XIME
Shaping Future Leaders

- **Bangalore**
- **Chennai**
- **Kochi**

STUDENT HANDBOOK
(For Internal Circulation Only)
2024-26

Xavier Institute of Management & Entrepreneurship
Bangalore, Chennai & Kochi

Prof. J. Philip
Principal Founder and Chairman, XIME Bangalore
Former Director, IIM Bangalore

MISSION

To contribute to nation-building by providing a steady stream of competent, value-driven, globally oriented managers.

VISION

To be a globally oriented Business School that is counted among the leading Business Schools of India and abroad with high levels of international accreditation. The Institution will forever have students at the centre of its aspirations and endeavours while manifesting a wholehearted commitment to all its stakeholders. Competence, dedication and contribution to society will be the watchwords of XIME. Being staunchly devoted to excellence in quality, every unit of XIME will admit to its portals only an adequate number of students to accomplish that objective.

VALUES

- Excellence
- Integrity
- Diversity
- Innovation
- Openness to Ideas
- Societal Concern

Program Outcomes of PGDM

PO1	Apply knowledge of management theories and practices to solve business problems
PO2	Foster analytical and critical thinking abilities for data-driven and evidence-based decision-making, leveraging the latest technologies and digital tools.
PO3	Develop value-based leadership skills.
PO4	Ability to understand, analyze and communicate global, economic, legal, and ethical aspects of business
PO5	Ability to lead themselves and others in the achievement of organizational goals, contributing effectively to a team environment
PO6	Integrate principles of sustainability into business strategies, emphasizing environmental stewardship, social equity, and economic viability.
PO7	Ability to demonstrate an innovative and entrepreneurial mindset in dynamic business environments

Program Outcomes of PGDM-Business Analytics

PO1	Apply Knowledge of management theories and practices to solve business problems with data-driven approaches.
PO2	Foster analytical and critical thinking skills to extract insights from data, using the latest technologies and digital tools.
PO3	Develop value-based leadership skills.
PO4	Ability to understand, analyze and communicate global, economic,legal, and ethical aspects of business
PO5	Ability to lead themselves and others in the achievement of organizational goals, contributing effectively to a team environment
PO6	Examine sustainability principles to incorporate business analytics, emphasizing environmental responsibility, fair data practices, and economic sustainability.
PO7	Ability to demonstrate an innovative and entrepreneurial mindset in dynamic business environments

INSIDE THE HANDBOOK

This handbook is intended to make your living and studies at the Institute better, more satisfying and more productive.

In this handbook, you will find useful information on academic matters, the campus, library, facilities including the hostel and canteen. Relevant rules, regulations and guidelines are set out.

Your strict adherence to these will promote a congenial environment that will help you achieve the objective of successfully completing the PGDM at XIME.

While as a student of XIME, you bid fair to be a desirable candidate for the recruiters visiting the campus, important attributes for you are indeed your domain knowledge, general awareness, achievements during the programme and your personal grooming and skill sets having to be of the top order.

To many of you, this is perhaps the very last phase of formal education. Therefore, we believe that you would like to make the best use of these two years.

Put your time to good use and be a winner!

Welcome to XIME.

Secretary

10 July 24

Winter Fest 2023 – XIME Bangalore winning the Overall Championship

ACADEMIC CALENDAR FOR AY 2023-24 BANGALORE/ CHENNAI/KOCHI- PGDM/ PGDM-BA

Class	Start Date	Mid Term Exam	End Term Exam	End Date
Term I/ IV	8 July 2024	19 to 21 Aug 2024	24 to 27 Sep 2024	27 Sep 2024
Term II/ V	30 Sep 2024	13 to 15 Nov 2024	18 to 21 Dec 2024	21 Dec 2024
Term VI	2 Jan 2025	10 to 12 Feb 2025	25 to 28 Mar 2025	28 Mar 2025
Term III	3 Feb 2025	10 to 12 Mar 2025	14 to 17 Apr 2025	17 Apr 2025

Important Dates	
Date	**Event**
8 Jul *(Mon)* – 15 Jul 2024 *(Mon)*	Orientation Programme
3 & 10 Aug *(Sat)*	SIP Viva
14 Oct *(Mon)* onwards	Annual Placements
30 Nov 2024 *(Sat)*	XIME Winter Festival
3 Dec 2024 *(Tue)*	St. Xavier's Day
14 Dec 2024 *(Sat)*	Christmas Celebration
22 Dec *(Sun)* – 1 Jan 2025 *(Wed)*	Winter Vacation
2 Jan *(Thu)* - 30 Jan 2025 *(Thu)*	SUPA Internship/ Audencia Winter Programme
6 Feb *(Thu)* – 8 Feb 2025 *(Sat)*	SUPA Viva – Batch 30 and BA04
14 Feb *(Fri)* – 15 Feb 2025 *(Sat)*	XIMERA (Bangalore)
24 Feb *(Mon)* – 25 Feb 2025 *(Tue)*	Prometheus (Chennai)
7 Mar *(Fri)* – 8 Mar 2025 *(Sat)*	QUEST (Kochi)
5 Apr 2025 *(Sat)*	Foundation Day Celebration
10 Apr 2025 *(Thu)*	Convocation Day – XIME Kochi
12 Apr 2025 *(Sat)*	Convocation Day – XIME Bangalore
17 Apr 2025 *(Thu)*	Convocation Day – XIME Chennai
21 Apr *(Mon)* – 4 Jul 2025 *(Fri)*	Summer Internship Programme
7 Jul 2025 *(Mon)*	Academic Year 2025-26 begins

EXAMINATION & EVALUATION

1. Evaluation of a student's performance at XIME is a continuous and multifaceted process. Assessment is made through Course project, Class tests, Class Participation, Case Studies, Seminars, Assignments, Quizzes, Mid-Term Tests and End-Term Examinations. As a general rule, the End-Term Examinations will not have more than 40 percent weightage in deciding the grade for a course.

2. Evaluation of performance will be on a 9 point-scale (8 to 0).

Grade	A+	A	B+	B	C+	C	D+	D	F
Grade Point	8	7	6	5	4	3	2	1	0

3. A combination of relative and absolute grading is followed. All courses are evaluated for a total of 100 marks.

The procedure will be as follows:

a. All the students who get 50 marks or above, will be graded relatively as per the framework below:

Relative Score	Grade
Top 5 percentile	A+
80th-95th percentile	A
40th-80th percentile	B+
0-40th percentile	B

b. Students who score below 50 marks will be graded as per the below absolute grading framework:

Marks	Grade
45-50	C+
40-45	C
35-40	D+
30-45	D
Below 30	F

4. The following are the minimum CGPA requirements in various cases are shown below:

From one term to the next:

A minimum Grade Point Average (GPA) of 3.5 in every term is essential for the student to continue in the PGDM programme. Student failing to achieve this will be dropped from the programme.

From first to the second year:

Cumulative Grade Point Average (CGPA) required at the end of Term III (I year) is 4.50 for promotion to the second year.

For completion of the PGDM programme:

At the end of the second year, a student would qualify to receive the Post Graduate Diploma only if the student has a Cumulative Grade Point Average of '5.00' for both the first and the second years put together. This is further subject to the fulfilment of the following requirements:

   a. Grade of at least 'C+' in the Summer Internship Project,

   b. No F grade in any course. If a student gets an F in a course, he/ she must write a makeup examination at the end of the second year and secure a D or above to be eligible for graduation.

5. A student should get a minimum CGPA of 4.8 at the end of the Third Term to be sponsored by the Institute for campus placement.

6. If a student obtains C or a lower grade in Summer Project, that student has to do another intensive project for 2 weeks under the guidance of an XIME faculty before completion of Term V.

7. Students who do not qualify to award of PGDM (includes Business Analytics) (i.e. securing a CGPA of < 5.00 for both first and second year put together) have the following options to improve their CGPA to 5.00 or more and qualify to receiving the award of PGDM:

   a. Makeup-examination will be conducted in the second half of July of the next academic year through which the students can improve their CGPA to be above 5.00. The makeup-examination results will only change the mid-term and end-term marks. Other components will not be affected. Hence, makeup examinations will be for 55 marks as per current scheme. The grading of the students who take up these Make-up examinations will be based on the relative grading framework of the section to which the student concerned had belonged for the particular course. This will have no impact on the GPA of other students. The fee for the makeup-examinations is Rs.5000/- per Course.

   b. If a student fails to secure the required CGPA in their first attempt at a makeup examination, the student will have the option of writing midterm and end term examinations of the courses where they want to improve the score, along with the regular students in the fifth and sixth terms. The last recourse will be to attempt the makeup-examinations for select courses in the subsequent year.

   c. Repeat a term and improve grades in the subjects

   d. Repeat one or more subjects when the subjects are offered at the Institute in any of the next year terms

   e. Select a new subject and improve the CGPA. A student can select a new subject and delete the grade of the old subject and add the new subject with a better grade. In all the cases, the student will be required to pay proportionate tuition fee for the repeating subjects. Such students will have to make their own arrangements for stay.

8. As per the Institute's policy, students who register for PGDM will be given, if necessary, an additional two years to complete their course. Thereafter their registration will lapse. For example, a student joining in 2024 must finish the course by April 2028.

NORMS FOR CAMPUS CONDUCT

XIME provides a learning environment where free enquiry and self-expression are essential components, with thrust on professional and personal development in a holistic manner. Its sanctity and effectiveness can be preserved and upheld only with upright conduct and behaviour of students within the campus and outside. Hence, these norms, guidelines and code of conduct.

The working hours of XIME are as follows:
Bangalore / Kochi: 8.30 am – 5.00 pm
Chennai: 8.00 am – 4.30 pm

1. Nature of the academic programme:

XIME's PGDM Programme is a fully residential programme where all students are required to stay in the campus hostels.

2. Guidelines

2.1. Student Identity System:

a) Students will be issued identity cards. They must always have the card in their possession and produce it if asked for proof of their identity. The identity card will be displayed (worn around the neck) within the Campus during working hours (8:30 am to 5:00 pm).

b) Loss of the identity card must be reported to the Administrative Officer/Manager (Admin) as soon as noticed so that the lost card may be deactivated.

c) In case of loss of the identity card, a duplicate card will be issued on payment of Rs.250/-.

d) On completion of their programme, students should return the Identity Card to the Administrative Officer in order to obtain a 'No Dues Certificate'. NDC is mandatory for award of the Diploma as well as refund of the caution deposit.

2.2. Attendance:

a) As notified in the offer letter, it is necessary that you are regular in your class attendance so that you are able to get the best out of the faculty, peer group and class discussions. 100% attendance is expected in every course in the programme.

b) Absence is permitted for reasons like sickness, accidents, bereavements or officially assigned work. (Prior written application must however be submitted to the Batch Coordinator and approved by the Batch Coordinator. Dean (Acad.) can condone absence up to 10% of class sessions in a course in cases where the candidate is sanctioned prior leave of absence for such reasons.

c) Director, on the recommendation of the Dean (Acad.), can condone a further absence of 5% in a course.

d) Any case of absence beyond 15% but less than 25% in a course will be placed before the Standards and Discipline Committee for condonation. The Committee will consider each

case on its merits and decide whether the student can continue with the programme and if so, the work required to be undertaken by the student concerned to make up for the absence.

e) Whenever the absence exceeds 25% in a course, the concerned student will not be allowed to write the End-Term Examination for the course and will have to get readmitted to the course when it is offered to the next batch of students.

f) Abstaining from the exams will attract heavy fines. Students unable to attend Term exams due to valid reasons would be allowed to appear for re-exam. The fee for re-exam is Rs. 2500 per paper. Such students have to meet the Batch Coordinator to fix the date and timings for re-exam. The re-exam date should be within a week from the original schedule of the exam.

g) On all working days, students should be present in the campus even if no classes are scheduled for that date. They should attend all special classes or common activities / events at the Institute.

2.3. Punctuality:

a) Late coming/early leaving without permission will constitute indiscipline and attract appropriate punishment.

b) Students must be punctual in attending talks, guest lectures, industry interaction sessions and such other activities or functions as are arranged by the Institute. These are essential components of the PGDM programme.

2.4. Ethical Practices:

2.4.1. General

XIME is established to train and develop ethically responsible business leaders through adherence to the highest standards of academic integrity and overall ethical conduct. Each student will strive for these standards in representations, academic pursuits, and respect for the property and individual rights of others. Therefore, every student should develop a sense of individual responsibility to foster an environment of honor and trust within the Institute.

While representing XIME every student will maintain the highest standards of honesty and integrity.

2.4.2. Academic

Students will not use any dishonest method to gain an unfair advantage over other students in academic pursuits, especially through, but not limited to:

a) Giving or receiving any unauthorized aid on an assignment or exam, including working in groups on any assignment that has been designated as individual work by the professor;

b) Failure to comply with the academic guidelines established by the instructor for assignments;

Malpractice of any kind (like copying in an examination/test/quiz, copying others' assignment/report, plagiarism from books/journals/internet) will not be tolerated. Strict disciplinary action will be taken on students who engage in such unfair methods - could even lead to suspension or dismissal from the Institute.

2.5. Dress Code:

a) Students shall be in their formals fitting to a professional institution of higher learning. Propriety must be observed at all times. Students will be well groomed at all times while in the Institute.

b) On Mondays students will wear their uniform - suit and neck-tie for male students and sarees / western formals with collared shirts for female students. Uniforms will be arranged by the Institute.

c) During working hours, male students will wear leather shoes with socks and female students will wear footwear generally worn by managers in reputable organizations.

d) Jeans, T-shirts, sleeveless dress, short blouse, sneakers, chappals, etc. are not permitted in the class (and Auditoria) during working hours.

2.6. Campus Facilities and Upkeep:

a) Cleanliness must be ensured in the campus (including hostels). Bins for garbage segregation are in place. Disposal of garbage must conform to instructions and municipal regulations on the subject. Similarly, guidelines and advice on energy and water conservation must be followed.

b) XIME campuses have excellent facilities for curricular and co-curricular activities. Sports and games are encouraged. Students are advised to utilize these facilities to the maximum (ensuring care in their handling and maintenance). Safety is important.

c) Students may bring their personal transport along and should park these only at designated places. Parking near the portico or on pathways is prohibited by the local administration. Use of helmets while riding two-wheelers is mandated by law and must be complied with. XIME campus is well connected by public transport and personal transport.

2.7. Mobile Phone:

a) Considering the disturbance and distractions caused, usage of mobile phones are not permitted (including texting and chatting) in the academic and administrative spaces of the Institute during working hours.

b) However, students may be permitted to use mobile, if directed by the faculty within the class room for assessments or different other academic purposes.

c) If a student wants to use mobile during working hours, he/she shall go out of the building to the lawn near the front gate.

d) Students can use the mobile in the canteen.

e) Students expecting urgent calls can leave the phone in the library and the staff will help in taking messages for them.

f) Violations of the above rules will result in punitive actions including fine. The fine of ₹500 will be collected that will go to XSEED (Social Club of XIME) fund.

2.8. Environment:

a) XIME observes a 'No Smoking' policy. Hence, the campuses are 'No Smoking Zones'. Use of Chewing Gum/Pan/Gutka is not permitted anywhere in the Campus.

b) Consumption or possession of alcohol anywhere in the campus is forbidden. If found in any hostel room, all its roommates are liable for disciplinary actions.

2.9. Prohibited Conduct:

The following misconduct will attract serious disciplinary action:

1. Ragging in any form is strictly prohibited (refer F.No.37-3/Legal/AICTE/2009 - details given on XIME website). Students and their parents have submitted affidavits on this. If engaged in ragging, the offending student will be terminated from the PGDM programme.

2. Intentionally causing physical harm to any person inside the Institute premises.

3. Intentionally initiating false reports, warning or threat.

4. Intentionally or maliciously furnishing false information to the Institute or about the Institute.

5. Forgery, unauthorized alteration, or unauthorized use of any Institute document or instrument of identification.

6. Unauthorized use of computer hardware or software.

7. All forms of academic dishonesty, including cheating, fabrication, plagiarism, and collusion.

8. Theft of property or services on Institute premises; or being in possession of stolen property.

9. Intentionally destroying or damaging the Institute's property or property of others on the premises.

10. Unnecessary interference in the classes are in Institute's sponsored activities, including studying, teaching, research, sports or Institute administration.

11. Failure to comply with the directions of the Institute's officials, including administrative officers and the campus security acting in performance of their duties.

12. Non-payment of any fees or dues on time, and failure to return library books on time.

13. Unwanted and non-professional relationships or group activities with co-students, faculty members and other supportive service staff shall be subject to severe actions.

14. Derogatory remarks against any particular caste, religion, region, state or disadvantaged persons shall be punishable.

15. Repeated or aggravated violations of any provision of these code may also result in expulsion or suspension or the imposition of any other penalty as appropriate.

3. Policies, Rules, and Regulations

3.1. Interpretation of Regulations: Disciplinary regulations at the Institute are set forth in writing in order to disseminate among the students and to make them understand prohibited conduct.

3.2 Inherent Authority: The Standard Ethics and Disciplinary Committee (henceforth referred to as SEDC) reserves the right to take necessary and appropriate actions to protect the safety and

well-being of the campus community. Final authority in disciplinary matters, however, is vested in the Institute administration and in the Board of Governors.

3.3. Accountability: Students will be accountable for their acts which constitute violations of norms, guidelines, codes or instructions.

4. Disciplinary Proceedings

4.1. Complaint and Investigation:

When the Dean (Academics) receives information that a student has allegedly violated any code of conduct. The Dean shall investigate the alleged violation. After completing the preliminary investigation, Dean (Academics) may:

1. Dismiss the allegation as unfounded, either before or after conferring with the student; or

2. Proceed administratively and impose disciplinary action; or

3. Prepare a complaint based on the alleged violation for disciplinary hearings along with a list of witnesses and documentary evidence supporting the allegation.

4. Dean (Academics) may place the student alleged to have committed the violation/ misconduct under suspension pending enquiry, if the case so warrants.

5. Dean (Academics) may further refer the case to SEDC wherever the case is of a serious nature.

4.2. Summons and Actions:

a) The Committee shall summon the student regarding an alleged violation by sending a letter to the student. A copy of the letter shall be sent to the student at his or her last known address as it appears in the records of the office and a copy of which shall be delivered personally to the student, if in the campus.

b) The letter shall direct a student to appear at a specific time and place not less than 3 working days after the date of the letter. The letter shall describe briefly the alleged violation and cite the code of conduct which has been violated.

c) If the student fails to appear before the Standard Ethics and Disciplinary Committee even after providing two opportunities to appear, the committee may proceed to conduct and conclude the enquiry exparte.

d) Based on the findings of the enquiry, appropriate actions will be taken.

4.3. Suspension:

Dean (Academics) may suspend a student immediately, without prior notice, for an interim period, pending disciplinary proceedings. A student who is suspended on an interim basis shall be given an opportunity to appear before the SEDC within 5 working days from the effective date of the interim suspension.

4.4. Punishment:

Director/Dean (Academics) or any other empowered authority of the Institute shall take any one or combination of the following actions against the guilty, depending on the nature and gravity of the offense.

a) Cancellation of admission.

b) Suspension from attending classes.

c) Withholding/withdrawing scholarship/fellowship and other benefits.

d) Debarring from appearing in any test/examination or other evaluation process.

e) Withholding results.

f) Debarring from representing the institution in any regional/National or International meet, tournament, youth festival, etc.

g) Suspension/expulsion from the hostel.

h) Rustication from the Institute for a period.

i) Expulsion from the Institute.

j) Collective punishment for ragging: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

The SEDC may follow its own procedure and consider:

a) The reliability of the information concerning the student's conduct, including the matter of his or her identity;

b) Whether the conduct and surrounding circumstances reasonably indicate that the student's continued presence in the Institute premises poses a substantial threat to himself or herself, to others or to the stability and continuance of normal institute function.

c) After the hearing, the Committee will recommend appropriate actions.

5. Student Grievance Procedure

5.1 Definition:

A student grievance is an Institute-related internal problem or condition which a student believes to be unfair, inequitable, discriminatory, or a hindrance to the educational process.

5.2. Scope:

The student grievance procedure is designed to provide the student with the opportunity to seek remedy to the conditions which the student believes impede education or instruction. This student grievance procedure is not designed to include changes in policy, course content, teaching methodology nor does it apply to grading practices.

5.3. Procedure:

Students who believe that they have an Institute-related grievance:

a) Should discuss it with the mentor the conditions which brought about the alleged grievance.

b) If the discussion does not resolve the matter to the student's satisfaction, the student may appeal to the Dean (Academics) in writing, and if not satisfied can appeal to the Student Grievance Redressal Committee.

5.4. Procedure in the Student Grievance Redressal Committee (SGRC)

a) A student who wishes a grievance to be heard must submit a written request to the Student Grievance Redressal Committee.

b) The appeal must be heard by the Committee within 3 class days from the date of submission of grievance from the student.

c) The committee will consist of five members as suggested by AICTE and will be headed by the Director. The decision of the Committee shall be final.

6. Standing Committees at the Institute:

1. Chairman's Club

2. Statutory Committees

   i. Anti- Ragging Committee

   ii. Internal Complaints Committee (ICC) / Sexual Harassment Committee

   iii. Grievances Redressal Committee

   iv. Standard Ethics and Disciplinary Committee (SEDC)

   v. SC/ST Committee

   vi. Internal Quality Assurance Cell (IQAC)

3. Other Committees

   i. The Academic Council

   ii. Admissions Committee

   iii. Examination Committee

   iv. Placement Committee

   v. Summer Internship Committee (SIP)

   v. Research Committee

   vi. Alumni Committee

   vii. Purchase Committee

   viii. Library Committee

   ix. Mess Committee

   x. Sports, Health & Wellness Committee (Students)

   xi. Student Activity Committee

   xii. Cultural Committee

   xiii. Social Media/ Newsletter/ PR Committee

7. Summary

PGDM Program at XIME is a residential programme, with a clear purpose. It provides an opportunity for learning beyond the classroom where there is little direct supervision. Students are expected to display maturity and responsibility to derive the best out of community living. In a globalized world, there is a need to develop team working and leadership skills amidst diversity in all its manifestations.

General Guidelines

1. XIME Campus is your home for the period of the programme. Take care of it and all the facilities therein.

2. Don't litter the class rooms, verandas, canteen, lounge or the environment. Contribute to keeping the Campus clean and tidy.

3. Don't sleep in the lounge or lie on the sofas in the common area. These are only meant for sitting. Infraction of this rule will attract penalties.

4. As an initiative towards energy saving, please ensure that all lights/fans are switched off when you leave the hostel room.

5. Attendance at all classes and general/group events is mandatory. Leave of absence due to exceptional circumstances must be with prior sanction from the Batch Coordinator/ Dean (Academics).

6. Dining arrangements are within the Campus, in respective Dining Halls. Meals are to be consumed only in the Dining Halls. Food is not to be taken into residences so as to prevent pest menace. Eatables are banned from all class rooms, learning areas and Auditorium. Students are to be in formal dress while in the dining halls.

7. The Institute's property will be retained in the respective areas. Any temporary movement for a particular event will be with approval of the Administrative Officer. Equipment shifted out should be returned to its original location immediately after the event.

8. Gents and Ladies hostel rooms are out of bounds for the opposite sex. There will be no exception in this regard. Violations will lead to termination.

9. Vehicle parking areas are designated. All vehicles will be parked in designated parking areas only. Personal vehicles on the campus will be registered with the Administrative Office, with proof of possession and Driving License.

10. All Students must report to the hostel adhering to the timings indicated under the Guidelines.

11. Your studies must go far beyond what is taught in the classroom or given in the prescribed text books. Make good use of the library and the internet.

12. You have to put in at least 3 hours of studies each day on your own beyond the class hours. Make it a habit.

13. You are aware that we have an evaluation system, which is continuous and multifaceted. If you have to do well under this system you must study regularly.

14. You must get a 'B' average (CGPA 5.0) to qualify to receive the PGDM/PGDM-BA. A CGPA of 5.26 equals 60%. The formula is: Percentage = 11.4 x CGPA

15. Don't stay away from the hostel during nights without a written application and approval of the hostel Warden.

16. Weekend leave (when there are no scheduled programs) may be sought with a formal application.

17. Don't leave your campus city (Bangalore/Kochi/Chennai) during any term days without informing the Warden, Batch Coordinator/Dean (Academics) in writing.

18. The above mentioned directives have been framed with these objectives of facilitating learning. Students are expected to adhere to them in letter and spirit.

Go through the students' handbook and adhere to all the guidelines and instructions as mentioned.

Chairman's Club

Christmas Celebrations & Alumni Meet 2023

FEE PAYMENT AND THE RULES THEREOF

The programme fee (covering Admission, Tuition, Library, Computer Centre, Establishment, Text Books & Programme Materials, Examinations, Diploma, Activities and Alumni Association Membership) is to be paid in installments as indicated below:

FEE STRUCTURE – PGDM & PGDM-BA 2024-26

First Year			
Description	**Amount (Rs.)**		
	Bangalore	**Kochi**	**Chennai**
1st Installment	2,50,000.00	1,95,000.00	1,95,000.00
2nd Installment	2,00,000.00	1,55,000.00	1,55,000.00
3rd Installment	2,00,000.00	1,55,000.00	1,55,000.00
Sub Total	**6,50,000.00**	**5,05,000.00**	**5,05,000.00**
Caution deposit (refundable as per rules)	25,000.00	25,000.00	25,000.00
Second Year			
1st Installment	2,00,000.00	1,55,000.00	1,55,000.00
2nd Installment	2,00,000.00	1,55,000.00	1,55,000.00
3rd Installment	2,00,000.00	1,55,000.00	1,55,000.00
Sub Total	**6,00,000.00**	**4,65,000.00**	**4,65,000.00**
Programme Fee	**12,50,000.00**	**9,70,000.00**	**9,70,000.00**

HOSTEL & OTHER FEE– PGDM & PGDM-BA 2024-26

First Year			
Description	**Amount (Rs.)**		
	Bangalore	**Kochi**	**Chennai**
Establishment charges (annual)	5,000.00	5,000.00	5,000.00
Rent for 10 months	35,000.00	40,000.00	40,000.00
Water , Electricity & Misc. (10 months)	15,000.00	15,000.00	29,250.00
Food (approx.)**	56,700.00	56,700.00	56,700.00
Sub Total	**1,22,700.00**	**1,27,700.00**	**1,41,950.00**
Caution Deposit	6,000.00	6,000.00	6,000.00
Second Year			
Hostel fee:			
1st Installment	68,100.00	71,850.00	78,975.00
2nd Installment	52,100.00	55,850.00	62,975.00
Sub Total	**1,20,200.00**	**1,27,700.00**	**1,41,950.00**

** Subject to change and on actuals

Late payment of fees will attract fines as under:

Rs. 100 - 1-3 days delay

Rs. 300 - 4-7 days delay

Rs. 1000 - 8-15 days delay

If beyond 15 days, no admission to the classes, until the fees is paid with a fine of Rs 2000.

In genuine cases, the Institute will permit late payment of fees on written request. This is only considered from the 3rd term fees onward. The appropriate authorities are:

1. Dean (Academics) (up to 7 days)
2. Director (up to 15 days)
3. Committee on Management (beyond 15 days)

Due Dates for Payment of Tuition and Hostel Fee

First Year

S.No.	Description	Due date
1	Uniform	04-09-2024
2	Tuition Fee 2nd Instalment	04-09-2024
3	Hostel fee 2nd Instalment	04-11-2024
4	Tuition Fee 3rd Instalment	04-12-2024

Second Year

S.No.	Description	Due date
1	Tuition Fee 1st Instalment	04-06-2025
2	Hostel fee 1st Instalment	04-06-2025
3	Tuition Fee 2nd Instalment	04-09-2025
4	Hostel fee 2nd Instalment	04-11-2025
5	Tuition Fee 3rd Instalment	04-12-2025

Tuition Fee Waiver as per AICTE Guidelines

Tuition fee waiver is offered to students whose parents' annual income is less than Rs. 8 lakh from all sources, as per the details in the AICTE guidelines. The waiver is limited to Tuition Fees only, and all other fees except tuition fees will have to be paid by the student. Students shall apply under TFW Scheme and are required to submit proof of their parents' income as prescribed in the program bulletin. Institute has also a provision for fee concession applicable in deserving cases.

LIBRARY: RULES AND REGULATIONS

The Library houses select books on Business Management and allied subjects. The collection gets updated continuously. The Library also procures many National and International journals and popular magazines in print form and the current magazines are displayed in the Library along with newspapers for viewing. In the periodicals section, the current journals in print are displayed and the bound volumes of back issues of important journals are stacked for reference and research purposes.

The 'Journal of Management & Entrepreneurship' published by XIME and books and conference proceedings authored and edited by the faculty of XIME are displayed in the Library. XIME Libraries in Bangalore, Chennai & Kochi are Wi-Fi enabled and subscribe to online databases and journals, which are accessible within the Campuses.

Membership

All the enrolled students and faculty of XIME are automatically members of XIME Library.

Everyone will be given a barcoded ID card and the same barcodes will be embedded with library software to use them as library cards.

Students are expected to follow the Library rules and if any member is found violating the rules repeatedly, the membership may be cancelled.

Information Retrieval

OPAC (Online Public Access Catalogue) facility is provided to the users to search the availability of library documents. It is accessible all over the campuses through the Internet. Users are privileged to access by using the link https://xime-opac.opensio.co.in/

Online renewal of documents are also available through the link https://xime-opac.opensio.co.in/cgibin/koha/opac-user.pl

User Guidelines

Students are requested to follow the guidelines given below, which will help the Library to provide professional service for everyone.

- The Library is not a place for group discussions or meetings.
- Food/Snacks and drinks are not permitted inside the Library.
- Mobile phones must not be brought inside the Library.
- Library furniture, fittings, or equipment must not be misused or damaged. Users must ensure that all items are restored to their original place after use.
- Do not replace the books back on the shelves; instead leave them on the reading table.
- Do not fold the pages nor keep the books upside down while reading, since it damages the books.
- Annotation and marking on the books and other Library materials are prohibited.
- Personal belongings should be kept on the shelves outside the Library. The Library is not responsible for the personal items left at the deposit counter.

- Personal books are not permitted inside the Library except notebooks for writing.

- Users are not allowed to reserve places in the Library even for a short period of absence.

- Students are not allowed to bring laptops to the Library during Library hours. (During the Library hours, students are expected to make use of the Library resources to browse and read books of their choice, which will improve their reading habit and enhance their communication skill).

- Books which are already issued to individuals can be brought inside the Library only for the purpose of renewal and return. However, in special cases these books can be used inside the Library with proper authentication at the Library circulation counter.

- Students should fold the Newspapers neatly after the use and replace these in their designated places.

Library Working Hours

Monday to Saturday   - 8:00am to 9:00 pm

Sunday   - 9:00am to 1:00 pm

During the summer vacation from May to June and during the term-end breaks the Library will remain open from 8:30 am to 5:30 pm

Winter Fest 2023

XIMERA 2024

Information Technology (IT) Policy

1. Overview:

Xavier Institute of Management and Entrepreneurship (XIME), which has the campuses at Bangalore, Chennai and Kochi with Bangalore as the first and principal campus, provides all students with a modern, fully networked computing and technology environment to support the teaching, learning, research and administrative goals of the Institute.

This Information Technology (IT) policy applies to all the Institute's information, computing, communications, and networking resources, related facilities and the use of these resources by all its stake-holders.

There is a firewall, which will be fully controlled by the System Administrator. Each and every user who wants to access these facilities must do so through proper credentials like username and password. The users are monitored on their usage and timings. Entertainment sites are restricted through the Firewall. Wi-Fi facility is also available at the campus and the hostels round the clock, but the use must be as per policy and guidelines only.

2. Purpose of this Policy:

The purpose of this policy is to:

a) Articulate the use of IT in teaching, learning, research and other operations of the Institute and service delivery.

b) Establish rules and guidelines regarding acceptable use of information technology for all users at XIME.

3. Consequences of Policy Violation:

XIME reserves the right to terminate or restrict the access privileges of a user whose activities negatively affect or pose a threat to a facility, another account holder, normal operations, or the reputation of the Institute.

After following due process, it may take one or more of the following actions against any user whose activities are in violation of this policy or the applicable law:

c) A verbal and / or written warning.

d) Restrictions or removal of access to any or all of the Institute's computing facilities and services.

e) Legal action that could result in criminal or civil proceedings.

f) In the case of students, disciplinary action through SEDC.

Any equipment that violates XIME policy or negatively affects or poses a threat to a facility, normal operations, or the reputation of the Institute may be immediately disconnected, quarantined, or otherwise contained.

4. Rules and Guidelines

Users of XIME's IT facilities shall abide by the following rules and guidelines, and any amendments issued from time to time thereon.

1. It is forbidden to circumvent system security, guess others passwords, or in any way gain unauthorized usage of local or network or web resources. Users must not use another person's computing account, or try to forge an account-holder's identity, or work with a false account or email address.

2. Transferring copyrighted materials to or from the systems without the knowledge of the owner is a violation of international law. In addition, use of the internet for commercial gain or profit is not allowed from the Local Area Network or Internet facilities provided by XIME.

3. Downloading and installing of new software shall be done with the explicit consent of the respective faculty member and must be done only through the System Administrator.

4. It is forbidden to use electronic mail and other network communications facilities to harass, offend, or annoy other users of the network, including compromising their computing systems, software, or data.

5. Users are encouraged to use the available group e-mail facilities available.

6. Users are expected to take proper care of equipment, and are expected to report any malfunction to the System Administrator.

7. Making noise either through games / music or even talking unnecessarily and / or singing loudly is prohibited. Consuming snacks or drinks within the computer lab is prohibited.

8. Playing of Games on the computers is prohibited.

9. Bring Your Own Device (BYOD) guidelines: Students can bring their own devices like laptop computers for work. The use of the same also has to be as per any specific rules and guidelines issued from time-to-time by XIME.

10. Please remove any personal data in the email system immediately after the graduation. Your e-mail Id will automatically stand deactivated after six months from your graduation

11. Violation of any provisions under this policy or guidelines will be treated as misconduct, and shall attract disciplinary action that may include a warning, disabling the account and in extreme cases, deleting the account completely. Offenders may also be referred to the XIME's SEDC for taking further action.

4.1. Permission to Work in the Computer Lab

a) Only the current students of XIME, faculty and staff of XIME are permitted to work on the workstations in the Lab.

b) The server can be operated by Lab staff or designated faculty only. No student should work on the server.

c) Students should have their ID card with them always and must show it when requested by the System Administrator.

d)   Students can use their pen drives for printing purpose / data storage only and must make sure that such devices are virus-free.

4.2.   Care of Hardware

Report any computer problems to the System Administrator immediately. Please do not attempt to rectify a hardware problem by yourself even if you think you have the skills. This is an offense and will be dealt with severely. Students are not allowed to remove network cables, mouse, keyboards, CPUs etc. Students must shut down the system after use.

4.3.   Care of Software

a)   All software, manuals and equipment must stay in the Computer Lab. Materials may not be taken out for use outside of the lab at any time.

b)   Do not make any changes to the appearance of the computer (e.g. wallpaper, screensaver, etc.). Every PC should only have a standard windows desktop background or XIME logo. Students are not allowed to install or use any outside software in the lab.

c)   Do not install anything on the computers. If you need to use software which is not on the system, check with the System Administrator.

d)   Copying of any software from the Computer Lab will not be allowed. Any user making illegal copies will be subject to disciplinary action. XIME forbids the unauthorized reproduction of software or use of illegally obtained software. Any such unauthorized use of software will attract penal action and shall be at the sole risk of the person using such software.

4.4.   Care of Environment

a)   XIME Computer Lab serves as a shared area, where noise must be kept to a minimum. In consideration of other students working in the lab, you are expected to speak softly and limit conversation with others.

b)   Eating snacks or drinks within the lab is also prohibited.

4.5.   Internet

a)   Do not download files from an unknown source onto Lab computers.

b)   When checking email, be sure it is from someone you know before opening anything, to avoid viruses.

c)   Students are not allowed to install or use any messenger/chat software in the PCs of the Computer Lab. This will help in getting better Internet speed for all the users.

d)   Downloading of any non-academic material is not permitted (e.g. media files, inappropriate material, etc.).

e)   Booting the computer, turning it off, and/or closing the browser application as the System Administrator or Faculty approaches is inappropriate.

f) Downloading excessive amounts of data is discouraged. The maximum downloading limit is 10 MB. However, any authorized academic material with large file size will be downloaded by Computer Lab staff after the approval of concerned faculty.

g) Students are not allowed to use any proxy addresses. Any violation will invite strict disciplinary action.

h) To the extent possible, users are expected to use only their official email addresses.

4.6. Wi-Fi

The Institute campus and hostels are Wi-Fi enabled with a secured network. Initially, to access the network, students are requested to approach the System Administrator for the security password. Each floor has access points and students are not allowed to tamper with these. In case of any problem in Wi-Fi, they should inform the System Administrator at the earliest.

4.7. Penalties for Rule Infractions

If any violation of these rules and regulations is noticed, the System Administrator will ask the concerned student to leave the Computer Lab immediately and report the matter to the Dean (Academics) for disciplinary action. The System Administrator will also maintain a register to record such actions.

4.8. Working Hours

The Computer Lab will be opened from 9.00 am to 5 pm on all working days. These facilities will remain closed on Sundays and other holidays.

HOSTEL: RULES & REGULATIONS

1. XIME Hostels are located within the campus itself. They have been built with the aim of providing decent accommodation and other allied facilities to the students so that:

   a) Outstation students are saved the trouble of finding safe and clean accommodation in the vicinity of the Institute.

   b) Students do not waste time and energy in commuting to the Institute and back, occasionally even at very odd hours.

   c) They can better utilize the Institute's facilities such as the library, computer laboratory, internet facility etc.

   d) They can better participate in group discussions and other community activities without worrying about the problem of returning to their residences on time.

   e) A better learning environment is facilitated.

2. Hostel admission as a rule is done on a yearly basis. Other than for a disciplinary case or for leaving the Institute, students are not allowed to leave the hostel and stay outside during the academic session.

3. Students are expected to maintain proper discipline and decorum in the Hostel, as required by the rules of the Institute.

4. Violation of the Hostel rules will result in the expulsion of the student from the hostel/institute. The decision of the Institute authorities on this will be final.

5. The Institute canteen is run by a contractor. There is a mess committee having students and faculty as its members. This committee oversees the menu and related canteen concerns. Students will be charged on the basis of actual payment to the contractor.

   a) Students permitted to stay outside the hostel need not pay the food bill. No adjustment in food bill will be made if a student is away from the hostel for less than 7 days in a month.

   b) Students are required to follow the timings of the canteen and meals will not be served in the canteen beyond the stipulated timings.

   c) Food from the canteen are not to be taken out of the canteen.

   d) In exceptional cases like sickness etc., with the warden's permission, students can take food to their rooms but only in the utensils provided by the student.

   e) Students will not be permitted to get outside food after the hostel gates are closed in the night i.e. 9:30 pm on Saturdays and Sundays and 9:00 pm on other days.

Hostel Timing and General Behaviour at the Hostel

1. The hostel reporting time are as follows:

   Bangalore: 9:00 pm on working days; 10.00 pm on Saturdays; 9:30 pm on Sundays. Kochi/ Chennai: 9:00 pm everyday

   > Hostellers must record their presence in their hostels on each night aligning to the above mentioned timings through the biometric device installed in their block.

2. If a hosteller has to leave for home or visit a close relative or local guardian, it has to be with the prior written permission of the Hostel Warden and an entry to that effect has to be made in the Hostel Register with the telephone number for contact.

3. No one other than the XIME students can enter hostel rooms. Other than the parents or the local guardian, no other visitor will be permitted to enter the visitors' room of the hostel. Others can meet with a hosteller at the Institute.

4. No guest will be allowed to stay in the Hostel. However, guests (close relatives) can stay in the guest house on prior booking and payment of the room charges.

5. Students are expected to keep their rooms/space clean and tidy at all times. Only the common area will be cleaned by the housekeeping staff.

6. If a student consumes in the room food brought from outside, the packet or leftover food should not be kept in the corridor. These can be disposed of in the waste bins placed in each hostel. Placing leftover food in the corridor is unhygienic and invites cats, dogs, and other insects.

7. Any sickness must be reported to the Warden immediately.

8. Playing of loud music or any other form of disturbance to other inmates or neighbourhood must be strictly avoided.

9. Silence must be maintained in the Hostels after 9:00 pm. Playing of T. V, Radio and music system is not permitted after 9.00 pm.

10. Any damage to the Hostel property will be realized from the student/s who caused such damage.

11. Whilst there is no objection to the use of cell phones in the hostel, it should not cause disturbance or become a nuisance to other roommates / hostellers.

12. Students must bring for themselves mattress, pillow, pillow covers, sheets, blankets, bucket, mug, towels and all other personal requirements.

13. Safe custody of money and other valuables is the responsibility of the students. The Administration will not be responsible for any theft or loss of valuables from the Hostel.

14. Consumption of alcohol, substance abuse, smoking etc. is strictly prohibited in the campus including hostels. Anybody found indulging in such misconduct will be expelled from the Institute.

15. To save electricity and the environment students are required to switch off fans and lights when they leave the rooms.

16. Students are strictly instructed not to use any heavy electrical gadgets like heater, cooker etc. as it is against our safety guidelines. Use of heavy electrical gadgets leads to drawing of heavy power and causes damage to the wires as they are not designed to take more load.

Consumption of Water

1. Water is very precious and is to be used very carefully and any wastage is to be avoided. Students should see that the taps are kept closed after use and any leakage, if noticed, is to be reported to the Warden.

2. Drinking water is provided on every floor but this is to be used only for drinking.

Vacation of the Hostel

1. All admissions to the Hostel are for a maximum period of 10 months in an academic year. All hostellers must vacate the Hostel latest within 2 days after the closure of the institute for the annual vacation in April the following year or any date stipulated by the institution and hand over the rooms in proper condition. Rooms will be re-allotted for the second year after the vacation.

   Any damage to property/ fittings due to misuse will be recovered from the hosteller.

Dress Code

1. All the hostellers are expected to observe proper decorum and be decently dressed at all times.

Facilities Provided

1. Hostels facilities on campus include separate cot, study table with bookshelf and a lockable steel cupboard for each student.

2. Other facilities in the hostels include a water cooler and running hot water. When proceeding home in April, the items provided in each room should be accounted for.

RIGHTS RESERVED

The Administration of Xavier Institute of Management and Entrepreneurship reserves the right to make any changes in the requirements and regulations for admission, regulations for continuing in the course or for graduation, contents of the courses, fees charged, regulations affecting students, hostels, programme administration, or make any suitable modifications in any provision of the course syllabus or in matter incidental or ancillary thereto, should these be deemed necessary in the interest of the students, the Institute, or the profession. All matters of dispute shall be subject to the jurisdiction of Courts of the city of Bangalore.

Mr. Harrish F. Mathew
Secretary, XIME Society