St. Joseph's Institute of Management (JIM)

A Jesuit Business School

**Graduate Hand Book for
Department of Management
Studies (MBA)**
2023 -2025
(for private circulation only)

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CONTENTS		
No.	Title	Page
1	Purpose of Handbook	
2	JIM Identity: Vision, Mission, Core Values, Goals and Objectives	
3	Life at JIM	
4	Academic Calendar	
5	Course Structure	
6	Admission Process	
7	Course Fee Structure	
8	Examinations	
9	Doctoral Programme	
10	Rules and Regulations	
11	Code of Conduct	
12	Placement Policy	
13	Other Facilities	
14	Special Programmes	
15	Institute Programmes	
16	Statutory Committees	
Annexures		
i	Student Charter	
ii	ToR for Placement Process	

Purpose of Handbook

This student handbook is a comprehensive description of the programs, policies and procedures that are relevant for the students of Management Studies in JIM.
You are responsible for understanding and following the policies, rules and the code of conduct during the course of your studies at JIM. You are encouraged to use all the resources and facilities that are available in this Jesuit Business School in order to succeed in your career. This handbook has been developed to help you throughout the academic programme and it is your responsibility to go through the prescribed rules and policies and to comply with procedures and deadlines.

Wish you all the very best.

Director

1. JIM: Identity, Vision Mission, Core Values, Goals and Objectives.
St. Joseph's Institute of Management - JIM
St. Joseph's Institute of Management (JIM) is a Jesuit Business School. JIM is approved by All India Council for Technical Education (AICTE), New Delhi and affiliated to Bharathidasan University, Trichy, Tamil Nadu. It is a part of St. Joseph's College, founded in 1844 by the Fathers of the Society of Jesus, popularly known as Jesuits; established much before the foundation of the University of Madras. Making good use of the autonomy given by the University Grants Commission (UGC) in 1978, the college excelled in every realm and has produced great men and women for others. In addition to all the high ratings for its performance and service in the mission of education, the college was awarded with a special Heritage status and has secured the 25th position in the NIRF India Rankings 2023.

In this college of high repute, JIM resides with a sole purpose of **Forming Responsible Leaders**. In JIM, we look at management education differently. Not teaching, but learning lies at the core of activities of the business school. Everybody learns here. Teacher learns, students learn and the Jesuit management learns every day. What JIM does is that it creates an ecosystem of learning in which students develop their competence to become leaders for tomorrow. Consciously we guide them to look at their learning holistically, not merely in terms of profit making; we do not want them to become just factory-ready graduates, but society-ready graduates who make a difference in the lives of people and who are change-makers. JIM strives to create a meaningful future for its students, with market-oriented curriculum and innovative learning pedagogy. Learning, training and development are the triadic axis around which JIM operates and this makes it stand tall vis-a-vis other management institutions.
JIM Identity
1.1 Vision
To form responsible leaders who are globally competent to lead a life based on values.

1.2 Mission
- To provide learning environment for integral development of individuals who have the right attitude, relevant skills and needed knowledge to adapt to corporate world

- To remain as a centre of learning by innovative pedagogy, appropriate exposure to industries and cutting-edge academic strategies
- To contribute to the field of business education and industries through research, training, and consultancy

1.3 Core Values
- Integrity
- Excellence (*magis*)
- Service
- Responsibility

1.4 Graduate Attributes
- Sound judgment
- Sharp decision-making skills
- Clarity in thinking and articulating
- Competent to work in a team
- Social sensitivity

1.5 Goals and Objectives
- Promote academic excellence in teaching, learning and research.
- Adopt innovative methods in forming syllabus, teaching, and evaluation.
- Strive towards the excellence of the socially and academically disadvantaged students through remedial coaching and forming responsible leaders.

2. Life at JIM

Life at JIM is an engaging and enriching experience. It is an integrated learning environment which combines a series of learning events. All that happen at JIM lead to learning; lectures, tutorials, business games, case presentations, management events, seminars, conferences, cultural fests, sports, festivals, birthday celebrations, industry visits, social responsibility activities, neighbourhood engagement programmes, group discussions, clubs, outbound training and workshops. Students take their meals and refreshments in the canteen 'Magis Cafe' with enhanced facilities. There is always a blend of academic rigor and joyful togetherness in JIM.

Students learn in teams: They are part of team processes and master the skills for working in teams. They are helped to discover their potentials and hone them towards professional excellence. They learn every aspect of life here.

3. The academic Calendar

The academic year consists of four semesters and each semester with approximately 90 working days.
The Semester as follows:

Semester I & III: June to October
Semester II & IV: November to March

4. Course Structure for the Two-Year MBA Programme @ JIM -Batch of 2023-2025

With significant changes happening in industry due to a variety of factors ranging from covid to digitization of business to geopolitics, JIM knew its responsibility of reconstructing its syllabus. The objective was to reframe the syllabus keeping in mind with the employment opportunities on one hand and the holistic development of our students on the other.

An academic advisory committee was put in place for the first time in JIM to study our past syllabi, the teaching-learning process, the key takeaways for the students and how it engineered for placements and

entrepreneurial vocation. Simultaneously, our faculty and two external experts (Board of Studies) worked as a team for the past two months, examined the syllabi/contents, teaching - learning process and how it led to holistic growth of the students on all parameters.

Based on a through discussion of the two – Academic Advisory Committee and Board of Studies, we have evolved the following course structure which is found below.

4.1 Program Educational Objectives Statements

PEO1: Forming Responsible Leaders
To create socially and ethically committed leaders who are responsible and strive to utilise their knowledge, skills and attitude for the betterment of the society.

PEO2: Holistic Human Development
To enable holistic development of the students through continuous learning involving personal, social, cultural and religious perspectives centred around businesses.

PEO3: Domain Knowledge with Professional Competency
To provide specific and specialized core knowledge of local and global business environment using innovative pedagogy, and industry exposure through cutting-edge academic strategies.

PEO4: Research pursuit and Consultancy
To assist industry and business for its growth through continuous research and learning also promoting entrepreneurial interest and consultancy services.

4.3 Program Outcomes

PO1 Integral development and Responsibility
Develop an attitude of being 'Responsible' and commit oneself to the progress of society at large.

PO2 Critical Thinking and Problem-Solving Skills
Evaluate, analyse, synthesize and critique key concepts and experiences, and apply diverse perspectives to find creative solutions.

P03 Interpersonal and leadership skills
Focus on giving the necessary edge for developing one's knowledge, skills and attitude besides ethical leadership traits through peer and group-based learning.

P04 Domain Knowledge
Gain knowledge of a specific, specialised discipline for understanding business environment to make effective decisions.

P05 Entrepreneurial Interest
Identify opportunities, risks, to innovate and promote entrepreneurial initiatives.

PO6 Ethical Consideration
Apply ethical principles in all aspects of business and contribute towards social transformation.

PO7 Research and Consulting for continuous learning
Conduct research and consulting across business sectors with the participation of students and provide a platform for continuous learning and professional development.

PO8 Recent Development in Business: Local and Global Perspective
Enforcing abilities to understand recent development in business and analyse local and global business environment and assess issues of global significance.

4.4 Core courses

All core courses in the first year and second year carrying 3 credits are mandatory including SHEPHERD, Business Communication (Workshop) and Outbound training. Grade Certificates will be given for the non-credit courses based on the merit of the students. Grades will be highly satisfactory, satisfactory and not satisfactory. Students who are found not satisfactory in any non-credit course will have to repeat the non-credit course in the following semester.

4.5 Specialization courses

1. The students will have to specialize in two (dual) functional areas of their choice, in the second year.
2. Students will take 3 courses of 3 credits and 1 course of 1.5 credits from the two functional (specialization) areas. Thus, in the third semester and fourth semester, a student will have to earn 21 credits in each semester totaling 42 credits in the specialization area.
3. Any course in the specialization area will be offered only when there is a minimum of 25 students enrolled.

4.6 Others

1. Summer Internship Placement
   Students have to undergo eight (8) week internship (SIP) with a company of repute during the time period fixed by the institute. Failure to do complete the SIP will entail him/her to do the following year. SIP carries a weightage of 5 credits.
2. Project and Dissertation
   Students will have to do a project in their interested areas during the days fixed by the institute during the fourth semester.
3. Comprehensive Viva-Voce.
   During the end of the fourth semester, the students will attend a viva -voce and be tested on the core areas of management and emerging trends. Comprehensive Viva-Voce carries a weightage of 2 credits.

4.7 Credit Distribution

For successful completion of MBA programme at JIM, a student should have to earn 108 credits as given below

1.	Core courses - Semester 1	-	24 credits
	Semester 2	-	24 credits
	Semester 3	-	6 credits
2.	Specialization - Semester 3	-	21 credits
	Semester 4	-	21 credits
3.	Summer Internship Placement	-	5 credits
4.	Project cum dissertation	-	5 credits
5.	Comprehensive Viva -Voce	-	2 credits

Total   **108 credits**

COURSE STRUCTURE FOR TWO - YEAR MBA PROGRAMME
2023 - 2025

		Title	Credits
I Semester		Personal Growth Lab (To be offered before the start the Programme)	
	23PBA1101	Corporate Ethics and Legal Aspects of Business	3
	23PBA1102	Managerial Economics	3
	23PBA1103	Financial Statement Analysis	3
	23PBA1104	Organizational Behaviour	3
	23PBA1105	Business Statistics	3
	23PBA1106	Business Communication - I	3
	23PBA1107	Introduction to Business Analytics	3
	23PBA1108	Innovation and Entrepreneurship	3
		Out Bound Training (3 Days)	
		Total	**24**
II Semester	23PBA2109	Financial Management	3
	23PBA2110	Marketing Management	3
	23PBA2111	Human Resource Management	3
	23PBA2112	Management Information Systems	3
	23PBA2113	Operations and Decision Making	3
	23PBA2114	Quantitative Techniques	3
	23PBA2115	Business, Government & Society	3
	23PBA2116	Spreadsheet for Managers	3
	23PBA2117	Business Communication - II	2
		SHEPHERD	
		Total	**26**
III Semester	23PBA3118	Global Strategy	3
	23PBA3119	Business Research	3
	23PBA3120	Summer Internship Placement (8 Weeks)	5
		Electives	20
		Total	**31**
IV Semester	23PBA4121	Project & Dissertation (3 Weeks)	5
	23PBA4122	Comprehensive Examination	2
		Electives	20
		Total	**27**

Finance

		Title	Credits
III Semester	23PBA3101	Security Analysis	3
	23PBA3102	Derivatives Management - I	3
	23PBA3103	Banking & Financial Services	3
	23PBA3104	Accounting Analytics	3

			Credits
	23PBA3105	Financial Modelling using Spreadsheet - I	1
	23PBA3106	Mutual Funds	1
IV Semester	23PBA4101	Portfolio Management	3
	23PBA4102	Derivatives Management - II	3
	23PBA4103	Financial Modelling using Spreadsheet - II	3
	23PBA4104	Business Valuation	3
	23PBA4105	Personal Finance	1
	23PBA4106	Enterprise Risk Management	1

Marketing

		Title	Credits
III Semester	23PBA3201	Product and Brand Management	3
	23PBA3202	Services Marketing	3
	23PBA3203	Digital Marketing	3
	23PBA3204	Business to Business Marketing	3
	23PBA3205	Marketing of Financial Products & Services	1
	23PBA3206	Influencer Marketing	1
IV Semester	23PBA4201	Sales and Distribution Management	3
	23PBA4202	Retail Management	3
	23PBA4203	Marketing Analytics	3
	23PBA4204	International Marketing	3
	23PBA4205	Rural Marketing	1
	23PBA4206	Direct to Consumer Marketing	1

HR

		Title	Credits
III Semester	23PBA3301	Talent Acquisition	3
	23PBA3302	Learning and Development	3
	23PBA3303	Labour Codes - I	3
	23PBA3304	Learning Organizations	3
	23PBA3305	People Analytics	1
	23PBA3306	Team Management	1
IV Semester	23PBA4301	Performance & Compensation Management	3
	23PBA4302	Organizational Change & Development	3
	23PBA4303	Labour Codes - II	3
	23PBA4304	Cross Cultural Management	3
	23PBA4305	Negotiation Management	1
	23PBA4306	Talent Management	1

IT & Analytics

		Title	Credits
III Semester	23PBA3401	Machine Learning using Python	3
	23PBA3402	Data Mining and Data Warehousing	3

			Credits
	23PBA3403	Big Data Analytics	3
	23PBA3404	Software Engineering	3
	23PBA3405	Structured Query Language (SQL)	1
	23PBA3406	Digital Commerce	1
IV Semester	23PBA4401	Deep Learning & Artificial Intelligence	3
	23PBA4402	Digital Analytics	3
	23PBA4403	Block Chain and Business Applications	3
	23PBA4404	Cyber Security	3
	23PBA4405	Data Visualization	1
	23PBA4406	Emerging Technologies	1

Supply Chain Management

		Title	Credits
III Semester	23PBA3501	Principles of Supply Chain Management	3
	23PBA3502	Supply Chain Data Management Analysis	3
	23PBA3503	Statistical Quality Control	3
	23PBA3504	Advanced Mathematical Techniques for Supply Chain Management	3
	23PBA3505	Lean Six Sigma	1
	23PBA3506	Digital Supply Chain Management	1
IV Semester	23PBA4501	Global Supply Chain Management	3
	23PBA4502	Service Process Management	3
	23PBA4503	Project Management	3
	23PBA4504	Python Programming	3
	23PBA4505	Tora Package	1
	23PBA4506	Introduction to Data Envelopment Analysis	1

5. MBA Admission Process 2023-2025

Eligibility, Admission Process, Selection Process and Dates to Remember

5.1 Who can apply?

1. Graduates of any discipline from a recognized university with a minimum of 50 per cent marks.
2. Students awaiting their final semester results can also apply with the V/VII semester results. The final semester and all other pending papers if any must be cleared before 31st July 2023.
3. The candidates who have taken any one of the Common Entrance Tests namely XAT*/CAT/CMAT /ATMA/ TANCET/MAT (* - Preference given to students with high XAT Scores

5.2 How do you apply?

➢ Candidates can apply through __ at www.jim.ac.in

- ➢ Students shortlisted based on scores, will be invited to appear for a Written Test, Group Discussion, Presentation and Personal Interview
- ➢ Remember, JIM looks for passionate, sincere and hardworking candidates, not JUST candidates with high academic scores

5.3 Payment Mode UPI, Net Banking, Debit Card (Only RuPay Card)
Credit Card: RuPay, Master, Visa.

1. The submitted applications will be scrutinized for selection by JIM Admissions Office.
2. The short-listed candidates will receive Call Letters through email for JIM selection process. Initial shortlisting will be done on the basis of the UG marks.
3. Selection process will be conducted in phases, based on candidate's date of application submission.
4. Shortlisted candidates will go through a selection process that consists of Written Test, Group Discussion, Presentation and Personal Interview.
5. The final selection of the candidate will be based on the composite score obtained by the candidate in JIM Selection Process along with the Common Entrance Test(s) Scores, Percentage in SSLC, HSC and Under Graduation and Work Experience (If any).
6. The list of provisionally selected candidates will be published in www.jim.ac.in
7. The selected students should pay the fees on the stipulated dates.

5.4 Selection process
1. Statement of Purpose (SoP): The applicants need to bring a hand-written Statement of Purpose (SoP) for joining MBA.
2. JET (JIM Entrance Test): The applicants will appear for a written test. The written test comprises of the following components.
   a. Part A – Aptitude: The questions aim to test the numerical ability, logical reasoning and the ability of the students to interpret the given data.
   b. Part B – General Awareness: The questions aim to test the awareness level of the students on the contemporary trends.
   c. Part C – English: The applicants will be asked to write an essay on a given topic.
3. Group Discussion: After the written test, the applicants will appear for a Group Discussion.
4. Presentation and Personal Interview: After the Group Discussion, every applicant will make a presentation before a panel of two professors on a particular topic which will be given in advance. After the presentation, the applicant will be interviewed personally by the panel.
5. Director's Interview: All the applicants will meet the Director personally with their parents.

5.5 Documents to be uploaded
- ✓ Recent passport size photograph
- ✓ The entrance test (TANCET/MAT/XAT/CAT/CMAT /ATMA) hall ticket and / score card.
- ✓ High School and Higher Secondary Mark statements
- ✓ Mark Statements/Consolidated Statement of the UG Degree
- ✓ Students awaiting their final semester results must submit the mark statements up to V/VII semester
- ✓ Community Certificate
- ✓ Work Experience Certificate (If any)
- ✓ Attestation Letter from the Parish Priest (For Catholic Applicants Only)
- ✓ NRI Candidates must submit a residential permit issued by the Foreigner Regional Registration Office.

5.6 Dates to remember

➤ Online application open: 16-12-2022
➤ JIM SELECTION PROCESS DATE PHASE I: 30 APRIL 2023
➤ JIM SELECTION PROCESS DATE PHASE II: 20 MAY 2023
➤ Last date for applying online: 18 MAY 2023
      I List - Publication Provisionally selected candidates: 04 May 2023
      II List - Publication of provisionally selected candidates: 22 May 2023
      Payment of fees and admissions: 05 May to 28 May 2023.

6. Course Fees Structure

JIM FEES STRUCTURE 2023-25 (I MBA)			
S.NO	**COURSE FEES**	**I SEM**	**II SEM**
1	Admission Process/ID	4,235	-
2	Tuition Fees	91,507	91,506
3	Establishment	10,677	10,677
4	Exam Fee	2,500	2,500
5	Library	7,986	7,986
6	Computer and Internet /Wi-Fi	10,248	10,248
	TOTAL	**1,27,153**	**1,22,917**
S.NO	**DETAILS**	**I SEM**	**II SEM**
	SPECIAL FEES		
1	Communicative Competency	4,400	-
2	Club Activities	1,100	1,100
3	Association Activities	4,180	4,180
4	Admission Kit	5,000	
5	Personal Growth Lab (Residential Training)	7,150	3,850
6	Out Bound Training	-	6,600
7	Conference / Seminar	3,080	3,080
8	Learning Resources	7,040	6,050
9	Uniform	9,350	-
10	Medical Checkup/Health Insurance	1,100	1,100
11	News Paper	1,100	1,100
12	Summer Internship placement	-	2,200
13	Industrial Visit	3,300	-
14	Industry Ready Course	2,750	3,850
15	Placement Process		
16	Placement Training		
17	Refreshments	5,460	5,460
18	Shepherd	1,650	1,650
19	Alumni/ae Association	1,100	1,100

		57,760	41,320
TOTAL		**1,84,913**	**1,64,237**
GRAND TOTAL		**3,47,910**	

7. Examinations

Rules on the conduct of the CIA components and the basic requirements for the students to appear for the Semester Examinations and disciplinary action taken against students indulging in malpractice are outlined below:

7.1 Continuous Internal Assessment (CIA)
1. CIA is a mandatory requirement for all the students in all the courses.
2. A student is expected to take all the CIA components like quiz, snap test, case study, presentation, group discussion, mini project and the Mid Review assessment to acquire minimum CIA in a course.

7.2 Distribution of the CIA marks

Passing minimum = 50
Continuous Internal Assessment 30
Mid Review 40
Mini Project 30
CIA 100

3. Student who absents himself/herself from a component or Mid Review assessment for valid reasons with Director's prior permission will be given another opportunity, provided he/she produces relevant documents as soon as he/she returns.
4. Students are eligible to write Semester Exams only after they score 50 marks in CIA.
5. There is no CIA Improvement and those who fail to acquire the minimum CIA are entitled to appear
6. for only CIA Arrears.
7. CIA Arrears (if any, during the study years) will have the same components as that of the Regular CIA.
8. Time interval to clear CIA Arrears will be a period of TWO years with a maximum of FOUR attempts with the same syllabus.
9. CIA Arrears (after the student leaves the college): The student will have to follow the question paper pattern suggested by the chair Examination in consultation with the Director.
10. Community Service (SHEPHERD - an outreach programme) is a unique and compulsory for all the students and incase if a student fails to fulfill the requirement of this in the first year can attend the same in second year along with other students, if not he/she will not be receiving the degree certificate.

7.3 Malpractices
1. In case of malpractice in the Mid Review Assessment in the CIA for that particular course will be scrapped and students will not be permitted to appear for the semester examinations for that course alone; but

he/she will be permitted to do so in the consecutive semester as an arrear course after gaining the required CIA marks.

2. In case of malpractice in the Semester Examinations, all the courses in that semester remain cancelled except for the courses such as Practical, Project, Internship. However, his/her CIA marks will be considered. He/she will not be permitted to appear for two semesters (including the current). He/she could appear only after two semesters. However, he/she is permitted to appear for arrear examinations.
3. In case of malpractice in the Arrear Examinations, all the arrear courses will remain cancelled. He/she is permitted to appear after two semesters (including the current). His/her CIA marks will be considered.
4. In case of malpractice in Lab Courses either in Semester Examinations or in Arrear Examinations conducted earlier to or later to theory examination, the student will be debarred from writing exams or gets a remark absent. The student can attempt after two semesters (including the current).

7.4 Time Ceiling for Completion of Course

The Academic Council permits PG students within four years (2+2) as per UGC guidelines. Thus time span = N+2 years for completion of programme, where N = minimum duration of the programme. If there is any change in the course due to change of syllabus, the equivalent course identified by the respective chair and Dean of that school will be the new course for CIA and Semester Examination. Previous CIA marks will not be considered for acquiring the degree.

7.5 Computation of Grade & Grade Points

Postgraduate Programme

Grading of the Courses			Grading of the Final Result		
Mark Range	Grade Point	Grade	Cumulative Grade Point Average	Grade	Performance
90 & above	10	O	9.00 & above	O	Outstanding*
80 & above but below 90	9	A+	8.00 to 8.99	A+	Excellent*
70 & above but below 80	8	A	7.00 to 7.99	A	Very Good
60 & above but below 70	7	B+	6.00 to 6.99	B+	Good
50 & above but below 60	6	B	5.00 to 5.99	B	Above Average
Below 50	0	RA			

*The Candidates who have passed in the first appearance and within the prescribed duration of the PG programme are eligible. If the candidates Grade is O/A+ with more than one attempt, the Performance is fixed as "Very Good".

Details of Calculation

Final Marks	= (CIA Marks + SE Marks) / 2
Weighted Marks	= Final Marks x Credits
Weighted Average Marks	= Total Weighted Marks / Total Credits

Formula for Cumulative Grade Point Average

$$Cumulative Grade Point Average (CGPA) = \frac{\sum_{i=1}^{n} C_i GP_i}{\sum_{i=1}^{n} C_i}$$

Where,

C_i	- is the credits assigned to the course
GP_i	- is the grade point corresponding to the grade obtained for each course
n	- is the number of all courses successfully cleared during all the Semesters

Abbreviations

CIA	- Continuous Internal Assessment
SE	- Semester Examination
RA	- Reappearance
SHEPHERD	- Science and Humanities for People's Development

8. Doctoral Programme

JIM offers full-time and part-time PhD programme affiliated to the Bharathidasan University. The programme focuses on major areas such as HR, Marketing, Finance, IT & Analytics, and Supply Chain Management. A dedicated research room with state-of-the-art high-speed internet and library facilities are provided for a conducive research environment.

9. Rules and regulations

9.1 Attendance

Attendance is obligatory and the students are expected to attend classes every day without fail. However, for genuine reasons such as ill-health or any emergency the students can avail
leave after obtaining permission from the Dean Students for a day and for more than a day from the Director and submit the prescribed leave form available in the Office within two days.

1. Daily attendance of students is marked in ERP by the individual teachers for every hour and the same could be seen by the students after proper login in the website. Students are expected to check their attendance entry regularly. In case of any discrepancy, they should get it corrected by contacting the teacher concerned and the Dean (Students) within a day. No request
2. for correction will be entertained after a day.
3. Percentage of attendance is computed course-wise. Students are expected to acquire minimum 85% attendance in all the courses offered in a semester. The maximum percentage of absent among all the courses will be considered to condone the lack of attendance.
4. For reasons of illness beyond two days, the leave application along with a medical certificate should be submitted by the parents/local guardian/ hostel director should be submitted to
5. the office after getting signed by Fr. Director on the day of rejoining the college.
6. The submission of medical certificate does not entitle a student to earn attendance for the days of his/her absence.
7. Fr. Director may condone lack of attendance up to 10% on medical grounds.
8. Continued absence without leave (more than days) will render a student liable to have his/her name struck off from the rolls.

9.2 On Duty

1. Students involved in Co-curricular activities and on-other duty (OD) leave and hence missing the regular classes should contact the respective chair, who will recommend the case to Dean students for attendance within two working days.
2. A maximum of 2 days will be given for students on other duty attendance. However, specific cases which are likely to exceed this limit will be referred to Fr. Director well in advance for such
3. special permission. On the completion of such activity, they should submit the attendance certificate/evidence.
4. Eighty Five percent attendance in every course is a pre-requisite for taking up
   a. Summative Assessment

b. Nomination for any position and applying for scholarships.

9.3 Library Rules
1. Absolute silence must be maintained in and around the library. Loud consultation, animated conversation, etc. are strictly prohibited.
2. The library will remain open between 09:00 a.m. and 05.30 p.m. on all working days. Lunch break is between 01:00 p.m. and 1:50 p.m.
3. The library is fully computerized. Searching, issuing and returning of books are done through computers.
4. The students should enter the library showing their ID for borrowing books.
5. Students are permitted to take books from the stack and return the same between 10:00 a.m. to 05:00 p.m. within the stipulated days, if not a levy of one rupee will be charged for the delayed days.

9.4 Vehicle Parking
Students who come to college by a two-wheeler or four-wheeler must contact the office for registration and other details and the vehicles must be parked only in the parking slot.

9.5 Dress Code
Students are expected to be in formal dress and properly groomed.
Girls: Girls must wear either saree with sleeved blouse / churidar / salwar kameez (Leggings and Jean Pants not permitted) with sleeved long kurta with dupatta.
Boys: Boys must wear full formal pants with formal shirt. T-shirt is not allowed.
Every Wednesday the students must come in blazers.
On Saturdays the students can come in with acceptable business casuals

9.6 Wi-Fi Facility
Students have access to free Wi-Fi within premises. They are expected to make use of the facility sincerely and responsibly.

9.7 Parents
1. All the parents/guardians have to come with their wards for the Parent-Teacher
2. Meeting twice in a year scheduled by the Institute.
3. Parents / guardians are requested to cooperate with the management in the formation of good character, in maintaining regularity in attendance and progress in studies of their children/wards.
4. Parents/guardians are advised to check in person with Dean Students regarding the attendance of their children/wards.
5. The results of even and odd semesters are published in the months of May and December respectively.
6. A student once enrolled for Management Programme is expected to complete the same within the stipulated period.
7. In case a student wants to withdraw from the institution should inform the Director
8. in writing well in advance and the fees will be refunded as per the institute norms, otherwise, he/she will be liable to pay the fees for the entire period of the programme.
9. Parents are asked to ensure that their wards follow the dress code prescribed by the management.

10. Code of Conduct (Discipline)
St. Joseph's Institute of Management attaches a great importance to integrity, honesty and discipline. A sense of responsibility and a high degree of maturity are expected from all students inside as well outside

the campus abiding to the motto of forming responsible leaders. Without prejudice to the generality of the foregoing, the following commissions and or omissions on the part of students will constitute breach of discipline or acts of misconduct.

- ✓ Use of mobile phones in the class as well as in the Examination Halls
- ✓ Absence without prior permission from the Dean and the Director
- ✓ Lack of attendance
- ✓ Mass absence from classes
- ✓ Drunkenness
- ✓ Damage to the property of the Institute
- ✓ Riotous or violent or disorderly behaviour
- ✓ Theft or fraud or dishonesty
- ✓ Copying in any form in the assignments, dissertation or in any examination
- ✓ Permitting, whether willfully or otherwise, a co-student to copy from one's own answer-book or document or material
- ✓ Smoking within the campus
- ✓ Communication of written analyses or answers, in any manner whatsoever, to other student(s) in respect of home assignments or projects of individual nature
- ✓ Whispering or communicating with one another by means of signs, symbols or gestures or in any other body language during assessments
- ✓ Impersonation or proxy submission of assignments, reports and other documents to the faculty
- ✓ Proxy attendance in class and Guest Lectures
- ✓ Sub-standard performance in the summer project, resulting in adverse feedback from the company guide
- ✓ Levelling false and baseless allegations against any faculty member or Staff or employee of the Institute
- ✓ Doing, or causing to do, any act, which is likely to adversely affect the relations of the Institute with its stakeholders
- ✓ Indulging in any act which is subversive of general discipline (the word "discipline" being used here in its generic sense and in its widest amplitude inside or outside the campus, and or is detrimental to the reputation, image or standing of the Institute
- ✓ ⬚ Ragging of any kind
- ✓ Sending anonymous derogatory or defamatory letters or e-mails to individuals or positing in social media or writing such blogs

A student, who is alleged to have committed an act of misconduct as aforesaid will be directed to show cause against disciplinary action and will be given an opportunity to present his case. The Dean may, after giving a hearing to the student and after conducting such investigation as is deemed fit and proper in the circumstances, impose such punishment as is deemed fit and proper. Punishments include warning or imposition of fines or denial of scholarship if due, or repeating of studies or expulsion from the Institute. While imposing punishment, the committee will consider the nature and gravity of misconduct, the surrounding circumstances, and the impact of the misconduct on the general discipline inside the campus or on the reputation of the Institute and the history of misconduct, if any.

If the committee has imposed the punishment of denial of scholarship or repeating of the course or expulsion from the Institute, the aggrieved student may appeal to the Director. The decision of the Director thereon shall be final.

Immediate expulsion from the Institute

The following breaches of discipline are considered serious and will attract the penalty of immediate expulsion from the Institute.

1. A proven case of gross misconduct such as violence, riotous or disorderly behaviour, fraud,
2. moral turpitude directed on a fellow-student or a faculty or any other employee of the Institute
3. Any form of malpractice during an examination
4. Proven cases of ragging
5. In matters of academic discipline, the decision of the Committee will be final. In matters of sufficient gravity, a student may appeal to the Director, whose decision thereon is final.

11. Placements Policy

11.1 Eligibility Criteria:

The placement team facilitates the placement process for all students. However, it is desirable that students meet the eligibility criteria for getting good offers.

The placement team reiterates that students must meet the following prerequisites:

- CGPA - 6 or higher, till the third semester.
- Downgraded students cannot be a part of the placement process.

11.2 Placement Norms:

➢ Eligibility to be reinforced to improve the placement opportunity year after year.
➢ Form a placement committee to serve as the think tank for the year's placement strategy.
➢ Conduct a mock assessment for final-year students.
➢ Identify a personal development plan for each student.
➢ Faculty mentors should assist students in honing their skills in behavioural, aptitude, case studies, group discussions, and current affairs.
➢ Students may choose to opt out of final placement. They must send a letter to the Chair of Placement for approval.
➢ All students must participate in the pre-placement talks of the companies. This helps students make informed decisions about participating in the selection process.
➢ A student shortlisted must participate in the selection process. However, in the case of a personal crisis or health reasons, the Chair of Placement should be contacted for suitable consideration.
➢ There will be complete transparency while handling the companies, and authentic information will be conveyed to the students.
➢ Students are encouraged to put in their best efforts. If a candidate intentionally underperforms, they will be debarred from attending any further processes.
➢ The dress code for students attending placement interviews is western formals.
➢ The placement process is driven and facilitated throughout by the students' team, with guidance from the Chair of Placement.
➢ During placement time, the process starts at 8:00 AM and may extend till 11:00 PM. There may be overlapping of processes. However, the plan is designed in such a way that students get the opportunity to participate in the selected companies of their choice.
➢ The visiting companies should communicate the names of the selected students on the same day or the previous day. This is important to withdraw students from subsequent placement processes.

- That means, a student selected by a company is excluded from the selection process of other companies.
- During placement time, constant counselling of students would be done to ensure that they are in the right frame of mind
- After placement, all companies will be asked to send a mail/letter of confirmation at once and subsequently to send the offer letter at the earliest.
- In the unforeseen event that a company revokes a student's offer before the student joins the firm, the institute will aid in finding a new job.
- If a candidate fails to prove themselves in performance and the company terminates the candidate, JIM will not be held responsible for finding a new job assignment.
- The placement process continues even after the placement week, until all students are placed.

12. Alumni/Ae Relations

JIM has launched an online platform designed to facilitate interaction between our alumni/ae and the institution. This portal enables a strong network of support to the student community and fosters growth opportunities.

13. Other facilities

13.1 Digitized Campus Placement Process

JIM is proud to launch its cutting-edge Online Aptitude Test Portal, designed to provide students with valuable resources for their placement preparation. The portal offers regular aptitude mock tests that cover numerical, logical, verbal, and domain-specific knowledge. Students can access performance reports to identify areas of improvement, while faculty mentors can provide personalized 1:1 advice based on these reports. The portal also digitizes the placement process, supporting the Placement office with valuable data and insights.

13.2 Infrastructure for an Ecosystem of Learning

Located in a sylvian atmosphere in the sprawling campus of St. Joseph's College, JIM provides adequate and sophisticated facilities integrated with latest information and communication systems. They provide stimulating environment for learning and developing skills.

13.4 Library

JIM has a well stacked air-conditioned library with a rich collection of books, journals, periodicals and electronic resources along with access to EBSCO and many online databases. The courses are designed in such a way that the students have to regularly use library resources for assignments and classroom presentations.

13.5 ICT Facility

The computer lab is well furnished with latest IT infrastructure, software and high-speed internet connectivity. Workshops that require use of systems are conducted in the lab. The lab is used to familiarize the students with the latest software and work effectively in office applications. The lab has high configuration computers to meet the demands of the students. The workstations are connected to 3 IBM rack servers. JIM has 500 Mbps dedicated leased line for internet with Wi-Fi facilities for all the faculty and students.

13.6 Interactive Smart board Classrooms

All classrooms are well furnished, air-conditioned with audio visual facilities and equipped with dedicated interactive smart boards to facilitate the use of online resources to help in effective learning.

13.7 Auditorium

A 250 seated fully air-conditioned auditorium with quality acoustics and projection system is designed aesthetically to host guest lectures, presentations, seminars, workshops as well as orientations and other curricular talent shows on-stage.

13.8 JIM Woods

A serene atmosphere for the students to gather for newspaper reading and learning activities.

13.9 Kiosks

In order to facilitate learning outside the classrooms, JIM has Kiosks, where the students can gather to discuss and co-learn. Kiosks are connected with Wi-Fi facility and well lighted for evening discussions.

13.10 Sports and Games

Sports and games are the integral part of learning at JIM. Students play Tennis, Volley Ball, Table Tennis and other indoor games in the evening.

13.11 Learner's Corner

A waste dumping pit was converted into a beautiful learners' corner named RATIO STUDIORUM. Students go there for practicing public speaking, declamation and debate.

13.12 Video Conference Facility

Video Conferencing Facility in JIM helps in continuous interaction with experts from industries and academicians from leading business schools.

13.3 Language Lab

Communication is the single most vital skill for both learning and employment. A large number of students come from rural areas from Tamil Medium Schools. Therefore, training them in English communication requires a language lab. A part of the computer lab is converted to language lab.

13.14 Personal Growth and Counselling Lab

To address to the personal needs of the students there is a Personal Growth and Counselling Lab.

13.15 Sosa Incubation Centre

JIM has been experimenting various initiatives to promote entrepreneurial interest and skills among the students and hone the skills of budding entrepreneurs. To facilitate this process, an incubation Centre is designed where a group of entrepreneurs can work. It has six workstations to work on projects.

14. Special programmes

14.1 Preparatory Course

Preparatory course is conducted for 21 days before the start of the first semester to prepare students to meet the requirements of rigorous management education at JIM. Input sessions are given on fundamental courses like Accounts, Mathematics, Economics, Quantitative techniques, Communication skills and life skills including yoga.

14.2 PGL Workshop

JIM believes in developing a strong personality with adequate self-understanding, ability to manage oneself and effectively relate with others. It offers special training programmes. An intensive three-day workshop is conducted in the areas of personal growth, building self-esteem, value formation and interpersonal effectiveness.

14.3 The Institution-Industry Network

Institute-Industry interaction is one of the most critical differentiators among management institutions. This will greatly impact the learning process in MBA programme. JIM aims at bridging the gap through introducing programs like visits to local industries and participating in conclaves and programmes organized by them.

14.4 Industry Ready Training

Campus placement gets top priority in an MBA programme. While the whole MBA programme focuses on personal growth, interpersonal effectiveness that are vital for placement and career growth, there is a well-planned industry ready training by competent professionals from outside in the second year to prepare them for placement.

14.5 CEO Connect

Life at JIM is a vibrant blend of class lectures, study sessions, management meets, competitive sports and cultural meets. There are seminars, guest lectures and workshops where a student is exposed to diverse views, opinions and ideas of many of the greatest minds in the world of business. Yet, a good part of the JIM life will not just be academic. There is a CEO Connect which bring CEOs from companies to share their expertise knowledge to student community.

14.6 Startup Mela: Nurturing Entrepreneurs

Every student is asked to come up with a business idea. Every step in learning is woven around that idea to commercialize it and convert it into a startup. JIM conducts a Startup Mela in which angel investors are invited to evaluate the business ideas. After a rigorous evaluation of the ideas, the best teams will be rewarded with a cash prize amounting to 1,00,000. The selected teams will receive the opportunity to attend a boot camp at an incubation centre, allowing them to further develop and enhance their ideas. By this JIM prepares to produce employers not just employees.

14.7 Outbound Learning

At JIM, it is strongly believed that learning also happens outside the classrooms. Learning has to be fun and the learner should enjoy learning. Students are taken out of their classrooms periodically to learn their management lessons and to explore their potential. The students are given the experience of outbound learning, which builds their confidence, uncovers their leadership skills and encourages to work in teams. In outbound learning, the learner learns by doing.

15. Institute Programs

15.1 JIMNESIA

'JIMNESIA' – Talent Hunt is an annual social fest for students in JIM. It is a two days show, wherein every one meets up as a family. Arrangement of competitions both academic and cultural make the events during the day. It is a festival of ability in being as one and perceiving oneself in others. It expects to fabricate solidarity of brains and hearts required for the Life in JIM.

15.2 Student Advisory Council (SAC)

JIM focuses on student activities along the rigorous academic programmes. Student Advisory Council (SAC) is a student initiative to develop managerial competencies through programmes designed and run by the students, where they showcase their skills and develop them. All the extracurricular activities, sports, clubs and festivals are conducted by SAC led student community.

15.3 JIM Connect

A monthly E- newsletter is designed and led by JIM students. The aim of this e-newsletter is to provide the updates and trending information, along with facts and details about fields like technology, upcoming innovative products, latest courses of study, trends and turns in market and much more. JIM always strives

to be rooted while spreading its wings to reach greater heights, therefore in this newsletter there is a regular feature on Management concepts in Thirukkural.

15.4 JIMSPIRE

It is a business-focused extravaganza where students showcase their diverse talents to boost social interaction - the exchange of creative ideas and concepts. The one-day national-level management meet for PG students is meant to augment the student's practical learning experiences. The series of events designed for the entire day is primarily intended to foster the business instincts of young minds. JIM believes in nurturing ideas that will bring positive changes in tomorrow's business ecosystem.

15.5 XChange

XChange is a student led management event conducted for UG students across the country. This helps JIM students to develop thinking and organizing skills while enabling students from other colleges to show case their managerial competency.

15.6 Clubs

The students form learning clubs based on their area of specialization. They organize special events, discussions and visit places to deepen their understanding and skills. They also organize one mega - 'Signature Event' to exhibit their leadership skills.

15.7 Finance

The students with passion for finance gather regularly to analyse and interpret the financial statements of companies, discuss business plans, conduct stock wars and converse with experts in the field.

15.8 HR

The HR club invites experts among the HR practitioners and actively discuss the various HR issues, labour laws, recruitment practices, competency mapping procedures and performance management practices.

15.9 Marketing

The marketing club meets every week to discuss emerging areas and trends such as digital marketing and social entrepreneurship. They conduct games, workshops to simulate marketing activities such as product launch, brand exercises and design advertisements.

15.10 IT & Analytics

The systems students meet frequently to generate new ideas for developing information system for organisational efficiency and applications for specific need. They learn tools of business analytics and gain hands on experience in analytics through special workshops.

15.11 Supply Chain Management

The SCM club organizes events to update the students on the current trends and opportunities in the field of supply chain and logistics.

15.12 RYC

This club works in collaboration with Rotaract City, Trichy Chapter. RYC provides an opportunity for the students to enhance the knowledge and skills that will assist them in personal development, to address the social issues.

15.13 Conference

JIM organizes international conference every year to bring together academicians, researchers and management professionals to discuss on the emerging trends in business. This provides students with diverse perspectives and insights in important areas of business. The students acquire and apply managerial skills as they involve actively in planning and organizing the conferences.

15.14 Summer Internship Placement (SIP)

SIP plays a vital role in the MBA program. Students go to companies and market places for two months after the first year. They learn from hands on experience, get exposed to the real business situations and try to link their academic learning to the practical problems. Faculty guide them, visit them and help their learning better. Some of the students get pre-placement job offers after the SIP.

16. Statutory Committees

16.1 Grievance Redressal Committee

Rev. Dr. Emmanuvel Arockiam, SJ

Dr. A. John Balaiah

Dr. S. Karthikeyan

Dr. Y. Arul Sulochan

16.2 Anti-Ragging Committee

Rev. Fr. I. Antony Inico SJ –Administrator

Dr. A. Pappu Rajan

Dr. Nisha Thundiyil

Sub Inspector of Police,Fort Police Station, Trichy.

16.3 Ombudsman

Adv. Staniuslaus - Lawyer

17. The Board of Governors

Vice Chairman

Rev. Dr. M. Pavulraj SJ

Rector, St. Joseph's College

Secretary

Rev. Dr. P. Paulraj SJ

Director

St. Joseph's Institute of Management, Trichy

Members

Rev. Dr. M. Arockiasamy Xavier SJ,

Principal, St. Joseph's College, Trichy.

Rev. Fr. A.M. Jeyapathy Francis SJ,

Treasurer, St. Joseph's College, Trichy.

Rev. Fr. I. Antony Inico SJ, Administrator,

St. Joseph's Institute of Management, Trichy.

Rev. Dr. C. Joe Arun SJ, Director,

Loyola Institute of Business Administration, Chennai.

Mr. K. Shanmugam,

Former Chief Secretary, Government of Tamil Nadu.

Dr. J. Sadakkadulla,

Former Regional Director, Reserve Bank of India, Chennai.

Ms. Srimati Sivashankar,

Corporate Vice President and Head – New Vistas, HCL Tech, Chennai.

Mr. Joseph Selvakumar, Vice President (Finance), V-Guard Industries, Cochin.

Mr. R. Gururajan,

Deputy Executive Director (Finance), Dalmia Cement (Bharath)Ltd., Dalmiyapuram.

Mr. T A Mathew Gunaseelan,

Vice President (Human Resources), Indo National Ltd., Chennai

Dr. Albin D Robert Lawrence

Dean-Academics, St. Joseph's Institute of Management, Trichy

Dr. J. Michael Sammanasu,

Dean-Students, St. Joseph's Institute of Management, Trichy

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"Teaching is a beautiful job; as it allows you to see the growth day by day of people entrusted to your care. It is a littlelike being parents at least spiritually. It is a great responsibility."

Pope Francis.

"In Jesuit education, the depth of learning and imagination encompasses and integrates intellectual rigor with reflection on the experience of reality together with the creative imagination to work toward constructing a more humane, just, sustainable, and faith-filled world. The experience of reality includes the broken world, especially the world of the poor, waiting for healing. With this depth, we are also able to recognize God as already at work in our world."

Rev. Fr. Adolfo Nicholas, S.J., Superior General of the Society of Jesus.

"The strength of our MBA Programme is our faculty accompaniment in going out of the way to make students succeed."

JIM Faculty.

<div align="center">

Annexure

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1. Student Charter

2. TOR for placement process

St. Joseph's Institute of Management (JIM)
A Jesuit Business School
St. Joseph's College (Autonomous), Tiruchirappalli 620 002

STUDENT CHARTER
2022 - 2024

This Student Charter of JIM defines and confers rights, responsibilities and privileges of students in the Institute with the aim of achieving excellence in pursuit of education and research through quality assurance. As JIM aims to form responsible leaders, the responsibility lies not only with faculty and the management, but also the students.

Students are important stakeholders. As in any higher education system of high repute, students have a unique role to play in maintaining high standards and ensuring quality education in the Institute as responsible persons. The students have the right to quality education and it is the prime responsibility of JIM to provide them quality educational environment and learning experience. To achieve this, the students are sufficiently informed about their rights and responsibilities to help the Institute to impart quality education to the learners.

With this spirit, the Institute presents JIM 'Student Charter' that enunciates students' responsibilities of learning with the aim to enhance and sustain quality education in the Institute, with the hope that this Charter will bring more transparency, openness, spirit of learning and acquiring knowledge, ultimately contributing to the mission of education for forming responsible leaders.

STUDENTS REPONSIBILITIES TOWARDS JIM

I …………………………………………

1. Understand, appreciate and follow the Institution's Vision, Mission, goals of various study programs, delivery means and assessment objectives, and contribute to the realization of the same by sincerely and actively participating in the relevant institutional activities.

2. Abide by the decisions of the Institution as decided by the various statutory bodies of the Institution or the executive authorities of the Institution from time to time.

3. Have faith and ability to carry on lifelong learning and support the Institution in all its academic pursuits as a student of JIM.

4. Strictly follow the Institution's Calendar, Attendance, time schedules, norms/rules related to cell phone usage, dress code and regulations of the various services provided by the Institution and actively and positively participate in learning, professional, co-curricular, and other research and developmental activities.

5. Have a clear and adequate knowledge of various study programs, admission policy, scholarship

provided, assessment mechanisms and other student services of the Institution.

6. Make optimum use of the learning resources available in the Institute and responsible about the safe use of them.
7. Follow the medium of communication, English at all times throughout the year.
8. Provide an unbiased/honest feedback through various questionnaires circulated from time to time for improving the quality of courses, content delivery, research.
9. Recognize the intellectual property rights of the work that others produce individually or collaboratively and not indulge in plagiarism.
10. Meet the mentor periodically, or as assigned by the Institute.
11. Maintain campus culture by proper and appropriate relationship between myself and others.
12. Will respect the property and physical infrastructure of Institution and shun all such acts which may lead to damage to the property and breakdown of the basic services for the effective academic pursuits of the Institution.
13. Will respect and celebrate the diversity of ideas, multiculturalism and inclusiveness without any preconceived notions of caste, creed and religion.
14. Will refrain from ragging in any form and if I am found to be involved I will obey to subject to any legal action.
15. Will not indulge in malpractices in examination and other related activities and if I do I will abide by the decision of the management and I will not approach any other legal authority.
16. Will refrain from activities, behaviour and tendencies that will bring disrepute to the Institution and in case of my involvement in these directly or indirectly I will abide by the direction and decision of the management.
17. Will abstain from any activity leading to violence, unhealthy atmosphere e.g. drugs, alcohol, intoxicants and other unhealthy practices.

And I promise in sound mind and body that I will follow and abide by in letter and spirit the regulations of JIM.

D.No   :
Name   :
Signature   :
Date   :

ST. JOSEPH'S INSTITUTE OF MANAGEMENT (JIM)
A Jesuit Business School
St. Joseph's College (Autonomous), Tiruchirappalli 620 002

Student Placement 2022 - 2024
TOR on Placement Process

I ………………………………………………………………………….understand and promise to abide by the following regulation on placement entered with St. Joseph's Institute of Management:

1. I will take part in all placement related training programmes for the entire academic year 2022 - 2024 by St. Joseph's Institute of Management (JIM), St. Joseph's College, Tiruchirappalli.

2. I will fulfill the mandatory requirements to be eligible for the placement process conducted at JIM. If I fail in the above requirement, I will not take part in placement process.

3. I am aware that I can sit only for a sufficient number of interviews and that I cannot sit for interviews beyond the limit set by the institute.

4. I will abide by **"ONE STUDENT, ONE JOB OFFER POLICY"**. I will accept the job offer of a company. Once selected, I am aware that I will not be allowed to sit for any other interview for placement.

5. Once I am selected by a company, I will be out of placement process thereafter.

6. The responsibility of going through the offer letter and taking actions there in such as submission of documents to the company lies entirely with me. In case, offers are received directly by me from the company, the same will be intimated to the Placement Chair.

7. After accepting the job offer, if I do not wish to join a company due to genuine reasons such as pursuing higher studies, then I am obliged to inform the Institute through Placement Chair and abide by the agreements/bonds I enter into with the company. If I don't adhere to this point, I will abide by the decisions of the Director.

The Director or the person to whom he delegates his authority, in this case, the Chair-Placement, reserves the right to override any of the above rules under special circumstances.

Student Signature   *Parent Signature*
Name :   Name :
D. No. : 22PBA
Date   :
Place :