinators****Mr. Ujjwal Mondal****Mrs. Debdutta Banerjee****Dr. Debarati Ghosh****Dr. Aratrika Bhattacharya****General Scheme Coordinators****Mr. Supratik Goswami****Mr. Santu Karmakar****Mrs. Sharmistha Gupta****Ms. Shilpa Mondal****Initiative Coordinators****Mr. Somnath Tah****Mrs. Barsha Ghosh****Dr. Kandarpa Kanti Hazra****Mr. Rohit Leonard Khakha****Ms. Alokeparna Choudhury**

ACADEMIC STAFF**Department of Commerce**

Mrs. Barsha Ghosh (HOD)
 Dr. Vishal Maheshwari
 Mr. Somnath Tah
 Mr. Rohit Leonard Khakha

Department of English

Dr. Debarati Ghosh (HOD)
 Mr. Somjit Halder
 Mrs. Oly Roy
 Mr. Arijit Saha
 Mr. Sarbajit Chowdhury
 Ms. Brinda Samanta
 Ms. Dipanwita Sen

Department of Sociology

Dr. Rahul Singh (HOD)
 Dr. Aratrika Bhattacharya
 Mr. Diptangshu Nag
 Ms. Sukanya Saha
 Ms. Kaushiki Banerjee
 Mr. Saket Chowdhury
 Ms. Sweta Chand

Department of B.C.A

Mr. Ujjwal Mondal (HOD)
 Mrs. Debdutta Banerjee
 Ms. Alokeparna Choudhury
 Mrs. Sharmistha Gupta
 Mr. Santu Karmakar
 Ms. Shilpa Mondal
 Mr. Sanjoy Kumar Dey

Language & Other Courses

Mr. Rohit Shaw
 Ms. Puja Sonkar
 Mrs. Mitupriya Saha

Director of Sports & Game

Mrs. Mitupriya Saha
 SK. Mickchand

Department of Computer science

Mrs. Debdutta Banerjee (HOD)
 Mr. Ujjwal Mandal
 Ms. Alokeparna Choudhury
 Mrs. Sharmistha Gupta
 Mr. Santu Karmakar
 Ms. Shilpa Mondal
 Mr. Sanjoy Kumar Dey

Department of Geography

Mr. Saurav Sengupta (HOD)
 Dr. Susmita Bhowmick
 Dr. Arghadeep Bose
 Ms. Sayoni Mondal

Department of B.B.A

Dr. Kandarpa Kanti Hazra (HOD)
 Mrs. Debika Som
 Mr. Supratik Goswami
 Mr. Imran Hashem
 Mr. Goutam Dutta
 Mr. Amarnath Mukhopadhyay

Department of Biotechnology

Dr. M.Senthil Kumar (HOD)
 Dr. Sudip Hajra
 Dr. Kaniz Wahida Sultana
 Dr. Arpita Chatterjee
 Dr. Moupriya Mondal

Department of Economics

Dr. Bidisha Chatterjee (Incharge)
 Mrs. Debika Som
 Mrs. Barsha Ghosh

Department of Mass Com. & Journalism

Ms. Riya Sengupta (Incharge)
 Ms. Debangana Ganguly

POP : Mr. Indrajit Mukherjee
 Adv. Kamal Dutta
 Mr. Subhasis Das

Office Staff

Librarian	Ms. Priyanka Roy
Lab Technician	Mr. Deepak Sharma
Accountant	Mr. Tanoy Das
Office Assistants	Mr. Pinaki Bhattacharya Mrs. Anindita Sinha Mrs. Arpita Bhattacharyya Mr. Sumon Dey Ms. Reena Mazumdar
System Administrator	Mr. Indranath Pramanick Mrs. Shatabdi Lahiry
Receptionist	Mrs. Srabani Ray
Canteen Manager & Office Assistant	Mr. Kazi Md. Salauddin
Support Staff	Mr. Rajib Karmakar Mr. Nirmal Mardi Mr. Pranab Ganguly Mrs. Julita Hansda Mr. Biswanath Hansda Mr. Abhik Sain Mr. Sajan Tudu Mr. Jagannath Jha Mrs. Sambari Hansda Mrs. Fulki Oraw Mr. Mathias Hembrom

MEMBERS OF THE IQAC (2025-27)

Sl. No.	Name	Designation	Position in IQAC
1.	Rev. Dr. G. Paul Arockiam, S.J.	Principal	Chairperson
2.	Prof. Fr. Dr. Xavier Savarimuthu, S.J.	Vice-Principal	Member of Administration
3.	Mrs. Barsha Ghosh	Assistant Professor, Dept. of Commerce	Coordinator, IQAC
4.	Dr. M Senthil Kumar	Governing Body Member, Assistant Professor, Dept. of Biotechnology	Member of Management
5.	Mrs. Debduitta Banerjee	Governing Body Member, Assistant Professor, Dept. of Computer Science	Member of Management
6.	Rev. Dr. Maria Joseph Savaniappan, S.J.	Jesuit Superior	Member of Administration
7.	Dr. Vishal Maheshwari	Assistant Professor, Dept. of Commerce	Teacher Member
8.	Mr. Saurav Sengupta	Assistant Professor, Dept. of Geography	Teacher Member
9.	Dr. Aratika Bhattacharya	Assistant Professor, Dept. of Sociology	Teacher Member
10.	Dr. Debarati Ghosh	Assistant Professor, Dept. of English	Teacher Member
11.	Mr. Somnath Tah	Assistant Professor, Dept. of Commerce	Teacher Member
12.	Mr. Somjit Halder	Assistant Professor, Dept. of English	Teacher Member
13.	Dr. Kandarpa Kanti Hazra	Assistant Professor, Dept. of Business Administration	Teacher Member
14.	Mr. Ujjwal Mondal	Assistant Professor, Dept. of Computer Application	Teacher Member
15.	Mr. Pinaki Bhattacharya	Office Assistant	Senior Administrative Officer
16.	Dr. Partha Pratim Ghosh	Associate Professor, St. Xavier's College (Autonomous), Kolkata	External Member
17.	Mr. Debarprito Ghosh	Vice- President, Xavier's College Alumni Association of Burdwan (XCAAB)	Alumni Representative
18.	Ms. Sayantika Roy	UG, English Batch: 2024-2028	Student Representative
19.	Mr. Ratan Das	Director, Speed NGO, Burdwan- 713101	Local Society Representative
20.	Mr. Suraj Sahana	Director, Burdwan Food Private Ltd, W.B. India	Industry Representative/ Employer Representative
21.	Adv. Kamal Dutta	Parent of Ms. Shruti Dutta, English (Major), Batch- 2023-2027	Stakeholder Representative (Parent)

COMMITTEES**Library Committee**

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Vice-Principal
Mr. Diptangshu Nag (Coordinator)
Mr.Saurav Sengupta
Ms. Sukanya Saha
Ms. Brinda Samanta
Mrs. Sharmistha Gupta
Dr. Arghadeep Bose

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Dr. M. Senthil Kumar
Dr. Debarati Ghosh
Dr. Kandarpa Kanti Hazra
Dr. Susmita Bhowmick
Dr. Kaniz Wahida Sultana

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Mr. Ujjwal Mandal
Dr. Rahul Singh
Ms. Reena Mazumdar
Mr. Indranath Pramanick
Mr. Pinaki Bhattacharya

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Prof. Dr. Xavier Savarimuthu, S.J,
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Mr. Ujjwal Mandal (Coordinator)
Mr. Santu Karmakar
Mr. Gautam Dutta
Mr. Saurav Sengupta
Ms. Shilpa Mondal
Mr. Indranath Pramanick

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Mr. Supratik Goswami
Mr. Santu Karmakar
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Mr. Trideep Ray, *Student Representative*
Mr. Abhishek Gupta, *Student Representative*
Mr. Atrik De, *Student Representative*

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Dr. Aratrika Bhattacharya
Dr. Susmita Bhowmick
Mr. Somnath Tah
Dr. Moupriya Mondal
Dr. Bidisha Chatterjee
Ms. Shilpa Mondal
Mrs. Sharmistha Gupta
Mrs. Debika Som
Ms. Debangana Ganguly

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Vice-Principal
Dr. Susmita Bhowmick (Coordinator)
Dr. Sudip Hazra
Ms. Sayani Mondal
Ms. Alopeparna Choudhury

Mr. Nirmal Mandi, *Support Staff*
Mr. Pranab Ganguly, *Support Staff*
Ms. Tiyasha Thakur,
Student Representative
Mr. Dev Kumar Roy,
Student Representative
Mr. Atrick Dey, *Student Representative*
Ms. Humaira Khatun,
Student Representative
Mr. Abhishek Gupta,
Student Representative
Ms. Titli Kundu, *Student Representative*

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Dr. Debarati Ghosh
Mr. Goutam Dutta
Mr. Rohit Shaw
Ms. Brinda Samanta
Ms. Alokeparna Choudhury
Mr. Sarbajit Chowdhury

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Prof. Dr. Xavier Savarimuthu, S.J,
Vice-Principal
Dr. Debarati Ghosh (Coordinator)
Mrs. Barsha Ghosh
Ms. Brinda Samanta
Dr. Vishal Maheshwari
Dr. Rahul Singh
Mr. Atrik De, *Student Representative*
Ms. Ishani Mukherjee, *Student Representative*
Ms Anushka Choudhury, *Student Representative*

Equal Opportunity Cell

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Principal & Chairperson
Mr. Rohit Leonard Khakha
(Coordinator)
Mr. Imran Hashem
Dr. Rahul Singh
Ms. Puja Sonkar
Mr. Rohit Shaw
Mr. Nirmal Mandi, *Support Staff*
Ms. Shreyasi Majhi,
Student Representative
Ms. Esther Soren, *Student Representative*
Ms. Pretty Agnes Naskar,
Student Representative

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Committee**

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Principal & Chairperson
Prof. Dr. Xavier Savarimuthu, S.J,
Vice-Principal
Dr. Kandarpa Kanti Hazra
(Coordinator)
Ms. Alokeparna Choudhury
Ms. Sukanya Saha
Dr. Arijit Saha
Mr. Diptanshu Nag
Mr. Amarnath Mukhapadhyay

COMMITTEES**Discipline Committee**

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Principal & Chairperson
Prof. Dr. Xavier Savarimuthu, S.J,
Vice-Principal
Dr. Aratrika Bhattacharya (Coordinator)
Mrs. Debdutta Banerjee
Mr. Somnath Tah
Dr. Kandarpa Kanti Hazra
Dr. M. Senthil Kumar
Mr. Saurav Sengupta
Mr. Somjit Halder

Sports Committee

Rev. Dr. G. Paul Arockiam, S.J,
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Mr. Supratik Goswami(Coordinator)
Mr. Somnath Tah
Mr. Somjit Halder
Mr. Santu Karmakar
Mr. Ujjwal Mondal
Dr. Sudip Hazra
Dr. Rahul Singh
Dr. Arghadeep Bose
Dr. Bidisha Chatterjee

Collaborative Venture Committee

Rev. Dr. G. Paul Arockiam, S.J,
Principal & Chairperson
Prof. Dr. Xavier Savarimuthu, S.J,
Vice-Principal
Dr. Rahul Singh (Coordinator)
Mr. Saurav Sengupta
Mrs. Oly Roy
Ms. Shilpa Mondal
Mr. Diptanshu Nag
Ms. Debangana Ganguly

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Rev. Dr. G. Paul Arockiam, S.J,
Principal & Chairperson
Dr. Vishal Maheshwari (Coordinator)
Mrs. Barsha Ghosh
Mr. Somnath Tah
Mr. Supratik Goswami
Ms. Sayani Mondal
Mr. Santu Karmakar
Mr. Rohit Leonard Khakha

Canteen & Food Management Committee

Rev. Dr. G. Paul Arockiam, S.J ,
Principal & Chairperson
Dr. Sudip Hazra (Coordinator)
Mr. Goutam Dutta
Ms. Alokeparna Choudhury
Mr. Imran Hashem
Mr. Pinaki Bhattacharya
Mr. Deepak Sharma
Mr. Kazi Mid. Salauddin

COMMITTEES**Alumni/ae Association Committee**

Rev. Dr. G. Paul Arockiam, S.J,

Principal & Chairperson

Mr. Sarbajit Chowdhury (Coordinator)

Mr. Santu Karmakar

Ms. Kaushiki Banerjee

Ms. Debangana Ganguly

Ms. Paramita Nandi,

Secretary of the Alumni/ae Association

Internal Complaints Committee

Mrs. Debdutta Banerjee (Chairperson)

Mrs. Debika Som

Mr. Somjit Halder

Ms. Prottusa Dutta

Mr. Pinaki Bhattachary, *Office Staff*

Dr. Tapas Makar, *Secretary, Speed NGO, Burdwan*

Mrs. Julita Hansda, *Support Staff*

Ms. Ishita Chowdhury, *Student Representative*

Ms. Sania Asif, *Student Representative*

Ms. Anusrita Karmakar, *Student Representative*

Ms. Priyanshi Jha, *Student Representative*

Attendance Committee

Rev. Dr. G. Paul Arockiam, S.J,

Principal & Chairperson

Prof. Dr. Xavier Savarimuthu, S.J,

Vice-Principal

Dr. Bidisha Chatterjee (Coordinator)

Mr. Sarbajit Chowdhury

Mrs. Suman Konar

Ms. Sayoni Mondal

Mr. Santu Karmakar

Dr. Moupriya Mondal

Mrs. Debdutta Banerjee

Mrs. Debika Som

Ms. Sukanya Saha

Ms. Debangana Ganguly

Anti- Ragging Squad

Rev. Dr. G. Paul Arockiam, S.J,

Principal & Chairperson

Dr. Arghadeep Bose (Coordinator)

Mrs. Barsha Ghosh

Mrs. Sharmistha Gupta

Mr. Saurav Sengupta

Dr. Arijit Saha

Mrs. Suman Koner

Mr. Rajib Karmakar, *Support Staff*

Ms. Deyasi Hazra, *Student Representative*

Mr. Bilash Mitra, *Student Representative*

Mr. Srijan Ghosh, *Student Representative*

Mr. Arunava Nandi,

Student Representative

COMMITTEES**Anti- Ragging Committee****Rev. Dr. G. Paul Arockiam, S.J,****Principal & Chairperson****Prof. Dr. Xavier Savarimuthu, S-J,****Vice-Principal****Dr. Arghadeep Bose (Coordinator)****Mrs. Barsha Ghosh****Mrs. Sharmistha Gupta****Mr. Saurav Sengupta****Dr. Arijit Saha****Mrs. Suman Koner****Mr. Rajib Karmakar, Support Staff****Mr. Samir Nandi, Sr. Constable, Burdwan,***P.S, West Bengal Police***Ms. Deyasi Hazra, Student Representative****Mr. Bilash Mitra, Student Representative****Mr. Srijan Ghosh, Student Representative****Mr. Arunava Nandi,***Student Representative***Innovation and Incubation Cell****Rev. Dr. G. Paul Arockiam, S.J,****Principal & Chairperson****Dr. Kandarpa Kanti Hazra (Coordinator)****Mr. Supratik Goswami,***Start-up Activity Coordinator***Dr. Vishal Maheshwari, Internship Coordinator****Mrs. Barsha Ghosh, IPR Activity Coordinator****Mr. Ujjwal Mondal, Innovation Activity Coordinator****Dr. Rahul Singh, Social Media Coordinator****Mr. Amarnath Mukhapadhyay,***ED Cell Coordinator***Mr. Somnath Tah, Finance Coordinator****Mr. Gautam Dutta, Editorial Coordinator****Mr. Somjit Halder, Editorial Coordinator**

CORRESPONDENCE WITH THE COLLEGE

All correspondence should be addressed to the Principal, St. Xavier's College, St. Xavier's Road, P.O. Sripalli, Burdwan, Pin-713103. In all correspondence with the college, it is necessary to state the name of the student, department number and the year. In case of any change in the address and phone number of the guardians, the college office has to be immediately informed. Students providing false information will be dealt seriously.

MEETING WITH THE PRINCIPAL

PRINCIPAL

Students: 10:15 am to 10:25 am & 04:15 pm to 04:30 pm
 : 12:30 pm to 12:40 pm (for morning shift)
 Visitors : Strictly by appointment

Courses Offered

MAJOR COURSES / NEP CCFUP

B.A. (Bachelor of Arts)
 ENGLISH (MAJOR)
 SOCIOLOGY (MAJOR)
 GEOGRAPHY (MAJOR)
 ECONOMICS (MAJOR)
 MASS COMMUNICATION &
 JOURNALISM (MAJOR)

B.Sc. (Bachelor of Science)
 BIOTECHNOLOGY (MAJOR)
 COMPUTER SCIENCE (MAJOR)
 GEOGRAPHY (MAJOR)
 ECONOMICS (MAJOR)

B.Com. (Bachelor of Commerce)
 ACCOUNTANCY (MAJOR)

Bachelor of Business Administration
 BBA(MAJOR)
 Bachelor of Computer Application
 BCA(MAJOR)

POST GRADUATE COURSES
 M.A. ENGLISH

MEDIUM OF INSTRUCTION:

The medium of instruction is English. However, candidates coming from vernacular medium school are offered facilities to improve their skill in Spoken English.

COLLEGE TIMINGS: 10:30am – 04:10pm • 8:00am - 12:30pm (Commerce & BBA)

NOTE TO PARENTS:

Parents/guardians are expected to follow the student's progress in studies and his/her general conduct in and outside the college. This cooperation is solicited specially to ensure a regular attendance and academic progress. They are asked to cooperate with the college authorities in the formation of their children/wards. Visit the college website www.sxcb.edu.in regularly for any information about the college, its activities and programmes.

All the parents/guardians should come with their wards for Parent-Teachers meeting, which will be intimated to you in advance.

COMMON RULES AND REGULATION

1 EXAMINATION RULES:**1.1 SUBMISSION OF CONSENT FORM**

It is mandatory for the students of the college to submit consent form each and every semester before the commencement of University Examinations.

By signing consent form:

- A student explicitly confirms that she/he will appear for the forth coming semester examinations regular/arrears
- Has cleared all the college dues
- Has fulfilled minimum 75% attendance
- No disciplinary action is pending against her/him.
- Aware of procedures and rules and regulation of conduct of University Semester Examinations
- Confirms that He/She understands and agree to comply with the procedures, conditions and rules and regulations of the University
- Has fulfilled all requirements concerning academic programme of the college i.e. assignments, students' presentation etc.

All students have to come to college and submit the consent form on or before the dates announced on the college website.

Only the students' names who submit consent form will be enrolled for the University Examination. If any student failing to submit consent form will not be enrolled.

No consent form will be accepted after the date specified in the form fill-up notice of the University

1.2 ADMISSION TO EXAMINATION HALL

(a) On each day of examination, the students will be allowed to enter the Examination Hall on production of Valid College ID cards/Admit cards of the concerned examination.

(b) Generally, no student will be admitted into enter the Examination Hall or given question paper 15 minutes after the commencement of the examination, but in very special circumstances may extend this time limit up to 20 minutes or more in consultation with the Principal of the College.

(c) The identity of each student will be checked and verified with the photograph on his/her ID card. The signature of the candidate in the attendance sheet must be identical with that of ID card.

(d) For every examination the students should sit only in the place allotted to them.

(e) Students are strictly not allowed to bring bags books or notes into the exam hall. All bags and personal belongings must be kept in the designated area inside their respective classroom before proceedings to the exam hall. Students must ensure that the valuable items (mobile phones, wallets, etc) are not left unattended. The institutions will not be responsible for any loss or theft.

1.3 RINGING OF THE BELL

(a) Fifteen minutes before the commencement of the Examination each day, a warning bell shall be rung for the examinees to take their seats and for distribution of answer-scripts to the examinees.

(b) Five minutes before the commencement of examination a bell will ring for each session for distribution of question papers to the examinees but the examinees shall not write answer before the commencement of examination.

(c) A bell will ring at the commencement of the examination.

(d) The bell will again ring 15 minutes before the completion of the examination when no candidates shall be allowed to leave the examination hall/room.

(e) At the end of examination a final bell shall be rung.

1.4 STUDENTS MUST NOT :

- a) Leave the exam room temporarily or permanently during the first 60 minutes of the examination;
- b) Take away any exam stationery from the exam room/hall excepting the question papers at the end of the examination;
- c) Bring into the exam room any books, notes, log tables, bags dictionaries, any electronic device e.g. cell phones, other than non-programmable calculators; if found, these will be confiscated and disciplinary action may be taken.
- d) Write anything on the question papers;
- e) Start writing until told to begin by the invigilator;
- g) Ask for additional sheets until the old one is practically complete;
- h) Attempt more questions than that required as per instruction on the question. (For instance if a question paper requires 6 questions to be answered and a candidate answers 7 or more, then only the first 6 answers will be examined).
- i) Attend examination while seriously sick or suffering from any contagious or infectious diseases.
- k) Use any unfair means.

1.5 STUDENTS MUST:

- a) Obey all instructions by the invigilator;
- b) Place their Admit Cards on their desks where the invigilator can see them;
- c) Check that they have no unauthorized materials on their desks; use only the college exam stationery for all work including all rough.
- d) Must bring their own pens, pencils, erasers and other required stationery. sharing of items during the exam is not allowed.

2. RULES REGARDING ATTENDANCE:

According to U.Reg. 3(UG) of Burdwan University, the regular attendance of 75% is compulsory for every course to be eligible for Semester exams.

Attendance is obligatory in the College. Students are expected to attend classes every day without fail.

Excuse slip is to be obtained from the Vice-Principal for absence longer than 5 classes. For long and repeated absences which could affect the required attendance percentage, it is student's responsibility to keep a duplicate of the excuse letter submitted, with the Vice-Principal's signature. The Medical certificates and other relevant documents of illness should be submitted.

For reasons of illness beyond two days, the leave application along with a medical certificate should be submitted by the parents/local guardian/hostel director to the Vice-Principal. A fitness certificate from the Doctor who treated the student should be submitted on the day of rejoining the college. The submission of medical certificate does not entitle a student to earn attendance for the days of his/her absence.

However, if there are some important and genuine reasons such as family functions, ill-health, etc., students can avail leave after obtaining prior permission from the Vice-Principal.

Daily attendance of students is marked in a register by the individual teachers for every hour and the percentage of attendance is displayed on the notice board of the college. Students are expected to check their attendance entry /percentage on the 1st of every month and be vigilant over it. In case of any discrepancy, they should get it corrected by contacting the teacher concerned and the Vice-Principal within two days. No request for correction will be entertained after two days.

A student with attendance below 40 percentage, in all the papers in a year taken together, his /her name be struck off the College Rolls or he/she may be allowed to repeat the year in the following academic year, at the discretion of the Principal.

Students involve in Co-curricular activities and On-Other Duty (OD) leave and hence miss regular classes should contact the respective authorities (Heads of Departments, Physical Director and Coordinator for Cultural / social out-reach programmes) who will recommend the case to the Vice-Principal for attendance within four working days.

All the scholarship/fee concession holders should earn (90%) of attendance, failing which the entire scholarship/fee concession amount has to be refunded to the college.

3. CURRICULUM- EVALUATION:

3.A. Continuous Internal Assessment (CIA) for CCFUP-NEP based courses

The Continuous Internal Assessment (CIA) consists of

- Class Tests (10+10 marks)
- Mid Semester & End Semester Examination
- Assignments & PPT (20 marks)
- Attendance (5 marks)

The structure for the CIA is as follows:

Examination Structure and Marks Allotted for each Paper

Assessments	Class Test 1	Mid Term	Class Test 2	End Term	Assignment & PPT	Total
Marks Allotted	10	60	10	60	20	160

Attendance Structure and Marks Allotted for each Paper

Attendance Percentage	90% and above	75% to 90%	60% to 75%	50% to 60%
Marks Allotted	5	4	3	2

** Marks obtained out of 160 is converted to 10. CIA marks obtained out of 10 and attendance out of 05 will be the final Continuous Internal Assessment (CIA) Marks sent from college to University.

The Mid and End Semester examination will be conducted as per the University Examination pattern. Students who have been absent for examinations due to illness or any other serious reasons must submit an application along with relevant documents before the end of the examinations. If the absence is justified, the fact will be taken into account and necessary arrangements will be made for such students.

3.B. Credit & Curriculum Framework for Under Graduate Programme (CCFUP) for National Education Policy (NEP) (w.e.f. 2023-24)

The National Education Policy, 2020 is being implemented following the course structure formulated by the University of Burdwan since 2023. Under this curriculum framework a student will study four years-eight semesters under graduation course. In this structure a student will study the following papers

3.B.I Major Course

The major would provide the opportunity for a student to pursue in-depth study of a particular subject or discipline. Advanced-level disciplinary/interdisciplinary courses, a course in research methodology, and a project/dissertation will be conducted in the seventh semester. The final semester will be devoted to seminar presentation, preparation, and submission of project report/dissertation. The project work/dissertation will be on a topic in the disciplinary programme of study

3.B.II Minor Course

Students will have the option to choose courses from disciplinary/interdisciplinary minors and skill-based courses relating to a chosen programme. Students who take a sufficient number of courses in a discipline or an interdisciplinary area of study other than the chosen major will qualify for a minor in that discipline or in the chosen interdisciplinary area of study.

3.B.III Multi-disciplinary Course (MDC)

All UG students are required to undergo 3 introductory-level courses relating to any of the broad disciplines given below. These courses are intended to broaden the intellectual experience and form part of liberal arts and science education. Students are not allowed to choose or repeat courses already proposed major and minor stream under this category. The broad category of courses include: Natural & Physical Science; Mathematics, Statistics & Computer Science; Commerce & Management; Humanities & Social Science.

3.B.IV Ability Enhancement Course (AEC)

Students are required to achieve competency in a Modern Indian Language (MIL) and in the English language with special emphasis on language and communication skills. The courses aim at enabling the students to acquire and demonstrate the core linguistic skills, including critical reading and expository and academic writing skills, that help students articulate their arguments and present their thinking clearly and coherently and recognize the importance of language as a mediator of knowledge and identity. The courses will also emphasize the development and enhancement of skills such as communication, and the ability to participate/conduct discussion and debate.

3.B.V Skill Enhancement Course (SEC)

These courses are aimed at imparting practical skills, hands-on training, soft skills, etc., to enhance the employability of students.

3.B.VI. Value Added Course (VAC)

Students may choose any one of the following courses for:

Semester I: Environmental Science / Education

Semester II: Health & Wellness, Yoga Education, Sports and fitness

3.B.VII. Skill based Vocational Course/Internship

All students will also undergo internships / Apprenticeships in a firm, industry, or organization or Training in labs with faculty and researchers in their own or other in Higher Education Institutes/Research Institutions during the summer term. Students will be provided with opportunities for internships with local industry, business organizations, health and allied areas, local governments (such as panchayats, municipalities), media organizations, artists, crafts persons, and a wide variety of organizations so that students may actively engage with the practical side of their learning.

Marks Distribution for Theory and Practical Papers

Type of Paper	Marks Allotted	
	Theory	Practical
Theory	60	
Theory +Practical	40	20
Practical		40

****All the students taking admission to 4 years CCFUP-NEP (w.e.f. 2023-24) are advised to verify all curriculum related details from the following link**
https://www.ugc.gov.in/pdfnews/7193743_FYUGP.pdf
https://buruniv.ac.in/Notices/REG_20230387_NOT_WEBPAGE.pdf
<https://www.buruniv.ac.in/Demo/Template.php?menu=Syllabus&submenu=UG>

Minor & Multi-Disciplinary Combinations under CCFUP (w.e.f. 2023-24)**List of Multi-Disciplinary subjects for 4-Year Honours Programmes under CCF-UP**

Major subject	Multi-Disciplinary Subject Combination (Any one subject for Semester –I, II & III)
English Major	Accountancy/ Computer Applications/ Business Administration/ Biotechnology/ Environmental Science/ Computer Science
B.A. Geography Major	Environmental Science/ Biotechnology/ Computer Applications/ Business Administration/ Accountancy/ Computer Science
B.Sc. Geography Major	Accountancy/ Business Administration/ Computer Applications/ Sociology/ English
Sociology Major	Accountancy/ Computer Applications/ Business Administration/ Biotechnology/ Environmental Science/ Computer Science
Mass communication & Journalism Major	Accountancy/ Computer Applications/ Business Administration/ Biotechnology/ Environmental Science/ Economics/ Computer Science
B.A. Economics Major	Accountancy/ Computer Applications/ Business Administration/ Biotechnology/ Environmental Science/ Computer Science
B.Sc. Economics Major	Accountancy/ Business Administration / Computer Applications/ Sociology/ English
Biotechnology Major	Accountancy/ Business Administration / Computer Applications/ Sociology/ English
Computer Science Major	Accountancy/ Biotechnology / Sociology/ English/ Business Administration/ Environmental Science
Accountancy Major	Computer Applications / English/ Sociology / Biotechnology / Environmental Science / Computer Science
BBA Major	Computer Applications/ Biotechnology/ Sociology/ English/ Environmental Science/ Computer Science
BCA Major	Accountancy/ Biotechnology/ Sociology/ English/ Business Administration / Environmental Science/ Computer Science

**COURSE COMBINATION OFFERED BY THE ST. XAVIER'S COLLEGE, BURDWAN
UNDER CCFUP-NEP
ACADEMIC YEAR - 2025 -2026**

List of Minor subjects for 4-Year Honours Programmes under CCF-UP

Major subject	Minor Subject No. 1 combination (Any one subject for Semester -I)	Minor Subject No. 2 combination (Any one subject for Semester -II)
English Major	Sociology/Economics	Geography/Political Science/History
B.A Geography Major	Sociology/ Economics/English	Political Science/ History
B.Sc. Geography Major	Statistics	Mathematics
Sociology Major	English /Economics	Geography/Political/History
Mass communication & journalism Major	Sociology/ Economics/ English	Political Science/ History
B.A. Economics Major	Sociology/English	Political Science/ History
B.Sc. Economics Major	Statistics	Mathematics
Biotechnology Major	Courses as prescribed in the curriculum of the subject concerned	Courses as prescribed in the curriculum of the subject concerned
Computer Science Major	Statistics	Mathematics
Accountancy Major	Courses as prescribed in the curriculum of the subject concerned	Courses as prescribed in the curriculum of the subject concerned
BBA	Courses as prescribed in the curriculum of the subject concerned	Courses as prescribed in the curriculum of the subject concerned
BCA	Courses as prescribed in the curriculum of the subject concerned	Courses as prescribed in the curriculum of the subject concerned

3.D Pass Marks: 40% in each paper

3.E Awarding UG Certificate, UG Diploma ,and Degrees:

UG Certificate:

Students who opt to exit after successful completion of the first year (two semesters) and have earned 40 credits will be awarded a UG certificate if, in addition, they complete one vocational course of 4 credits during the summer term (preferably from 3rd week of April to 2nd week of June) of the first year as a mandatory requirement. However, such additional credit will not be taken into consideration while computing SGPA/CGPA though it will be reflected in the Grade Card. These students are allowed to re-enter the degree programme (i.e. in 3rd semester) within three years and complete the degree programme within the stipulated maximum period from original year of enrolment in Sem.-I Examination.

UG Diploma:

Students who opt to exit after successful completion of the second year (four semesters) and have secured 87 credits will be awarded the UG diploma if, in addition, they complete one vocational course of 4 credits during the summer term (preferably from 3rd week of April to 2nd week of June) of the second year as a mandatory requirement. However, such additional credit will not be taken into consideration while computing SGPA/CGPA though it will be reflected in the Grade Card. These students are allowed to re-enter the degree programme (i.e. in 5th semester) within three years and complete the degree programme within the stipulated period from original year of enrolment in Sem.-I Examination.

3-year UG Degree:

Students who wish to undergo a 3-year UG programme will be awarded UG Degree in the Major discipline after successful completion of three years (six semesters), securing 128 credits and satisfying the credit requirement as given in U.Reg. (CCFUP) 5.

4-year UG Degree (Honours):

A four-year UG Honours degree in the major subject/discipline will be awarded to those who have completed a four-year degree programme with 178 credits and have satisfied the credit requirements as given in U.Reg. (CCFUP) 5.

Academic Bank of Credit (ABC):

ABC is mandatory for each and every registered student. Semester-wise and course-wise credit earned by a student shall be uploaded on this platform by the respective Colleges/University authority in due course.

4. NOTICE BOARDS:

Students should take great care to look at the notices given in the college website and at the notice boards in the college. No excuse will be considered if notices, which are displayed in the notice boards or college websites are ignored.

5. DRESS CODE:

All students are expected to come to the college decently dressed.

5.A Dress Code for boys:

Boys students are prohibited from wearing round neck T-Shirts, T-Shirts with Images, Icons, Words and cargo trousers with multipockets and hangings, chapples, slippers.

5.B Dress Code for girls:

Salwar/Churidhar, Kameez/Jeans-T-Shirts-Kurtis only. (No sleeveless, tight fitting, crop, Skirts, Cuttings.)

6. SMOKING AND USE OF INTOXICANTS:

Smoking anywhere in the College premises is strictly forbidden. The use of alcohol and drugs are prohibited. Any student found using drinks, drugs or any intoxicants will be summarily dismissed from the College or severely dealt with.

7. IDENTITY CARDS:

All the students will be provided with an identity card by the College. This card is to be carried always and presented at the gates, when borrowing books from the Reading room, attending College social functions, etc. All have to wear it.

The identity card must not be used by anyone else except the student it belongs to. If the identity card is lost, the Vice-Principal must be informed immediately and a new identity card may be issued on payment of Rs. 100/-. In case of transfer or withdrawal from the college, this card must be surrendered to the College Office.

8. USE OF CELL PHONES

- Use of cell phones within the College premises(Class rooms, Libraries, Laboratory, Corridors) during class hours is not allowed.
- Within the college buildings cell phones must be kept in silent mode.
- Using cell phones within the campus to record voices, lectures, conversations, photo of others etc. and to play loud music shall be considered serious abuses and shall invite disciplinary action.
- Within the College Campus, cell phones shall be used only for brief, urgent conversations.

However one may use it during the break hours or in canteen etc. In case of violation of this code, a fine of Rs.500/- will be imposed for the first offence. After that the phone will be confiscated.

Mobile Phones must not be used for the inappropriate activities such as:

- Harassing students, staff or anyone else, even for fun;
- Having it in your possession, or near you, during any assessment.

9. RAGGING

Ragging is any form of physical or mental harassment, including teasing, bullying, or coercion, directed towards new students in an attempt to humiliate, intimidate, or degrade them. This behavior, whether direct or indirect, is strictly prohibited on campus and considered a punishable offense under college regulations and law. All forms of ragging, including verbal abuse, physical harm, and any other misconduct, are condemned and will not be tolerated. Students are urged to report any incidents of ragging immediately and in writing to the Anti-Ragging Cell of the college. Strict action will be taken against offenders to ensure a safe and respectful environment for all students.

10. LIBRARY

a)The library is 'The temple of learning'. Hence absolute silence must be maintained in and around the library. Loud consultation, animated conversation, etc. are strictly prohibited.

b)Only one book will be issued per card and no student can take a book on another's card. Duplicate card will be issued on payment of Rs. 20/-

c)Books are issued to the students, weekly on a fixed day for each course. They must be returned within the prescribed time. A fine of Rs. 5/- per day will be charged thereafter.

d) On receiving a book, students are requested to examine it and report immediately if any damage is noticed. Otherwise students will be held responsible for it.

e) If any damage is noticed by the librarian on return of a book, the student returning it will be charged for the damage. Books lost by any student must be replaced or the cost paid for by the student.

f) No marks or inscriptions of any kind may be made in any book of the library. Offenders will be fined in proportion to the damage done.

g) Any student who takes books from the library without permission or cuts pages out of a library book will be treated stringently.

11. CLASS ROOMS

The College class rooms may not be used for private study outside College hours, without the written permission of the Vice- Principal. Students are not permitted to go in to the class before 10 am and should leave the class rooms as soon as all their classes are over. Writing on wall, black board or on desk must be avoided by all means. It's the responsibility of the students to keep the classrooms neat and clean. Offender must pay adequate compensation for damage caused.

12. PARKING

Two wheelers can be parked only in the designated area of the college premises. The College takes no responsibility for the loss of vehicles/bicycles/helmets. Students are advised to have their two wheelers and bicycles securely locked and parked in their respective parking areas. The college is not responsible for any stealing of the belongings.

13. POSTERS

No poster is to be pasted or fixed with cello tape anywhere on the college buildings. For any writing on the walls, strict punishment will be imposed.

14. SOCIAL MEDIA (CYBER RULES)

Students are allowed to use any form of social media for their personal communication only. Students must not publish or upload any articles, videography, photographs, audio- or audio-visual materials, or any such things on or about the college in the internet or social media without prior permission from the Principal.

The use of social media to harass, threaten, insult and defame any individual students, group of students, staff and the college management is dealt seriously with a fine and suspension from the college.

15. STUDENTS CONCESSION

St.Xavier's College, Burdwan has always endeavoured to make its educational services available to the lower income groups by providing generous concessions, specially for Christian Minority students. Students in need of concession should meet the Principal.

16. GAMES

For games on the field, prior permission is required from the vice-principal. During College hours, no indoor games or outdoor games even in small groups are to be played anywhere in the premises.

17. CAMPUS ETHOS

Students are expected to pay due respect to the teachers and staff. If anyone indulges in misbehaviour with the teachers or staffs, he/she will be severely dealt with.

18. RULES AND REGULATIONS FOR INTERNET LAB

1. Access to the Internet is a privilege, not a right.
2. Students should enter the log-in and log-out time in the log note without fail.
3. Students must produce Identity Card when demanded, to utilize the lab resources.
4. Do not wear foot wears inside the lab.
5. Students are not allowed to download pictures, music, videos or files without the permission of a staff.
6. Log-on with your username and password for your use only. Never share your username and password.
7. Food or drinks are not allowed to bring inside the computer lab.
8. Do not install software without permission.
9. Do not remove or disconnect parts, cables, or labels.
10. Usage of storage devices (CD, DVD, Pen Drive, External HDD, etc.) is prohibited.
11. Site includes chat rooms, instant messaging (IM), social and adult sites are strictly prohibited.
12. No Internet/Intranet gaming activities allowed.

13. Do not personalize the computer settings. (This includes desktop, screen saver, etc.)
14. Ask permission to print.
15. Maintain silence inside the lab.
16. Log-off — leave the computer ready for the next person to use. Pickup your materials and push in the chair.

19. GUIDELINES FOR THE PAYMENT OF FEES

1. Fees are to be paid in Cash or by Demand Draft at St. Xavier's Canra Bank Branch of the college premises.
2. Demand Draft must be made in favour of St. Xavier's College, Payable at Burdwan.
3. Fees must be paid regularly, every month on or before the dates indicated in the College Calendar. Defaulters will be charged a fine of Rs.40/- cumulatively for each month. Payments of fees with fines are accepted after the last date of payment of fees as indicated, till the end of each month.
4. The College fees cover 12 months. No reduction is made for holidays or broken periods.
5. Fees may be paid in advance for the whole year.
6. Students are liable to be charged full fees as long as their names have not been struck off the rolls.
7. A new fee book can be obtained for a payment of Rs.50/- from the College office.
8. Entries in the fee book must be correctly filled in before presentation. Wrong entries will be considered as unpaid.
9. Cheque must be payable to: THE PRINCIPAL, St. Xavier's College, Burdwan. Cheque must cover at least three months fees.
10. All fees must be paid before the commencement of semester Examinations of the University. Defaulters will not be issued Admit Card of the University Examinations.

20. WITHDRAWAL

A student once enrolled for a course is expected to complete the same. However a student can change subject or withdraw from the college within a month of commencement of the college. He /She may not withdraw from the college without informing the Principal in writing. Otherwise he/she will be liable to pay fees for the period his/her name remains on the rolls. Once the fees are paid to the college will not be refunded. Notice of withdrawals must be given in **WRITING** to the Principal.

One month's notice must be given or a month's fee paid before a student may be withdrawn from the college. No consideration will be made unless all dues are fully settled. Student's name who fail to return to the college within fifteen days of the re-opening of the New Academic Session, will be struck off the rolls unless the reason for their delay is intimated **IN WRITING** to the Principal.

21. REMEDIAL PROGRAMMES

Remedial classes are arranged for all the subjects for U.G. Students also for those who do not do well in their studies, need this extra helps to keep abreast with the rest of the class.

22. ADVANCED LEARNERS PROGRAMMES

The program for advanced learners at St. Xavier's College, Burdwan is designed to challenge and enhance the skills of individuals who already possess a strong foundation in a particular subject. These programs often offer in-depth exploration of advanced topics, problem solving methodologies and opportunities for independent projects, presentations, fostering a dynamic learning environment to meet the unique needs of high-achieving students.

23. SOCIAL OUTREACH: EXTENSION SERVICES

The extension and outreach activities of the Institution strive to achieve the objectives of Jesuit education, especially creating men and women for the Society. The programmes aim at creating a sense of social justice and social concern among the students through exposure to rural realities leading to a committed involvement towards the integrated development of the rural poor and the under privileged.

24. N.S.S

There is one unit of NSS. This scheme is provided so that students may learn to be men and women for others through service to the people around them. They have annual camps where they learn to relate with people, understand their difficulties and help them to find solutions of their problems.

25. A.I.C.U.F

The All India Catholic University federation (AICUF) is a university Student Movement begun in 1924 by the Jesuit fathers. Today it is an all India Movement with a membership of 30,000 students in 300 units in 12 states.

It has its national headquarters in Chennai and is affiliated to the International Movement of Catholic Students (IMCS), Pax Romana. The AICUF works through university students who as a team want to do something for their own growth and the welfare of society in which they live. They draw their inspiration from the person and life of Jesus Christ. Their motto is :“We are born in an unjust society, and we are determined not to leave it as we have found it.”

26. X-EVE

In the efforts to make SXCB a strong kernel of women empowerment and gender equality, The X-EVE cell was constituted in 2018- 2019 with an aim to create a gender sensitized community within campus as well as in the society.

27. ST. XAVIER'S COLLEGE STUDENTS' COUNCIL

The student council is the non-political representative body of the entire student community of the St. Xavier's College, Burdwan. It aims at the allround development of students and organises several extra-curricular events throughout the year. Student council also coordinates the student's volunteer effort for the college events that are organized periodically. It provides opportunities with the students to express their social concern and social responsibility towards the larger society, especially the down-trodden.

28. ALUMNI ASSOCIATION: X-CAAB

The sole purpose of this Association is to foster a spirit of loyalty and to promote general welfare of the College. The Alumni Association brings all the ex-students of St. Xavier's College, Burdwan, on a single platform to strengthen their ties with the institution and freely and closely interact with each other on issues pertaining to the development of the college and also their role and contribution.

29. STUDENT GRIEVANCE REDRESSAL

Grievance Redressal System is a vital part of any administration. It is the responsibility of the College Administration to provide a secure and contented environment to all its Staff and Students. The Grievance Redressal Committee has been formed in the College as per the UGC guidelines to redress the grievances of the students. This Committee has been under the direct purview of the Principal. The aim of this committee is to look into the complaints lodged by any student, and judge its merit. The Grievance Redressal Committee is also empowered to look into matters of harassment. Anyone with a genuine grievance may approach the Grievance Redressal Committee members in person. In case the person is unwilling to appear in self, grievances may be dropped in writing at the letterbox/ suggestion box at the Parlour (Opposite to Principal Office) at Administrative Block, 1st floor. Grievances may also be sent through e-mail-studentsupport@sxcb.edu.in to the teacher in-charge of Students Grievance Redressal Committee or Principal. The Student Grievance form is available in the college website.

30. INTERNAL COMPLAINT COMMITTEE

With a mindfulness being made by the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, St. Xavier's College, Burdwan (SXCB) had shaped its own help advisory group to address any such offense or complaints with strict corrective activities which will be at standard with those issued in the Sexual Harassment of Women at Workplace (Prevention, Prohibition And Redressal) Act, 2013 distributed in the Gazette of India, Extraordinary, PART II-Section 1 under the Legislative Department of Ministry of Law and Justice.

SXCB puts stock in sexual orientation correspondence and equity in the entirety of its mediations and practices. Remembering these standards, it is imperative to guarantee a hierarchical atmosphere that is free from separation with a specific spotlight on inappropriate behaviour. For this reason, the ICC has been framed in the College.

31. BHARAT SCOUT & GUIDE

The St. Xavier's College Rover & Ranger Group consists of St. Xavier's college Rover Crew, a unit of Rovers (Boys) and St. Xavier's College Ranger Team, a unit of Rangers (Girls). It is Associated with Bardhaman Sadar Local Association, Purba Bardhaman District Association and West Bengal State Association of The Bharat Scouts & Guides. The St. Xavier's College Rover & Ranger Group is established on 19th September, 2024 with an Aim to engage the young Xavierians into the various activities of The Bharat Scouts & Guides for their holistic development through participation. And the students can achieve their full physical, intellectual, emotional, social and spiritual potentials as individuals and as responsible citizens of the communit.

32. CAREER COUNSELLNG & PLACEMENT CELL

The Placement Cell of St. Xavier's College, Burdwan creates a platform where students can showcase their talents which different companies seek to explore and utilize. Campus placement drives are organized via Job fairs every year. Students from other colleges also participate in the placement drives of our college.

33. STUDENTS' MENTORING

All departments actively mentor students on a regular basis catering to the academic and psychological needs of the students. Each student of each department is assigned to a mentor in every academic session.

34. INTERNET FACILITY

Wi-Fi& Internet facilities is available in college campus. There is a specially designed E-Resource room where students can access computers and internet for inculcating knowledge. Every floor of the college building has Wi-Fi router with good internet connectivity, all the system at the laboratory, library and staff room has internet connection and most of the departments and office are connected by LAN.

35. COUNSELING CENTER

It provides Personal Counseling, Mock Interviews for better Personal and Social Adjustment; Personality Evaluation Tests for Self-Improvement; Vocational Testing; Information on Careers.