



St. Joseph's Institute of Management

Student's Handbook

PGDM 2024-26

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The College Crest

Encircling the coat of arms, the crest sports two scrolls. In the scroll above the crown is inscribed the motto of the college in Latin, “Fide et Labore” meaning “Faith and Toil”. The other scroll beneath the palm leaves bears the name of the institution. The shield at the centre bears a Cross which symbolizes the Christian faith. The two bees on either side of the lower part of the cross depict toil. The palm leaves encasing the shield symbolize victory and triumph. The crown above symbolizes the crown of glory assured to God’s elect.

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 faith in God and hard work.



St. Joseph

We honour St. Joseph as our patron just as Jesus Himself was pleased to honour him by calling him "father". St. Joseph was chosen - from among all the possible prophets and saints down the ages - to be the protector and foster-father of Jesus, and the confidant of God in the work of redemption. Joseph was a man of unquestioning faith in God's plan. Pope John Paul the Second also described him as a tireless worker and the guardian of all who entrust themselves to his care. St. Joseph inspires our institute's motto of "Faith and Toil", and we look to him for guidance and protection.

St. Ignatius of Loyola

St. Ignatius of Loyola founded the Society of Jesus, or the Jesuit order, in 1540. Ignatius went on to become one of the tallest figures of the Catholic Reformation. He practiced a form of prayer that was later published as the Spiritual Exercises, a work comparable to that of the greatest mystics. Under the leadership of Ignatius, the Society of Jesus found its niche in education and Ignatius has been placed amongst figures from Socrates to Dewey as one of the greatest innovators of education the world has ever seen. Ignatius held that education was not an end in itself, but rather a means to lead the student to care about other human beings. Today, the Jesuits are the largest male religious order in the Catholic Church, with thousands of members worldwide, and are engaged in education and many other apostolic ministries in the Church and society. SJIM is a Jesuit business school, and we strive to continue in the tradition of our founder.



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1 Vision, Mission and Values

1.1 Vision

To be an academic institution fostering excellence in management for business and the common good.

1.2 Mission

- To nurture academic excellence in our students through relevant business education and skills.
- To pursue thought leadership through scholarship and engagement with practice.
- To strive to address the needs of our stakeholders.
- To be responsive to current and emerging management areas.

1.3 Values

- Jesuit spirit of Magis
- Inclusiveness
- Ethical outlook
- Social concern

1.4 Program Educational Objectives

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, St. Joseph's Institute of Management (SJIM) strives to accomplish the following objectives in every student:

- To engender excellence in business education, scholarship and engagement with current local and global concerns.
- To enrich the whole person by developing individual and interpersonal business-related skills.

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, analyse 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 165-year-old group of institutions that has, over the years, trained thousands of young persons and prepared them for life, at the service of family, 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 be men and women at the service of others.

SJIM is a minority institution and is run primarily for the education of Catholic youth. At the same time, everyone is welcome here, without distinction of caste and creed, in a fellowship of peoples of all faiths.



3 Jesuit Education

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:

- *Caring for the Whole Person.* An important principle of Jesuit education is care for the whole person. Jesuit philosophy of education places a student's humanity first, creating a personalized educational environment. We care for every student and in turn teach the students to care for others so that the human race becomes like one community and family.
- *Discovering and Developing Talents.* Jesuit education helps students to discover and develop their talents through a curriculum that includes a variety of curricular and co-curricular activities. Students are expected not only to gain mastery over their subjects but also to explore their talents by participating in co-curricular activities. This creates a person whose talents go beyond specialization and who is capable of effective communication, leadership, and creativity. This is done, for example, by participating in discussions, debates and presentations.
- *Becoming a person for others.* Our focus is to prepare men and women for the service of others, especially the poor and the oppressed. Our goal is to make our students agents of change and persons of concern, compassion and conscience. The world can be bettered. Instead of cursing darkness, our Jesuit students light a candle and stand up for one's convictions and conscience, never yielding to forces of darkness. Students are provided with many opportunities to critically understand society and its structures so that their education assists them in working for a humane and just society.
- *Engaging the World.* Jesuit education fosters in its students, faculty, and staff a sense that they are all members of a human community in solidarity with people across the globe. Students and staff members are expected to be citizens of change by becoming aware of and engaged in with local and global concerns and issues - climate change, consumerism, violence, injustice, caste and racial discrimination, global warming, etc that affect all of humanity. By being engaged in with these issues staff and students will be able to make a difference.
- *Academic Excellence.* Studying is the major task of students. They are expected to invest their time and energy into their academics so that they achieve mastery over their subject through attendance at classes, library work, seminars, group discussions, project work, field trip and other means. Our goal is to develop in the student's power of critical thinking and generate new ideas and initiatives.
- *Character Formation.* Character development is an essential aspect of education. A person is what his/her values are. Character includes one's behaviour, values and attitudes to life and to others, and the way we face life. We help the students to build up their character, develop a sense of hard work, perseverance, honesty, integrity, sensitivity to others and universal love that embraces all people, cutting across barriers of language, religion and caste. Essential to any character formation is self-discipline, for and lack of discipline results in chaos. The rules of discipline in our institutions are meant for social well-being, order and harmony. Our programmes help the students to develop initiative, confidence and social values.
- *Social Concern.* Education is a tool to enhance the quality of life. Jesuit institutions provide the students with many opportunities not only to develop themselves but also to gain insight into the institutionalized injustice in society. The students are expected to be perceptive to the forces of communalism and casteism that threaten harmony and peace, and that inflict hardship on the common man. It is the mission of Jesuit Education to train students who are socially conscious and ready to stake their lives for the oppressed and the exploited. Then alone we will have succeeded in our mission.
- *Ecological Sensitivity.* Sustainable development is the need of the hour. We create awareness on the need to protect our environment and combat further depletion of natural resources and climatic change, by adopting eco-friendly lifestyles. By making environmental education part of the formal curriculum, we help our students get sensitized towards environmental and ecological issues.



4 Dress Code Guidelines

The dress code at SJIM is strict. The purpose of our 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 from all students at all classes, competitive event meetings, seminars, workshops, corporate visits, placement interviews, and other college activities. The following are the dress code guidelines:

Day	Dress Code for Men and Women
All days except Wednesdays	Formals
Wednesdays	College Uniform
For all college events including conferences, conclaves, and others	College Uniform
Formals include	<ul style="list-style-type: none"> • Indian or western formals are acceptable. • Formalwear with collars is recommended.
Rules	<ul style="list-style-type: none"> • Shoulders must be covered. Vests and sleeveless clothes are not permitted. • Trousers, pants, dresses, and skirts should fall well below the knee. Clothes that expose your knees, such as shorts are not allowed. • The chest and stomach must be covered. Low cut or cropped attire is not permitted. • Ripped jeans, T-shirts with slogans, and see-through clothing are discouraged. • Any tattoo, symbol or jewellery that may be offensive to morality or to common decency should not be displayed. • Shoes should be clean. Flip-flops and casual sandals are not recommended. • Hair must be neatly trimmed and combed. Neat, professional-looking, manageable hairstyles are expected. Leave your eyebrows and eyes visible at all times.

5 Use of Mobile Phones and Other Smart Devices

- Smart devices include, but are not limited to, mobile phones, smart watches and other smart wearables, and tablets.
- The use of smart devices, especially mobile phones, is strictly prohibited within the classrooms, computer lab and the library.
- Students are advised to switch off their smart devices before entering the classrooms, computer lab and the library.
- The switched off devices should be kept inside the bag / handbags when the student is in the classroom, computer lab or the library
- Placing smart devices on the desk is not permitted.
- Any smart device, especially mobile phones, found in use or in active mode in the prohibited areas are liable to be confiscated and would be returned to the student only on the completion of the term. In addition, a fine of Rs.1000 will be levied as a deterrent.
- During examinations and any other form of assessment, mobile phones, smart watches, and any other smart devices should be switched off and kept along with the student's belongings. Any student having a smart device on his/her person during examinations is liable to be barred from the examination.



6 List of Faculty and Staff

6.1 Core Faculty

Rev. Dr. Manoj D'Souza SJ M.Sc. (University of London), MBA, Ph.D. Director General Management	Dr. A. R. Rajagopalan M.Com., Ph.D. Dean Human Resources
Dr. A. Anantharaman Ph.D. (Columbia University) Provost General Management	Prof. V J Lawrence BE, MS, PGDOM, F.I.E, Chartered Engineer Associate Dean Operations
Dr. Vivek Moorthy Ph.D. (University of California) Distinguished Professor Finance	Dr. Ananda Das Gupta M.Com, Ph.D., Post Doc (IIM Calcutta) Emeritus Professor Human Resources
Rev. Fr. Olvin Veigas SJ MA (US), MBA Finance Officer General Management	Prof. Suresh Herur BE, PGDIE (IIM Mumbai), FICWA Associate Professor Finance
Dr. Avil Terrance Saldanha BE, PGDM (SJIM), DIM, Ph.D. Associate Professor Marketing	Dr. Caren Rodrigues Ph.D. (IIM Bangalore) Associate Professor Human Resources
Dr. Anup Krishnamurthy Ph.D. (IIM Bangalore) Associate Professor Marketing	Dr. Deepika Joshi MBA, Ph.D. (NIT, Jaipur) Associate Professor Operations
Dr. Jessy Nair MBA, Ph.D. Associate Professor Marketing	Dr. Nirmala Joseph MCom, MPhil, Ph.D. Associate Professor Finance
Dr. Ravi Darshini M.Com., M.Phil., AICWA, Ph.D. Associate Professor Finance	Mr. Rajendra Desai BTech (IIT Delhi), MS (Virginia Tech) Director-Corporate Relations Operations
Prof. Abraham Karimpanal BE (BITS Pilani), MBA Professor of Practice Marketing	Dr. Binny Cherian M.A. (Eco), PGDBA, Ph.D. Assistant Professor Finance
Prof. V.K. Anand BE, MBA Assistant Professor Operations	Dr. Maria Immanuel M.Com, MBA, PGDCA, PGDSRM, Ph.D. Assistant Professor Finance
Dr. Ashwin John MBA, Ph.D. Assistant Professor Finance	Dr. J Leo Deepak MBA, Ph.D. Assistant Professor Finance
Dr. Nazia Memon MBA, MPhil., Ph.D. Assistant Professor Human Resources	Dr. Vikku Agrawal MCM, Ph.D. Assistant Professor Finance



6.2 Visiting Faculty

Every trimester, highly experienced individuals from industry and academia are interested in partnering with SJIM to teach courses through which they can share their expertise and insights with students at SJIM. Some of these visiting faculty members include, but are not limited to, those listed in the table below.

Mr. Anil Shenoy Chartered Accountant Finance	Mr. Joy Rajan Cheruvathoor BE, MMS General Management
Mr. Anvith Murthy B.Tech., PGDPM Human Resources	Mr. S. Natarajan M.Sc., M.S. Operations
Mr. Ajith Rao BA (Economics), MBA Marketing	Ms. Rashmi Nagasubramanian MBA-HR, PCC, CPCC Human Resources
Mr. R. Suresh BA, LLB, MBA Human Resources	Mr. Christopher Anand PGDBM (XLRI) Human Resources
Mr. M.K. Lodi BA, BL, MA, M.Phil. Human Resources	Dr. R. R. Alluri B.Tech., M.Tech., MBA, Ph.D. Operations
Mr. B. N. Murthy BL, PGPM, M.A. Finance	Mr. Sanjeev Kumar, B.E., Master of Computing (NUS), MBA Operations
Ms. Veena Gyanu Satheesh BSc, MA General Management	Mr. Ivin Saji LLM General Management (law)
Ms. K. Swathi LLM General Management (law)	Ms. Riti Sinha MA (journalism) General Management
Dr. R. Sridhar PhD (XLRI) Business Analytics	Mr. G. S. Raghu BE (mechanical) Operations

6.3 Placement Services and Catalyst Center

Ms. D. V. Shobha B.E., MBA (HR) Placement Officer	Mr. Amar Bhattacharya Head of Catalyst Center
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6.4 Library and Administrative Staff

Mr. S. Prabhu	Librarian
Mr. Ravi Kumar	Assistant Librarian
Ms. Clancy Mohan	Office Senior
Ms. Joyce	Assistant to Director
Mr. Philip D'Souza	Campus Manager
Mr. Jena S	Documentation Manager



Ms. Senalda Pereira	Accountant
Mr. Chandrakanth P.	PRO
Mr. Roshan Dias	Office Assistant
Mr. Umesh E	Office Assistant
Mr. Paul Kumar	Attendant
Mr. Ramachandraiah	Attendant
Mr. Arogya Swamy	Attendant
Ms. Jayalaxmi	Attendant
Mr. Jagan M.	Attendant
Mr. Madale Muthu	Attendant
Mr. Chinnappa	Attendant
Ms. Sowmya	Attendant
Mr. Vasanthraj	Attendant
Ms. Vijaylakshmi	Attendant

7 College Working Hours

Library:	8:00 a.m. to 8:00 p.m.
Academic Work	
Monday to Saturday:	8:30 a.m. to 5:00 p.m. 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.

8 List of Holidays (2024-25)

Date	Day	Holiday
31-Jul-24	Wednesday	Feast of St Ignatius of Loyola
15-Aug-24	Thursday	Independence Day
07-Sep-24	Saturday	Ganesh Chaturthi
02-Oct-24	Wednesday	Gandhi Jayanthi
11-Oct-24	Friday	Ayudha Pooja
12-Oct-24	Saturday	Vijayadashami
31-Oct-24	Thursday	Naraka Chaturdashi
01-Nov-24	Friday	Kannada Rajyotsava
02-Nov-24	Saturday	Deepavali
25-Dec-23	Wednesday	Christmas
15-Jan-25	Wednesday	Sankranthi
19-Mar-25	Wednesday	Feast of St Joseph
29-Mar-25	Friday	Good Friday



9 Course of Study

FIRST YEAR COURSES

Core Courses

Course	Credits	Course Code	Domain
First Term			
Business and Management Environment (BME)	2	24CFD001	Foundation
Financial Accounting	3	24CFN001	Finance
Information Systems for Managers	3	24CFD002	Foundation
Managerial Economics	3	24CFD003	Foundation
Operations Management	3	24COP001	Operations
Organizational Behaviour	3	24CHR001	HRM
Total	17		
Second Term			
Business and Management Environment (BME)	2	24CFD004	Foundation
Business Analytics for Managers	3	24CFD005	Foundation
Business Ethics	3	24CFD006	Foundation
Corporate Finance	3	24CFN002	Finance
Human Resources Management	3	24CHR002	HRM
International Business Economics	3	24CFD007	Foundation
Principles of Marketing	3	24CMA001	Marketing
Total	20		
Third Term			
Business and Management Environment (BME)	2	24CFD008	Foundation
Business Research Methodology	3	24CFD009	Foundation
Cost and Management Accounting	3	24CFN003	Finance
Leadership in Action	2	24CFD010	Foundation
Marketing Management	3	24CMA002	Marketing
Operations Research	3	24COP002	Operations
Organizations and Management	3	24CHR003	HRM
Total	19		
Total Credits - First Year		56	

SUMMER TERM

Course	Credits	Course Code	Domain
Industry Internship Project	6	24CFD011	Foundation
Total	6		

**SECOND YEAR COURSES****Core Courses**

Course	Credits	Course Code	Domain
Fourth Term			
Business Strategy	3	24CFD012	Foundation
Fifth Term			
Entrepreneurship and Innovation	3	24CFD013	Foundation
Sixth Term			
CSR, Environment and Sustainability	3	24CFD014	Foundation
Total	9		

Elective Courses

Business Analytics		
Course	Credits	Course
AI and Emerging Technologies	3	24EBA001
BI and Reporting	3	24EBA002
Capstone Project -1	3	24EBA003
Capstone Project -2	3	24EBA004
Data Management and SQL	3	24EBA005
Predictive Modelling and ML	3	24EBA006
Finance		
Course	Credits	Course
Analysis of Financial Statements	3	24EFN001
Behavioral Finance	3	24EFN002
Commercial Banking	3	24EFN003
Derivatives Management	3	24EFN004
Financial Markets and Services	3	24EFN005
Financial Modelling using Excel	3	24EFN006
International Finance Management	3	24EFN007
Mergers and Acquisitions	3	24EFN008
Security Analysis and Portfolio Management	3	24EFN009
Taxation	3	24EFN010
Human Resources		
Course	Credits	Course
Competency Modelling and Leadership Development	3	24EHR001
H R Analytics	3	24EHR002
International Human Resources Management	3	24EHR003
Labour Laws and Industrial Relations	3	24EHR004
Organization Development and Management of Change	3	24EHR006
Performance Management	3	24EHR007
Talent Management	3	24EHR008
Total Rewards Management	3	24EHR009
Training & Development	3	24EHR005



Marketing		
Course	Credits	Course
Business to Business Marketing	3	24EMA001
Consumer Behaviour	3	24EMA002
Digital Marketing	3	24EMA003
Marketing Analytics	3	24EMA004
Marketing Research	3	24EMA005
Retail Marketing	3	24EMA006
Sales and Distribution	3	24EMA007
Services Marketing	3	24EMA008
Strategic Brand Management	3	24EMA009
Operations		
Course	Credits	Course
ERP - Enterprise Resource Planning	3	24EOP001
Lean Management and Six Sigma	3	24EOP002
Productivity Management	3	24EOP003
Project Management	3	24EOP004
Service Operations Management	3	24EOP005
Supply Chain Management	3	24EOP006
Total Quality Management	3	24EOP007
General Electives		
Course	Credits	Course
Course of Independent study (CIS)	3	24EGN001

10 Choice of Courses

10.1 Courses

- The core courses in the first year anchor the student in the fundamentals of all major areas of business and management, creating a strong conceptual foundation in areas such as analytics, finance, marketing, general management, HR, and operations. Courses in the second year, determined and offered by the faculty will be the elective courses.
- Core courses in both years are mandatory for all students. Elective courses in the domains are offered by faculty in the second year.
- The courses and credits listed in Section 9 are illustrative and may be changed or modified to suit the needs of the times.
- Proficiency in the usage of technology, software applications and computer skills is expected of every student.
- Some courses may be offered as non-credit courses. A non-credit course will not be graded. 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 be included for CGPA calculation. To pass in a non-credit course, attendance requirements and all other course requirements as set by the faculty member have to be met satisfactorily. The faculty member's decision will be final. Certificates of completion may be issued by the institute upon course completion of such non-credit courses.

10.2 First Year

In the first year, all the courses offered are compulsory.



10.3 Second Year

In the second year, students are required to select **two areas of specialization** from among those offered in Business Analytics, Finance, Human Resources, Marketing, and Operations.

Students can choose from among the courses offered as electives, subject to the following conditions:

- Core courses in the second year are mandatory for all students
- For Elective courses, a minimum of 39 credits and maximum of 42 credits is required in the second year
- A minimum of 12 credits is required from each of the two specializations over the terms IV to VI
- The minimum and maximum number of credits, including both core and elective courses, in each term shall be:

Term	Minimum	Maximum
IV term	21 credits	24 credits
V term	18 credits	21 credits
VI term	9 credits	12 credits

- About 7 to 10 elective courses will be offered in each domain from among the courses listed in Section 9 above.
- A course would be offered subject to a minimum enrollment of 30 students or 50% of the total number of students who have chosen a particular specialization, whichever is smaller.
- The minimum number of credits required to be eligible for the **gold / silver medal** in a specialization shall be **18 credits**.

11 BME Presentations

There will be 5 BME presentations in each term from Term 1 to Term 3, and it will account for 2 credits in each term. 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 will apply: Fee of Rs 500 per BME and penalty of 10% on the marks awarded.

12 Evaluation Norms

12.1 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 30 hours of class room work and 70 hours outside the class room involving self-study, library work, preparation, projects, and assignments. The one and two credit courses would require proportionately less work.

12.2 Assessment Components - I PGDM

The evaluation system consists of continuous and diverse assessment during the term. The final grade for a subject is usually a combination of the following components.

Component	3 credit course	2 credit course
Group/Individual Assignments	40%	40%
Mid-term Exam	30%	30%
End-term Exam	30%	30%
No. of sessions of 90 minutes each	20	14



12.3 Assessment Components - II PGDM

The evaluation system in the second year is similar to that in the first year. The primary difference is that the second-year courses, being mostly elective courses, usually have a substantial project work component involving primary or secondary data analysis.

Component	3 credit course	2 credit course
Project / practical work	40%	40%
Group/Individual Assignments		
Mid-term Exam	30%	30%
End-term Exam	30%	30%
No. of sessions of 90 minutes each	20	14

12.4 Course Evaluation

- In every course, the faculty member teaching the course has the final decision with regarding to the course evaluation keeping in mind the institute policies at the time.
- All courses have multiple assessment components and students are evaluated on all components in order to arrive at the total score for each student in the course. Thereafter, the institute's relative grading policy is applied to this score to determine the student's grade point (GP) and letter grade in the course.
- While the individual assessment scores in a course are released at the faculty member's discretion, the GP for each course is released by the Controller of Examinations (CoE) at the end of each trimester.

12.5 Makeup Exams

If a student misses any midterm or endterm examination for valid reasons such as medical exigencies, he/she may apply to the Director for writing a makeup examination. Such application should be submitted to the Director (as per the format specified) within two days from the date of examination or return to college after medical leave whichever is earlier.

12.5.1 Fees

	If applied on or before the due date	If applied AFTER the due date
Midterm Makeup Exam	Rs 1,500 per subject	Rs 2,000 per subject
End-term Makeup Exam	Rs 1,500 per subject	Rs 2,000 per subject

12.5.2 Penalty

As the students who are permitted to write the makeup exams derive an unfair advantage over those who write the regular exams, a penalty of 10% of the marks scored is applied. The makeup exam will be substantially tougher than the original exam.

12.6 Revaluation of Examination Answer Scripts

If a student wishes to have his/her midterm or endterm examination answer paper reviewed again by the faculty, he/she should make an application to the Director along with a fee of Rs.1000 per paper. In this request, the student should clearly mention the reasons why he/she requires a repeat 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 student about the result of the review.



If the student is not satisfied with the results of the initial review by the faculty, the student may make an appeal to the Director in writing, along with a fee of Rs 2000 per paper for an independent review of the answer paper. 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.

12.7 Midterm Question Paper Format Guideline

The guidelines below are only indicative of how a midterm examination question paper might be designed. Individual faculty members have the freedom to design their question paper to suit the assessment(s) required in their respective courses.

Section A	<ul style="list-style-type: none">• These questions include concepts or terms that are typically asked in placement interview.• Examples include Multiple Choice Questions, define a term / concept, and other similar questions.
Section B	<ul style="list-style-type: none">• These questions include theory and application of the same. Analytical and/or critical thinking ability might also be assessed through such questions.• Choice of 3 out of 4 questions might be given.
Section C	This section usually uses a case or caselet or some data that students need to use in order to answer the question(s) presented.
Total Marks	50 marks

12.8 Endterm Question Paper Format Guideline

The guidelines below are only indicative of how a midterm examination question paper might be designed. Individual faculty members have the freedom to design their question paper to suit the assessment(s) required in their respective courses.

Section A	<ul style="list-style-type: none">• These questions include concepts or terms that are typically asked in placement interview.• Examples include Multiple Choice Questions, define a term / concept, and other similar questions.
Section B	<ul style="list-style-type: none">• These questions include theory and application of the same. Analytical and/or critical thinking ability might also be assessed through such questions.• Choice of 3 out of 4 questions might be given.
Section C	This section usually uses a case or caselet or some data that students need to use in order to answer the question(s) presented.
Total Marks	60 marks

13 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:



Grade Point	Letter Grade
9.00 – 10.00	A+
8.00 – 8.99	A
7.00 – 7.99	B+
6.00 – 6.99	B
5.00 – 5.99	C+
4.00 – 4.99	C
1.00 – 3.99	D
0.00	Incomplete

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.

13.1 Calculation of TGPA and CGPA – An Example

Courses in Term 1	Credits (A)	Grade Point or GP awarded (B)	Credits × GP (A × B)	
Financial Accounting	3	8	24	
Managerial Economics	3	6	18	
Organizational Behaviour	3	8	24	
BME	2	9	18	
Operations Management	3	8	24	
Info. Sys. for Managers	3	6	18	
TOTAL	17		126	
Term	Credits	Credits × GP	TGPA	CGPA
First	17	126	$126/17 = 7.41$	$126/17 = 7.41$
Second	20	153	$153/20 = 7.65$	$279/37 = 7.54$
Third	19	120	$120/19 = 6.32$	$399/56 = 7.12$
Summer (IIP)	6	54	$54/6 = 9.000$	$453/62 = 7.31$
Fourth	21	118	$118/21 = 5.62$	$571/83 = 6.88$
Fifth	18	124	$124/18 = 6.89$	$695/101 = 6.88$
Sixth	12	108	$108/9 = 9.00$	$803/113 = 7.10$

14 Rules of Promotion to the Second Year

- Minimum CGPA of 5.00 at the end of the third term and not more than a total of three 'D' letter grades accumulated in the first year.
- Students who do not secure the minimum requirements by the end of the third term are not promoted to the second year but have the following options:
 - To repeat the first year, or
 - To repeat one or more terms of the first year
- Fees:
 - For repeating the first year: the fees applicable for the first year in which the course is repeated.
 - For repeating a term: Rs 5000 per course



15 Rules for Passing the Second Year

Minimum CGPA of 5.00 at the end of second year and not more than a total of three 'D' letter grades accumulated in the second year. Students who do not meet this promotion criteria are not eligible for the award of PGDM.

16 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 six 'D' letter grades during the two years of the program.

17 Eligibility for Placements

To be eligible for placement services from the college, a student must have attended the prescribed minimum number of seminars, workshops, conferences, conclaves and other similar academic-oriented events at the institute.

18 Attendance Requirements

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

Attendance Range	Penalty
Student misses upto 5 classes	No penalty
Student misses 6 or 7 classes	5 marks deduction
Student misses 8 or 9 or 10 classes	10 marks deduction
Student misses 11 or more classes	Repeat course in the following year

If a student misses more than 5 classes, then he or she can apply for leave only for the following reasons:

Leave Type	Leave application process
Duty Leave <ul style="list-style-type: none"> ▪ for representing SJIM at external events ▪ for work as a student council member ▪ max. 2 days per term. 	<ol style="list-style-type: none"> 1. Get a letter signed by the faculty coordinator for the event/activity 2. Apply for leave through the online leave management system 3. Upload the signed letter as a part of the online leave application.
Sick Leave <ul style="list-style-type: none"> ▪ only for hospitalization ▪ number of days granted will be decided on a case-by-case basis. 	<ol style="list-style-type: none"> 1. Apply for leave through the online leave management system 2. Upload the hospital discharge summary as a part of the online leave application.
Placement Leave <ul style="list-style-type: none"> ▪ for summer placements and final placements from college ▪ for self-placements too, if proof is given. 	<ol style="list-style-type: none"> 1. Apply for leave through the online leave management system 2. In the case of self-placement, it is mandatory to upload proof of self-placement as a part of the online leave application.

No other leave of absence will be granted to students other than for the reasons mentioned in the table above.



Students who claim attendance through the online leave application should submit the online application within 3 days from the date of the last date of the leave. The request will not be considered for attendance after 3 days.

Furthermore, 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, if due to unavoidable reasons, such as hospitalization, a student was able to attend only 9 classes of the course, then the student has to repeat the course in the following year.

18.1 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 a 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.

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.

18.2 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.

18.3 Online Attendance Record

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

19 Caring for the Common Good

At SJIM, we strongly believe in 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.

Programs like the Rural Immersion Program and events like blood donation camps, collecting donations from the public to help people affected by natural disasters through marathons, walkathons and cyclothons organized by the students of SJIM, and many other events 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 to make them aware of a society that lives beyond our familiar urban setting and to help them understand how sound business principles can be used to better the lives of those in rural India. Participation in the Rural Immersion Program is compulsory for every student and is a non-credit activity.



20 Industry Internship Project

Every student must compulsorily take up an Industry Internship Programme in any corporate body acceptable to the institute. 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 their diploma. The internship program will have a weight of 6 credits. Apart from being an academic requirement, the internship program also plays an important part in final placement interviews. Many companies that come for campus placements, question students on what they have done or learnt during the internship program. It has been our experience that a student who performs well in their internship is considered positively by interviewing companies.

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.

21 Classes and Related Matters

- Students are expected to be in the classroom 5 minutes before the commencement of any lecture. Faculty may keep the students out of the class if the students do not reach the class on time.
- Students must come dressed in the college uniform for all formal functions, including conferences, conclaves, meetings, seminars, and other similar functions. Students must also wear the college uniform when they go outside to meet corporate executives and when they represent SJIM at any function or seminar or meeting outside the institute. At all other times, students are expected to come neatly dressed and maintain the dress code at all times.
- Each term will have a clear timetable. This will be communicated to the students before the commencement of each term.
- Students should note that classes will not be rescheduled except under unavoidable circumstances. The Dean is in charge of rescheduling the classes.

22 Discipline

Discipline is essential for building character and for proper working of the institute. Therefore, SJIM expects its students to maintain discipline and decorum at all times.

22.1 Disciplinary Offences

Category of Offence	Nature of Offence	Recommended Action	Penalty Points
Level 1	Minor (e.g., missing a compulsory guest lecture / event / possessing cigarettes / found drunk on campus, etc.)	A fine of Rs.1000.	10
Level 2	Major (e.g., smoking, alcohol consumption on campus, etc.)	A fine of Rs.2500.	25
Level 3	Serious (e.g., plagiarism, copying in exams, etc.)	A fine of Rs.5000 and/or any disciplinary action as appropriate, which may include suspension for a specific period or expulsion from the institute.	50



Level 4	Critical (e.g., consumption or possession of drugs, maligning the institute, any activity that brings disrepute to the institute, eve-teasing, sexual harassment, etc.)	A fine of Rs.10000 and/or any disciplinary action as appropriate, which may include suspension for a specific period or expulsion from the institute.	100
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22.2 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. The fine is over and above the penalty points levied.
3. All offences observed must be reported to the institute's office promptly.
4. Any unfair practice in quizzes, assignments and examinations is viewed very seriously by the institute and erring students will be subjected to disciplinary proceedings that may include the dismissal of the student from the program. Faculty members can bring instances of such unfair practices to the notice of the Director / Dean.
5. 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 on and around campus, but students coming to the college under the influence of these are subject to be rusticated.
6. Ragging and racial discrimination in the campus / hostel is strictly prohibited.
7. 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.
8. When a disciplinary offence is brought to the notice of the institute office or authorities, the DAC will meet as soon as possible, conduct a hearing with the alleged offender, and decide if an offence has been committed. If the DAC deems that an offence has been committed, then the DAC will categorize the offence and award appropriate penalty points.
9. It will be the responsibility of the students to track their penalty point status.
10. Discipline need not be confined to the campus alone. Students are ambassadors of the institute and must exhibit good behaviour wherever they go. 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.
11. Fines imposed must be paid within the due date, and if not, the DAC reserves the right to increase it and attach more penalty points.
12. A student found guilty of a disciplinary offence by the DAC can appeal by writing to the Appellate Committee by paying an appeal fee of Rs.1000. The Appellate Committee will then meet and decide after giving the offender a hearing in person. In case the decision of the DAC is overturned by the Appellate Committee, the student will be refunded the appeal fee and the fine paid and the penalty points awarded will be cancelled. The Appellate Committee will consider the appeal only if the student has paid the fine and the appeal fee. If the student loses the appeal, the appeal fee will not be refunded.
13. 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 they may also increase the fine.
14. Students with penalty points are generally ineligible to apply for institute scholarships and to receive awards for academic achievements and so on.
15. If a student accumulates 100 or more penalty points, (s)he is barred from availing placement services.



22.3 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 does not 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 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 is permitted. Ample group work facility is provided to students elsewhere in the premises.
4. With a view to preparing committed executives, the college requires full attendance of all students 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. 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'. At SJIM, we 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.
7. Ours is a Jesuit institute with the motto '*Faith and Toil: faith in the 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*'.

23 Committees at SJIM

23.1 Disciplinary Action Committee (DAC)

For the Academic Year 2024-25, the DAC shall consist of

- Dr. Maria Immanuel (Chairperson)
- Dr. Avil Saldanha (Member)
- Dr. Nirmala Joseph (Member)

23.2 Appellate Committee

For the Academic Year 2024-25, the Appellate Committee shall consist of

- Rev. Dr. Manoj D'Souza, Director (Chairperson)
- Dr. A. R. Rajagopalan, Dean (Member)
- Prof. V. J. Lawrence, Associate Dean (Member)

23.3 Internal Complaints Committee (ICC)

The primary responsibility of ICC is the prevention of Women's Sexual Harassment at the workplace. Complaints or representation related to this should be sent to the chairperson of the committee. For the Academic Year 2024-25, the ICC shall consist of

- Dr. Jessy Nair (Chairperson)
- Dr. Leo Deepak (Member)



- Dr. Vikku Agrawal (Member)
- Ms. Clancy Mohan (Member, non-teaching)
- Mr. S. Prabhu (Member, non-teaching)
- Three students of II PGDM, of which at least two are girls (Member)
- Eunice Mercy (advocate), SICHREM - South India Cell for Human rights education and monitoring (Member, NGO representative)
- Fr. Gerald D'Souza, LLB (Member)
- Local SHO/PI, Ashoknagar Police Station (Member)

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.

23.4 Grievance Redressal Committee

For the Academic Year 2024-25, the Grievance Redressal Committee shall consist of

- Dr. A. R. Rajagopalan, Dean (Chairperson)
- Prof. V. J. Lawrence, Associate Dean (Member)
- Dr. Binny Cherian (Member)
- Dr. Nazia Memon (Member)
- Mr. Ravi Kumar (Member, non-teaching)
- Student Council General Secretary (Member, student)

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.

23.5 Anti-Ragging Committee

For the Academic Year 2024-25, the Anti-Ragging Committee shall consist of

- Prof. V. J. Lawrence (Chairperson)
- Dr. Nirjala Joseph (Member)
- One male and female student of I PGDM and one student of II PGDM (Member)
- Ms. Clancy Mohan (Member, non-teaching)
- One parent from I PGDM (Member)
- Eunice Mercy (advocate), SICHREM - South India Cell for Human rights education and monitoring (Member, NGO representative)
- Fr. Gerald D'Souza, LLB (Member)
- Local SHO/PI, Ashoknagar Police Station (Member)

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.



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

For the Academic Year 2024-25, this Committee shall consist of

- Dr. A. R. Rajagopalan, Dean (Chairperson)
- Prof. Suresh Herur (Member)
- Dr. Ashwin John (Member)
- Mr. Ravi Kumar (Member, non-teaching)
- Ms. Jayalaxmi (Member, non-teaching)

Reference:

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

23.7 Internal Quality Assurance Committee (IQAC)

- Rev. Dr. Manoj D'Souza SJ, Director (Chairperson)
- Dr. Anup Krishnamurthy (Member)
- Dr. Caren Rodrigues (Member)
- Dr. Deepika Joshi (Member)
- Dr. Ravi Darshini (Member)



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