XIME

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

Shaping Future Leaders

STUDENT HANDBOOK
(For Internal Circulation Only)
2025-27

Xavier Institute of Management & Entrepreneurship
Bangalore, Chennai & Kochi

Prof. J. Philip

Principal Founder and Chairman, XIME Bangalore
Former Director, IIM Bangalore

Vision

To be a premier Management institution that shapes leaders and entrepreneurs with a commitment to sustainability and social equity in a technologically enabled world.

Mission

1. To deliver superior education in the disciplines and arts of management through academic excellence anchored in practical learning and research.

2. To foster in its students traits of ethical leadership as well as devotion to socially responsible business and sustainability.

3. To endow its students with analytical and advanced technological skills to assure effective and successful performance in the contemporary world.

4. To promote among its students entrepreneurial thinking, innovative disposition, and a global mindset.

Values

- ❖ Excellence
- ❖ Innovation
- ❖ Integrity
- ❖ Openness to Ideas
- ❖ Diversity and Inclusivity
- ❖ Societal Concern

Program Educational Objectives

PEO1: The students will be able to assume managerial roles in business, industrial, or other organizations and/or undertake entrepreneurial ventures that would drive economic growth and technological innovation in the country.

PEO2: The students will attain all-around professional and personal development by dint of analytical, problem-solving, and decision-making capabilities combined with soft skills.

PEO3: The students will imbibe the best Corporate Governance practices and have it in them to take decisions upholding high societal values and professional ethics.

PEO4: The students will be proficient in teamwork as future managers with a global perspective as well as the potential to achieve organizational goals while having the mind set to act responsibly towards all stakeholders.

Program Outcome - 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, analyse, 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.

O7: Ability to demonstrate an innovative and entrepreneurial mindset in dynamic business environments.

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PEO3: The students will imbibe the best Corporate Governance practices and have it in them to take decisions upholding high societal values and professional ethics.

PEO4: The students will be proficient in teamwork as future managers with a global perspective as well as the potential to achieve organizational goals while having the mind set to act responsibly towards all stakeholders.

Program Outcome - PGDMBA (Bangalore only)

PO1: Apply knowledge of management theories and practices to solve business problems with data-driven approaches.

PO2: Foster analytical and critical thin king 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
28 July 2025

Class	Start date	Mid-term exams	End-term exams	End date
Term 1 and 4	7 July 2025 (Mon)	18 to 21 Aug 2025 (Mon to Thurs)	22 to 25 Sep 2025 (Mon to Thurs)	25 Sep 2025 (Thurs)
Term 2 and 5	29 Sep 2025 (Mon)	10 to 13 Nov 2025 (Mon to Thurs)	19 to 23 Dec 2025 (Fri to Tue)	23 Dec 2025 (Tue)
Term 6	5 Jan 2026 (Mon)	9 to 12 Feb 2026 (Mon to Wed)	25 to 28 Mar 2026 (Wed to Sat)	28 Mar 2026 (Sat)
Term 3	30 Jan 2026 (Fri)	5 to 7 Mar 2026 (Thurs to Sat)	20 to 23 Apr 2026 (Mon to Thurs)	23 Apr 2026 (Thurs)

Important Dates	
Date	Event
2 July 2025 (*Wed*)	Inaugural Ceremony
9 and 16 Aug 2025 (*Sat*)	SIP Viva-voce
29 Sep 2025 onwards (*Mon*)	Annual placements
28 Nov 2025 (*Fri*)	Winter Fest (hosted by Kochi Campus)
3 Dec 2025 (*Wed*)	St. Xavier's Day
13 Dec 2025 (*Sat*)	Annual Alumni Day
17 Dec 2025 (*Wed*)	Christmas Celebration
24 Dec 2025- 4 Jan 2026	Christmas Vacation
2 Jan to 29 Jan 2026 (*Fri* and *Thu*)	SUPA Project/ Winter Exchange Programme
5-7 Feb 2026 (*Thu- Sat*)	SUPA Viva-voce
20-21 Feb 2026 (*Fri-Sat*)	XIMERA
9 April 2026 (*Thu*)	Foundation Day
11 April 2026 (*Sat*)	Convocation XIME Kochi
15 Apr 2026 (*Wed*)	Convocation XIME Bangalore
18 April 2026 (*Sat*)	Convocation XIME Chennai
1 May-30 June 2026 (*Fri and Tue*)	Summer Internship Project
6 July 2026 (*Mon*)	Academic Year begins

EXAMINATION & EVALUATION

1. Evaluation of a student's performance at XIME is a continuous and multifaceted process. Assessment is made through course projects, 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 account for more than 40 per cent of 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
45-49.9	C+
40-44.9	C
35-39.9	D+
30-34.9	D
Below 30	F

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

From One Term to the Next:

A minimum Grade Point Average (GPA) of 3.5 in every term is required for students to continue in the PGDM and PGDM-BA programme. Students failing to achieve this will be dropped from the programme.

From the First to the Second Year:

The 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 and PGDM-BA 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. Not more than '2F' and '2D/D+'; or '1F' and '3D/D+'; or '4D/D+' grades in the courses taken during the two years.

5. To be eligible for campus placements, a student must maintain a CGPA of >=5.0 or above from the third term onward.

6. If a student obtains a C or a lower grade in the 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 for the award of PGDM (includes Business Analytics) (i.e. securing a CGPA of < 5.00 for both first and second year combined) have the following options to improve their CGPA to 5.00 or more and qualify to receive 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 the marks equivalent to mid-term and end-term combined. 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, they will have the option to write midterm and end-term examinations for the courses where they wish to improve their score, alongside regular students in any term. 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's terms

8) As per the Institute's policy, students who register for PGDM and PGDM-BA will be given, if necessary, an additional two years to complete their course. Thereafter, their registration will lapse. For example, a student joining in 2025 must finish the course by April 2029.

NORMS FOR CAMPUS CONDUCT

XIME offers a learning environment that emphasises both professional and personal development in a holistic manner. Its sanctity and effectiveness can be preserved and upheld only with the upright conduct and behaviour of students within the campus and outside. Hence, these norms and code of conduct are intended to guide the students in the right direction.

The working hours of XIME are as follows:

Bangalore: 9.00 am – 5.00 pm

Kochi: 8.30 am- 4.30 pm

Chennai: 8.00 am – 4.00 pm

Nature of the Academic Programme:

XIME's PGDM and PGDM-BA Programmes are fully residential, where all students are required to stay in the campus hostels.

1. Guidelines

1.1. Student Identity System:

a) Students will be issued identity cards. They must always have the card with them and be prepared to produce it if asked to provide proof of their identity. The identity card will be displayed (worn around the neck) within the Campus during working hours

b) Loss of the identity card must be reported to the Administrative Officer/Manager (Admin) immediately.

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

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

1.2. Attendance:

a) As notified in the offer letter, it is essential that you maintain regular class attendance to maximise the benefits of the faculty, peer group, and class discussions. 100% attendance is expected on every course in the programme.

b) The Dean (Academics) can condone absences of up to 10% of class sessions in a course in cases where the candidate has been sanctioned prior to taking a leave of absence for such reasons.

c) The Director, upon the recommendation of the Dean (Academics), may condone a further absence of up to 5% on a course.

d) Any case of absence exceeding 15% but less than 25% in a course will be referred to the Standards and Discipline Committee for consideration of 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 students concerned to make up for the absence.

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

f) Abstaining from exams without a valid reason will result in severe penalties. Students unable to attend the Term exams due to valid reasons would be allowed to appear for a re-exam. The fee for the re-exam is Rs. 2500 per paper. Such students must meet the Batch Coordinator and submit a requisition, which will be forwarded to the Dean (Academics and Examination Cell for further proceedings. The re-exam date should be within a week of the original exam schedule.

g) Students are expected to attend all special classes, guest lectures, speaker sessions, library hours, and common activities/events at the Institute.

1.3. Punctuality:

a) Arriving late or leaving early without permission will be considered a disciplinary offence and will result in appropriate disciplinary action.

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

1.4. Ethical Practices:

1.4.1. 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 to uphold these standards in their representations, scholarly 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 honour and trust within the Institute.

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

1.4.2. Academic

Students must not engage in any dishonest means to gain an unfair advantage over other students in academic pursuits, primarily through, but not limited to:

a) Giving or receiving any unauthorised 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 the courses.

Malpractice of any kind (like copying in an examination/test/quiz, copying others' assignments/reports, plagiarism from books/journals/the internet) will not be tolerated. Strict disciplinary action will be taken against students who engage in such unfair methods, which may result in suspension or dismissal from the Institute.

1.5. Dress Code:

a) Students must wear their formal attire, suitable for a professional institution of higher learning. Propriety must be observed at all times. Students are expected to be well-groomed while on the Institute's premises.

b) On Mondays, students (boys) will wear their uniform suits and neckties. Tie is not mandatory for the months of March and April. Boys are expected to maintain a professional haircut and clean shave. On other days, Indian/Western formal should be followed.

c) On Mondays, students (girls) should wear sarees or western formal attire with collared, buttoned shirts. T-shirts, round-neck tops, and crop tops are not considered formal attire. On other days, Indian/Western formal should be followed.

d) The Institute will arrange uniforms.

e) During working hours, male students are required to wear leather shoes with socks, while female students are expected to wear footwear that is suitable for the professional setting of the institute.

f) Jeans, T-shirts, sleeveless dresses, short blouses, sneakers, chappals, Clogs, etc., are not permitted in the class (and Auditorium) during working hours.

1.6. Campus Facilities and Upkeep:

a) Cleanliness must be ensured on the campus, including hostels. Bins for garbage segregation are in place. Disposal of garbage must comply with the instructions and regulations of the relevant municipality. Similarly, guidelines and advice on energy and water conservation must be followed.

b) XIME campuses have excellent facilities (gymnasium, canteen, vending machines, basketball court, football ground, discussion rooms, computer lab, etc.) for curricular and co-curricular activities. Sports and games are encouraged, and students are expected to use these facilities with care, ensuring their proper handling and maintenance. Safety is important.

c) Students may bring personal transportation along and should park it only in designated areas. The local administration prohibits parking near the portico or on pathways. Use of helmets while riding two-wheelers is mandated by law and must be complied with.

1.7. Mobile Phone:

a) Considering the disturbance and distractions caused, the usage of mobile phones is 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 phones, if directed by the faculty, within the classroom for assessments or other academic purposes.

c) If a student wants to use a mobile phone during working hours, they shall go outside the building to the side lawn.

d) Students are allowed to use their mobile phones within the canteen premises.

c) Violations of the above rules will result in the confiscation of the device, which will be placed in the custody of the Dean's Office (Academics) and will be returned only after a MINIMUM period of one week.

1.8. Environment:

a) XIME maintains a strict 'No Smoking' policy. Hence, the facilities are designated as 'No Smoking Zones'. The use of chewing gum, pan, gutka, tobacco products, and similar substances is strictly prohibited within the campus and hostel premises.

b) The consumption or possession of alcohol, drugs, or intoxicants anywhere on the campus is strictly prohibited. If found in any hostel room, all the roommates are liable for disciplinary actions.

1.9. Prohibited Conduct:

The following misconduct will be subject to 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 regarding this matter. If

found guilty of ragging, the offending student will be terminated from the PGDM and PGDM BA programmes.

2. Intentionally causing physical harm to any person within the Institute and hostel premises.

3. Intentionally initiating false reports, warnings or threats.

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

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

6. Unauthorised 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 possession of stolen belongings.

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

10. Unnecessary interference or disruption in the classes or in the institute's approved activities, including studying, teaching, research, sports, activities and events organised by clubs and committees

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

12. Failure to pay any fees or dues on time, and failure to return library books on schedule.

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

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

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

2.   Policies, Rules, and Regulations

2.1.   Interpretation of Regulations: The disciplinary regulations at the Institute are set forth in writing to disseminate them to students and to clarify prohibited conduct.

2.2.   Inherent Authority: The Standard Disciplinary Committee (henceforth referred to as SDEC) 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 the Board of Governors.

2.3.   Accountability: Students will be held accountable for actions that violate norms, guidelines, codes, or instructions.

3. Disciplinary Proceedings

3.1.   Complaint and Investigation:

When the Dean (Academics) receives information that a student has allegedly violated any code of conduct, the Dean shall initiate an investigation into the matter. Upon completing the preliminary investigation, the 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 in disciplinary hearings, along with a list of witnesses and documentary evidence supporting the allegation.

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

5. Dean (Academics) may further refer the case to SDC, where the case is severe.

3.2. Summons and Actions:

a) The Committee shall summon the student regarding an alleged violation by sending an official email to the student through the Batch Coordinator.

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

c) If the student fails to appear before the Standard and Disciplinary Committee, even after being given two opportunities to do so, the committee may proceed to conduct and conclude the enquiry ex parte.

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

3.3. Suspension:

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

3.4. Disciplinary Action:

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

a) Cancellation of admission.

b) Suspension from attending classes.

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

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

e) Withholding results.

f) Debarred 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) Withdrawal of institutional support for Summer Internships and Placements

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

The SDC may follow its procedure and consider:

a) The reliability of the information concerning the student's conduct, including the matter of their identity.

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

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

4. Student Grievance Procedure

5.1. Definition:

A student grievance is an Institute-related internal problem or condition that 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 students with the opportunity to seek a remedy for conditions that they believe impede their education or instruction. This student grievance procedure is not designed to address changes in policy, course content, teaching methodology, or grading practices.

5.3. Procedure:

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

a) Should discuss with the respective Batch Coordinator the conditions that led to 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

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

a) A student who wishes to have a grievance 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 the grievance by the student.

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

6. Clubs and Committees at the Institute:

Chairman's Club

1. Chairman's Club

Statutory Committees

1. Anti-Ragging Committee
2. Internal Complaint Committee (ICC) / Sexual Harassment Committee
3. Grievance Redressal Committee
4. Standard Ethics and Disciplinary Committee
5. SC/ST Committee

6. Internal Quality Assurance Cell (IQAC)

Other Committees

1. Admission Committee (Students)
2. Examination Committee
3. Academic Committee
4. Placement Committee (Students)
5. Summer Internship Committee (SIP) (Students)
6. Research Committee
7. Alumni Committee (Students)
8. Purchase Committee
9. Library Committee (Students)
10. Mess Committee (Students)
11. Sports Health & Wellness Committee (Students)
12. Student Activity Committee (XIME Winners) (Students)
13. Cultural Committee (MADX) (Students)
14. Social Media/Newsletter/PR Committee (Students)

Clubs
Area Clubs

1. HRuday - HR Club
2. MarkXIME - Marketing Club
3. Finitiative - Finance Club
4. XOPS - Operations Club
5. X Insights - Analytics Club

Skill/Social Clubs

1. X-Oration - Public Speaking Club
   - Distinguished Speaker Series Club - INSPIRA (part of X-Oration)
2. XSeed - Social Club of XIME
   - SUPA Committee (part of XSeed)
3. Empresario – Entrepreneurship Club
   - Institution's Innovation Council (part of Empresario)
4. XTech - Technology Club

7. Summary

PGDM and PGDM-BA programmes at XIME are residential programmes 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 globalised world, there is a need to develop teamwork 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 it offers.

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

3. Refrain from sleeping in the lounge or lying on the sofas in the common area. These areas are intended for sitting only. Failure to comply with this rule will result in penalties.

4. Be a responsible citizen and an energy-saving champion. Always switch off lights, fans, and electrical appliances when leaving hostel rooms, classrooms, auditoriums, or lecture halls..

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

6. Dining arrangements are available on campus, in the 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 a pest menace. Eatables are banned from all classrooms, learning areas and the Auditorium.

7. The Institute's property should be retained in the respective areas. Any temporary relocation for a specific event requires prior approval from the Administrative Officer. After the event, any equipment that has been shifted must be returned to its original position immediately.

8. Boys' and Girls' hostel rooms are off-limits to the opposite sex. There will be no exception in this regard. Violations will lead to the termination of enrollment.

9. Vehicle parking areas are designated. All vehicles will be parked in designated parking areas only. Personal vehicles on campus must be registered with the Administrative Office, accompanied by proof of ownership and a valid driver's license.

10. All Students must report to the hostel by the timings indicated in the hostel Guidelines.

11. Your studies must go far beyond what is taught in the classroom or given in the prescribed textbooks. Make effective use of the library, internet, and all other available resources.

12. 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.

13. If a student wishes to stay off campus overnight, they must obtain approval from both the Batch Coordinator and the Hostel Warden before leaving the campus. Ex post facto requests will not be entertained.

14. Leaving your campus city (Bangalore/Kochi/Chennai) during term days without informing the Warden, Batch Coordinator or Dean (Academics) in writing is not permitted.

15. The above-mentioned directives have been framed with the objective of facilitating learning. Students are expected to adhere to them in letter and spirit.

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 instalments as indicated below:

FEE STRUCTURE – PGDM & PGDM-BA 2025-27

First Year			
Description	Amount (Rs.)		
	Bangalore	Kochi	Chennai
1st Installment	2,65,000.00	2,15,000.00	2,15,000.00
2nd Installment	2,05,000.00	1,55,000.00	1,55,000.00
3rd Installment	2,05,000.00	1,55,000.00	1,55,000.00
Sub Total	**6,75,000.00**	**5,25,000.00**	**5,25,000.00**
Caution deposit (refundable as per rules)	25,000.00	25,000.00	25,000.00
Second Year			
1st Installment	2,05,000.00	1,55,000.00	1,55,000.00
2nd Installment	2,05,000.00	1,55,000.00	1,55,000.00
3rd Installment	2,05,000.00	1,55,000.00	1,55,000.00
Sub Total	**6,15,000.00**	**4,65,000.00**	**4,65,000.00**
Programme Fee	**12,90,000.00**	**9,90,000.00**	**9,90,000.00**

HOSTEL & OTHER FEE– PGDM & PGDM-BA 2025-27

First Year			
Description	Amount (Rs.)	Kochi	Chennai
A)	Bangalore	7,000.00	7,000.00
Establishment charges (annual)	7,000.00	20,000.00	20,000.00
Rent for 5 months	17,500.00	8,750.00	8,750.00
Utility & Misc. (5 months)	8,750.00	-	8,750.00
AC Charges for 5 Months	-	30,000.00	30,000.00
Food (approx.)*	30,000.00		
Uniform	5,000.00	5,000.00	5,000.00
Caution Deposit (refundable as per the rules)	10,000.00	10,000.00	10,000.00

B)			
Rent for 5 Months	17,500.00	20,000.00	20,000.00
Utility & Misc. (5 months)	8,750.00	8,750.00	8,750.00
AC Charges for 2 Months	-	-	3,500.00
Food (approx.)*	30,000.00	30,000.00	30,000.00
1st Installment	78,250.00	80,750.00	89,500.00
2nd Installment	56,250.00	58,750.00	62,250.00
Sub Total	**1,34,500.00**	**1,39,500.00**	**1,51,750.00**
Total (First Year)	**8,34,500.00**	**6,89,500.00**	**7,01,750**

Second Year			
Description	**Amount (Rs.)**		
A)	**Bangalore**	**Kochi**	**Chennai**
Establishment charges (annual)	7,000.00	7,000.00	7,000.00
Rent for 5 months	17,500.00	20,000.00	20,000.00
Utility & Misc. (5 months)	8,750.00	8,750.00	8,750.00
AC Charges for 5 Months	-	-	8,750.00
Food (approx.)*	30,000.00	30,000.00	30,000.00
B)			
Rent for 5 Months	17,500.00	20,000.00	20,000.00
Utility & Misc. (5 months)	8,750.00	8,750.00	8,750.00
AC Charges for 2 Months	-	-	3,500.00
Food (approx.)*	30,000.00	30,000.00	30,000.00
1st Installment	63,250.00	65,750.00	74,500.00
2nd Installment	56,250.00	58,750.00	62,250.00
Sub Total	**1,19,500.00**	**1,24,500.00**	**1,36,750.00**
Total (Second Year)	**7,34,500.00**	**5,89,500.00**	**6,01,750.00**

** Subject to change and on actuals

**Second year Hostel fee is subject to change

Late payment of fees will attract fines as follows:

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 fee is paid with a fine of Rs 2000.

In genuine cases, the Institute will permit late payment of fees on written requests. 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	As per offer letter
2	Tuition Fee 2nd Instalment	04-09-2025
3	Hostel fee 2nd Instalment	04-11-2025
4	Tuition Fee 3rd Instalment	04-12-2025

Second Year

S.No.	Description	Due date
1	Tuition Fee 1st Instalment	04-06-2026
2	Hostel fee 1st Instalment	04-06-2026
3	Tuition Fee 2nd Instalment	04-09-2026
4	Hostel fee 2nd Instalment	04-11-2026
5	Tuition Fee 3rd Instalment	04-12-2026

Tuition Fee Waiver as per AICTE Guidelines

A tuition fee waiver is offered to students whose parents' annual income is less than Rs. 8 lakhs from all sources, as per the details outlined 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 the TFW Scheme and are required to submit proof of their parents' income as prescribed in the program bulletin. The institute also has a provision for fee concessions 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 throughout all campuses via the Internet. Users are privileged to access by using the link https://xime-opac.opensio.co.in/

Online renewal of documents is 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 provided below, which will enable the Library to provide professional service to 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 or keep the books upside down while reading, as this can damage 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 skills).

- 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 use and replace them in their designated places.

Library Working Hours

Monday to Saturday   - 8:00 am to 8:45 pm

Sunday   - 9:00 am 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

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, such as a username and password. The users are monitored on their usage and timings. Entertainment sites are restricted by the Firewall. Wi-Fi facility is also available at the campus and the hostels around 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 the 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:

a) A verbal and/or written warning.

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

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

d) 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, as well as any amendments issued from time to time.

1. It is forbidden to circumvent system security, guess others' passwords, or in any way gain unauthorised usage of local, 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 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.

6. Users are expected to take proper care of t h e equipment and report any malfunctions 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 authorised academic material with a large file size will be downloaded by the Computer Lab staff after the approval of the 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

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 from the trouble of finding safe and clean accommodation in the vicinity of the Institute.

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

c) They can better utilise 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.

1. 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.

2. Students are expected to maintain proper discipline and decorum in the Hostel, as required by the Institute's rules.

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

4. The Institute canteen is run by a contractor. There is a mess committee with 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 are exempt from paying the food bill. No adjustment in the 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 is 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 at 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 is 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 each night through the biometric device installed in their block, aligning with the above-mentioned timings.

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 the 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/spaces clean and tidy at all times. Only the common area will be cleaned by the housekeeping staff.

6. If a student consumes food in the room that was 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 loud music or any other form of disturbance to other inmates or the neighbourhood must be strictly avoided.

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

10. Any damage to the Hostel property will be recovered 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 a 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 on 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 heaters, cookers, etc., as it is against our safety guidelines. Use of heavy electrical gadgets leads to the 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. Hostel facilities on campus include a separate cot, a study table with a 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