ACADEMIC GUIDELINES

2023 – 2025

(July 15, 2023)

Preface

This academic guidelines-cum-manual is a reference document for the academic year 2023-24 and Batch 40 (2023-25).

The guidelines, rules, plans, and relevant documents and annexures in this manual and the amendments, revisions, and modifications that may be made thereto from time to time by the Institute shall govern the administration of the MBA programme. Students must understand these regulations and follow them in letter and spirit. The Institute has the exclusive authority to modify the document at any time, and the Institute may occasionally distribute updated information about changes to policies and regulations.

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1. ABOUT BIM

Established in 1984, Bharathidasan Institute of Management, Tiruchirappalli, an ISO 21001:2018 certified institution, is an independent school of excellence of Bharathidasan University, run by an independent society. BIM offers a two-year residential MBA programme approved by AICTE with specializations in Marketing Management; Finance; Operations and Supply Chain Management; Human Resources Management; and Digital Business, and Analytics. It also conducts Tamil Nadu Chief Minister's Fellowship Programme and Management Development/Faculty Development Programs. More than 4500 BIM Alumni spread around the globe are significantly contributing to corporates, academics, and the society today. Former Union Minister Bharat Ratna, Late Shri C Subramaniam, was instrumental in setting up this B School. He was motivated by starting a School of Excellence in Management that would be organically linked with an industrial complex. He believed that just as a medical school needed to be attached to a hospital to be effective as a teaching institution, a Management School had to be linked with industry. Accordingly, the Institute was set up in collaboration with BHEL within its sprawling Tiruchirappalli campus. In addition to its graduate programme, BIM has a strong research profile and established multiple centers of excellence, including the Operations Excellence Centre, Financial Trading and Analytics Centre (FINTRAC), Real-Time Contextual Marketing Lab, and Centre for Sustainable Development to advance contemporary management practices (www.bim.edu).

Vision and Mission

Vision

To be an innovative, socially responsive, and inclusive institute of excellence in management education.

Mission

- Nurture socially responsible and competent leaders.
- Foster innovative practices in curriculum, pedagogy, and industry engagement for holistic student development.
- Provide access to quality management education for all sections of society.
- Engage in meaningful research and share knowledge with the community and industry.

2. MBA PROGRAMME

The MBA programme at Bharathidasan Institute of Management (BIM), with its unique programme architecture, nurtures divergent and holistic thinking, inspires fresh ideas, and prepares students ready to be challenged at every moment. It aims to transform students into competent managers and leaders with creativity, inquisitiveness, and integrity. The MBA integrated curriculum helps students acquire and develop the functional skills to make the right decisions; learn the tools to gather and analyze data; and develop the leadership ability to formulate, exhibit, and execute a vision for a change within and through others. Through active involvement in various clubs and committees, from multiple meetings to student-run technical symposia to volunteering for the broader community welfare, this programme offers a multitude of avenues to grow. Forums such as Economistique, BIM Discussions, and area-specific clubs help grasp the impact of developments in the socio-economic, political, and technological arenas the manager must handle. Students manage public relations and take

responsibility for media relations, social media, and competition management, and it helps them learn to navigate through strategic situations easily.

The BIM-MBA programme does not limit itself to domain-specific knowledge or skill set required to perform well as a manager. Also, it extends into the realms of learning, such as goal-oriented behavior and a value system that represents the essence of deep-rooted and time-tested Indian wisdom. Practice-school courses such as Universal Human Values (UHV), Personal Growth Lab (PGL), Social Immersion Programme (SIP), Corporate Immersion Programme (CIP), Effective Execution (EE), and Personality Enhancement through Sports (PES) help build character and strength to successfully face adverse and uncertain situations in life, develop team spirit and build a strong personality. BIM-MBA programme matches the global standards, continuously benchmarking with top business schools worldwide, and collaborates with the industry to update its curriculum from time to time towards developing new-age Pi (π)-shaped professionals.

2.1 Programme Educational Objectives (PEOs)

PEO-1: Facilitate graduates to become professionally competent managers and leaders.

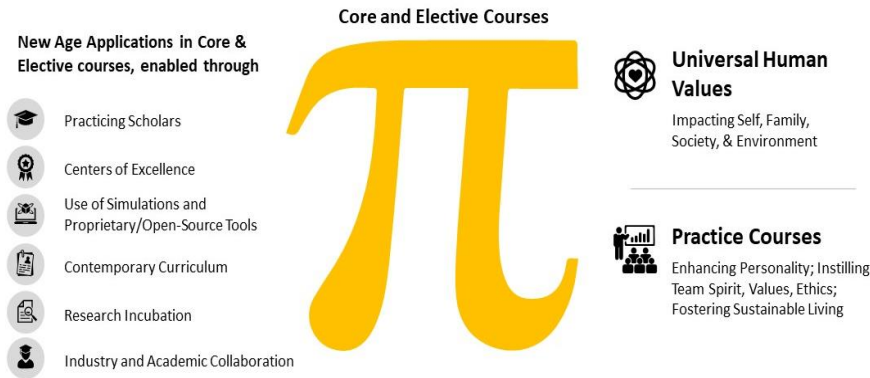PEO-2: Orient graduates to become socially responsible citizens.

PEO-3: Enable intent for continuous learning, professional development, and well-being.

2.2 Programme Outcomes (POs)

a. Possess in-depth knowledge with a global perspective in business management.

b. Analyse management issues and synthesize relevant information to make intellectual and creative advances and solutions.

c. Think laterally, conceptualise, and evaluate potential solutions while solving management issues/business problems.

d. Learn and apply ethical management and leadership principles in both work and life situations.

e. Demonstrate research capabilities and skills in managerial/business contexts.

f. Create, select, learn, and apply management tools and techniques to complex business activities.

g. Understand and practice- professional and personal responsibility and integrity for sustainability.

h. Recognise the need and engage in life-long learning and professional development.

3. PROGRAMME ARCHITECTURE

Through a well-crafted programme architecture, BIM-MBA nurtures Pi (π) shaped professionals who are ready for the business of tomorrow. The business of today is marked by Volatility, Uncertainty, Complexity and Ambiguity (VUCA). Disruptions like new technologies, new business rules, a new set of consumers like centennials, and unforeseen events such as the Covid-19 pandemic became the next new normal for the future of work.

Core and Elective Courses

New Age Applications in Core & Elective courses, enabled through

- Practicing Scholars
- Centers of Excellence
- Use of Simulations and Proprietary/Open-Source Tools
- Contemporary Curriculum
- Research Incubation
- Industry and Academic Collaboration

Universal Human Values
Impacting Self, Family, Society, & Environment

Practice Courses
Enhancing Personality; Instilling Team Spirit, Values, Ethics; Fostering Sustainable Living

At BIM, we have designed a unique world-class programme architecture countering VUCA, by making BIMite a **π**-shaped professional. A **π** is an irrational number and perhaps holds the key to combating today's irrational world. This approach provides the necessary breadth in the core curriculum represented in the horizontal bar, supported by the vertical bars, which represent capability-building courses in the specialization areas and the new-age courses that enhance the competencies in each area of specialization to resolve the contemporary challenges. The top horizontal bar in Pi denotes the core and elective courses to provide a spread of subject knowledge across core and elective subjects to make them strong generalists. The first vertical bar represents the new technology applications across five areas of specialization, such as MarTech, Text Mining and Consumer Sentiment Analysis, and Marketing Analytics in Marketing; Fintech, Blockchain, Cryptocurrency, and Derivative Analytics in Finance; Supply Chain 4.0 in Operations, HR Analytics and Digital HR in Human Resources, and AI/ML and other tools in Digital Business & Analytics. This domain-specific technology focus equips our students to be specialists in applying new technology in a specific specialization for meaningful business insights. All BIM students are encouraged and facilitated to learn Python, R, KNIME, SPSS, AMOS, NVivo, and other tool-based applications. The second vertical bar denotes courses that help our students imbibe human values, build character, personality, and confidence to take on the uncertain world with a strong belief in themselves and be sensitive to SDG/ESG priorities. Our practice courses like participation in club activities, personality building through sports, Outbound Leadership Programme, Personal Growth Lab, and courses like Universal Human Values aim to achieve this.

BIM has created Centers of Excellence like the Financial Trading and Analytics Centre (FINTRAC equipped with Bloomberg and NSE Smart Trading Simulator), Real-Time Contextual Marketing Lab (RTCML equipped with Salesforce Social Studio and a host of other proprietary and open-source tools), Centre for Operations Excellence (with Fresh Connection simulation tools to create value chain experience), Centre for Design Thinking, Innovation, and Incubation, and Centre for Sustainable Development. Students are doing certifications on CMT, Bloomberg Market Concepts (BMC), Bloomberg ESG, NSE Smart Trading Simulator, Salesforce Studio, and Supply Chain 4.0 simulations through these centres of excellence. Students with faculty mentors are encouraged to undertake interdisciplinary research to build proof of concepts and create patents. Students are currently working on text mining and audience sentiment analysis, algorithmic trading, and predicting valuation from social sentiments. Students develop good insight into the subject by blending theory with practice. The COEs at BIM ensure world-class research, scholastic, and consulting experience in the most contemporary areas. The MBA Course Curriculum 2023-24 portrays the vision of BIM.

3.1 Credit Structure

A minimum of 120 credits is required to qualify for the MBA programme. However, a student can earn up to 126 credits under the flexible system. In such a case, a student can additionally register for three 2-credit or two 3-credit courses.

DESCRIPTION	CREDITS
PGP I	
Foundation & Functional Courses (Core)	65
Practice School	5
PGP - II	
Practice School	3
Core Courses	5
Elective Courses	42
Total	**120**

3.2 Research Incubation

This course provides an opportunity for the MBA student to develop the ability to identify, analyze, research, and propose a solution to a real problem of significance in business or administration. It can be a project involving contact with practice (for example, in a company), a library-based project using secondary data, or a teaching case study. The standard expected is that the final output will show knowledge and understanding of the area that is being researched. The course covers the necessary skills and requirements for a literature review, qualitative and quantitative methods, a research proposal, and the pragmatics of ethics and project management. Critical learning strategies include peer review, skill development workshops, and practice exercises. This course carries three credits.

Based on their research interests, the students will be aligned with their faculty mentors and work on the research proposals framed by the faculty members. The course will run through two years of their graduate programme and focus on integrating the students, faculty, and the research ecosystem, adding educational value. The faculty will share detailed course guidelines and evaluation criteria in charge.

Upon completion of the course, the students are expected to: (i) Explain the nature of research and its managerial/social/policy/academic implications. The students will gain knowledge on the application of research generating helpful information for managerial decision-making, (ii) Identify and define the problem in organizational settings, discover management problems or gaps, frame research questions, and apply the appropriate research method(s) to problem-solving, (iii) Assemble data, visualize, and create suitable alternatives. (iv) Implement various research data analysis techniques, interpret results to the research objective, and (v) Evaluate real-world business research practices and understand their implications.

The course structure and delivery mechanism are detailed below:

Step 1: Sensitization sessions on the institution's focus areas and how to start with research.

Step 2: Understanding the basics of research, such as research proposal, research design, literature review, methods, and other tools/techniques of analysis.

Step 3: Identification of research problems by faculty and students.

Step 4: Submission of research proposals by faculty experts in their area of interest relevant to practice with an approach to real-life problem solutions. The research proposals must align with the institutional and area-specific focus. Faculty members are encouraged to generate their research proposals from three focus areas of the institution, namely i) social development goals, ii) digital technology, innovations, and industry iii) service excellence. They also need to identify the focus areas within their respective regions. So, the research proposals must align with the institutional and area-specific focus.

Step 5: Formation of clusters. Clusters align students to the research area of interest. Each student will get the allocation of a research proposal and a mentor. A research group under a faculty can consist of 1-4 members. The research proposals are uploaded for student groups to exercise their choice. A cluster is formed based on the convergence of interest between the two, and a faculty mentor is assigned. The final selection of students for a particular research proposal will be based on CGPA. Students work as interns under the guidance of the faculty mentor.

Step 6: Where feasible, research Proposals are the starting point for further research through the problem-solving and decision-making framework. In trimester III, the students-faculty are expected to work on the problem, identify the challenges, and prepare the research proposal. This will act as input for the 'Request for Problem' (RFP) and identify companies for super specialization in trimester IV. Identification of the company for super specialization needs to be completed by the middle of IV. There will be evaluations at the end of trimester – trimester IV. The final assessment will happen during Trimester VI.

Step 7: Preparation of white paper. Clusters work on the RFPs in a company and convert them into white papers in V with the assistance of faculty.

Step 8: Align the outcome of the white paper to the final research paper. The outcome of the white paper is an input to the final research paper/ case study with the assistance of faculty.

Step 9: Communication of papers to journals by faculty. Papers will undergo review by experts to check submission suitability.

3.3 Practice School

BIM aims toward the overall development of the students. Therefore, students are encouraged to go through experiential learning courses such as Personal Growth Lab, Outbound Leadership Programme, Social Immersion Programme, and other courses listed below. A few courses listed under Practice School are compulsory but may not carry credits, as these experiential courses are subjective and designed to foster self-development. These courses are marked in asterisk (*).

However, satisfactorily completing these courses is mandatory. As mentioned in paragraphs 3.3.1. to 3.3.4, the remaining Practice School courses have credits and an appropriate evaluation for grade calculations.

3.3.1. Effective Execution (EE)

BIM is known for student-driven learning events and programs. The concepts and competencies acquired from classroom learning are experimented with and simulated by

participating in various functional committees and area-specific interest clubs. They plan, organize, lead, and manage events in their areas of strength, thus sharpening their managerial skills of execution. A Faculty Coordinator facilitates the clubs and committees. This programme carries one credit.

3.3.2. Personality Enhancement through Sports (PES)

BIM focuses on developing integrated personality, and sports are inevitable for creating a good personality across dimensions, physical, mental, social, emotional, and values. BIM has well-equipped facilities for sports and games, and all students must be part of at least one of the sports activities. This programme carries one credit.

3.3.3. Social Immersion Programme (SIP)

The Social Immersion Programme (SIP) is BIM's unique social intervention initiative, aligning with its sustainability goals and recognizing the corporate, social, and government efforts and investment in solving issues related, for example, climate change, gender justice, and poverty alleviation. BIM has introduced SIP to enable its students to apply management tools and frameworks and understand research methodology to bring actionable insights to address sustainability actions in emerging sectors worldwide. This course also aims at imparting values of social responsibility and building sustainable behavior to future managers & leaders. This programme carries two credits.

3.3.4. Corporate Immersion Programme (CIP)

The Corporate Immersion Programme CIP) is pivotal in developing students for a challenging business career. This practical orientation requires extensive learning from the organization and consequent reporting for evaluation. Students take up real-time projects and assignments with the organizations. An Industry Guide and a Faculty Mentor facilitate these projects and tasks. Students are required to report continuously for formative assessment. Their final report and presentation form a part of the summative assessment. This programme carries three credits.

3.3.5. Personal Growth Lab (PGL)*

Self-awareness forms the fulcrum of a confident and booming personality. It is the foundation for career success and interpersonal effectiveness. Personal growth lab is a 5-day experiential workshop where the students mirror themselves through exercises and psychometric tests. This metamorphoses into an excellent personal growth plan enabling the students' strength, drive, and emotions. This is a compulsory non-credit course.

3.3.6 Outbound Leadership Programme (OBL)*

The Outbound Leadership Programme is an experiential learning programme. It is an activity-based behavioral intervention programme where students are involved in outdoor activities. Students experience challenges and work together to break their inhibitions and develop leadership competence. Through an outbound leadership programme, students acquire competence in solving problems, conflict resolution, and situational management, thus gaining end-to-end leadership experience. This is a compulsory non-credit course.

3.3.7 Business Communication - 3 (Social and Business Etiquettes) *

BIM conducts courses and other learning avenues that give an edge to the students in placement. After completing their academic programme, it has an intensive workshop on managerial skills and etiquette necessary to integrate into corporate life. This intense training fosters and develops the students for the future professional world. This is a compulsory non-credit course.

3.3.8 Indian Knowledge System*

This course introduces students to the extensive and diverse knowledge that India has accumulated over its history. Additionally, this aids the student in being familiar with and understanding their systems and traditions, which are essential for any genuine advancement and development. It also encourages the learner to use Indian frameworks and models to solve contemporary challenges uniquely and independently. The course covers (a) Indian Knowledge Systems: Origin, Evolution, and Ontological Approach, (b) Indian Knowledge Approaches- Time, Language, Environment, and Management, (c) Sciences of Life and Mind, (d) Self-Exploration and Self-Knowledge for Personal Effectiveness. This is a compulsory non-credit course.

4. PROGRAMME REGISTRATION

Students are required to pay the prescribed fees and register with the Post-Graduate Programme (PGP) office at the commencement of each academic year.

4.1 Registration to PGP-I

The provisionally admitted students will be enrolled in the PGP-I programme upon completing the registration process. The students who completed the registration process and paid the required fees will be enrolled in all the Foundation, Functional, and Practice school courses offered in PGP-I. Students should submit the following documents on or before the first day of the academic year 2023-24:

4.1.1 Original CAT/GMAT/XAT score sheet, 10th, 12th, UG degree certificate, UG mark statements, Work experience certificate(s) (if applicable), Community certificate, Transfer certificate, and other applicable certificates.

4.1.2 Attested copy of all the certificates listed in 4.1.1.

4.1.3 The signed copies of the affidavits, such as UGC Regulations on Anti-Ragging in Higher Educational Institutions (Annexures – I and II) and the Code of Conduct (Annexure III).

4.2 Registration to PGP-II

Students who have cleared all the PGP-I courses, including the Comprehensive Viva-voce, will be eligible to enroll in the PGP-II programme. In the ensuing summer after PGP – I, students will have to complete the 10–12-week Corporate Immersion Programme. They must submit the report in the prescribed format and appear for the CIP Viva-Voce Examination.

4.2.1. Elective Course Registration

a. The elective courses proposed to be offered in each trimester in PGP-II will be announced before the end of the previous trimester or before the commencement of the corresponding trimester to facilitate registration for the courses.

b. Apart from core courses, a student should register within a range of 14-16 credits for elective courses in each trimester. Under a flexible system, a student should earn a minimum of 42 credits and a maximum of 48 credits in their three trimesters of PGP-II.

c. There is no limit on the maximum number of students for each elective course. However, if deemed necessary, the faculty concerned may define qualifying criteria in consultation with the concerned Area Chairperson and approved by the PGP Chairperson and the Director for admitting students into the elective course.

d. Students choosing Elective Courses must make an informed decision through consultation with the respective Area Faculty Members and the Area Chairperson.

e. If the number of registrations is below ten for a particular elective course, the students will be informed to opt for alternate elective options. However, on a case-to-case basis, an elective course with less than ten registrations will be offered in consultation with the Area Chairperson, PGP Chairperson, and the Director.

f. When scheduling classes of two or more courses simultaneously in a trimester is necessary, students registered for two or more overlapping courses may be advised to register for alternative courses.

5. COURSE ADMINISTRATION POLICY

5.1 Credit Definition

One credit equal ten sessions (70 minutes each) of classroom interactions and 20 hours of directed learning for students, including pre-readings, assisted learning materials, post-session activities, and video tutorials.

5.2 Class Schedule

Course faculty will provide comprehensive session plans for each course before the commencement of the sessions. Students are expected to be available for classes on all days of the week. Classes will generally be scheduled during the forenoon and afternoon hours on working days. However, should a Course Faculty require so, classes may be scheduled until late evenings or on weekends and holidays. Though the schedule of classes for each week is communicated in advance, the PGP Chairperson/ PGP Coordinator (Program Admin) may, in consultation with the respective Course Faculty, revise the plan at a short notice as and when necessary. Generally, the maximum number of sessions (1 session equals 70 minutes) per course per day shall be limited to 2 per day with a ceiling of 6 sessions per calendar week. Any change to this policy must be duly approved by the PGP and the Director, apriori.

5.3 Course Feedback

It is our constant endeavor to improve the learner experience; for this, correct and frank feedback from students helps us improve our processes. Students are mandated to share the course feedback at the end of each term. Students will not receive the hall ticket to write the

examination without sharing the course feedback. Director's office manages this feedback process, and the feedback is published only after the publication of the results. The feedback mechanism remains anonymous, and the Director's office ensures complete confidentiality.

Exit Survey: While the above is course specific, this exit survey intends to focus on their overall learning and campus living experience, and it will be directly administered by the Director's office with complete anonymity and confidentiality.

In addition, students can freely write to askdirector@bim.edu in case of any query/concern/issues directly, to the Director, and the names of the students raising concerns will be kept strictly confidential.

Also, every student will be allotted a faculty mentor with overall faculty-in-charge of the mentorship for support in their academic endeavors and campus life. An external student counsellor will take care of the students' mental welfare. To offer peer support, a robust student buddy system is in place.

5.4 Student Course Coordinators

For every course (in the case of core course, for every section), two student course coordinators will be allotted (based on their academic performance) by the PGP. They are expected to assist the faculty in the class logistics (including coordination between the PGP office and the faculty concerned in organizing sessions, classroom materials, and any group work). Such course coordinators may be changed in the case of unsatisfactory performance. However, they shall not be allowed to be involved in any tasks on the grading and evaluation or access confidential student/official records.

6. EVALUATION AND GRADING

BIM follows a continual evaluation process that includes formative and summative assessments. The respective course faculty will announce the evaluation scheme at the beginning of each course.

6.1 Continuous Internal Assessment (CIA)

6.1.1 The Continual Internal Assessment (CIA) component or the formative assessment is evaluated for 60%, which includes various assessment components such as Quizzes, Written Tests and Exams, Case Discussions, Project Works, Assignments, Presentations, Fieldwork, Micro Studies, Role Plays, Simulations, and other learning activities.

6.1.2 Mid-Term Examination is a mandatory component. In a competency-based course, the faculty concerned may seek exemption, through the Area Chair concerned, for the mid-term exam to a committee that will evaluate and approve the same. In such a case, the faculty and/or Area Chair will propose an alternative assessment method(s), furnishing all necessary details. In case a student is unable to attend a mid-term examination due to unavoidable reasons, he/she can request the Controller of Examinations to conduct a mid-term re-examination, subject to the condition that the student has applied for leave in the prescribed format and got it approved by the PGP Chairperson and the Controller of Examinations (COE) before, or at least, during the time of that examination. After obtaining the approval, the student must pay a fee of Rs. 750 per course for the mid-term re-examination.

6.1.3 On obtaining the initial endorsement of the PGP Coordinator (Learning & Assessment), the course faculty will publish the CIA scores to the concerned students, preferably before the commencement of the specific End-term Examination. After verification, modification (if any), and finalization of the CIA scores, the faculty will share the final CIA scores with the Examinations Department through the PGP Coordinator (L&A) office.

6.1.4 In case, if the student fails to clear the CIA, they will be required to appear for a supplementary CIA exam of two hours (for 50 marks) in the concerned subject. Till such clearance of CIA and the certification by the concerned faculty, the student's result will be withheld.

6.2 End-Term Examination

6.2.1 The End-Term Examination or summative assessment carries a weightage of 40%. Together, CIA and End-Term Examination scores are considered for Cumulative Grade Point Average (CGPA) calculation. The End-Term examination is conducted for three hours (for 100 marks) to test the students on concepts, applications, analytical skills, problem-solving, case analysis, and decision-making.

6.2.2 Students must follow the examination guidelines, published by the Examinations Department while appearing for the examinations.

6.2.3 A minimum of 80% attendance in all the courses is required to be eligible to appear for the end-term examination in the respective trimesters. In case of any failure to satisfy the minimum attendance, the student will not be allowed to appear for the end-term examination for the respective course(s). They must appear for the subsequent supplementary examinations.

6.3 Re-evaluation and Supplementary Examination

6.3.1 Re-evaluation guidelines

Before applying for re-evaluation of any answer script, students will be permitted to review their answer script(s) with COE's prior permission through a request in writing. Students are strongly advised to apply for re-evaluation only when they think they performed satisfactorily, and there is merit in applying.

6.3.2 After due diligence, students who have failed in any subject may apply for re-evaluation in the prescribed form to the Controller of Examinations along with a fee of Rs.500 per answer script. Request for re-evaluation must be made within three working days from the declaration of results, failing which the results will be considered final.

6.3.3 Re-evaluation/verification of answer script(s) is not allowed, in general, for the student who passed a course. However, if a student strongly feels he deserves better marks than his score, he can appeal to the COE in writing. If satisfied with the appeal, the COE will refer the case to the academic committee (comprising the COE, PGP Chairperson, and the Area Chair) and forward the answer script(s) for scrutiny. If there is merit in the student's concern, the answer script(s) will be sent for re-evaluation. In such case(s), the re-evaluation fee is Rs.3000 per script. This fee (after deducting Rs.500 towards administrative charges) will be refunded if the student gets at least five marks or more than the first evaluation.

6.3.4 In the instance related to a course where 50% (or more) of the students who appeared for the examination failed to pass the end-term examination (with requisite 50% marks) and associated supplementary examinations and CIA supplementary examinations, the answer papers of all the candidates will automatically go through a re-evaluation process. In consultation with the Director, the COE will send such papers for re-evaluation to an external or internal examiner. The students will not be required to pay fees for such a re-evaluation process. In such cases, the students necessitated taking the supplementary examinations (post the re-evaluation process) must attend at least ten hours of tutorials by the concerned faculty with 100% attendance on these tutorial sessions. They shall also pay applicable supplementary exam fees.

6.3.5 Supplementary Examination

a. Students awarded an "F" grade in a course must apply for supplementary exams using the prescribed form within three working days of the declaration of results to the Controller of Examinations for taking a supplementary examination. Such applications should be made along with a payment of a supplementary examination fee of Rs.750/- per examination.

b. Supplementary examinations are usually conducted along with the end-term examinations of the following trimesters. However, the dates of these supplementary examinations will be at the discretion of the COE.

c. Students can appear for a maximum of two supplementary examinations in a subject. He/she should successfully pass the subject within three attempts (one Regular and two Supplementary examinations), failing which, the rule prescribed in 6.3.5.e will apply.

d. In case of failure in a subject and subsequent clearance by appearing in the supplementary examination, the marks scored in the additional examination will be related to the distribution of marks in the regular assessment. Downgrading to the next grade will give an appropriate grading for the supplementary examination marks. For example, suppose a student clears the supplementary exam and obtains a relative position that would have been graded as a 'C' in the concerned regular examination. In that case, they will be awarded a 'D.' However, if a student gets an "E" grade in the supplementary examination, the exact grade will be maintained by awarding the lowest mark in an "E" grade. This downgrading system applies to all students who appear for the supplementary examination.

e. A student who fails to clear a course after two supplementary examinations shall re-register for that course. Such students should re-register and complete the course (along with the ensuing batch) within two years from the end of the programme of their cohort.

f. Students' academic performance will be reviewed by the sub-committee of the academic council, consisting of the PGP Chairperson, COE, and PGP Coordinator (Programme Admin), every trimester after the declaration of results. Based on the subcommittee's recommendations, the Director may withdraw the student from the programme whose performance and conduct could be better.

6.4 Comprehensive Viva-Voce Examination

6.4.1 The first-year programme at BIM provides inputs that all managers require, irrespective of their specialization or functional area. The Comprehensive Viva Voce is designed to check the core of management knowledge and conceptual clarity.

6.4.2 Comprehensive Viva-Voce is one of the evaluation mechanisms to assess students' conceptual understanding and ability to present them cogently. It is designed to test various concepts studied in several courses in that particular trimester in PGP-I, integrate them, and apply them to practical problems and situations.

6.4.3 The comprehensive viva-voce will be conducted at the end of each trimester of PGP-I. The viva-voce will be conducted by panels drawn from faculty members and experts from the industry whenever required. This examination carries one credit spread evenly across all three trimesters of PGP-I. Selection of faculty panel for any viva/ examination will be strictly on the random draw to eliminate any possibility of bias.

6.4.4 The registration to PGP-II is conditional upon the clearance of comprehensive viva-voce along with other courses in PGP-I.

6.5 Corporate Immersion Programme (CIP) Viva-Voce Examination

6.5.1 CIP Viva-voce Examination will be held at the beginning of Trimester IV after the students have completed their CIP and have submitted their project report to the placement office.

6.6 Grading System

6.6.1 Grades are assigned to students based on the assessment of their overall performance in each course. The Institute follows a relative grading system for evaluating students' academic performance. The minimum pass mark is 50%, and the grade point is five. As the grading system follows forced distribution, the relationship between the percentage of marks and the grade point average will vary based on the distribution of marks in various courses and, thus, will not be linear.

6.6.2 The COE office will do grading in the presence of the respective course faculty. If the course faculty is unavailable, the concerned Area Chair can be present. If no representation is there in 24 hours, the COE will publish the results.

6.6.3 The grades and grade points will be assigned based on the following method of grading distribution:

STUDENTS FALLING BETWEEN	GRADE	GRADE POINTS
96% and 100% (top 5 percentile)	O	10
76% and 95%	A	9
51% and 75%	B	8
26% and 50%	C	7
6% and 25%	D	6
Below 6 % (bottom 5 percentile)	E	5

6.6.4 The CGPA (Cumulative Grade Point Average) or OGPA (Overall Grade Point Average) is calculated as below:

$$CGPA = \frac{\sum_{i=1}^{N}(Grade\ Points\ \times Credit\ Points)}{\sum_{i=1}^{N} Credits}$$

where N = number of courses/subjects.

6.6.5 Students are required to obtain a minimum of 50% marks in each of the formative and summative components of the assessment. Students who fail to attain these minimum scores will receive an 'F' grade.

6.6.6 An overall ranking based on the total grade points will be arrived at the end of every trimester and on completion of the MBA programme.

6.7 Declaration of Marks and Grades

a. Students will be issued with trimester-wise grade sheets.

b. On completion of the programme and on request, students will be provided with a consolidated grade sheet on payment of a fee of Rs.500.

6.8 Award of Degree

6.8.1. The institute will recommend Bharathidasan University to award the degree in Master of Business Administration (MBA) to the qualifying students.

6.8.2. The fee for issuance of the MBA Degree Certificate and the Graduation event will be as prescribed by the University. Bharathidasan University will fix the graduation event, and the graduating students will be advised of the same by the BIM.

7. ATTENDANCE

7.1 Attendance Policy

7.1.1 The PGP office will publish attendance details via email at regular intervals. If there are any discrepancies, it is the responsibility of the student(s) concerned to bring them to the notice of the PGP office within two working days in writing/email.

7.1.2 The minimum attendance required for each course is 80%. Hence, the authorized leave of absence for any reason, including medical grounds, family situations, emergencies, etc., should not result in a student missing more than 20% of sessions in each course.

7.1.3 Procedure for Marking Attendance

a. Students are expected to be in the class well before the commencement of each session. Attendance will be taken either at the beginning or end of every session. Late coming to a class will be marked as absent, and students cannot claim attendance for such late coming.

7.1.4 An absence from the class without prior intimation and approval of the PGP Chairperson/PGP Coordinator (Programme Admin.,) will be considered a breach of discipline and will attract disciplinary action.

7.1.5 Leave of absence may be granted by the PGP Chairperson/PGP Coordinator (Programme Admin), subject to the following:

a. Students should submit a written request in the prescribed form to the PGP Chairperson/PGP Coordinator (Programme Admin.) through his/her Faculty Mentor for necessary approval.

b. Leave of absence will not be granted for more than three days except on medical grounds.

7.1.6 In case of any illness, the student should inform the PGP Chairperson/PGP Coordinator (Programme Admin) about the medical leave. For sick leave beyond a day, the student should produce a medical certificate from a Registered Medical Practitioner on his/her return to college. A student who fails to submit the appropriate documents within three days of reporting back to the class is not eligible for sick leave.

7.1.7 Course faculty are free to adopt reasonable measures to regulate attendance and penalize absence to ensure smooth and undisturbed classroom learning.

7.1.8 A student who has not been permitted to appear for the End-Term Examination due to a shortfall in attendance will be treated on par with the student who has obtained an 'F' grade in that course. Such a student must approach the concerned faculty member for coursework. Considering the shortfall in attendance, the faculty concerned may, at his/her discretion, decide upon the number of hours of coursework. On completion of the coursework, the faculty will communicate with the PGP Coordinator (Programme Admin) and Examination Department for further course of action.

7.1.9 Approval for leave of absence on official duty

a. Students are encouraged to participate in events organized in reputed institutions and undertake activities such as placements. However, these activities cannot be at the cost of the core academic programme.

b. Requests for leave of absence from class for the student(s) being on duty should be submitted in writing. This request must be recommended by the faculty-in-charge and approved by the PGP Chairperson before proceeding on duty. The onus of getting prior approval lies entirely with the student(s) concerned.

8. ACADEMIC DISCIPLINE

8.1 General Rules

8.1.1 The Institute attaches utmost importance to integrity and honesty in the students' academic works.

8.1.2 The Institute uses the case study as one of the tools for pedagogy. The cases and other materials provided are strictly for academic purposes only. Students shall ensure the confidentiality of the materials provided and adhere to the copyright regulations.

8.1.3 Any plagiarism or copying in exams or assignments and other types of misdeeds in academic work will be viewed as a breach of discipline. Such a violation will attract strict punishment, including an F grade in a particular course. (For further details on copyright and plagiarism, refer to the clauses/items under 8.3).

8.1.4 The students are expected to maintain strict discipline in classrooms. Any student who disturbs the class will be expelled from the session and marked absent. The Course Faculty may also recommend disciplinary action against such a student to the PGP Chairperson. After reviewing the merits and demerits of the recommendation, the PGP Chairperson may initiate such action as deemed necessary to restore the discipline.

8.1.5 Mobile phones or any other electronic device in the classroom is strictly forbidden unless recommended by the faculty. Any violation of this rule will attract punitive action, including

marked absence for attendance, and repetitive behavior may invite further disciplinary action, including temporary suspension from the classes.

8.2 Group and Individual Assessments and Examinations

8.2.1 The students are encouraged to interact, discuss, deliberate, and learn with each other to accomplish academic outcomes. Such interactions and learning shall be beyond class hours unless the Course faculty administer an in-class group discussion.

8.2.2 All students are expected to participate and contribute equally to submitting group assignments or any relevant coursework. The Course Faculty is free to award the students in proportion to their contribution to the group assignment or any relevant coursework. In the case of individual assignments or all pertinent coursework, a student is expected to work independently.

8.2.3 All assignments must be submitted to the concerned Course Faculty or PGP office as may be required before the prescribed date and time. Submissions must be made on time to be accepted.

8.2.4 Any breach of academic discipline may result in the student's expulsion from the Institute.

8.2.5 Regulation during the Mid-term and End-term Examinations

a. The students are not permitted to carry any book, notebook, mobile phone, or any electronic devices or other material inside the examination hall. Mobile phones and electronic storage devices are strictly prohibited inside the examination hall. Such instruments would be instantly confiscated and handed over to the COE for further disciplinary proceedings if any violation is observed. After due scrutiny, the electronic device will be handed over to the student concerned. Analog calculator may be allowed if required by the respective course faculty.

b. The students cannot borrow or exchange pens, pencils, scales, erasers, calculators, or any other permitted material in the examination hall.

c. All students are expected to be seated in the examination hall at least 10 minutes before the commencement of the examination. The student will not be permitted to take the test 15 minutes after the start of the examination.

d. The students are permitted to leave the examination hall after spending at least 50% of the time.

e. Students will only be allowed to leave the examination hall during the examination. If a student must leave the examination hall for any exigencies, they will be permitted to resume the examination with due intimation to COE.

f. Suppose a student is caught on camera by the invigilator while copying or attempting to copy; in such case, the COE, with authorization from the Director, shall conduct a summary inquiry and report the findings to the Disciplinary Committee constituted by the Director. The Disciplinary Committee may decide on the nature of punishment (ranging from a warning to a suspension to even expulsion from the Institute, depending on the severity of the case). It shall submit its findings and recommendations to the Director for further action.

g. An attempt to copy in an examination or possession of any illegal material will result in the student's answer script not being evaluated or graded as an 'F,' and the student will be debarred from that examination.

h. The punitive action for any violation of the academic discipline guidelines constitutes suspension or expulsion from the Institute and Hostel, depending upon the extent of the seriousness and in consonance with the principle of proportionality.

8.3 Copyright & Plagiarism

8.3.1 Copyright Compliance for Photocopies and Digital Contents

a. Students are permitted to make photocopies of Library/Copyrighted material for academic or for their own personal research purposes only. They must desist from making multiple copies of the same content. Photocopying of the content should not exceed ten pages or a chapter in a book. One may not modify or change the material, nor may perform or display the material, except in conjunction with class work. Such materials shall not be stored or reproduced by any means.

b. Students are strongly advised not to copy many articles from the same periodical. However, photocopying of an article from a Journal/Magazine is allowed within the permissible limits.

c. The 'fair use' clause of the Copyright Act allows the user to make photocopies of any material for teaching and learning purposes and prohibits the user from commercial purposes.

d. Similar to print content, copyright infringement is equally applicable to digital content. Any information received from BIM network computers or workstations at the institute may be used only for regular academic or personal research purposes only.

e. Students are advised not to download any copyrighted content either partially or fully from a book or download multiple articles from any Journal/Magazine for their use.

f. All the works/materials available online should not be considered in the Public Domain. As such, the copyright act protects contents on the Internet, and uploading/submitting copyright material of others on the Internet is an act of copyright infringement if done without the copyright holder's consent.

g. Students are advised to acknowledge the author(s) of the Print/Digital content or any work of theirs for re-use of any purpose in the prescribed format. Students should always cite all sources, whether the source is protected by copyright or not.

8.3.2 Plagiarism

a. 'Plagiarism' means using another person's work (words, materials, images, ideas, etc.) without proper acknowledgment. Copying does not necessarily mean only copying word by word. Still, it includes close paraphrasing or substantial copying with minor modifications (such as changing the grammar and structure, changing a few words, or reversing active/passive voices).

b. The above act constitutes copying, irrespective of the nature of the source (source includes a book, an article, lecture notes, or assignment of another student, or in electronic forms such as a website, audio-visual production, or other non-textual material).

c. Plagiarism covers any work submitted for assessment - thesis, dissertations, classroom assignments, project reports, and other forms of coursework (published and unpublished).

8.3.3 Plagiarism in Project Reports

The following points should be kept in mind by the students while preparing Project Reports to avoid plagiarism:

a. Students should avoid re-producing content verbatim from any other source, and if they need to re-produce a few lines, it should be typed within quotes with proper reference, including page numbers to the source. Such verbatim reproduction within quotes should be limited to 150 words at a time.

b. Students are encouraged to scan their reports using the Turnitin software subscribed by the institution before submitting their reports, assignments, etc. Students can seek the service of the Library/IT Dept. toward scanning procedures and the use of anti-plagiarism software.

c. Similarity Index should not be more than 15%, and plagiarism report must be submitted with the final report for grading & evaluation.

d. For submission of any reports, including RI/CIP/SIP/Term Projects, APA style must be adopted.

9. RULES OF GENERAL CONDUCT

The Institute considers parents important stakeholders and believes in continuous relations with them. As part of this, the Institute will regularly communicate with parents/guardians concerned about their ward's performance, attendance, etc. If any student has a reservation, they shall formally write to the PGP Chairperson in advance. Any further escalation may be made to the Director after the exhaustion of all available channels in the system.

9.1 Student Identity System

9.1.1. Students will be issued an identity card. They must always possess their identity cards while entering BIM academic block and produce them to prove their identity while on BHEL premises.

9.1.2. Loss of the Identity card must be reported to the Administrative Officer, and a duplicate card will be issued on payment of Rs.200/-.

9.1.3. Upon completing their MBA programme, students should return the Identity Card to the Administrative Officer to obtain a 'No Dues Certificate.'

9.2 Dress Code

9.2.1. BIM's decorum and dress code require future corporate professionals to conform to the norms of a professional institution of higher learning.

9.2.2. For classes and other formal gatherings, male students will wear pants and a shirt with proper footwear, and female students will wear churidar/salwar kameez/business formal or any similar standard clothes along with traditional footwear. Students are expected to wear decent attire (according to society's function, culture, or beliefs and non-revealing) while on campus, including all public spaces in the hostel premises such as the mess, library, etc. In the library, students may wear casuals (considering the hostels' proximity to the library)

during non-class hours. However, decency must be followed, and no deep-neck or sleeveless clothing, shorts, or skirts above the knee are allowed.

9.3 General Etiquette

9.3.1. Students are expected to be dressed formally, and the male students must come properly shaven to the class, though there may be exceptions.

9.3.2. BIM premises are considered 'No Smoking Zones,' so smoking is prohibited in the BIM campus and Hostel.

9.3.3. Chewing Gum/Pan/Gutka/Narcotics or any banned substance is prohibited anywhere on BIM premises. Consumption or possession of alcoholic beverages anywhere on the campus, including hostels, is forbidden, and it will attract disciplinary action up to, including expulsion from the hostel and dismissal from the MBA programme.

9.3.4. Students must ensure cleanliness on the campus and in all facilities. They also must follow guidelines and advice on energy and water conservation.

9.3.5 The campus (common spaces) is extensively under CCTV coverage, and every student is expected to extend cooperation in maintaining the safety and security of the campus environment.

9.3.6 A few quarters on the campus are kept for faculty and staff accommodation. Students should be sensitive to their privacy and ensure their conduct does not cause any disturbance to the faculty/ staff and their family members.

9.4 Prohibited Conduct

The following misconduct will be viewed very seriously and will attract appropriate punitive action:

9.4.1. Intimidating, warning, or inflicting physical or psychological harm to any person on the campus premises.

9.4.2. Creating false reports, providing incorrect information to the Institute or about the Institute, its faculty, and staff intentionally or viciously.

9.4.3. Malicious interference in the Institute's sponsored activities, like course sessions, research, sports, games, or other administrative activities.

9.4.4. Falsification, unauthorized alteration, or use of any Institute document/ testimonial/legal instruments.

9.4.5. Stealing/destroying/damaging Individual or Institute property or services on BIM premises or possessing the stolen property.

9.4.6. Unsolicited and unprofessional relationships or group activities with co-students, faculty members, and other staff members shall be subject to extreme action.

9.4.7. Belittling remarks against any caste, gender, religion, region, state, or underprivileged persons shall invite punitive action.

9.4.8. Non-compliance with instructions from the Institute's Officials, Administrative Officer, and Campus Security while performing their duties.

9.4.9. Non-payment or failure to pay any fees/dues owed to the institution on time.

10. PLACEMENT

10.1 General Rule

10.1.1. The placement of a student depends on the organization requiring a particular profile and the student demonstrating to the recruiter that they are competent enough to handle responsibilities that will fit the profile. The Institute will endeavor to provide opportunities to all eligible students to get placed in various organizations.

10.1.2. The Placement process at the Institute is facilitated by the Placement Committee along with student volunteers, if any.

10.1.3. The Placement Committee and other faculty members' support shall help, guide, and counsel all eligible PGP-II students in securing suitable final placements by inviting prospective employers to the campus.

10.1.4. The placement process, dates, and guidelines will be finalized by the Placement Committee in consultation with the Director and communicated to the students well in advance.

10.1.5. Students who do not qualify per the eligibility criteria mentioned in 10.2 will be allowed for the Placement process only after 75% of the students eligible for the first list of the Placement process are placed.

10.2 Placement Eligibility Criteria for Students

10.2.1. Should have passed all the courses in PGP, including the Comprehensive Viva-Voce, with a minimum CGPA of 6.0, till the date of resume/application submission to a recruiter.

10.2.2. Should not have any disciplinary action contemplated or initiated by the institute against them.

10.2.3. Should have a minimum attendance of 80% (for all courses) before the start of the placement process.

10.2.4. Should not have more than three 'F' grades at the end of the third trimester.

10.2.5. There should not be any complaint against the student from the recruiter during the summer internship.

10.3 The Director, in consultation with Chair - Placement, may modify the Placement policy at any time during the process keeping in mind the supply/demand aspect, in the best interest of the students and the institute, and maintain continuous engagement with the recruiters.

10.4 The candidate has to confirm acceptance of an offer within the stipulated time else the offer will stand revoked. A student can have multiple offers at any point but must take a call within the prescribed time frame assigned by the placement office.

11. STUDENT AWARDS

Students who have exhibited consistently good performance are eligible to be considered for any award. The selection of candidates for the student award will be based on the following criteria:

a) The cumulative CGPA of the student must be more than 7.5% during the MBA programme.

b) The student must maintain over 80% attendance for every course during all six trimesters.

c) The student should not have 'F' grade in any course during all six trimesters.

d) The student should not have any disciplinary action taken against them during all six trimesters.

e) The student should not have indulged in any 'unfair means' in academic pursuits during all six trimesters.

12. CAMPUS INFRASTRUCTURE AND FACILITIES

12.1 IT and Lab Infrastructure

12.1.1. BIM has state-of-art lab facilities to promote simulation/experience-based learning.

12.1.2. Students must handle the facilities in the Lab with utmost care and ensure that the centre is kept clean and dust-free.

12.1.3. Printers, printer cables, or Data Sharing Switches should only be removed or replaced with prior approval from the System Support Engineer.

12.1.4. Students shall inform the Chief Knowledge Officer/Chief Librarian in case they have any access issues with the subscribed electronic resources (online database/e-Journals) or any problem or if any resource requirement support services.

12.1.5. Personal data should not be stored on the local hard disk of institute's computers.

12.1.6. Students shall ensure their accessories are virus-free before using them in the computer centre/Labs.

12.1.7 Students shall only download, or access approved or authorized software, programs, or websites on the institute's computers and network.

12.1.8. Students should install the Microsoft Office 365 version provided to them free of cost and submit all their assignments, project reports, and other presentation requirements with the latest version available to them.

12.1.9. Students shall maintain absolute decency and discipline in the Computer Centre/Labs.

12.1.10. Students are required to utilize the Internet only for educational purposes to ensure that our network is free from viruses and other such attacks.

12.1.11. Students are instructed not to use unauthorized devices like routers, switches, or hot spots within the BIM network.

12.1.12. BIM Library is a Member of DELNET (Developing Library Network) for digital resource sharing and ILL (Inter-Library Loan) services (Online services). For further details, please visit https://discovery1.delnet.in/

12.2 Email and Storage Policy

12.2.1. Each student will be given an email id in a Microsoft account with a BIM domain. The students can use all features available with Microsoft 365. This email ID will be available until the last day of the PGP programme. Students must submit their personal email IDs to the PGP office for future communication.

12.2.2. Each student will be given a space of 50 GB on OneDrive to store their files related to their academic activities only and will be withdrawn on completion of their programme.

12.2.3. Students are informed that the BIM hostel network is secured with a firewall that filters adult content, Torrentz, VoIP, and other related software.

12.2.4. Only the registered devices will be allowed access to our network (MAC binding in the server). Students can connect to the Internet with up to 2 devices (one laptop and one Mobile) which should be registered with the System Support Engineer.

12.3 Library and Academic Resources

The library at BIM acts as the main academic resource centre. It serves the academic community by providing up-to-date emerging information resources and services, thus becoming an imperative learning resource centre for students, researchers, and faculty members. The institute's library houses a rich collection of books (more than 18,000 volumes), subscriptions to print journals, magazines, newspapers, and other resources like students' research project reports and internship white papers. It provides its users expedient access to management-related digital resources through its subscription to e-databases, e-journals, and e-books through the campus Wi-Fi network with an additional remote- access facility. The centre also offers students access to Harvard Business Publishing's cases (brief-, multimedia, and pod-cases), simulations, and foundation courses on the recommendation of the faculty concerned.

Databases 2023-24		
Name of the Database	Description	Access
CMIE Prowess IQ	Prowess for Interactive Querying, is a powerful internet-based application for querying CMIE's database on performances of listed and unlisted companies.	IP Access and Remote Access
EBSCO Business Source Ultimate	Collection of more than 2500 (ABDC ranking categorized) scholarly and peer-reviewed journals in the area of management and economics with IP and Remote access.	IP Access and Remote Access
Harvard Business Publishing	Unlimited access to our student and faculty on 25000 cases, 20000 business articles, 2300 industry/background notes, 420 videos, and 39 simulations.	Access through Institute Account
Indiastat	A collection of socio-economic statistical data of India at country-, state- and district- level.	Single User Access
Science Direct & Sage Publications	All management and economics journals with access to current issues	IP Access and Remote Access
Statista	An online platform specialized in market and consumer data, which offers statistics and reports, market insights, consumer insights and company insights	IP Access and Remote Access

12.3.1. Students must carry their ID cards when they visit the library. They must write their Roll No., Name, and Time-in without fail in the Log-in Register kept at the entrance. When leaving the library, students must enter the Time-out in the same Register with their signature.

12.3.2. Each student will be permitted to borrow two books at a time, for which two library tickets will be issued to every student.

12.3.3. The lending period for a book is restricted to 14 days.

12.3.4. The books are to be returned on the due date marked by the Librarian as per the above regulation, failing which the student will be required to remit a fine at the rate of Rs.5.00 per book per day beyond the due date.

12.3.5. Books in the library's reference section will not be lent.

12.3.6. The library space requires absolute silence, and the users should not be disturbed.

12.3.7. Students entering the library should leave their personal belongings (books, handbags, umbrellas, etc.) on the rack outside the library.

12.3.8. The readers should not restack books and periodicals used in the library and they should be left on the table. Magazines/Periodicals/Dailies will not be issued to the students.

12.3.9. Requests for photocopying/scanning of material should be given in the prescribed requisition form available from the Librarian.

12.3.10. Photocopying/scanning from magazines/books may not be allowed if the Librarian finds the volumes may be damaged.

12.3.11. An identity card should be produced when borrowing or returning the books.

12.3.12. The borrower may return/renew the book on or before the due date. Renewal is not permitted if any demand is pending from other students for the same book.

12.3.13. Procurement challenges and constraints include books being out of print and the time, cost, and effort in replacing the book(s). Hence, in case of loss of a library book issued to a student, a fee equal to twice the price of the book will be collected.

12.3.14. Students must return their Library cards and the books to the Librarian upon completion of the 2nd year PGP programme. In case the cards are not returned, a fine of Rs.100/- will be levied per card.

12.4. Healthcare and Other Facilities

12.4.1. While basic medical kits are available at both boys' and girls' wardens' offices, respectively, a female doctor and a male doctor visit the hostel campus once a week on separate days. Students shall consult them in case of any health issues.

12.4.2. Students can also avail themselves of the medical facilities at BHEL hospital by producing their identity cards and furnishing details in the format available at the Hostel's main gate. The Institute will initially pay the respective medical charges and collect them from the student concerned through their mess bill by Mess Supervisor.

12.4.3. A Student Counsellor will visit the campus frequently whose services may be used in case of psychological issues.

12.4.4. Sports facilities for playing Cricket, Football, Volleyball, Badminton, Table Tennis, and selected indoor games are available on the hostel campus. A state-of-the-art gym is open in the hostel zone for both boys and girls at separate time slots.

12.4.5. Group Personal Accident Insurance Policy is also available for students applicable during their MBA programme at BIM. The Administrative Officer may be approached for details.

A. The sum assured per student is Rs.5,00,000/- against the coverage of accidental death, permanent total disablement, and permanent partial disablement.

B. Coverage not exceeding Rs.2,00,000/- per student for hospitalization medical expenses incurred as an in-patient for grievous injuries arising from accidents.

13. HOSTEL POLICY

13.1. The BIM MBA is a fully residential programme. Students are housed in a two-bedroom apartment with a shared common living area and facilities. Four students shall share an apartment.

13.2. All students must stay in the Hostel unless exempted from this condition in exceptional temporary cases by the Director.

13.3. Hostels are administered by respective Ladies and Gents Warden and under the overall supervision of the Administrative Officer and the Director's Office.

13.4. Hostel Discipline

13.4.1. Hostel rooms are allotted to students before joining the PGP-I programme. All students are expected to be sensible, sensitive, and maintain cordial relationships among hostel inmates.

13.4.2. Students must cooperate fully in maintaining cleanliness and exhibiting appropriate decorum in the Hostel and other allied premises.

13.4.3. Students shall dispose of the garbage in the bins on the hostel premises. They must switch off all lights/fans and other gadgets when they leave the hostel room as a measure of energy saving and safety.

13.4.4. Students shall only change their rooms with the prior written approval of the hostel administration.

13.4.5. Students shall inform the Hostel Warden in writing after obtaining permission from the concerned Hostel-in-Charge before moving out from the Hostel on various occasions.

13.4.6. Students must maintain a conducive environment for all inmates to live and learn in the Hostel.

13.4.7. Owning pets, petting stray animals, engaging personal servants, playing loud music, and defacing walls/doors and other fixtures are strictly prohibited. Any violation may invite a fine/penalty and appropriate disciplinary action.

13.4.8. Consumption or possession of alcoholic beverages/Chewing Gum/ Pan/Gutka/narcotics or any banned substance in hostel rooms will make all the roommates liable for disciplinary action.

13.4.9. Possession of any armament, explosives, or untoward material on the hostel premises is strictly prohibited.

13.4.10. Any form of obnoxious or violent behavior that disturbs or affects the sensitivities of other residents in and around the Hostel will not be tolerated.

13.4.11. Items like hot plates, induction stoves, immersion heaters, etc., should not be used in the hostel room. Cooking is not permitted on the hostel premises.

13.4.12. Students must avoid tampering with fixtures, fittings, or installations provided in the Hostel. Any damage to the furniture and fixture will have to be reported to the Warden. The Institute shall recover twice the replacement cost of any item of BIM and BHEL that is broken or lost in the hostel premises from the students concerned.

13.4.13. Damaging/defacing property in the hostel room/flat/apartment/building block/campus will not be tolerated. Students staying in the apartment, balance, and room should be collectively accountable for any such damage or deface of property. The Institute shall recover twice the cost of replacement/repair from the students concerned.

13.4.14. Only students of BIM are authorized to stay as inmates in the BIM hostel. No person other than the students is allowed to enter the hostel premises without the specific permission of the Hostel In-Charge of BIM. After seeking explicit permission to see their ward, any parent should report to the security staff at the main gate and sign the visitors' register. After the due consent from the Hostel In-Charge, the parents will be allowed to see the wards in the guest room. Parents are permitted to stay in the guest room on payment of Rs.500/- per day, subject to availability with prior permission from the Hostel administration. The student is concerned about their parents' stay and should alone make the booking.

13.4.15. No male member is permitted to visit any inmate of the Ladies Hostel and vice versa. This will be considered a severe offence and may attract disciplinary action.

13.4.16. All student occupants should be on the hostel premises before 22.00 hrs. (10 P.M.) on all days. A student must obtain prior permission from the Hostel In-Charge in the prescribed form and the supporting documents if they reach the Hostel late for genuine reasons. Students should submit the approved permission to the Hostel Warden concerned.

13.4.17. In case of any unexpected delay, they should obtain permission from the Hostel in charge and inform the Warden (s) concerned via email/ SMS, citing the valid reasons. To enter the hostel premises, such permissions must be presented at the main gate. In such a contingency, they must write the entry details in the manual register at the main entrance and record the thumb impression in the biometric machine at the entry gate/ladies hostel warden office respectively. The next day, the student should explain their delay in writing to their Hostel Faculty Coordinator concerned/Hostel In-Charge and the Warden.

13.4.18. In emergencies like ill-health, domestic compulsion, etc., (from 10:00 P.M. to 05:00 P.M.), they should take prior permission from the Hostel in-Charge concerned and the

Warden and record out-time in the respective biometric machine. On their return, the students should regularize their absence in writing to the Hostel in charge and the Warden.

13.4.19. Suppose the student leaves the Hostel beyond permissible hours without prior approval from the hostel in-charge concerned and intimation to the Warden. In that case, it is his/her own risk, and BIM is not responsible for any loss or damage, including loss of life and bodily harm. Unauthorized latecomers should submit their explanations in writing to the Hostel in charge concerned on the next day, which will be filed and preserved by the Warden. Suppose the explanation given by the student needs to be found to be satisfactory. In that case, Hostel In-Charge, the STC FIC, and the PGP Chairperson will recommend appropriate disciplinary action to the Director.

13.4.20. Private group tours or out-gatherings are prohibited while the students are inmates in the BIM hostel.

13.4.21. A student possessing a four/two-wheeler in the hostel premises should obtain a vehicle pass from the Administrative Officer by submitting a duly filled-in application along with photocopies of a Registration Certificate (RC) Book registered in the Name of the student, a valid Insurance Certificate, and a valid Driving License. The institute will not be responsible for any liabilities arising from the possession and operation of their personal vehicles.

13.4.22. If the vehicle is outside the student's name, they must submit a declaration duly signed by the RC holder stating that the student can use the vehicle.

13.4.23. There is no provision for covered parking for students' vehicles at BIM premises. Students, including the pillion rider, must wear helmets while riding two-wheelers. The maximum vehicle speed allowed is 30 km between the Hostel and academic block and 20 kmph within the hostel premises. BIM encourages students to use bicycles to commute to the academic block and the hostel premises. No vehicles will be allowed inside the playground, and any such violation may attract fines and disciplinary action.

13.4.24. A student violating any rules of the hostel policy will invite strict disciplinary action, and the student may be expelled from the Institute and the Hostel.

14. MESS POLICY

The Institute attaches importance to proper table manners in the dining hall and exhibiting such manners during other formal occasions. A high degree of etiquette, courtesy, and decorum befitting a future management professional is expected.

14.1 Boarding without lodging in the Hostel will not be permitted for any student. However, parents alone will be allowed to board up to 3 days on payment at standard rates fixed by the mess committee.

14.2 Mess dues are to be remitted within the stipulated date of every month. Students who default on payment shall pay a penalty of Rs. 100/- and Rs. 20/- for every additional day of delay.

14.3 The students cannot take any article from the dining hall to any other place/room. If any article is found taken, it will be deemed as unauthorized possession of the Institute's property, and appropriate disciplinary action will be taken.

14.4 There will be no catering in the rooms unless a student is sick, and the Warden/Mess Supervisor is informed beforehand.

14.5 Students shall not expect or seek the mess workers' help for any personal errand.

14.6 Students are advised to register their complaints regarding service, food quality, mess servants' conduct, etc., with the student representatives of the Mess Committee, or Mess Supervisor or Mess Faculty-in-Charge.

14.7 Students are advised to avoid confrontation with the mess staff, and they shall be courteous towards all service support staff of the Institute.

14.8 The Messcomm runs the Mess. Messcomm must ensure that purchase processes, tendering, and quotations have extreme integrity, and any fraudulent practice will bring disciplinary action to Messcomm collectively. The students run the committee, and the integrity and this committee is a platform to develop a sense of honesty, integrity, and ethical business practices.

14.9 Students are required to adhere to the following Mess Timings:

	Timing
Breakfast	07:30 AM – 09:30 AM
Lunch	12:30 PM – 2:30 PM
Dinner	07:30 PM – 09:30 PM

15. STUDENT CLUBS AND COMMITTEES

The following are the extracurricular and co-curricular activities in the Institute managed by the students and mentored by Faculty Coordinator.

15.1 Clubs and Committees are an integral part of the MBA learning environment at BIM, and they play a crucial role in shaping an individual into a responsible leader. These Clubs and Committees are formed yearly involving PGP-I and PGP-II students and are operated under the guidance of corresponding Faculty-In-Charges (FICs).

15.2 The Clubs and Committees are given specific goals like organizing events or activities that will inculcate the managerial skills of planning, organizing, leading, controlling, and executing. Each Club/Committee is guided by a faculty member and provided adequate resources to complete their task goals within a given time frame. After each team completes its yearly task, the Club/Committee will prepare a narrative of one page, indicating the details of management learning achieved during its engagement, duly ratified by the faculty-In-Charge. This club/committee activity is encouraged by awarding the winning teams prizes and appreciation certificates. This process enables students to hone their management skills and be aware of the challenges and constraints faced through execution. Faculty-In-Charge of various clubs/committees play a proactive role in making the event of the committees purposeful, and student members will seek their active support and guidance. No cash prize will be given to any winners/winning teams. External sponsors may be approached for cash prizes, and external funds should be administered through the Institute. All sponsorship monies will be received through formal banking transactions only. Any event proposal must be duly approved by the Faculty In-Charge, the overall Faculty-in-Charge, and the Director.

In case of any event exceeding the annual budget, it must require the concurrence of the Administrative Officer and the Finance Officer.

S.NO	FUNCTIONAL COMMITTEES
1	ARC - Alumni Relations Committee
2	Kalaicom - Cultural Committee
3	Messcom - Mess Committee
4	PRcom - Public Relations Committee
5	Sportscom - Sports Committee
6	BIM Sustain – Sustainability and Welfare Committee
7	PlaCom - Placement Committee
8	STC - Student Council
S.NO	**AREA CLUBS**
1	Bismarc - Marketing Club
2	Catalyst - Digital Business and Analytics Club
3	BIMpreneur - Entrepreneurship and Design Thinking Club
4	Economistique Club - Economics Club
5	Finclub - Finance Club
6	Optima - Operations Club
7	Zetetica - HR Club
S.NO	**NON-CREDIT INTEREST CLUBS**
1	BIM Spirited - Social Responsibility Club
2	Stargazers - Astronomy Club
3	Chiaroscuro – Classic Movies (with philosophical values) Club

16. CODE OF CONDUCT

At BIM, we emphasize the importance of values, ethics, morals, sincerity, discipline, and dedication in student life. Often, we find many recruiters looking at the Intelligence Quotient (IQ) and the Emotional Quotient (EQ). We desire to create a new breed of leaders, not just managers, who can develop a strong nation. Academic and personal disciplines are to be developed during our two-year stay. You have chosen to come to our B-school to make a career and to put your time to productive use. The Code of Conduct is developed for your personal development. You are requested to read carefully and understand its implications before joining us. We look for a proper match between the values and expectations of the Institute with your values and expectations.

17. TAMILNADU EDUCATIONAL RULES

The following provisions of the Tamil Nadu Educational Rules 1973 [Rule Nos. 93-98] are suitably amended and adopted by the Institute.

a. No student convicted of any offense in a court of law will be admitted or allowed to continue his/her studies in the Institute.

b. Students should abstain from active participation in party or communal politics. Students who indulge in political propaganda or who organize fellow students in political factions on the premises of the Institute or Hostels or who otherwise engage themselves in party politics are liable to be expelled from the Institute and Hostel.

c. The disciplinary committee may frame and issue from time to time the disciplinary rules of a permanent or temporary character regulating the conduct, inside and outside the Institute or Hostel precincts, of the students on the rolls so far as such rules seem necessary to maintain the credit, usefulness, and reputation of the Institute or Hostel.

d. The Sub-Committee of the Academic Council shall have full powers to inflict the following forms of punishment in the students' interests: 1. Fine, 2. Loss of attendance, 3. Suspension or Expulsion.

e. Students should not indulge in any activity that disrupts peace and discipline and dislocates normal work in the Institute and Hostel premises. Those found guilty of violating this rule will be subjected to the punishments mentioned in 16.d above.

f. Ragging is strictly forbidden; anyone guilty will be subjected to the punishments mentioned in 16.d above. Provisions related to the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, provided below.

g. Students who are guilty of using rude language towards the staff of the Institute or Hostel; or assault or attempt to assault staff or fellow students of the Institute will be expelled from the Institute.

18. UGC REGULATIONS ON CURBING THE MENACE OF RAGGING

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

What constitutes Ragging (Clause 3):

 Ragging constitutes one or more of any of the following acts:

a. any conduct by any student or students, whether by words spoken or written or by an act which has the effect of teasing, treating, or handling a fresher or any other student with rudeness.

b. indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.

c. asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, torment, or embarrassment to adversely affect the physique or psyche of such fresher or any other student;

d. any act by a senior student that prevents, disrupts, or disturbs the regular academic activity of any other student or a fresher;

e. exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.

f. any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;

g. any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;

h. any act or abuse by spoken words, emails, posts, or public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to a fresher or any other student;

i. any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority, or superiority by a student over any fresher or any other student.

j. any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of color, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic, identity, place of birth, place of residence or economic background.

18.1 Action to be taken by the Head of the institution (Clause 7)

On receipt of the recommendation of the Anti-Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Head of the institution shall immediately determine if a case under the penal laws is made out and if so, either on his own or, through a member of the Anti-Ragging Committee authorized by him on his behalf, proceed to file a First Information Report (FIR), within twenty-four hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions relating to one or more of the following, namely;

    i.   Abetment to ragging;
    ii.   Criminal conspiracy to ragging;
    iii.   Unlawful assembly and rioting while ragging;
    iv.   Public nuisance created during ragging;
    v.   Violation of decency and morals through ragging;
    vi.   Injury to body, causing hurt or grievous hurt;
    vii.   Wrongful restraint;
    viii. Wrongful confinement;
    ix.   Use of criminal force;
    x.   Assault as well as sexual offenses or unnatural offenses;
    xi.   Extortion;
    xii.   Criminal trespass;
    xiii. Offenses against the property;
    xiv. Criminal intimidation;
    xv.   Attempts to commit any or all of the above-mentioned offenses against the victim(s);
    xvi. Physical or psychological humiliation;
    xvii. All other offenses following from the definition of "Ragging."

Provided that the Head of the institution shall forthwith report the incident of ragging to the District Level Anti-Ragging Committee and the Nodal Officer of the affiliating University.

Provided further that the institution shall continue with its inquiry initiated under clause 9 of these Regulations and other measures without waiting for action from the police/local

authorities. Such remedial action shall be initiated and completed immediately and in no case later than seven days after the reported incident of ragging.

18.2 Administrative Action in the Event of ragging (Clause 9.1)

The institution shall punish a student found guilty of ragging after following the procedure and in the manner prescribed herein under:

a. The Anti-Ragging Committee of the institution shall take an appropriate decision regarding punishment or otherwise, depending on the facts of each incident of ragging and the nature and gravity of the ragging incident established in the Anti-Ragging Squad's recommendations.

b. The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely;

    i.   Suspension from attending classes and academic privileges.
    ii.   Withholding/ withdrawing scholarship/fellowship and other benefits.
    iii.   Debarring from appearing in any test/examination or other evaluation processes.
    iv.   Withholding results.
    v.   Debarring from representing the institution in any regional, national, or international meet, tournament, youth festival, etc.,
    vi.   Suspension/expulsion from the hostel.
    vii.   Cancellation of admission.
    viii.   Rustication from the institution for a period ranging from one to four semesters.
    ix.   Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.

18.3 Undertaking to be submitted by the Applicant/Student (Clause 6.1(d)):

The application form for admission, enrolment or registration shall contain an undertaking, mandatorily in English and in Hindi and/or in one of the regional languages known to the applicant, as provided in the English language in Annexure I to these Regulations, to be filled up and signed by the applicant to the effect that he/she has read and understood the provisions of these Regulations as well as the provisions of any other law for the time being in force, and is aware of the prohibition of ragging and the punishments prescribed, both under penal laws as well as under these Regulations and also affirm to the effect that he/she has not been expelled and/or debarred by any institution and further aver that he/she would not indulge, actively or passively, in the act or abet the act of ragging and if found guilty of ragging and/or abetting ragging, is liable to be proceeded against under these Regulations or under any penal law or any other law for the time being in force and such action would include but is not limited to debarment or expulsion of such student.

18.4 Undertaking to be submitted by the Parents/Guardians (Clause 6.1(e)):

The application form for admission, enrolment or registration shall contain an undertaking, mandatorily in English and in Hindi and/or in one of the regional languages known to the

parents/guardians of the applicant, as provided in the English language in Annexure II to these Regulations, to be filled up and signed by the parents/guardians of the applicant to the effect that he/she has read and understood the provisions of these Regulations as well as the provisions of any other law for the time being in force, and is aware of the prohibition of ragging and the punishments prescribed, both under penal laws as well as under these Regulations and also affirm to the effect that his/her ward has not been expelled and/or debarred by any institution and further aver that his/her ward would not indulge, actively or passively, in the act or abet the act of ragging and if found guilty of ragging and/or abetting ragging, his/her ward is liable to be proceeded against under these Regulations or under any penal law or any other law for the time being in force and such action would include but is not limited to debarment or expulsion of his/her ward.

19. GRIEVANCE REDRESSAL

In all academic and disciplinary matters, the decision of the Sub-Committee of the Academic Council will be final and binding on the students. Any student having a grievance may appeal in writing to the Director for redressal through appropriate internal committees.

20. DECLARATION CUM UNDERTAKING

Student and Parent/Guardian must submit the signed undertaking in Annexure-I and Annexure-II, respectively, as prescribed under the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009. Besides, students on the date of joining the institute must sign the Code of Conduct as specified in Annexure – III and abide by it.

PGP – I (BIM 40)

List of Core Courses for Academic Year 2023-24

Course	Credits
Trimester I	**26**
Pre-Foundation - HBP Modules	CNCC
Universal Human Values#	1
Quantitative Science for Managers	3
Design Thinking	1
Managerial Decision Analytics	3
Business Communication – I (The Art of Persuasive Speaking)	1
Organizational Behaviour - I	3
Financial Reporting and Performance Analysis	3
Microeconomics for Managers	3
Marketing Management - I	3
Business Simulation – Foundation*	2
Research Incubation#	3
Trimester II	**21**
Macroeconomic Environment for Business	2
Corporate Finance - I	3
Marketing Management - II	3
Organizational Behaviour - II	3
Operations Research	3
Operations Management	3
Data Science Tools	2
Business Communication – II (Writing for Results)	1
Entrepreneurship and Start-up Ecosystem	1
Financial Modelling Basics	CNCC
Trimester III	**19**
Cost Analysis and Management	3
Corporate Finance - II	2
Regulatory and Legal Aspects of Business	2
Human Resource Management	3
Technology Enabled Business Management	2
Business Research Methods	3
Digital Business Modelling	2
New Venture Planning and Execution	1
Comprehensive Viva**	1
Business Communication – III (Social and Business Etiquettes)	CNCC
Practice School	**4**
Personal Growth Lab	CNCC
Outbound Leadership Programme	CNCC
Indian Knowledge System	CNCC
Social Immersion Programme##	2
Effective Execution##	1
Personality Enhancement Through Sports##	1

** Spread over Trimesters I, II, and III, # Spread over Trimesters I and V, * Spread over Trimesters I and II, ## Spread over Trimester II-V, CNCC: Compulsory Non-Credit Course. This is tentative and subject to change.

PGP – II
List of Core and Elective Courses for Academic Year 2023-24*

Course/Trimester	Credits
Corporate Immersion Programme (Summer)	3
Trimester IV	
Strategic Management	3
Elective Courses	
Trimester V	
Ethics, Governance, and Sustainability	2
Elective Courses	
Trimester VI	
Elective Courses	

* Subject to change

Total Credits (Core): 8

Minimum Required Credits for Electives: 42

Finance and Economics

Course	Credits	Trimester	Cross List
Credit Rating and Risk Analysis	2	4	
Portfolio Management Practices	3	4	
Financial Technologies	3	4	DBA
Financial Modelling and Corporate Valuation	2	4	
Financial Trading Lab	1	4	
Managing Securities and Market Institutions	2	5	
Financial Derivatives	3	5	
Infrastructure Project Finance and Appraisal	2	5	
International Financial Management	3	5	
High-Frequency Trading and Quant Investing	2	5	DBA
Managing Banks and Financial Institutions	3	6	
Financial Planning and Wealth Management	2	6	
Financial Risk Analytics	2	6	
Investment Banking	2	6	
ESG Reporting	1	6	
Total Credits	**33**		

Marketing

Course	Credits	Trimester	Cross List
Brand Management	2	4	
Sales and Distribution Management	3	4	
B2B Marketing	2	4	
Consumer Behavior	2	4	
Marketing Metrics and Analytics	2	4	DBA
Digital Marketing	2	5	
Services Marketing	2	5	
Marketing of Financial Services	2	5	
Agribusiness Marketing	2	5	
IT and Enterprise Marketing	2	5	

Course	Credits	Trimester	Cross List
Retail Management	2	6	
Integrated Marketing Communications	2	6	
Marketing Technologies	2	6	
Customer Relationship Management	2	6	
Marketing Strategy with MarkStrat Simulation	2	6	
Total Credits	**31**		

Operations and Supply Chain Management

Course	Credits	Trimester	Cross List
Advanced Logistics and Supply Chain Management	3	4	
Service Operations Management	2	4	
Quality and Lean Six Sigma	3	4	
Digital Supply Chain Planning and Execution	2	4	
Value Chain Simulation	1	4	
Logistics Analysis, Modelling, and Management	3	5	
Supply Chain Analytics	3	5	DBA
Service Process Transformation and Delivery Management	2	5	
Operations Analytics	2	5	
Procurement Management and Analytics	2	5	DBA
Advanced Project Management	3	6	
Operations Strategy	2	6	
Digital Transformation of the Supply Chain	2	6	
Revenue Management	3	6	
Action Project in Operations/SCM	2	6	
Total Credits	**35***		

* Subject to maximum of 33 credits per area.

Human Resources Management

Course	Credits	Trimester	Cross List
Talent Acquisition	3	4	
HR Analytics	2	4	DBA
Training and Development	3	4	
Employee Relations and Labour Laws	3	4	
Performance Management	3	5	
Compensation Management	2	5	
Organizational Development and Change Management	3	5	
Management of Cross-Cultural Diversity	2	5	
Digital HR	2	6	
Leaders and Leadership	2	6	
Managerial Counselling and Coaching	3	6	
Strategic HRM	2	6	
Total Credits	**30**		

Digital Business and Analytics

Course	Credits	Trimester	Cross List
Artificial Intelligence and Machine Learning	3	4	
Data Management and Data Engineering	3	4	
Digital Technology	2	4	
Digital Product Management	2	4	Marketing
Text Mining and Social Sentiment Analysis	2	5	Marketing
Blockchain for Business	2	5	
Advanced Predictive Analytics	2	5	
Business Data Visualization	2	5	
Robotic Process Automation	2	6	
E-Commerce	2	6	
Deep Learning for Business Application	2	6	
Cyber Security	2	6	
Total Credits	**26**		

Strategy, Sustainability, and General Management

Course	Credits	Trimester	Cross List
Business Consulting	2	4	
Enterprise Risk Management	2	5	
Global Business and Emerging Markets	2	5	
Systems Thinking Applications for Managers	2	6	
SDG and ESG Frameworks in Practice	2	6	
Business Dynamics (Advanced Simulation)	2	6	
Total Credits	**12**		

ANNEXURE- I UNDERTAKING BY THE STUDENT

1. I, ... (Full Name of the student with Admission/Registration/Enrolment Number) S/o, D/o, Mr./ Mrs./ Ms…………………. having been admitted to the MBA.

Programme (2023-2025) of Bharathidasan Institute of Management, Tiruchirappalli, Tami Nadu, have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (from now on called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.

2. I have, in particular, perused Clause 3 of the Regulations and am aware of what constitutes ragging.

3. I have also perused Clause 7 and Clause 9.1 of the Regulations. I am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4. I, at this moment, solemnly aver and undertake that.

a. I will not indulge in any behavior or act that may constitute ragging under clause 3 of the Regulations.

b. I will not participate in, abet, or propagate through any act of commission or omission that may be considered ragging under clause 3 of the Regulations.

5. I now affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.

6. I, at this moment, declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of abetting or being part of a conspiracy to promote, ragging, and further affirm that in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this .... day of .... (month) of (Year)

Signature of the Student   Name of the Student

Application. No. ……………... E-Mail ID …………………………….………….

Note: Submitting this undertaking in the above format is mandatory if you desire to register for the forthcoming academic session.

ANNEXURE - II UNDERTAKING BY THE PARENT/GUARDIAN

1. I, Mr./Mrs./Ms ……………………………………….………………. (full name of father/ mother/guardian) father/mother/guardian of ……………………………….………...(full name of the student with Admission/Registration/Enrolment Number), having been admitted to the MBA Programme (2023-2025) of Bharathidasan Institute of Management, Tiruchirappalli, Tamil Nadu have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations"), carefully read and fully understood the provisions contained in the said Regulations.

2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

3. I have also perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4. I am hereby solemnly averring and undertake that

a. My ward will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.

b. My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

5. I hereby solemnly affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.

6. I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared this................. day of................ (month) of (year).

Signature of Parent / Guardian   NAME: ………………………………………….

Address……….……………………………………………………………………………………
…………………………………

Mobile / Tel. No.: ……………………….   Email ID…………………………………………

Note: Submitting this undertaking in the above format is mandatory if you desire to register for the forthcoming academic session.

ANNEXURE - III CODE OF CONDUCT

1. I understand and accept that learning is my responsibility. I understand that BIM will provide the appropriate environment for my learning through faculty, curriculum, library, IT facilities, etc., and I am responsible for using this environment and developing myself. My purpose in BIM is to learn and develop myself into a leader with a sense of responsibility towards society. I fully subscribe to the Institute's concern, purpose, and process.

2. This being a residential programme, I know that the attendance requirement is at least 80% for every class and every activity/assignment. However, I will endeavour to attend 100% of every class and every activity/assignment.

3. I understand that Smoking, Drinking, and Prohibitive Drugs are not allowed on campus. A student found to have consumed liquor/drugs is also not allowed on the campus. I understand and accept that violating this rule will result in instant dismissal from the Institute without any inquiry.

4. I know that a dress code requires all students to dress decently and dignifiedly, befitting future management professionals, which must be constantly adhered to. I shall abide by the dress code.

5. I will wear a helmet while driving two-wheelers and not drive at a speed beyond 20 KMPH on campus. If I must take a pillion rider, I will ensure they also wear a helmet.

6. I am responsible for keeping my belongings in safe custody in the Hostel.

7. I understand and accept that irrespective of constraint(s), I must complete my activities and assignments on time. I will have to be self-motivated, and no incentives will be available to me to get motivated, nor there be any particular incentive for co-curricular activities.

8. I fully understand that I should not present any excuse or accusation for my lack of initiative and effort. I shall not pass any judgment in a public or private conversation without ascertaining facts from the authentic source.

9. As a management student subscribing to BIM's values, I must always behave according to its norms, both on and outside the campus. More particularly, I shall not behave in contravention of the Hostel Warden's/ Hostel Faculty-in-Charge instructions. The Institute has the right to take correctional and disciplinary action if I misbehave with any outsider or insider and if any of my acts are in contravention of the norms of BIM.

10. I also understand that the examination system at BIM is a strict method. If I indulge in malpractice, I risk my studentship, for which there may not be any further warning, excuse, or opportunity to explain.

11. I understand that all the co-curricular activities are essential assignments aimed at learning by doing and experiencing. These assignments may or may not have marks.

12. I understand that, as per the OGPA evaluation system, I am liable to lose my studentship if I do not meet the Institute's standards. Even if I can proceed to the next trimester, I can be removed from the institution on the declaration of the OGPA of the previous trimester/year. I know I will not be allowed to proceed to the second year if I do not clear all the papers in the first year.

13. I understand I must always be courteous with staff, colleagues, guests, faculty, and others.

14. I also promise not to leave the station without informing the Institute in writing. I shall also promptly notify the change of my address and that of my parents, both residential and official, of the Institute.

15. I shall be attentive in all class sessions and write notes of each session that may or may not be evaluated by the faculty and may or may not be awarded marks. I also understand that if I am absent from "Guest Lectures," I shall be fined to recover the cost incurred.

16. I undertake that I shall not lie, accuse/criticize or form a judgment without understanding the context/circumstance, the person, and the purpose. At the same time, I know I shall have all the freedom, opportunity, and avenue to air my views, suggestions, and grievances and always express myself fully to the Director and faculty, which will be duly considered.

17. I understand that I am here to make a career. Therefore, I shall do whatever is required to be done under the guidance, instructions, support, and assistance of the Institute and shall not do or speak anything untrue which will hamper the institution's reputation and my purpose of being here.

18. I understand that whatever the Institute instructs or does will be in the best interest of the students, and I shall abide by all the decisions of the Director and faculty. However, I may disagree personally or dislike certain aspects. However, I can exercise my right to clarify and have the right to be heard and be counselled if I am wrong.

19. I agree with all the changes in the curriculum, fee structure, procedures, and processes, which may have to be modified occasionally as the institution evolves.

20. I fully understand that my behaviour (within or outside the campus) contrary to any of the principles, norms, and codes of BIM while I am in this Institute will lead to remedial, correctional, and deterrent measures, and if the Director and faculty consider it necessary, termination of my studentship.

21. I shall always follow all the rules of the Hostel, and it will be my constant endeavour to keep my room and premises clean and tidy at any time and on all occasions. It is my responsibility to keep my valuable belongings in my safe custody, and I will not blame authorities for any loss of my belongings due to my negligence. I shall be present in the Hostel every day without fail.

22. I understand that only students of BIM are authorized to stay as inmates in the BIM Hostel. I know that no person other than the students can enter the hostel premises without the specific permission of the Hostel Warden / Hostel Faculty-In-Charge, BIM.

23. I understand that parents alone can see their wards in the guest room within the hostel premises after getting permission from the Hostel Warden / Hostel Faculty-In-Charge.

24. I understand private group tours are not allowed while the students are inmates in the BIM Hostel.

25. I shall not indulge in any activity which would cause misunderstanding or division among students for any reason whatsoever. I shall not indulge in any activity that would lead to disharmony among students from diverse backgrounds from all parts of the country.

26. I fully know that my purpose in joining BIM is to have a quality education, and placement is incidental to this process. I also should develop myself to be competent enough to be selected by recruiters, and BIM can assist me only to the extent of bringing the recruiters to the campus. It is my sole responsibility to make myself fit enough for the recruiters.

27. I understand that I should live amicably with other roommates in the Hostel, and I will not pick up any quarrel with them. I am aware that if any difference of opinion leads to a disturbance of relationship with fellow students, the matter should be brought to the notice of the Warden immediately.

28. I understand that the above rules and principles are meant to make my association with the Institute more effective by functioning in orderly ways with a sense of purpose and commitment. Therefore, I understand that what is essential is not mechanical compliance but imbibing BIM's values and work ethos. Towards this, I promise to always strive with the Director, faculty, staff, and colleagues to promote and maintain a climate of love, mutual concern, togetherness, adaptation, team spirit, interaction, and learning throughout my stay at BIM. I shall always be truthful to myself, my purpose of being here, my parents, and my teachers. I also understand and agree that I shall work tirelessly to live up to BIM's vision, mission, and concerns, which calls for long and diligent hours of conceptual learning and activity-centred learning regardless of day and night.

29. I affix my signature in solemn assurance and acceptance after clarifying and explaining the above. I understand that this is my code of conduct to have a fruitful and memorable association with the Institute.

30. I shall strictly abide by the hostel policy and other institute guidelines.

DATE: APPLICANT'S FULL SIGNATURE

APPPLICANT'S SHORT SIGNATURE:

NAME IN BLOCK LETTERS:

I have read and understood the code of conduct meant for my son/daughter, and I fully agree with the code of conduct and promise to make my son/daughter adhere to the code of conduct.

DATE: PARENT'S SIGNATURE

NAME IN BLOCK LETTERS: