



St. Xavier's College (Autonomous), Kolkata

Established in 1860

Autonomous College (2006), College with Potential for Excellence (2006),
College of Excellence (2014), College with a Special Heritage Status (2015),
A++ College with 3.77 CGPA (2017), ISO 9001:2015 Certified

Department of Commerce (Morning)

NOTICE FOR FIRST YEAR (SEMESTER I) STUDENTS

- Induction and Orientation Program will be held on 11 September 2021 (Saturday) from 9:00 a.m. to 10:30 a.m. on MS Teams.
- Regular classes will commence from 13 September 2021 (Monday) on MS Teams from 6:30 a.m. to 10:15 a.m.
- Introduction to the Different Facilities and Societies of the College will be held on 18 September 2021 (Saturday) from 9:00 a.m. to 10:30 a.m. on MS Teams.

ROOM ALLOCATION

Please find attached the **Room allocation according to roll number**. Locate your allocated room.

ONLINE PLATFORM

Classes will be held using the platform, **Microsoft Teams**. Kindly note, the **individual login id and password** are attached with the mail **for your room**. The steps to be followed are:

- Login in with the password provided. **You will be prompted to change the password. Please do so and thereafter, KINDLY MEMORISE (AND PRESERVE, IN WRITTEN FORM) THE NEW PASSWORD FOR ALL FUTURE REFERENCE.**
- After login, click on the **Calendar icon** available on Microsoft Teams Interface.
- Click on **JOIN icon** against the scheduled session/period.

MS Teams technical issues:

On a given day, due to technical glitches, if you are unable to login please check with your ISP or your system. Only if problem persists and you are unable to attend classes, email at vpcomm@sxccal.edu with the following details:

Name	
Room Number	
Roll Number	
MS Teams user id	
Mobile number	
Nature of the MS Teams problem, in brief	

CLASSES

The room wise online class schedule or time table is included with this mail. There will be four classes every day of **45 minutes** each with a BREAK OF 15 MINUTES in between. The class timings will be as follows,

First Period	6:30 a.m. to 7:15 a.m.
Second Period	7:30 a.m. to 8:15 a.m.
Third Period	8:30 a.m. to 9:15 a.m.
Fourth Period	9:30 a.m. to 10:15 a.m.

IMPORTANT INSTRUCTIONS

*Online classes will be held, as per the class schedule provided, from **Monday to Friday**.*

*Online Continuous Internal Assessment seminars/webinars/tutorials/Modern Indian language classes will be held on **Saturdays**.*

Students are expected to login at least 5 minutes prior to the commencement of the class/CIA Seminar.

Students are expected to be punctual and regular.

Students must be appropriately dressed, as per rules of the College, during online classes.

Ensure you regularly login to Microsoft Teams and check for notifications from your professors.

Students are expected to have access to stable internet connection for the class. You may be sharing internet bandwidth at home. Request others to limit streaming apps and large downloads when you join the class.

Kindly ensure your device must be sufficiently charged.

Students will be restricted from joining while the class is in progress.

Students must mute the mic on their device once they join the class/session, unless you are specifically instructed by your professors. Mobile phones must be kept in silent mode.

During the class, in case of a doubt, students are advised to click the button 'Raise your hand' (which is available on the screen) and wait for your turn.

Students are expected to complete any pre-assigned reading and come prepared for the class. Please ensure you download and save the required reading material, PowerPoint presentations, and other content for your future references.

MODERN INDIAN LANGUAGE – HINDI/BENGALI/ALTERNATE ENGLISH

Hindi: Hindi classes will be held as provided in your time table.

Bengali/Alternate English: Students who have opted for Bengali/Alternate English will have their classes **EVERY SATURDAY (commencing from 25 September, 2021) from 9 a.m. to 9:45 a.m.** on MS Teams. Such students need **NOT attend the Hindi Classes**.

Bengali	Room 10	Prof. S Mandal
Alternate English	Room 27	Prof. R Sengupta

STUDENT HANDBOOK

Relevant information is available in the handbook for first year students. The link is as follows:

https://drive.google.com/file/d/1YubpUaFWh7D8AQum_BIwh9ScWRcKaAa8/view?usp=sharing

STUDENT ATTENDANCE

Student attendance is automatically captured and generated by the system. Details of students attendance will be available on the College website – Student section. The link is as follows:

https://online.sxccal.edu/WebAttn_BCOM/Attendance.aspx

In case of illness, a student must inform the Vice Principal, by email, with medical documents. Students without the required minimum attendance may NOT be allowed to write their semester examinations.

CHECK WEBSITE

Students are requested to **check the college website, student section**, regularly. The link is as follows: <https://www.sxccal.edu/students-section/>

ROOM MENTOR

Every room has a professor to help you, in case of any difficulty. Please approach them, if needed.

ACCESS TO ONLINE RESOURCES

Students will be provided with access to online resources and we will email the details, shortly.

COMMUNICATION WITH FATHER VICE PRINCIPAL AND THE OFFICE

Students, please note that only official communication (including requests/applications seeking permission) should be mailed at vpcomm@sxccal.edu

Phone numbers	
B.Com. Morning Office	033 2255 1204
Fr. Vice Principal	033 2255 1202 / 033 2287 7725
Dean	033 22551203

We are concerned about your health and academic wellbeing. We will do all the necessary academic follow up to help you. We look forward to supporting you in your transition back to class.

Date: 10 September 2021

Rev. Fr. Joseph Kulandai, S.J.
Vice Principal