



**STUDENTS' HANDBOOK**  
**(For Internal Circulation Only)**  
**2021-23**

**Xavier Institute of Management & Entrepreneurship**  
**Bangalore, Chennai & Kochi**



**Virtual inaugural of New Academic year  
(2021-2022)**



**Convocation 2020- Academics winners**

## **THIS IS TO HELP YOU**

**T**his 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**



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**Diamond jubilee celebration of Prof. J.Philip's professional career**



**Students' campus visit (2020)**



## ACADEMIC CALENDAR FOR XIME 2021-22

### BANGALORE/CHENNAI/KOCHI

Term	Class	Start Date	Mid Term Exam	End Term Exam	End Date
I/IV	PGDM First Year	02 Aug 2021	06 - 08 Sep 2021	18 - 21 Oct 2021	21 Oct 2021
	PGDM Second Year	02 Aug 2021	06 - 08 Sep 2021	18 - 21 Oct 2021	21 Oct 2021
II/V	PGDM First Year	25 Oct 2021	29 Nov - 01 Dec 2021	10 - 13 Jan 2022	13 Jan 2022
	PGDM Second Year	25 Oct 2021	29 Nov - 01 Dec 2021	10 - 13 Jan 2022	13 Jan 2022
First Placement: 24 - 27 November 2021					
Batch 27: SUPA / Winter Programme (Student Exchange) : 15 January 2022 – 05 February 2022					
Second Placement: 17 – 19 January 2022					
Term	Class	Start Date	Mid Term Exam	End Term Exam	End Date
III/VI	PGDM First Year	07 Feb 2022	14 - 16 March 2022	25 - 28 April 2022	28 April 2022
	PGDM Second Year	07 Feb 2022	14 - 16 March 2022	25 - 28 April 2022	28 April 2022
01 - 30 July 2021			Orientation Programme – First Year		
18 - 20 August 2021			Viva voce on Summer Internship – Second Year		
21 November 2021			XIMERA '21		
24 - 27 November 2021			Annual Placements		
3 December 2021			St. Xavier's Day		
22 December 2021			Christmas Celebrations		
15 January - 05 February 2022			SUPA Internship / Winter Programme (Student Exchange Programme)		
21- 23 February 2022			SUPA Viva – First Year		
21 –23 March 2022 (27 <sup>th</sup> Batch)			Preparatory Workshop for Summer Internship		
8 April 2022			Foundation Day		
01 – 14 May 2022			International Tour		
14 May 2022			Convocation Day XIME Kochi		
21 May 2022			Convocation Day XIME Bangalore		
28 May 2022			Convocation Day XIME Chennai		
16 May – 09 July 2022			Summer Internship		
11 July 2022			Academic Year begins		

## Section 2

# EXAMINATION & EVALUATION

1. Evaluation of student's performance at XIME is a continuous and multifaceted process. Assessment is made through 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. The minimum level of performance for pass in any course will be 'C'.
4. A relative grading is followed. Normalized scores of students will be considered for awarding grades rather than raw scores.

### The procedure will be as follows:

- a) All the marks of students, 35% or more, will be converted into normalized score  $[(\% \text{ marks of student} - \text{average of the class}) / \text{standard deviation of the class}]$ . This normalized score will generally range between -3 and +3. The following table shall be referred to determine the grade from the normalized scores:

Normalized Score	Grade
2.00 or more	A+
0.80 to 1.99	A
-0.20 to 0.79	B+
-1.30 to -0.21	B
-2.40 to -1.31	C+
less than -2.40	C

- b) Students getting less than 35% marks will be awarded a grade using the table given below:

% Marks	Grade
30-34.99	D+
25-29.99	D
24.99 and below	F

5. Though the minimum level of performance in a single course is only 'C', the average minimum level of performance taking all the courses together is higher and is subject to the fulfilment of the following requirements:



**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. If any student fails to achieve this, he/she 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.**

- a) Not more than one F grade is to occur in the courses taken during the first year.
- b) Not more than '1F' and '2D/D+', or '3D/D+' grades is to occur in the courses taken during the first year.

**For completion of the PGDM programme:**

**At the end of the second year, a student would qualify to receive the Postgraduate 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 are to occur in the courses taken during the two years.
6. **For a student to be sponsored by the Institute for campus placement, she/he should attain a minimum CGPA of 4.80 at the end of the FOURTH/FIFTH TERM.**
  7. If a student obtains C or a lesser 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.
  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 2020 must finish the course by April 2024.

**Note: There is no provision for make-up examinations.**

### Section 3

## 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.

### 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. Hostellers are required to abide by the rules as specified in Section 7 of this handbook.

### 2. GUIDELINES

#### 2.1 Student Identity System:

- a) Students will be issued an identity card. They must always have these cards in their possession and produce them if asked for proving 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) 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 to in order to obtain a 'No Dues Certificate' which is needed for award of the Diploma and refund of the caution deposit.

#### 2.2 Attendance:

- a) As notified in our 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.) the Dean- Academics 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, can condone similar for valid reasons 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 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 student in question will not be allowed to write the End-Term Examinations and he/she will have to get readmitted to the course when it is offered to the next batch of students.**
- f) Students unable to attend Term exams due to valid reasons would be allowed to appear for re-exam for which Rs. 2500 per paper will be the requisite fees. Abstaining from the exams will attract heavy fines. Apart from fines, the students will be asked to meet Batch Coordinator to fix the date and timings within a week for the re-exams, failing which will attract suspension from the regular classes till the re-exams are over.
- g) On all working days, students shall present in the campus whether or not any class is scheduled. They shall attend any special class or common activity or event whenever scheduled.

### **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 lecturers, industry interaction sessions and such other activities or functions as are arranged by the Institute with a view to moulding them to be employable by the end of the two year programme.

### **2.4 Ethical Practices:**

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

### **2.5 Dress Code:**

- a) Dress code at XIME requires students to conform to the norms of a professional institution of higher learning. Propriety must be observed at all times. Gentlemen will wear leather shoes with socks for classes and ladies will wear Salwar Kameez or Saree or similar standard western clothes. All students are expected to be neatly dressed and male students to be come properly shaven. Jeans, T-shirts, sleeveless dress, short blouse, sneakers, chappals etc. are not permitted in the class. Dress for Mondays will be formal wear, with Suit/Jackets for Gents and Sarees for Ladies. Uniform Suits for gentlemen and Sarees for ladies will be arranged by the Institute.

### **2.6 Campus Facilities and Upkeep:**

- a) XIME campuses have well-appointed facilities for curricular and co-curricular activities. Sports and games are actively encouraged. Students are advised to utilize these facilities to the maximum while ensuring care in their handling and maintenance.
- b) Cleanliness in relation to the campus and all facilities therein must be ensured. 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.

- c) Students may bring their personal transport along, although there is no provision for covered parking. 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 the personal transport requirement will be limited, considering the academic routine. Possession of a good bicycle will enable exercise and periodic group activity.

## **2.7 Mobile Phone:**

- a) Considering the disturbance and distractions caused by the use of mobile phone in campus, it is not permitted in any functional sense in the campus between 9:00 AM and 5:00 PM when classes are in progress. Violation of this rule will lead to punitive action.
- b) Use of mobile phones within the campus is strictly prohibited. Violations the first time will invite confiscating the device for one week. Subsequent violations will attract a penalty of Rs. 1000 and confiscation of the device for longer periods.

## **2.8 Intoxicants: Use of chewing Gum/Pan/Gutka is not permitted anywhere at**

- a) XIME observes a 'No Smoking' policy, hence the campuses are 'No Smoking Zones'. Use of chewing Gum/Pan/Gutka is not permitted anywhere at the Campus.
- b) Consumption or possession of alcohol anywhere in the campus is forbidden. Alcohol possession or consumption in hostel rooms will make all roommates liable for disciplinary actions.

## **2.9 Prohibited Conduct:**

**The following misconduct will attract appropriate disciplinary action:**

- 1) **Ragging in any form is strictly prohibited and shall attract severe consequences and punishments.**
- 2) Intentionally causing physical harm to any person on the Institute premises.
- 3) Intentionally initiating false reports, warning or threat.
- 4) Unnecessary interference in the Institute's sponsored activities, including classes, studying, teaching, research, sports or college administration.
- 5) Intentionally or maliciously furnishing false information to the Institute or about the Institute.
- 6) Forgery, unauthorized alteration, or unauthorized use of any Institute document or instrument of identification.
- 7) Unauthorized use of computer hardware or software.
- 8) All forms of academic dishonesty, including cheating, fabrication, plagiarism, and collusion.
- 9) Theft of property or services on college premises; or having possession of stolen property.

- 10) Intentionally destroying or damaging the Institute's property or property of others on the premises.
- 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 type of fees on time, and non-returning of library books on time or failure to pay any dues owed to the institution.
- 13) Repeated or aggravated violations of any provision of this code may also result in expulsion or suspension or in the imposition of penalties as appropriate.
- 14) Unwanted and non-professional relationship or groups activities with co-students, faculty members and other supportive service staff shall be subject to severe actions.
- 15) Derogatory remarks against any particular caste, religion, region, state or disadvantaged persons shall be punishable.

### **2.9.1 Ragging: Ragging is prohibited in the campus (The legal provisions are quoted below for information)**

**F.No.37-3/Legal/AICTE/2009 – In exercise of the powers conferred under Section 23 read with Section 10 (b), (g), (p) and (q) of AICTE Act, 1987, the All India Council for Technical Education, hereby makes the following Regulations: -**

#### **1. Short title and commencement: -**

- a) These Regulations may be called the All India Council for Technical Education (Prevention and Prohibition of Ragging in Technical Institutions, Universities including Deemed to be Universities imparting technical education) Regulations 2009.
- b) They shall come into force on the date of the notification.

#### **2. Objectives: -**

In view of the directions of the Hon'ble Supreme Court in SLP No. 24295 of 2006 dated 16-05-2007 and in Civil Appeal number 887 of 2009, dated 08-05-2009 to prohibit, prevent and eliminate the scourge of ragging including any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student, in all higher education institutions in the country, and thereby, to provide for the healthy development, physically and psychologically, of all students, the All India Council for Technical Education, (AICTE) brings forth these Regulations.

**What constitutes Ragging:** - Ragging constitutes one or more of any of the following acts:

- a) any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- b) indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- c) asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- d) any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- e) exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f) any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- g) any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h) any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to a fresher or any other student;
- i) any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.
- j) Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of color, race religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic, identity, place of birth, place of residence or economic background.

**2.9.2 Students shall refer to the Affidavits furnished by them and their parents.**

### **3. POLICIES, RULES, AND REGULATIONS**

- 3.1 Interpretations 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 Standards and Disciplinary Committee (Hence forth to be referred to as SDC) reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community. Final authority in disciplinary matters, however, is vested in the college 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 Investigation and Complaint**

When the Dean receives information that a student has allegedly violated any code of conduct, he/she shall investigate the alleged violation. After completing the preliminary investigation, he/she 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 use in disciplinary hearings along with a list of witnesses and documentary evidence supporting the allegation.
- 4) The Dean may place the student alleged to have committed the violation/misconduct under suspension pending enquiry, if the case so warrants.
- 5) The Dean may further refer the case to SDC wherever the case is of a serious nature.

### **4.2 Suspension:**

The Dean 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 Committee within five (5) working days from the effective date of the interim suspension.

### **4.3 Punishment:**

“The Director/Dean or any other empowered authority of the Institute shall take any one or any combination of the following action/s against the guilty, 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) 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 institution for any period.
- i) Expulsion from the institution.
- j) Collective punishment: 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 SDC 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 or designee may modify/confirm the interim suspension as reasonable to protect the interest of the student and institute.

#### **4.4 Summons & Actions:**

- a) The Committee shall summon the student regarding an alleged violation of this code by sending the student a letter. 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.
- b) The letter shall direct a student to appear at a specific time and place not less than three (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 Standards 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.

## **5. STUDENT GRIEVANCE PROCEDURE**

### **5.1 Definition**

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

### **5.2 Scope**

This student grievance procedure is designed to provide the student with the opportunity to remedy the conditions which the student believes impede his or her education or instruction. This student grievance procedure is not designed to include changes in policy nor does it apply to grading practices.

### **5.3 Procedures**

Students who believe that they have a college-related grievance:

- a) Should discuss it with the mentor the conditions which brought about the alleged grievance.
- b) If discussion does not resolve the matter to the student's satisfaction, the student may appeal to the Dean, and if not satisfied can appeal to the Student Grievance Redressal Committee.

## **5.4 Student Grievance Redressal Committee (SGRC)**

### **5.4.1 Procedures:**

- a) A student who wishes a grievance to be heard must submit a request in writing to the Student Grievance Redressal Committee.
- b) The appeal must be heard by the Committee within three (3) class days from the date of submission of grievance from the student.
- c) The committee will consist of five members of which one (1) will be a Class representative, one (1) Alumnus, three (3) faculty members, and one of the faculty member will act as the Chairman of the SGRC. The decision of the Committee shall be final.

## **6. STANDING COMMITTEES AT THE INSTITUTE**

- 1) The Academic Council
- 2) Standards and Disciplinary Committee
- 3) Student Grievances Redressal Committee
- 4) Online Redressal Mechanism
- 5) Anti-Ragging Committee/Squad
- 6) Mentoring Cell
- 7) Internal Complaints Committee (Protection Against Sexual Harassment Cell)
- 8) Institution-Industry Interaction Cell (Placement Committee)
- 9) Admissions Committee
- 10) Mess Committee
- 11) External Programmes 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 shed barriers of all kinds while deriving the best out of 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) Attendance at all classes, general/group events is mandatory. Leave of absence due to exceptional circumstances must be with prior sanction from your Batch Coordinator/ Dean.
- 3) Weekend leave (when there are no programs scheduled) may be sought with a formal application.
- 4) 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 and learning areas.
- 5) The Institute's property will be retained in the respective areas. Any temporary move 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.
- 6) Gents and Ladies hostels are Out of Bounds to the opposite sex. There will be no exception in this regard.
- 7) Vehicle parking areas are designated. All vehicles will invariably be parked in designated parking areas only. Personal vehicles on the Campus will be registered with the Administrative Office, with proof of possession of Driving License.
- 8) All Students will be inside the hostel by 9:00 pm each week night and by 9:30 pm on Saturdays and Sundays.
- 9) The above mentioned directives have been framed with the objective of facilitating learning. Students are expected to adhere to them in letter and spirit.
- 10) Your studies must go far beyond what is taught in the class room or given in the prescribed text books. Make good use of the library and the internet.
- 11) You have to put in at least 3 hours of studies each day on your own beyond the class hours. Make it a habit.
- 12) 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.
- 13) You must get a 'B' average (CGPA 5.0) to qualify to receive the PGDM. A CGPA of 5.4 equals 60%.
- 14) Exhibit decent behavior at all times during the 2 years of the stay in the campus.
- 15) Don't stay away from the hostel during nights without informing the hostel Warden in writing.
- 16) Don't leave your campus city (Bangalore/Kochi/Chennai) during any term days without informing the Batch Coordinator/Dean in writing.
- 17) Don't litter the class rooms, verandas, canteen, lounge or the environment. Contribute to keeping the Campus clean and tidy.
- 18) 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.
- 19) As an initiative towards energy saving, please ensure that all lights/fans are switched off when you leave the hostel room.

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

**Students should also strictly follow Covid-19 protocol issued by the Institute from time to time regarding social distancing and safety measures.**

## Section 4

# FEE PAYMENT AND THE RULES THEREOF

The yearly fees are announced in the Programme Brochure. Unless a change is found necessary and announced accordingly, the original figures notified are applicable.

## FEE STRUCTURE

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:

<b>FEE STRUCTURE – PGDM 2021-23</b>			
<b>Amount(Rs)</b>			
<b>First Year</b>			
<b>Description</b>	<b>Amount (Rs.) (Bangalore)</b>	<b>Amount (Rs.) (Kochi)</b>	<b>Amount (Rs.) (Chennai)</b>
1 <sup>st</sup> Installment	1,25,000.00	1,00,000.00	1,00,000.00
2 <sup>nd</sup> Installment	1,50,000.00	1,25,000.00	1,25,000.00
3 <sup>rd</sup> Installment (October)	2,25,000.00	1,31,500.00	1,42,000.00
4 <sup>th</sup> Installment (January)	2,20,000.00	1,23,500.00	1,23,500.00
<b>Total-First Year</b>	<b>7,20,000.00</b>	<b>4,80,000.00</b>	<b>4,90,500.00</b>
<b>The above fees consists of the following:</b>			
Tuition Fee (1 <sup>st</sup> instalment)	5,00,000.00	3,50,000.00	3,50,000.00
Caution deposit (refundable as per rules)	25,000.00	25,000.00	25,000.00
Cost of uniform	4,000.00	4,000.00	4,000.00
International Study Tour*	90,000		
<b>Sub Total</b>	<b>6,19,000.00</b>	<b>3,79,000.00</b>	<b>3,79,000.00</b>
<b>Hostel fee:</b>			
Caution Deposit	6,000.00	6,000.00	6,000.00
Establishment charges (annual)	4,000.00	4,000.00	4,000.00
Rent for 10 months	32,500.00	32,500.00	32,500.00
Water & Electricity (10 months)	11,000.00	11,000.00	11,000.00
Food (approx.)**	47,500.00	47,500.00	47,500.00
<b>Sub Total</b>	<b>1,01,000.00</b>	<b>1,01,000.00</b>	<b>1,11,500.00</b>
<b>Second Year</b>			
1 <sup>st</sup> Installment (May)	1,50,000.00	1,12,500.00	1,12,500.00
2 <sup>nd</sup> Installment (July)	1,50,000.00	1,12,500.00	1,12,500.00
3 <sup>rd</sup> Installment (October)	1,50,000.00	1,12,500.00	1,12,500.00
4 <sup>th</sup> Installment (January)	1,50,000.00	1,12,500.00	1,12,500.00
<b>Sub Total</b>	<b>6,00,000.00</b>	<b>4,50,000.00</b>	<b>4,50,000.00</b>
<b>Hostel fee:</b>			
1 <sup>st</sup> Installment** (July)	58,600.00	58,600.00	52,750.00
2 <sup>nd</sup> Installment** (January)	36,400.00	36,400.00	52,750.00
<b>Sub Total</b>	<b>95,000.00</b>	<b>95,000.00</b>	<b>1,05,500.00</b>
<b>Total-Second Year</b>	<b>6,95,000.00</b>	<b>5,45,000.00</b>	<b>5,55,500.00</b>

\*compulsory for Bangalore students. If actual cost is less, the difference will be refunded and if the cost is more, the students will have to bear the extra cost.

\*\*may change subject to actuals.

Laptop to be purchased by the student

Those who opt for international study tour along with Bangalore students will have to pay the actual expenses for the tour, which is not included above (Kochi & Chennai).

**The due dates of the fee payment will be communicated separately**

**Late payment of fees will attract fines as under:**

**1-3 days' delay : Rs. 100**

**4-7 days' delay : Rs. 200**

**8-15 days' delay : Rs. 400**

If beyond 15 days, no admission to the classes, until the fees is paid with a fine of Rs1000.

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

1. Dean (up-to 10 days)
2. Secretary (up-to 21 days)

The Institute has also a provision for fee concession applicable in deserving cases.

## Section 5

# LIBRARY: RULES AND REGULATIONS

The main hall of the Library houses books on Business Management and allied subjects selected from current publishers' catalogs, lists of best seller websites, and on recommendations from faculty and students. The collection gets updated continuously.

The Library also procures many Indian and International journals and popular magazines in print form and the current magazines are displayed in the Library annexure along with newspapers for view/browsing. 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 main hall.

As more and more Library contents are published in digital form it has become necessary to adapt to the change. A flexible approach, however, has been adopted and the transition from print to digital is being made in a balanced manner so as to build a hybrid Library. The XIME Libraries in Bangalore, Chennai & Kochi are Wi-Fi enabled and they subscribe to online databases and journals, which are accessible within the Campuses.

To support the objective of the Library as a 'Knowledge Resource Center' of the Institute, the Library staff make all efforts to create and maintain Library services with the use of technology while preserving the traditional methods to serve the user community. A fully automated and user friendly circulation system and reference service are in place to enable the users to make use of the Library extensively and seamlessly.

As one of the Five Laws of Library Science proposed by S. R. Ranganathan states, 'Save the time of the reader'. We hope that this handbook will be handy and useful to explore and utilize the resources and services of our Library to the maximum and with ease.

## Membership

XIME Library at Bangalore, Chennai and Kochi can be accessed with membership cards issued by the Library to the Students/Research Scholars/Faculty at the time of joining. Membership forms are available in the Library.

They should submit the filled-in form along with four photographs, one in passport size to be affixed in the membership form and three more photographs in stamp size to be submitted to the Library staff at the counter.

Three Library borrower cards with photographs are issued to students with the approval of the Librarian and the Director. They can borrow three books for a duration of 14 days. These cards cannot be exchanged nor shared with other members. Loss of Library card/s should be reported to the Librarian immediately.

Duplicate Library Membership card will be issued on payment of Rs.100/-

Research Scholars are requested to fill up the membership form available at the Library counter and submit it along with the required photographs. They will be issued borrower card which entitles them to borrow five Library books for a duration of 14 days.

Students are expected to follow the Library rules diligently (see the detailed guidelines in the subsequent section of this handbook) and if any member is found violating the rules repeatedly, the membership may be cancelled.

## **E-Databases**

- EBSCO-Business Source Elite : E-journal database
- EBSCO Host : E-book Database
- TURNITIN : Anti-plagiarism software
- HBSP Database : Case study database from Harvard Business School Publishing
- NDL : Library membership with National Digital Library
- EMIS : Indian and Multinational Company and Industry financial database
- THOMSON REUTERS EIKON: Deliver exclusive market leading news, information and Analytics to the financial community.

XIME Library's physical collection includes more than 36000+ volumes of books on Business Management and allied subjects. These books are procured and processed and made available in open racks for browsing and borrowing. Books are classified according to Dewey Decimal Classification scheme and cataloged according to AACR2 rules.





## Grouping of Subjects

The following is the major grouping of subjects and their classification numbers, by which the books are arranged on the Library shelves.

CALL NO	SUBJECT	CALL NO	SUBJECT
4	Information Technology	368	Insurance
150	Psychology	370	Education
152.4	Emotional Intelligence	382	International Trade
153	Creativity/Creative Thinking	428	English Language
158.1	Successful Living	519.5	Statistics
174.4	Business Ethics	629.8	Management Control Systems
200	Religion	650.1	Business Success
301	Sociology	651.7	Business Communication
330	Economics	657	Financial Accounting
330.0152	Econometrics	657.046	Advanced Accountancy
330.122	Capitalism	657.42	Cost Accounting
331	Industrial Relations	658	General Management
332.1	Banking Management	658.0072	Research Methodology
332.10954	Indian Financial System	658.049	International Business
336.2	Investment Management	658.05	Enterprise Resource Planning
336.294	Indirect Taxes	658.15	Financial Management
336.294	Taxes	658.1511	Management Accounting
337	International Economics	658.154	Budgeting
337.1	Globalization	658.155	Financial Risk Management
338.04	Entrepreneurship	658.1599	International Financial Management
338.5	Microeconomics	658.162	Mergers and Acquisitions
338.5024	Managerial Economics	658.18	International Management
338.927	Environment	658.3	Human Resource Management
338.954	Economic Development		Strategic Human Resource
338.954	Indian Economy	658.301	Management
339	Macroeconomics		International Human Resource
340	Labor Law	658.309	Management
346.07	Business Law	658.3125	Performance Management
353	Public Administration	658.3125	Training & Development
362.11	Hospital Management	658.32	Reward Management

658.4	Executive Management	658.801	Marketing Strategy
658.4012	Strategic Management	658.803	Services Marketing
658.4013	Total Quality Management	658.804	Rural Marketing
658.402	Organizational Behavior	658.80401	Industrial Marketing
658.4022	Team Management	658.81	Selling Management
658.403	Decision Making		
		658.812	Customer Relationship Management
658.4033	Quantitative Techniques for Decision Making	658.827	Brand Management
658.4034	Operations Research	658.83	Market Research
658.4038	Knowledge Management	658.8342	Consumer Behavior
	Management Information	658.84	International Marketing
658.4038	Systems	658.87	Marketing Channels
658.404	Project Management	658.8703	Retail Management
658.4052	Negotiation	658.872	E-Commerce
658.4058	Business Process Outsourcing	659.1	Advertising Management
658.406	Change Management	659.2	Public Relations
658.4063	Innovation Management	808.85	Public Speaking
658.408	Corporate Governance	658.87	Marketing Channels
658.4092	Leadership	658.8703	Retail Management
658.4093	Time Management	658.872	E-Commerce
658.4095	Business Environment	659.1	Advertising Management
658.413	Motivation	659.2	Public Relations
658.45	Technical Communication	808.85	Public Speaking
658.46	Management Consultancy	822	Drama
		823	Fiction
658.5	Product/Operations Management	910	Travelogue
658.7	Supply Chain Management	920	Biography
658.8	Marketing Management	954	History

The Library also houses many books donated by individuals, alumni, authors and visitors. These books are added to the main collection with the name of the donor mentioned in the title page of the book. Students' Project Reports are indexed and details are made available online for easier access and to facilitate search and browsing.

Online Public Access Catalog (OPAC) software to be used for searching for a specific book based on Author, Title etc. is available. Instructions for using OPAC are available at the Library.

The link to open library OPAC is <http://xime-opac.opensio.co.in>

## Other Online Journals

The following list of journals published by SAGE publishers are available online for access within the Campus in addition to the major databases.

### Online Journals

This is an IP address authenticated service and so there is no need of User Name and Password to access within the campus.

Accessible at URL: <http://online.sagepub.com/>

- China Report: <https://journals.sagepub.com/home/chr>
- Contributions to Indian Sociology: <https://journals.sagepub.com/home/cis>
- Indian Economic & Social History Review : <https://journals.sagepub.com/home/ier>
- Indian Journal of Corporate Governance: <https://journals.sagepub.com/home/ijc>
- Journal of Health Management: <https://journals.sagepub.com/home/jhm>
- Management and Labour Studies: <https://journals.sagepub.com/home/mls>
- South Asia Economic Journal: <https://journals.sagepub.com/home/sae>
- Journal of Management: <https://journals.sagepub.com/home/jom>
- Margin – Journal of Applied Economic Research: <https://journals.sagepub.com/home/mar>
- Asian Journal of Management Cases: <https://journals.sagepub.com/home/ajc>
- Asia-Pacific Journal of Management Research and Innovation: <https://journals.sagepub.com/home/abr>
- Foreign Trade Review: <https://journals.sagepub.com/home/ftv>
- Global Business Review: <https://journals.sagepub.com/home/gbr>
- IIM Kozhikode Society and Management Review: <https://journals.sagepub.com/home/ksm>
- International Journal of Rural Management: <https://journals.sagepub.com/home/irm>
- Journal of Emerging Market Finance: <https://journals.sagepub.com/home/emf>
- Journal of Entrepreneurship: <https://journals.sagepub.com/home/joe>
- Journal of Human Values: <https://journals.sagepub.com/home/jhv>
- South Asian Journal of Business and Management Cases: <https://journals.sagepub.com/home/bmc>
- Vikalpa: The Journal for Decision Makers: <https://journals.sagepub.com/home/vik>
- Vision: The Journal of Business Perspective: <https://journals.sagepub.com/home/vis>
- Business Perspective and Research: <https://journals.sagepub.com/home/bpr>
- Metamorphosis: <https://journals.sagepub.com/home/met>
- Paradigm: <https://journals.sagepub.com/home/par>
- South Asian Journal of Human Resource Management: <https://journals.sagepub.com/home/hrm>

- Journal of Entrepreneurship and Innovation in Emerging Economics: <https://journals.sagepub.com/home/eie>
- ASCI Journal of Management: <https://asci.org.in/journal/>
- Chartered Accountant: <https://www.icaai.org/>
- Chartered Secretary: <https://www.icsi.edu/home/>
- Management Accountant: <http://icmai.in/icmai/news/209.php>
- RBI Bulletin: [https://www.rbi.org.in/scripts/BS\\_ViewBulletin.aspx](https://www.rbi.org.in/scripts/BS_ViewBulletin.aspx)
- Indian Journal of Accounting: <http://indianaccounting.org/Journals.aspx>

The Following Magazines can be accessed online within the campus,

- **The Economist:** [http:// www.economist.com](http://www.economist.com)
- **Dalal Street:** <http://www.dsij.in/>
- **Capital Market:** <http://www.capitalmarket.com/>
- **M&A Critique:** <https://www.mnacritique.com>
- **AdvanceEdge :** <http://myimsv2.imsindia.com/>

Users can download articles from the above journals/magazines for their research work. They are advised not to download many articles from a single issue at the same time to avoid the automatic disconnection of our IPs registered for online access with the publishers.

## Library Services

### 1. Circulation

- 1) Books are issued for a fortnight except for those which are classified as Reference books, New Arrival books and Books with Red stickers are issued for overnight use only as these are of limited number of copies.
- 2) Students can borrow a maximum of 3 books against their membership cards, and Research Scholars can borrow a maximum of 5 books for 14 days.
- 3) Books in demand by other members will not be renewed.
- 4) Users are responsible for books issued against their names.
- 5) The Library reserves the right to recall any issued book before the due date, if it is required by the Faculty.
- 6) Books should not be left on the counter and Users are advised to ensure that the loan record is cancelled and their borrower's card returned before leaving the counter.
- 7) Borrowers must ensure that the physical condition of the book is satisfactory before borrowing, if not, they will be held responsible for any damage at the time of return.
- 8) **Overdue Charges:** For Textbooks & General books, the overdue charges for Students will be Rs.5/ per day after 14 days of the date of borrowing.

- 9) If a borrowed book is lost, it should be reported immediately to the Librarian. Lost or damaged book has to be replaced by the borrower or the cost of the book will be recovered from him/her if it is available for replacement. If the same edition is not available, the available current edition will be replaced and the cost of the book and the penalty will have to be borne by the borrower.
- 10) No book or any other Library material may be taken from the Library without proper endorsement at the counter.
- 11) Users, especially students are advised to return all the books before they leave the campus for holidays. Failing to return the books will attract Rs.10/ per day as overdue charges.

## **2. New Books Display**

New books procured in the Library will be processed and will be displayed for browsing in the Library Annexure. Readers are encouraged to browse these books and reserve the books which will be available for borrowing after one week. The New books collection will be changed every week on Monday. The list of these books will be announced to all the users of the Library through e-mail as and when they are displayed.

## **3. Reprography (Photocopying & Printing)**

Photocopying & Printing facilities are provided to the students and these services are charged on a per-page basis. Students are advised not to photocopy more than 10 pages or one chapter from any book and not more than one article from a periodical. They are advised not to make multiple copies of the same contents.

Printing service can be utilized for printing presentations and classroom assignments from the computer terminals available near the Library counter. Students are advised not to occupy these terminals for a prolonged period at any one time as these terminals are required to be used for checking Library online catalog by the users. Photocopying and printing of the Library materials must be done in compliance with copyright regulations. Copyright guidelines are explained in the later part of this handbook.

## **4. Procurement of Textbooks**

The Library will make necessary arrangements in advance to procure the textbooks relevant to the courses recommended by the Faculty and distribute them to the Students as course materials.

## **5. Information Research Assistance**

The Library staff are well trained to assist the users in locating books and journals on the shelves, whenever required. They will extend their help in locating and finding the required books from the computerized catalog (OPAC) and in checking its status of availability. Students are encouraged to get familiar with the use of the 'Online Catalog' to search Library resources to reduce and save search time.

## **6. Newspaper Alert Service**

Articles and news items of current affairs related to Business Management, Education, Economic Policies, Financial information and News pertaining to XIME Institutions will be displayed everyday on the Notice Board outside the Library.

## Support for Research

The Library will be happy to assist and give support to the Faculty and Research scholars in article search and download service from Library resources and the internet for their research work. The Library staff will also help students in locating books and in searching for articles from online resources for their assignment work. Compilation of bibliographies on Research topics will be done on request. If the required resources are not available in our Library, they can be procured from other libraries on inter- Library loan.

## User Guidelines

XIME Library is open to all the bonafide Students, Alumni, Faculty, Staff and Research scholars. Students are requested to follow the guidelines given below, which will help the Library to provide professional service for everyone.

- Noise, loud talking and continuous chatting are prohibited. The Library is not a place for group discussions or meetings.
- Food/Snacks and drinks are not permitted inside the Library.
- Smoking is strictly prohibited in the entire campus.
- Mobile phones must not be used 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.
- Users are advised not to replace the books back on the shelves, instead leave them on the reading table. They are also advised not to 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 deposited outside the Library in the designated area. 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.
- Photography is not allowed except with the permission of the Library staff.
- Users are not allowed to reserve places in the Library even for a short period of their absence from a seat.
- Students are not allowed to bring laptops and mobile phones 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 are advised to fold the Newspapers neatly after the use and replace them in their designated places.

# Copyright & Plagiarism

## Copyright Compliance for Photocopies & Digital Contents

1. Students are allowed to make photocopies of Library material for the purpose of their study and classroom assignments. They should refrain from making multiple copies of the same content and also not to exceed copying more than 10 pages or a chapter in a book. While the copying and distributing copies for teaching and learning is protected under 'Fair use clause of the copyright act', it forbids the user to make use of the same copies for any commercial purpose. In the same way, although photocopying of an article from a journal/magazine is within the permissible limit of the copyright guidelines, students are strongly advised not to copy many articles from the same periodical. If these contents are re-used for any purpose, they are advised to acknowledge the author of the contents appropriately.
2. The guidelines mentioned above for print content are applicable for digital content also, and students are advised not to download the contents of any full book, or systematic downloading of many articles from any journal/magazine for their use. The authors of the contents should be appropriately acknowledged if they are re-used. Content on the Internet are protected by copyright act and uploading copyright material of others on to the Internet is an act of copyright infringement if it is done without the consent of the copyright holder.

## Plagiarism:

'Plagiarism' in simple terms means copying the work of another person without proper acknowledgement. Copying does not necessarily mean only copying word for word. Closely paraphrasing or substantial copying with minor modifications (such as changing the grammar and structure, changing few words here and there or reversing active/passive voices) is still copying for this purpose, irrespective of the nature of the source (it may be a book, an article, lecture notes or simply an assignment of another student, or in electronic form such as a website, an audio-visual production or other non-textual material). Plagiarism covers any form of work submitted for assessment - including theses, dissertations, class room assignments, project reports and other forms of coursework (published and unpublished).

Plagiarism in Dissertations and Project Reports: The following points should be kept in mind by students while preparing Project Reports and Dissertations to avoid plagiarism;

1. Students should avoid re-producing contents verbatim from any other source, and if they need to re-produce a few lines, it should be typed within quotes with proper reference including page numbers to the original source. Such verbatim reproduction within quotes should be limited to a maximum of 150 words at a time.
- Students are encouraged to scan their reports using the Turnitin- anti-plagiarism software before submitting their Reports, Assignment etc. The Library will be happy to help the students in the scanning procedure and the use of anti-plagiarism software.



# LIBRARY AT XIME, Bangalore

## Library Resources

Books (print)	36,075	Bound volumes of periodicals(Back volumes of periodicals)	2572
Print Journals (Current Subscription)	181	Online Journals (Current Subscription)	34
E-Databases	7	Student Project Reports	2161+
Company reports	124	Newspapers	5
CDs /Videos	679	Economic Dailies	5

## LibraryWorkingHours

**Monday to Saturday** - 8:00a.m. to 9:00 p.m.

**Circulation time** - 8:30a.m. to 8:30 p.m.

**Sunday** - 9:00a.m. to 1:00 p.m.

**Circulation time** - 9:30a.m. to 12:30p.m.

During the summer vacation from April to July and during the term-end breaks the Library willremain open from 8:30 a.m. to 5:00 p.m.



## LIBRARY AT XIME, Kochi



XIME Library in Kochi was established in the year 2012, when the Institute's second Campus started functioning there. The collection was built up independently with much care taken to select books and journals required for a professional management institute catering to the learning, teaching and research activities of Students and Faculty.

The collection at XIME Kochi Library is being augmented at a steady rate every year. The Online Public Access Catalog (OPAC) is available from <http://xime-opac.opensio.co.in> for search and access to the Library books at Kochi Library.

<b>Books (print)</b>	<b>9805+</b>	<b>Student Project Reports</b>	<b>998+</b>
<b>Print Journals (Current Subscription)</b>	<b>96+</b>	<b>Online Journals (Current Subscription)</b>	<b>27</b>
<b>E-Databases</b>	<b>5</b>	<b>CDs /Videos:</b>	<b>250+</b>
<b>Bound volumes of periodicals</b>	<b>463</b>	<b>Newspapers</b>	<b>10</b>

### Library Working Hours

<b>Monday to Saturday</b>	-	8:00 a.m.	to	8:30 p.m.
<b>Circulation time</b>	-	8:30 a.m.	to	8:00 p.m.
<b>Sunday</b>	-	9:00 a.m.	to	1:00 p.m.
<b>Circulation time</b>	-	9:30 a.m.	to	12:30 p.m.

## LIBRARY AT XIME, Chennai



XIME Chennai Library is to provide information services and access to full text digital and printed resources to support the scholarly and information needs of the Institute community. The collection was built up independently with much care taken to select books and journals required for a professional management institutecatering to the learning, teaching and research activities of Students and Faculty.

The XIME Chennai Library is well equipped with modern facilities and resources in the formof on-line databases, books, e-journals, periodicals, etc. The Library homepage will provide electronic access to various full text databases & e-journals. The fully Wi-Fi enabled Libraryallows easy access to research material. The Online Public Access Catalog (OPAC) is available from <http://65.0.244.132> for search and accessto the Library books at Chennai Library.

### Library Resources

<b>Books (Print)</b>	<b>8500+</b>	<b>Online Journals (Current subscription)</b>	<b>11+</b>
<b>Print Journals (Current subscription)</b>	<b>90+</b>	<b>Newspapers</b>	<b>10+</b>
<b>E-Databases (EBSCO)</b>	<b>1</b>	<b>Company annual reports</b>	<b>20</b>

### Library Working Hours

<b>Monday to Saturday</b>	-	8:00 a.m.	to	8:00 p.m.
<b>Circulation time</b>	-	8:30 a.m.	to	7:30 p.m.
<b>Sunday</b>	-	9:00 a.m.	to	1:00 p.m.
<b>Circulation time</b>	-	9:30 a.m.	to	12:30p.m.

## INFORMATION TECHNOLOGY (IT) POLICY

### 1. Policy Statement:

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. These resources are valuable community assets which need to be used and managed responsibly to ensure their integrity, security, and availability for educational, co-curricular and allied activities.

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 exists 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 XIME's IT users.
- c) Ensure the safe and respectful use of XIME's Information Technology by all its users.

### 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 under Policy and Standards of misconduct.

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) Students may use the computing and Internet Technology facilities for academic and co-curricular purposes. Usage for personal purposes must be restricted to the policy and any guidelines issued from time to time.
- 2) If anybody violates the law or misuses any other user's username and password, disciplinary action will be taken by the SDC. Users may share the required files through the Repository sharing software with proper credentials.
- 3) 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.
- 4) Setting up of any unauthorized firewall facility is prohibited.
- 5) 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. If done so, it attracts disciplinary action.
- 6) 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. Installation of unlicensed software on XIME's facilities, or on individual machines connected to the network, is strictly prohibited.
- 7) To the extent possible, users are expected to use only their official email addresses provided by XIME for official communications with other members / stake-holders of the XIME. If any other email facility is used due to any reason, they must observe the "Do's and Don'ts" as per this IT Policy and guidelines.
- 8) 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. It is also forbidden to send emails or messages masquerading as another person or hide the sender's identity. Chain letters and any form of commercial advertising, or soliciting is not allowed. Spamming is disallowed. Subscribing to mailing lists outside XIME is an individual's responsibility. Subscribing someone else to any group outside with the Institute's email ID is not allowed.
- 9) Users are encouraged to use the group e-mail facilities available on the Internet, subject to this policy.
- 10) Broadcast of messages to students is allowed only for academic purposes and emergencies. Violations of this will attract disciplinary action including suspension or cancellation of user's account.

- 11) Shared email accounts for any purpose whatsoever are not allowed. Any special accounts, if need to be set up for conferences and other valid reasons as determined by the Institute authorities, must have a single designated user.
- 12) To the extent possible, users are expected to connect only to the official Wi-Fi network for wireless access. Setting up of unsecured Wi-Fi systems (generally known as rogue systems on the local subnets) on the XIME's network is prohibited.
- 13) Users are expected to take proper care of equipment, and are expected to report any malfunction to the System Administrator. Users should not attempt to move, repair, reconfigure, modify, or attach external devices to the systems.
- 14) 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.
- 15) Playing of Games on the computers is prohibited. Using Skype, WhatsApp, or Facebook and any such applications for non-academic purposes is strictly prohibited. Personal e-chatting during the office hours is also banned.
- 16) Display of unauthorized material on computer screens or posters or in any other form is disallowed.
- 17) The changes if any in the policy shall be implemented with effect from the date specified in the announcement, made by means of e-mail, printed notices, or other forms of communication.
- 18) Acceptable Use of Email: Users have the responsibility to use the XIME's email systems in an efficient, effective, respectful, ethical and lawful manner. XIME's electronic mail facilities include Email of XIME and Microsoft Exchange/Outlook. When using them users must comply with the following guidelines.

## **DO**

- Check your electronic mail on a frequent and consistent basis in order to stay current with the Institute-related communications.
- Include a meaningful subject line in your message.
- Check the address line before sending a message and check you are sending it to the right person.
- Delete electronic mail messages when they are no longer required.
- Unsubscribe from any mailing lists that no longer interest you. Lists generate a huge amount of mail traffic.
- Use Bcc (blind copy) instead of Cc to copy a message to a large number of people to avoid sharing email addresses with recipients.
- Learn to recognize hoaxes that circulate via email, and do not pass them on. Snopes.com and Hoax-slayer.com are a good source of information to check if the message is a hoax.
- Protect all computers from email viruses by having the anti-virus software installed and updated to the latest version, and do not open email attachments before scanning them first.

## **DO NOT**

- Print electronic mail messages unless absolutely necessary.
- Expect an immediate reply, the recipient might not be at their computer or could be too busy to reply straight away.

- Forward electronic mail messages containing comments about others without the permission of the originator.
- Include information in e-mails that should not be forwarded to other individuals.
- Attach unnecessary files.
- Send excessively large electronic mail messages or attachments. Generally, attachments should be less than one megabyte. Note: many mail systems will not allow sending and / or receiving of emails, including attachments, which exceed limits set by them.
- Send, or attempt to send, spam of any kind from XIME email accounts or XIME network.
- Participate in chain or pyramid messages or similar schemes.
- Use electronic mail to send or forward material that could be construed as confidential, political, obscene, pornographic or sexually explicit, threatening, offensive or libelous.
- Send email to a recipient that has indicated that he/she does not wish to receive it. This does not apply to official communication to current students.
- Click on an attachment unless the message has been scanned by your anti-virus program.
- Use XIME's email accounts to do personal business.
- Misrepresent yourself as another person.

If you are in any doubt about an issue affecting the use of electronic mail you should consult the System Administrator.

- 19) Forwarding of Email: Students who choose to have their email forwarded to a private (unofficial) email address outside the official XIME email facilities, can do so at their own risk. XIME is not responsible for any difficulties that may occur in the proper or timely transmission or access of email forwarded to any unofficial email address, and any such problems will not absolve students, of their responsibility to know and comply with the content of official communications sent to official XIME email addresses.
- 20) Use of Voicemail: XIME prohibits voice mail messaging for non-academic purposes. Members of the XIME community should limit their use of the system to this purpose.
- 21) Compliance with Legal Requirements and Data Protection and Privacy of Information: XIME subscribes to the compliance of applicable sections of IT-Act 2000.
- 22) This includes Intellectual Property Rights (IPR), Using Licensed Software and E-commerce Payment Processes.
- 23) Electronic Commerce Services: Controls are necessary to cover the additional security requirements associated with using or providing electronic commerce services.

Information involved in electronic commerce must be protected from fraudulent activity, contract dispute, and unauthorized disclosure and modification. Electronic commerce systems must meet Payment Card Industry (PCI) standards where applicable.

#### a) Approval of Electronic Commerce Systems

Each electronic commerce system requires approval from the Chief Financial and Administrative Officer (CF&AO) prior to implementation.

#### b) Personal Payment Information

All systems storing or processing personal payment information, including credit card numbers and bank account numbers, require approval from the CF&AO prior to implementation.



- 24) Bring Your Own Device (BYOD) guidelines: Students can bring their own devices like lap-top computers for work and use the same in accordance with this IT policy. The use of the same also has to be as per any specific rules and guidelines issued from time-to-time by XIME.
- 25) 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 SDC for taking further action.

## COMPUTER LAB: RULES AND REGULATIONS

The computer facilities are part of the study and learning environment at XIME. It is intended that the lab should be a place where students feel comfortable and free to do their work. These rules and regulations are applicable to users of all the computers in the following areas:

- Computer Lab
- PCs in the Libraries
- Computers in the Wi-Fi access areas (offices, faculty rooms etc.)

Please adhere to these rules so that, the computer facilities are used to the best advantage duly ensuring high system utilization. Please reach out to the IT admin staff for any help, support or clarifications on these guidelines.

### 1. Permission to Work in the Lab

- a) Only the current students of XIME, faculty and staff concerned 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 Lab-in-charge.
- d) Students can use their pen drives for printing purpose / data storage only and must make sure that such devices are virus- free.

### 2. Priority to Work in the Lab

The following priorities will be used in assigning workstations in the Lab:

- a) Classes
- b) Students working on assignments directly related to a class
- c) Students working on projects, and Non-class specific computing. Students involved in non-class specific computing will be asked to relinquish their assigned workstation if it is needed by a class or a student working on a class assignment, and
- d) Lower-priority users must log off and give way to higher-priority users when requested.

### 3. Care of Hardware

Report any computer problems to Lab-in-charge 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. 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 to the computers. If you need to use software which is not on the system, check with the Lab-in-charge.
- d) Copying of any software from the Computer Lab will not be allowed. Any user caught 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.

#### **5. 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) Making noise either through games / music or even talking unnecessarily and / or singing loudly is prohibited. Persons making excessive noise and disturbing others will be asked to leave the lab.
- c) Eating snacks or drinks within the lab is also prohibited.

#### **6. Saving Your Work**

- a) When you have finished your work, clean up files by deleting them/ saving them. The Lab-in-charge takes no responsibility for jobs that are not saved by the user and are lost.
- b) In order to keep the systems in a stable condition, the Lab-in-charge will clear temporary files and data files from all the workstations periodically.

#### **7. Internet**

- a) Do not download files from an unknown source on to 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. MP3s, media files, inappropriate material, etc.).
- e) Booting the computer, turning it off, and/or closing the browser application as the Lab-in-charge or Faculty approaches is inappropriate.
- f) Downloading of excessive amount 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.

## **8. Wi-Fi**

The Institute campus and hostels are Wi-Fi enabled with a secured network. Initially, to access network, students are requested to approach Lab-in-charge 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 Lab-in-charge at the earliest.

## **9. Printing and Other Services**

Students may print only class-related items. Only black and white print can be taken using the printer in the library. Students will be charged Rs.1/- per page (even if they bring paper). Print orders executed by the students in the library will be entered in a register meant for this with the signature of the student concerned and the Library-in-charge. All students should take care of their pen drives after getting their work finished. Library-in-charge will not take any responsibility if students lose their accessories. Students may make use of photocopying facility in the library at a charge of Re.1 per page.

Students can use the Scanner and/or CD Writer available in the Computer Lab for scanning and storing material related to their academic work. They need to bring their own recordable CD for this purpose. Using these facilities for personal use is strictly prohibited. If a student does not know how to operate these, help of Lab-in-charge should be taken.

The telephone in the Computer Lab is for use of faculty and staff only. Students can however receive emergency calls.

Students are prohibited from bypassing the Wi-Fi access for their lap tops and connecting directly to the network. They are also not permitted to log into any public network and use facilities of VOIP.

## **10. Important Rules to Remember**

- a) Use of cell phones in the lab is not allowed. You are not allowed to play music in the lab.
- b) Playing of Games in the laboratories or using Skype, WhatsApp, or Facebook using the Institute facilities for personal motive is strictly prohibited. Personal chatting during the office hours is also banned.
- c) Always follow the instructions/guidelines given by the IT admin team/Faculty, do not deviate.

## **11. Penalties for Rule Infractions**

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

## **12. Working Hours**

The Computer Lab will be opened from 8.30 am to 5 pm on all working days. These facilities will remain closed on Sundays and other holidays.

The policy may change as per the new technology changes and new policies. The changes of policy may be implemented immediately after a brief announcement by the e-mail, printed notices, or other forms of communication.

## Section 7

# 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. Even if they are permitted to do so under special circumstances, they will be required to pay hostel rent for the whole year.
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.

## Canteen

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 are required to follow the timings of the canteen and meals will not be served in the canteen beyond the stipulated timings.
  - b) Food from the canteen are not to be taken out of the canteen.
  - c) 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.
  - d) Students will not be permitted to get outside food after the hostel gates are closed i.e. 9:00 pm and 9:30 pm, as the case may be.

## Hostel Timing and General Behaviour at the Hostel

6. Hostellers are required to be back in the Hostel latest by 9:00 p.m. every evening. The Hostel gate will be locked at 9:00 p.m. On Saturdays, time is given up to 9:30 p.m. Strict maintenance of reporting time is expected of all hostellers.
7. Students are to record their attendance in the bio-metric device installed in the hostels.

8. 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, if need be.
9. No one other than the 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.
10. 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.
11. 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.
12. Any sickness must be reported to the Warden immediately.
13. Playing of loud music or any other form of disturbance to other inmates or neighborhood must be strictly avoided.
14. 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.
15. Any damage to the Hostel property will be realized from the student/s who caused such damage.
16. 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.
17. Students must bring for themselves mattress, pillow, pillow covers, sheets, blankets, bucket, mug, towels and all other personal requirements.
18. 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.
19. Consumption of alcohol, substance abuse, smoking etc. in the campus including hostels is strictly prohibited. Anybody found indulging in such misconduct will be expelled from the PGDM Programme.
20. To save electricity and the environment students are required to switch off fans and lights when they leave the rooms.
21. 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 currents and causes damage to the wires as they are not designed to carry heavy current.

### **Consumption of Water**

22. 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.
23. Drinking water is provided on every floor but this is to be used only for drinking.

## **Vacation of the Hostel**

24. All admissions to the Hostel are for a maximum period of 10 months. All hostellers must vacate the Hostel latest by April (2 days after the closure of the institute for the annual vacation) 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.
25. Dhobi services are available on payment basis.

## **Dress Code**

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

## **Facilities Provided**

27. Rooms are on a double sharing basis in Kochi and Chennai campuses. Separate cot, study table with bookshelf and a lockable steel cupboard are provided for each student. Items such as plastic buckets, coat-hangers, waste paper baskets etc. also will be provided. Other facilities include water cooler and running hot water. When proceeding home in April, the items provided in each room should be accounted for.

## **Rights Reserved**

28. In case of an emergency situation, the Institute reserves the right to close down the hostel without giving any notice to the hostellers.
29. The Institute also reserves the right to add, delete or amend any of the rules listed above for the proper functioning of the hostel and to enable maintenance of discipline, decorum and a high quality learning atmosphere.

## Section 8

### CANTEEN : RULES AND TIMINGS

- Meals will be served in the Canteen during the stipulated timings only.
- Food items are not to be taken out of the Canteen.
- All used cutlery, plates and trays must be returned to the assigned areas. These should not be left at the tables.
- Dress code shall apply in the canteen/Dining area as well.

#### Meal Timings at the Canteen

Breakfast	-	07:30 a.m.	to	08:45 am
Lunch	-	12:50 p.m.	to	01:45 pm
Dinner (Only for hostellers)	-	07:30 p.m.	to	08:45 pm

The Canteen closes at 9:00 p.m. Students must vacate the Canteen before 8:55 p.m.

Your cooperation is solicited in ensuring that the meal timings are strictly adhered to and the dining hall remains clean and tidy at all times.



**Rejoicing & reflecting on Christmas day**



**Winners of Maria Philip Debate Competition**



## **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, 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. C. J. Kuncheria**

Secretary, XIME Society



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