



Inspiring Futures

Manual of Policies For MBA-HRM

With Effect From June 17, 2019



Inspiring You to be an Inspiration

**Office of the Dean (Academics)
Xavier School of Human Resource Management
Xavier University
Bhubaneswar**



Inspiring Futures

STUDENT MANUAL OF POLICIES MBA-HRM

Effective from 17th June 2019

All other Manual of Policies pertaining to this Program are replaced and stand null and void. XUB and XAHR reserve the right to change any portion of the Manual of Policies at their sole discretion without any discussion and intimation whatsoever.



XAHR

**Office of the Dean (Academics)
Xavier School of Human Resource Management
Xavier University Bhubaneswar**

Student Manual of Policies - MBA-HRM
Effective from 17th June 2019

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MANUAL OF POLICIES FOR STUDENTS

Xavier School of Human Resource Management

Enforcement

This Manual of Policies for Students comes into effect on 17th June 2019 for all of XAHR student or 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.

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 solely reserves the right to make 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 as deemed fit. No responsibility will be accepted by the University for hardship or expense encountered by its students or any other person for such changes, additions, omissions or errors, no matter how they are caused.*

Dean (Academics)
Xavier School of HRM

XAVIER UNIVERSITY BHUBANESWAR

A Digital University, A Research University, A Jesuit University, An Innovative University, A University with a Vision.

Xavier University is a unitary University 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. The XUB Board of Governors comprising representatives of the Jesuit Society, Government of India, Government of Odisha, and eminent industrialists and educationists, provides overall direction to the University.

Xavier University Bhubaneswar (XUB) sees itself as a quality institute delivering quality management education to quality students from the world over. It inherits the legacy of XIMB (Xavier Institute of Management Bhubaneswar), a premier world class B-School in the country. The identity of Xavier University is distinguished by its philosophy of 'Inspiring Futures' by not just walking the well-trodden path but striking out and exploring new paths. There is a clear intent to be the first to respond to the needs of the society and enable the building of sustainable communities that inspire the future of the State and the Country serving as an active agent of change.

The Xavier University stands tall in its mission of inspiring future generation of students aspiring for excellent quality higher education. We offer a wide gamut of programs in Business and Management. The University aims to fulfil its mission by continuing to introduce new programmes to groom visionary, competent, committed, compassionate and value-based leaders. It empowers the students with the knowledge, skills, and long-term vision that leads to innovation, service to society and growth. The University encourages the students to cultivate learning opportunities beyond the classroom, through various Student Forums. The academic programs are designed around a "learning by-doing" model that encourages extensive interaction with all components of the University's ecosystem which serves as a starting point for evolving leadership philosophy and resilient business practices. Apart from academic activities, the co-curricular activities, sports, cultural and community activities, form important parts of the life of the students.

XAVIER UNIVERSITY BHUBANESWAR

VISION, MISSION and VALUES

VISION

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

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 strives to remain a leading research University, generating and diffusing knowledge for the benefit of all. As a global leader in higher education, it seeks to equip every student with the competence and commitment to create a just society affording a meaningful life to all.

MISSION

Education in the spirit of Magis

VALUES

1. Integrity and Excellence of Character

Our conduct remains ever truthful, fair and transparent. We do our utmost to excel in all our accomplishments. We demonstrate character which resonates with people and induces them to follow and trust.

2. Compassion and Commitment

We encourage humane behaviour instilled with empathy, tolerance, harmony and mutual support. We strive to achieve, through shared aim and team spirit, the goals in pursuit of the mission and the vision of the University.

3. Social and Ecological Sensitivity

We offer our services for the benefit of the communities at large and make them accessible to over growing mass of people for their empowerment. We adopt measures, in partnerships with interest groups, to promote environmental balance and sustainability.

XAVIER SCHOOL OF HUMAN RESOURCE MANAGEMENT

The Xavier School of Human Resource Management (XAHR) is one of the first three Schools of XUB. It is part of the Faculty of Management, XUB. In 2011, finding that there was a need for a specialised program in HRM, a full-fledged two-year PGDM-HR program was launched. From 2014, this is offered as the flagship program of XAHR as MBA-HRM. With the formation of a separate School for HR, the program now has more focus, renowned faculty, better infrastructure, more resources and greater industry interface.

XAHR VALUES

Integrity and Honesty: Xavier University believes in being truthful to oneself and to others in all its endeavours.

Respect for Individuals: Xavier University believes that each individual is unique, different and capable.

Transparency: Xavier University believes in sharing of relevant information to make all its stakeholders to encourage their participation and empowerment.

Commitment: Xavier University family members take pride in identifying themselves with the University, its activities and partners.

Quality: Xavier University believes in meeting the standards required to make our products and services unique and attractive.

Passion for Innovation and Performance: Xavier University family members believe in exploring new ventures and achieving goals beyond expectations.

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

XAHR CULTURE

The faculty, the students and the administration of Xavier University contribute to the development of an organisational culture marked by *esprit de corps*, confidence, mutual respect, concern for others, hard work,

not available on the date for submission of original certificates, provisional certificates will have to be shown. **No colour photocopies shall be accepted under any circumstances.**

- 2.3 Those students who are unable to submit their final year graduation mark sheets and their qualifying degree from their respective universities by the day of the verification, are required to submit them positively by the Registration Day of Term II. *Failing this, a student's registration may be cancelled.* Exceptions will be granted only under extenuating circumstances, with specific approval from the Dean-XAHR.
- 2.4 In exceptional circumstances, the last date for submission of certificates in support of the qualifying degree can be extended by the Dean-XAHR for an appropriate period, in consultation with the Academic Committee of XAHR/ the Controller of Examinations / Registrar, XUB.
- 2.5 Under all circumstances, the qualifying graduation examination of minimum 3-year duration should have been completed without any pending backlogs *before the date of admission registration at the University.*
- 2.7 After joining the Program, those who fail to register for each Term on the specified date notified in the Academic Calendar, or by subsequent notice to the students, will be deemed to have left the University *unless **prior written** permission* for delayed registration is obtained from the Dean-XAHR with proper prior application and documentary support.
- 2.8 If the Dean permits, to register after the date notified for the purpose, the student will have to pay 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.*
- 2.6 A student is not permitted to pursue any other course under any other University or Institute, while s/he is registered as a student in the MBA- HRM Program of XAHR, Xavier University.

progressive social values, and strong personal integrity. XUB promotes a collegiate culture that provides a comfortable environment for all students and helps them become confident individuals. The students of our full time MBA and other programs, the working professionals who participate in our Executive and Management Development Programs, the research scholars in our Ph.D. Program and the faculty enrich the XUB community with their diversity and experience. The University 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 Programs and the various training programs.

The MBA-HRM Program

The MBA-HRM program is designed to develop highly competent human resource professionals by imparting the knowledge, skills and experience essential for managing human resources in the knowledge economy. It offers courses in the areas of Organisational Behaviour (OB), Human Resource Management (HRM), and Employment and Industrial Relations (E&IR). Additionally, the students go through different courses from other functional areas such as Economics, Accounting and Finance, Marketing, Operations, Information Systems, Strategic Management, and Business Ethics so that they develop holistic business perspectives with ethical and social sensitivity. Faculty are drawn from within XAHR, and from the various other Schools of XUB. The program is backed by the academic rigour and excellence that XUB has been known for.

Further details of the Curriculum and Term-wise Schedule are available in the MBA-HRM Syllabus and through the Academic Information System.

SECTION-A
GENERAL ACADEMIC POLICIES
Xavier School of Human Resource Management

1. ACADEMIC YEAR AND CALENDAR

- 1.1 The Academic Year consists of three terms as detailed in the Academic Calendar that is in the, Xavier University intranet (<http://www.xub.edu.in/intranet/>) and is in Appendix-I & II of this Manual. Each term is approximately of 10 weeks duration. The program is spread across six terms, over two years.
- 1.2 The academic year commences with an Orientation Program for the newly admitted students. Attendance of all sessions of the Orientation program is compulsory for all First year students failing which disciplinary action may be ensued by the Dean. Regular classes begin immediately after the Orientation Program.
- 1.3 The Academic Calendar specifying the Terms, teaching schedule, examinations, events, etc. shall be as given in Annexure-I. Changes may be made during the year as necessary and approved by the Faculty Council / Academic Committee of XAHR. The Academic Calendar shall also be published in the Academic Web of XUB, and reflect any changes during the year shall be notified therein.
- 1.4 Students of the MBA-HRM Program must complete all the requirements of the curriculum, including courses duly completed, co-curricular activities, Immersion Courses, Summer internships and other stipulated components set out in Section B of this Manual of Policies, to the standards specified therein, in order to receive the MBA-HRM degree.

2. REGISTRATION

- 2.1. Students are required to register in person on the day notified for registration in the admission call letter, and thereafter on the first day of each subsequent Term as indicated in the Academic Calendar or as notified by the Dean's Office of Dean-HRM.
- 2.2 The Dean's Office shall notify all new students to submit their original certificates for verification. If the original certificates are

3 THE EVALUATION SYSTEM

The faculty teaching a course will specify the evaluation components and weightages that will apply to their course through the course outline, following the pattern detailed here after.

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

3.2 Evaluation Components:

The number of evaluation components in courses carrying different credits will be as follows –

Course Credit	Minimum no. of components
1	2
1.5	2
2	3
3	3

3.3 **Weightage for different Components:** The recommended weightage for different components of evaluation in courses requiring a minimum of three components (i.e., courses with 2 or more credits) will be as follows. However, if required in specific courses, a different weightage may be assigned as per the approved course outline.

Component	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

- 3.4 The faculty concerned shall provide the details of evaluation pattern for his/her course. For courses with less than 2 credits, no component should carry more than 60% weightage.
- 3.5 The end-term examination is **mandatory** for all courses except for Program components which are primarily fieldwork-based or in the Seminar format. Please refer to the Syllabus for details in this respect.
- 3.6 The decision of the Dean-XAHR regarding grades or any segment of evaluation will be final. A student who needs clarification of her/his grades may discuss with the Dean-XAHR's office within a week of publishing the grades.
- 3.7 Faculty will give feedback to students periodically on their performance through written comments on answer sheets or through individual meetings at the XAHR premises.
- 3.8 **Deadlines and Penalties:** 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

- 3.9 **Incomplete Grade:** If a written assignment is overdue for more than 2 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-XAHR's Office with an 'I' (Incomplete) symbol in the assignment, the incomplete component shall be treated as zero marks, on expiry of one week from the date of submission of grades to the Dean-XAHR's Office or from the last date for submission of grades for the term, whichever is later.

4. GRADING PATTERN AND NORMS

- 4.1 The University follows a **relative grading** system. The students are evaluated on a quality point **from 0 to 10** as well as classified into letter grade from F to O. The 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 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.

- 4.2 Use of grades including ‘F’ grade is for academic performance only as per the Manual of Policies for Students. ‘F’ grade can also be used for a proven malpractice in assignment/examination. Grade reduction is permissible as per the Manual for established misconduct for any course as reported by the faculty concerned, CoE Office or the Dean.
- 4.3 Grade reduction to any extent is permissible for established misconduct as per this Manual.
- 4.4 **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
Minimum	0	0	20	30	0	0
Maximum	10	10	50	70	10	5

The above norms are mandatory both for core and elective courses

4.5 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 quality points of all the courses and terms completed.

5. FEEDBACK

By Faculty - Mid-Course Feedback and Communication of Grades

- 5.1 Faculty will communicate to the students, the grades of quizzes and short-tests and other assignments normally within 7 (seven) days after the administration of the quiz or test or submission of 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.
- 5.2 The Dean-XAHR'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' notice board/Intranet at the end of the academic year.
- 5.3 The grades of sponsored candidates, if any, may be communicated to the sponsoring organisations at the request of the student and/or of the sponsoring organisation. As a general rule, the grades of a student will not be communicated to any other person or organisation without the consent of the student concerned, except to parents/ legal guardian of the student under such circumstances as decided and deemed fit by the Dean. 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 three students and medal winners will be displayed on the Notice Board/Intranet at the end of Academic Year.

By Students

- 5.4 Students are required to provide their feedback on different courses as and when notified by Dean's Office, failing which they will not be able to see their grades on the AIS.

- 5.5 Noncompliance to para- 5.4 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.

6 POLICY ON PLAGIARISM

- 6.1 **Definition:** Plagiarism is the passing off of the thoughts or works of another as one's own. Plagiarism involves giving the impression that the student has thought, written or produced something that has, in fact, been borrowed from another. 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. Copying the words or ideas of another in a piece of written work without acknowledgement of the original source, 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 and due acknowledgements of original sources that have been used as references may enhance a student's written work.

- 6.2 **Responsibility:** It is the responsibility of the students to ensure that their work is completely free of plagiarism as defined in 6.1 above. 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.
- 6.3 **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:
- a. Minor matters of plagiarism may be dealt with by the faculty member;

- b. More serious matters including multiple allegations may be referred to the Student Disciplinary Committee at the Dean's discretion.
- 6.4 **Penalty:** Each case shall be treated on its merits. The first minor infringements may be corrected by counseling 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.
- 6.5 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 offence is a first or a subsequent one. For a subsequent offence, the penalty shall be more severe.
- 6.6 ***Appeal: In matters of sufficient gravity, a student may appeal within one week of punishment, to the Vice Chancellor for review. The decision of Vice Chancellor is final and binding to the student.***

7 RE-EVALUATION/CLARIFICATION

- 7.1 A student seeking normal and ordinary clarification on any grade awarded to him/her may write to the concerned course faculty to understand the student's performance and evaluation.
- 7.2 If the student seeks a re-evaluation of his examination answer scripts, then s/he must apply in writing to Dean-HRM, who after being satisfied on the reasons for re-evaluation may forward the application to the CoE. In exceptional cases, as decided by the Dean HRM, the student concerned should appeal for re-evaluation, with a valid reason, to the Dean-XAHR **within one week** of the announcement of the grade. In case the student is not satisfied with the decision of re-evaluation, s/he can appeal to the Academic Committee of the School through the Dean-XAHR within 2 days of receiving the re-evaluation information. **Should a re-evaluation**

be done, the student would have to accept the new grade, irrespective of its increase or decrease over the previous grade, and that would be taken for the final computation of the course grade. NO RE-EVALUATION REQUEST FOR SUPPLEMENTARY EXAMINATION WILL BE PERMITTED EXCEPT DISPLAY OF ANSWER SCRIPT OR A TALLING ERROR.

- 7.3 No request for re-evaluation will be considered under any circumstances lesser than fifteen days before the Convocation. If an exception has to be made under very unusual circumstances the concerned student will not be eligible to receive her/his Degree in the forthcoming convocation and will also not be eligible to figure in the merit list of her/his class. S/he will likewise be deprived of any medal awarded for excellence in any segment of the Program.

8 CONDUCT DURING EXAMINATIONS

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

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

Mobile Phones or any network enabled/handheld electronic gadgets like smart watch, programmable calculator etc. are strictly not permitted inside the examination hall. If any student is found to possess any of the above, then s/he shall not be allowed to take the examination by the invigilators and the exam shall be treated as incomplete and F Grade awarded and no make-up/supplementary exams will be allowed.

- 8.3 Students must fill in the cover page of the answer booklet before proceeding to attempt any question. The same must be done with every additional booklet used.

- 8.4 No student shall be allowed to go to wash room within the first 60 minutes of the examination. Not more than one examinee shall be allowed to leave the examination hall at a time during the examination.
- 8.5 No paper, books, or notes are allowed into the examination hall, except when the test is declared to be “open-book” by the faculty to the CoE Office. All tests are, therefore, “closed book” unless explicitly specified otherwise by the Course Faculty/examiner with prior intimation to the Controller of Examination’s (CoE) 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.
- 8.6 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 those given in writing or verbally during the examination shall attract penalty as deemed appropriate by the Authority.
- 8.7 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 her/him from completing the examination. Such an action of the invigilator may be authenticated by the co-invigilator present on duty. The Dean’s Office is to be informed immediately of the incident by the CoE Office. A student deliberately facilitating a malpractice for another examinee is also to be considered guilty of the malpractice and appropriate disciplinary action may be initiated.

- 8.8 No examinee will be allowed to leave the examination hall before submitting the answer paper personally to the invigilator.
- 8.9 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.
- 8.10 Students must stop writing, as soon as the invigilator signals the end of the time allotted for the examination.
- 8.11 Answer books should be personally handed over to the invigilator once the student finishes the examination. It is the sole responsibility of the student to ensure that her/his answer book is promptly handed-over to the invigilator once the time allotted for the examination is over.
- 8.12 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.
- 8.13 If a student is not in a position to take an examination for reasons beyond her/his control, s/he should inform, in writing, to the Dean-HRM, CoE's Office 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 Dean and the faculty, then the procedure mentioned in Para-31 will apply.
- 8.14 Any violation of the norms of examination will be considered a serious offence and an act of willful misconduct. In such an event,

the student will be liable for forfeiture of the answer book and expulsion from the examination hall at once.

- 8.15 Any violation of examination norms will be brought to the notice of the Controller of Examinations (CoE) and the Dean concerned. The CoE may take suitable action or may constitute a committee comprising of the CoE, the Dean of the concerned School and any other Dean to look into the matter and 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.
- 8.16 Any action to undermine the seriousness of examinations shall not be allowed. The examinee shall be debarred from appearing in the examination and/or may be subjected to a fine of up to **Rs.5000/-**, if found violating this rule.

8.17 Penalties that may be Imposed:

- (a) Warning by the invigilators.
- (b) Immediate change of seat
- (c) Deduction of marks up to 100%, for that component or that course by the faculty.
- (d) Monetary fine imposed by Dean, XAHR or CoE
- (e) Informing the parents / guardians of the concerned student.

(A list of offences during examination and their punishment are provided in the Examination rule of XUB)

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

9 PERFORMANCE COUNSELLING

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

10 QUALIFYING STANDARDS for AWARD of DEGREE

10.1 CQPI to be achieved by a student for award of the Degree

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

- 10.2 In addition, a student must not secure/accumulate the following **disqualifying grades** or less at any time during the two year Program:

An equivalent of F grade in total 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 a total 12 credits to prevent disqualification. For illustrative purposes, two situations are described to explain the disqualifying combination:

- (a) 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**.

- (b) 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.
- (c) The students will be allowed to take supplementary examination to remove disqualification norms in a maximum of two courses after each Term in the first year subject to a total of four courses in all the three Terms in the entire year provided the student achieves the minimum stipulated attendance of 75%. (Refer Para-28). This will be a comprehensive examination for the entire paper (of 100 marks for the entire course), which will replace all the components of the previous evaluation in that course. If a student fails to remove the disqualifying combination after taking the supplementary examination to attain qualification norms as per 10.1(b), then the student would be asked to discontinue the program immediately.

11 DISQUALIFICATION for AWARD OF DEGREE

- 11.1 If a student does not meet the qualifying criteria as per the norms vide Para-10 at the end of 1st/2nd year, s/he will repeat the entire first/second year as the case may be, **excluding** the courses where in s/he received a Quality Point of 6.25 or above.
- 11.2 A student failing vide Para-10.2 in the first year but securing the minimum prescribed or higher CQPI at the end of the first year, can be promoted to the 2nd year with a condition that the student will have to take a supplementary examination in a maximum of four courses at least a week before the commencement Term-IV. Such students appearing for the supplementary examination can register for Term-IV only with a written and signed undertaking that if the disqualifying combination could not be overcome even after the retest then they will be governed by Para-10.1(b).

However, such an opportunity will not be granted to a student who has already repeated a year vide Sec-11.1 or 11.2. In other words, the provision of 11.2 will not be applicable to a student who is already repeating a year.

- 11.3 In a 'supplementary examination' under 11.2, 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 11.2, allowed only once as above, the student will be required to repeat the first year. ALL MARKS RECEIVED IN THE SUPPLEMENTARY EXAM WILL BE CONSIDERED FINAL AND NO REQUEST FOR RE-EVALUATION OF SUPPLEMENTARY ANSWER SCRIPT SHALL BE ALLOWED. All students are therefore expected to work very hard for the supplementary exam, if they ever need to avail it.
- 11.4 If a student is not able to meet the prescribed minimum CQPI of 5.5 at the end of the sixth term, or either two Immersion courses are incomplete or SIP incomplete, **s/he will not be allowed to graduate**. 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 supplementary examination by paying a fee of Rs.20,000 per course in which s/he wants to take a supplementary examination.
- 11.5 The supplementary examination as per 11.4 will also be a comprehensive examination for the entire paper. The result of the retest will be announced within 2 weeks from the day the examination has been taken. The decision to allow for supplementary examination will be with the approval of the Dean. The student can apply for permission for supplementary examination for one or more than one paper only once. If the student is not able to meet the prescribed minimum CQPI even after taking supplementary examinations, s/he will be required to repeat the second year as per para-11.1.

If the student meets the requirements prescribed in para- 10.1 and 10.2 after availing supplementary examination, s/he will be deemed to have completed the MBA-HRM Program in the same batch and may be provided a provisional Program completion certificate till the issue of final degree certificate.

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

- 11.6 If a student is not able to complete the program 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 those courses. However, s/he will be given a chance to repeat courses as per the Para-11.4.

If a student has disqualifying grades as per 10.2 and also does not get the minimum required CQPI at the end of the Second year, then 11.4 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 supplementary examination. Inability to address any one or both the requirements will make 11.1 applicable to the student.

General Policies with respect to qualification

- 11.7 Thus, in a case of disqualification under 10.2 above even after Retest, a student is required to repeat the full year in which such disqualification occurs, regardless of s/he scoring desired minimum or above the minimum CQPI.
- 11.8 Opportunity to repeat a year of disqualification or a Retest can be availed only once during entire the Program.
- 11.9 After removing disqualification through a Retest, if a student once again disqualifies in a subsequent year/term, no further Retest will be given. S/he may be eligible for repeating the year if s/he has not already availed the opportunity for repeating a year.
- 11.10 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 6.74 or above in the first attempt.
- 11.11 Any student who disqualifies as per 10.2 above once shall not be eligible to earn any commendation or Medal for Merit irrespective of the CQPI earned.

11.12A student must complete the Program in a maximum duration of three academic years, with a spread over of four years at the most, subject to recommendation of the School's Academic Committee and approval of Academic Council of the University.

11.13Any student failing to complete the Program 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.

12 DEGREE AND TRANSCRIPTS

12.1 At the end of the second year "**Masters of Business Administration-Human Resource Management**" will be awarded to those students who have fulfilled all the conditions and requirements for the Degree, and who have been approved by the Faculty Council of the School, the XUB Academic Council and Board of Governors for award of the Degree. The Academic Dean of the School will place the result of successful students before the Faculty Council of the respective School. After it is passed by the Faculty Council, the result will be submitted to Academic Council and thereafter will be sent for approval to the Board of Governors of Xavier University Bhubaneswar.

12.2 If a graduating student does not collect her/his degree certificate from the University, it will be dispatched to him / her by registered post/courier service and XAHR and/or XUB shall not be held responsible for the same thereafter.

12.3 A student must have cleared all the dues of the University before the issue of degree certificates and final transcripts. 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.

12.4 Provisional Certificate may be issued to a student who applies for it by the Controller of Examinations, after the declaration of results but before the issue of the final degree certificate.

- 12.5 The Degree Certificate will be awarded by Xavier University Bhubaneswar.
- 12.6 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 as a mandatory requirement.
- 12.7 Transcripts indicate ranks obtained by the students up to and inclusive of Rank No.10 for MBA-HRM.
- 12.8 **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 Controller of Examinations.
- 12.9 Extra copies of transcripts can be obtained on application for the same addressed to the Controller of Examinations and on payment of fees as applicable.

13 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 program at any time during her/his tenure at the University.

14. FEES AND REFUNDS

- 14.1 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/-**.
- 14.2 All fees are to be paid by bank draft or online transfer (RTGS/NEFT) only in favour of "**Xavier University HRM**" [South Indian Bank,

Xavier University Ext. Counter] unless otherwise notified. Cheques are not accepted for the payment.

- 14.3 A student doing extra credit-elective(s), over and above the prescribed credits, will be required to pay a fee as notified in the MoP. A late payment fine will be chargeable in case of payment made after the due date. The applicable fee shall be deposited in the account “**Xavier University HRM**” [South Indian Bank, Xavier University Ext. Counter] through bank challans only unless otherwise notified.

14.4 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 academic year and/or the up-to-date mess dues

- 14.5 No certificate of any kind or Degree will be issued to a student who has not cleared her/his 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-HRM’s Office, before the student leaves the Campus after the completion of the sixth term examinations.

14.6 Refund of Caution Deposit

- (a) 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 14.5 above.
 - (b) Irrespective of the reasons for withdrawal of the student from the University’s rolls before completion of the program, voluntary or otherwise, no other fees deposited with the University except the caution deposit are refundable.
- 14.7 The fees/charges stipulated in this para- may be revised by the University without notice and consultation with anyone.

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

15 LOANS

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

16 DISCIPLINE

16.1 **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 Xavier University. The University strives to achieve this standard in every aspect of campus life. Each student of the University shall consciously strive to excel in her/his personal as well as academic conduct. A proven case of violation of the aforesaid behavioural norms can expose the student to deprivation of the Degree, a place in the merit list, award of medal, disqualification from participating in Convocation and other such penalties as deemed fit by the appropriate authority of the University.

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

- a) **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.

- b) Indulging in or aiding/abetting acts of violence, hostage of person or property, gherao, blockage or blockade of person or property or creating any kind of obstruction hampering free flow of person or materials, riotous or disorderly behavior of any kind, moral turpitude, directed at a fellow- student or a faculty or any other employee of the University/ hostel mess, etc.
- c) 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.
- d) Involvement in serious academic malpractice, including plagiarism as per Para-6 of the Manual of Policies for Students.
- e) Reporting of fictitious data in an empirical study, as and when detected and established.
- f) Indulging in the violation of community and organisational norms, practices and values during Summer Internship or any other external academic or non-academic activity leading to physical and psychological harm to individuals and groups in the community and organisation.
- g) Misuse of the Information Technology (I.T.) infrastructure of the University through software, hardware, internet, intranet, applications, systems or processes.
 - i. Indulging in anonymous slander, deception, harassment, and the like using information technology or any other electronic or non-electronic communication device;
 - ii. Violation of any software copyrights.
 - iii. Unsolicited communication by group email.

- h) Impersonation or proxy submission of assignments, reports and other documents to the faculty.
- i) Leveling false and baseless allegations against any faculty member or officer or employee of the University;
- j) Doing or causing to do any act, which is likely to adversely affect the relations of the University with its stakeholders partners and collaborators, including alumni, current and prospective students, client organizations and institutions;
- k) Indulging in any act or acts of individual or group or mob violence inside the University premises, such as, defacing, discoloring, burning, rampaging, holding hostage, shouting, rapping or otherwise damaging any banner, fascia, festoons or property or equipment of a company, erected by any School or by an Association of Xavier University or Xavier University Bhubaneswar commemorating an event organised or sponsored by any School, or company at Xavier University; or resorting to any acts of physical violence in any form on person or property of the University whether within or outside the premises of the University.
- l) Indulging in any act subversive of general discipline (the word “discipline” being used here in its generic sense and in its widest amplitude), inside or outside the campus, and/or is detrimental to the reputation, image or standing of the University;
- m) 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;
- n) Absence without prior permission from the Dean-XAHR and the Faculty; and/or mass absence from classes where mass absence would mean more than or equal to 25% of the strength of the class section;

- o) Drinking and Drunkenness within or outside the University premises, including drug and narcotics substance abuse of any means and form;
- p) Entering the restricted areas like the Examination Hall, Administrative Offices, Offices of the Vice Chancellor, Registrar, Finance Director, Controller of Examinations Deans of any School, and such other places without the express permission of the concerned authority;
- q) Theft, fraud, dishonesty, bribing or attempt to bribe any person within or outside the University;
- r) Copying in any form in the assignments, projects or in any examination;
- s) Permitting, whether willfully or otherwise, a co-student to copy from one's own answer book or document or material;
- t) Smoking in the campus area;
- u) Communication of written analyses or answers, in any manner whatsoever, to other student(s) in respect of home assignments or projects of individual nature;
- v) Whispering or communicating with one another by means of signs, symbols or gestures or in any other body language in the examination hall;
- w) 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 Xavier University and/or the management or the appropriate authority of the University.

16.3 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 or take any form of immediate punitive action against such perpetrators. The decision of the University would be final and binding on such students and by

accepting admission in this University, the student on her/his part also accepts this para- in full without any prejudice;

16.4 Classroom Conduct

All students are required to maintain high standards of classroom interaction quality and conduct. Any behaviour considered to be indecent or intolerable by the concerned faculty or staff will lead to strict disciplinary action by XAHR against the student. **The classroom is a “No Mobile Phone Area”.** Therefore, using cell phones is not permitted unless the faculty concerned has given permission to use it for classroom or academic purposes. Should a student carry a cell phone in person, s/he shall keep it switched off failing which the concerned course faculty may expel the defaulting student from that session and may further debar such students from attending the concerned course and any other fines imposed by the Dean as deemed fit.

17 DISCIPLINARY PROCEDURE

- 17.1 For minor acts of indiscipline, relating to Courses, such as conduct of classes, assignments, quizzes and class examinations the Faculty/ Evaluator shall be the sole disciplinary authority acting on her/his own judgment. A Faculty can award penalty mentioned in 17.5(a) and 17.5(b) listed below.
- 17.2 For major acts of indiscipline the Dean-XAHR shall be the disciplinary authority, acting on her/his own judgment and/ or in consultation with the Student Disciplinary Committee/ Academic Committee/Academic Council at her/his discretion. The Dean-XAHR can award one or more penalties listed in 28.5 below.
- 17.3 All major allegations brought to the notice of the Dean-XAHR can be referred to the Student Disciplinary Committee and the Dean-XAHR shall act on the basis of the report of the Committee. However, in cases of exigencies with time constraints and/or in cases of extreme gravity, the Dean-XAHR may award a penalty deemed appropriate in consultation with the Faculty concerned and/or the Faculty Council of XAHR. In matters of extreme gravity and/or if

the matter pertains to other Schools of XUB in addition to XAHR, the Registrar of the University, may refer the matter to a Special Committee set up for the purpose. The Registrar, upon recommendation of the Special Committee or the Student Disciplinary Committee, as the case may be, may if necessary, award additional and separate punitive action as deemed fit.

17.4 Before imposition of any penalty, the explanation of the student concerned and her/his 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 or may result in expulsion from the University.

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

- a) Warning;
- b) Reduction of marks/quality points/grade in a particular component of a Course;
- c) Reduction of marks/quality points/grade for the whole Course;
- d) Minimum Fine of Rs.5,000/- or as deemed fit by the Dean;
- e) Repeating a course of the first/second year as the case may be, along with the next batch;
- f) In cases where a student is awarded an “T” grade in a course as a penalty for malpractice during examinations, the student may remove the “T” grade by taking the course the next time it is offered during the next year, concurrently with the other courses that she/he has to take during that particular term.
- g) Suspension of studentship for a year;
- h) Suspension from attending and participating in Convocation of the University
- i) Debarred from availing Career Advisory Services of the University;

- j) Expulsion from the University with immediate effect.
- k) Cancellation or withdrawal of any Academic honours – Certificate of Merit, Diploma, Medallion, Scholarship, etc.;

Notwithstanding any of the above mentioned aspects, the University can immediately expel or take any other appropriate punitive and/or corrective action against the student if it deems any action of the student as an act of indiscipline. The decision of the University would be final and binding and by accepting admission in this University, the student on her/his part and his/her representative also accepts this para- in full without any prejudice.

18 GRIEVANCES – APPEALS AND REDRESSALS

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

18.2 Grievance Resolution

- a) All grievances should be addressed by the student in peaceful and civilized manner.
- b) Any student, having a grievance, may submit a written application to the Dean-XAHR setting out all the circumstances and/or details therein clearly. The grievance application should be signed by the student concerned.
- c) Anonymous applications/petitions/letters will not be entertained or attended to under any circumstances.
- d) 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-XAHR within seven days after receiving the grade. No grievance shall be considered, if the student has obtained any grade above “C”.

- e) 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-XAHR is satisfied that the representation is not frivolous or vexatious, and that there is a *prima facie* case, s/he may constitute a Committee in consultation with the area concerned and get the papers/issue re-examined.
- f) 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 fictitious or without substance, the student concerned will expose herself/himself to the risk of extreme punishment of expulsion from the University as provided herein.
- g) Misconduct related to residential rules will be dealt by the Hostel Warden, the Registrar, Assistant Registrar (Administration) and the Vice Chancellor, as per the Hostel Administration Rules of Xavier University.

19 ALCOHOLIC ABUSE AND NARCOTICS DETERRENCE POLICY

The University has zero tolerance for possession, solicitation, distribution, sale or use of alcohol and other psychotropic and/or narcotic substances of any form, kind and manner on campus by the students. The students engaging in any of these shall be expelled from XUB, which including all the Schools and other units under XUB.

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

- a) Alcohol or other psychotropic and/or narcotic substances of any form, kind and manner use or possession on campus, or in person, within or outside XUB premises.
- b) Alcohol or other psychotropic and/or narcotic of any form, kind and manner substance use off campus which discredits XAHR and XUB,

In such cases the student will not be awarded Degree or Diploma Certificate, without paying a penalty of **Rs. 1,00,000/-**.

On dismissal from XAHR, XUB, the student may apply for readmission by paying penalty of **Rs.1,00,000/-** and providing sufficient and necessary information on the steps that the student has taken to undergo de-addiction treatment for alcohol or other psychotropic and/or narcotic of any form, kind and manner substance abuse. Student's readmission request must accompany Doctor's certification as proof of sufficient treatment for reducing alcohol dependency and other above mentioned 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 students readmission request shall be decided by the following committee:

1. Registrar
2. Asst. Registrar (Academics)/ Senior Faculty
3. Dean, Academics, XAHR
4. Coordinator/ Chair, Student Disciplinary Committee
5. Student Counsellor or Coordinator, Counselling Committee
6. Coordinator/ Chair, Prevention of Sexual Harassment Committee

20 RAILWAY/AIR CONCESSIONS

20.1 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."

- 20.2 **Air travel Concession:** Concession forms may be obtained from the Air India 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 20.1 above.

21 STUDENT COMMITTEES

- 21.1 **Students Executive Council (SEC - PG programs):** This committee consists of the General Secretary, Treasurer, Cultural Secretary and elected representatives from the different schools offering PG programs at Xavier City campus. This committee is a forum for periodic discussion with the VC/Registrar/Asst. Registrar (Academics)/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.
- 21.2 Issues relating to individual students are specifically excluded from the purview of this committee.
- 21.3 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.
- 21.4 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.

22 CAREER ADVISORY SERVICES

- 22.1 **Summer Internship Program:** 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 authorised by the Career Advisory Cell only will be recognised for Summer Internship.

- 22.2 Students who do not complete their Summer Internship will not be promoted to the second year.
- 22.3 The duration of the Summer Internship is a minimum of eight weeks and up to ten weeks. It will be the responsibility of the student to ensure that s/he spends at least eight weeks in the internship, failing which the internship will be considered as incomplete.
- 22.4 On return to the campus after the summer internship the student must submit the summer project report to the **Dean-HRM's Office**. This must be submitted **within 15 days after the commencement of the 4th term**. In case the Project work is considered confidential by the organisation, all steps should be taken to maintain confidentiality. In such cases, Para-36.4 shall apply.
- 22.5 **Final Career Advisory Services** - 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 organisations to recruit students on the campus.
- 22.6 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 or a part of an integral offer attached with the MBA-HRM program or an entitlement on the course.
- 22.7 As a matter of policy, the academic work of the students will take precedence over all placement activities.
- 22.8 Students appearing for CAS activities must ensure that they inform the Dean's Office through CAS Office on the same day of CAS activity or processes about their official absence from course sessions, failing which Para-28.3 shall apply.

22.9 XAHR and the University reserve the right to set academic and other minimum criteria for students to avail of the Career Advisory Services of XUB.

23 EXTRA CURRICULAR ACTIVITIES

As a policy, the University encourages students to develop citizenship qualities in addition to academic accomplishments. Enough scope exists in the Campus for extra-curricular pursuits such as sports, social service, book club, music, seminars, debates, quizzes and contests, etc. through area specific voluntary associations such as SEMINAR CLUB, X-KNOZ, XAMBOREE, SPICMACAY, etc. A brief on these associations is given in the Admission Bulletin.

24 GENERAL

The Administration of, Xavier University reserves the right to change requirements for admissions or graduation, 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.

SECTION-B
MBA-HRM CURRICULAR POLICIES
Xavier School of Human Resource Management

25 CURRICULUM REQUIREMENTS (MBA-HRM)

- 25.1 To qualify for the degree of MBA-HRM, the students must have successfully completed a minimum of 73 core course credits and a minimum of 36 elective course credits. The minimum requirement is decided by the XAHR Academic Committee and approved by the XUB Academic Council.
- 25.2 A course will be deemed as “incomplete” if either the student has less than 75% of the total course attendance or has failed to submit/take any of the evaluation components of that course including the opportunity for a make-up exam for that component or a supplementary exam of that course.
- 25.3 A course can be of 1, 1.5, 2, 3 or 4 credits. One credit is equivalent to 10 teaching/contact (classroom) hours *plus another 20 hours of academic work to be utilized outside the classroom* in reading, research, assignments and/or activities related to the course, as specified by the Faculty.
- 25.4 Normally, classroom-based courses will have two or three scheduled sessions per week, of 90 minutes duration each. Exceptions may be made to accommodate Visiting Faculty or other exigencies.
- 25.5 Completion of two other non-credited components, i.e., the Summer Internship Program and two Immersion Courses *is a mandatory requirement for graduation and obtain the degree.* (See the MBA-HRM Syllabus for details.)

26 COURSE WORKLOAD

- 26.1 The MBA-HRM Program is designed to prepare the students for the rigors of professional managerial life, occupying about 60-70 working hours per week. Credit distributions across terms are accordingly decided, taking into account the co-curricular and extra-curricular activities planned for the term.

26.2 Normally, the workload expected of a student is limited to a maximum of 24 credits of 240 classroom contact hours, that is (typically) eight courses of 3 credits each in any term, or as notified by the Dean-XAHR before the commencement of the Term. In other words, the workload is limited to 24 credits in each term.

26.3 **On an average, a student is expected to devote at least 2 hours of self study for every hour of class, outside the classroom.**

26.4 A student may be permitted by the Dean to register for electives beyond the minimum required in each term. Grade(s) secured in such extra credit course(s) will be included in computing QPI and CQPI. Once the student opts for the course, s/he cannot drop it later.

26.5 Students taking extra course(s) beyond 112 credits for the two-year Program are required to pay proportionately @ **Rs. 5000/- per 3 credit course.**

27 SCHEDULING OF CLASSES

27.1 In case the number of electives offered by faculty and opted by students in a particular term is more than the number of sessions that can be scheduled per week, overlaps may occur in classes that a student has to attend. Concurrent scheduling may be necessary to accommodate the interests of the University and Program, and the students' preferences.

27.2 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.

27.3 In case a situation of this kind arises, students who have opted for courses which require to be scheduled in the same slot will be directed to opt for any other elective(s) that they will be able to attend.

28 ATTENDANCE

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

The guidelines mentioned below will be followed in all courses.

However, in very unusual circumstances and due to the nature of a particular course, the faculty may follow a suitable attendance policy, which may deviate from the following guidelines. But in all such cases, the policy shall be announced to the students at the beginning of the course, be fully explained in the course outline, and communicated to the Dean's Office by the faculty concerned. The detailed policy shall be communicated to the Dean by the faculty concerned and communicated to the Academic Committee of the School.

- 28.1 **Class participation, comprising both attendance and involvement in class discussions, is an important aspect of the pedagogy of the Program. The attendance policy is accordingly designed, and it is in the interest of the students to attend all classes and come prepared as directed by the faculty. Once a session starts a student shall not leave the classroom without the permission of the faculty concerned.**
- 28.2 **The attendance is marked in each class on attendance register or through the AIS by the course faculty, and the record is forwarded in the specified format to the Dean's Office one week before the End-term examinations, and on completion of the Course.**
- 28.3 **Absence from any sessions *without prior permission, for leave from the Dean-HRM* is a serious breach of discipline, and appropriate disciplinary action may be taken against the defaulting student by the Dean.**
- 28.4 Exemption from attending classes is not permissible for reasons other than personal physical disability, grave personal tragedy and/or University assigned official work. A committee of the concerned faculty and/or Dean may, however, advise suitable relaxation in penalty for exceptionally deserving cases.
- 28.5 A student is also required to attend all Leadership Talks, Guest Speakers, HR Symposium, Kshitij, Conferences, and all other

activities of the school as a part of the MBA-HRM program of this university. At the end of 1st Year a student must have at least 80% attendance in all such out-of-classroom activities as assigned and notified by the Dean's Office. **Attendance on this ground falling short of 80% will attract a minimum penalty of Rs.10000/- or the Dean-HRM may impose a higher fine for gross and willful violation of this attendance rule..**

29 ELIGIBILITY FOR END-TERM EXAMINATIONS

- 29.1 A student will be allowed to appear the end-term examination where s/he has minimum 75% attendance in the course. Absence in more than 25% of classes in a course *without proper prior application and approval of the leave from the Dean* will lead to an "F" grade in that course and will lose the opportunity to take any Supplementary examination.. The concerned course faculty should also be intimated about such leaves during the process of application.

For assessing the eligibility of a student in case of decimal number, the attendance will be converted to the nearest integer.

- 29.2 Absence in more than 25 % of classes in any 3 courses during a term would require the student to discontinue and rejoin on the commencement of the same term in the next academic year.

30 QUALIFYING IN END-TERM EXAMINATIONS

The End-term examinations will be pen and paper based and is compulsory for all students. In case of any student missing the end term exam *with prior application and approval from the Dean*, s/he may be given a chance for a makeup exam for this missed end term according to the Para- 31.1. Failure to avail this make-up examination will subject the student to 'F' grade in that course with no further opportunity for an end term examination in that course and the course shall be deemed to be incomplete with an F Grade.

31 MAKE-UP EXAMINATIONS

- 31.1 If a student has missed a mid-term or an end-term examination due to **absence with prior permission** from the Dean, s/he should

report his/her presence to the Dean and Controller of Examinations within one week of returning to the campus for the purpose of make-up examination. Necessary arrangements shall be made by the CoE Office to conduct a make-up examination within two weeks of her/his re-joining.

- 31.2 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 Incomplete grade until and unless the Dean's Office receives the final grade from the faculty by the deadline specified for this purpose.
- 31.3 Unauthorised unapproved absence for the end-term examination will fetch 'F' grade in that course. The Dean may however, sanction a make-up examination for the missed end-term examination *if satisfied about the sufficiency of the cause of absence*, but with a disadvantage of *one grade point reduction from the total grade obtained in the course*.
- 31.4 Students who appear for make-up examinations for missed end-term/end semester examinations for *any* reason shall deposit the prescribed fee for the same as notified by the Deans Office, and furnish the receipt to the CoE Office.
- 31.5 If, for any reason, the student who had missed the End-Term examination *with permission* fails to avail himself/herself of the opportunity to make-up the missed examination(s), s/he will be finally awarded 0 marks for that segment, *and no second opportunity for a make-up examination or a re-test will be given. The final grade for such a course will comprise of the marks that have been attained by the student in other availed evaluation components/segments of the course*. If the absence was due to unauthorized leave and the student was later permitted to take the make-up examination on compassionate grounds under para- 31.1 but fails to avail the make-up opportunity, s/he shall be awarded an "F" grade for the full course and cease to have any further opportunity for re-appearing in the end term exam for that course.

31.6 A student, who has left any segment of a course incomplete, should complete the requirements of the course in the same academic year. If the course is in Term-VI, all requirements must be completed within a week of the completion of Term-VI. Failing this, 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 herein-before for program completion. (Also refer to Para 11.4)*

32 LEAVE OF ABSENCE

32.1 Under special circumstances as mentioned in 28.4 above, a student may be granted leave of absence. Such leave of absence will be granted as deemed fit by the Dean, on proper and prior application by the student, before going on leave, along with appropriate initial/preliminary documentary evidences, for good and sufficient reasons. If the student is not medically fit to write an application, s/he may take the help of parents or guardians to send the application with medical prescription, GST medicine bills and copies of medical tests, if any, by email to the Dean HRM and the Dean HRM Office without fail.

32.2 The application should be addressed to the Dean by email with attachments and submitted in the Office of the Dean, along with relevant documents **before availing the leave**. For absence on health grounds, the student must attach:

- a) doctor's prescription
- b) GST computerized medicine bill and GST computerized test bills
- c) copies of the medical tests reports, if any done
- d) and a Fitness Certificate from the doctor for resuming classes.

All subsequent documents post-leave application date must be **submitted within one week** of resuming classes, failing which the leave will stand cancelled from the date of application. Applications

on non-medical ground should also be submitted and permission taken from the Dean **prior to going on leave without fail.**

32.3 Faculty members are not responsible for any student losing any segment of evaluation because of leave availed by him/her, even it is with prior permission. Make-up of class tests, quizzes or assignments *is left entirely to the discretion of the faculty concerned and its due fulfilment is solely the student's responsibility.*

33 WAIVER OF CORE COURSES

33.1 A student may be granted a waiver in respect of a Core course, provided the faculty teaching the course 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.

33.2 To be granted a Core course waiver, a student must:

- (a) request the Dean, XAHR in writing at the beginning of the Term in which the course is offered, with an endorsement by the course Faculty,
- (b) take a written qualifying test set by the Faculty teaching the course, designed to ascertain the knowledge of the topics covered in that course, and/or submit written assignment(s) as prescribed by the course Faculty.
- (c) The grade for the course will be determined on the basis of the performance of the student in the qualifying test and/or written assignments.

34 ELECTIVES

34.1 Choice of Electives - The students will be required to complete elective courses to fulfill the minimum credit requirement as specified in the Syllabus in terms IV, V and VI terms respectively. For the students expected to graduate, the minimum elective credit requirement is 12, 12 and 12 in terms IV, V and VI respectively.

34.1.1 The students are required to give their choice of the elective courses they will attend in terms IV, V and VI, towards the end of the first year before leaving the University for the

Summer Internship. Choice of electives may be exercised in view of their career/academic interests subject to concurrence of the faculty concerned.

- 34.1.2 The criteria for admission of students to the different elective courses are determined by the Faculty concerned, in consultation with the respective Area and the Dean-XAHR.

34.2 Registration for Elective Courses

- 34.2.1 Students must register for the electives they will take in the second year (Terms IV, V & VI) by the deadline notified by the Dean-XAHR's office.

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

- 34.2.3 Faculty may set suitable eligibility criteria for students to register for their electives, in consultation with the Dean-HRM. 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.**
- (c) or any other suitable criteria as promulgated by the Dean after consulting the course faculty.**

34.3 Dropping of Elective Courses

- 34.3.1 In order for an elective course to be offered, there should be a minimum registration of 12 students, failing which, the elective will be dropped.

- 34.3.2 In the event of an elective being dropped due to less number of registrations or for any other reason, the**

students will be given the option to register for another elective.

34.3.3 Under special cases, as decided by the Dean, a course may be allowed in spite of minimum registration.

34.3.4 Once a student has chosen an Elective and it has been finalized for offering, then the student will not be permitted to de-register from that elective for any reason.

35. INDEPENDENT RESEARCH PROJECT (IRP)

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

35.1 The IRP will be offered in the 4th and 5th terms and needs to be completed within the term. In exceptional cases the IRP can span over two terms. In exceptional cases the IRP can be extended beyond the last day of the 5th term, with the permission of the Dean. No IRP will be offered in the 6th term.

35.2 An IRP will be treated as equivalent to a 3 credit course, and the credits will appear in the 5th term.

35.3 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.

35.4 A student can opt for only one IRP in the second year of the Program.

35.5 The student must identify an IRP Guide from among the faculty in XAHR who have done work in areas pertaining to Human Resource Management or Organizational Behaviour. No IRP will be allowed without guidance from a faculty member of XAHR.

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

35.7 The finalized IRP proposal along with signatures of the guide(s) on the title page may be submitted to the Dean-XAHR's Office before

the deadline given for the term. The tentative deadline for submitting the IRP proposal beginning in Term-IV is 15th July and for Term-V is 30th September.

- 35.8 An IRP will be deemed complete after submission of the Final Report duly signed by the Guide and the student to the Office of the Dean-HRM. The Dean may form a viva panel for the IRP to be presented if deemed fit.
- 35.9 The grade for an IRP will be awarded based on the performance of the student on various evaluation criteria notified by the Office of the Dean-XAHR.

36. SUMMER INTERNSHIP PROGRAM (SIP)

- 36.1 During the summer at the end of the first year, a student is *required* to undergo “Summer Internship Program” in an organisation for 8 to 10 weeks. The SIP for students is arranged through the XUB Career Advisory Services.

The objective of the SIP is to help the student to relate the classroom learning to the actual functioning of organizations and learn the practical aspects of management. During this time the student must work on a specific project given to her/him by the sponsoring organisation.

- 36.2 During the SIP students investigate some significant aspects of a managerial problem. It gives students an opportunity to observe a business organisation in operation and to sharpen their knowledge and skills by putting them to use. Besides providing an opportunity to enhance their understanding of managerial problems, the summer internship also gives students practical experience that will help them to plan their careers.
- 36.3 The student doing the SIP would have an executive guide in the organization that has taken her/him for the Internship. On completion of the SIP a student is required to submit to Dean HRM Office.

- (a) A copy of her/his Report to the executive guide for evaluation and to the Office of the Dean- HRM. 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.
 - (b) Ensure the submission of the Summer Project Evaluation Form of XAHR duly filled in, signed and stamped by the executive guide directly to the XAHR office by courier in hard copy before the beginning of Term-IV.
- 36.4 In case the Project work and the data collected 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 to the Dean HRM Office upon joining in 4th Term. However, an appropriate letter from the concerned organisation must be submitted to the Dean's Office in this regard signed by the executive guide, along with a summary report of the project with the project title, project objectives, methodology followed and key findings and recommendations. The student **MUST** submit a copy of the Non-Disclosure Agreement entered into by the student and their respective SIP company **at the beginning of the Summer Internship** to the Dean's Office to avail report submission exemption under this provision.
- 36.5 No students will be entitled to receive the Degree without completing the SIP satisfactorily as stated in Para-36.1 to 36.4 and Para 11.4.
- 36.6 A student, who does not complete the SIP satisfactorily, and who does not comply with the requirements, will have to do another SIP to become eligible to receive the Degree.
- 36.7 A student who receives adverse comments from the Executive Guide and/or behaves or acts in a manner that damages the reputation of the University, will be liable for disciplinary action of any severity, including expulsion from the University as decided by an appropriate authority.

37 CO-CURRICULAR COMPONENTS

37.1 Leadership talks & ‘HR in Practice’ talks: Senior industry practitioners are invited to address and interact with the students during the Leadership talks and ‘HR in Practice’ talks. These interactions are organized to give students a glimpse of actual organizational practice from across different industry segments. It is mandatory for all students to attend the Leadership talks and the ‘HR in Practice’ talks that are organized from time to time.

37.2 Immersion Course: Immersion courses are compact modules offered to students to provide exposure to specialized and emerging topics not covered in the regular course curriculum. Each Immersion Course may cover six to ten sessions of 90 minutes each, and are typically taught by Guest or Visiting Faculty with special competence in that topic. These courses are offered during the 2nd year in the IVth and Vth terms, tentatively in the month of August & November. **Each student must take at least two Immersion Courses and attend all sessions of it to qualify for award of the MBA-HRM degree and also fulfill the course requirement as mentioned in Para 10 and 11.** The topics on which courses will be offered and the name of the Guest/ Visiting Faculty are finalized by the Dean in consultation with Area Coordinators and student representatives. Attendance is mandatory in Immersion courses.

37.3 Business Conclave: Business Conclave is an initiative to enhance engagement with the industry to build perspective about current topics in the management arena. It includes panel discussions on topics identified by the various interest committees spanning different functional domains. It is mandatory for all the students to attend this event.

38 STUDENT EXCHANGE PROGRAMMES

38.1 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 program without providing any explanation of the same. The student cannot claim an exchange program as a matter of right.

Student exchange programs 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 XAHR, Xavier University.
- (d) Students are willing to bear all expenses towards the exchange program.
- (e) Students must meet the credit requirements as per XAHR, XUB norms (1 credit is equivalent to 10 hours of teaching) and not as per the norms of the partner international business school/ University.
- (f) Students must submit a list of courses undertaken along with the credits awarded for each with the Dean-XAHR Office and the IRC Office after completion of the exchange program.
- (g) The Grades awarded to the student in the partner University would be recalculated as per XAHR, Xavier University grading pattern and awarded the recalculated grade.

38.2 The procedure for undertaking an international exchange program 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 she/he intends to undertake the exchange program.

- (b) This application must be submitted by 28th February of the year in which the student desires to undertake the exchange program.
- (c) The student needs to attach copies of all her/his mark sheets and pass certificates with the application.
- (d) The IRC would then forward the applications to the Dean- HRM for screening and according permission.
- (f) The permitted students would be intimated by 31st March.
- (g) The students would then proceed for availing scholarships and/ or student loans or for securing financial resources to undertake the exchange program.
- (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 program once her/ his acceptance/invitation letter is received from the foreign partner University.

APPENDIX-1

CORE COURSES: MBA - HRM

Term	Course
Term-I	1. Introduction to HRM (2-credit) 2. Communication Skills for Managers 3. Microeconomics for Managers 4. Introduction to Indian Legal System for Business Managers (1 credit) 5. Legislation for Business (LL-I) 6. Human Resource Planning 7. Employment Relations for Managers & Professionals 8. Managerial Computing (1 credit) 9. Individuals in Organisation (OB-I)
Term-II	1. Financial Reporting & Analysis 2. Macroeconomics Analysis & Policy 3. Compensation & Reward Management 4. Staffing for Organisations 5. Legislation for Industrial Relations (LL-II) 6. Marketing Management 7. Group Dynamics & Team Building (OB-II) 8. Quantitative Methods
Term-III	1. Financial Management 2. Social Research Methods 3. Industrial Relations 4. Performance Management 5. Legislation for Social Security (LL-III) 6. Learning & Development 7. Human Resource Information Systems 8. Organisation Structure & Design (OB-III) [2-credits] 9. Operations Management

All other courses are of 3.0 credits each, except where otherwise mentioned.
This is an indicative list only.

APPENDIX-2

ELECTIVE COURSES: MBA - HRM

Term	Course
Term-IV	1. Business Ethics & Corporate Social Responsibility (Core) 2. Strategic Management (Core) 3. International Business 4. International HRM 5. Compensation & Reward Management 6. HRD Instruments 7. Competency Mapping & Assessment Centre 8. Managing Diversity & Inclusion 9. Personal Identity & Career Management 10. HR Analytics (1.5 credits) 11. Design Thinking in HR 12. Project Management
Term-V	1. Economics of Strategy 2. Corporate Image Building 3. Strategic HRM 4. Talent Management 5. Social Legislation for Indian Managers 6. Strategic Training Design & Delivery 7. Planning IT Enabled Organisations 8. Dynamics of Personal Growth & Development 9. Neuroscience of Leadership 10. Proacting OB

Term-VI	1. Employee Counseling & Employee Happiness 2. HR Audit and HC Accounting (2.0 credits) 3. Sales Force Management 4. Organizational Change & Development 5. New Age Leadership 6. Negotiation Skills (1.5 credits) 7. Leadership Coaching (1.5 credits)
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All other courses are of 3.0 credits each, except where otherwise mentioned.
This is an indicative list only.

Xavier University Bhubaneswar

PG Academic Calendar 2020-2021

July-December 2020										
Week	Month	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Activity	
1	Jul									1st Year Registration &
2	Aug								Teaching Schedule	Orientation Program & Term-I Classes Begin
3									Teaching Schedule	Linkedin Workshop (Illuminatix)
4									Teaching Schedule	
5									Teaching Schedule	HR Symposium
6									Teaching Schedule	
7	Sep								Teaching Schedule	Kshitij 2019
8									Teaching Schedule	Mid-Term Examinations
9									Teaching Schedule	SIP Mini-Week
10									Teaching Schedule	
11	Oct								Teaching Schedule	
12									Teaching Schedule	
13										Dussehra Vacation
14									Teaching Schedule	
15	Nov								Teaching Schedule	Term-I Classes Classes Over End-Term Examinations
16									Teaching Schedule	Term-II Classes Begin
17									Teaching Schedule	Corporate HR Case Round Table

Week	Month	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Activity	
18									Teaching Schedule	
19	Dec								Teaching Schedule	Feast of St. Francis Xavier
20									Teaching Schedule	
21									Teaching Schedule	Mid-Term Examinations of Term-II
22									Teaching Schedule	SIP Mini-Week X-Mas Day
23									Teaching Schedule	
January-June 2021										
Week	Month	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Activity	
1	Jan								Teaching Schedule	New Year Day
2									Teaching Schedule	
3									Teaching Schedule	
4									Teaching Schedule	
5									Teaching Schedule	SIP Mini-Week
6	Feb								Teaching Schedule	
7									Teaching Schedule	Term-II Classes Classes Over End-Term Examinations
8									Teaching Schedule	Term-III Classes Begin Outbound Learning Programme
9									Teaching Schedule	Outbound Learning Programme
10	Mar								Teaching Schedule	
11									Teaching Schedule	
12									Teaching Schedule	

Week	Month	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Activity	
13									Teaching Schedule	Mid-Term Examinations of Term-III
14									Teaching Schedule	
15	Apr								Teaching Schedule	
16									Teaching Schedule	
17									Teaching Schedule	
18									Teaching Schedule	Term-III Classes Classes Over End-Term Examinations
19	May								Teaching Schedule	Summer Internship Programme
20									Teaching Schedule	
21									Teaching Schedule	
22									Teaching Schedule	
23	Jun								Teaching Schedule	
24									Teaching Schedule	
25									Teaching Schedule	
26									Teaching Schedule	
27	Jul								Teaching Schedule	Registrarteion for Second Year and Classes Begin



For the Greater Glory of God

Xavier City Campus:

Plot No-12(A), Nijigada, Kurki

P.O: Harirajpur-752050, Dist: Puri, Odisha, India

Phone : +91-674-2377700 (Pilot No.)

Website : <http://www.xub.edu.in>