

PERSONAL PROFILE



Name:

Batch: Division:

DOB: DD/MM/YY

Contact Number (M): +91.....

Alternate Number (M):+91.....

Identification Mark (As indicated in the SSLC Records/With the knowledge of Chief Faculty Advisor :...
.....

Mailing Address:.....
.....
.....

Student Email ID:.....

Blood Group:.....

Name of Parent/Guardian:.....

Mobile Number:+91.....

Emergency Contact Details:

Name:.....

Relation:.....

Contact Number: (M): +91.....

Alternate Number:.....

Address for communication:.....
.....

Aadhar No:

SAINTGITS GROUP OF INSTITUTIONS

SAINTGITS Group of Institutions, located in Pathamuttom, Kottayam District, Kerala, was established by the Mar Gregorious Educational Society, Kottayam. This non-profit philanthropic society was formed in 2001 and registered under the 1955 Travancore - Cochin Registration Act for Literary, Scientific, and Charitable Societies. It is administered as a charitable society with all surplus used for institution development. The group has five institutions namely: -

- SAINTGITS College of Engineering
- SAINTGITS College of Applied Sciences
- SAINTGITS Institute of Management
- SAINTGITS Institute of Computer Application
- SAINTGITS Design School

With the motto 'Learn Grow Excel', Saintgits Institute of Management (SIM) is designed to be a cradle to nurture innovative and entrepreneurial business leaders and managers of high integrity. The institute espouses the values of transparency, social responsibility, and openness to diverse viewpoints. Since its inception, it has made some significant contributions to the students and society.

SAINTGITS EMBLEM

The **SAINTGITS** Emblem constitutes a toothed wheel encircling an integral sign with an excited electron orbit. The toothed wheel symbolically represents the college's forces on technological excellence, an integral sign giving the importance of mathematical and logical thinking, and the electron orbit represents the continuous commitment towards the development of science and technology.





SAINTGITS
LEARN.GROW.EXCEL

Communication Address:

DEPARTMENT OF BUSINESS ADMINISTRATION
(Saintgits Institute of Management)
SAINTGITS COLLEGE OF ENGINEERING (Autonomous)
Kottukulam Hills, Pathamuttom P O Kottayam - 686 532,
Kerala. Tel. No. 0481 - 2435960
e-mail: dean.sim@saintgits.org

Corporate Office:

3rd Floor, Unity Buildings K K Road, Kottayam - 2,
e-mail: corporateoffice@saintgits.org



GOVERNING BOARD

SIM, set up under the aegis of Saint Gregorious Institute of Technology and Sciences, is governed by reputed educationalists, management professionals, and technocrats. The core group consists of:

HG Joseph Mor Gregorios (President)	Educationalist, Social Worker, and Bishop
Er. K. George (Vice President)	Industrialist
Er. Punnoose George (Secretary)	Engineer and Technocrat
Er. Oommen Varghese (Treasurer)	NRI Civil Engineer and Technocrat
Er. Joseph Varghese	Industrialist and Technocrat
Er. Sinu Philip	Industrialist and Technocrat
Er. Shibu Punnen	Industrialist and Technocrat
Dr. K. Jacob	Medical Practitioner and Administrator
Ms. Anju Elizabeth Cherian	Industrialist
Ms. Mini Susan John	Academician
Er. Basil Varghese Oommen	Industrialist and Technocrat
Dr. Susan Oommen Varghese	Industrialist and Technocrat



Vision

To be recognized as a leading Indian business school with close links to well-known universities in other countries and with our alumni placed in globally competitive organisations.



Mission

To nurture our students to become creative, confident, and effective managers and business leaders of high integrity.

Values

We believe in transparency, independence of thought, social responsibility, and openness to diverse viewpoints



Programme Educational Objectives

PEO 1: Exhibit the qualities of creativity, initiative, and independence of thought and will become competent in knowledge assimilation and transfer which will enable them to excel in their professional career.

PEO 2: Succeed in their careers with globally competitive organizations and at internationally well-known universities.

PEO 3: Become socially responsible citizens of the world.



Graduate Attributes – Master of Business Administration

1. Knowledge
2. Decision Making
3. Leadership
4. Communication
5. Team Player
6. Creativity
7. Integrity
8. Confidence

Programme Outcomes- Master of Business Administration

PO1: Apply knowledge of management theories and practices to solve business problems.

PO2: Foster Analytical and critical thinking abilities for data-based decision making.

PO3: Ability to develop Value based Leadership.

PO4: Ability to understand, analyse and communicate global, economic, legal, and ethical aspects of business.

PO5: Ability to lead themselves and others in the achievement of organizational goals, contributing effectively to a team environment.

PO6: Think creatively and be open to diverse views and act in ways that benefit the society.

PO7: Be trustworthy and fair in all their interactions

PO8: Express willingness and enthusiasm to accept responsibilities, learn from mistakes and take on challenges with confidence

Graduate Attributes of MBA -Logistics and Supply Chain Management

1. Knowledge
2. Decision Making
3. Leadership
4. Communication
5. Team Player
6. Business Analysis
7. Confidence
8. Innovation

Programme Outcomes – MBA (Logistics and Supply Chain Management)

PO1: Apply knowledge of management theories and practices to solve business problems.

PO2: Foster Analytical and critical thinking abilities for data-based decision making.

PO3: Ability to develop Value based Leadership.

PO4: Ability to understand, analyse and communicate global, economic, legal, and ethical aspects of business.

PO5: Ability to lead themselves and others in the achievement of organizational goals, contributing effectively to a team environment.

PO6: Ability to analyse logistics and supply chain data using appropriate quantitative and qualitative tools.

PO7: Express willingness and enthusiasm to accept responsibilities, learn from mistakes and take on challenges with confidence.

PO8: Ability to learn and apply innovative practices in the domain of Logistics and Supply Chain Management.



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DEPARTMENT OF BUSINESS ADMINISTRATION

(Saintgits Institute of Management)

SAINTGITS COLLEGE OF ENGINEERING (Autonomous)

Kottukulam Hills, Pathamuttom PO, Kottayam - 686 532, Kerala.

Tel. No. 0481 - 2435960

e-mail: dean.sim@saintgits.org

A Christian Minority Educational Institution

Director

Shri. Thomas T. John

Executive Chairman

Er. Punnoose George

Principal

Dr. Sudha T

Associate Dean

Dr. Jose Joy Thoppan

Head of the Department

Dr. Elgin Alexander



BATCH 2024-26

CHIEF FACULTY ADVISORS

MASTER OF BUSINESS ADMINISTRATION

Batch A

Mr. Sreejith G
Assistant Professor

Batch B

Ms. Antu Thomas
Assistant Professor

MBA- LOGISTICS AND SUPPLY CHAIN MANAGEMENT

Dr. Preetha G Panicker
Assistant Professor (Sr.)

FACULTY ADVISORS

1. Ms. Shino Abraham
2. Dr. Preetha G Panicker
3. Ms. Antu Thomas
4. Dr. Ronia Liza Mathew
5. Mr. Sreejith G
6. Ms. Anisha Ann Varghese
7. Dr. Dhanya Ajayaghosh



1. MAJOR FEATURES OF THE MANAGEMENT PROGRAMMES

1.1 Induction & Orientation Programme: At SAINTGITS Institute of Management, we place great importance on the development of our students. To facilitate their continuous growth, we have meticulously designed a variety of programmes. Prior to the commencement of each batch, new students are expected to actively participate in our one-week-long induction programme.

The induction programme plays a crucial role in helping students adapt to the upcoming changes and cope with any potential stress they may experience during the initial months of the programme. Students who wholeheartedly engage in this programme find it significantly easier to adjust to the demands of the programme.

The Induction Programme encompasses a boot camp and in-house training sessions. These activities are thoughtfully curated to provide students with valuable practical insights and exposure to real-world scenarios. By actively participating in these components, students develop essential skills and gain a comprehensive understanding of their chosen field.

1.2 Foundation Course (Non-Credit): The Foundation Course serves the purpose of ensuring that all students admitted to the Management programmes, regardless of their academic backgrounds, possess a standardized level of knowledge in essential areas. This course focuses on bridging the gap and bringing students from various streams to a common understanding in subjects such as Economics, Quantitative Techniques, and Basic Accounting Principles. By providing a solid foundation in these key areas, the Foundation Course equips students with the necessary knowledge and skills to excel in their Management programmes and succeed in their future professional endeavours.

1.3 Value-Added Courses: In addition to our comprehensive Orientation Programme, SAINTGITS Institute of Management offers a range of additional courses known as the Value-Added courses. These courses are conducted based on the specific needs and requirements of our students.



The Value-Added courses include wide range of topics significant for the students such as courses such as MS Excel, Aptitude Training, SPSS etc. These courses are carefully designed to enhance students' employment skills and knowledge in various areas that are highly relevant in today's professional world.

Each course offered as a value addition is thoroughly assessed to ensure its effectiveness and to provide students with valuable insights and practical experience. Upon successful completion of these courses, students will receive a certificate, recognizing their accomplishments and the skills they have acquired.

1.4 Business News Reading: To keep students updated with the latest business trends and enhance their knowledge of the competitive landscape, the institute offers complimentary copies of daily business newspapers for every student.

As part of this initiative, students are instructed to actively engage with the newspaper content. They are encouraged to process the information, create short notes, and prepare PowerPoint (PPT) presentations based on their readings. This helps them develop a deeper understanding of the business world and cultivates their skills in presenting, organizing information, and critical thinking.

By incorporating these activities, the institute promotes an interactive learning environment where students actively participate in quizzes, debates, industry analysis and discussions based on the content they have gathered from the business dailies. This not only enhances their knowledge but also sharpens their analytical abilities and improves their communication and presentation skills.

1.5 Mentoring: Mentoring is a significant highlight of our Management programme, where a dedicated Faculty advisor is assigned to a small group of students. The primary objective of this programme is to enhance their employability skills, develop their soft skills, and foster overall personal growth. The Faculty advisors play a pivotal role in guiding and refining students as individuals, ensuring they receive personalized attention and support throughout their journey.

The Faculty advisors provide a wide range of support and guidance to help students overcome challenges they may encounter, whether personal or career-related. Students are encouraged to approach their Faculty advisors to discuss any academic or non-academic concerns they may have.



Through open and constructive discussions with their Faculty advisors, students gain a deeper understanding of their situations and explore alternative ways of dealing with them. Personal counselling sessions provide a supportive and confidential environment where students can express their concerns and emotions freely. This process allows for problem resolution, improved understanding, and the acquisition of new skills.

The mentoring process is greatly enhanced by setting specific goals for personal change. These goals are collaboratively identified by the Faculty advisor and the student, who actively participate in selecting strategies for change and evaluating progress. Through dedicated mentorship, we aim to nurture and guide students as they navigate their educational journey and prepare for their future careers.

1.6 Mandatory Student Activity (MA): Activity points are to be earned by students during their academic stay at the department covering extracurricular and co-curricular activities. All the students admitted into the Management programmes must earn a minimum of 100 activity points from various activity groups listed to qualify for the award of the degree. No credits are given for this work.

1.7 Events: The institute places great emphasis on fostering intellectual growth, skills development, and cultural enrichment among its students. To achieve these goals, we organize a diverse range of special events throughout the year.

These events include national and international conferences, seminars, distinguished guest lectures, career events, and welcome events organized by seniors for juniors, send-off parties organized by juniors for seniors.

SIM students organise various cultural celebrations such as Onam, Christmas, and flagship events like SIMTHESIS, SIMFEST, and SIM Carnival. The College has Convocation Day for awarding the Provisional Degree for the students on the successful completion of their Management Programme.

SIMTHESIS, Our prestigious National-level Management Fest, serves as a remarkable platform for students from leading colleges to showcase their skills, knowledge, and expertise. It fosters healthy competition, and collaboration, and provides an opportunity for students to interact with peers from different B-schools.

SIMFEST showcases the diverse talent of our students in the areas such as dance, acting and various artistic expressions. SIMFEST also provides an opportunity to the management students to mentor/ anchor the students at school level to exhibit and



participate in the management events organised at the campus. It's worth mentioning that the organisation and execution of all the events of SIMFEST are led by our students, under the valuable guidance and supervision of the faculty members. This approach empowers students to take ownership, develop leadership skills, and gain hands-on experience in event management. These events contribute to students' social and cultural well-being and offer significant academic and social benefits.

SIM Carnival, on the other hand, focuses on fostering entrepreneurial skills among students. This event encourages them to explore innovative ideas, develop business plans, and test them on the ground.

1.8 Counselling: If a student is experiencing significant depression, facing serious psychological problems, or feeling overwhelmed with stress, it is highly encouraged to reach out to the Associate Dean for intervention. The institute assures complete confidentiality and unwavering support in such cases.

1.9 Chief Faculty Advisors: SIM has dedicated Chief Faculty Advisors for each division of every batch. These advisors play a crucial role in ensuring the smooth execution of all activities related to the batch or division. They are responsible for promptly addressing any academic or non-academic issues that arise within the entire batch. If specific issues cannot be resolved at the Faculty Advisor level, the Chief Faculty Advisor steps in to provide assistance.

The Chief Faculty Advisor serves as a liaison between the students and the student development coordinator and the academic coordinator. They inform these coordinators about any difficulties encountered in conducting student development and academic activities, ensuring the maintenance of teaching quality, tracking session progress, and handling other relevant matters.

1.10 Student Development Coordinator: SIM has a dedicated Student Development Coordinator who plays a pivotal role in the planning and evaluation of all student development activities across all batches of the programme. The coordinator works closely with Chief Faculty Advisor, Faculty Advisors, the Academic Co-ordinator, HoD and Associate Dean to design batch-wise and individual interventions necessary for the holistic development of students, aligning with the graduate attributes and programme outcomes of the Management programme.



In addition, the Student Development Coordinator provides support to Chief Faculty Advisor in resolving any student-related issues that may require attention beyond the advisor level. By offering guidance and assistance, they ensure that all students receive the necessary support to overcome challenges and thrive in their academic journey.

1.11 Associations: SIM has associations dedicated to the development of students in various business disciplines. These associations provide opportunities for students to delve deeper into specific areas of interest, gain practical knowledge, and foster professional growth. We have the following five major associations:

- Finance Association
- Marketing Association
- Operations Association
- Human Resource Association
- Business Analytics Association.

Each association organizes a range of events, workshops, and competitions to enhance students' understanding of their respective disciplines. By actively participating in these associations, students have the opportunity to expand their knowledge, network with industry professionals, and develop valuable skills. Students are encouraged to explore their interests and join associations that align with their career goals and aspirations.

1.12 Clubs: SIM offers clubs to foster student engagement in extracurricular activities. These clubs serve as platforms for students to explore their interests and enhance their overall development. The major clubs at SIM include the Sports Club, Entrepreneurship Development Club, and Cultural Club.



2. ACADEMICS

2.1 Academic Programme: The Academic Programme refers to the curriculum established and approved by SAINTGITS College of Engineering (Autonomous).

The list of elective areas offered are:

1. Marketing Management
2. Finance
3. Human Resource Management
4. Operations Management
5. Systems
6. Business Analytics
7. General Management.

2.2 Academic Year and Evaluation: The course duration is two academic years, with each academic year comprising two semesters. End Semester Examinations are conducted at the conclusion of each semester. Additionally, two Internal Examinations are held during each semester.

The basic components of the Examination for each Theory Paper are:

- i. End Semester Examination.
- ii. Continuous Internal Evaluation.

2.2.1 End-Semester Examinations: The End Semester Examinations (ESE) shall be normally held twice in a year – May (for even semesters) and December (for odd semesters). At the end of the semester, ESE is conducted for all courses offered in that semester and having an ESE component. The End Semester Examination, if applicable, for all theory-based courses having 3 or 4 credits will be for duration of three hours unless specified otherwise in the curriculum. Students must remain vigilant for notifications regarding the end-semester examinations issued by the Controller of Examinations at Saintgits College of Engineering. They are responsible for obtaining the application form and paying the required fee, which is typically coordinated by the SIM office. While the guidelines set by the Controller of Examinations take precedence, there are also some general rules to follow.

- a. Students must carry their Student ID Card and Hall Ticket to attend the examination.
- b. The Exam Dress Code requires students to wear either their uniform or formal attire.



- c. Students should arrive at the examination venue at least 15 minutes before the scheduled start time and are not permitted to leave within the first thirty minutes of the exam.
- d. Students are responsible for bringing necessary writing materials such as pens, pencils, rulers, and calculators. Borrowing of statistical tables and calculators is strictly prohibited during the examination.
- e. Upon entering the examination venue, students must sit in their assigned places and collect the answer booklet from the invigilator. Answer booklets are non-exchangeable.
- f. Students are not allowed to loiter in hallways or corridors while the examination is in progress.
- g. Communication devices, including smartwatches and mobile phones, are strictly prohibited in the examination hall, even if switched off.
- h. Before attempting any questions, students must fill out the particulars on the cover page of the answer sheets and write their name and register number on question paper.
- i. Except for open-book examinations, all study materials and books must be left outside the examination venue.
- j. Students are not permitted to communicate in any form with others during the examination, except for essential communication with the invigilator.
- k. As soon as the invigilator signals the end of the allotted time for the examination, students must stop writing.
- l. Students are not allowed to leave the examination hall during the exam without permission from the invigilator.
- m. After completing the examination, students must promptly hand over their answer books to the invigilator.
- n. Any violation of examination norms will be considered a serious offense and misconduct, resulting in forfeiture of the answer book and immediate expulsion from the examination hall.
- o. If a student is unable to take the examination, they should inform the institute well in advance.
- p. Eligibility to appear for the examination is subject to the following conditions:

- a) Meeting the required attendance for each subject in the particular semester.
- b) No pending disciplinary action against the student
- q. Condonation of attendance may be applicable as per the regulations.
- r. The syllabus provided to students serves as a guideline, but it is important to study beyond it as the end-semester examinations may include questions beyond the syllabus, especially in postgraduate programmes.

2.2.2 Continuous Internal Evaluation will be carried out as per the approved regulation of the Management programme.

2.2.3 Internal Examinations: The rules applicable to end-semester examinations will be applied to internal examinations as well, with the exception of the process of filling out application forms and payment of examination fees.

2.3 Attendance: Students are expected to attain 100% attendance for all courses. However, under unavoidable circumstances they are permitted to avail leave. Total leave of absence shall not exceed 25% of the academic contact hours for a course and 75% attendance is mandatory for registering to the End Semester Examination. Condonation may be granted to eligible students as per regulations.

2.4 Academic Integrity and Ethical Behaviour: Saintgits Institute of Management upholds the principle of academic honesty as an integral part of its commitment to ethical behaviour. While students are encouraged to utilize external resources such as fellow students, lecture notes, textbooks, articles, and internet sources to facilitate discussions and approach assignments, it is essential to avoid mere replication of another source's work. It is expected that assignments submitted to faculty demonstrate the student's original work.

If a student is uncertain about how to proceed with an assignment or project, it is advisable for them to proactively engage in discussions with the faculty members to seek guidance. Breaches of academic honesty including plagiarism, cheating, and unauthorized possession of examination materials or class resources are strictly addressed according to SIM policies.



It should be noted that the policies mentioned herein do not override the disciplinary measures outlined by Saintgits College of Engineering, whether they pertain to academic honesty or other disciplinary matters.

2.4.1 Plagiarism is the unauthorized use of someone else's ideas or words without giving proper credit. This includes instances such as not using quotation marks when directly quoting from a source, neglecting to attribute distinctive ideas to their origin, or fabricating sources altogether. At Saintgits Institute of Management, it is mandatory for students to submit their own original work or appropriately cite the work of others. Anytime external ideas, writing, or work are utilized, it is essential to acknowledge them properly and in a timely manner.

In written assignments, proper and timely acknowledgment can be achieved through comments in the text, footnotes, or a combination of both, as well as by listing the source in the bibliography. During oral presentations, it is necessary to explicitly state the source of the work being presented. In case of plagiarism, where a student's written work is discovered to have originated from another source without proper acknowledgment, or when there is reasonable suspicion that the material substantially comes from an undisclosed source, the same will not be considered for evaluation. The term "found to have committed plagiarism" implies that either the student's written work has been traced back to the original source, or there is sufficient evidence to support the belief that the material substantially originates from another source, without proper acknowledgment being provided. While submitting the reports, every student shall submit an undertaking stating that the document prepared by him has been duly checked through a Plagiarism Detection Tool which is approved by the Institution and the percentage of similarity is well within the acceptable limit of 30%.

2.4.2 Cheating refers to the use of unauthorized materials or engaging in prohibited assistance during an examination or any other academic activity. Examples of cheating include copying another student's work or allowing someone to copy your work during an exam or academic exercise, taking an exam on behalf of another student or allowing someone to take your exam, possessing unauthorized materials like notes, study aids, or slips during an exam, collaborating with another student without the instructor's permission during an exam or academic exercise, and falsifying examination results. Additionally, it encompasses the act of falsely obtaining attendance and then skipping a class.



2.4.3 Unauthorized possession or disposition of academic materials encompasses activities such as selling or buying academic work, taking another student's academic work without permission, or submitting the same paper for two different classes without explicit authorization. When a student is found to have engaged in unauthorized possession or disposition of academic materials, offense will result in severe consequences.



3. CURRICULUM

3.1 CURRICULUM FOR MBA PROGRAMME

3.1.1 Semester I

Exam Slot	Course Code	Course Name	L-T-J-P	Marks			Credit
				CIE	ESE	Total	
A	24MBA101	Introduction to Business	3-0-0-0	40	60	100	3
B	24MBA103	Quantitative Techniques	4-0-0-0	40	60	100	4
C	24MBA105	Organisation Behaviour	3-0-0-0	40	60	100	3
D	24MBA107	Accounting for Managers	4-0-0-0	40	60	100	4
E	24MBA109	Management Information Systems	3-0-0-0	40	60	100	3
F	24MBA111	Business Economics	4-0-0-0	40	60	100	4
G	24MBA113	Business Law	3-0-0-0	40	60	100	3
	24MBAMN1	Employability Enhancement Programme	0-0-0-2	20	30	50	P/F

3.1.2 Semester II

Exam Slot	Course Code	Course Name	L-T-J-P	Marks			Credit
				CIE	ESE	Total	
A	24MBA102	Business Research Methods	3-0-0-0	40	60	100	3
B	24MBA104	Business Analytics	3-0-0-0	40	60	100	3
C	24MBA106	Human Resources Management	3-0-0-0	40	60	100	3
D	24MBA108	Financial Management	4-0-0-0	40	60	100	4
E	24MBA110	Marketing Management	4-0-0-0	40	60	100	4
F	24MBA112	Operations Management	4-0-0-0	40	60	100	4
G	24MBA114	Operations Research	4-0-0-0	40	60	100	4



3.1.3 Semester III

Exam Slot	Course Code	Course Name	L-T-J- P	Marks			Cre dit
				CIE	ESE	Total	
A	24MBA201	International Business	3-0-0-0	40	60	100	3
B-F	24MBAXXX	Programme Elective - I	4-0-0-0	40	60	100	4
	24MBAXXX	Programme Elective - II	4-0-0-0	40	60	100	4
	24MBAXXX	Programme Elective - III	4-0-0-0	40	60	100	4
	24MBAXXX	Programme Elective - IV	4-0-0-0 / 2-0-0-4	40	60	100	4
	24MBAXXX	Programme Elective - V	4-0-0-0 / 2-0-0-4	40	60	100	4
--	24MBA203	Internship	-	40	60	100	3

3.1.4 Semester IV

Exam Slot	Course Code	Course Name	L-T-J- P	Marks			Cre dit
				CIE	ESE	Total	
A	24MBA202	Strategic Management	3-0-0-0	40	60	100	3
B – E --	24MBAXXX	Programme Elective – I	4-0-0-0	40	60	100	4
	24MBAXXX	Programme Elective – II	4-0-0-0	40	60	100	4
	24MBAXXX	Programme Elective – III	4-0-0-0 / 2-0-0-4	40	60	100	4
	24MBAXXX	Programme Elective – IV	3-0-0-0 / 2-0-0-2 / -	40 /40 /-	60/ 60/-	100	3
	24MBA204	Open Online Course in Management	-	-	-	100	3
--	24MBA206	Project	0-0-12-6	80	120	200	6



3.2 CURRICULUM FOR MBA(LSCM) PROGRAMME

3.2.1 Semester I

Exam Slot	Course Code	Course Name	L-T-J-P	Marks			Credit
				CIE	ESE	Total	
A	24MBA101	Introduction to Business	3-0-0-0	40	60	100	3
B	24MBA103	Quantitative Techniques	4-0-0-0	40	60	100	4
C	24MBA105	Organisation Behaviour	3-0-0-0	40	60	100	3
D	24MBA107	Accounting for Managers	4-0-0-0	40	60	100	4
E	24MBA109	Management Information Systems	3-0-0-0	40	60	100	3
F	24MBA111	Business Economics	4-0-0-0	40	60	100	4
G	24MBL103	Global Business & Trade Documentation	3-0-0-0	40	60	100	3
	24MBAMN1	Employability Enhancement Programme	0-0-0-2	20	30	50	P/F

3.2.2 Semester II

Exam Slot	Course Code	Course Name	L-T-J-P	Marks			Credit
				CIE	ESE	Total	
A	24MBA102	Business Research Methods	3-0-0-0	40	60	100	3
B	24MBA104	Business Analytics	3-0-0-0	40	60	100	3
C	24MBA106	Human Resources Management	3-0-0-0	40	60	100	3
D	24MBA108	Financial Management	4-0-0-0	40	60	100	4
E	24MBA110	Marketing Management	4-0-0-0	40	60	100	4
F	24MBL102	Production & Operations Management	4-0-0-0	40	60	100	4
G	24MBL104	Management Science for Decision Making	4-0-0-0	40	60	100	4



3.2.3 Semester III

Exam Slot	Course Code	Course Name	L-T-J- P	Marks			Cre dit
				CIE	ESE	Total	
A	24MBL201	Logistics and Supply Chain Management	3-0-0-0	40	60	100	3
B – F	24MBLXXX	Discipline Specific Elective – I	4-0-0-0	40	60	100	4
	24MBLXXX	Discipline Specific Elective – II	4-0-0-0	40	60	100	4
	24MBLXXX	Discipline Specific Elective – III	4-0-0-0	40	60	100	4
	24MBXXXX	Programme Elective – I	4-0-0-0 / 2-0-0-4	40	60	100	4
	24MBXXXX	Programme Elective – II	4-0-0-0 / 2-0-0-4	40	60	100	4
--	24MBL203	Internship	-	40	60	100	3

3.2.4 Semester IV

Exam Slot	Course Code	Course Name	L-T-J- P	Marks			Cre dit
				CIE	ESE	Total	
A	24MBA202	Strategic Management	3-0-0-0	40	60	100	3
B – E --	24MBLXXX	Discipline Specific Elective – IV	4-0-0-0	40	60	100	4
	24MBLXXX	Discipline Specific Elective – V	3-0-0-0 / 2-0-0-2 / -	40/ 40/ -	60/ 60/ -	100	3
	24MBXXXX	Programme Elective – III	4-0-0-0	40	60	100	4
	24MBXXXX	Programme Elective – IV	4-0-0-0 / 2-0-0-4	40	60	100	4
	24MBL202	Open online course in Management	-	-	-	100	3
--	24MBL204	Project	0-0-12-6	80	120	200	6



4. CAMPUS INFRASTRUCTURE

The institute offers a wide range of modern amenities and high-quality infrastructure to create an exceptional educational environment for students. The campus is adorned with lush greenery, providing a pleasant atmosphere for learning. Inside, you will find spacious classrooms equipped with advanced teaching aids. State-of-the-art computer facilities provide seamless internet connectivity, enabling easy access to online resources. Additionally, we take pride in our well-stocked library, which houses a vast collection of books to support your studies.

For larger gatherings and interactive sessions, the Institute has a seminar hall equipped with multimedia facilities. Moreover, the amphitheatre can comfortably accommodate up to one thousand students. The institute prioritizes your well-being by providing convenient access to medical facilities, a bank outside the campus, and a 24-hour ATM counter.

The institute features two exceptional theatre classrooms that meet international standards. These air-conditioned, multi-level classrooms are furnished with revolving, ergonomically designed cushioned chairs. Each student has access to plug-and-play facilities, including Wi-Fi, LAN, and a plug point at their seat. The classrooms are also equipped with LCD screens, audio systems, and other advanced teaching resources. Additionally, the seminar hall can accommodate 140 students, along with four additional classrooms equipped with Wi-Fi, LCDs, and modern equipment.

To ensure a comfortable environment for everyone, dedicated spaces such as a special resting room for women, a student counselling room, and a recreation cum dining room are provided. Sports enthusiasts will find ample opportunities to engage in various activities as we have grounds and courts for cricket, football, basketball, volleyball, badminton, and more. Furthermore, the institute features an excellent gymnasium equipped with state-of-the-art facilities.

Our commitment lies in providing an infrastructure that supports your educational journey and enhances your overall experience at the institute

4.1 SIM Library

The Library at SAINTGITS Institute of Management (SIM) was established in 2006, making it one of the college's initial three department libraries. Its primary purpose is to support the institute's educational and research programmes by facilitating both physical



and intellectual access to information. The library strives to meet the current and future academic requirements of the institute by building a diverse collection of resources that cater to the needs of its teaching and research community. To streamline its operations, the library utilizes Automation Software and provides an Online Public Access Catalogue (OPAC) for users to search and locate available documents.

4.1.1 Collection: The library's collection consists of books, journals, and reports, and is regarded as having one of the most extensive collections in the field of management in the state of Kerala. It subscribes to 39 national and international journals of exceptional quality. Furthermore, the library boasts a collection of 9,972 volumes of bound books. Additionally, users have online access to over 754 full-text journals and 17,000 e-books through platforms like EBSCO and ProWess.

4.1.2 Working days and Working hours: The library's working hours are from 9 am to 7 pm on all working days, Monday through Saturday, every week. While the library is normally closed on public holidays, it may remain open to accommodate student needs. To ensure record-keeping, every individual entering the library is required to sign the visitor register. Generally, library services are exclusively provided to members.

4.1.3 Membership: Library membership is open to teachers, research scholars, students, and the non-teaching staff of the Institute. Membership to any other category of users can be given only with the approval of the Associate Dean.

4.1.4 General Rules

- a) Borrowing privileges are exclusively granted to library members.
- b) Members must maintain strict silence within the library premises and refrain from engaging in conversations that may disturb other readers.
- c) Personal belongings and library books issued to members are not permitted inside the library. Only notebooks and writing sheets are allowed. Eating and drinking are strictly prohibited.
- d) Every individual entering the library must sign the visitor register.



- e) Members are prohibited from defacing or damaging any books or journals belonging to the library.
- f) Members are held accountable for any damage caused to library books or property and will be required to pay the designated penalty imposed by the Librarian.
- g) Upon leaving the library, members must stop at the exit for a check of materials borrowed or taken from the library.
- h) Violation of library rules may result in the forfeiture of admission privileges and library membership.
- i) The Librarian reserves the right to suspend the membership of any member found misbehaving, verbally abusing library staff, or engaging in indecent behaviour.
- j) Members caught tearing pages or stealing books will be immediately suspended from using library facilities, and further disciplinary action will be initiated by the institute.
- k) Non-members are not permitted to use the library unless specifically authorized.

4.1.5 Book Bank: The Book Bank is an initiative aimed at providing academic textbooks to the Management students for the duration of the semester. This programme allows students to borrow the necessary textbooks and retain them until the end of the semester, after which they are expected to return the books. By offering cost savings, improved accessibility, convenience, and sustainability, the Book Bank programme plays a crucial role in supporting the academic journey of the students.

It is important for students to understand their responsibilities when participating in the Book Bank programme. Here are a few key points to keep in mind:

- a) **Care and Maintenance:** Students are expected to handle the borrowed books with care. Any damage beyond reasonable wear and tear may result in penalties or replacement charges.
- b) **Return Deadline:** The borrowed textbooks must be returned to the Book Bank after the completion of the semester and the final exams. Students should note the specified return deadline to avoid any late fees or other consequences.
- c) **Late Returns:** If a student fails to return a borrowed book by the designated deadline, they may be subject to late fees or other penalties. Moreover, late returns may affect the availability of books for other students in future semesters.
- d) **Lost or Damaged Books:** It is essential to report any damage or loss to the Book Bank staff promptly. Please refer to section 4.1.7 for the course of action in the event of a lost or damaged book.

4.1.6 Loan Privileges: Students are eligible to borrow a maximum of 3 books from the library at a time apart from the books they have been issued through Book Bank.

4.1.6.1 Loan of books - Rules

- a) Borrowing privileges are exclusive to library members, who must personally borrow books from the library.
- b) The loan period for all member categories is 14 days, with the option to renew books twice within the specified loan period. Renewal requests should be submitted before the due date, except for books under reservation. Special permission is required to extend the loan period for project-related purposes.



- c) The librarian has the authority to recall any book from any member at any time and may shorten the loan period if there is high demand for a particular book.
- d) An overdue charge of Rs 10 per book per week will be levied for books kept beyond the specified loan period.
- e) Journals and periodicals are not available for borrowing.
- f) Reference section books are strictly for in-library use only and cannot be checked out.
- g) Members must return all books borrowed from the book bank scheme in the previous semester within 7 days of the new semester's opening. Failure to comply will result in fines according to existing norms.
- h) A "No Dues certificate" will only be issued upon completion of the course after returning all borrowed books and settling any outstanding dues.
- i) Members are expected to adhere to copyright rules, and any violation will result in immediate cancellation of their membership.

4.1.7 Loss / Damage of Books: In the event of a lost book, the borrower is responsible for either replacing the book or paying twice its cost. If the replacement is not made within 30 days, the defaulter will be charged two times the cost of the book if it is still in print, or three times the cost if it is out of print. Alternatively, the borrower may be required to cover the expenses involved in procuring the book. However, the final decision rests with the Associate Dean, who has discretionary power in such matters. If a multi-volume set is damaged or lost, the member concerned will be held liable for either replacing the entire set or paying for the cost of the complete set in that series. If a book is found to be mutilated, damaged, or marked, the borrower will be held responsible and may face a fine or be instructed to replace the book, depending on the librarian's discretion.

4.1.8 Special Services: In addition to the usual services, the library provides the following specialized services.

- i. **Reprographic and printing services:** Photocopy and printing facilities are available in the library on payment.
- ii. **CD-ROM-based services:** The library possesses a good collection of CD-ROM databases in all areas of Management. Students and members of the staff can loan these CDs for a period of 14 days and all the rules allocable for the loan of books are applicable for the loan of CDs also.
- iii. **Internet service:** The library provides Internet services, which are open to all members free of charge. Four computer systems have been arranged for this purpose. The use of the internet to download unauthorized/undesirable sites is strictly prohibited and Librarian's on-the-spot decision will be final.
- iv. **E-Journals:** The library subscribes to online journals through EBSCO which provides students with access to 700 plus e-journals. Students and members of the staff can access them using IP-based access on the Saintgits network.
- v. **Proress IQ of CMIE:** The corporate database of the Centre for Monitoring Indian Economy (CMIE) PROWESS is installed in library systems, which is a comprehensive collection of corporate data in India.

4.2 Linways Learning Management Systems

The college utilizes Linways Learning Management System (LMS), a cloud-based Academic Management System. Linways LMS offers a wide range of features to support academic activities, ensuring a seamless learning experience for students. Linways Learning Management System (LMS) is a versatile platform used for various academic tasks and activities including course and session planning, tracking attendance, generating question



papers, implementing outcome-based education, recording course and programme outcomes, mapping questions to course outcomes, entering marks, generate reports, maintain a digital repository of data, automate university-required reports, manage student leave and academic progression, distribute course materials, submit and evaluate assignments, conduct online examinations and quizzes, participate in discussion forums, create and store course files. Linways LMS provides students with a user-friendly platform to access and leverage these essential academic resources effectively.

4.3 Hostel

SAINTGITS offers exceptional hostel facilities, providing separate and secure residential options for both male and female students. The college has six distinct hostel blocks, each designed to create a comfortable and homely atmosphere. The hostels are nestled in locations, providing a serene and calm environment while ensuring easy access to the city. Extensive thought and planning have been put into ensuring students' utmost comfort and personal space in an ideal setting. Recognizing the importance of a healthy body and mind, SAINTGITS encourages students to utilize the sports facilities available in the hostels. This perfect integration of sports and academics fosters the holistic development of every student, aligning with our belief that "Healthy minds dwell in healthy bodies."

4.3.1 Hostel Rules: Please note the following norms and guidelines for hostel residents

- a) To apply for hostel admission, students must complete the prescribed form available at the college office. The form should be accompanied by two passport-size photographs, and the caution deposit must be remitted at the college office.
- b) Students are not permitted to stay in the hostel during college working hours.
- c) All residents are expected to maintain personal cleanliness at all times, maintaining a level of hygiene befitting a future professional. Additionally, proper attire is required.
- d) Prior to leaving the hostel for outings or shopping, students must make necessary entries in the 'Movement Register.'

- e) In case of any grievances during their stay in the hostel, residents should contact the Faculty Warden/Resident Warden for redressal.
- f) All residents are responsible for maintaining their rooms and common areas in a presentable, neat, and tidy manner.
- g) Smoking, consumption of alcohol, or use of any other intoxicants is strictly prohibited within the hostel premises.
- h) During study time, unless permission for absence is granted, all students are expected to be present in their rooms.
- i) Students are solely responsible for the safety of their cash and valuables.
- j) It is important to switch off lights and fans, as well as close bathroom water taps when not in use.

4.3.2 Norms for Hostel: As a resident of the hostel, it is important to adhere to the prescribed timings and regulations, which will be provided to you separately. However, as a Management student, you are granted certain privileges such as the flexibility to arrive late at the hostel or visit the library after dinner, provided you have prior authorization from the hostel authorities. To obtain this authorization, please approach the office. The students are allowed to use cell phones in the hostel following a more relaxed rule. This allowance is intended to facilitate prompt communication for clarifying doubts and coordinating group projects. However, it is expected that you limit cell phone usage to these purposes after 8:00 p.m. When using laptops or browsing the internet, please refrain from playing music aloud. It is important to note that these liberties may be revoked if any complaints arise.

4.4 Gym

The College has a well-equipped gym and is strictly for college students and staff. The Gymnasium remains open in the morning and in the evening. Students can join the gym according to their convenience. The latest equipment is provided in the gym and the right guidance is given by trainers.

4.4.1 College Gymnasium Rules.

- a. You must carry your ID Card at all times while accessing the gym.



- b. Upon entering and exiting the gym, please fill in the required details in the prescribed format.
- c. Mobile phones are strictly prohibited inside the gym. Please keep them outside.
- d. Kindly remove your footwear and place them outside the gym area.
- e. Prior to entering the gym area, please wash your feet.
- f. Refrain from conducting any self-experiments that may pose a risk to your safety or well-being.
- g. After using the equipment, ensure that you return it to its designated place.
- h. Maintain a quiet and peaceful environment within the gym premises.
- i. It is recommended to bring your own drinking water for personal use.

4.5 Alumni

The Alumni Association of SIM provides a unified platform for students to connect and engage with each other even after completing their courses. **An annual alumni meeting takes place at a feasible time and at the convenience of the stakeholders, fostering opportunities for networking and interaction.** Additionally, Alumni Chapters are active in Kottayam, Trivandrum, Ernakulam, Bangalore, and Dubai, organizing regular gatherings and events.

Upon completing their course, all students are encouraged to become members of the Alumni Association. A one-time fee of Rs. 1000 is charged towards the end of the course to facilitate membership. By joining the Alumni Association, students can maintain lifelong connections and benefit from the support and camaraderie of their fellow alumni.

4.6 Internet and Email

The campus is equipped with a Wi-Fi network that allows students to connect their devices to the Internet. This service is provided to support academic activities and research. Each student is assigned a unique email ID in the college domain. This email ID is primarily intended for academic purposes, such as communication with faculty, staff, and fellow students, and accessing important updates and resources.

4.6.1 Internet and Email Usage Guidelines

- a) **Responsible Internet Usage:** While using the Internet on campus, students are expected to adhere to responsible and ethical practices. This includes respecting intellectual property rights, refraining from accessing or sharing inappropriate or offensive content, and complying with all applicable laws and college policies.
- b) **Academic Purposes:** The College email ID should be utilized solely for academic-related communication, such as submitting assignments, interacting with faculty, participating in online discussions, and accessing course-related materials.
- c) **Privacy and Security:** Students should take necessary precautions to protect their email accounts and personal information. It is important to create a strong password, regularly update it, and avoid sharing login credentials with others. Additionally, students should be cautious while opening email attachments or clicking on links to prevent any potential security threats.
- d) **Compliance with College Policies:** The use of Internet and email services on campus is subject to the College's policies and guidelines. Students must familiarize themselves with these policies and ensure compliance to maintain a secure and conducive online environment.
- e) **Consequences of Misuse:** Any misuse of Internet and email services, including engaging in unauthorized activities or violating college policies, may result in disciplinary action. It is essential for students to understand the importance of responsible usage and adhere to the guidelines set forth by the college.



5. RECOGNIZING EXCELLENCE AND SUPPORTING STUDENT SUCCESS

5.1 Scholarships

SIM offers the following scholarships for students of MBA Programme: -

Sl No	Scholarship	Value	Eligibility Criteria
1	Merit Scholarship	20% of the tuition fee	For a student to be eligible for getting the merit scholarship in the first semester, he/she should have a 60% score in the SIM selection process, and Consistent academic performance of 80 % or above marks for the 10th standard, 12th standard, and graduation level. The maximum number of scholarships offered is 18.
2	Merit cum Means Scholarship	20% of the tuition fee	SIM offers merit cum means scholarships for the purpose of offering a Scholarship for meritorious, but economically backward students, with a maximum of 20% of the tuition fee per semester. The student's total annual family income should be less than Rs. 4 lakhs. Specific Conditions: Semester I: For a student to be eligible for getting the Scholarship in the first semester, he/she should have 60% score in the SIM selection process. and consistent academic performance of 75 % or above marks for the 10th standard, 12th standard, and graduation. The maximum number of scholarships offered is 06.
3	Scholarship for Saintgits Students	15% of the tuition fee	Applicant must have completed their graduation from Saintgits College of Engineering (Autonomous) (SCE) or



			Saintgits College of Applied Sciences (SCAS) by studying for at least two years at SCE or SCAS with consistent academic performance of 70 % or above marks for the 10th standard, 12th standard, and graduation. The maximum number of scholarships offered is 06.
4	Scholarship for Engineering Graduates	20% of the tuition fee	For a student to be eligible for getting the merit scholarship in the first semester, he/she should have a 60% score in the SIM selection process and graduation in Engineering (B. Tech/ BE) with consistent academic performance of 80 % or above marks for the 10th standard, 12th standard and 70 % and above in graduation level. The maximum number of scholarships offered is 06.
5	*Director's Special Scholarship	25% of the tuition fee	At the discretion of the Director/case by case: The student is expected to perform well in academics and non-academic activities. The maximum number of scholarships offered is 01.
6	*Saintgits Trustee Scholarship	50% of the tuition fee	For a student to be eligible for getting the Saintgits Trustee Scholarship he/she should have a - 60% score in the SIM selection process and consistent academic performance of 90 % or above marks for the 10th standard, 12th standard, and 80% and above in graduation level. Must be a holder of University Rank number 1 to 10 or a first-rank holder in an Autonomous Institution. A testimonial from the Head of the Institution, where the students studied for the degree course. The maximum number of scholarships offered is 01.

***Scholarships are not applicable for MBA (Logistics and Supply Chain Management) students as their fees structure already covers the scholarship.**



5.1.1 General Conditions for all Scholarships

- a) A student is eligible to receive only one scholarship during their study period, including scholarships provided by the government. Multiple scholarships will not be granted.
- b) If a student fails in a course (subject) on their first attempt, the scholarship offered or sanctioned to them will be cancelled.
- c) If a student undergoes disciplinary action resulting in suspension during their course of study at SIM, they will be disqualified from the Scholarship Scheme immediately.
- d) If fees are not paid before the scheduled or intimated date, the offered or sanctioned scholarship will be automatically cancelled.
- e) Active participation in internal and external activities is mandatory for the extension of scholarships.
- f) *Purely at the discretion of the Director/Management

5.2 Awards

Title of the Award	Value	Details
Best Outgoing Students	Rs 7000/- and a commendation certificate	Awarded on the basis of a student's exemplary performance in both academic and non-academic areas. Instituted by SIM's pioneer batch of 2006-2008.
Best Project Award	Rs 3000/- and a commendation certificate	For innovative and insightful research projects Instituted by Dr.Thomas Chandy, Academic Advisor of SIM.



6. GENERAL RULES AND REGULATIONS.

6.1 Embracing Effective Communication: At SIM, we recognize the significance of effective communication in the business world. Therefore, it is our policy to strictly maintain English as the medium of communication within the campus. English being the official language for global business, adhering to this policy will ensure that our students are well-prepared for professional success. To reinforce this commitment, any instances of students communicating in languages other than English within the campus will be addressed through appropriate measures as determined by the Institute. These measures are intended to be corrective in nature, and aimed at encouraging the use of English for better language proficiency and professional readiness.

6.2 Classroom Expectations

6.2.1 Punctuality and Commitment: Attendance is vital, mirroring professional appointments, unless there are urgent needs or prior arrangements with the instructor. Students should remain in the classroom for the entire session, dedicating their full attention and participation.

6.2.2 Preparedness and Engagement: Students are expected to arrive prepared, and ready to fulfil their classroom obligations. Active engagement in-class work is essential, fostering a positive and immersive learning experience.

6.2.3 Responsible Use of Electronic Devices: Laptops and electronic devices must be used discreetly and solely for class-related activities, as directed by the instructor. Engaging in unrelated online activities, such as internet browsing or emailing, is discouraged as it disrupts the class environment. In exceptional cases, students must obtain prior permission from the instructor for anticipated phone calls or messages.

6.2.4 Professional and Respectful Communication: Classroom discussions are a valuable part of the Management courses, encouraging the development of effective communication skills. Students should respectfully



consider and contribute to diverse perspectives, building upon ideas presented by their peers and the instructor.

6.2.5 Accountability and Learning Assessment: Faculty members may utilize methods like "cold calling" and in-class assessments to evaluate students' preparation and understanding.

6.3 Etiquette for Seminars and Conferences: At SIM, we believe in the power of intellectual discourse and the importance of allowing differing opinions to be heard. By fostering an atmosphere of open-mindedness and courteous behaviour, we create an enriching learning environment where ideas can be shared, debated, and critically examined. Seminars and conferences provide a platform for divergent points of view to be presented and discussed. Lively debates are anticipated following expert presentations and are actively encouraged. Allow your colleagues to fully present their positions before presenting yours. Prior to entering the classroom, it is essential to turn off cellular phones as a courtesy to the Executive Speaker and fellow students.

6.4 Behaviour with Teaching & Non-Teaching Staff and Colleagues: Students at the Institute are expected to exhibit proper and decent behaviour in their interactions with every staff member and fellow student. It is essential to uphold manners and respectful conduct in all circumstances, reflecting the values of the Institute.

- a. Always extend greetings to your teachers and stand up when a senior or elder enters the class. However, it is important to note that this should not be done when a class is in progress to avoid disruption.
- b. Refrain from insulting or making fun of others, and avoid mocking or teasing them. Treat everyone with respect and kindness
- c. Practice active listening when others are speaking and value their opinions. Show attentiveness and engage in meaningful conversations.
- d. Avoid engaging in gossip or speaking negatively about people behind their backs. Maintain a positive and supportive environment.
- e. Respect others' boundaries and avoid pressuring someone to engage in activities or tasks they do not want to participate in. Everyone should have the freedom to make their own choices.



- f. Reject stereotypes and prejudices, and do not tolerate racist attitudes. Treat all individuals fairly and equally, regardless of background or ethnicity.
- g. Demonstrate interest in and appreciation for the diverse cultures and backgrounds of others. Embrace different perspectives and foster an inclusive environment.
- h. Treat all staff members, including teaching and non-teaching staff, with respect and courtesy. Acknowledge their contributions and be grateful for their efforts.
- i. Be punctual for meetings, classes, and any scheduled interactions with staff members. Value their time and avoid causing unnecessary delays.
- j. Use appropriate language and address staff members by their titles when communicating with them. Maintain a professional and polite demeanour.
- k. Seek guidance and assistance from teaching and non-teaching staff when needed. Express gratitude for their support and expertise.
- l. Foster a positive working relationship with colleagues, promoting cooperation and mutual respect. Encourage teamwork and a sense of inclusivity. Focus on building constructive relationships and maintaining professionalism.
- m. Be open to receiving feedback and constructive criticism from teaching and non-teaching staff. Accept feedback gracefully and strive to improve based on their suggestions.

6.5 Dress Code

The SIM Management Programme places significant emphasis on professionalism and leadership, recognizing their importance both within the programme and in the future careers of our students. As representatives of the business world, students are expected to uphold a professional image at all times. This includes maintaining a neat and well-groomed appearance. Men are required to have well-cut hair, be clean-shaven, or maintain a well-trimmed moustache or beard. Women are expected to comb their hair and keep it braided, in a ponytail, or in a bun. These guidelines ensure a professional and polished look.



Day	Dress Code	Men	Women
Monday	Formal	Light-coloured shirt, Dark Formal trousers, and formal shoes	Salwar with Dupatta/Saree with Sandals/Formal trousers and shirt with shoes.
Tuesday	Full Uniform	Uniform Shirt and trousers with Blazers and formal shoes	Full suit with Blazer/Saree and formal black shoes.
Wednesday	Formal	Light-coloured shirt, Dark Formal trousers, and formal shoes	Salwar with Dupatta/Saree with Sandals/Formal trousers and shirt with shoes
Thursday	Uniform	Uniform Shirt and trousers with formal shoes	Uniform Shirt and trousers with vest and formal black shoes
Friday & Saturday	Casual	T-shirt with collars, Shirt with jeans or casual trousers with shoes.	Jeans, Salwar, Shirt/Top with casual shoes. No miniskirts are permitted

- a) Formal shoes for women are typically black, covered shoes, with or without heels.
- b) Leggings are not considered appropriate formal wear for women.
- c) Men should wear socks that match the colour of their pants and a belt that matches their shoes.
- d) The full uniform dress code does not apply during the months of March, April, and May. During these months, students are expected to follow a formal dress code.
- e) It is mandatory for students to adhere to the uniform dress code/formal dress during university exams.
- f) Both men and women are required to follow the full uniform dress code for formal events such as conferences, management fests, seminars, and corporate talks.
- g) Women should wear plain, single-coloured sarees with borders that give a professional appearance. Designer sarees and blouses are not permitted.
- h) Slippers and Crocs are prohibited on all days, including Fridays and Saturdays.



6.6 Class Timings and College Attendance Register: The students are required to sign the college attendance register before 8:55 am and after their class hours in the evening. This serves as an official record of attendance. The specific class timings will be communicated by Academic Coordinator.

6.7 Student ID cards: Student ID cards are issued during the first semester and are required to be worn and kept throughout the duration of enrolment at SIM. Students can collect their ID cards from the College office. In case of loss, it should be reported immediately, and a duplicate ID card can be obtained by paying a fine cum card cost of Rs. 500.

6.8 Availing Leave: To request a leave of absence, students are required to submit a signed request to their Chief Faculty Advisor and obtain approval. The Chief Faculty Advisor, in consultation with the Class Advisor, will decide whether to grant the leave and will provide the student with a copy of the approved leave application form. The student must retain this form for attendance accounting purposes at the end of the semester. In cases where students are absent from class without prior approval, they should still submit a leave application. In special situations or cases, the Chief Faculty Advisor may direct the student to the Head of the Department for approval of the leave.

6.9 Medical Leave: Students who take medical leave are required to submit a copy of their medical certificate along with their leave application. The medical certificate must be issued on official letterhead and include the diagnosis, limitations imposed on the individual, and an estimated recovery time. The principal retains the authority to reject the medical certificate and may request confirmation from a government doctor if necessary.

6.10 Mobile Phones: During class hours, students are not permitted to leave classes to make or receive phone calls. Students are advised to keep mobile phones under their safe custody.

6.11 Certificate Submission: Students must submit the original degree certificates, all mark sheets (even if a consolidated mark sheet exists), secondary school leaving certificate, and migration certificate. These documents should be submitted in their original form along with a photocopy placed in a plastic folder. Additionally, scanned copies of the documents should be sent via email. Students can request a receipt for each certificate from the office staff. It is important to note that failure to submit the certificates within the prescribed timeframe may result in the cancellation of admission.



6.12 Payment of College Fees: Fees should be paid through a Demand Draft (DD) or a local cheque from Kottayam, drawn in favour of Saintgits Institute of Management and payable at Kottayam. Alternatively, fees can be directly credited to the Saintgits Institute of Management account.

Account Holder: Saintgits Institute of Management

A/c No: 0848053000001501

IFS Code: SIBL0000848

Bank: South Indian Bank

Branch: Saintgits College of Engineering Branch, Pathamuttom

6.13 Payment of Semester Fees: The deadlines for the payment of semester fees are specified in the fee structure, which can be found in the Orientation Intimation Letter. Candidates who are availing loan facilities from banks are advised to collect the necessary loan approval documents from the office.

6.14 Bank Loan Document: Upon selection and payment of the commitment fee, you will receive all the necessary documents related to the bank loan. The AICTE approval letter provided will be from the previous year, as the current year's approval is typically published on the AICTE website in June/July, and the formal letter is sent to the institute at a later date. If you have made a payment and the loan amount reaches the institute at a later time, a refund or adjustment in the subsequent semester fee can be arranged. A single letter, containing the semester fee and the due dates for payment, will be provided along with the letter to the bank for loan application. This letter can be used as a document for requesting subsequent instalments of the fee. Generally, no additional letter will be issued; however, if the bankers insist, a letter can be provided for each semester.

6.15 Bank Account: All students are advised to have a Bank Account, tuition and hostel fees can be paid through this account.

6.16 Availing documents and certificates: To collect your certificates, please contact the executive secretary to the Associate Dean. They are authorized to provide you with the certificates after obtaining the necessary approval from the Associate Dean. However, if you require any special certificates, it is advised to personally approach the Associate Dean and seek permission.

6.17 Participation in Competitions and Programmes - Active participation in competitions and programmes is considered an integral and highly valuable activity that



significantly contributes to the development of students. In order to facilitate their growth and broaden their horizons, all students are expected to engage in a minimum of three to four external programmes per year. These programmes encompass a wide range of opportunities, such as management meets, external competitions, professional training sessions, and professional association meetings. By actively participating in these activities, students gain invaluable experiences, enhance their skills, and foster a deeper understanding of their chosen fields. Emphasizing the importance of these opportunities, the institute encourages and supports students' involvement in external programmes to ensure a comprehensive and well-rounded educational journey. Duty leaves will be provided to students for participating in external events allotted to them by the Institution.

6.18 Reporting of Diseases, Disabilities, and Concessions for Disability by the Controller of Examinations: Students with physical or mental health problems, particularly those of a chronic nature, should inform the Associate Dean and faculty members about the severity of their conditions. It is recommended that they keep a copy of their medical records for reference during emergency situations. Differently-abled students who require examination time relaxation should obtain orders from the Controller of Examinations well in advance. It's important to note that any concessions granted at the undergraduate level are not sufficient, and a fresh order must be obtained specifically for the Management programme. Obtaining these orders is the individual responsibility of the student.

6.19 Notice Board: All essential information for students will be displayed on the notice board. This includes academic, career/placement-related, and non-academic matters. Therefore, students are required to regularly check the general notice board located on the first floor near the faculty room, as well as the Placement notice board near the library

6.20 Grievance Handling: SIM promotes a proactive approach to resolving genuine grievances by encouraging students to approach their class advisors. Students may utilize the suggestion and complaint box located near the library or directly communicate with the grievances cell or their Chief Faculty Advisor, without fear of facing prejudicial treatment. However, SIM also emphasizes the importance of students attempting to resolve issues themselves with the concerned parties, as this provides valuable insight into conflict resolution at the managerial level.

6.21 Holidays: Students at SIM will be granted all holidays officially declared by the government.

6.21.1 Returning from Home After Holidays: Students are required to promptly report on the designated day following their vacation. In the event that any student fails to report on the scheduled day in a timely manner, they may be requested to bring their parents along and take responsibility for the delay before being granted permission to attend classes.

6.22 Photo Session: During the course, there are three photography sessions that all students are expected to attend. These include the ID Card photo session, Placement photo session, and Group photo session.

6.23 Visit of Friends and Relatives: Friends and relatives of students are discouraged from visiting during class hours. In case of an emergency, they can contact the Office for assistance. Visitors are not permitted to enter classrooms, the library, or the computer labs without obtaining prior permission.

6.24 Norms to be followed in Engineering College premises: The norms and expectations may differ between Engineering and Management departments. However, when you are present on the premises of an Engineering College, it is essential to respect and adhere to their norms. Additionally, it is recommended to show courtesy and extend wishes to the faculty of the Engineering College.

7. CONDUCT AND DISCIPLINE OF STUDENTS

Discipline forms the foundation of the functioning and administration of SIM. Students are expected to demonstrate exemplary conduct towards the institution, other institutions within and outside the campus, the environment, the neighbourhood, fellow students, faculty, and staff. If a student is found to be lacking in disciplined behaviour, they will be given a warning and provided with opportunities to improve. However, if the student fails to show improvement or commits a serious offense, even for the first time, particularly if it falls under the category of 'prohibited conduct' mentioned in the guidelines, disciplinary actions such as suspension, loss of trimester, or withdrawal may be taken based on the gravity of the offense, in order to maintain overall discipline.

7.1 Prohibited Conduct

While many conduct rules and offenses are already covered and may be reiterated in this document, it should be noted that the prohibited conduct listed here is of a grave nature. Any instance of such misconduct will result in

immediate and severe punishment, without any prior warning. Whether it involves a student, student organization, team, association, or any other formal or informal group, if found guilty of misconduct, disciplinary action and the sanctions described in this handbook will be applied.

7.1.1 Strictly prohibited activities for SIM Students

- a) Mass demonstrations inside and outside the campus
- b) Mass petitions to the HoD/ Principal/ Associate Dean

7.1.2 The following are examples of misconduct subject to disciplinary action without any prior warning:

7.1.2.1 Endangering Conduct: Intentionally or carelessly engaging in conduct that poses a threat to the health, safety, or physical well-being of any person within or outside the premises. This includes actions that cause fear of imminent physical danger or bodily harm, inflict bodily harm, or engage in aggressive physical contact likely to cause harm.

7.1.2.2 Harassment: Engaging in actions, threats, gestures, or words directed at another person with the purpose or effect of inciting a breach of peace, creating a hostile environment, or causing emotional distress. This includes the conduct of a humiliating, degrading, intimidating, insulting, coercive, ridiculing, or alarming nature, often involving a pattern of behaviour.

7.1.2.3 Sexual Harassment: Engaging in unsolicited, offensive behaviour that inappropriately asserts sexuality, making unwelcome sexual advances, requesting sexual favours, or engaging in other verbal or physical conduct of a sexual nature. This applies to interactions with individuals of the opposite or same sex and is taken seriously by the institute.

7.1.2.4 Substance Abuse: Possessing, using, facilitating use, or acting as an accomplice to the use of illicit drugs, alcoholic beverages, tobacco, or other prohibited substances, as defined by the institute or local cultural and social norms. The maximum penalty for such violations is typically expulsion or prolonged suspension. In cases



occurring within college hostels, expulsion from the hostel is a mandatory administrative action. Additionally, entering the institute premises in a drunk or intoxicated state is considered a violation.

7.1.2.5 Damage or Misuse of Property: Intentionally or carelessly destroying or damaging institute property or the property of others, unauthorized entry into college facilities or property, and unauthorized use or misuse of college or personal property. Students found responsible for such actions may be charged double the actual cost of damage and may also face other penalties such as warnings, suspension, or expulsion.

7.1.2.6 Ragging is strictly prohibited within and outside the campus. As per the Anti-Ragging Act, any form of physical or mental harassment directed towards junior students by senior students (regardless of their year) is categorized as ragging. To ensure the prevention and prompt handling of ragging incidents, a dedicated committee operates within the college, as mandated by the Supreme Court.

The institute places great emphasis on maintaining continuous surveillance and vigilance to prevent any occurrence or recurrence of ragging. Students who experience any form of unpleasant activity related to ragging are strongly encouraged to immediately report their grievances to the institute authorities. The consequences for engaging in ragging are severe and will be dealt with utmost seriousness. Any individual found to be involved in ragging will be expelled from the institution as the minimum punishment, in addition to potential civil or criminal action that may be taken against them. It is important to note that ragging encompasses not only direct participation in the activity but also being present at the time of ragging or being part of a group involved in such behaviour. However, if a student was present to protect the victim and promptly reported the incident along with the identities of the perpetrators, their case will be evaluated based on their level of assistance and cooperation. The matter will be reported to the police in accordance with the provisions of the Prohibition of Ragging Act, 1998 (Kerala).

It should be understood that the principal is not required to receive a formal complaint from any student to take action against ragging. If there is a reasonable belief that ragging has occurred, the principal has the authority to initiate appropriate measures. The punishment for ragging includes a fine of Rs. 10,000/- and a rigorous imprisonment of 2 years. Additionally, the individual involved will be prohibited from continuing their studies in any college for a period of 3 years. The institute maintains a firm commitment to creating a safe and inclusive environment for all students, where ragging has no place.

7.1.2.7 Theft: Any involvement in theft, regardless of its nature, is strictly prohibited. If any student engages in such activities, they will face expulsion from the course or a lengthy suspension, in addition to being required to provide financial compensation for any damage or loss caused. It should be noted that the consequences mentioned above, as per the institute's rules and regulations, do not exempt the university or legal authorities from taking appropriate action or imposing further penalties as deemed necessary

8. CONTACT DETAILS OF SIM STAFF

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9. BUS TIMINGS

9. BUS TIMINGS							
Towards Kottayam				Towards Changanacherry			
Starting from Changanacherry				Starting from Kottayam			
SL No.	Name of the Bus	CHRY	CLG	SL No.	Name of the Bus	KTYM	CLG
1	THANDAPRA		6.15	1	CRYSTAL		6.10
2	ST: MARY	6.40	7.05	2	KBC		7.25
3	CRYSTAL	6.45	7.10	3	KBC		7.35
4	BENNY	6.55	7.25	4	THANDAPRA	7.05	8.05
5	ORIENT	7.40	8.00	5	BESTIN	7.25	8.15
6	KBC	7.55	8.25	6	CRYSTAL	7.50	8.45
7	KBC	8.05	8.30	7	ST : MARY	8.00	8.55
8	RISINGSUN	8.15	8.45	8	BENNY	8.15	9.10
9	BESTIN	8.40	9.05	9	ORIENT	9.00	9.55
10	THANDAPRA	9.00	9.25	10	KBC	9.15	10.20
11	ST : MARY	9.20	9.45	11	KBC	9.35	10.30
12	CRYSTAL	9.30	9.55	12	RISINGSUN	9.50	10.45
13	BENNY	9.45	10.15	13	BESTIN	10.15	11.05
14	ORIENT	10.35	11.00	14	THANDAPRA	10.31	11.20
15	KBC	10.55	11.25	15	ST: MARY	10.40	11.40
16	KCB	11.00	11.30	16	CRYSTAL	11.05	12.00
17	RISINGSUN	11.15	11.40	17	BENNY	11.15	12.10
18	BESTIN	11.30	11.55	18	ORIENT	12.00	13.00
19	THANDAPRA	11.55	12.25	19	KBC	12.15	13.05
20	ST: MARY	12.20	12.45	20	KBC	12.20	13.15
21	CRYSTAL	12.30	12.55	21	BESTIN	13.00	13.50
22	BENNY	13.20	13.45	22	THANDAPRA	13.30	14.25
23	KBC	13.35	14.05	23	CRYSTAL	13.50	14.40
24	ORIENT	13.55	14.20	24	ST: MARY	14.00	14.55
25	KBC	14.00	14.25	25	BENNY	14.35	15.30
26	BESTIN	14.25	14.45	26	KBC	14.55	15.50
27	RISINGSUN	14.40	15.05	27	ORIENT	15.10	16.05
28	CRYSTAL	15.05	15.30	28	KBC	15.20	16.15
29	THANDAPRA	15.30	15.55	29	BESTIN	15.40	16.30
30	ST:MARY	15.40	16.05	30	RISINGSUN	15.58	16.55
31	BENNY	15.55	16.25	31	CRYSTAL	16.30	17.25
32	KBC	16.20	16.45	32	THANDAPRA	16.50	17.45
33	ORIENT	16.40	17.00	33	ST: MARY	17.20	18.20
34	KBC	16.55	17.15	34	KBC	17.35	18.30
35	BESTIN	17.20	17.45	35	BENNY	17.50	18.45
36	RISINGSUN	17.40	18.05	36	KBC	18.24	19.35
37	CRYSTAL	17.50	18.15	37	BENNY	17.50	18.45
38	THANDAPRA	18.20	18.45	38	BESTIN	18.40	19.20
39	ST: MARY	18.50	19.20	39	ORIENT	18.10	19.00
40	BENNY	19.15	19.40	40	RISING SUN	19.30	20.30
41	KBC	19.40	20.10	41	THANDAPRA	20.05	20.50