



For the Greater Glory of God

Student Manual of Policies (MoP)

for
BSc (Hons.) & MA
Mass Communication Program

JULY 2020

Office of the Dean (Academics)
Xavier School of Communications (XCOMM)
XAVIER UNIVERSITY BHUBANESWAR (XUB)
(Established in accordance with the Xavier University Odisha Act 2013)



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(This Student Manual of Policies (MoP) comes into effect from July 2020, and it supersedes all the previous MoPs issued by the Xavier School of Communications in this regard)

**Office of the Dean (Academics)
Xavier School of Communications (XCOMM)**

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1. APPLICABILITY

The Policies contained in this Manual come into effect from the date of Registration of a student in the School. The Policies prescribed in the Manual are applicable to all the students of XCOMM, without prejudice to any actions or decisions already taken in the previous Academic Year and also without prejudice to any special rules framed or to be framed with regard to Students' Residence (Hostel), Internship Assistance, Library, Computer Lab and Studios.

Each student must possess a copy of the “Manual of Policies” (MoP) and should carefully go through the policies prescribed there in and adhere to it in every aspect. Onus of knowing the content and following them will be the responsibility of the student.

Disclaimer: The statements made in this Student Manual of Policies and all other information, contained herein is believed to be correct at the time of publication. However, the School/ University reserves the right to make any changes in and additions to the policies and regulations, conditions governing the conduct of students, requirements for degree, fees and any other information or statements contained in this Manual from time to time. No responsibility will be accepted by the University for hardship or expense encountered by its students or any other person for such changes, additions, omissions or errors, no matter how they are caused.

Dean (Academics)

Xavier School of Communications (XCOMM)
Xavier University Bhubaneswar (XUB)

2. XAVIER UNIVERSITY BHUBANESWAR (XUB), ODISHA, INDIA

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

Xavier University Bhubaneswar has several Schools and Centers of Excellence. XIMB, a 33-year-old business school is one of the Schools of the Xavier University. Besides XIMB, the University has established several other Schools such as Xavier School of Communications, Xavier School of Human Resource Management, Xavier School of Rural Management, Xavier School of Human Settlement, Xavier School of Sustainability, Xavier School of Commerce, Xavier School of Economics, Xavier School of Computer Science and Engineering, Xavier Law School, School of Governance & Public Affairs, Xavier Center for Humanities and Compassion Studies, and many more. Xavier University Bhubaneswar has proposed to venture into national and international programs of high quality.

3. XAVIER UNIVERSITY BHUBANESWAR VISION, MISSION AND VALUES

VISION

“Enabling people to live extraordinary lives, and be the light of the world”

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

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

MISSION

“Education in the Spirit of *Magis*”

- The mission of Xavier University Bhubaneswar shall be to imitate Christ as the model of wisdom for youth in the service of justice, peace, truth, and building a civilization of love.
- Its avowed mission is to develop scholars, committed to their own life-long and global development, and nurtured in their careers and in their lives by the spirit of their alma mater to be unique person and responsible citizen.

- Established in the ancient land of India, Xavier University Bhubaneswar believes that serious and sustained dialogue among people of different faiths, cultures, and beliefs carried on in her domain and extended to all forms of public life, can promote intellectual, ethical, and spiritual understanding of all God's people, through its various Schools.
- It will use higher education as a means to proclaim the ideals and values of a culture of peace and search for Truth.
- It will guide and motivate its students to go beyond knowledge and become practitioners of the Truth that underlies all knowledge and wisdom, the Truth that is the ultimate goal of all learning.

VALUES

- **Integrity and Excellence:** Xavier University believes in personal, academic and professional integrity, and being truthful to oneself and to others in all its endeavors. It believes in meeting the standards required to make our products and services unique and attractive.
- **Compassion and Commitment:** Xavier University believes that each individual is unique, different and capable. It takes utmost care to meet the needs of its stakeholders. Xavier University family members take pride in identifying themselves with the University, its activities and partners.
- **Social and Ecological Sensitivity:** Xavier University believes in serving and empowering those who are denied of opportunities for development caused by social, economic and cultural discrimination. Xavier University tries to promote the inherent worth of living beings regardless of their instrumental utility to human needs and be sensitive to the ecosystem and natural processes.

4. XAVIER SCHOOL OF COMMUNICATIONS (XCOMM)

The Xavier School of Communications came into existence on July 2, 2015. With its roots back in history, brand 'Xavier' has grown tremendously. As a place of higher learning, it has stood to live up to its motto of 'Inspiring Futures'. Being one of the premiere media schools, the Xavier School of Communications is a pioneer in the field of interactive media education and is considered the most rigorous media programs in the country. Offering a variety of media courses, XCOMM caters to the dynamic industry with the students who learn by doing without compromising on values and ethics- the "*Magis Way*".

Vision of XCOMM

"Enabling people to live extraordinary lives, and be the light of the world"

- To empower the aspiring youth who join XCOMM to be ethically sensitive, innovative and skillful media professionals contributing to global peace and harmony.

- The School strives to promote progressive trends in the areas of communications and research and envisages students to communicate life to the people across the world.

Mission of XCOMM
“Communication Education in the Spirit of *Magis*”

1. To enhance knowledge and professionalism in the field of media and communication.
2. To promote ethical media practices and keep abreast with the changes of the time.
3. To function as a centre of excellence and to play a vital role in building a new media culture where life is respected and valued.

Key Objectives

- To equip students with the necessary technical know-how of the high-end software and hardware, making them employable in the ever-evolving media industry.
- To facilitate knowledge centre and repository of media research and thereby contributing to knowledge sharing and community building.

Logo of XCOMM: XCOMM believes in Communicating Life in the Spirit of *Magis*. It is inclusive in nature. The X symbol *with raised hands* symbolizes openness to communicating truth. The four symbols represent every medium of communication. The IHS seal represents the vision and mission of the Society of Jesus and its commitment to University Education.

5. ACADEMIC PROGRAMS

Xavier School of Communications offers Undergraduate, Postgraduate and Doctoral Programs.

6. ACADEMIC CALENDAR

The academic calendar in a year consists of two semesters. The entire program is spread over six semesters for BSc (Hons.) Mass Communication and four semesters for MA Mass Communication. The academic year commences with an “Orientation Program” for the newly admitted students and regular classes begin soon after the Orientation. The calendar includes scheduled classes, workshops, guest lectures, symposiums, conferences and field learning.

7. ACADEMIC GUIDELINES

7.1 REGISTRATION: Students are required to register in person on the day of registration as per the admission offer letter and thereafter on the first day of each subsequent semester as indicated in the Academic Calendar. The Dean’s Office will verify the original certificates that are indicated in the admission letter. In case original certificates are not available at the time of verification, provisional certificates have to be produced.

Students, who fail to submit their Mark Sheets, Certificate/degree from their respective Board/University on the day of verification, should submit them latest by the Registration Day of semester-II, failing which a student's registration may be cancelled except under certain circumstances with specific approval from the Dean (Academics) - XCOMM. Under exceptional circumstances, the Dean (Academics) - XCOMM can extend the last date for submission of certificates in support of the qualifying degree for an appropriate period in consultation with the Academic Committee/Registrar/Vice Chancellor. The qualifying examination (intermediate for UG) and of minimum 3-year or 4-year duration (for PG) must be completed before the date of registration at the University.

Those who fail to register for each semester after joining the Program on the specified date as per the calendar will be deemed to have left the University unless prior permission for delayed registration is obtained from the Dean (Academics) – XCOMM. If the Dean (Academics) permits, a student can register by paying a late registration fee of Rs.500/- (Rupees five hundred) per day after the due date subject to a maximum allowance of 10 days for late registration. The late registration fee is payable irrespective of the reason or circumstances for the delay in seeking registration.

A student is not permitted to pursue any other course under any other University, while s/he is registered as a student in the XCOMM Program of the Xavier University.

7.2 ATTENDANCE

The University attaches great importance to punctual and regular attendance of all class sessions. Class attendance is a revered value to possess and will help a student prepare for future work ethics towards employment. It will also increase his/her performance merit in the above-mentioned programs in Mass Communication at XCOMM.

The guidelines mentioned below will be followed for all courses. However, in some unusual circumstances and due to the nature of a particular course, the faculty may follow a suitable attendance policy, which may deviate from the following guidelines. But in all such cases, the policy shall be announced to the students at the beginning of the course, be fully explained in the course outline, and communicated to the Dean's Office by the faculty concerned.

75% of class attendance is mandatory for each course. Any candidate who fails to put in less than 75% of attendance in a course will not be permitted to write/appear the end semester examination. Exception can be made after assessing the case with the student and the concerned faculty for a valid reason. As a corrective measure, a penalty may be imposed by the Dean (Academics) in the matter. If a student is absent for more than 50% of classroom sessions for any reason, s/he will not be permitted to give end semester examination. Faculty teaching the course may take attendance record as one of the components for internal assessment.

The attendance is marked in each class on paper or through the Academic Information System (AIS), and the record is forwarded in the specified format to the Dean's Office at the end of the course.

Exemption from attending classes is not permissible for reasons other than prolonged sickness, grave personal tragedy and University work/representation. A committee of the concerned faculty and the Dean (Academics) may, however, advise suitable relaxation in penalty for exceptionally deserving cases.

In the case of any force majeure, an event or effect that can be neither anticipated nor controlled, decision of the University to find other modes of teaching & lecturing will be accepted by the student body to continue the academic activity going for the benefit of all.

7.3 LEAVE OF ABSENCE AND CLASSROOM ETIQUETTE

Under **special circumstances** a student may be granted leave of absence. Such leave of absence will be granted on application, for good and sufficient reasons, by the Dean (Academics).

The application should be addressed to the Dean (Academics) and submitted in the Office of the Dean along with relevant documents, including approval/ agreement of the concerned faculty. For absence on health grounds, the student must attach the doctor's prescription, medicine bill and a copy of the medical tests report, if any. All such applications must be submitted within one week of resuming of classes, failing which the applications will not be accepted. Applications on non-medical ground should be submitted and permission taken from the concerned faculty and then the Dean (Academics) prior to going on leave.

Faculty is not responsible for any student losing any segment of evaluation because of leave availed by him/her with prior permission. Make-up of class tests which are missed due to such absence is left entirely to the discretion of the faculty.

Students are strictly prohibited from using mobile phones in the classrooms/studio/lab when the lecture is on, failing which the faculty is authorized to confiscate the device. However, the faculty can allow students to use mobile phones in the classroom for the purpose of learning through mobile applications if course demands. If violation of this rule results in confiscation of mobile phone set, the confiscated mobiles of students will be given back to the students only at the end of the semester after paying a fine of Rs. 2000/-.

The students are expected to be in the class before the scheduled time. The late comers will not be allowed to enter the class once the faculty begins the session.

7.4 DISCIPLINE

Giving highest regard to safety, law and order and considering the well-being of all members of Xavier University Bhubaneswar and its pupils, Xavier University Bhubaneswar compliances with the UGC mandate and the sovereign laws of the land.

Xavier University Bhubaneswar endeavors to adhere, implement and enforce the Mandates of the UGC regulations pertaining to the below mentioned subject/item in the Manual of Policies-the governing document for students conduct within and outside the University Campus.

| Sl. No. | Subject matter/Item | Governing Regulation |
|---------|---|---|
| 1) | Sexual Harassment (prevention, prohibition and redressal) | https://www.ugc.ac.in/pdfnews/7203627_UGC_regulations-harassment.pdf The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 |
| 2) | Alcohol deterrence and prevention of drug abuse | University Grants Commission (UGC) has issued a circular to all Vice Chancellors on 02.04.2013 regarding strict adherence to the provisions of the Cigarettes and Other Tobacco Products (Prohibition of Advertisement and Regulation of Trade and Commerce, Production, Supply and Distribution) Act, 2003 and its Rules I.e. Cigarettes and other Tobacco Products (Packaging and Labelling) Rules, 2008. Circular issued on 27.8.2013 by UGC for implementation of the actionable points of the National Policy on Narcotic Drugs & Psychotropic Substances (NDPS). NDPS deals with steps to tackle the problem of sale of drug to school and college children. https://mhrd.gov.in/steps-prevent-drug-abuse-colleges Report on Alcohol use in Dr.Rajendra Prasad Government Medical College (RPGMC) Kangra, Himachal Pradesh (Committee Constituted by the Hon'ble Supreme Court). |
| 3) | Anti-Ragging | https://www.ugc.ac.in/oldpdf/ragging/gazzetaug2010.pdf https://www.ugc.ac.in/pdfnews/7823260_Anti-Ragging-3rd-Amendment.pdf 2016 |
| 4) | Deterrence towards causing bodily harm or mental harm | https://www.nitt.edu/home/students/UGC_Regulations.pdf Indian Penal Code 1860 – Offences Affecting Life |
| 5) | Deterrence of Cyber law violation | Information of Technology Act 2000 https://www.meity.gov.in/writereaddata/files/itbill2000.pdf http://cyberpolicebangalore.nic.in/pdf/Cyber%20law%20IPC.pdf |

For any matter reported under the above enlisted items (subjects), if the offender is a resident of the students' residence (hostel), s/he will be suspended immediately from the residence pending investigation and decision by the University authorities. For

any matter reported under the above enlisted items (subjects), the parents/guardian shall be intimated by the Dean (Academics) and or in charge and or the students' residence (hostel) prefect. FIR to be filed to initiate action towards deterrence of such violations.

Whereas in case of a minor's (below 18 years of age) charged with violation of any of the aforementioned items, the University shall bear no burden for/of the same.

7.4.1 Conduct: The University attaches utmost importance to personal integrity, honesty, and discipline. A sense of responsibility and a high degree of maturity is expected of all students inside and outside the campus, as befits future media professionals and as students of Xavier University Bhubaneswar. The University strives to achieve this standard in every phase of campus life. Each student of the University shall consciously strive to excel in his/her personal as well as academic conduct. A proven case of violation of the aforesaid behavioral norms can expose the student to deprivation of a place in the merit list, award of medal and other such penalties such as dismissal from the University.

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

7.4.2.1 Ragging: Ragging constitutes one or more of any of the following acts:

- a) Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
- b) Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- c) Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
- d) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- e) Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f) Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.

- g) Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h) Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
- i) Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher.
- j) Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of color, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background.

The Hon'ble Supreme Court of India in its order dated 08.05.2009 Civil Appeal No. (887/2009) has completely banned Ragging in educational institutions and the University Grants Commission on the directives of the Supreme Court framed guidelines for “Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009” Xavier University Bhubaneswar compliance the order of Hon'ble Supreme Court and the guidelines of University Grants Commission. As per the Honorable Supreme Court's guidelines on Ragging vide SLP. No. 24295 of 2006, in case of any cognizable offences of ragging by a student would be reported to the Police and appropriate action initiated as per law.

7.4.2.2 Indulging in or aiding/abetting acts of violence, riotous or disorderly behavior, moral turpitude, directed at a fellow-student or a faculty or any other employee of the University/ students' residence (hostel) mess, etc.

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

7.4.2.4 Involvement in serious academic malpractice, including plagiarism as per the Manual of Policies for Students.

7.4.2.5 Reporting of fictitious data in an empirical study as and when detected and established.

7.4.2.6 Indulging in the violation of community and organizational norms, practices and values during internship or any other external academic or non-academic activity leading to physical and psychological harm to individuals and groups in the community and organization.

7.4.2.7 Any misuse of equipment at the studios of the School of Communications or theft of software at the lab or any stealing of equipment and misuse of the Information Technology infrastructure of the University through software, hardware, applications, systems or process or stealing video footage from the computer lab;

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

(b) Violation of software copyrights.

7.4.2.8 Unsolicited communication by group email.

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

7.4.2.10. Leveling false and baseless allegations against any faculty member or officer or employee of the University.

(a) Doing or causing to do any act, which is likely to adversely affect the relations of the University with its customers, i.e., industrial organizations;

(b) Indulging in any act or acts, such as, defacing, burning or otherwise damaging any banner or property or equipment of a company, erected by the company or by an Association of Xavier University Bhubaneswar commemorating an event organized or sponsored by the company at Xavier University Bhubaneswar;

(c) Indulging in any act subversive of general discipline (the word “discipline” being used here in its generic sense and in its widest amplitude), inside or outside the campus, and/or is detrimental to the reputation image or standing of the University;

(d) Indulging in dissemination of unsolicited and/or malicious correspondences either electronically or through hard copies within the University and outside which distorts the image or disturbs the collegiate atmosphere of the University;

(e) Notwithstanding any of the above-mentioned aspects, the University can immediately expel the student(s) if it deems any action of the student as an act of indiscipline. The decision of the University would be final and binding and by accepting admission in this University, the student on his/her part also accepts this clause in full;

- (f) Absence without prior permission from the Dean (Academics) and the Faculty; and/or mass absence from classes;
- (g) Drinking and use of addictive substances like drugs or weeds or cocaine smoking in the public areas;
- (h) Entering the restricted areas like Xerox room in the main building without the express permission of the concerned authority;
- (i) Theft, fraud, dishonesty, bribing or attempt to bribe;
- (j) Copying in any form in the assignments, projects or in any examination;
- (k) Permitting, whether willfully or otherwise, a co-student to copy from one's own answer book or document or material;
- (l) Smoking in the campus area;
- (m) Communication of written analyses or answers, in any manner whatsoever, to other student(s) in respect of home assignments or projects of individual nature;
- (n) Whispering or communicating with one another by means of signs, symbols or gestures or in any other body language in the examination hall;
- (o) Any other act of indiscipline, which is herein unspecified and deemed at the time of offence as an inappropriate behavior and conduct by the Disciplinary Committee of Xavier University Bhubaneswar and/or the management of the University.
- (p) Any student who has withdrawn the admission on account of any disciplinary action taken previously by either school or university CANNOT BE ADMITTED into the program again.
- (q) If a student is expelled due to disciplinary action, fee paid for the program will not be refunded.

7.4.3 Disciplinary Procedure

7.4.3.1 For minor acts of indiscipline the Faculty/Instructor/Evaluator shall be the sole disciplinary authority acting on his/her own judgment. A Faculty can award penalty as per the merit of case may be.

7.4.3.2 For major acts of indiscipline the Dean (Academics) shall refer the matter to the University Disciplinary Committee/Academic Committee/Faculty Council at his/her discretion. The decision proposed by the committee/s will be final and binding.

7.4.3.3 In cases of exigencies with time constraints and in cases of extreme gravity, the Dean (Academics) may award a penalty deemed appropriate in consultation with the Faculty concerned and University Disciplinary Committee.

7.4.3.4 Before the imposition of any penalty, the explanation of the student concerned and his/her record of the past misconduct, similar or otherwise shall be taken into consideration. Repeat of any misconduct and number of incidents of misconduct shall add to the gravity of the offence and invite higher penalty.

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

- a) Warning
- b) Reduction of marks/quality points/grade in a component of a Course
- c) Reduction of marks/quality points/grade for the whole Course
- d) Fine up to Rs. 5000/-
- e) Repeating a course of the first/second year as the case may be, along with the next batch.
- f) Suspension of studentship for a year/debarred from availing placement facilities.
- g) Expulsion from the University.
- h) Cancellation or withdrawal of any Academic honors – Certificate of Merit, Diploma, Medal, Scholarship, etc.
- i) Notwithstanding any of the above-mentioned aspects, the University can immediately expel the student if it deems any action of the student as an act of indiscipline. The decision of the University would be final and binding and by accepting admission in this University, the student on his/her part also accepts this clause in full.

7.4.5 Appeal: In matters of sufficient gravity, a student may appeal within one week of punishment, to the Vice Chancellor for review. The Vice Chancellor's decision shall be final.

7.4.6 Grievance Resolution

- a) Any student, having a grievance, may submit a written application to the Dean (Academics) setting out all the circumstances and/or details therein clearly. The student concerned should sign the grievance application.
- b) Anonymous applications/petitions/letters will not be entertained or attended to under any circumstances.

- c) If a student, having obtained grade “D” or grade “F” in any course, feels that he or she has been unfairly discriminated against in evaluation/grading or has become a victim of subjectivity or internal inequity, s/he can make a representation to the Dean (Academics) within seven days after receiving the grade. No grievance shall be considered, if the student has obtained any grade above “C”.
- d) The representation should set out all the circumstances and grounds and should be accompanied by all the relevant documents in support of the allegation. If the Dean (Academics) is not satisfied with the representation, and that there is a prima facie case, the Dean (Academics) may constitute a Committee in consultation with the faculty concerned and get the papers/issue re-examined.
- e) In all such cases, however, the onus of proving such discrimination, subjectivity or internal inequity, as the case may be, lies entirely on the student concerned. If, at any time during investigation, it is found that the allegations are mala fide or wild or without substance, the student concerned will expose himself/herself to the risk of extreme punishment or expulsion from the University as provided herein.
- f) The students’ residence (hostel) prefect will deal with misconduct related to residential rules with the help of the Dean (Academics), Registrar, and the Vice Chancellor, as per the students’ residence (hostel) Administration Rules of Xavier University Bhubaneswar.

7.4.7 Alcoholic Abuse Deterrence Policy

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

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

- a) Alcohol or use of drugs or any addictive substance or possession on campus,
- b) Alcohol or use of drugs or any addictive substance off campus that discredits Xavier University Bhubaneswar,
- c) In this case the student will not be awarded Degree, without paying penalty of Rs. 100000/- (One lakh).

A student, who is dismissed on this ground, after having gone through the counseling and rehabilitation, wishes to rejoin the program, may do so, in the following academic year by paying a penalty of Rs.100000/- (One lakh) as readmission fee, besides the fee applicable for that year. Student’s readmission request must accompany Doctor’s certification as proof of sufficient treatment for reducing alcohol dependency and abuse.

The readmission request of the student shall be made formally by an application along with Rs.100000/- (one lakh) and upon receipt of this application, the students readmission request shall be decided by the following committee:

1. Registrar
2. Dean (Academics), Xavier School of Communications
3. Coordinator (University Disciplinary Committee)

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

7.5 CURRICULUM DESIGN

7.5.1 The curriculum of the School is designed considering both theory and practice. It aims at providing students with adequate background knowledge and experience needed to start a career in the field of mass media and communication. Internships, workshops, symposium, conference, co-curricular activities, industry interface and outbound learning are part and parcel of the curricula. The curriculum follows semester pattern.

7.5.2 **Contact Hours:** One credit contains 10 hours of classroom teaching for both MA & BSc (Hons.) Mass Communication. Every credit will have 10 hours of pre-course and 10 hours of post course personal reading besides 10 hours of classroom teaching. For a three-credit course, visiting faculty may teach 30 hours per week.

7.5.3 **MA Mass Communication:** M.A. Mass Communication spread across four-semesters. Besides the classroom teaching, project works, and internships are carried out independently by the students with the close watch and guidance by the mentors and faculty guides.

7.5.4 **BSc (Hons.) Mass Communication:** This program consists of six semesters. BSc (Hons.) Mass Communication students are expected to do common courses like English and Environment Studies as part of the curriculum. Besides the classroom teaching, project works, and internships are carried out independently by the students with the close watch and guidance by the mentors and faculty guides. Students are encouraged to take elective courses offered by the other schools of the University to fulfil the requirements of the degree.

Besides residential faculty, visiting faculty are invited to teach specialized courses or to conduct workshops as per the requirement. Changes will be made in the class schedule to accommodate visiting faculty. Curriculum/course outline may be revised, altered, or new courses may be introduced in consultation with the faculty body and Strategic Academic Advisory Board (SAAB) of Xavier School of Communications.

7.5.5 **Syllabus** for each semester will be displayed on the notice board well before the commencement of the course. Complete syllabus is available on the

Xavier School of Communications' website. Students can check the syllabus from the School's website for more details.

Certain courses may be postponed/rescheduled without prior notice especially when a visiting faculty takes the course. Some courses may be conducted combining different batches of students depending on the number of students, effective group projects/learning and availability of faculty (Visiting/resident). This is applicable for all the batches across program. Students will be informed about the change through email or through notice board accordingly.

Seminars, Industry talks, Workshops, Field Trips will be arranged for the students of XCOMM time to time to enhance knowledge and skills. It is mandatory for all students to attend such programs. Those who fail to attend/participate (after having registered for the program) without any valid reason will pay a fine of Rs. 1000/- (one thousand only) in the accounts office besides losing out participation in the very next workshop/seminar.

7.6 METHODOLOGY

7.6.1 Teaching methodology consists of lecture inputs, discussions, seminars, presentations, hands-on training, research papers, project works, dissertation, audio-visual productions, field trips, etc.

7.6.2 For each field of study, the instructor may use a suitable methodology to suit the requirements of the course both for theory and practice.

7.6.3 On the commencement of the course, the course outline is given to the students, specifying the contents of the course, the methodology and the norms for evaluation. The students may, however, check with the instructor if these details are not specified. The methodology, sometimes, may be tweaked depending on the inputs from the students too.

7.6.4 Students are advised to preserve the course outlines, which may be required for reference during his/her further studies.

7.7 INTERNSHIP

7.7.1 Internship is an integral part of the academic curriculum. It is an opportunity to fine tune skills learned in the classroom as per the interest of the student, wherein a student can observe and practice the learning by placing oneself in the real working situation. Internship is undertaken in consultation with Career Advisory Services & Internship Committee and the Dean (Academics) of the school. Summer Internship for both UG and PG students is not less than 45 working days and for the final year graduating UG students it is about 90 working days and for the graduating PG students it is about 75 working days. It is mandatory for the students to obtain internship completion certificate from their respective place of internship on successful completion of their internship. Students will have to make a presentation on their internship learning and experience before they begin their next phase of studies in the School.

7.7.2 A student who does not complete the Internship satisfactorily and or does not comply with the requirements prescribed for the internship, will have to repeat the internship module to qualify for the award of degree.

7.7.3 Students, who receive adverse comments from their company/organization guide/s and do any act which brings disrepute to the University and the School will be liable for disciplinary action, which may result in expulsion of a student from the School and the University. Anyone attempting to tarnish the name of the school or the university due to their bad behavior or wrong motives, may be called back from the internship place and will be made to repeat the internship program in the following year.

7.7.4 Internship Policy Manual

7.7.4.1 Students shall find company/organization for their internship as per their area of interest in line with the curriculum. Internship place/organization/company has to be approved by the Dean (Academics) and the faculty in-charge for the internship.

- a. Each student must focus on his/her own area of interest for selecting his/her internship places in consultation with the faculty in-charge.
- b. Each one must shortlist at least 3 media houses/agencies/companies on priority and get connected with them.
- c. The Dean (Academics), Career Advisory Services & Internship team and faculty may assist the students in this process.
- d. Before connecting with/approaching to industry, students must work on their attitude, behavior and learning skills along with a good CV and presentation skills.
- e. The Dean (Academics) will provide an approval letter for internship.
- f. A student can apply to 3 organizations seeking internship with the permission from Career Advisory Services & Internship team.
- g. Once a student gets an internship offer letter from any organization, she/he will not be allowed to apply to any other organization.
- h. Failing to comply with the above norm ('g') student will be debarred from the Career Advisory Services & Internship activities.

7.7.4.2 It is the responsibility of the internee to get appointment/confirmation letter from the organization. Further, it must be validated by faculty and the Dean (Academics). Internee must share the email id and contact number of the industry mentor with the academic mentor at the School.

7.7.4.3 If required, the Dean (Academics) will give a recommendation letter only for those who have done exceptionally well during the semester (in terms

of academic performance, class participation, regular attendance, co-curricular activities etc.). Students with unsatisfactory attendance record will not get any assistance from the School for their internship.

7.7.4.4 Progression and Evaluation Process:

- a. At the end of each week, an internee shall send a weekly report of the internship to the faculty mentor duly signed by the industry mentor.
- b. Twice a month faculty mentor will collect feedback from the organization.
- c. If there are any grievances from either side (internee or organization), it will be sorted out immediately by the intervention of the faculty mentor and or the Dean (Academics).
- d. Internship completion certificate with adequate feedback by the organization must be duly signed by the supervisor with organization's seal and sent to the School in a sealed envelope, or the organization may send in the report through e-mail to the Internship in-charge.
- e. Internee has to submit a final report (both soft and hard copy) of his/her work within 5 days after finishing the internship. Further, there would be an Internship Presentation on internee's return to the School.
- f. **Evaluation Criteria:** Evaluation is done based on internee's daily reports, weekly reports, industry mentor's feedback, presentation of valid internship certificate from the organization, class presentation, final internship report and any other parameters prescribed by the Dean (Academics) with the consultation of internship in-charge.

7.8 POLICY ON PLAGIARISM

7.8.1 **Definition:** Plagiarism is the passing off the thoughts or works of another as one's own. Plagiarism involves giving the impression that the student has thought, written, or produced something that has, in fact, been borrowed from another. This can be done in two ways, either by copying exactly what the writer has said or by summarizing or paraphrasing the ideas as your own. Copying the words or ideas of another in a piece of written work without acknowledgement of the original source, amounts to an attempt to claim them as one's own.

7.8.2 Where plagiarism is detected in a piece of submitted work it may be considered as academic misconduct. However, appropriate quotations and due acknowledgements of original sources that have been used as references may enhance a student's written work.

7.8.3 **Responsibility:** It is the responsibility of the students to ensure that their work is completely free of plagiarism as defined. Each faculty member shall develop guidelines for the presentation of assignments, reports and

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

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

- Minor matters of plagiarism may be dealt with by the faculty member;
- More serious matters including multiple allegations may be referred to the Student Disciplinary Committee at the Academics Dean's discretion.

7.8.5 Penalty: Each case shall be treated on its merits. The first minor infringements may be corrected by counseling or by the imposition of a penalty, as appropriate. Depending on the gravity of the matter, the penalty imposed may include a warning, resubmission, loss of marks, failure in a particular task or in a subject, or a charge of misconduct to be dealt with by the Student Disciplinary Committee.

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

7.9 FEEDBACK

7.9.1 Performance Feedback

- a) Instructors will give academic feedback to students periodically on their performance in person.
- b) Time to time instructors may caution the students if their grades/performance is falling.

7.9.2 The Faculty will communicate to the students, the grades of presentations, class-tests and other assignments normally within 10 days after the presentation or test or project or submission of assignment, as the case may be.

7.9.3 The Dean's Office will announce the final grades through the AIS.

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

7.9.5 BY STUDENT

- a) Student's feedback is taken for the faculty and the course before the completion of every course through AIS.
- b) If a student fails to give feedback through AIS, his/her grades will be withheld.

7.10 PERFORMANCE COUNSELLING/STUDENT MENTORSHIP

7.10.1 The University desires that all students be at ease and be confident in their learning experience. In case a student is facing difficulties to excel academically the University provides counselling help if one so desire.

- a) Students experiencing difficulties to perform well in academics may seek the guidance from respective faculty for performance improvement.
- b) Each student shall be placed under the guidance of a faculty advisor or mentor. Mentors will monitor regular growth of their mentees. Mentors will also help mentees to choose specialization and internship.
- c) The Dean's Office shall periodically communicate the performance/conduct of the students concerned to the respective mentor, who in turn shall appropriately act on the feedback and render counsel/guidance as necessary.
- d) Students may also seek advice/guidance of their mentor as and when they feel the need for such counsel.

8. EXAMINATION AND EVALUATION SYSTEM

8.1 Components of Evaluation

Each course may have following evaluation components:

| <i>Sl. No.</i> | <i>Components</i> | <i>Suggested weightage</i> |
|-----------------------|--------------------------|-----------------------------------|
| 1 | Quiz | 10% |
| 2 | Assignment | 10% |
| 3 | Mid semester exam | 30% |
| 4 | End semester exam | 50% |

- a. The above components are suggestive in nature and the concerned faculty has the discretion to make changes as may be suitable for a particular course. However, the component of end semester examination shall not be less than 40%.

- b. Project work / Dissertation / Practical will also be a component for award of final degree to a student. The evaluation of these courses will not have above components.
- c. The decision of the Dean (Academics) regarding segment of evaluation of a paper will be final. A student who needs clarification on his or her grades may discuss with the concerned faculty/ Dean (Academics) and Dean's office within a week of receiving the grades.
- d. Faculty will give feedback to students periodically on their performance through written comments on answer sheets or through individual meetings.

8.1.1 The final grades will be calculated by the Controller of Examination keeping in mind the evaluation criteria mentioned in the MoP in consultation with the faculty concerned for the course.

8.1.2 Students are required to strictly adhere to the deadlines prescribed for the submission of all written assignments, projects, and reports.

8.2 GRADING PATTERN

The Xavier University Bhubaneswar follows a grading pattern as mentioned below:

| Letter Grade | Grade Point |
|-------------------|-------------|
| O (Outstanding) | 10 |
| A+(Excellent) | 9 |
| A (Very Good) | 8 |
| B+(Good) | 7 |
| B (Above Average) | 6 |
| C (Average) | 5 |
| F (Fail) | 0 |
| Ab (Absent) | 0 |

8.2.1 Explanation: Under the changed guideline a student securing 6.7 will get a Letter Grade of B+ which is equivalent to numerical grade point of 7.00 instead of 6.7. Henceforth the faculty will award the final grade in letter grade such as O, A+, A, B+, B, C and F in a course as mentioned in the above Table. However, for sake of explanation the following Table may be referred.

| Letter Grade | Corresponding Grade Point (As per the new pattern, 2020) | Absolute Grade Point Range |
|--------------|---|-------------------------------|
| O | 10 | 9.00-10.00 |
| A+ | 9 | 8.00-8.99 |
| A | 8 | 7.00-7.99 |
| B+ | 7 | 6.00-6.99 |
| B | 6 | 5.00-5.99 |
| C | 5 | 4.00-4.99 |
| F | 0 | Below- 4.00 |

- A student obtaining Grade F shall be considered failed and will be required to reappear in the examination.
- For non-credit courses ‘Satisfactory’ or ‘Unsatisfactory’ shall be indicated instead of the letter grade and this will not be counted for the computation of Semester Grade Point Average (SGPA)/Cumulative Grade Points Average (CGPA)
- The Universities can decide on the grade or percentage of marks required to pass in a course and also the CGPA required to qualify for a degree taking into consideration the recommendations of the statutory professional councils such as AICTE, MCI, BCI, NCTE etc.,

Illustration of Computation of SGPA and CGPA and Format for Transcripts

BSc (Hons.) Program

| Course | Credit | Grade Letter | Grade Point | Credit Point (Credit X Grade Point) | SGPA (Credit Point/Credit) |
|---------------------|-----------|--------------|-------------|--|-------------------------------|
| Semester I | | | | | |
| C-1 | 06 | A | 8 | 48 | |
| C-2 | 06 | B+ | 7 | 42 | |
| AECC-1 | 02 | B | 6 | 12 | |
| GE-1 | 06 | B | 6 | 36 | |
| Total | 20 | | | 138 | 6.9 (138/20) |
| Semester II | | | | | |
| C-3 | 06 | B | 6 | 36 | |
| C-4 | 06 | C | 5 | 30 | |
| AECC -2 | 02 | B+ | 7 | 14 | |
| GE-2 | 06 | A+ | 9 | 54 | |
| Total | 20 | | | 134 | 6.7 (134/20) |
| Semester III | | | | | |
| C-5 | 06 | A+ | 9 | 54 | |
| C-6 | 06 | O | 10 | 60 | |
| C-7 | 06 | A | 8 | 48 | |
| SEC -1 | 02 | A | 8 | 16 | |
| GE-3 | 06 | O | 10 | 60 | |
| Total | 26 | | | 238 | 9.15 (238/26) |
| Semester IV | | | | | |
| C-8 | 06 | B | 6 | 36 | |
| C-9 | 06 | A+ | 9 | 54 | |
| C-10 | 06 | B | 6 | 36 | |
| SEC -2 | 02 | A+ | 9 | 18 | |
| GE-4 | 06 | A | 8 | 48 | |
| Total | 26 | | | 192 | 7.38 (192/26) |

| Semester V | | | | | |
|--------------------|------------|----|----|-------------|------------------------|
| C-11 | 06 | B | 6 | 36 | |
| C-12 | 06 | B+ | 7 | 42 | |
| DSE-1 | 06 | O | 10 | 60 | |
| DSE-2 | 06 | A | 8 | 48 | |
| Total | 24 | | | 186 | 7.75 (186/24) |
| Semester VI | | | | | |
| C-13 | 06 | A+ | 9 | 54 | |
| C-14 | 06 | A | 8 | 48 | |
| DSE-3 | 06 | B+ | 7 | 42 | |
| DSE-4 | 06 | A | 8 | 48 | |
| Total | 24 | | | 192 | 8.0 (192/24) |
| CGPA | | | | | |
| Grand Total | 140 | | | 1080 | 7.71 (1080/140) |

| Semester 1 | Semester 2 | Semester 3 | Semester 4 | Semester 5 | Semester 6 |
|--------------------------|--------------------------|---------------------------|---------------------------|---------------------------|--------------------------|
| Credit: 20; SGPA: 6.9 | Credit: 20; SGPA: 6.7 | Credit: 26; SGPA: 9.15 | Credit: 26; SGPA: 7.38 | Credit: 24; SGPA: 7.75 | Credit: 24; SGPA: 8.0 |

Thus, CGPA is

$$(20 \times 6.9 + 20 \times 6.7 + 26 \times 9.15 + 26 \times 7.38 + 24 \times 7.75 + 24 \times 8.0) / 140 = 7.71$$

Absolute grading pattern will be followed for BSc (Hons.) Mass Communication Program. Relative grading in the MA Mass Communication Program.

8.3 QUALIFYING STANDARDS

8.3.1 For the students of **BSc (Hons.) Mass Communication**, one has to clear every semester with a minimum of 40% in every course. At the end of the third year the minimum overall grade of a student should be at least C.

8.3.2 For the students of **MA Mass Communication**, one has to clear every semester with a minimum of 50% in every course. At the end of the second year the minimum overall grade of a student should be at least B.

8.4 DISQUALIFICATION

8.4.1 If a student fails in three or more courses in a semester and again fails to clear the courses in the supplementary exams conducted soon after, s/he is not being promoted to the next semester. Either student will be asked to leave the program or repeat the year as per the decision taken by the Dean (Academics).

8.4.2 In case for grave reason/failure, a student has to apply for re-test/supplementary examination to the Controller of Examinations through the Dean (Academics), by paying an examination fee of Rs. 1000/- for each course in the first attempt and Rs. 2000/- in the case of second attempt. The decision to allow any student who fails even after two given chances is reserved with the Dean (Academics).

8.4.3 Grace Mark: Grace Mark/s will be given to those candidates who by receiving the same are able to clear final year end semester examination to qualify for the award of degree in case of failure in one course.

8.4.4 Aggregate grace marks awarded shall not exceed 2% of the total marks of end semester examination subject to the condition that grace marks in any particular course shall not exceed 10% of the maximum marks for that course.

8.4.5 The grace mark so awarded to a student will be deducted from another course where the student has secured highest mark in that semester, keeping the aggregate mark of the student unchanged.

8.5 CLARIFICATION/RE-EVALUATION

(a) A student seeking clarification on any grade awarded to him/her may meet the Instructor concerned within one week of publication of the grade.

(b) Re-evaluation of examination or semester papers is normally not allowed. In exceptional case a student concerned should appeal with reason for re-evaluation to the Dean (Academics) within two weeks of the publication of the grade. The Dean (Academics) will forward the request to the faculty concerned. In case, if a student is not satisfied with the decision of the Instructor, s/he can appeal to the Academic Committee through the Dean (Academics) within 2 days of receiving the professor's decision. Should a re-evaluation be done, the student concerned would have to accept the decision of the instructor/Dean (Academics).

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

8.6 NECESSARY QUALIFYING CRITERIA

(a) Where a student has missed an end semester examination due to absence with prior permission of (or intimation to) the Dean (Academics), s/he should arrange with the Instructor concerned a make-up examination to be conducted by the Controller of Examination at the next semester end examinations.

(b) Uninformed absence in the end semester examination will fetch 'F' grade in that segment or in that course.

(c) End semester examination (for theory papers) will be pen and paper based. In case of any student missed the end term exam for a genuine reason, s/he may be given chance for a re-test at the end of semesters 2, 4, and 6 after paying the prescribed re-examination fee.

(d) If a student fails to make-up missed-out end semester examination(s) within the time specified as above, s/he will be awarded 'F' grade for that course or for that

segment of evaluation. Dean's Office shall refer the list of such cases to the faculty concerned. No arrangements thereafter will be made for a re-test.

8.7 MODE OF CONDUCTING EXAMINATION

Examinations such as quiz, mid semester and end semester examination may be conducted both in offline and online mode. A student is supposed to be in full preparedness to appear the examination in both online and offline mode.

- i. Under offline mode, a student will appear the examination in examination hall. The end semester examination must be pen and paper based i.e. in offline mode. However, under exceptional conditions, the end semester examination may be conducted in online mode with the approval of the Dean (Academics).
- ii. The Online examination may be through AIS or through any electronic media. The student may also require appearing the examination by installing web camera.

8.8 EXAMINATION AND DECLARATION OF RESULT

- i. **Publication of result:** The final semester examination of each program will be published within 30 days of the completion of the examination.
- ii. **Pass Mark:** A student must secure minimum grade point of 5 (equivalent to Letter grade – C) in individual courses to pass a semester.
- iii. **SGPA** – A student must secure minimum SGPA of 5 in order to pass in a semester
- iv. **CGPA** – A student must secure minimum CGPA of 5 in order to graduate in a program
- v. **Award of Honours:** A student must secure minimum grade point of 5.5 in aggregate in Core Courses and Discipline Specific Electives courses to be awarded Honours in a particular stream. However, the name of the courses to be taken for award of Honours will be notified to the students by the Dean's office.
- vi. **Distinction:** A student securing final CGPA of 7 and above in aggregate shall be awarded Distinction.
- vii. **Ranks and Medals:** Ranks and medals will be only awarded to those students who have passed the entire course in the first attempt.
- viii. A student who has not secured an aggregate of SGPA of 5 in a semester shall have to repeat the entire semester. However, if s/he has secured more than 6 Grade point in a particular course then s/he will be exempted for re-appearing in that course though s/he has failed to secure the aggregate in a semester.

8.9 SUPPLEMENTARY, SPECIAL EXAMINATION AND NUMBER OF CHANCES

- i. If a student is marked 'absent' in any sitting(s) of an examination, then such a student shall have to appear in that course(s) for declaration of her/ his result. The semester or final result will not be declared for a student who has remained absent (including those who have been debarred) in any of the course in the end semester examination.
- ii. A student failing to secure a minimum of grade point of 5 in a course(s) may be allowed to appear in those course(s) in a supplementary examination for not more than two chances to clear the backlog paper(s) on payment of prescribed fees. The supplementary examination schedule shall be announced by the Controller of Examination office.
- iii. A student will appear supplementary examination which will be a comprehensive one and the examination will be conducted for full mark of the course and will cover the entire syllabus of the course.
- iv. Special examination will be conducted with the approval of the Dean (Academics) in case of grave personal tragedy or hospitalization of the student. The student has to approach the Controller of Examinations for conduct of special examination after it has been approved by the Dean (Academics) of the school. The special examination will be conducted for the component that the student has missed.
- v. In case of a student repeating a course, his/ her latest mark will be considered.
- vi. A student who is debarred due to shortage of attendance will not be allowed in the semester examination as well as the supplementary examination following semester examination. However, he/she will be allowed to appear the said examination with the junior batch students. A debarred student will be allowed to appear for two more chances to clear the paper.
- vii. A student can not avail the supplementary chance if he / she has not appeared in the end-sem. examination of that semester. Students, in their own interest, are required to appear in all quizzes, and examinations as per schedule.
- viii. The first Supplementary examination will be conducted within one month of publication of result. On failing in first supplementary, the student will be allowed to appear for second supplementary with the junior batch of students.
- ix. A student has to register for supplementary examination within one month of the publication of result by paying the prescribed fees which is Rs.1000/- for first chance and Rs.2000/- for appearing the second supplementary.

Re-admission: Any student who has discontinued his/her studies for more than 2 consecutive semesters cannot seek re-admission. However, under extra-ordinary cases such students may be allowed re-admission with the approval of Registrar.

8.10 CODE OF CONDUCT DURING EXAMINATION

The university attaches great importance to proper conduct of a student during examinations i.e. quizzes, mid semester and end semester. The code of conduct is applicable to both online and offline examinations. It is expected that all students will behave in a responsible manner and will refrain from any unethical practices. Any deviation from the prescribed code of conduct will be seriously viewed and punishment as laid in the Examination rule will be imposed on the erring student. A student at Xavier University must abide herself/ himself to the following 'code of conduct' during examinations

- i. A student should report at the examination hall at least 15 minutes before the scheduled time of the exam. A student will not be ordinarily allowed into examination hall after the starting of the examination. However, under no circumstance a student will be allowed into the examination hall after 10 minutes of the commencement of examination.
- ii. Each student is expected to bring their own writing equipment/aid including ruler, calculator, etc., into the examination hall, as permitted by the Instructor. Exchanging/borrowing of writing equipment/aid from other examinees is not permitted at any time during the examination. Any violation of this code will be considered as a serious offence. However, the invigilator may help a student to acquire a pen or pencil if required, without disturbing other students.
- iii. Carrying of mobile phones or any electronics device including smart watch into the examination hall is strictly prohibited. Students are not allowed to keep mobile phones / electronics gadget with them even in switched off or silent mode during examination. If a student has any electronics gadget/mobile phone with him/her then she/he must deposit it with the invigilators before the examination begins. Invigilators may receive the mobile phones, but the invigilator will not be held responsible for loss of any phone. Students are, therefore advised to refrain from carrying phones to the examination hall. If necessary, students shall be frisked and then be allowed inside the exam hall. If any student is found with a mobile phone in the examination hall, then punishment as laid down in this rule will be imposed.
- iv. All tests are "closed book" unless explicitly specified otherwise by the faculty concerned with prior intimation to the Dean's Office and the Controller of Examinations Office. No paper, books, or notes, etc. are allowed into the examination hall, except when the test is declared to be "open-book".
- v. Any notes/incriminating documents found in possession or recovered from students or any exchange of remarks, notes or purposeful gestures, or glances at another student's paper in the examination hall will be considered as an attempt to cheat and will be treated as a malpractice. The invigilator will report this to the Controller of Examinations in the prescribed form where both the student and the invigilator are required to sign. The invigilator can

take away the answer paper temporarily or ask the students to change the seat or take any other suitable action as deemed fit.

- vi. Except for essential communication with the invigilator, a student is not permitted to communicate in any form with anyone during the examination. Passing or receiving information in any form or peeping into the answer books of others during the examination constitutes misconduct and is strictly prohibited. A student, who assists or abets giving or passing of information, in any form whatsoever, will be considered as guilty and punishable as the one receiving it.
- vii. No student will be allowed to go to washroom during examination particularly if the examination is less than 60 minutes. However, in case of any exigencies only, the student may be allowed to go to washroom by the invigilator, but this will be after recording the time by the invigilator.
- viii. Only one person at a time will be allowed to go out of the examination hall to the washrooms. The invigilator will monitor the students and may record the time taken by the student in the washroom.
- ix. Students must fill the particulars such as name, roll no., etc. on the cover page of the answer booklet as soon as it is distributed, before proceeding to answer any question. The same will be the case with every additional booklet used.
- x. Students must stop writing, as soon as the invigilator signals the end of the time allotted for the examination.
- xi. No examinee will be allowed to leave the examination hall before submitting the answer sheet personally to the invigilator.
- xii. Any action to undermine the seriousness of examinations such as appearing in fancy dress during the examinations shall not be allowed.
- xiii. Any violation of the norms of examination will be considered a serious offence and an act of misconduct and will be reported in the prescribed format by the invigilator to the Controller of Examinations for necessary action.
- xiv. In case of any violation of the code of conduct, appropriate action will be taken as mentioned below.
- xv. An Examination Disciplinary Committee (EDC) will be constituted to look into any violation that is reported.

xvi. The EDC will comprise of the Controller of Examinations, the Dean (Academics) of the concerned School and the Dean (Academics) of another school. The concerned faculty member, in whose paper there is an allegation of misconduct, may be invited to be a part of the EDC.

xvii. An illustrative list of the kinds of penalties that may be imposed in case of misconduct during examinations are listed below. The EDC may decide to impose penalties depending on the nature and seriousness of the misconduct

8.11 PENALTIES IMPOSED FOR MISCONDUCT IN THE EXAMINATION

The EDC after conducting the inquiry may recommend the following punishments. However, the student concerned must be heard by the EDC before imposing the punishment.

| OFFENCE | PUNISHMENT |
|---|---|
| Talking to another student in the examination hall. (both in offline/ online exam.) | Warning by the invigilators and immediate change of seat. On second recurrence, the invigilator will report to Controller of Examinations. The Examination Disciplinary Committee (EDC) may impose a penalty of deduction of marks up to 50%, secured in that course. |
| Possession of chits/ notes/ books/ copies or any unauthorized materials relating to the exam. | Examination of the particular course may be cancelled. The EDC may impose a penalty of deduction up to 50% marks secured in that course. If charge is found to be serious enough then the student will be imposed a penalty of "I" (Incomplete)". S/he will have to clear the paper in the next available semester/ semester along with the junior batch. |
| Possessing mobile phone in switched off mode during examination. | The EDC may recommend for 50%-mark deduction in that course. |
| Browsing through mobile phone or mobile phone in switched on mode | Examination of the particular course may be cancelled. |

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| during examination | <p>If charge is found to be serious enough then the student may be imposed a penalty of “I” (Incomplete)”. S/he will have to clear the paper in the next available semester/ semester with the junior batch.</p> |
| Impersonation | <p>Entire examination of both the students is to be cancelled after an investigation into the matter. The student will be imposed a penalty of “I” (Incomplete S/he will have to clear the paper in the next available semester/ semester along with the junior batch.</p> <p>The EDC may recommend for suspension of the student from University.</p> |
| Misbehavior in any form towards invigilator. | <p>Examination of the particular course may be cancelled.</p> <p>The EDC may deduct up to 50% of marks. If the charge is found to be serious enough then EDC may also impose a penalty of “I” (Incomplete S/he will have to clear the paper in the next available semester/ semester along with the junior batch.</p> |
| Refusal to give written statement about the incident when demanded by examination related officer/invigilator. | <p>Examination of the particular course may be cancelled with a scope to repeat</p> |
| Misbehavior to any officer/staff associated with examination. | <p>Examination of the particular course may be cancelled.</p> <p>The EDC may deduct 50% of marks. If the charge is found to be serious enough then EDC may also impose a penalty of “I” (Incomplete S/he will have to clear the paper in the next available semester/ semester along with the junior batch.</p> |

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| Unauthorized use of any other type of electronics device / media. | The EDC may recommend for 50%-mark deduction of the secured mark. |
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In addition to the above punishment for the offence, the EDC may also impose following penalties.

- a. Monetary fine up to Rs. 5000/-
- b. Informing the parents / guardians of the concerned student.
- c. Informing to the higher authority of Xavier University Bhubaneswar for further action.

8.12 ADMISSION TO HIGHER CLASS AND SEMESTER

- i. A student who has secured required percentage of grades/ attendance in the lower semester will be promoted to the next higher class.
- ii. A student will not be promoted to a 3rd semester (2nd Year) if he has 4 full credit back-papers in 1st and 2nd Semester.
- iii. A student will not be promoted to a 5th Semester (3rd Year) if he has 4 full credit back-papers in 3rd and 4th Semester.

8.13 DEGREE AND TRANSCRIPTS

- a. At the end of the sixth/fourth semester, the Degree will be awarded to those who have fulfilled all the conditions and requirements for the award of degree.
- b. Successful students will be awarded degree on the University's Annual Convocation day. All students who qualify for the Degree are expected to attend the Convocation. Under exceptional conditions the degree certificate may be sent to the student by post/ courier.
- c. The award of Degree shall be withheld for non-payment of dues and non-settlement of accounts with the University or any establishment functioning under the University.
- d. A student may be issued Provisional degree certificate after the successful completion of the program but before the issue of final degree certificate.

8.13.1 Duplicate Transcript/Degree:

In case of loss of original Degree/Transcript, a duplicate copy can be obtained on submission of a court affidavit and on payment of fees as applicable at the time of application. The application is to be addressed to the Registrar, Xavier University Bhubaneswar.

8.14 MEDALS

For outstanding academic/all-round performance, medals are presented at the time of the Convocation; subject to the condition that the award-winning student has qualified for the Degree and has not violated the academic discipline of the program at any time during his/her tenure at the University. Vice-Chancellor reserves the right to award medals.

- Vice Chancellor's medal for the best all-rounder
- Vice Chancellor's medal for academic excellence

8.14.1 Selection criteria for University medals

- a) Student should not have failed in any course during his/her entire academic program.
- b) Student should not have any history of indiscipline during the program and also not subjected to the disciplinary action by the Dean (Academics)/University Disciplinary Committee.

9. USE OF XCOMM STUDIOS / COMPUTER LAB / EDITING LAB

9.1 PROCEDURE FOR USING AUDIO- VIDEO STUDIOS

All the students are expected to follow the policy/rules of the studios/lab prescribed by the Dean (Academics)/Studio in-charge. Students can use the studios and lab facilities for learning and enhancement of knowledge and skills. Any student who wants to use the audio or video studio outside the teaching hours or for any practical work, has to sign the Equipment Use Contract/Facility Use Contract, which is available at the equipment office. This must be duly approved by the Dean (Academics), XCOMM/ in-charge of Studios. Students are allowed to take/use equipments inside or out of studio only after obtaining the written permission through contract form.

9.2 USE OF COMPUTER LAB

Besides the class hours, any student using computer lab has to make an entry in the 'lab record' his/her entry and exit time. No student is permitted to take away any software, hardware or any part of any equipment outside of the lab or to manipulate the settings of the systems or software. No one will be allowed to copy any of the materials/media content for either news feature or short fiction film for any other purpose from either the computers or hard discs.

9.2.1 When in Computer Lab

Do's

- Write down proper information in the log register and sit in the allocated computer systems only. Login (Open the computer system) with proper credentials (user – STUDIO).

- Maintain silence inside the lab. Mobile phones should be in Silent/Switch off mode. Keep your Bags/Books outside the lab.
- Maintain discipline and do your allocated task only. Properly turn off the computer system and any Bluetooth device (Keyboard & Mouse) when you leave the lab.
- Use your personal Pen Drive/Hard Drive for any project.

Don'ts

- No food or beverages allowed in the lab. No personal Laptops/Tablets/Mobile phones/Bags are allowed inside the lab.
- Do not change any settings/Files of the computer system. Do not create any folder or files on any systems.
- Do not browse any Malicious/Forbidden sites in the lab. Do not install or download any software or modify or delete any system files on any lab computers.
- Access to social networking sites in the lab is strictly prohibited unless directed by the faculty teaching a particular course.
- Do not place any project file on the desktop of the system.

9.2.2 Use of studio equipment/ Studios and Lab Policy

- a) Any student, who wants to use any equipment for his/her individual or group practical/assignment outside the studio, is expected to follow the procedure stated in: 9.2.1
- b) Reservation of studio for project works should be made two days in advance. Requests for studio booking has to be routed through faculty teaching that course. Last minute reservations and requests will be made upon availability and at faculty/staff discretion.
- c) The following is the usual priority for facility use: academic, co-curricular and productions Sometimes this priority will be changed upon discretion of the /Dean (Academics)/ in-charge of studio.
- d) Students are only allowed to checkout equipment that they have received training on, either within classes, formal workshops, or self-scheduled sessions with the technical staff.
- e) Equipment can only be checked in and out Monday through Saturday, between 9 am – 5 pm, or by appointment. Equipment can be checked out for only one day at a time. Equipment that has not been requested by other users

can be renewed, but students must bring equipment physically back to the equipment office during checkout hours to be inspected by the staff.

- f) No student is permitted to keep any equipment, parts of equipment, software or hardware under their custody. However, exceptions can be considered only in consultation with the Dean (Academics) and the Studio in-charge. The equipment taken out of the studio or lab should be returned by the prescribed time to the lab technician. If any student is to return the equipment, s/he will have to pay a fine of Rs. 500/- per hour.
- g) It is the responsibility of all borrowers to inspect equipment upon checkout to ensure it is in proper condition and contains all accessories – if damaged or missing parts are not identified upon checkout, it will be assumed to have occurred during the user's possession.
- h) Borrowers are expected to return equipment in the same condition they received it. If equipment is returned in damaged or incomplete condition due to student neglect, or not returned at all, student(s) will be charged appropriate replacement costs for the equipment, and subsequent borrowing and usage privileges will be suspended until charges have been billed. The decision of the Dean (Academics) will be final and binding.
- i) No student is permitted to bring non-XCOMM members inside the audio or video studio or computer lab to undertake any work of the student or part of the work taken up by the student. However, entry to the studio will be allowed only if they come as artists/performers as part of the project as and when necessary in consultation with the project in-charge, Dean (Academics) and the Studio in-charge.
- j) Negligent and unprofessional use of equipment violating these policies will have a direct impact on grades of the courses with a production component.

9.2.3 Use of Studio Floor

- a) ABSOLUTELY NO FOOD, DRINKS, SMOKING, GUM CHEWING will be allowed inside the studio, action area, production control room, green room, edit suites, audio studio and voice booth. If there is a need for dramatic purposes for drinking (water), smoking, gum chewing, or pets, seek approval from the Dean (Academics)/studio in-charge in advance.
- b) Items are not to be affixed to the studio walls and/or screens. No writing on the walls, windows or screens. For the dramatic purposes, attaching any items, pictures, posters, banners etc., to the lighting grid, requires prior notice and staff assistance. Items are to be attached at the beginning of a scheduled period and they must be removed at the end of that scheduled period.
- c) Heavy items are not to be dragged over the floors. Handle all the equipments inside the studio carefully.

- d) Spraying of any kind is not allowed in the studios, i.e.: hair spray, dulling spray, painting etc. All cue tape marks on the floors are to be carefully removed at the end of the scheduled period.
- e) If you bring in personal props, costumes, etc. they must be removed at the end of the scheduled period. Ask for assistance if at all unsure about how to interconnect any studio equipment.
- f) After individual or class use, studios will be inspected. Any failure to follow the proper use & care will be treated as violation. If violations are repeated, the violator(s) will not be allowed to use the facilities in future.

10. PAYMENT OF FEES

10.1 Students shall pay the prescribed fees before the day of registration as instructed in the admission offer letter. Students have to produce fee payment slip during the time of registration. Anyone failing to produce the fee payment slip on the day of registration will not be allowed to register for the program. Fee refund rules will be applicable as per the admission offer letter.

10.2 The fees of the University are usually announced in the Admission Bulletin or Admission Call letter. However, the fee structure is liable to changes as and when necessary through appropriate notification. Fees for each Academic year must be paid by the due date specified in the Academic Calendar. Student who fails to pay the fee prior to the prescribed date of registration, a late payment fee of Rs. 500/- per day will be charged, subject to a total of maximum Rs. 5000/- (five thousand).

10.3 There are banks that will be ready to give education loans to study in our University. School may issue admission confirmation letter with fee details to the applicant/bank, if necessary.

10.4 In order to get the payment receipt you may mail to fee@xub.edu.in with your payment details or collect the receipt from Xavier University Bhubaneswar Accounts Office.

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

10.6 Penalty for Default in Payment of Fees: Students will not be allowed to register for the term if s/he has not paid the fees for the academic year.

10.7 No certificate of any kind or Degree will be issued to a student who has not cleared his/her dues. A No Dues Certificate (NDC) form can be obtained from the Accounts Office and the clearance is to be obtained in written endorsement thereupon, from Library, Mess/Canteen, Reception, Accounts. The duly completed NDC is to be submitted to the Dean's Office, before the student leaves the Campus after the completion of the sixth semester and fourth semester examinations.

10.2 Refund of Caution Deposit

(a) Caution deposit will be released only after the clearance of all dues and after obtaining the degree certificate.

(b) Irrespective of the reasons for withdrawal of the student from the University's rolls before completion of the program, voluntary or otherwise, no other fees deposited with the University except the caution deposit is refundable.

11. MISCELLANEOUS

11.1 Railway Concession: Student's railway concession certificates are issued by the Dean's Office to full time students (who in age are not older than 24 years and are not wage-earners or housewives) only for going home or for summer placement training during vacations. Concession orders will be issued only during the vacation of the University. The student's concession is not to be given before the vacation commences.

The term 'home' denotes – "The place where the parent (or if no parent is alive, the student's guardian) normally resides. When the parent is alive, the question of using the concession for visiting the 'guardian' does not arise."

11.2 Air travel Concession: Concession forms may be obtained from the Indian Airlines Office and submitted to the Dean's Office for certification, after affixing a passport size photograph of the applicant. Eligibility rules for air concessions are the same as for Railway Concessions mentioned in 11.1 above.

11.3 Extra Curricular Activities

The University encourages students to participate in extra and co-curricular activities for the all-round growth in addition to academic accomplishments. Enough scope exists in the Campus for extra-curricular pursuits such as sports, social service, book club, music, seminars, debates, quizzes and contests, area specific drives, etc.

11.4 General

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

11.4.2 Each student is responsible for his/her belongings like laptop, Cameras, or any other electronic items. The School of Communications is not responsible for any loss or theft in the campus. The responsibility for the loss/theft lies on the students.

11.4.3 Dress Code: Students are expected to come to class decently dressed with business casuals/smart casuals. For presentations/guest talks and special events (conferences, conclave, seminars etc.) students are expected to come in formals/business formals.

12. CAREER ADVISORY SERVICES & INTERNSHIP COMMITTEE

- a. Career Advisory Services & Internship Committee is purely a student driven activity, assisted by the faculty mentors. The Career Advisory Services & Internship Committee office assists the students in planning their internships and industry experience.
- b. Although the University shall make every attempt to facilitate the process of getting each student an internship, which may match one's interest, it cannot be taken as a matter of right.
- c. As a matter of policy, the academic work of the students will take precedence over other activities.

13. FACULTY

RESIDENT FACULTY

Dr V. Vijay Kumar, Dean (Academics) - Acting
Fr Alwyn Rodrigues, SJ
Dr Anamika
Ms. Arpita Saha
Dr Jyoti Ranjan Sahoo
Dr Nadira Khatun
Mr. Nirmalya Baral
Dr Purnima Anjali Mohanty

TECHNICAL STAFF

Mr. Pramod Saha, Technical and Production Assistant
Mr. Ratiram Khakha, Technical Assistant

VISITING FACULTY

Mr. Amit Sen, Film Director, Kolkata
Ms. Anu Sinha, Head, Department of Advertising & Marketing, XIC, Mumbai
Mr. Anupam Barve, Filmmaker, Mumbai
Mr. Ashijit Ganguli, FTII, Cinematographer, Kolkata
Mr. Ashoke Viswanathan, FTII, Film Director, Actor & Film Critic, Kolkata
Mr. Dhruvajyoti Pramanik, Senior Editor, TV 18 Broadcast Limited, Kolkata
Mr. G.S. Manju Rathan, Video Editor & Graphic Designer, Chennai
Dr George Vallocheril, SJ, Visiting Faculty, Marquette University, USA
Mr. Hudson Taylor, Sound Engineer, Hyderabad
Mr. John Livingstone, Visual & Image Editor, Hyderabad
Ms. Jyoti Mishra, Senior Anchor, India TV, Delhi
Dr K. P. Shreekumar, Event Management, Pune
Mr. Luke Mendes, XIC, Mumbai
Mr. Nimesh Vohra, Arts & Aesthetics, Bangalore
Ms. Novena Bothaju, PR & Corp. Communication Practitioner, Cuttack
Mr. Pradyuman Maheshwari, Editor in Chief and CEO, MxM India, Mumbai

Mr. Rajat Ghosh, Ace Photographer, Mumbai
 Mr. Satyanarayan Mahopatra, Graphic Designer, Bhubaneswar
 Ms. Shruti Bora, Film & Video Editor, Mumbai
 Mr. Velu Shankar, Media Consultant, Tamilnadu

14. CONTACT INFORMATION

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| Controller of Examination | 7710 | 0674-237 7710 | coe_office@xub.edu.in |
| Registrar's Office | 7889 | 0674-237 7889 | registrar_office@xub.edu.in |



For the Greater Glory of God

New Campus

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