



St. Joseph's Institute of Management

Student's Handbook
PGDM 2020-22

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The College Crest

Encircling the coat of arms, the Crest sports two scrolls, one above the crown, in which is inscribed the motto of the college in Latin - *Fide et Labore* meaning 'By Faith and Toil', and the other beneath palm leaves, with the name of the institution. The shield at the centre bears a Cross which symbolises Christian faith, and the two bees on either side of the lower part of the cross depict tireless work. The palm leaves encasing the shield are the sign of victory, and the crown above, the crown of glory.

The College Motto *Fide et Labore* is an invitation to our students to make a commitment to God, to fellow human beings and to intellectual pursuits. Success is the assured outcome of hardwork.



Contents

1	SJIM: Vision, Mission and Values	4
1.1	Vision	4
1.2	Mission	4
1.3	Values	4
1.4	Program Educational Objectives	4
1.5	PGDM Program Outcomes	4
2	The Josephite Ideal	4
3	Aims and Objectives of the Institution	5
4	Preparing for a Corporate Career	5
5	Jesuit Vision	5
5.1	Campus Ethos	5
5.2	Team Work and Mutual Relations	6
5.3	Functional Guidelines	6
6	Dress Code	6
6.1	Dress Code Guidelines	7
7	Use of Mobile Phones	7
8	List of Faculty	8
8.1	Core Faculty	8
8.2	Visiting Faculty	9
8.3	Placement Services	9
9	Library and Administrative Staff	9
10	College Working Hours	10
11	List of Holidays 2020	10
12	Course of Study	10
12.1	Choice of Courses	12
12.1.1	First Year	12
12.1.2	Second Year	12
13	Evaluation Norms	13
13.1	Credits for each Course	13
13.2	Courses	13
13.3	Evaluation - I PGDM	13
13.4	Evaluation - II PGDM	13
13.5	Institution Policy on Course Evaluation	14
13.6	Improvement Examinations	14
14	Non-Credit Courses	14
15	Computation of Cumulative Grade Point Average	15
16	Calculation of TGPA and CGPA - An Example	15
17	Rules of Promotion to the Second Year	16
18	Rules for Passing the Second Year	16
19	Award of Post Graduate Diploma	16
20	Eligibility for Placements	16



21 Attendance Requirements	16
21.1 Leave for Absence on Medical Grounds	17
21.2 Late Comers	17
21.3 Online Attendance Record	17
22 Make-Up Quizzes and Exams	17
22.1 Fees	18
22.2 Penalty	18
23 Rural Immersion Program	18
24 Industry Internship Project	18
25 Classes, Exams and Related Matters	19
26 Revaluation of Examination Answer Scripts	19
27 BME Presentations	19
28 Question Paper Format - Mid-term Test	19
29 Question Paper Format - Final Exam	20
29.1 Portion for the Final Exam	20
30 Toastmasters Clubs in SJIM	21
31 Disciplinary Committee	21
31.1 Disciplinary Offences	21
31.2 Rules	21
31.3 DAC and Appellate Committee	22
32 Internal Complaints Committee (ICC)	22
33 Grievance Redressal Committee	23
34 Anti-Ragging Committee	23
35 Committee Under the SC / ST Prevention of Atrocities Act, 1989	23



1 SJIM: Vision, Mission and Values

1.1 Vision

To be a management institute of excellence committed to nurturing responsible business leaders having concern for the society and environment

1.2 Mission

- To impart contextual management education focused on ethics and social issues
- To produce impactful research
- To promote institute-industry interface on a continual basis
- To employ teaching pedagogy that promotes critical thinking, innovation and entrepreneurship

1.3 Values

- Uncompromising integrity & honesty
- Inclusiveness & tolerance
- Passion for excellence
- Commitment to students
- Creativity & innovation
- Jesuit spirit of 'Magis'
- Service to society
- Ethical Conduct

1.4 Program Educational Objectives

- To equip students with theoretical and application-based management education
- To inculcate the desire to pursue lifelong learning
- To develop capabilities for effective communication, presentation, teamwork and leadership skills
- To develop industry ready graduates with emphasis on integrity, ethics and social responsibility

1.5 PGDM Program Outcomes

- Apply knowledge of management theories and practices to solve business problems.
- Foster Analytical and critical thinking abilities for data-based decision making.
- Ability to develop Value based Leadership ability.
- Ability to understand, analyze and communicate global, economic, legal, and ethical aspects of business.
- Ability to lead themselves and others in the achievement of organizational goals, contributing effectively to a team environment.

2 The Josephite Ideal

You are a student of a 160-year-old group of Institutions that has over the years trained thousands of young persons, preparing them for life and presenting them to community, society and the nation. You have offered yourself to be trained here so that, using to the full, the opportunities that you will be presented; you may develop your God-given talents and prepare yourself to serve your fellow human beings.

Although St. Joseph's Institute of Management is a minority Institution and is run primarily for the education of Catholic youth, everyone is welcome here without distinction of caste and creed, in a fellowship of peoples of all faiths.



3 Aims and Objectives of the Institution

In keeping with the traditions of the Society of Jesus, which runs this Institution, and in line with the spirit and the needs of the times that we live in, the College aims at the integral formation of its students helping them to become men and women of substance. The College does this by:

- Striving for excellence in learning, creative and practical thinking and co-operative leadership in Management
- Facilitating and enabling personalization of genuine ethical values
- Imbibing a practical awareness of the prevailing socio-economic conditions and making a commitment to the development of India

Your education in this Institution would be meaningful only to the extent that you personalise and strive to achieve these goals. What the College can do is assist you to realise your hidden potential and be a mentor to you in the task of forming an integral personality, where your faculties and qualities will find harmonious development.

4 Preparing for a Corporate Career

We have termed the following rules and regulations "Guidelines" with the sincere wish that students will personalise them and use them as pathfinders for preparing for a corporate career.

The objectives of these guidelines for students are the following:

- To derive the optimum benefit from instruction and other support services offered
- To imbibe sincere respect for others and a capacity to work in teams without a personal agenda
- To cultivate genuine human qualities which override personal gain; and
- To come out as finely honed business executives for the future.

5 Jesuit Vision

Jesuit Education, inspired by the person and message of Jesus Christ, affirms the fatherhood of God and the brotherhood of man.

Therefore, our education, at SJIM is committed to:

- an authentic search for knowledge in the service and advancement of the world,
- upholding the dignity, and uniqueness of each individual, and
- harmony between man and nature by the use of management systems.

5.1 Campus Ethos

St. Joseph's Institute of Management seeks to be the sanctum where search for knowledge is informed by a sense of responsibility for the life of the community; where understanding is coupled with commitment and academic excellence goes with the cultivation of virtue, and where a learned community is formed which sustains men and women in their conviction that life is only lived well when it is lived joyfully in the service of others.

The ethos of a campus is the happy amalgam of a variety of things: attitude, communication, buoyancy, creativity, deportment, process and product. Very simply, it is the general culture that characterises the inner dynamism and forms the external stamp of a college milieu.

The ethos of St. Joseph's Institute of Management is made up of a Josephite fraternity radically Indian, sensitive and deferential, committed to serious curricular and non-curricular work, creative in thought and action, and productive both at the individual and corporate level.



On this campus while camaraderie and creative relaxation have a place, ennui and a cynical attitude are anathema, being opposed to the Josephite spirit. In essence our ethos is what the founder of the Jesuit order calls, "magis", the more, the higher - the greater in everything.

5.2 Team Work and Mutual Relations

Teamwork happens when people with diverse interests come together for a common purpose. The success of a team is in direct proportion to individuals transcending ego options.

At SJIM, students are trained to work in teams as an immediate preparation for corporate life. It is important, therefore, that the team product is the collective pool of everyone's effort. Consequently, lack of individual preparation, superficiality, levity in word and action, and a dominating stance will damage the team spirit.

5.3 Functional Guidelines

1. Let profound respect characterise your mutual relations - it is proper that you salute the mentors and the staff with the usual form of salutation chiefly in the morning hours. Use slang-free language with companions as behoves a professional group.
2. It is good to start each day remembering God our divine Master and even if the teacher doesn't announce a brief prayer the students should request him/her for a brief silent prayer prior to the commencement of the first lecture.
3. The Library and Information Centre and the Computer Lab are places for serious study and concentrated work. Strict silence must be maintained in these places and no discussion of any type can be permitted. Ample group work facility is provided to students, elsewhere in the premises.
4. With a view to preparing committed executives, the college requires of all students' full attendance at all lectures, seminars, workshops, and other academic programmes.
5. Mutual relations on the campus are a function of study and teamwork. Students are advised that their mutual relations must be open, cordial and professional. While groups of boys and girls should work assiduously at given tasks, exclusive pairing must be avoided as being uncongenial to the academic atmosphere and unhealthy in mutual relations.
6. Use of tobacco in any form is forbidden on and around the campus. Further, the consumption of drugs and alcoholic beverages is not only prohibited but students coming to the college under the influence of these are subject to be rusticated and even sent away.
7. Ragging and racial discrimination in the campus / hostel is strictly prohibited.
8. There is a corporate maxim, which states: 'When you are late you are not committed and when you are habitually late you deserve to be sent away'. We at St. Joseph's believe in the same. Hence, please make sure that you are well in time for lectures, teamwork, functions and other common occasions, and show interest in your work.
9. Ours is a Jesuit Management College with the motto 'Faith and Toil: faith in Almighty God and in one's own ability, complemented by toil and hard work'. The focal point of all work and study is - "excellence for service". Students may do well to remember that while they cherish their own personal goals of completing the management course successfully and getting themselves employed lucratively, their Alma Mater bequeaths a life norm to them that 'Life is only lived well when it is lived joyfully in the service of others'.

6 Dress Code

The manner a person is dressed is indicative of his/her self-respect and regard for others. A person's outfit at any point of time gives a cue to his/her personality. An elegantly dressed person acts responsibly, is duty bound, and is a winner. A manager or a prospective manager does not dress like a model but in good taste. By his /her dress, he/she exudes confidence and wins over people.



6.1 Dress Code Guidelines

The purpose of the dress code is to uphold the professional image of the Institute and its members while preparing students for the business world. Appropriate attire is required for all students at all class sessions, competitive event meetings, seminars and workshops, corporate visits, placement interviews, and other college activities. The following is the dress codes guidelines:

Day	Dress Code for Men	Dress Code for Women
Wednesdays	<ul style="list-style-type: none"> • College Uniform 	<ul style="list-style-type: none"> • College Uniform
Mondays, Tuesdays, Thursdays	<ul style="list-style-type: none"> • Formal Trousers • Full / half sleeve formal shirts • Formal shoes with socks 	<ul style="list-style-type: none"> • Formal Trousers • Full or 3/4 or half sleeve shirts of decent length • Salwar Kameez / Kurta and Churidaar (knee length tops, slits of the kurta, formal shirt or kameez below the belt line) • Saree • Formal shoes with socks or sandals
Fri and Sat	<ul style="list-style-type: none"> • Formals or casuals 	<ul style="list-style-type: none"> • Formals or casuals
Casuals include	<ul style="list-style-type: none"> • Jeans • T shirts with collars - without pictures or messages • Sports shoes with socks, sandals (Floaters, flip-flops not allowed) 	<ul style="list-style-type: none"> • Jeans • T shirts with collars - without pictures or messages • Sports shoes with socks, sandals (Floaters, flip-flops not allowed)
Inappropriate	<ul style="list-style-type: none"> • Low waist trousers / jeans • Shirts with pictures or messages • Baggy jeans • Print or embroidery on jeans • Footwear that is unkempt • Tattoos / body piercing and earrings of any kind 	<ul style="list-style-type: none"> • Ripped jeans • Shirts above the belt line • Tight or revealing clothing, low neck kurta, leggings, lycra pants and skirts • Low waist jeans, sleeveless tops and kurta, and transparent clothing • Shirts with pictures or messages • Tattoos / body piercing • 3/4th length trousers, dresses or skirts on any day including college functions and exams.
Hairstyles	<ul style="list-style-type: none"> • Hair must not be streaked with color • Professionally styled short hair, worn short. No ponytails. 	<ul style="list-style-type: none"> • Hair must not be streaked with color • Neatly styled short hair. Hair longer than shoulder length to be tied in a style that looks professional.

7 Use of Mobile Phones

- The use of mobile phones is strictly prohibited within the classrooms, computer lab and the library.
- Students are advised to switch off mobile phones before entering the classrooms, computer lab and the library



- The switched off mobile phone should be kept inside the bag / handbags and not in trouser pocket when the student is in the classroom, computer lab or the library
- Placing the mobile phone on the desk is also not permitted.
- Mobile phones found in use or in the active mode in the prohibited area are liable to be confiscated and would be returned to the student only on the completion of the term.
- In addition, a fine of ₹ 1,000 will be levied as a deterrent
- During examinations, be it quizzes or final examinations, mobile phones should be switched off and kept along with their other belongings. Any student having a mobile phone on his / her person during examinations is liable to be barred from the examination.

8 List of Faculty

8.1 Core Faculty

Rev. Fr. Dr. Manoj D'Souza SJ Ph.D. (University of London) Executive Director and Professor, Human Resources	Dr. Rashmi Nakra MBA, CAIIB, Ph.D. Director and Professor, Human Resources
Dr. R Narasimhan Ph.D. (IIT Madras) Dean and Professor, Operations	Dr. A. Anantharaman Ph.D. (Columbia University) Provost and Professor, Operations
Mr. Suresh Herur BE, PGDIE (NITIE), FICWA Associate Professor, Finance	Mr. V J Lawrence BE, MS, PGDOM, F.I.E, Chartered Engineer Associate Professor, Operations
Dr. V. Venkateshraj B.Sc., BE (IISC), MBA, Ph.D. Associate Professor, Finance	Mr Abraham Karimpanal BE. (BITS Pilani), MBA Assistant Professor, Marketing
Mr. V.K. Anand BE, MBA Assistant Professor, Operations	Ms. Binny Cherian M.A.(Eco), PGDBA Assistant Professor, Finance
Dr. Avil Terrance Saldanha BE, PGDM (SJIM), DIM, Ph.D. Assistant Professor, Marketing	Rev. Dr. Cyprian Tellis S.J. Ph.D. Boston College, USA Assistant Professor, Human Resources
Dr. Maria Immanuel M.Com, MBA, PGDCA, PGDSRM, Ph.D. Assistant Professor, Finance	Dr. Anup Krishnamurthy Ph.D. (IIM Bangalore) Assistant Professor, Marketing
Dr. Caren Rodrigues Ph.D. (IIM Bangalore) Assistant Professor, Human Resources	Rev. Fr. Jason Furtado SJ M.Com. Assistant Professor, Finance
Dr. Ravi Darshini M.Com., M.Phil., AICWA, Ph.D. Assistant Professor, Finance	Mr. Ashwin John B.Com., MBA Assistant Professor, Finance
Dr. Thomason Rajan MBA, Ph.D. Assistant Professor, Marketing	Dr. Arthur Fernandes BA, MA, MBA, Ph.D. Assistant Professor, Human Resources
Mr. Joy Rajan Cheruvathoor BE, MMS Director of Corporate Relations	



8.2 Visiting Faculty

Fr. Oswald Mascarenhas S.J. JRD TATA Chair Professor of Business Ethics XLRI Jamshedpur	Fr. A C Jesurajan S.J. Professor, XIMB Business Communication
Mr. Naveen Fernandes CFP Finance	Mr Anil Shenoy Chartered Accountant Finance
Ms. Smita Ramakrishna B.Com., CA Finance	Mr. Rohan Pais BCom, ICWA, MBA Finance
Mr. Anvith Murthy B.Tech., PGDPM HR	Mr. Natarajan M.Sc., M.S Operations
Mr. Harsh Kumar Johari BNS, PGPX (IIMA) Operations	Fr. Dr. Tony Thampi B.Sc., MBA, Ph.D General
Mr. Ajith Rao BA (Economics), MBA Marketing	Mr. R. Suresh BA, LLB, MBA HR
Mr. Christopher Anand PGDBM (XLRI) HR	Dr. Deepika Joshi MBA, Ph.D Operations
Mr. S.L. Narayanan B.Com., CA Finance	Mr. M.K.Lodi BA, BL, MA, M.Phil., Human Resources

8.3 Placement Services

Ms. D. V. Shobha, B.E., MBA (HR), Placement Officer

9 Library and Administrative Staff

Mr. S. Prabhu	Librarian
Mr. Ravi Kumar	Library Assistant
Ms. Clancy Mohan	Office Senior
Mr. John Rego	Accountant
Mr. Prashanth T.	Facility Supervisor
Mr. Chandrakanth P.	PRO
Ms. Joyci	Receptionist
Mr. Paul Kumar	Attendant
Mr. Ramachandraiah	Attendant
Mr. Arogya Swamy	Attendant
Ms. Jayalaxmi	Attendant
Mr. Jagan M.	Attendant
Mr. Umesh E.	Attendant
Mr. Madale Muthu	Attendant
Ms. Lakshmi V.	Attendant
Mr. Roshan	Attendant
Mr. Chinnappa	Attendant



10 College Working Hours

Library:	8:00 a.m. to 8:00 p.m.
Academic Work	
Monday to Friday:	8:30 a.m. to 5:00 p.m.
Saturday:	8:30 a.m. to 5:00 p.m.
Office Hours	
Monday to Friday:	9:00 a.m. to 5:00 p.m.
Lunch Break:	1:00 p.m. to 2:00 p.m.
Saturday:	9:00 a.m. to 1:00 p.m.

11 List of Holidays 2020

Date	Day	Holiday
15-Jan-20	Tuesday	Sankranti
19-Mar-20	Thursday	Feast of St. Joseph
10-Apr-20	Friday	Good Friday
01-May-20	Friday	May Day
25-May-20	Monday	Kutub-E-Ramzan
31-Jul-20	Friday	Feast of St. Ignatius of Loyola
01-Aug-19	Saturday	Bakrid
15-Aug-20	Saturday	Independence Day
22-Aug-20	Saturday	Ganesh Chaturthi
02-Oct-20	Friday	Mahatma Gandhi Jayanti
26-Oct-20	Monday	Vijayadashami
14-Nov-20	Saturday	Naraka Chaturthi
16-Nov-20	Monday	Balipadyami
25-Dec-20	Friday	Christmas

12 Course of Study

In the second year, a student has to choose courses that will add to a minimum of 50 and a maximum of 53 credits.

SNO.	COURSE	CREDITS
FIRST TERM		
1101	Business Communication - 1	2
1102	Public Speaking - Toastmaster Program - I	1
1103	Business Statistics - 1	2
1104	Information Systems for Managers	2
1105	Managerial Economics	3
1201	Financial Accounting	3
1401	Organizational Behaviour	3
1106	Advanced Spreadsheet Applications	1
3101	Business and Management Environment	2
	Total	19
SECOND TERM		
1102	Public Speaking - Toastmaster Program - II	1
1106	Business Laws	2
1107	Business Statistics - 2	2



1108	Macroeconomics	3
1202	Corporate Finance - I	3
1301	Marketing Management - I	3
1402	Human Resources Management	3
1501	Operations Management	3
	Business and Management Environment	2
	Total	22
THIRD TERM		
1102	Public Speaking - Toastmaster Program - III	1
1109	Business Ethics	2
1110	Research Methodology	3
1203	Corporate Finance - II	3
1204	Management Accounting	3
1302	Marketing Management - II	3
1403	Organizational Structures and Design	3
1502	Operations Research	3
	Business and Management Environment	2
	Total	23
	TOTAL CREDITS - FIRST YEAR	61
SECOND YEAR COURSES		
GENERAL MANAGEMENT		
2101	Industry Internship Project	6
2102	Strategic Management	3
2103	Total Quality Management	3
2104	Entrepreneurship	2
2105	Managing Stress and Well-being	2
2111	Personal Growth Lab	2
2106	Business and Management Environment	2
2107	Business Analytics	3
2108	Advanced SPSS Applications	2
2109	Innovation and Technology Management	3
2110	Emerging Technologies for Business	3
FINANCE		
2201	Analysis of Financial Statements	2
2202	Commercial Banking	3
2203	Derivatives Management	3
2204	Financial Markets and Services	3
2205	Financial Modelling using Excel	3
2206	International Finance	3
2207	Mergers and Acquisitions	3
2208	Security Analysis and Portfolio Management	3
2209	Taxation	3
2210	Wealth Management and Personal Financial Planning	3
HUMAN RESOURCES		
2401	Compensation and Benefits Management	3
2402	Competency Management and Leadership Development	3
2403	Manpower Planning and Talent Acquisition	3



2404	International Human Resources Management	3
2405	Labour Laws and Industrial Relations	3
2406	Organization Development and Management of Change	3
2407	Performance Management	3
2408	Training and Development and Knowledge Management	3
2409	HR Metrics and Analytics	3
MARKETING		
2301	Business to Business Marketing	3
2302	Consumer Behaviour	3
2303	Digital Marketing	3
2304	Marketing Research	3
2305	Strategic Brand Management	3
2306	Retail Management	3
2307	Sales and Distribution	3
2308	Services Marketing	3
2309	Marketing of High Technology Products	3
OPERATIONS		
2501	ERP - Enterprise Resource Planning	3
2502	Lean Management and Six Sigma	3
2503	Productivity Management	3
2504	Project Management	3
2505	Supply Chain Management	3
2506	Materials Management	3
2507	Services Operations Management	3
2508	World Class Manufacturing	3
2509	Design Thinking for Business Operations	3
2510	Business Process Re-engineering	3
2110	Emerging Technologies for Business	3

12.1 Choice of Courses

12.1.1 First Year

In the first year, all the courses offered are basic / foundation courses across all domains and are compulsory.

12.1.2 Second Year

In the second year, the student is required to select two areas of specialization, from among those offered - Marketing, Finance, Human Resource Management and Operations.

There are no compulsory subjects and the students can choose from among the subjects offered subject to the following conditions:

- A minimum of 50 credits and maximum of 53 credits to be taken in the second year
- A minimum of 4 subjects to be taken from each of the two specializations over the terms IV to VI
- The minimum and maximum number of credits to be taken in each trimester shall be

Term	Minimum	Maximum
IV term	17 credits	21 credits
V term	18 credits	21 credits
VI term	8 credits	15 credits



- A course would be offered subject to a minimum enrollment of 30 students
- The minimum number of credits required to be eligible for gold / silver medal in a specialization shall be 18 credits

13 Evaluation Norms

13.1 Credits for each Course

The College uses the concept of "credit" to define the weight of a course in the curriculum. Courses may be classified as ONE, TWO or THREE credit courses depending on the expected workload for each course. Typically, a three credit course would require about 100 hours of work consisting of 33 hours of class room work and 67 hours outside the class room involving library work, preparation and assignments. Similarly, the one and two credit courses would require proportionately less work.

13.2 Courses

- The first year courses anchor the student in an environment for learning the concepts and fundamentals in areas such as accounting, law, statistics, quantitative techniques, finance, marketing, human resources management, operations etc.
- The subjects and credits are illustrative and may be changed / modified to suit the needs of the times.
- A student is also expected to sensitise himself / herself to the ethical issues in business management. Proficiency in the usage of computers is expected of every student, particularly in Microsoft Excel.
- Courses in the second year, determined and offered by the faculty will be the elective courses. Elective courses will be either 2 or 3 credit courses.
- Some courses may be offered as add-on / non-credit courses. A non-credit course will not have examinations and will not be graded. To pass the courses the students need to perform satisfactorily on the assignments and other projects assigned to them. The faculty's decision will be final.

13.3 Evaluation - I PGDM

The evaluation system consists of continuous assessment during the term, followed by a final examination. The final grade for a subject is a combination of the following components.

Component	3 credit	2 credit	1 credit
Mid-term Test	30%	30%	30%
Quiz (MCQ)	5%	5%	5%
Group/Individual Assignments	10%	10%	10%
Attendance	5%	5%	5%
Final Exam	50%	50%	50%
Mid-term Assessment Test-duration	90 minutes	90 minutes	90 minutes
Final exam - duration	3 hours	2 hours	2 hours
No. of sessions of 75 minutes each	27	18	9

13.4 Evaluation - II PGDM

The second year courses being elective courses, are expected to have a substantial project work component and therefore carry a higher weight of 25 percent in overall evaluation.

Component	3 credit	2 credit	1 credit
Mid-term Test-90 minutes	20%	20%	20%
Project / practical work	25%	25%	25%



Attendance	5%	5%	5%
Final Exam	50%	50%	50%
Final exam - duration	3 hours	2 hours	2 hours
No of sessions of 90 minutes each	22	15	8

13.5 Institution Policy on Course Evaluation

- It is the policy in SJIM to generally maintain an average of B grade (i.e. marks between 62 to 67) in each subject of I PGDM.
- Along with this average, we also try to maintain a reasonable dispersion of grades (a standard deviation of at least one grade - i.e. 6 marks) so that the marks of all students are not closely bunched together and fall in a normal distribution.
- For II PGDM subjects, the mean could be slightly higher, an average of B+ grade (i.e. marks between 68 to 73) as those are elective subjects and have a substantial project / assignment component.
- The number of students getting an A grade (A minus, A and A plus, i.e. 74% and above) do not normally exceed 20 percent of the class in case of first year subjects and 25 percent of the class in case of second year subjects.
- Marks of 86 percent and above correspond to a grade of A PLUS (10 on 10) and these are rarely awarded, except in purely quantitative subjects and that too in exceptional cases.
- Moderation: In case the evaluation in any subject deviates from the stated norms - either too liberal or too strict - a committee consisting of senior Professors reviews the marks submitted and recommends moderation by multiplying the marks of all the students by a suitable moderation multiplier so that the marks fall in line with the norms.

13.6 Improvement Examinations

Students who score C grade or below in a subject are eligible to write the improvement exam. A student has to make an application to the Director along with a fee of ₹ 2500 per subject within one week of the announcement of the final grade of that subject.

The duration of the improvement examination and the format of the question paper will be the same as that of the regular final exam. The marks scored in the internal assessment and attendance will be retained. The schedule for conducting the improvement exams will be as follows;

Courses of	Improvement Exam
I and IV term	During the II / V term
II and V term	During the III / VI term
III and VI term	At the end of the summer break but before the start of the new academic year.

Subsequent to the result of the improvement exams and subject to the student qualifying with 4.5 CGPA, he/she will be permitted to join the fourth term.

The performance in the improvement exam will be final. There is no option of choosing between the marks obtained earlier and those obtained in the improvement exam.

14 Non-Credit Courses

The management reserves the discretion to introduce non-credit courses. A non-credit course is equivalent to a credit course in all ways except that it will not have any examinations and will not be included for CGPA calculation. To



pass in a non-credit course, attendance requirements and all other course requirements as set by the faculty, have to be met satisfactorily.

15 Computation of Cumulative Grade Point Average

A ten-point grading system is adopted for evaluating the student in each of the terms. The letter grades are awarded as below:

Percentage Marks	Grade Point	Grades
86 and above	10	A+
(80 - 85)	9	A
(74 - 79)	8	A-
(68 - 73)	7	B+
(62 - 67)	6	B
(56 - 61)	5	B-
(50 - 55)	4	C+
(44 - 49)	3	C
(38 - 43)	2	C-
(32 - 37)	1	D
below 32	0	U
--	Incomplete	I

The Cumulative Grade Point Average (CGPA) is the weighted average grade point of all the courses, the weights being in accordance with their respective number of credits.

16 Calculation of TGPA and CGPA - An Example

Subjects	Credits(A)	Marks Scored	GP(B)	Credits \times GP(A \times B)
Financial Accounting	3	78	8	24
Business Ethics	2	68	7	14
Managerial Economics	3	63	6	18
Organizational Behaviour	3	76	8	24
Business Statistics	3	84	9	27
Business Communication	3	75	8	24
Excel for Managers	1	65	6	6
MIS	3	70	7	21
TOTAL	21			158
Term	Credits	Credits \times GP	TGPA	CGPA
First	21	158	$158/21 = 7.524$	$158/21 = 7.524$
Second	22	132	$132/22 = 6.000$	$290/43 = 6.744$
Third	20	120	$120/20 = 6.000$	$410/63 = 6.508$
Fourth	20	118	$118/20 = 5.900$	$528/83 = 6.361$
Fifth	20	124	$124/20 = 6.200$	$652/103 = 6.330$
Sixth	18	108	$108/18 = 6.000$	$760/121 = 6.281$
	121	760		



17 Rules of Promotion to the Second Year

- (a) Minimum CGPA of 4.5 at the end of third term and not more than a total of 4 negative points accumulated in the first year.
- (b) Negative points are counted as under:

Grade	Points
D	-1 point
U	-2 points

- (c) Students who do not secure the minimum CGPA of 4.5 are not promoted to the second year but have the following options:
- (a) To repeat the first year.
- (b) To repeat one or more terms of the first year
- (d) Fees:
- (a) For repeating the first year - fees applicable for the first year in which the course is repeated.
- (b) For repeating the term: ₹ 5000 per credit

18 Rules for Passing the Second Year

Minimum CGPA of 4.5 at the end of second year and not more than a total of 3 negative points accumulated in the second year. Students who do not meet the promotion criteria are not eligible for the award of PGDM.

19 Award of Post Graduate Diploma

A student is considered eligible for the award of the Diploma on successful completion of the course requirements without obtaining more than 7 negative points during the two years.

20 Eligibility for Placements

To be eligible for placement services from the college, a student must have a CGPA of at least 5.0 up to the end of the 4th term.

21 Attendance Requirements

Classroom attendance is a compulsory component of the course, and students are expected to attend all scheduled classes. The marks for attendance will be awarded as follows:

Attendance percentage	Marks	Penalty
100	5 marks	
95 to less than 100	4 marks	
90 to less than 95	3 marks	
85 to less than 90	2 marks	
80 to less than 85	1 mark	
70 to less than 80		10 percent penalty
60 to less than 70		20 percent penalty
50 to less than 60		U grade
Less than 50		To repeat the course - in the following year only



As this is a Post Graduate program, it is not necessary for you to seek permission from the College for being absent from classes. You are adults, and you are expected to manage your absence from classes judiciously and take responsibility for any shortages. However, if you are going to be absent for a continuous period of 3 working days, please make an entry in the register maintained in the office so that the college is aware of your reasons for long absence.

No student can claim attendance for whatever reason including hospitalization if he or she does not have a minimum of 50% physical attendance in a course. For example, for a three-credit course students have to attend 22 sessions of 90 minutes each. If due to unavoidable reasons such as hospitalization a student was able to attend only 10 sessions of the course, then the student has to repeat the course in the following year.

Also, students who claim attendance due to hospitalization should submit the required documents to the office within 5 days from the date of returning to the college. The request will not be considered for attendance after 5 days.

21.1 Leave for Absence on Medical Grounds

This is considered only in exceptional cases such as hospitalization, accident etc. resulting in long continuous absence. In such cases, the Director should be informed by the student or parent about the medical condition and leave application along with the discharge summary to be submitted when the student reports back for classes. This leave is considered on a case to case basis by the Director's office. Students taking part in management fests approved by the College as well as placement and internship activities organised by the college will be given leave of absence with attendance.

No leave of absence will be granted for students who are unwell and are in the college medical-room while the class sessions are going on.

21.2 Late Comers

At the sole discretion of the faculty, a student coming in late may be permitted to join the class but without the benefit of attendance.

21.3 Online Attendance Record

Student attendance is maintained online and updated on a daily basis. You should check the attendance record periodically and ensure that you maintain the required attendance. Any discrepancy in attendance marking should be brought to the notice of the concerned faculty immediately after the class; in any case, no later than the end of the day.

22 Make-Up Quizzes and Exams

If a student misses any quiz or final examination for valid reasons such as medical exigencies, he/she may apply to the Director for writing a make-up quiz / examination. Such application should be submitted to the Director (as per the format specified) within two days (excluding Sundays and holidays) of the quiz or within two days of reporting to the college in the case of absence due to any illness.



22.1 Fees

	If applied within due date	If applied after due date
Make-up quiz	₹ 1,000 per subject	₹ 1,500 per subject
Make-up exam	₹ 2,500 per subject	₹ 3,000 per subject
Marks Penalty	10%	10%

22.2 Penalty

As the students who are permitted to write the makeup quizzes / exams derive an unfair advantage over those who write the regular exams, a penalty of 10% of the marks scored is imposed

23 Rural Immersion Program

One of the primary objectives of SJIM is the integral formation of our PGDM students by helping them become men and women of substance.

A person of substance is someone who strives to live a life that means something and who chooses to participate rather than be a spectator in life in order to be part of the solution as opposed to the problem.

SJIM desires students graduating from SJIM to be aware of the prevailing socioeconomic conditions in the country and develop in them a sense of moral responsibility towards their society and environment.

The blood donation camps, engaging students in collecting donations from the public to help people affected by natural disasters through marathons, walkathons and cyclothon organized by the students of SJIM are small steps in that direction. Students also need to be sensitized to the plight of the weaker sections of society and become responsible citizens. To give a greater thrust to this mission, SJIM organizes a Rural Immersion Programme. The objective of this is to not only expose our students to the rural community, but also make them aware of a society that lives beyond our familiar urban setting. Participation in Rural Immersion Program is compulsory for every student and is a non-credit activity.

24 Industry Internship Project

Every student must compulsorily take-up an Industry Internship Programme in any corporate body acceptable to the College. Every student must submit a Project Report after completing the Internship programme. The project report will be prepared under the guidance of the project supervisor at the corporate office where the student is placed and a faculty guide. The project report will be evaluated and a viva-voce will be conducted. The Diploma in Management will be awarded at the end of the second year only if the evaluation committee accepts the project report and the student passes the viva-voce.

Students who do not complete the mandatory 8 weeks of internship will receive an unsatisfactory rating. They will have to repeat the internship project at the end of their second year in order to be eligible for the PG diploma. The Internship Project will have a weight of 6 credits.

Apart from being an academic requirement, the internship program also plays an important part when you take part in final placement interviews. Many companies who come for campus placements question the placement candidate on what they have done / learnt during the internship program. It has been our experience that a student who does a top quality internship in a well-known corporate, and the project work is of relevance to the job being applied to, is considered positively by the interviewing company.

Students should start exploring internship opportunities from the second trimester itself so that, by the time they move to the third trimester, they have a good internship opportunity with them.



25 Classes, Exams and Related Matters

- Students are expected to be in the classroom 5 minutes before the commencement of lecture. Faculty may keep the students out if the students do not reach the class on time. Students are expected to come properly dressed and maintain the dress code at all times.
- Students must come dressed in college uniform for all formal functions, meetings, seminars etc. Similarly they must wear college uniform when they go outside to meet corporate executives and also when they represent the College in any function or seminar or meeting outside the College.
- Each term will have a clear timetable. This will be communicated to the students and the faculty before the commencement of the terms. Students should note that classes would not be rescheduled except under unavoidable circumstances. The Dean is in charge of rescheduling the classes.
- Any unfair practice in quizzes, assignments and examinations is viewed very seriously by the College and erring students will be subjected to disciplinary proceedings which may include the dismissal of the student from the Course. Faculty is requested to bring instances of such unfair practices to the notice of the Director / Dean. There will be a faculty committee, constituted by the Director, which will be the appropriate disciplinary body in such matters.

26 Revaluation of Examination Answer Scripts

If a student wishes to have his/her quiz or examination answer paper reviewed by the faculty, he/she should make an application to the Director along with a fee of ₹1000 per paper. In his/her request he/she should clearly mention the reasons why he/she requires a review. The written request should reach the Director within 24 hours of the announcement of the marks. Any requests received thereafter will not be entertained for review. The faculty shall review the paper after the written request is approved by the Director and inform the students about the result of the review.

A student may make a representation to the Director in writing, along with a fee of ₹2000 per paper for an independent review of the answer paper if he /she is not satisfied with the results of the initial review by the faculty concerned. The Director may, in consultation with the Dean, refer the matter to an external examiner for an independent review of the answer script. The Director's decision in this regard is final. If the student's request for an independent review is accepted by the Director, the result of such a review shall be final and binding on the student.

27 BME Presentations

There will be 5 to 6 BME presentations in each term and will account for 2 credits. Hence, each BME will have a weight of 0.40 credits. It is in your interest not to miss any BME presentation as that will adversely impact your BME grade. If you are absent for any BME due to illness or any unavoidable reason, you may make an application to the Director for a makeup BME within 2 days of the BME that you missed or within 2 days of your reporting to the college after your absence. The following rules as are applicable for writing a makeup quiz will apply:

- Fee of ₹500 per BME
- Penalty of 10% on the marks awarded

28 Question Paper Format - Mid-term Test

Duration	90 minutes
Section A 15 Marks	<ul style="list-style-type: none">• Multiple Choice Questions (Not more than 10 MCQs)• MCQs: Wrong answers attract $\frac{1}{2}$ negative marks• Define a term / concept in ONE sentence - one mark for each question. These questions include concepts or terms that are typically asked in Placement Interview.• True or False, Match the following and Fill in the blanks type questions are not permitted



Section B 21 Marks	<ul style="list-style-type: none"> • 3 out of 4 questions [Theory and Applications] • At least 2 will be application based questions • A faculty has the discretion to give all application based questions.
Section C 14 Marks	<ul style="list-style-type: none"> • Case /Case lets / Long Problems (No Choice) • Case will have 3 to 4 questions with marks indicated for each
Total Marks	50 marks

Depending on the difficulty and time required, each question in section B and C could be split into sub-questions

29 Question Paper Format - Final Exam

Section A Compulsory 15 marks	<ul style="list-style-type: none"> • Multiple choice questions(not more than 10 MCQs). Wrong answers attract $\frac{1}{2}$ negative marks • Define a term / concept in ONE sentence - one mark for each question. These questions include concepts or terms that are typically asked in Placement Interview • True or false, match the following and fill in the blanks type questions are not permitted
Section B 21 marks	<ul style="list-style-type: none"> • 3 out of 4 questions [Theory and Application] [3x7 = 21 Marks] • At least 2 will be application based questions • A faculty has the discretion to give all application based questions.
Section C Compulsory 24 marks	I PGDM [2x12 = 24 Marks] <ul style="list-style-type: none"> • 2 questions of 12 marks each • At least one question will be application based
	II PGDM [2x12 = 24 Marks] <ul style="list-style-type: none"> • BOTH questions will be application based • Questions will be based on mini cases, business situations etc. - typically those which could be asked in a placement interview.
Section D Compulsory 20 marks	<ul style="list-style-type: none"> • Case/Case lets/ Long Problems (No Choice) • Case will have 4 to 5 questions with marks indicated for each • Total of 20 Marks

- Depending on the difficulty and time required, each question in section B, C and D could be split into sub questions.
- For sections where choice is provided, you are to answer only the required number of questions asked. If more questions are answered, they will be valued serially and later questions will not be considered.
- Consider marks break-up for sub-questions, if any, to judge the explanation required

29.1 Portion for the Final Exam

For the final exam, the entire syllabus will be covered.



30 Toastmasters Clubs in SJIM

SJIM has set up six Toastmasters Clubs which are affiliated to Toastmasters International, USA. All first year students are required to become members of the Toastmasters Club and to pay the applicable membership fee.

31 Disciplinary Committee

Discipline is essential for building character and working of the institute. SJIM expects the students to maintain discipline and decorum at all times. SJIM strongly believes that discipline is quality.

31.1 Disciplinary Offences

Category of Offence	Nature of Offence	Recommended Action	Penalty Points
Level 1	Minor (e.g. Missing a compulsory Guest Lecture / event / possessing cigarette / found drunk on campus, etc.)	A Fine of ₹ 1000	10
Level 2	Major (smoking, alcohol consumption on campus, etc.)	A Fine of ₹ 2500	25
Level 3	Serious (plagiarism, copying in exams, etc.)	A Fine of ₹ 5000 or / and any disciplinary action as appropriate which may include the dismissal of the student from the course	50
Level 4	Critical (taking drugs, maligning the name of the institute and any activity bringing disrepute to the institute in public domain, eve-teasing, sexual harassment, etc.)	A fine of ₹ 10000 or / and suspension for a specific period or expulsion from the institute	100

31.2 Rules

1. A student may be summarily expelled from the institute depending on the severity of the offence irrespective of the number of penalty points accumulated.
2. Paying the fine does not mean cancellation of the penalty points. Fine is over and above the penalty points levied.
3. All offences observed must be reported to the institute's office promptly.
4. Students may resort to undesirable behaviour leading to indiscipline in an infinite number of imaginative ways. So all such instances cannot be mentioned in this document. Record of all disciplinary offences will be maintained by the institute's office and will be available to the Disciplinary Action Committee (DAC) as and when needed for reference.
5. The DAC would meet as soon as possible, conduct a hearing with the alleged offender and decide if the offence has been committed. Thereafter decide the category the offence and award appropriate penalty points.
6. It will be the responsibility of the students to track their penalty point status.
7. Discipline need not be confined to the campus alone. Students are ambassadors of the institute and must exhibit good behaviour wherever they go representing the institute or otherwise. For instance, if a student drinks on the hostel premises / pubs / or any other place leading to the disrepute to the institute, (s)he would be subject to disciplinary action by the institute.



8. Fines imposed must be paid within the due date, if not, the DAC reserves the right to increase it and give more penalty points.
9. A student found guilty by the DAC can appeal by writing to DAC by paying an appeal fee of ₹1000. The appellate committee would meet and decide after giving the offender a hearing in person. In case the appeal is upheld by the Appellate Committee, the student(s) would be refunded the appeal fee and the fine paid and the penalty points awarded will be cancelled. The appellate committee would consider the appeal only if the student(s) has / have paid the fine and the "appeal fee". If the student loses the appeal, the appeal fee would not be refunded.
10. The DAC reserves the right to punish repeat offenders to a greater extent. For instance, if a student misses one guest lecture and then misses another, the DAC may give more than 10 penalty points for the second offence and also increase the fine. The DAC will decide this on a case to case basis.
11. Students with DAC penalty points are generally ineligible to apply for institute scholarships and to receive awards for academic achievements or otherwise.
12. If a student accumulates 100 penalty points, (s)he is barred from availing placement services.

31.3 DAC and Appellate Committee

The DAC shall consist of

- Dr. R. Narasimhan, Dean - Convener
- Prof. Abraham Karimpanal
- Dr. Maria Immanuel
- Dr. Caren Rodrigues
- One male student - Member
- One female student - Member

The Appellate Committee shall consist of

- Rev. Dr. Manoj D'Souza, Director - Convener
- Dr. R. Narasimhan, Dean
- Dr. Rashmi Nakra
- Dr. V. Venkateshraj

32 Internal Complaints Committee (ICC)

The primary responsibility of ICC is Prevention of Women's Sexual Harassment at Workplace. Complaints / representation related to this should be sent to the convener of the following committee.

- Dr. Rashmi Nakra, Professor - Convener
- Prof. Binny Cherian
- Ms. Clancy Mohan, Office Senior
- A lady student of II PGDM - appointed every year.

Reference:

As per Section 4 of AICTE's (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions) Regulations, 2016 vide No. F. AICTE/WH/ 2016/ 01 dated 10th June, 2016.



33 Grievance Redressal Committee

- Dr. R. Narasimhan, Dean - Convener
- Prof. Suresh Herur
- Prof. V. J. Lawrence
- Dr. V. Venkateshraj
- Ms. Clancy Mohan, Office Senior

Reference:

As per All India Council for Technical Education (Establishment of Mechanism for Grievance Redressal) Regulations, 2012, F. No. 37-3/ Legal/2012, dated 25.05.2012) SJIM is required to constitute a Grievance Redressal Committee.

34 Anti-Ragging Committee

- Rev. Dr. Manoj D'Souza SJ, Director, SJIM - Convener
- Prof. V. J. Lawrence
- Dr. Avil Saldanha
- Dr. Caren Rodrigues
- Ms. D. V. Shobha, Placement Officer
- One student of I PGDM
- One student of II PGDM

Reference:

As per All India Council for Technical Education notified Regulation for prevention and prohibition of ragging in AICTE approved Technical Institutions vide No. 37-3/ Legal/ AICTE/ 2009 dated 01.07.2009, SJIM is required to establish an Anti-Ragging Committee:

35 Committee Under the SC / ST Prevention of Atrocities Act, 1989

- Dr. R. Narasimhan, Dean - Convener
- Prof. Suresh Herur
- Dr. Anup Krishnamurthy
- Mr. Ravi Kumar, Library Assistant

Reference:

Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989, Circular No. 33 of 1989, dated 11.09.1989