

**COLLEGE ADMINISTRATION AND SERVICES**

**June 2009**

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*Principal*

**Dr. (Fr.) Frazer Mascarenhas S.J.**

*Vice-Principal (Academic Improvement)*

*Convenor IQAC*

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*Vice-Principal (Arts)*

**Dr. (Ms.) Fleur D'Souza**

*Vice-Principal (Science)*

**Dr. (Ms.) Nandita Mangalore**

*Vice-Principal (Commerce)*

**Fr. Errol Fernandes, S.J.**

*Vice-Principal (Junior College)*

**Ms. C. Leonie Jacob**

*BMS Coordinator*

**Ms. Neelam Kshatriya**

*BMM Coordinator*

**Ms. Madhuri Rajjada**

*Registrar*

**Mr. Maurice Monis**

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*Director, Knowledge Centre*

**Mr. Kevin D'Cruz**

*Student Counsellor*

*Hostel Superintendent*

*Dir., Social Service League*

**Fr. Terence Quadros, S.J.**

*Director, International Programmes*

**Dr. Rajendra Shinde**

*Administrative Officer*

**Mr. Babuji George**

*SIP Coordinator*

**Ms. Chrissie D'Costa**

*Director of Sports*

**Mr. Thomas Pires**

## **GOVERNING BODY**

### **Chairman & Trustee:**

**Fr. Francis de Melo S.J. (Provincial)**

### **Vice Chairman & Trustee:**

**Fr. Paul Vaz S.J. (Rector)**

### **Ex-Officio Trustee:**

**Dr.(Fr.) Frazer Mascarenhas S.J. (Principal)**

## **MEMBERS:**

Dr. (Fr.) Aubrey Mascarenhas S.J. (*Secretary*)

Fr. Myron Pereira S.J.

Fr. Errol Fernandes S.J.

Fr. Conrad Pessa S.J.

Dr. (Fr.) Anthony Dias S.J.

Dr. (Fr.) Lancy Prabhu S.J.

## **LOCAL MANAGING COMMITTEE**

Fr. Paul Vaz S.J. (**Chairperson**)

Dr. (Fr.) Frazer Mascarenhas S.J. (**Secretary**)

Fr. Conrad Pessa S.J.

Dr. (Fr.) Arun D'Souza S.J.

Dr. (Sr.) Anila Verghese

Dr. (Ms.) Fleur D'Souza

Dr. Zoeb Filmwala

Dr. Hrishikesh Samant

Mr. Gurunath Dhuri

## **ST. XAVIER'S ADVISORY COUNCIL**

Mr. Adi B. Godrej

Mr. Allen Sequeira

Mr. Alyque Padamsee

Mr. Gerson da Cunha

Dr. Rajesh Parikh

Mr. Roger Pereira

Ms. Shobhaa De

Dr. (Ms.) Swati A. Piramal

## **ST. XAVIER'S COLLEGE MUMBAI**

**ST. XAVIER'S COLLEGE** was founded by the Society of Jesus, a Christian Religious Order started by St. Ignatius of Loyola. Since its very inception, the Society has toiled in the field of education throughout the world, inspired by a vision of the human, drawn from the life, teachings and personality of Jesus Christ. In India, it was St. Francis Xavier, after whom the College is named, who began the educational work of the Society. At present, the Society runs 36 Pre-Primary/Primary/Middle Schools, 130 High Schools, 20 Technical Institutes and 22 Colleges in India, and all these institutions form a part of the effort of the Catholic Church to share in the vital task of education.

St. Xavier's College is a Christian institution, which aims at the education of the Christian community around Mumbai and extends its services to members of other communities as an effort at promoting inter-religious collaboration. On January 30, 1869, it was affiliated to the University of Mumbai. It became a Constituent College of the Mumbai University, as a result of the Mumbai University Act 1953. It is entrusted by the University with the task of preparing students for degrees in Arts, Science, Commerce, Mass Media, Management Studies and Information Technology of the University.

St. Xavier's College looks upon itself as an academic community where scholars, both students and teachers, have the freedom and responsibility to communicate, evaluate and enlarge humankind's store of knowledge. The College stands for academic excellence and endeavours to create an environment, which generates a love of learning, a habit of critical thinking and an ability for accurate expression. It strives after character formation based on the love of God and the service of humanity, with a view to training citizens, remarkable for all-round development and a sincere commitment to God and to country.

St. Xavier's College, thus, endeavours to contribute to the necessary transformation of the prevailing social conditions. This transformation, as understood by it, envisages that the principles of social justice, equality of opportunity, genuine freedom and respect for religious and moral values enshrined in the Constitution of India, shall prevail, and that all men and women shall live in keeping with their human dignity and self-respect. A commitment to the environment and to inclusive education are special concerns.

The Society of Jesus exercises its responsibility over St. Xavier's College through a Governing Body, whose Chairman is the Provincial of the Mumbai Province of the Society, Vice-Chairman is the Rector of the College and Secretary is the Governing Body's Chief Executive.

**St. Xavier's is one of the first few colleges in Maharashtra to go in for re-accreditation by the National Assessment and Accreditation Council (NAAC) – an autonomous organization under the UGC, and has been re-accredited with an A+ Grade.**

The UGC has also conferred on St. Xavier's College the coveted award of **“College with a Potential for Excellence”** in June 2006, which is awarded to only select & distinguished Colleges in India. In the coming academic year 2008-09 the College will complete 140 years of excellence in Higher Education.

## **The College has spawned many Institutes, Departments, Associations and Facilities.**

### **RESEARCH INSTITUTES:**

**The Heras Institute of Indian History and Culture** was founded in 1926, as the Indian Historical Research Institute, by the Late Rev. Fr. Henry Heras, S.J., and, on his death in 1955, it was named after him. The Heras Institute, with its well-maintained Research Library and Museum, provides guidance and facilities for post-graduate research in the fields of Ancient, Medieval and Modern Indian History, Indian Art and Literature, Indian Religions and Culture. INDICA, published since 1964, is the Research Journal of this Institute. The present Director, Dr. (Fr.) Aubrey Mascarenhas S.J. has a Doctorate in Sanskrit.

**The Blatter Herbarium** was started at the end of the last century but it was around 1918 that a very large number of plants were gathered by the late Rev. Fr. E. Blatter, S.J., his associates and students. The Herbarium was named after Fr. Blatter in 1941, and now contains the largest collection of plants in Western India. It provides facilities for the study of Plant Systematics and has a well-stocked library on Systematic Botany.

**The Caius Laboratory for Inter-Disciplinary Research**, named after the late Rev. Fr. J. F. Caius, S.J., was established in August 1947, for the purpose of carrying out drug research. It saw the identification of a strain of *Streptomyces*, among other achievements. This laboratory has been restructured and equipped with sophisticated new instruments. It functions as a research and coordination centre at the service of all the Science departments. This Laboratory has been supported by grants from Industry and from the University Grants Commission, the UNDP and other agencies.

**The Central Instrumentation Facility (C.I.F.):** This is an air-conditioned facility with sophisticated equipment acquired mainly by a DST-FIST grant, for use of the Biological and other Science Departments. It was inaugurated in December 2006.

**The Nadkarny – Sacasa Research Laboratory** was opened on July 15, 1972 as a well equipped laboratory. It fulfils the need for modernising research facilities in Chemistry and for trying to make research go hand-in-hand with industry. It sustains 20 post-graduate research students in the field of Chemistry and has produced several doctorates.

**The Xavier Institute of Social Research (XISR)**, inaugurated in 1980, and earlier known as the Social Science Centre, focuses on regional and applied research about issues of social concern. It works in collaboration with the Social Science departments of the College to provide an effective research and outreach programme. Its present Director, Dr. (Fr.) Anthony Dias S.J. has a Ph.D. in Law with special emphasis on Environmental issues.

**The Department of Inter-Religious Studies** was inaugurated in 1987. Its objective is to foster an understanding and appreciation of religions and, thereby, to contribute towards communal harmony and national integration. The Department conducts non-formal courses, seminars and public lectures and promotes research on issues of socio-religious concern. Its present Director, Dr. (Fr.) Lancy Prabhu S.J. has a Ph.D. in the philosophy of Krishnamurthy.

## **FACILITIES:**

**The College Library:** The Library is central and common to all the academic activities of the College. It provides a place in which to study, material for study and services to assist study. With a computerised database of the books in the Library, the search and retrieval of books is much easier. It is open from 9.00 a.m. to 8.00 p.m.

The Library offers various facilities to its readers:-

1. The Reference Library includes: Reserve Counters, Overnight Loans, Xeroxing Service, Reference Services, Inter-library Loans, Journals and Reference Books and a special Multi-Media facility for accessing CDs on computers.
2. The Lending Library houses the on-line public access catalogue (OPAC) for information search, Paperback Library and a Print and Non-Print Media Library (Audio Cassettes, T.V. and V.C.R. for group and individual use).

Details are available with the Librarian and the Library Staff.

**The Smith Centre for Audio-Visual Instruction**, designed and equipped for placing advanced audio-visual instruments and techniques at the service of staff and students, became functional in December 1979, with a seating capacity of 100. The College owes this Centre mostly to grants from The Xavier Foundation of Chicago. The University Grants Commission and the Britannia Industries Ltd have also made contributions to the Centre. It has now been renovated and newly equipped.

**The Multi-Media Room (MMR)** is a centralized facility for Multimedia-based instructions and presentations for our staff and students. It is well equipped with conventional audio-visual instrumentation, a Multi-Media Computer and an LCD Projector. It has a seating capacity of 110. It is dedicated to Prof. Melky Alvares (former Head of the Chemistry Department) by our alumnus Mr. Niten Ved, who has made substantial provision for multi-media facilities in the College.

**The Fell Gymkhana**, built in 1954 and later named after its founder Fr. Fell, has celebrated its Golden Jubilee. It is now furnished with new equipment and provides body-building, badminton, table-tennis, carom, chess and other recreational facilities for staff and students of the College. The services of the Director and Coach are available for guidance. In addition, the College has the use of a Cricket Pitch across the road on Azad Maidan, leased to us by the BMC. We have our own full size Basketball Court and also a Volleyball Court for the use of our students.

**The College Canteen** is a large spacious area, with a view of greenery all around, and a variety of refreshments and meals available. It tends to be the most popular place on campus, not only for physical refreshment but also for student bonding, discussions and even work on assignments and projects.

**The College Counselling Centre** was founded in 1954, and provides the following services: personal counselling - interviews for better personal and social adjustment; personality evaluation tests for self-improvement; testing programmes for vocational purposes; information on careers, professions and specialized studies in India and abroad; information

on scholarships and financial assistance schemes; help in the admission of students and in organizing orientation programmes for freshers.

**The Xavier Knowledge Centre:** Opened in 2006, it is situated on the First Floor of the Hostel Building and includes 3 Computer Laboratories of 30 Computers each and 2 Cyber Labs to facilitate Staff and Student use of computers & internet. One of the Computer Laboratories also has state-of-the-art Video Conferencing facilities. It hosts the B.Sc. (I.T.) course, as well as Computer Courses in collaboration with CMC and other organizations.

**The St. Xavier's Villa,** at Khandala is open to our staff and students for retreats, seminars and educational conferences. St. Xavier's Villa commands a beautiful view of the Khandala hills and dales, is shady and spacious, and is just twenty minutes' walk from the Khandala Station, Central Railway. Our facilities include a chapel, a dining room, one conference hall and about 40 rooms which can be used for single, double or triple occupancy. A Caterer provides regular meals. Bookings can be done at the Treasurer's Office of the College.

**The Resource Centre for the Visually Challenged:** This is a new addition to the resources of the College, meant to benefit students who are visually challenged. We have a long tradition of peer sensitivity and support to students who are visually challenged, through voluntary reading sessions, sharing notes and resources. Now, through the interest and efforts of Dr. Sam Taraporewala, a member of our teaching staff who is himself visually challenged, we have equipped a room with the latest technological innovations like special computer software (Kurzwell, JAWS), Braille machines, a Braille embosser and other equipment. This has been possible with generous help from the Dorabjee Tata Trust and others.

**St. Xavier's College Hostel:** We have a hostel on campus for male students of the Senior College only, which can accommodate 60 students with all the facilities for study, recreation and common living. The College Canteen serves subsidized meals and refreshments for hostelites and guests. The rooms are all meant for two occupants each. Admission is not guaranteed and the Hostel Superintendent will accept applications only after admission to the College has been secured. Priority is given to students of the Science Faculty.

**St. Xavier's Language Laboratory:** Adjoining the Hostel, there is a new Language Laboratory equipped with the latest in Language Acquisition technology. This is meant both for new learners of the language and for those doing advanced courses in English, Hindi, French and Marathi.

**St. Xavier's College Placement Centre:** We know that with the reputation that the College has, it is not difficult for the majority of our students to find employment. However, an organized effort to put students in touch with Reputed Employers and also to train them in the writing of Resumes and to acquaint them with the Selection Process of Corporates, was the need of the hour. Some of our Teaching Staff have taken responsibility for this Centre and it has already received an enthusiastic response from Industry and Students.

**Chapel cum Prayer Hall:** Housed in a 'heritage' structure, the Chapel is open during college hours and students and staff of all faiths are welcome to a quiet and prayerful time.

**Administrators' Office and Workshop:** This has a staff of 8 workers, including Administrators who coordinate the purchase and maintenance on campus, three carpenters, an electrician and other workers.

**Student and Staff Common Rooms:** There are separate and spacious Common Recreation Rooms for male and female students and for Teaching and Non-Teaching Staff.

**Xavier's Women's Development Cell:** This has been formed in 2006 to coordinate programmes for awareness and action on Women's issues. It will also serve as a Grievance Redressal Cell for complaints of sexual harassment.

**First Aid Centres:** Basic first aid is available with Mr. Malachy Dias / Ms. Grizel in the college General Office and Fr. Terence in the Counselling Centre.

### **SPECIAL PROGRAMMES:**

**The Honours Programme** aims at enriching the regular curriculum prescribed by the University and providing an intellectual challenge to both staff and students. It seeks to go beyond the narrow exam orientation that plagues the system, to provide scope for greater student participation and to promote creativity in the learning process. Through assignments, seminars, projects and displays, the Honours Programme makes learning an exciting academic adventure. Over a period of three years, students can accumulate a minimum of 8 credits for various activities under the Honours Programme. A certificate of merit is awarded to students who successfully complete the Programme. Since 1996, participation in our special Social Involvement Programme (S.I.P.) has been made compulsory for students who wish to qualify for the Honours Certificate.

**The Personality and Human Values Programme (P.H.V.):** This is the Value Education Programme of the College started about 50 years ago with weekly sessions for students. The use of group dynamics, audio visuals and other techniques help students to grapple with important issues of life.

**The Social Involvement Programme (SIP):** This new dimension to education was added in 1996 with the aim of making education more socially relevant. St. Xavier's has always been committed to extending the learning experience beyond the classroom into the real world. Our students are encouraged to learn through direct involvement with Indian society. When the heart is touched by direct experience, the mind is challenged to change. Personal involvement with innocent suffering and with the injustice others suffer is the catalyst for solidarity. This involvement includes working with children living on the streets and in slums, with the physically and mentally challenged, with orphans, with domestic workers, with those suffering in hospitals, with senior citizens, etc. Under the guidance of a Social Worker, students are required to work a minimum of 60 hours with an NGO in the city or in the rural areas. This is followed by reflection, discussion and reports.

**Learning for Life Programme:** This is a co-curricular programme of the College, open to both Junior and Senior College students, which seeks to enlarge the scope of learning from the strictly academic to other areas of accomplishment. Short term courses in Public Speaking, Photography, Calligraphy, Personality Development, Self Defence and other skills are organized under this programme.

**International Programmes:** St. Xavier's has gone global, facilitating international exposure to the best educational institutions in the world. Summer Programmes at the University of Berkeley, an exchange of students for short programmes with Harvard University (U.S.) and St. Gallens University (Switzerland), hosting of short academic sessions for students of Deakin University (Australia) and collaborative research programmes with the Liverpool Hope University of England are some of the recent initiatives. We expect this to be a major area of growth in the year ahead.

## **STUDENT ASSOCIATIONS:**

**The Students' Councils (Junior and Senior):** The College has a long tradition of student participation in decision-making, with regularly elected bodies in the past. However, the Maharashtra Government has now disallowed elections for students in Universities and Colleges of the State. We now have nominated members on the Councils to serve as representatives of the students of each Class in College.

**Malhar: Inter-collegiate Cultural Festival:** The College organizes the annual Festival called Malhar, involving teams from about 60 other Colleges in Mumbai and elsewhere, with a range of 30 cultural contests in the Literary, Performing Arts and Fine Arts categories, along with a number of Workshops on different themes. A workforce of about 1000 students takes part in the organization of this huge event which draws about 20,000 student participants and audience to the College Campus over two days.

**The Indian Music Group (I.M.G.)** was founded in 1973 to promote Indian Classical Music in the city, especially among its young people. It organises concerts, lecture-demonstrations and music appreciation courses. Its annual Indian classical music festival (JAN FEST), held in the month of January, is very highly rated. In 1984, thanks to the generosity of Britannia Industries Ltd., THE I.M.G. BRITANNIA LIBRARY (air conditioned) was set up with an enviable collection of LP's and tapes, inclusive of several hundred hours of recorded live performances.

**The Social Service League (S.S.L):** This started more than 50 years ago. The SSL caters to the altruistic sensibilities of our students. Prominent among its activities is an Exhibition on a socially relevant theme, an annual Rural Work Camp building infrastructure for people, an annual event called Project Care – a two-day festival for children who are differently challenged - visits to Homes for the disadvantaged and similar activities.

**The College Alumni Association:** Titled, "The St. Xavier's College Association", it is one of the few in the country to have completed a century. Started in 1903 to cater to alumni/ae who would like fellowship and contact with their Alma Mater, the Association has seen illustrious ex-students involved in its activities.

**All India Christian University Federation (AICUF):** Inspired by Christian values, the AICUF, a national youth organization, seeks to give students an opportunity to develop an all-round personality through leadership training, social commitment and cultural activities. It organizes the College Choir and encourages participation in drama and other means of self-expression.

**The Sociology Academy, the Economics Circle, the Psychology Association, the Political Science Association, the English Department Association, the Film Club: Countdown,**

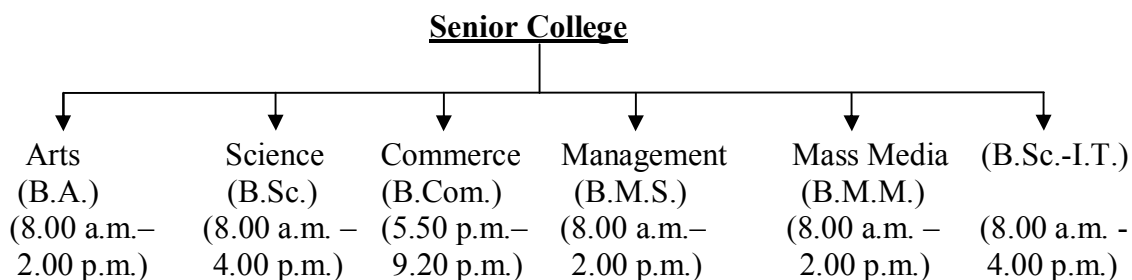
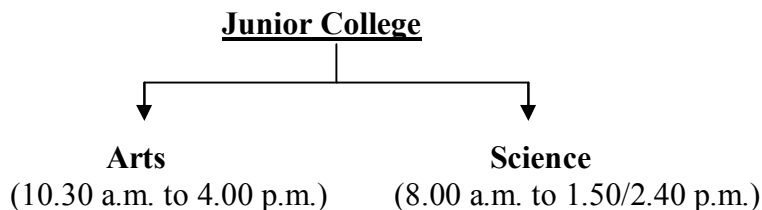
**the Xavier's Association of Chemistry (XAC), Xavier's Science Association (XSA), UMAX: the Undergraduate Microbiology Association of Xaviers, Marathi Vangmaya Mandal:** all these cater to the extra-curricular and co-curricular activities of students.

**Publications:**

- The College Magazine
- Arthniti (Department of Economics)
- Uncommon Sense (Department of Psychology)
- Ithaka (Department of English)
- Eidos (Department of Sociology)
- Piñata (Department of BMM)
- RCA (Department of AIC)
- Aitihāsik (Department of History)
- Vox Populi (Department of Political Science)
- The Michronicle (Department of Microbiology)
- The Management Dossier (Department of BMS)
- The Honours Programme Newsletter
- The AICUFer
- Trends (Commerce Section)
- Pakharan (Marathi Vangmaya Mandal)
- A La Francaise (Department of French)
- Elemental (Department of Chemistry)

## GENERAL INFORMATION

St. Xavier's College, affiliated to the University of Mumbai, conducts the following Educational Programmes:



The College offers the following subjects for a Post-graduate degree by Research / Papers:

<u>M.A. and Ph.D. (Arts) :</u>	<u>M.Sc. :</u>	<u>Ph.D. (Science) :</u>
a) Ancient Indian Culture	a) Botany	a) Botany
b) Avesta-Pahlavi	b) Chemistry	b) Chemistry
c) History	c) Geology	c) Geology
d) Islamic Studies	d) Life Science	d) Life Science
	e) Microbiology	
	f) Biotechnology	

- Classes of the Commerce faculty are conducted in the late evening, primarily to encourage working students of a disadvantaged background.
- The Undergraduate Courses (B.A./B.Sc./B.Com/BMS/BMM) are all 3-year Degree Courses.
- The academic year is from June to April.

## ADMISSION POLICY

Over the years we have consistently made admissions on the following basis:

- A minimum essential percentage determined by the number of seats available and the marks actually obtained by the students who apply to us.
- Consideration to Christians under the minority rights enshrined in the Constitution of India (and for whose education the College was founded).
- Special consideration to the economically and socially disadvantaged and preference to students from scheduled castes and tribes.
- “Merit” for us has never meant only the percentage of marks actually secured at the qualifying exams. A consistently good school record is relevant in this connection.
- The procedures and guidelines for admission laid down by the Government and accepted by the College (since 1997):

**Fresh admissions to Std. XI and to the First Year B.A./B.Sc./B.Com./BMS/BMM are conducted soon after the S.S.C. and H.S.C. results respectively, of Mumbai Divisional Board are announced.**

### JUNIOR COLLEGE ADMISSIONS

	<u>Arts</u>	<u>Science</u>
Total No. of Seats:	330	330

Reservation:

Minority (Christians)	:	50%
Special Category	:	5%
Disabled	:	3%
Sports	:	2%

Application forms for admission to the First Year Junior College will be made available from the day the S.S.C. results of the Maharashtra State Board are announced and on subsequent days, as per the schedule announced by the Deputy Director of Education.

In the Junior College (+2) course the following subjects are offered:

#### ARTS

<u>Group A</u>	<u>Group B</u>	<u>Group C</u>
English	English	English
Hindi/Marathi/French/I.T.	Hindi/Marathi/French/I.T.	Hindi/Marathi/French/I.T.
Economics	Economics	Economics
Sociology	Psychology	Sociology
History	Maths	Politics
Psychology	Politics	History
EVE*	EVE*	EVE*

\* **Environment Education (EVE)**

**Indicate your choice of group and it will be considered on merit and availability. The College cannot guarantee you your first choice of options.**

### **SCIENCE**

#### Compulsory subjects

- Languages : 1. English  
Other subjects : 2. Physics  
3. Chemistry  
4. Mathematics

#### Optional subjects

5. EVE\*  
6. Any one from French, Hindi, Marathi & I.T.  
7. Any one of Biology, Geology and Economics

#### **\* Environment Education (EVS)**

**Optional subjects will be granted on the basis of merit and availability of seats**

#### **FREESHIP FOR GIRLS ONLY (STUDYING IN JUNIOR COLLEGE)**

Girl students whose parents are residents of Maharashtra State, for not less than 15 years, and are not the fourth or subsequent child in the family and who wish to apply for free education, should submit the prescribed declaration form and a photocopy of the first and the last page of their ration card, immediately on admission being offered.

Girl students, eligible for the above FREESHIP, are required to pay the deposits, examination fee and other applicable charges for the full year:

**Admissions to Std. XII for outside students are held in the first week of May, subject to availability of seats in the respective classes.**

#### **ELIGIBILITY:**

All students are required to submit the following:

- The following certificates/documents of the last examination passed:
  - (a) one attested copy of the Marksheet.
  - (b) one attested copy of the Passing Certificate.
  - (c) one attested copy of the School Leaving Certificate or Transfer certificate.  
Students passing ICSE/CBSE/OTHER BOARDS are required to get their Original School Leaving Certificate countersigned by their respective Educational Inspector/Education Officer before securing admission to the First Year Junior College.
  - (d) original Migration Certificate.
- The “DEED OF UNDERTAKING” on stamped paper of Rs.20/- signed by the candidate and parent/guardian. (The draft copy is available with the Application form)
- NOTE: Admission to the Junior College (Std. XI or Std. XII) will be granted only on submission of the above.

+Additional Procedure to be followed by candidates coming from I.C.S.E., C.B.S.E., Other Boards/States and Foreign Boards, for admission to junior colleges (Std. XI & Std. XII) in Mumbai:

On admission being offered to the candidate in the First Year or Second Year Junior College (Std. XI or Std. XII class), they are required to submit the following:

- A duly filled in application form for provisional eligibility, available at the H.S.C. Board Office. Address: The Divisional Secretary, Maharashtra State Board of Secondary and Higher Secondary Education, Mumbai Divisional Board, Plot No. 27 & 28, Sector 16-A, Vashi, New Mumbai – 400 703. Also a photograph affixed and attested for obtaining the provisional eligibility certificate.

## SENIOR COLLEGE ADMISSIONS

	<u>FYBA</u>	<u>FYBSc.</u>	<u>FYBSc. I.T.</u>	<u>FYBCom</u>	<u>FYBMS</u>	<u>FYBMM</u>
<u>Total No. of Seats:</u>	360	360	60	240	60	60

Reservation:

<b>F.Y.B.A./B.Sc./B.Com./BMS/BMM.</b>	
Minority (Christians)	: 50%
* Special Category	: 3%
Reserved Category (SC/ST etc)	: 25%

Application forms for admission to the First Year of the Senior College will be made available from the day the H.S.C. results of the Maharashtra State Board are announced. They should be submitted to the College Office within two days from that date.

**Students passing the H.S.C. or any other examinations conducted by Boards/Universities outside Maharashtra State**, should first obtain and submit a **provisional eligibility certificate** from the Registrar, University of Mumbai, Eligibility Section, Vidyanagari, Santacruz (E), Mumbai – 400 098, before they seek admission to the Senior College. For confirmation of the eligibility, students should submit to the College Office, before the close of the first term, the Statement of Marks, the Passing Certificate and the Migration Certificate.

At the time of admission the student shall submit the following documents in original along with duly attested photocopies.

1. H.S.C. Marksheet
2. Baptism Certificate (For the Minority community - Christians)
3. Caste Certificate (if applicable)
4. Documentary Evidence regarding special category status:

- \* For wards of Transferred State/Central Govt. and Pvt. Sector employees, employees of Defence Dept./ex-servicemen, wards of Freedom Fighters, physically handicapped candidates, and students who have met with accidents.
- \* Award Winners at the District/State/National Level in Sports or cultural activities.

**FEES:**

The total fees, including deposit and laboratory fees, as prescribed by the Mumbai University, are as follows:

F.Y.B.A.	:	Rs.4780/-	(approx)
F.Y.B.Sc.	:	Rs.6030/-	“
S.Y.B.A.	:	Rs.6010/-	“
S.Y.B.Sc.	:	Rs.5010/-	“
T.Y.B.A.	:	Rs.5810/-	“
T.Y.B.Sc.	:	Rs.4410/-	“
F.Y.B.Com.	:	Rs.4780/-	“
S.Y.B.Com.	:	Rs.6010/-	“
T.Y.B.Com.	:	Rs.5810/-	“

Note: Students offering Statistics / Psychology in the Arts Faculty, will be required to pay an additional fee.

**FEE CONCESSION FOR BC STUDENTS:**

Under the Govt. of India Scholarship/Govt. of Maharashtra Freeship scheme for BC students (students belonging to SC/ST/DT/NT/OBC), certain Scholarships/Freeships are provided if domiciled in Maharashtra. However, students from the Nomadic Tribe (C) and (D) and OBC categories will have to submit Non-Creamy-Layer certificates.

Candidates with necessary documents who qualify for this Scholarship / Freeship are required to pay only a nominal fees Rs.120/- for admission. They are exempted from other fees.

**Income Condition:**

SC candidates with a family annual income of less than Rs.1,00,000/- are eligible for a Scholarship and those having more than Rs.1,00,000/- are entitled to Freeship from certain fees. For students coming from VJ/SBC/OBC the income ceiling is upto Rs.65,290/- per annum for the above mentioned benefits.

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## **COURSE CONTENT.**

**The programmes of study leading to the B.A., B.Sc. and B.Com. degrees, under the three-year integrated courses are as follows:**

### **ARTS**

Under the revised pattern introduced progressively, w.e.f. 1993-94, a student for the B.A. degree examination will be required to offer 20 papers, and the break-up of these papers will be as under:

I.	Core (Special Subjects) (Including TWO papers of an Applied nature related to the Core Papers)	...17 papers
II.	Foundation Course Group	...2 papers
III.	General Applied Component	...1 paper

#### **FIRST YEAR**

(Total 600 marks – each paper of 100 marks)

- Foundation Course - one paper
- Communication Skills in English
- Language (other than English): Literature in a Modern Indian Language or a Classical or a Modern Foreign Language.
- (i) A student may offer three papers from the Social Science Group, or
- (ii) A student may offer two papers from the Languages Group, or
- (iii) A student may offer one paper from the Social Science Group and two papers from Language Groups, other than the Language Paper III mentioned above.

Change of subjects in Senior College will be allowed till 15<sup>th</sup> July subject to availability of seats. However, subjects, either compulsory or optional, which do not have the minimum enrolment required by Government/ University will not be offered.

#### **SECOND YEAR**

(Total 800 marks – each paper of 100 marks)

- Foundation Course – one paper
- General Applied Component – one paper
- Optional subjects – two papers in each of the three optional subjects offered at the first year level (6 papers).

#### **THIRD YEAR**

(Total 600 marks – each paper of 100 marks)

- Six papers in any one optional subject offered at the Second Year, of which two papers are of an applied nature related to the core subject.

OR

- Three papers each in any two optional subjects offered at the Second Year, of which one paper is of an applied nature related to each of the two core subjects.

## **COURSE COMBINATIONS**

### **ARTS**

Students are expected to choose any three subjects (one from each Group), in order of preference, **for the first two years.**

The choice of major/s will be decided only at the beginning of the Third Year B.A., when Heads of Departments will interview the students after reviewing the attendance and performance in their First and Second Year Terminal Examinations. The College will not be responsible if students are not granted the choice of their major(s) in their Third Year B.A., nor if students have to leave the College because their performance does not satisfy the minimum requirements laid down by Heads of Departments to which they seek admission.

### **FIRST YEAR B.A.**

#### **Group A**

- \* ECONOMICS (A)
- \* POLITICAL SCIENCE
- \* PSYCHOLOGY
- \* SOCIOLOGY (B)

#### **Group B**

- \* ANCIENT INDIAN CULTURE
- \* ENGLISH
- \* SOCIOLOGY (A)
- \*\* COMMERCE
- \*\*\* MATHS

#### **Group C**

- \* HISTORY
- \* ECONOMICS (B)
- \* STATISTICS
- \*\* ANTHROPOLOGY
- \*\*\* FRENCH
- \*\*\* HINDI

(Subjects which do not have the minimum enrolment required by Govt./University will not be offered)

- \* Single or Double Majors at Third Year (6 papers or 3 papers in each)
- \*\* Only Double Majors at Third Year (3 papers in each)
- \*\*\* No Majors at Third Year (Only 1 paper at FY & 2 papers at SY)

Economics (A) or (B) and Sociology (A) or (B) only represent divisions in that subject, in the First & Second Year, and can be selected only in one or other group.

### **SCIENCE**

A student for the B.Sc. degree examination will be required to offer 22 units, to be divided as shown below, and each unit shall carry 100 marks.

Science Discipline	18 Units
Foundation Course Group	2 Units
Applied Component Group	2 Units

**N.B.** A student who desires to major in a particular subject shall be required to offer at least seven units in that subject. Change of subjects in Senior College will be allowed till 15<sup>th</sup> July subject to availability of seats.

The distribution of the 22 units, over the three years of the B.Sc. degree course, shall be as under:

**FIRST YEAR**

(7 units)

A student shall offer any one of the course combinations available to the FYBSc, with three subjects, each subject carrying two units.

6 Units of Science discipline, and

1 Unit of Foundation course

**SECOND YEAR**

(7 units)

A student shall offer 3 units each, in two subjects, from the subjects chosen in the First Year.

6 Units of Science discipline and

1 Unit of Foundation Course.

For the First and Second Years, each unit in case of an experimental Science subject will carry one paper of 60 marks and one practical examination of 40 marks. Each unit, in case of non-experimental subjects, will carry one paper of 100 marks.

**THIRD YEAR**

(8 units)

A student shall offer six units in any one of the Science subjects offered in the Second Year, or three units each, in any two of the Science subjects offered in the Second Year, or three units in any one of the Science subjects and three units in Biochemistry.

6 Units of Science discipline and

2 Units of Applied Component

For the Third Year, the experimental science subject for 6 Units will carry four papers of 100 marks each and four practicals of 50 marks each.

Each experimental science subject for 3 Units will carry two papers of 100 marks each and two practicals of 50 marks each.

Each non-experimental subject will carry one paper of 100 marks for each unit.

**COURSE COMBINATION  
SCIENCE**

A student for the B.Sc. degree course is required to offer 18 Units (6 Units in each year) in Science disciplines.

The choice of major/s will be decided at the beginning of SYBSc. & the T.Y.B.Sc., when Heads of Departments will interview the students after reviewing the attendance and performance in their First and Second Year terminal examinations. The College will not be responsible if students are not granted the choice of their major(s) in their Second and Third Year B.Sc., nor if students have to leave the College because their performance does not satisfy the minimum requirements laid down by Heads of Departments to which they seek admission.

**In any given year:**

- Where three subjects are mentioned, it means that each subject is of 2 Units (2+2+2)
- Where two subjects are mentioned, it means that each subject is of 3 Units (3+3)

<b>FYBSc</b>	<b>SYBSc</b>
1. Life Sc/Chem/Phy	Life Sc/Chem or Chem/Phy
2. Life Sc/Chem/Geo	Life Sc/Chem or Chem/Geo
3. Life Sc/Chem/Bot	Life Sc/Chem or Chem/Bot
4. Micro/Chem/Phy	Micro/Chem or Chem/Phy
5. Micro/Chem/Zoo	Micro/Chem or Chem/Zoo
6. Bot/Chem/Zoo	Bot/Chem or Zoo/Chem or Bot/Zoo
7. Chem/Phy/Maths	Chem/Phy or Phy/Maths
8. Geo/Chem/Phy	Geo/Chem or Chem/Phy
9. Geo/Phy/Maths	Geo/Phy or Phy/Maths
10. Maths/Phy/Stats	Maths/Phy or Maths/Stats
11. Maths/Stats/Eco	Maths/Stats

**N.B.**

1. Only students who have Biology as a subject at HSC may opt for combinations 1 to 6.
2. Subject combinations at SYBSc & TYBSc are dependent on the students' performance and availability of seats.
  - a. The subjects currently offered at the TYBSc are:  
6 Units (single majors): Chemistry, Geology, Life Sc., Maths, Physics & Statistics.
  - b. 3 Units (double majors): Botany, Biochem., Life Sc., Microbiology & Zoology, provided the subject has been offered at the SYBSc level.
  
1. The existing pattern for the BSc degree course is liable to be changed based on University & Government directives.

**COMMERCE**

**FIRST YEAR**

A student shall offer 7 papers of 100 marks each in the following subjects:

1. F.C. Paper – I
2. Environmental Studies
3. Accounts & Financial Management
4. Mathematical & Statistical Techniques
5. Commerce – I (BSS)
6. Business Communication
7. Business Economics – I

**SECOND YEAR**

A student shall offer 6 papers of 100 marks each in the following subjects:

1. F.C. Paper – II
2. Business Law
3. Accounting and Financial Management

4. Commerce – II (M&F)
5. Business Economics – II

**Applied Component**

6. Mass Communication OR Advertising

**THIRD YEAR**

A student shall offer 7 papers of 100 marks each as follows:

1. Commerce – III (Management & Produ. Planning)
2. Business Economics – III

**(Special Group)**

3. Accounting & Financial Management – Paper I
4. Financial Accounting & Auditing – Paper II
5. Mgt. Accounting - Paper III

**Applied Component**

6. Investment Analysis & Portfolio Management/ Direct and Indirect Taxation
7. Export Marketing.

**FOUNDATION COURSES IN  
ARTS, SCIENCE & COMMERCE**

**PAPER I – FIRST YEAR**

Sec. I – Social Awareness and Personality Development (for Arts, Science & Commerce).

Sec. II - (A) Current Affairs [(On specified areas and period) for Arts and Commerce only]

(B) Communication Skills including Mass Media in any of the following languages, viz., English, Marathi and Hindi (for Science only).

**PAPER II – SECOND YEAR**

Human Rights for Arts, Science & Commerce

**APPLIED COMPONENT COURSE:**

- |                 |   |  |
|-----------------|---|--|
| <b>Arts</b>     | : | Students are required to offer one Applied Component subject at the SYBA level.  |
| <b>Science</b>  | : | Students are required to offer one Applied Component subject (with two papers) linked to their major subject(s), at the TYBSc level. |
| <b>Commerce</b> | : | Students are required to offer one Applied Component subject at SYBCom level and two at TYBCom level.                                |

- Arts:**
1. Book-keeping & Accountancy
  2. Investment Analysis
  3. Mass Communication
  4. Elementary Quantitative Techniques
  5. Psychology of Adjustment
  6. Introduction to Law
  7. Market Research Technique
  8. Population Studies
  9. Psychology of Sex Roles

- Science:**
1. Computer Programming
  2. Drugs & Dyes
  3. Electronic Instrumentation
  4. Environmental Science
  5. Gemmology
  6. Entomology
  7. Computer Science

- Commerce:**
1. Mass Communication
  2. Advertising
  3. Export Management
  4. Direct & Indirect Taxation
  5. Investment Analysis & Portfolio Management

**DISCIPLINES IN THE  
FACULTIES OF ARTS, SCIENCE, COMMERCE,  
MANAGEMENT & COMMUNICATIONS  
2007-2008**

**ARTS**

Ancient Indian Culture	English	Political Science
Anthropology	French	Psychology
Commerce	Hindi	Sociology
Economics	History	Statistics

**SCIENCE**

Biochemistry	Geology	Physics
Biotechnology	Information Technology	Statistics
Chemistry	Life Science	Zoology
Economics	Mathematics	Microbiology

**COMMERCE**

Accountancy

**MANAGEMENT STUDIES**

Marketing & Finance

**MASS COMMUNICATIONS**

Advertising

Journalism

## **SELF-FINANCING COURSES** **UNDER THE UNIVERSITY OF MUMBAI**

### **I. BACHELOR OF MANAGEMENT STUDIES (B.M.S.)**

This course was introduced by the University of Mumbai in the year 1999-2000. With the growing demand for professionally qualified management executives, the course has been especially designed to create middle cadre management personnel.

It is a three-year degree course, with six semesters, managed by full-time as well as visiting faculty drawn from the Industrial and Service sectors. The College is committed to providing in-depth training using the latest equipment in computers, practical experience, industrial visits and summer placements, wherever possible.

#### **ELIGIBILITY:**

A candidate for being eligible for admission to the B.M.S. degree course shall have passed 12<sup>th</sup> Std. Examination conducted by the Maharashtra State Board of Higher Secondary Education or its equivalent examination or Diploma in any Engineering branches with two or three years or four years duration after passing the Secondary School Certificate (S.S.C.) examination conducted by the Board of Technical Education, Maharashtra State or equivalent examination.

#### **ADMISSION CRITERIA:**

Admission to FYBMS will be based on 12<sup>th</sup> Std. marks and any other directives in this respect prescribed by the University of Mumbai.

The total fees, including deposit and laboratory fees, as prescribed by the Mumbai University, are as follows:

F.Y.B.M.S.	:	Rs.12,050/- (approx)
S.Y.B.M.S.	:	Rs. 11,080/- “
T.Y.B.M.S.	:	Rs.10,310/- “

#### **FEE CONCESSION FOR BC STUDENTS:**

Under the Govt. of India Scholarship/Govt. of Maharashtra Freeship scheme for BC students (Students belonging to SC/ST/DT/NT/OBC) certain Scholarships/Freeships are available provided if domiciled in Maharashtra. However, students from the Nomadic Tribe (C) and (D) and OBC categories will have to submit Non-Creamy-Layer certificates.

Candidates with necessary documents who qualify for this Scholarship / Freeship are required to pay only a nominal fees Rs.540/- for admission to Self Financing Courses like the BMS. They are exempted from other fees.

#### **Income Condition:**

SC candidates with a family annual income of less than Rs.1,00,000/- are eligible for a Scholarship and those having more than Rs.1,00,000/- are entitled to Freeship for certain fees. For students coming from VJ/SBC/OBC the income ceiling is upto Rs.65,290/- per annum for the above mentioned benefits.

**DURATION:**

1. The Course shall be a full-time course. The duration of the course shall be of six semesters spread over three years.
2. Number of students: A batch shall consist of not more than 60 students.
3. The course shall consist of 39 modules comprising 38 theory papers and 1 project.

**The Scheme of modules shall be as follows:**

**First Year: First Semester (Seven Papers)**

- 1.1 Foundation of Human Skills – I
- 1.2 Finance and Cost Accounting
- 1.3 Business Law
- 1.4 Quantitative Methods for Business – I
- 1.5 Effective Communication – I
- 1.6 Principles of Management – I
- 1.7 Introduction to Computers

**First Year: Second Semester (Seven Papers)**

- 2.1 Foundations of Human Skill – II
- 2.2 Industrial Law
- 2.3 Computer Applications in Business
- 2.4 Business Environment
- 2.5 Managerial Economics – I
- 2.6 Production Management
- 2.7 Environmental Management

**Second Year: Third Semester (Six Papers)**

- 3.1 Management Accounting
- 3.2 Managerial Economics – II
- 3.3 Marketing Management
- 3.4 Materials Management
- 3.5 Effective Communication – II
- 3.6 Principles of Management – II

**Second Year: Fourth Semester (Six Papers)**

- 1.1 International Marketing
- 1.2 Elements of Direct and Indirect Taxes
- 1.3 Export-Import Procedures and Documentation
- 1.4 Management of Small Scale Industries
- 1.5 Productivity and Quality Management
- 1.6 Public Relations Management

**Third Year: Fifth Semester (Seven Papers)**

- 4.1 Human Resources Management

- 4.2 Service Sector Management
- 4.3 Financial Management
- 4.4 Elements of Logistics Management
- 4.5 Management of Co-operatives
- 4.6 Rural Marketing
- 4.7 Project Work – I

**Third Year: Sixth Semester (Six Papers)**

- 6.1 Entrepreneurship
- 6.2 Quantitative Methods for Business – II
- 6.3 Marketing Research
- 6.4 Indian Management Thought and Practices
- 6.5 Elective Paper – I Econometrics or International Finance
- 6.6 Elective Paper – II Special Study in Finance or Special Study in Marketing

- i) Total number of lectures per theory paper shall be a minimum of 50 and a maximum of 55, each of 50 minutes duration.
- ii) For the project work, the teacher shall initially engage about 5 lectures for orientation. The students shall visit the field for data collection and analyze the same. Before the report is finalized the students shall present their findings to the faculty wherein the faculty shall provide guidelines for finalization.

**SELF-FINANCING COURSES UNDER THE UNIVERSITY OF MUMBAI:**

**II. BACHELOR OF MASS MEDIA (B.M.M.)**

This is a course introduced from the academic year 2000-2001, by the University of Mumbai. It has been designed to provide students with a firm grounding in communication skills. It aims to develop an ability for critical thinking and creativity and to give the students an opportunity to combine the theoretical curriculum with practical applications, through detailed research, lucid writing skills, oral presentation skills and a mastery of various mass communications media in our global information age.

Students who have passed the H.S.C. examination in Arts, Science or Commerce, are eligible to apply for this course. Admission will be on the basis of the XII standard marks and any further directives from the University.

Like the B.M.S. course, this is also a three-year degree course with six semesters. The areas of specialization in the third year are: Advertising and Journalism. During the second year, the students receive on-the-job training through Internship. Besides this, Group Discussions, Seminars and Field Visits will be conducted during the course of 3 years.

The total fees, including deposit as prescribed by the Mumbai University, are as follows:

F.Y.B.M.M.	:	Rs.12,100/- (approx)
S.Y.B.M.M.	:	Rs.11,580/- “
T.Y.B.M.M.	:	Rs. 9,860/- “

### **FEE CONCESSION FOR BC STUDENTS:**

Under the Govt. of India Scholarship/Govt. of Maharashtra Freeship scheme for BC students (students belonging to SC/ST/DT/NT/OBC) certain Scholarships/Freeships are provided if domiciled in Maharashtra. However, students from the Nomadic Tribe (C) and (D) and OBC categories will have to submit Non-Creamy-Layer certificates.

Candidates with necessary documents who qualify for this Scholarship / Freeship are required to pay only a nominal fees Rs.540/- for admission to Self Financing Courses like the BMM. They are exempted from other fees.

### **Income Condition:**

SC candidates with a family annual income of less than Rs.1,00,000/- are eligible for a Scholarship and those having more than Rs.1,00,000/- are entitled to Freeship for certain fees. For students coming from VJ/SBC/OBC the income ceiling is upto Rs.65,290/- per annum for the above mentioned benefits.

## **RECOMMENDED CURRICULUM FOR ADVERTISING & JOURNALISM (COMMON PAPERS FOR BOTH THE COURSES IN THE FIRST FOUR SEMESTERS)**

### **First Year: First Semester (Six Papers)**

- 1.1 Effective Communication Skills – I
- 1.2 Fundamentals of Mass Communication
- 1.3 Introduction to Computers
- 1.4 Introduction to 20<sup>th</sup> Century World History
- 1.5 Introduction to Sociology
- 1.6 Economics

### **First Year: Second Semester (Six Papers)**

- 2.1 Effective Communication Skills – II
- 2.2 Political Concepts and Indian Political Systems
- 2.3 Principles of Marketing
- 2.4 Introduction to Psychology
- 2.5 Principles of Management
- 2.6 Introduction to English Literature

### **Second Year: Third Semester (Six Papers)**

- 3.1 Introduction to Advertising
- 3.2 Introduction to Journalism
- 3.3 Introduction to Public Relations
- 3.4 Introduction to Media Studies
- 3.5 Introduction to Culture Studies
- 3.6 Introduction to Creative Writing

### **Second Year: Fourth Semester (Six Papers)**

- 4.1 Mass Media Research
- 4.2 Organisational Behaviour

- 4.3 Understanding Cinema
- 4.4 Radio and Television
- 4.5 Advance Computers
- 4.6 Print Production and Photography

## **ADVERTISING**

### **Third Year: Fifth Semester (Six Papers)**

- 5.1 Advertising in Contemporary Society
- 5.2 Copywriting
- 5.3 Advertising Design
- 5.4 Consumer Behaviour
- 5.5 Media Planning and Buying
- 5.6 Brand Building

### **Third Year: Sixth Semester (Six Papers)**

- 6.1 Advertising and Marketing Research
- 6.2 Legal Environment and Advertising Ethics
- 6.3 Financial Management for Marketing and Advertising
- 6.4 Agency Management
- 6.5 The Principal and Practice of Direct Marketing
- 6.6 Contemporary Issues

## **JOURNALISM**

### **Third Year: Fifth Semester (Six Papers)**

- 5.1 Reporting
- 5.2 Editing
- 5.3 Feature and Opinion
- 5.4 Journalism and Public Opinion
- 5.5 Indian Regional Journalism
- 5.6 Niche and Magazine Journalism – I

### **Third Year: Sixth Semester (Six Papers)**

- 6.1 Press Laws and Ethics
- 6.2 Broadcast Journalism
- 6.3 Niche Journalism – II
- 6.4 Internet and Issue in the Global Media
- 6.5 News Media Management
- 6.6 Contemporary Issues

## **SELF-FINANCING COURSES UNDER THE UNIVERSITY OF MUMBAI:**

### **III. POSTGRADUATE COURSE IN BIOTECHNOLOGY (M.Sc.) :**

The course was introduced by the University of Mumbai in the year 2002 – 2003. With the growing demand for professionally qualified biotechnologists, St. Xavier's Mumbai will be starting this course of **M.Sc.- Biotechnology**, from the academic year June 2007 subject to permission from the Maharashtra Government. Students with a B.Sc degree in **Biotechnology** (seven units of biotechnology) or **3 units of Biotechnology** at the T.Y.B.Sc in combination with 3 units of any other major subjects are eligible for this course. Admission to the course will be purely on marks obtained at the T. Y. B. Sc examination in the merit order.

The annual fee for the course will be approximately **Rs. 20,000/=** as recommended by the University.

The **M. Sc. Part I** syllabus consists of **4 theory papers and 4 practicals**. The theory papers consist of the following heads of 80 lectures each:

**Paper I: Chemistry of Biomolecules**

**Paper II: Microbiology and Immunology**

**Paper III: Molecular Biology and Genetic engineering**

**Paper IV: Biophysics and Advanced Analytical Techniques**

The examination will be for **4 theory papers** each of **75 marks** and **3 hr** duration, and **4 practicals** of **5 hrs** duration of **50 marks** each.

The **M. Sc. Part II** syllabus consists of **4 theory papers and 2 practicals**. The theory papers consist of the following heads of 90 lectures and **75 marks** each of **3 hrs** duration:

**Paper V: Computational Biotechnology**

**Paper VI: Plant and Animal Biotechnology**

**Paper VII: Environmental Biotechnology**

**Paper VIII: Social and commercial aspects of Biotechnology**

**Practicals of 50 marks** each of **5 hr** duration:

**Practical V: Biostatistics, Computer application and Bioinformatics**

**Practical VI: Tissue culture, Environmental and Industrial Biotechnology**

In addition, each student shall perform a project carrying 100 marks. The project will be evaluated on the basis of the project dissertation and presentation.

The College is committed to providing in-depth training using the latest equipment, practical training, industrial visits and summer placements wherever possible. The course

will be taught by well experienced faculty of the biological sciences, physics and statistics, especially by those with experience in teaching the M.Sc. biotechnology course. A regular faculty member of the College will be the **Coordinator of the course** and also will be involved in teaching the course.

## **SELF-FINANCING COURSES UNDER THE UNIVERSITY OF MUMBAI:**

### **IV. BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY (B.Sc.-I.T.)**

The B.Sc. IT program of Mumbai University is designed to provide basic inputs for a broad understanding of IT and its interfaces. The focus is on “Information Technology and Management of IT”. Today, smart, successful businesses use IT to give them an extra-edge to stay ahead of the competition. IT is soon becoming a ‘driver’ rather than an ‘enabler’ of business. It is used for processes like Office-Automation, Management Information Systems for fast decision making, R&D, re-engineering and organizational transformation. The program takes the students beyond computer skills to Telecommunication systems and Networking to e-commerce, internet security and Enterprise Resource Planning. This program will give a strategic advantage to the future Indian Manager!

This is a full time course covering Six Semesters over three years. The number of students in a batch will be 60. The course will consist of theory and practicals together with tutorials, assignments, case studies, projects, seminars and field trips. In the Third Year (Semester V & VI) the College will offer Special Electives\* from these categories. Students will have to select one course from each Category.

The eligibility criteria for admission to this course requires a pass percentage of not less than 45% in aggregate at the XII std. exam of the Maharashtra State Board of Secondary & Higher Secondary Education or its equivalent with MATHEMATICS as one of the subjects. (For reserved category candidates the requirement is 40% aggregate) The passing standard is 40% of marks allotted in each head of passing.

## **COLLEGE SELF FINANCING COURSES**

### **1) DIPLOMA IN FORENSIC SCIENCE:**

**(Duration – 9 months, part-time, including research & internship programmes)**

This course gives the student an exposure to the inner workings of forensic science by taking them through theoretical lectures coupled with practical exercises involved in scientific crime scene investigation. Students are given the opportunity to process crime scenes & subsequently analyse evidences such as fingerprints, trace materials, blood & body fluids, bones & insects. Guest lectures in the fields of law & policing, forensic medicine, and other emergent techniques like narco analysis & brain fingerprinting allow the student to interact with practicing professionals in the field. Compulsory field trips, internships & research projects give students the chance to utilize their knowledge in a practical way. The program thereby provides a strong foundation to the student from which to step into formal training in forensic science, both in India & abroad.

Course fee – Rs. 20,000/-

## **2) DIPLOMA IN COMPUTER FORENSICS:**

**Duration of course : 54 Hours, part time (once a week)**

Asian School of Cyber laws, Pune & St. Xavier's College, Mumbai (Dept. of Zoology & Forensic Science, Xavier Knowledge Centre) have collaborated to offer this part time Diploma. Computer Forensics is the investigation and analysis of a computer to uncover evidence. Demand for computer forensics is growing by leaps and bounds. It is one of the fastest-growing areas in information security services.

Digital evidence can relate to online banking frauds, online share tracking fraud, source code theft, credit card fraud, tax evasion, virus attacks, cyber sabotage, phishing attacks, email hijacking, organized crime & terrorist operations etc.

Students who have successfully completed the Diploma in Computer Forensics are eligible to pursue a career in cyber crime investigation by completing the 12 hr. **Cyber Crime Investigation Workshop**, offered by A.S.C.L. at the Xavier Knowledge Centre, at an additional cost of Rs.3,000/-

Course fee – Rs.12,000/- (+Rs.1,000/- refundable deposit)

## **3) Certificate Course in GEMMOLOGY:**

**It is a 3 month's course, five days a week, from 4. 00 pm. beginning end of June and end of November**

The course encompasses all aspects of the study of over 1000 coloured stones including

- a) Identification of rough specimens and their crystalline forms
- b) Use of various gemological instruments
- c) Identification of natural, synthetic and simulant gemstones.
- d) Identification of gemstone enhancements.

The fees are Rs. 25,000/- in addition to a refundable deposit of Rs. 5,000/-

## **4) Certificate Course in DIAMOND GRADING:**

**It is a month's course, 3 days a week, from 6.00 p.m. to 7.30 p.m.**

This course involves the study of the four "Cs": Clarity grading, Cut grading, Colour grading and Carat grading. The identification of diamonds from their simulants and other imitations is also covered, along with the marketing and evaluation aspects of diamonds. The fee is Rs. 20,000/-, plus a refundable deposit of Rs. 5,000/-.

## **5) Diploma Course in CLINICAL RESEARCH:**

### **Introduction:**

Recent trends have seen the clinical research segment gaining weight outside the US. India and China are major attractions for conducting clinical research activities in Asia. According to a recent article published by Frost & Sullivan, India, the current outsourced clinical trial activity in India is at around Rs.3.5 billion (about US \$ 75 million) and is estimated to go up to Rs.13.2 billion (about US \$ 281 million) by 2010. With an increasing number of companies engaging in clinical research, there is an increasing demand for trained

clinical research professionals. These are required to have a strong foundation in the Biological sciences, practical knowledge of the guidelines that govern clinical trials, awareness of the clinical research industry and good communication and organizational skills. This 3-month certificate course in clinical research at St. Xavier's College aims to pack exposure and training on all of the above skills to best prepare fresh entrants into the clinical research world.

### **Course Details:**

1. The curriculum will primarily focus on clinical research conduct and the regulations governing it. It will consist of lectures followed by case studies. Industry professionals, particularly from Pharmaceutical companies and Clinical Research Organizations will conduct the lectures.
2. Course eligibility: Students with a minimum of a bachelor's degree in any biological science will be eligible to apply for the course. A maximum of 30 students will be selected for each batch, based on the results of a written test.
3. The course will be conducted at the St. Xavier's College campus and will comprise of two lectures, of 1 hour duration each, on Saturday afternoons and Sunday mornings, for 3 months. At the end a written test will be given to the students, and certification will be given by St. Xavier's College.
4. The top 10 students from each batch will be recommended for internship in the industry.
5. Fees : Rs.69,000/-

### **FACULTY OF ARTS**

- \* Recognised by the University of Mumbai for Post-Graduate teaching at M.A., M.Sc.
- + and as research guides for Ph.D.
- @ Honorary
- ~ Junior College Teacher

### **DEPARTMENT OF ANCIENT INDIAN CULTURE**

- \* Ms. Anita Rane, M.A. Dip. Pali. Head of the Dept.
- Ms. Radha Kumar, M.A. (A.I.C.), Ph.D.
- @+\* Fr. Joseph Velinkar, S.J., M.A., Ph.D.

### **DEPARTMENT OF AVESTA-PAHLAVI**

- @+\* K. M. Dastoor, M.A. Ph.D.
- @\* R. P. Karanjia, M.A., Ph.D.
- @\* P. M. Bajan, M.A.

## DEPARTMENT OF COMMERCE

Ms. Kalpana Vora, M.Com., M.Phil. Prof.-In-Charge  
Sanjiv P. Jhaveri, M.Com., F.C.A.

## DEPARTMENT OF ECONOMICS

T. V. Mathew, M.A., M.Phil. Head of Dept.  
Ms. Hermione Salazar, M.A., M.Phil.  
Ms. Aditi P. Sawant, M.A.  
Baptist A. Menezes, M.A., Ph.D.  
~ Ms. Vaishali Mohoni, M.A., D.H.E.  
~ Ms. Vidya Hegde, M.A., B.Ed.

## DEPARTMENT OF ENGLISH

\* Ms. Shefali Balsari Shah, M.A., Ph.D. Reader & Head of Dept.  
Ms. Pearl N. Pastakia, M.A., M.Phil.  
Ms. Niti Sampat Patel, M.A., M.Phil., Ph.D. On Leave  
~ Ms. Aruna Gulanikar, M.A., B.Ed.  
~ Ms. Verona Vaz, M.A., B.Ed.  
~ Ms. Geeta Ajit

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## DEPARTMENT OF FRENCH

Ms. Alpana. Palkhiwale, M.A. Prof.-In-Charge  
~ Ms. Anjali Lokur, M.A., D.H.E.  
~ Ms. Mahrukh N. Dumasia, M.A., B.Ed. On leave

## DEPARTMENT OF HINDI

Ms. Asha Dayama, M.A., Ph.D., D.H.E. Reader & Prof.-in-charge  
~ Ms. Veena Singh, M.A., B.Ed.

## DEPARTMENT OF HISTORY

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Avkash D. Jadhav, M.A.  
@+\* Fr. J. Velinkar, S.J., M.A., Ph.D.  
@+\* Sr. Anila Verghese, M.A., Ph.D.  
@+\* E. J. D'Souza, M.A., Ph.D.  
~ Hasnain Naqvi, M.A., B.Ed.

## DEPARTMENT OF MARATHI

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## DEPARTMENT OF POLITICAL SCIENCE

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Ms. Pratiba Naitthani, M.A., B.Ed.

## DEPARTMENT OF PSYCHOLOGY

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Ms. Geera Kalanjee, M.A., M.Sc. (Educ.) On leave  
Ms. Ruby Pavri, M.A., B.Ed.  
~ Ms. Linda Dhakul, M.A., B.Ed.

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## DEPARTMENT OF SOCIOLOGY

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Sam Taraporevala, M.A., Ph.D., D.H.R.M. Reader  
Fr. Frazer Mascarenhas, S.J., M.A., Ph.D. Reader  
Ms. Madhuri Rajjada, M.A., M.L.S.  
Ms. Vinita Bhatia, M.A., M.Phil.  
Fr. Arun D'Souza S.J., M.A., Ph.D.  
~ Ms. Amrita Nadkarni. M.A., D.H.E.

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\* Kevin J. D'Cruz, M.Sc.  
+\* Rajendra D. Shinde, M.Sc., Ph.D. Reader  
Alok Gude, M.Sc.

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+\* Freddy H. Havaladar, M.Sc., Ph.D. Reader  
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Fr. Roy J.J. Pereira, S.J. M.Sc. On leave  
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~ Anwar H. Bhombal, M.Sc., D.H.E.

- ~ Ms. Chawla N. Parikh, M.Sc., D.H.E.
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- ~ Savio D'Souza, M.Sc., B.Ed.

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- ~ Ms. Vandana Khade, M.Sc., B.Ed.

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- \* Ms. Radiya Pacha Gupta, M.Sc., Ph.D. Reader
- \* Ms. Seema Das, M.Sc., Ph.D. Reader
- \* Prashant S. Ratnaparkhi, M.Sc.
- \* Ms. Priya Sundarrajan, M.Sc., Ph.D.
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- ~ Ms. C. Leonie Jacob, M.Sc., D.H.E., D.M.L.T.
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- ~ Ms. V. Rajnipriya, M.Sc., B.Ed.

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- \* Ms. Mangala Gurjar, M.Sc., Ph.D., C.S.T. Reader
- Ms. Meenal Kolkar M.Sc.
- ~ Ms. Sandhya M. Gupte, M.Sc., M.Phil., B.Ed., D.C.O.
- ~ Ms. P. Saradadevi, M.Sc., B.Ed., M.Ed.

#### DEPARTMENT OF MICROBIOLOGY

- \* Ms. Vivien Amonkar, M.Sc., Ph.D. Reader & Head of Dept.
- \* Ms. Miriam Stewart, M.Sc.
- \* Ms. Sangeeta Chavan, M.Sc., M.Phil.
- \* Ms. Karuna S. Gokarn, M.Sc.

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Ms. Amita Chokshi, M.Sc., M.Phil., D.H.E.	
Ajay Patwardhan, M.Sc.	
Ms. Shyamala P. Bodhane, M.Sc., M.Phil., Ph.D.	Reader
Ms. K. Vedesankari, M.Sc., Ph.D.	Reader
Ms. Jyoti T. Singh, M.Sc., Ph.D.	Reader
Rajesh Singh, M.Sc.	
~ Ms. Bernadette Dease, M.Sc., D.H.E.	
~ Theotonio C. Pereira, M.Sc., M.Ed.	
~ Umesh R. Singh, M.Sc., B.Ed.	
~ Harshvardhan Verma, M.Sc., B.Ed.	
~ Sanjay Shinde, M.Sc., B.Ed.	

## DEPARTMENT OF STATISTICS

Ms. Pooja Ochaney, M.Sc.	Head of Dept.
Ms. Myrtle Fernandes, M.Sc.	
Ms. Ayesha Dias, M.Sc.	
Ms. S. Annapurna, M.Sc.	
Saju V. George, M.Sc., M.Phil.	
Ms. Piyali Unnikrishnan, M.Sc.	

## DEPARTMENT OF ZOOLOGY

+* C. Vaman Rao, M.Sc., Ph.D.	Reader & On Leave
Ms. Smita Krishnan, M.Sc., Ph.D.	Reader & Acting Head of Dept.
Ms. Madhuri P. Hambarde, M.Sc., Ph.D.	Reader
Ms. Pushpa U. Sinkar, M.Sc., Ph.D.	

## FACULTY OF COMMERCE

Fr. Errol Fernandes, S.J. M.Com., M.Th.	Vice Principal for Commerce
Rajinder Singh Saluja, M.Sc., M.Phil.	
Rajesh N. Vora, M.Com., C.A.	
Arvind Dhond, M.Com., M.F.M., P.G.D.F.M., G.D.C & A, D.B.M.	
Sanjay Parab, M.Com, CS.	
Fr. Conrad Pessa, S.J., M.Com., ICWA, CS, CAIIB, LLB,	
Syed Shakeel Hussain, L.L.M.	

## RESEARCH DEPARTMENTS

### HERAS INSTITUTE OF INDIAN HISTORY & CULTURE

	Fr. Aubrey A. Mascarenhas, S.J., M.A., Ph.D.	Director
@+*	N. S. Gorekar, M.A., Ph.D., D.Litt.	Asst. Director
@+*	Fr. Joseph Velinkar, S.J., M.A., Ph.D.	Asso. Director & Research Guide
@+*	Sr. Anila Verghese, M.A., Ph.D.	Research Guide
@+*	E. J. D'Souza, M.A., Ph.D.	Research Guide

#### BLATTER HERBARIUM

*	Ms. Ujwala C. Bapat M.Sc., Ph.D.	Director & Research Guide
+*	Ms. S. M. Almeida, M.Sc., Ph.D.	Research Guide
*	Kevin J. D'Cruz, M.Sc.	Research Guide
+*	Rajendra D. Shinde, M.Sc., Ph.D.	Research Guide

#### CAIUS LABORATORY FOR INTER DISCIPLINARY RESEARCH

+ *	Ms. Sheela U. Donde, M.Sc., Ph.D.	Director & Research Guide
*	Ms. Vivien Amonkar, M.Sc., Ph.D.	Research Guide

#### NADKARNY SACASA RESEARCH LABORATORY

+*	Zoeb Filmwala, M.Sc., M.Phil., Ph.D.	Director & Research Guide
*	Ms. Dionysia Coutinho, M.Sc., Ph. D.	Research Guide
+*	Hoshang E. Master, M.Sc., Ph.D.	Research Guide
+*	Freddie H. Havaldar, M.Sc., Ph.D.	Research Guide
*	Ms. Sapna Purohit, M.Sc. Ph.D.	Research Guide

#### DEPARTMENT OF INTER-RELIGIOUS STUDIES

Dr. (Fr.) Lancy Prabhu S.J.	Director
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### **NON – TEACHING STAFF**

#### **GENERAL OFFICE :**

1	MAURICE MONIS	REGISTRAR
2	MALACHY P. DIAS	SUPERINTENDENT
3	DOMINIC C. FERNANDES	HEAD CLERK
4	MS. GRIZEL ALMEIDA	STENO
5	PASCOAL D'SOUZA	OFFICE ASSISTANT
6	BIPIN B. PATIL	OFFICE ASSISTANT
7	VIVEK TAMBE	OFFICE ASSISTANT
8	VINCENT I. PEREIRA	OFFICE ASSISTANT

9 ANAND ALPHANSO OFFICE ASSISTANT

**TREASURES OFFICE :**

1 FR. CONRAD PESSO TREASURER  
2 RAJA RATNA REDDY SOCIETY ACCOUNTANT  
3 PETER D'MONTE OFFICE ASSISTANT  
4 VIJAYRAO THAPALA OFFICE ASSISTANT  
5 DIXON F. COLACO OFFICE ASSISTANT  
6 PRADNYA MORE OFFICE ASSISTANT

**LIBRARY:**

1	MEDHA TASKAR	LIBRARIAN
2	JOAQUIM D'COSTA	ASST. LIBRARIAN
3	VINCENT CARDOZO	OFFICE ASSISTANT
4	ASHOK G. RAMBADE	OFFICE ASSISTANT
5	CAITAN F. SIMOES	LIBRARY ATTENDANT
6	SUDHAKAR DAMLE	LIBRARY ATTENDANT
7	RAJARAM B. AGRE	LIBRARY ATTENDANT
8	PETER A. FERNANDES	LIBRARY ATTENDANT
9	JULIO PEREIRA	LIBRARY ATTENDANT
10	KISHORE C. CHAFFE	LIBRARY ATTENDANT
11	PRAKASH G. RAMBADE	LIBRARY ATTENDANT
12	DEEPAK S. CHOWGULE	LIBRARY ATTENDANT
13	BHARAT HEJAMADE	LIBRARY ATTENDANT

**COMMERCE OFFICE :**

1	MS. MARIA CARRASCO	OFFICE ASSISTANT
2	LAWRENCE D'COSTA	LIBRARY ATTENDANT
3	TRUMAN BORGES	LIBRARY ATTENDANT

**LABORATORY ASSISTANTS :**

1	RAJDHAR DABHADE
2	VIJAY A. GURAV
3	PRAKASH DANDGE
4	MANOHAR VELIYE
5	ELIAS JOSEPH ABREO
6	GURUNATH DHURI
7	C. DHAMOS
8	GLESSON DIAS
9	SANJAY S. KARAMBELE

**LABORATORY ATTENDANTS :**

1	RAMESH K. SATTAM	21	ASHOK HARI AGRE
2	SHANTARAM SAGWEKAR	22	SANDEEP KELWADKAR
3	GOVIND R ADULKAR	23	DEVCHANDRA K. GURAV
4	NAMDEV S. BADAMBE	24	PRAKASH AGRE
5	BHAGWAN S KOLGE	25	MARUTI M. MASAYE
6	BHARGAV G. TAMANKAR	26	SANDEEP B. BERDE
7	NARAYAN S. RAMBADE	27	CHANDRAKANT CHANDURKAR
8	ATMARAM V. SHINDE	28	ASHWIN W.PARMAR
9	ANANT L. CHOWGULE	29	RAMDAS Y. GAWDE
10	KRISHNA HARI AGRE	30	VICTOR G. D'SOUZA
11	GANGARAM SANUGALE	31	MELCOME R. ABREU
12	PANDARINATH BADAMBE	32	RAJESH N. ATHAWALE
13	SHANTARAM TAMANKAR	33	SANJAY S. GELIYE
14	SURESH R. RAMBADE	34	SIMON JOSEPH
15	HARI T. RAMBADE	35	IANDAS SYDNEY BANGERA
16	HANUMANTH CHOWGULE	36	SANJAY I. CHAUDHARY
17	SHANTARAM S. SOLKAR	37	SUDHAKAR D. KOLGE
18	RAMCHANDRA CHANDURKAR	38	AGNELO A. FARGOSE
19	SUBASH A. KALEKAR	39	JAGDISH B. GULDEKAR
20	LAXMAN DAJEE GURAV	40	UDDHAV E. PATOLE

**PEONS :**

1	SUDHAKAR GURAV	10	DAYANAND KUMBHAR
2	BAJU SOLANKI	11	AVITKUMAR MANGALE
3	CAJETAN FERNANDES	12	UTTAM JADHAV
4	PRAKASH S. CHOUGHLE	13	SANDEEP RAMBADE
5	ANTHONY J. FERNANDES	14	SANDEEP P. PAWAR
6	SANTOSH K. ZEPLA	15	SANJANA CHOWGULE

7	ARUN JADHAV	16	SANDIP I. PATIL
8	DEVID S. GHADGE	17	SANTOSH SALVI
9	KEVIN N. D'SOUZA	18	AATISH SHIRKE

## COLLEGE RULES

### I. GENERAL DISCIPLINE:

Discipline has always been the hallmark of a Jesuit institution. It is the pre-requisite for a healthy academic environment on the campus. St. Xavier's would like to make clear the norms of discipline expected, so that observance and enforcement becomes a simple task for all concerned. Every staff member of the College (teaching and non-teaching) is entrusted with the job of enforcement of discipline and can ask for the identity card of any student, on noticing some infringement of discipline. The details of the offence and the identity card of the student are then given, preferably the same day, to the Principal or one of the Vice Principals. The latter will take the necessary action, including a fine of Rs.100, an apology letter and/or a calling for the Parent or Guardian and finally suspension or dismissal.

1. **Identification:** Students are required to carry with them their identity-cards issued to them by the College. They are required to display them prominently on their person especially at the gate when entering the College and throughout the time they are on campus. The use of an I.D. card of another student is illegal and will attract suspension from College.
2. **Undertaking:** All students are expected to conduct themselves in a manner worthy of being a member of the College community. Such conduct is based on respect for the dignity and rights of individuals, respect for public and personal property, and personal and academic honesty. The behaviour of students outside the campus also affects the prestige of the institution and hence will be taken note of. At the time of admission, every student shall sign a declaration, on his/her admission form, that s/he will abide by all rules and regulations and accept the decision of the Principal, in all matters, as final. S/he will also give an undertaking to accept the Maharashtra State Higher Secondary Education Board's regulation, 1977, No.88(i) (a) and (b) and Circular No. U.M.A.P. VI/HAJERI/ February 2000 (for Junior College), and University Ordinances 119 and 125, together with Circular No UG/502 of 16<sup>th</sup> October, 1999, (for Senior College), which, *inter alia*, provide for the withdrawal of the Board/University Examination form.
3. **Ragging, of whatever kind, is strictly forbidden and will result in a Dismissal of the concerned student, even if the act is committed outside the college campus.** As per Supreme Court order dated May 2007, the College authorities may also have to file an F.I.R. with the police.

4. **The possession and/or consumption of drugs, cigarettes or alcohol on campus will result in Dismissal or Suspension, at the discretion of the Principal. Physical violence also attracts the same immediate penalty.**
5. **Dress:** Students are expected to wear clothes that contribute to the academic atmosphere necessary on an Indian College Campus. Accordingly, sleeveless or short tops, as well as short dresses and shorts are considered inappropriate. Trousers are expected to be full-length up to the ankles.
6. **Mobiles:** These should be switched off at the Gate before entering the College. At no time should the mobile ring in the campus. However, one may use the mobile, if absolutely necessary and in a discrete manner, in the following fixed places: the college canteen and foyer, the woods (but away from the XIC building and the Chemistry Lab) and inside the Girls' and Boys' Common Rooms. If a mobile rings or is being used anywhere else, the Staff member who is a witness to this, is expected to take an acknowledgement of this offence in writing from the student and to submit it to the Principal/Vice-Principal for further action. The mobile remains with the student, unless s/he uses it again and invites confiscation.
7. **Eatables** and beverages are not to be carried to places other than the Canteen, the Woods and the Student Common Rooms. Taking sips of water during a lecture is a poor health practice and is also a slight to the Professor and hence is not permitted.
8. Students are requested not to disturb ongoing lectures, by arriving early for their lecture or by leaving their classroom before the lecture period has ended, or by loud conversation, shouting or singing. The use of the walkman, playing of guitars and bringing of luxury items to the college campus is discouraged.
9. Students' **Common Rooms** (exclusive for men and women separately) are closed on Sundays and holidays. Women students should not remain on the College premises after 9.00 p.m. unless they are attending evening courses in the Commerce Section or in the other Institutes on campus, in which case, they should be in the premises of the respective institutions, and not anywhere else in the College campus.
10. The **right to dissent** is accepted, as is the right to resolve conflict through discussion and reason. But all protest should be channelised through the Students' Council and be governed by the Constitution of that Council. It is for the Principal to decide whether any form of protest constitutes indiscipline.
11. **Use of unfair means at exams:** Any student detected using unfair means during tests or exams will face an Unfair Means Committee constituted by the College and if found guilty, will be debarred from all exams for that term and will be awarded a zero for all papers in that term depending on the severity of the offence. This will result in the loss of a year.

12. **Class picnics** or outings have been discontinued. Parents are, therefore, warned that the College authorities do not assume any responsibility for picnics or outings organised by students on their own.
13. **Attendance** at Lectures and Practicals is compulsory for every student of St. Xavier's. The College expects 100% attendance. However, since there are legitimate reasons why some may not be able to attend a few lectures, the minimum attendance has been kept at 75% by the University. This includes non-attendance for reasons of illness, urgent personal work etc and should be within the 25% left free. Absence from lectures must be justified in writing, and, if illness is the cause, a medical certificate along with a note from the parents, must be submitted. In the past year, students who did not fulfill this criterion have already been kept from appearing for the Terminal and University Examinations and some who were on the borderline had letters of warning sent to their parents. The College commits itself to not permitting students who do not fulfill the attendance requirements, from appearing for exams and completing the academic year.
14. Students are expected to read the **notice-boards** of their respective classes DAILY, so as to ascertain their performance with regard to attendance requirements and academic performance. If they are sick or absent from the College, for whatever reason, they should obtain information of notices through their parents, guardians or classmates.
15. Students are expected to acquaint themselves with their own marks and to see the warnings on the notice-board every month about attendance or poor performance, as no individual intimation will be sent. **Parents are expected to make regular inquiries at the General Office/Departments regarding the attendance and performance of their son daughter. They may also check the records put up on the website: [www.xaviers.edu](http://www.xaviers.edu) The College will attempt to notify the parents of students who have not been granted terms before the commencement of the respective University examinations, by a notice on the Student Notice Board and/or by letter.** Students and their parents wishing to discuss the matter with the concerned Vice-Principal or to represent their cases in writing to the Principal, should do so immediately. The final list of students, whose forms for the University examination are to be withdrawn, will be sent to the University immediately thereafter.
16. No student will ordinarily be re-admitted to the College after two unsuccessful attempts at the same University examination or after s/he has not been granted terms by the College in two successive years.
17. All applications for admissions to any undergraduate or postgraduate class should be submitted by the date notified by the College. Late applications may not be accepted.
18. Admission can be considered to be granted only when the full fees for the academic year are paid, an official receipt has been issued and the name of the applicant appears on the relevant rolls. Payment in full or in part can be condoned or deferred by the Principal.

19. All admissions, both of undergraduates and post-graduates, are valid only for a year and are, therefore, to be renewed for each subsequent year of study. Students who misbehave and have serious complaints of indiscipline against them during the year will not be re-admitted to the College.

## II. **Criteria for GRANTING TERMS & FOR PROMOTION:**

### **JUNIOR COLLEGE:**

1. Students of the F.Y.J.C. Arts & Science will not be promoted to the next higher class (S.Y.J.C.) unless they fulfil all the following conditions:
  - (i) attend at least 75% of the lectures, practicals and tutorials in each term; failing this, they will not be allowed to attempt the final exam.
  - (ii) Their journals in each and all of the subjects, where practicals are prescribed, are certified by the departments concerned.
  - (iii) secure a minimum of 35% on the average marks of:
    - (a) First Term examination,
    - (b) Second Term examination, and
    - (c) Units tests in each subject;

FYJC Students who are not in a position to appear for the First Term or Second Term Examinations on medical grounds, or for genuine reasons accepted by the Principal or Vice-Principal, will have to appear for a Supplementary Examination. The date and time of the Supplementary Examination will be notified on the College Notice Board. No supplementary examination will be held for SYJC students. There are also no supplementary tests for the Unit Tests in XI.

**The Condition of subject-wise average marks will be as prescribed by the H.S.C. Board.**

2. **Students of SYJC (XII) Arts & Science will not be granted terms for that class unless they fulfil all the following conditions:**
  - (i) they attend at least 75% of the lectures, practicals and tutorials in each term;
  - (ii) their journals in each and all the subjects, where practicals are prescribed, are certified by the departments concerned.
  - (iii) their performance at the two terminal examinations is satisfactory;

### **SENIOR COLLEGE**

1. **For First Year and Second Year B.A., B.Sc. and B.Com. students:**

Students will not be granted terms (TNG) and will not be allowed to appear for the term end exams unless they fulfill all the following conditions:

- (i) they attend at least 75% of the lectures, practicals and tutorials in each semester.

- (ii) their journals in each and all the subjects, where practicals are prescribed, are certified by the departments concerned;

There will be University examinations conducted by the College in each Term. The norms of promotion will be those laid down by the University of Mumbai.

There will be a First Term Exam (FTE), based on the First Term syllabus, and a Second Term Exam (STE), based on the Second Term syllabus. Each paper will carry 50 marks and will be of 2 hours duration. The Practical exam in a Subject shall be of 40 marks per paper. It will be held only once, before the end of the Second Term.

For Papers with Practicals : The Theory marks (50) will be scaled down to 30 in each Term. Marks for Practical will be 40 per paper.

For Papers with Project/Tutorials: The Theory marks (50) will be scaled down to 40 or 45 (as applicable) in each Term. The remaining marks, i.e., 20 or 10, will be for the Project or Tutorial, respectively.

There will be an Additional Exam (ADE), at the end of the year, for those students who could not appear for some or all the papers at the FTE or STE on medical grounds or for representing the College/ University, in sports, cultural activities of the NSS or NCC, conducted by recognized bodies/competent authorities, or any other circumstances deemed exceptional by the Principal.

The ADE will be of 2 hours duration and of 50 marks per paper / subject.

A student shall appear only for the Papers/Subjects of the Term Exams he/she has missed.

A student who does not appear for both the FTE and STE in a subject shall not be eligible for the ADE.

There are **no Additional Exams for Practicals**.

Students who have failed or are allowed to keep terms (ATKT) for the higher class can appear as Ex-students for the Annual Exam (ANE), at the end of each Term. There shall be two such exams each year. These exams shall be of 100 marks and 3 hours duration per Paper/Subject which have no Practicals. The Papers or Subjects with Practicals will be of 60 marks and of 2 hours duration. The portion for this exam will be the entire syllabus, divided into Section I and Section II, so as to cover the First Term portion and Second Term portion, respectively. Ordinarily the Practical Exam will only be held once, at the end of the year. Students wishing to have an Additional Practical Exam in October will have to bear the cost of the entire exercise.

Fulfilling the requirements of both the Term Exams, Tutorial/Project and Practical Exam shall be compulsory.

### **Standard of Passing, Grace Marks, Exemption and Verification**

1. For a Subject with only one Paper: a minimum 35% marks on the aggregate of the FTE and STE. (Marks of ADE will be counted for Papers missed at FTE or STE).
2. For a Subject having more than one Paper: a minimum of 20% marks in each Paper and a minimum of 35% on the aggregate of all the Papers in the Subject.
3. For Subjects with Practicals: a minimum of 35% marks in Practicals separately.

Gracing will be as per the existing Ordinances of the University.

Unsuccessful students can, if they so desire, be exempted from appearing in the Subject/Practical in which he/she has obtained the minimum percentage of marks prescribed.

The University Circular No. Exam./VCD/College/(Rev./Ver.)/1603/ of 2005, dated 29<sup>th</sup> September 2005 provides for Photocopy and Revaluation of assessed answer papers of the FTE & STE.

2. **For the Third Year B.A., B.Sc., B.Com. students:** As a means for both the College and the students to evaluate progress, First and Second terminal examinations will be conducted by the College. These periodic exercises prepare students better for their University examinations and furnish information which is relevant for the Principal to allow the student to keep terms and to appear for the University Examination

**Students will not be granted terms (TNG) nor allowed to attempt the University Exams, unless they fulfil all the following conditions:**

- (i) they attend at least 75% of the lectures, practicals and tutorials in each term;
- (ii) their journals in each and all of the subjects, where practicals are prescribed, are certified by the departments concerned; and
- (iii) they secure a minimum of 20% in each paper, a minimum of 35% on the total in each subject, and a minimum of 35% on the total of major papers in each term separately.

### **III. Absence for Medical and Other Valid Reasons:**

1. A student is not allowed to absent himself/herself from lectures, practicals, mid-term tests or the terminal examinations without the express permission of the Principal or Vice-Principal. Being absent without permission will make students liable to disciplinary action including the denial of Terms.
2. Absence from any College test/examination must be justified in writing, and, in case of illness, by a medical certificate. These letters and medical certificates, accompanied by a covering letter from the parent or guardian of the student, must be submitted to the Vice-Principal/General Office by the last day of the examination, from which the student seeks to be justifiably excused. Letters and

certificates to explain absence from examinations must be submitted separately from those intended to explain absence from lectures / practicals.

3. Although illness or other serious circumstances may be considered valid reasons for absence from lectures, practicals, examinations, etc. the College may not have sufficient evidence of academic progress to grant the student terms for the year. The student would then have to repeat the course of studies in the next academic year.

### **GENERAL LIBRARY RULES**

1. The College Library is normally open from 9.00a.m. to 8.00 p.m. (Monday through Friday) and from 10.00 a.m. to 4.30 p.m. (Saturday) during the term. Entry will be disallowed 10 minutes before closing time. These timings will be altered during vacation time.
2. In order to make use of the Library, Students are required to wear their identity-card on their person at all times.
3. Books will be issued strictly in the order in which the application is received. It is left to the discretion of the Librarian not to issue certain books when circumstances warrant it.
4. Report loss of a book immediately to the Librarian in writing.
5. Books are issued for the exclusive personal use of the applicant. Anyone found applying for books for others may be denied the use of the Library.
6. No books or periodicals may be removed from the Library unless the loan has been registered at the Loan Counter.
7. Readers must, on receiving a book, examine it, and report to the Library Assistant any damage found therein. If they fail to do so, they will be held responsible for any damage that may be detected later.
8. Books lost, damaged or defaced, must be paid for by the reader on whose name they were issued. The value of the books will be assessed by the Librarian.
9. All loans must be returned by the date (or time) due. Overdue charges will be imposed on all books not returned in time. Overdue charges will be increased during the examination period. Students who repeatedly fail to return books on time may be denied the use of the Library altogether. At the time of leaving the Library all books and other materials, including one's own books, files, etc., must be shown at the check-out counter.
10. All books must be returned on or before the last date of the academic year or the last date of the examination of the student, whichever is later.
11. Students, who fail to return books borrowed from the Library at least one week prior to the declaration of results, will be declared as Library defaulters and their results will be withheld until they get clearance from the Library.
12. The Librarian reserves the right to recall any book or periodical at any time.
13. Silence should be observed in the Library.
14. Furniture must not be re-arranged and may be used only for its proper purpose. Please keep the Library clean and ordered.
15. Disregard of Library rules, indiscipline and misbehaviour will render students liable to be refused access to the Library.
16. Refreshments are strictly forbidden in the Library.

## **CONGRATULATIONS TO OUR YOUNG ACHIEVERS !!!**

### **UNIVERSITY EXAM RESULTS – MARCH 2007**

	<b>T.Y.B.A.</b>	<b>T.Y.B.Com</b>	<b>T.Y.B.Sc.</b>	<b>T.Y.B.M.S.</b>	<b>T.Y.B.M.M.</b>
College Pass %	98.75%	71.78%	89.92%	98.36%	95.00%

### **UNIVERSITY RANKERS FOR T.Y.B.A.**

Ms. Pydah Akhila S.	Psychology	2 <sup>nd</sup> Rank	81.67%
Ms. Zaveri Esha D.	Eco-Stats	8 <sup>th</sup> Rank	80.33%
Ms. Grover Neha	Eco-Stats	10 <sup>th</sup> Rank	78.67%
Ms. Vaidya Riha R.	Eco-Stats	10 <sup>th</sup> Rank	78.67%

### **UNIVERSITY RANKERS FOR T.Y.B.Sc.**

Ms. Joshi Neha A.	Statistics	2 <sup>nd</sup> Rank	94.13%
Ms. Jhalaria Niyati K.	Statistics	4 <sup>th</sup> Rank	92.50%
Ms. Puneekar Jahnvi N.	Geology	7 <sup>th</sup> Rank	91.25%
Ms. Sen Radhika U.	Mathematics	8 <sup>th</sup> Rank	90.88%

### **H.S.C. BOARD EXAM RESULTS – MARCH 2006**

	<b><u>Arts</u></b>	<b><u>Science</u></b>
College Pass Percentage:	<b>98.53%</b>	<b>97.73%</b>

### **H.S.C. BOARD MERIT RANKERS**

#### **ARTS**

Mr. Patwardhan Ninad Sudhakar	3 <sup>rd</sup> Rank	86.67%
Ms. Seth Purna Rajkumar	4 <sup>th</sup> Rank	86.33%
Ms. Khemani Nikita Mahesh	5 <sup>th</sup> Rank	86.17%
Ms. Nithya Narayanan	6 <sup>th</sup> Rank	86.00%
Ms. Parikh Shreya Ketan	8 <sup>th</sup> Rank	85.00%
Ms. Sadre Ankita Jayant	9 <sup>th</sup> Rank	84.83%
Ms. Gidwani Viveka Kumar	9 <sup>th</sup> Rank	84.83%
Ms. Ranade Uma Vinaykumar	10 <sup>th</sup> Rank	84.50%
Ms. Sheth Jharana Vipin	14 <sup>th</sup> Rank	83.83%
Ms. Kale Rama Pradeep	15 <sup>th</sup> Rank	83.50%
Ms. Paigankar Sunami Pradip	15 <sup>th</sup> Rank	83.50%