

ST. XAVIER'S UNIVERSITY, KOLKATA

Xavier Business School (XBS)

PROSPECTUS

**MBA Degree Programme
2018-2020**

TWO-YEAR FULL TIME RESIDENTIAL COURSE

Specializations (Electives):

Human Resource

Finance

Marketing

Systems & Operations

**St Xavier's University
Action Area III-B, New Town, Kolkata 700160
Tel.: +91-33-6624-9881/9871
Email: admissions.mba@sxuk.edu.in;
Website: www.sxuk.edu.in**

MESSAGE FROM THE VICE CHANCELLOR

I have become my own version of an optimist. If I can't make it through one door, I'll go through another door - or I'll make a door. Something terrific will come no matter how dark the present
-- Rabindranath Tagore

Welcome to St. Xavier's University, Kolkata. It is a Jesuit institution with one history but many stories, one fire with many sparks. It opened its doors to students in July 2017 with the blessings of the Hon'ble Chief Minister, Ms Mamata Banerjee, Xaverian, LN Mittal, and many distinguished alumni and leaders. And now it begins its Xavier Business School from August 2018.

Today, no community can afford to be complacent. The future is making critical demands and continuously raising the bar. It is a brave new world out there and we have new benchmarks to respond to. Change is the paradigm and sustained innovation the new mantra. The talented and dedicated students and faculty always play a special role in making the legend that is St. Xavier's University, Kolkata (SXUK) today.

SXUK is built on a long-standing Jesuit heritage and timeless traditions. We attest our motto of "Nihil Ultra" upholding the illustrious Jesuit legacy, our commitment to creativity, leadership and standards, our affiliation to the onerous task of providing quality opportunities in the fields of teaching-learning, research, consultancy and placement.

"Xavier Business School" aims at forming "men and women for others" who are competent, committed, compassionate and service-oriented leaders. XBS offers a two-year full time residential MBA programme, with specializations in Finance, Marketing, HRM and Systems & Operations. We shall provide state of the art infrastructural facilities – smart and air-conditioned classrooms, separate hostels for men and women, food courts, green environment and so on.

Xavier Business School is a member of XAMI (Xavier Association of Management Institutes) which includes Jesuit Management Institutes like XLRI, XIMB, LIBA and XISS. Being a Jesuit institute, inspired by the Ignatian charism, XBS aims to form global leaders for today and tomorrow to create a better world. To us, every student is indeed a burning candle that lights up other candles.

Fr. Dr. J. Felice Raj, SJ

Vice-Chancellor

St. Xavier's University, Kolkata

A Word of Welcome

Dear Candidate,

You are welcome to seek admission to **Xavier Business School (XBS), being launched by St. Xavier's University, Kolkata (SXUK) -- A Xavier Brand Management Institute**. We offer an MBA Degree programme, starting from August 2018, with specialization possibilities in four areas – Human Resource Management, Financial Management, Marketing Management and Systems and Operations Management.

Eligibility: To seek admission for this course, the candidates should fulfil the following Criteria:

- Successful completion of any full-time UG Degree of minimum 3 years duration in any discipline from a recognized University (Approved by UGC/Any other Recognized Body), with a minimum of 50% of marks (or equivalent grade point) in the aggregate. In the case of SC, ST Candidates, 45% in the aggregate will suffice. **Those who are appearing for the final examination during the academic year 2017-18 may also apply and submit the marks for the previous three Semesters or the First Year.**
- Appearance for any of the National Entrance Tests for MBA, such as, XAT, GMAT, MAT, etc., which is valid for the academic year 2018-19.

Procedure: Candidates desiring to seek admission to Xavier Business School (XBS), have to do the following:

- 1) Go through the Prospectus carefully and study the requirements of documents and other details, which are described clearly in the Prospectus and in the Application Form.
- 2) Applications have to be filled in and uploaded online, as instructed in the Website of the University.
- 3) As you begin the application process, you will be given an auto-generated Application Number. Please note that for all **future contacts**, you are required to **give reference to this Application Number**.
- 4) Please follow the instructions given in the Website to complete the application, and also to pay the application processing fee of Rs. 1000/-.
- 5) After receiving your application and the required processing fee, XBS Admissions Office will get in touch with you through email for further details.
- 6) **All communications from the Admissions Office will be done only through Email. Hence, it is necessary that every candidate seeking admission to Xavier Business School (XBS) should have his/her own personal Email ID and check the Email regularly.**

Submission of Application: Applications are accepted from March 24, 2018 onwards. All the required details are available in the **Prospectus of Xavier Business School**, which has been uploaded in the Website of St. Xavier's University, Kolkata (www.sxuk.edu.in) (**Please Note: We do not provide any printed Prospectus or Application Form**).

You are advised to send in your application as early as you can, so that your application can be processed in advance and, if need be, you can be assisted to make any possible correction, addition or modification.

For Further Details please contact:

Admissions Office, Xavier Business School (XBS)

St. Xavier's University

Action Area III-B, New Town, Kolkata - 700160

Tel. +91-33-6624-9881/9871

Email: admissions.mba@sxuk.edu.in; Website: www.sxuk.edu.in

Master of Business Administration (MBA) PROSPECTUS – 2018-19

IMPORTANT DATES TO REMEMBER

Admissions open	March 24, 2018 onwards
Last date to submit Applications	April 27, 2018
Announcement of Dates for GD, PI, etc.*	May 03, 2018
GD, PI, English Language Test, etc.	May 10, 2018 onwards
Commencement of the Academic Year	August 07, 2018

***Note: The dates for GD, PI and Language Test for the shortlisted candidates will be announced in the University Website on May 03, 2018**

01. BACKGROUND INFORMATION

a) Introduction

St Xavier's University, Kolkata, -- established in January 2017, with the approval of the State Government of W. Bengal (West Bengal Act XII of 2016) and recognized by UGC -- announces a new Department of Management Studies – **Xavier Business School** -- to be launched in August 2018. This will be a two-year, full-time, residential programme. State of the art infrastructural facilities are available in the campus – including smart class rooms, separate hostels for men and women, with full board and lodge facilities. Experienced and qualified faculty members will be handling the various subjects and courses.

Being a Jesuit University, it takes inspiration from St. Ignatius of Loyola, who founded the Society of Jesus (Jesuits) about 500 years ago. The Ignatian Pedagogy is a well-known educational methodology, which is followed in several Jesuit Universities and Centres of Higher Learning. **Xavier Business School** will also be inspired and guided by this Pedagogy and Methodology.

Xavier Business School, at St Xavier's University, Kolkata, is a member of XAMI (Xavier Association of Management Institutes), which consists primarily of Jesuit Management Institutes, such as, XLRI (Jamshedpur), XIMB (Bhubaneshwar), LIBA (Chennai), XISS (Ranchi), etc.

b) Why St. Xavier's University

- St. Xavier's University, Kolkata (SXUK) is the harvest of 500 years of the historic tradition of Jesuit Education.
- It is a part of the largest global Jesuit educational network today.
- It is a history with many stories, and one fire with many sparks.
- It forms men and women for others.
- It is where the mind is without fear and the head is held high.
- At SXUK, it is a journey with determination to illuminate one's mind with enduring wisdom.
- It introduces courses that blend knowledge and competence.
- It promotes student-centric learning in a cosmopolitan culture and conducts global exposure.
- It provides state of the art facilities.
- The motto of the University '*Nihil Ultra*', meaning 'Nothing Beyond', is the guiding impulse for all Xaverian endeavours.
- In the spirit of '*Magis*', SXUK renders 'greater service to greater number of people for the greater glory of God' (AMDG).

c) Jesuit Education:

Perhaps the best-known education in India is imparted by the Jesuits for several decades. They conduct not less than 52 university colleges, 17 Institutes of Business Administration and 220 high schools, spread throughout the country, almost all of them among the most reputed ones (for example: St. Xavier's College, Kolkata, St. Xavier's College, Mumbai, St. Xavier's College, Ranchi; Loyola College, Chennai, Andhra Loyola College, Vijayawada; St. Joseph's College, Trichy, St. Joseph's College, Bangalore). Among the Business Schools run by the Jesuits, the most well-known ones are: XLRI (Jamshedpur), XIMB (Bhubneshwar), LIBA (Chennai), XISS (Ranchi). In these Institutions, more than 360,000 students belonging to every religious, linguistic and socio-economic group, receive their education year after year.

St. Ignatius of Loyola, out of his firm determination to serve God and His people, founded the Jesuit Order, called the "Society of Jesus". Pope Paul III approved it as a Religious Order in 1540. From the time of its inception as a religious order, the Jesuits have come to be particularly known for their educational work and have acquired the reputation of being among the world's best educators. In fact, in every country a Jesuit school or a college is synonymous with quality secular education given in an atmosphere conducive to character formation with emphasis laid on spiritual and moral values and the development of an integrated human personality.

No Jesuit education is complete without attention to the development of the moral and intellectual qualities of leadership, love for the country, integrity, human relations, understanding, hard work, organizational ability, cooperation and teamwork, and the power of expression in speech and writing. A Jesuit school or a college aims at forming "men and women for others" who will be agents of the needed social change in their respective locality and in the country as a whole. The Jesuits view their work as "the service of faith in God and the promotion of Justice in the world". In line with the option for justice, the Jesuits give special and preferential treatment to economically poor students in terms of financial and academic support.

d) Jesuit Higher Education in India:

As stated already, the Jesuits run no less than 52 university colleges, 17 institutes of business administration. Here are some of the leading Jesuit Institutions of higher learning:

Name of the Institutes	Place	Founded in	Website
Jesuit Universities			
Xavier University	Bhubaneswar	2015	www.xub.edu.in
St. Xavier's University	Kolkata	2017	www.sxuk.edu.in
Jesuit Colleges			
St. Joseph 's College	Trichy	1844	www.sjctni.edu
St. Xavier's College	Kolkata	1860	www.sxccal.edu
St. Xavier's College	Mumbai	1869	www.xaviers.edu
St. Aloysius College	Mangalore	1880	www.stalloysiuscollege.co.in
St. Joseph 's College	Bangalore	1882	www.sjc.ac.in
St. Joseph 's College	Darjeeling	1888	www.sjcdarjeeling.edu.in
St. Xavier's College	Palayamkottai	1923	www.stxavierstn.edu.in
Loyola College	Chennai	1925	www.loyolacollege.edu
St. Xavier's College	Ranchi	1944	www.sxcran.org
Loyola College	Kunkuri	1949	www.lck.edu.in
St. Joseph 's College of Commerce	Bengaluru	1949	www.sjcc.edu.in
Andhra Loyola College	Vijayawada	1954	www.andhraloyolacollege.ac.in
St Xavier's College	Ahmedabad	1955	www.sxca.edu.in
Loyola College of Social Sciences	Trivandrum	1963	www.loyolacollegekerala.edu.in

St. Xavier's College	Thumba	1964	www.stxaviersthumba.org
Arul Anandar College	Karumathur	1970	www.aactni.edu.in
St. Joseph's Evening College	Bengaluru	1972	www.sjec.edu.in
Loyola Academy	Secunderabad	1976	www.loyolaacademyugpg.ac.in
North Bengal St. Xavier's College	Rajganj	2007	www.nbxc.org
St Xavier's College, Patna	Patna	2009	www.xaviercollegepatna.org
Loyola College,	Vettavalam	2009	www.lcv.edu.in
St. Xavier's College	Jaipur	2010	www.stxaviersjaipur.org
St. Xavier's College	Burdwan	2015	www.sxc-bwn.ac.in
Jesuit Management Institutes			
Xavier Labour Relations Institute (XLRI)	Jamshedpur	1949	www.xlri.ac.in
Xavier Institute of Social Service (XISS)	Ranchi	1973	www.xiss.ac.in
Loyola Institute of Business Administration (LIBA)	Chennai	1979	www.liba.edu
Xavier Institute of Management (XIMB)	Bhuvaneshwar	1987	www.ximb.edu.in
Xavier Business School (XBS)	Kolkata	2018	www.sxuk.edu.in

e) Our Vision:

Rooted in and inspired by the Ignatian charism of forming men and women for others, St. Xavier's University, Kolkata, as a Centre of Excellence, strives to promote a society based on love, freedom, liberty, justice, equality and fraternity

f) Our Mission:

- To set an international standard for Arts, Science, Commerce, Management and Education contemporary and relevant to the 21st Century.
- To provide all students of St. Xavier's University a unique and exceptional education that will be a transforming experience intellectually, culturally, socially and personally.
- To excel in all areas of teaching-learning, research, outreach and consultancy;
- To contribute to the creation of knowledge and to search for the meaning of life;
- To bridge the rural-urban divide, taking the benefits of education to the poor and the marginalized, aiming at their empowerment;
- To ensure access to and equity in higher educational opportunity to all deserving and meritorious students with a preferential option for the poor and marginalized, irrespective of caste and creed;
- To inspire and challenge all segments of the college to raise the realm of good from great to greater, through continuous quality assessment;
- To offer subjects for competence building, and to motivate/animate a work force imbued with human values;
- To become a Centre of culture and to consciously promote communal harmony and cultural integration so as to create an atmosphere of dialogue in the campus;
- To promote academic exchange and academia-industry interfacing, making use of the latest technology;
- To develop application-oriented courses, with the mandatory view on values, to produce holistic development of persons;
- To form young men and women of competence, commitment, conscience and compassion;
- To contribute to the well-being of the nation without counting the cost; in the spirit of NIHIL ULTRA (Nothing Beyond), the motto of St. Xavier's;

g) Value Framework to Accomplish Our Mission

- Fostering passionate pursuit for academic and intellectual excellence;
- Promoting social concern leading to action;

- Cultivating uncompromising commitment towards enhancing the quality of life both at the organizational and societal level;
- Instilling in the students the values of integrity, perseverance and transparency;
- Facilitating creativity and innovativeness in all endeavours;
- Enabling leadership to become agents of social change and shape a better future.
- Encouraging discipline, teamwork and the culture of collaboration;
- Providing education with a human face and furthering the cause of human virtues;

02. THE FACILITIES AND THE FACULTY

a) The Campus and Buildings

St. Xavier's University, Kolkata, is located in a sprawling campus of 16.64 acres, in the fast-growing locality of New Town, Kolkata. The entire campus is being developed esthetically. The location of the University Campus is very conducive for road transportation, as it is on the New Town Main Road, with four gates opening to this main road. Further, the University is just 9 kms away from the Kolkata International Airport. The Academic Building is a 10 Floor-Structure, of which six have been completed. All the classrooms, computer labs, halls, etc., are air-conditioned and equipped with latest communication systems – power point projectors, Internet connections, etc. There are three types of classrooms – ordinary ones, gallery type and amphitheatre type.

b) Documentation Centre and Library

In order to disseminate the required information to the various projects and programmes of the University and particularly to the students of Management Studies, a completely new library and research building is getting ready, with the latest facilities and conveniences. The library already has over 5,000 titles/books and more books and journals are being added on a regular basis. It has access to E-journals and E-books and the students are permitted to make use of these facilities. The entire building is air-conditioned – stack rooms, reading rooms, reference rooms, conference hall, etc.

c) Computer, Language Lab, Internet and Wi-Fi Facilities

The University has a special computer lab, and also a language lab, exclusively meant for the use of students of MBA, with licensed soft-wares. Internet Facilities are available in the entire academic block and in the library, with a high-speed broadband connectivity, and also wi-fi facilities.

d) Hostel Facilities

St Xavier's University offers hostel facilities to its students, particularly to the students of MBA Degree Programme, as this programme is a residential one. Separate hostel buildings for women and men are available. More hostel facilities are planned in the years to come, where students of other courses too can be accommodated. The hostel mess will provide both vegetarian and non-vegetarian food.

e) The Faculty

The faculty is a judicious mix of researchers, academicians, behavioural scientists, practitioners from varied disciplines and consultants of industries. The Core Faculty is supplemented by Associate Faculty members and Guest or Visiting Faculty members from reputed academic institutions and professional organizations, both national and international.

03. THE ACADEMIC PROGRAMME

The MBA offered by XBS is a Two-Year Degree Programme. Four areas of specializations are offered – Human Resource, Marketing, Finance and Systems and Operations. The entire course covers 22 obligatory management subjects (OMC). The Specialized Subjects (Electives) are

according to one's choice, and each student has to choose 8 such Specialized Subjects (SPL). Besides, there are four Additional Requirements (ARQ): a) Project Work, that has to be carried out during summer holidays; b) Dissertation Paper, which has to be written during the III and IV Semesters; c) Comprehensive Viva, at the end of the course; d) Extra-Curricular Activities and Programmes -- every student of Management is expected to be actively involved in Extra-Curricular Activities and Programmes organized by XBS and also by the University itself and he/she is assessed for his/her performance in these Extra-Curricular activities. The following are the details of the entire Course:

N.B.:

OMC = Obligatory Management Course; SPL = Specializations (Electives); ARQ = Additional Requirements
SEMESTER I

Code	Titles	Credits
OMC-101	Management Principles and Practices	2
OMC-102	Basics of Accounting for Managers	2
OMC-103	Business Ethics and CSR	2
OMC-104	Business Communication	2
OMC-105	Organizational Behaviour	4
OMC-106	Managerial Economics	4
OMC-107	Financial Reporting, Statements and Analysis	4
OMC-108	Business Statistics and Analytics for Decision making	4
OMC-109	Computer Applications for Business	4
OMC-110	Legal and Business Environment	4
	Total Credits	32

SEMESTER II

Code	Titles	Credits
OMC-211	Indian Economy & Policy	4
OMC-212	Financial Management / Corporate Finance	4
OMC-213	Marketing Management	4
OMC-214	Human Resource Management	4
OMC-215	Production & Operations Management	4
OMC-216	Quantitative Techniques / Business Analytics	4
OMC-217	Management Information System	4
OMC-218	Research Methods for Business	4
	Total Credits	32

SEMESTER III

Code	Titles	Credits
Specializations (Elective Papers)		
SPL-301	Specialization (Elective Paper)*	4
SPL-302	Specialization (Elective Paper)*	4
SPL-303	Specialization (Elective Paper)*	4
SPL-304	Specialization (Elective Paper)*	4
Management-Related Subjects		
OMC-319	Strategic Management	4
OMC-320	Organisational Change and Development	4
	Total Credits	24

**Each student has to select FOUR Specializations (Electives) from the list given below*

SEMESTER IV

Code	Titles	Credits
Elective Papers (Specializations)		
SPL-405	Specialization (Elective Paper)*	4
SPL-406	Specialization (Elective Paper)*	4
SPL-407	Specialization (Elective Paper)*	4
SPL-408	Specialization (Elective Paper)*	4
Management-Related Subjects		
OMC-421	Entrepreneurship & New Venture Creation	4
OMC-422	International Business	4
	Total Credits	24

**Each student has to select FOUR Specializations (Electives) from the list given below*

ADDITIONAL REQUIREMENTS

Code	Subject Title	Credits
ARQ-01	Project Work	6
ARQ-02	Dissertation	4
ARQ-03	Extra-Curricular Activities	4
ARQ-04	Comprehensive Viva	4
	Total Credits	18
	GRAND TOTAL CREDITS	130

SPECIALIZATIONS (ELECTIVES)

FINANCIAL MANAGEMENT		
Sl. No.	Titles	Credits
SFM-01	Investment Analysis and Portfolio Management	4
SFM-02	Project Appraisal and Finance	4
SFM-03	International Finance	4
SFM-04	Financial Derivatives	4
SFM-05	Taxation	4
SFM-06	Strategic Financial Management	4
SFM-07	Corporate Restructuring and Valuation	4
SFM-08	Managing Banks and Financial Institutions	4
SFM-09	Financial Markets and Services	4
SFM-10	Behavioural Finance	4
SFM-11	Capital Market	4
SFM-12	Insurance Management	4
MARKETING MANAGEMENT		
Sl. No.	Titles	Credits
SMM-01	Integrated Marketing Communications	4
SMM-02	Consumer and Industrial Buying Behaviour	4
SMM-03	International Marketing	4
SMM-04	Product and Brand Management	4
SMM-05	Services Marketing	4
SMM-06	Marketing Research	4
SMM-07	Sales and Distribution Management	4
SMM-08	Retail Management & CRM	4
SMM-09	Digital and Social Media Marketing	4

SMM-10	Rural Marketing	4
SMM-11	Product and Brand Management	4
SMM-12	Business to Business Marketing	4

HUMAN RESOURCE MANAGEMENT		
Sl. No.	Titles	Credits
SHR-01	Manpower Planning, Recruitment, and Selection	4
SHR-02	Strategic HRM	4
SHR-03	Team Dynamics and Leadership at Work	4
SHR-04	International HRM & Managing Diversity	4
SHR-05	Performance Management Systems	4
SHR-06	Compensation and Benefits Management	4
SHR-07	Employee Relations	4
SHR-08	Employment Relation Laws	4
SHR-10	Managerial Competencies and Career Development	4
SHR-11	HR Information System	4
SHR-12	Knowledge Management	4

SYSTEMS & OPERATIONS MANAGEMENT		
Sl. No.	Subject Title	Credits
SSO-01	Sales and Operations Planning	4
SSO-02	Decision Support System	4
SSO-03	Supply Chain and Logistics Management	4
SSO-04	Project Planning, Formulation and Management	4
SSO-05	E-Commerce and Digital Markets	4
SSO-06	Managing Digital Platforms	4
SSO-07	Quality Toolkit for Managers	4
SSO-08	Behavioural Operations Management	4
SSO-09	Data Analytics	4
SSO-10	Strategic Management of IT	4
SSO-11	Data Warehousing and Mining	4
SSO-12	Data Base Management System	4

04. THE ASSESSMENT SYSTEM

Programmes	Subjects (Credits)	Full Marks	Pass Mark (50%)	Ongoing Assessment	Sem.-End Assessment
Obligatory Management Courses (OMC)	22 (80)	2000	1000	60%	40%
Specializations (Electives) (SPL)	08 (32)	800	400	60%	40%
Project Work (ARQ)	01 (06)	150	75	100%	--
Dissertation (ARQ)	01 (04)	100	50	100%	--
Comprehensive Viva Voce (ARQ)	01 (04)	100	50	--	100%
Extra-Curricular Activities (ARQ)	01 (04)	100	50	100%	--
Total	34 (130)	3250	1625		

a) The Assessment:

The MBA Degree Programme has a total of 30 subjects, four of which carry 50 marks each, while the rest carry 100 marks each (Total 2800 marks). The allocation of marks is as follows: For each Subject (course), the ongoing assessment carries 60% of the marks and the Semester-end Examination carries 40% of the marks. The ongoing assessment includes seminars and presentations, assignments and case studies, attendance and class tests. The Semester-end examination is a two-hour written test for a 100 marks paper and one hour written test for a 50 marks paper. Besides these, there are four other additional requirements:

- a) The students will also be assessed for their Extracurricular Activities, which carry 100 marks.
- b) Every student has to take up a Project Work and submit a Report, which carries 150 marks;
- c) Every student has to write a Dissertation Paper on a subject of his/her choice (preferably on the area of specialization), which carries 100 marks;
- d) Finally, there will be a Comprehensive Viva Voce Examination at the end of Semester IV, after the Semester-end Examinations. This Viva Voce will be conducted by a Board and it carries 100 marks.

Thus, the entire MBA Degree Programme, offered by Xavier Business School (XBS) carries a total of 3250 marks in four Semesters.

b) Pass Mark:

In order to pass, a student has to get a minimum of 50% marks in the ongoing assessment and a minimum of 50% marks in the Semester-end examinations. For the field work report, dissertation, comprehensive viva voce and extracurricular activities each student has to a minimum of 50% of the marks. If someone does not secure the minimum marks in each subject, he/she will have to repeat the failed subjects. A student who fails in one or two subjects will be allowed to move to the next Semester, while he/she will have to repeat the examinations or assignments of the failed subjects, during the subsequent Semester. But, if a student fails in more than two subjects in a particular Semester, he/she will have to repeat the entire Semester Examinations, in the subsequent year along with the next batch of students. A student, who fails in the extracurricular activities, will be required to fulfill some special programmes at his/her own cost, to be determined by the University. A student who fails in one or two subjects in the final Semester will have to stay back after the Semester is over for a fixed period and carry out the required academic exercises as prescribed by the University in order to pass the MBA and get the Degree.

N.B.: The pattern of all written examinations, class tests as well as semester-end examinations, will be general in nature and practical in orientation, requiring creative and personalized answers. Hence, the students should not expect direct questions based on the different units of the curriculum.

c) Project Work

At the end of the Second Semester, every student will have to go for a Field Project. For this, each student is expected to make the necessary contacts with different firms or organizations much in advance and identify one organization/firm, with the approval of the Director, where he/she will carry out the Field Project. The Institute will assist the students with official communications and guidance. Moreover, to carry out this Project, each student will be guided by a Faculty member and the student is expected to consult his/her guide regularly.

The entire exercise must be carried out with seriousness and full concentration, as the performance in the Field Project will have a strong bearing on the placement opportunity of a student. The total duration of this Field Project is 8 weeks – 6 weeks in the field and two weeks in the University for writing the Report. All the expenses related to the Field Project are to be borne by the student himself/herself, as this is not included in the regular fees.

d) Mentor & Guide:

Each student of MBA will have one of the Faculty Members as his/her Mentor. The students will be guided by the Mentor throughout the Course and they are expected to seek the guidance of their respective Mentor regularly. More specifically, for the Project Work and for the Dissertation Paper, each student will have a Guide and a student is required to seek the guidance and prior approval of his/her respective Guide, at each step of fulfilling these two requirements.

e) The Medium of Instruction

The medium of instruction for the MBA Degree Course is English. Hence, all the lectures and assignments will be only in English. Every student is expected to be at least reasonably proficient in the written and spoken English, without which it will be extremely difficult to understand the lectures, write the assignments and the examinations. Moreover, for job placement at the end of the course, a good knowledge of written and spoken English is essential.

To ensure that every student fulfills this requirement, screening will take place at the time of admission. Further, whoever is weak in English, will have to attend English coaching classes, for which the students will have to pay an extra amount as tuition fee.

f) Placement and Employment

There is a bright future for employment in the different fields of Management. On successful completion of their studies, the outgoing MBA students will be absorbed in the Commercial Organizations, Government Agencies, etc., through a systematic placement procedure of XBS. On the part of the students, hard work, commendable character and personal conduct, proficiency in English and good knowledge of the subjects are essential to get a good placement. With the full cooperation of the students, XBS can ensure the employment of all its outgoing students after completing successfully their MBA Course.

05. THE ADMISSION PROCEDURE

a) The Admission Policy

All admissions will be based on the Admission Policy of Xavier Business School, which includes the following: Class X Marks, Plus Two Marks, Qualifying Degree Marks, National Level Entrance Test Score, Work Experience (if any), English Language Capability, GD & PI, Special Merit Points to Socially Disadvantaged candidates (SC & ST candidates) and special Merit Points to Christian Candidates.

b) Eligibility:

To seek admission for this course, the candidates should fulfil the following Criteria:

01. Successful completion of any full-time UG Degree of minimum 3 years duration in any discipline from a recognized University (Approved by UGC/Any other Recognized Body), with a minimum of 50% of marks (or equivalent grade point) in

the aggregate. In the case of SC, ST Candidates and Christian candidates, 45% in the aggregate will suffice.

02. **Those who are appearing for the final examination during the academic year 2017-18 may also apply and submit the marks for the previous three Semesters or the First Year, as the case may be.**
03. Appearance for any of the National Level Entrance Tests for MBA, such as, XAT, GMAT, MAT, etc., which is valid for the academic year 2018-19.

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01. Go through the Prospectus carefully (uploaded in the University Website: www.sxuk.edu.in) and study the requirements of documents and other details, which are described clearly in the Prospectus and in the Application Form.
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04. Please follow the instructions given in the Website to complete the application, and also to pay the application processing fee of Rs. 1000/-.
05. After receiving your application and the required processing fee, XBS Admissions Office will get in touch with you through email for further details.
06. **All communications from the Admissions Office will be done only through Email. Hence, it is necessary that every candidate seeking admission to Xavier Business School (XBS) should have his/her own personal Email ID and check the Email regularly.**

Submission of Application: Applications are accepted from March 24, 2018 onwards. All the required details are available in the **Prospectus of Xavier Business School**, which has been uploaded in the Website of St. Xavier's University, Kolkata (www.sxuk.edu.in) (**Please Note: We do not provide any printed Prospectus or Application Form**).

e) Language Test, GD and Personal Interview:

The short-listed candidates will be called for Group Discussion, Personal Interviews and English Language test, before they are finally selected for admission.

f) Special Merits:

A candidate who belongs to the categories of **SC & ST** and candidates with relevant **work experience** will be given special merit points in the admission procedure, as per the merit chart prepared by the Institute. A Christian candidate will also receive special merit points, provided he/she is able to produce a valid proof regarding his/her religious status.

g) Admission Fee and Final Admission:

As soon as the list of admissions is declared, each selected candidate has to pay within 10 days Rs. 30,000 as non-refundable Admission Fee, to confirm his/her provisional admission. The full fee for the First Semester should be paid within two weeks after paying the Admission Fee. Only those candidates who pay both the non-refundable Admission Fee and the full fee of the First Semester will be granted final admission. Those who fail to pay the non-refundable Admission Fee and the full fee of the First Semester within the stipulated

period are liable to lose the admission to Xavier Business School (XBS) and the vacant seat will be given to the candidates in the waiting list.

06. THE FEE STRUCTURE

N.B.:

1) This course is fully residential and therefore all the students have to stay in the hostel of the University, which is located within the campus.

2) The Course Fees and the Hostel Fees are to be paid before the commencement of each Semester, failing which the student will not be permitted to stay in the hostel or to attend the lectures or use the facilities of the University.

a) Course-Related Fees

1) Admission Fee:

The Non-refundable Admission Fee is Rs. 30,000 per candidate. This is part of the First Semester Course Fee and this fee is meant to confirm the provisional admission of the respective candidate, while he/she will be given two weeks, after paying the Admission Fee, to pay the remaining fee for the First Semester.

2) Course Fee: The Course fee for this two-year (four Semesters), full-time programme is Rs. 250,000/- per Semester, which includes the cost of tuition, reading material, library facilities, computer facilities, skills training programmes, examinations, etc. The chart below gives details of the break-up the course fee.

3) Examination Fee: The normal Examination fee is already covered in the course fee. However, those who have to repeat their examination(s) for one or two subject(s) will have to pay the Examination Fee at the rate of Rs. 1,000 per subject. Those who have to repeat the entire Semester will have to pay a total of Rs. 6,000 as Examination Fee for each Semester.

4) Uniform Expenses: At the beginning of the Course, each student will pay Rs. 5,000, along with the Fee for the First Semester, towards the cost of preparing the uniform. This amount is only provisional, and hence, after the uniform is prepared the balance amount, either way, will be adjusted.

5) Caution Deposit: Each student will have to deposit Rs. 5,000/- as caution money, which does not accrue any interest, and is refundable after the completion of the course and after deducting the dues, if any.

6) Alumni Fund Contribution: Every student of MBA will be required to pay Rs. 5000/-, in the last Semester, towards the creation of the Alumni Fund.

DETAILS OF COURSE-RELATED FEES FOR 2018-20

Type of Fees	SEM I	SEM II	SEM III	SEM IV
Admission Fee	30,000	--	--	--
Computer & E-Facilities	10,000	10,000	10,000	10,000
<i>Caution Deposit (Refundable)</i>	<i>5,000</i>	--	--	--
Development	10,000	10,000	10,000	10,000
Library	10,000	10,000	10,000	10,000

Placement Skills	10,000	10,000	10,000	10,000
Societies/Clubs	5,000	5,000	5,000	5,000
Sports and Games	5,000	5,000	5,000	5,000
Tuition	2,00,000	2,00,000	2,00,000	2,00,000
Uniform*	5,000	--	--	--
Alumni Fund Contribution	--	--	--	5,000
Total	2,90,000	2,50,000	2,50,000	2,55,000

**This is only an approximate amount and the actual amount will be adjusted.*

b) Hostel Fee:

The hostel fee includes accommodation and meals (three meals – breakfast, lunch and supper). There are two types of Rooms and the students can opt for either type of room, provided their choice is available:

Type of Room	Facilities	Sem. I	Sem. II	Sem. III	Sem. IV
Two-Bed Room	Common Toilet	50,000	50,000	50,000	50,000
Three-Bed Room	Toilet Attached	50,000	50,000	50,000	50,000

c) Refunding of the Fees

If a student withdraws his/her admission or is dismissed for whatever reason after paying the full fees of the first Semester but before July 31, 2018, he/she will get back 90% of the entire amount of the fees. However, no fee amount will be refunded if a student withdraws or drops out or is dismissed for whatever reason after July 31, 2018, except the caution deposit and the uniform fee, if not utilized already. No other fee will be reimbursed, and the Admission Fee is non-refundable.

07. EXPECTATIONS FROM THE STUDENTS

The following are the expectations of the University from its students:

01. The students are expected to put in hard work and concentrate fully on their studies.
02. No student is permitted to take up any other study or work during the period of this course.
03. Attendance is compulsory for all the classes and normally no one will be permitted to go home or elsewhere for functions or programmes, except in unavoidable circumstances.
04. The students are strongly discouraged from taking leave or being absent from the classes.
05. Along with academic excellence, each student is expected to grow in maturity in his/her personal conduct, character and relationships.
06. As time is a valuable factor for any successful leader and manager, every student is expected to learn the art of time management and organize one's time in the most fruitful manner.
07. Since extra-curricular activities are essential for the all-round growth of a person, each student is expected to participate actively in all the extracurricular programmes of the University and more particularly the activities organized by XBS.
08. Since proficiency in English is absolutely essential for completing the course and also for placement, every student is expected to speak in English both inside and outside the classroom, as that will enable him/her to become proficient in English.

09. Saturdays are working days for all the students and they are expected to spend the day in personal study. Occasionally there may be some lectures or special inputs on Saturdays as well.
10. St. Xavier's University is known for its strict discipline and every student is expected to adhere to all the rules and guidelines of the University faithfully and totally, including the Hostel Rules and Guidelines.
11. Ragging of any type is strictly forbidden and it is a punishable crime.
12. All the fees are to be paid on time and the defaulters are liable to suitable penalty.
13. The MBA students are expected to be in Uniform for the classes on all Mondays and during different functions and events. Moreover, whenever, there is presentation in the class, the respective student(s) will be in formal dress.
14. Participation in any outside programme needs the prior permission of the Director and no arrangement or agreement should be made, without getting this prior permission.
15. Going out of the campus for overnight stay or longer, either individually or in groups needs the prior permission of Hostel Director and also the prior permission of the Guardian of the respective student. Moreover, when someone goes out in this manner, he/she is solely responsible for his/her safety and security and he/she needs to give a written undertaking to this effect, in the prescribed form, before leaving the campus.