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PART-A
COMMON CODE OF CONDUCT: SIU

SYMBIOSIS INTERNATIONAL DEEMED UNIVERSITY

Year 2018-20

Article 1: PREAMBLE

The student code of conduct [Code] is established to foster and protect the core missions of the Symbiosis International Deemed University, Pune, to foster the scholarly and civic development of the University's students in a safe and secure learning environment, and to protect the people, properties and processes that support the University and its missions. However, the establishment and maintenance of a community where there is freedom to teach and to learn is dependent on maintaining an appropriate sense of order that allows for the pursuit of these objectives in an environment that is both safe and free of invidious disruption. Rules and regulations are necessary to mark the boundaries of this needed order.

Article 2: APPLICABILITY

The Code is applicable to all students, which includes all persons taking programmes at various constituent institutes I departments of the University, either fulltime or part-time, pursuing undergraduate, graduate, professional studies. Persons who withdraw after allegedly violating the Code, who are not officially enrolled for a particular semester or term, but have a continuing relationship with the University, or who have been notified of their acceptance for admission are considered as "students". The Code applies to all locations of the University.

Article 3: JURISDICTION

The Code applies to the on-campus conduct of all students at all the location I campus of the University. The code also applies to the off-campus conduct of students in direct connection with:

- A. Academic course requirements or any credit-bearing experiences, such as internships, field trips, study abroad I student exchange;
- B. Any activity supporting pursuit of a degree, such as research at another institution or a professional practice assignment;
- C. Any activity sponsored, conducted, or authorized by the university or by registered student organizations;
- D. Any activity that causes substantial destruction of property belonging to the university or members of the university community or causes serious harm to the health or safety of members of the university community; or
- E. Any activity in which a police report has been filed, a summons or indictment has been issued, or an arrest has occurred for any act or omission.

Students continue to be subject to the laws of the land while at the university, and violations of those laws may also constitute violations of the code. In such instances, the university may proceed with university disciplinary action under the code independently of any criminal proceeding involving the same conduct and may impose sanctions for violation of the code even if criminal proceeding is not yet resolved.

Article 4: RESPONSIBILITIES OF STUDENTS

Students are members of the University community and citizens of the state. As citizens, students are responsible to the community of which they are a part, and, as students, they are responsible to the academic community of the University.

Admission to the university carries with it the presumption that students will conduct themselves as responsible members of the academic community. As a condition of enrolment, all students assume responsibility to observe standards of conduct that will contribute to the pursuit of academic goals and to the welfare of the academic community. They are expected to practice high standards of academic and professional honesty and integrity and also to respect the rights, privileges, and property of other members of the academic community and the Society. They should refrain from any conduct that would interfere with university functions or endanger the health, welfare, or safety of other persons.

As a citizen of State, a student should not discriminate on the basis of race, colour, creed, age, religion, gender, national or ethnic origin, marital status, sexual preference, physical disability, or any other legally protected status. They should at all-time conduct themselves in a manner, which is not prejudicial to any law of the land. Their conduct should aim to achieve the meaning, mandate and manifestation as enshrined in the Constitution of India.

Article 5: DISCIPLINARY MISCONDUCT

Any student found to have committed or to have attempted to commit the following misconduct is subject to appropriate disciplinary action under this Code. The instances of misconduct are not to be interpreted as all-inclusive of situations in which disciplinary action will be invoked. These instances are illustrative, and the University reserves the right to take disciplinary action in appropriate circumstances not set out in this article.

The illustrative list of misconduct is as follows (Not exhaustive):

DMC 1: Academic Misconduct: Academic Misconduct means plagiarizing; cheating on assignments or examinations.

DMC 1[a): Cheating: The act of obtaining or attempting to obtain credit for work by use of dishonest, deceptive, or fraudulent means.

DMC 1[b): Plagiarism: The act of taking ideas, words, or specific substances of another and offering them as one's own.

DMC 2: Disruptive Conduct - Conduct that intentionally and substantially obstructs or disrupts teaching or freedom of movement or other lawful activities on university premises or in connection with any university-sponsored event or activity.

DMC 3: Discrimination- Engaging in verbal or physical behaviour directed at an individual or group based on origin, race, creed, gender, religious beliefs, or sexual orientation that, according to a person of reasonable sensibilities, is likely to create an intimidating or demeaning messages either in words or pictures, which demonstrate bias or discrimination against any individual or group within the University.

DMC 4: Falsification - Falsification means wilfully providing University offices or officials with false, misleading, or incomplete information; forging or altering official University records or

documents or conspiring with or inducing others to forge or alter University records or documents.

DMC 5: Refusal to Identify - Refusal to identify or falsely identifying one's self when requested by an authorized University official.

DMC 6: Illegal or Unauthorized Possession or Use of Weapons - Illegal or unauthorized possession or use of weapons means possessing or using weapons or articles or substances usable as weapons, including, but not limited to, fire arms, incendiary devices, explosives, and dangerous biological or chemical agents.

DMC 7: Illegal or Unauthorized Possession or Use of Drugs or Alcohol, Smoking - Symbiosis strongly supports the goals of Drug Free Campuses. It is policy of Symbiosis that no student shall distribute, possess, or use illegal drugs, a controlled substance, on its premises. Possession of paraphernalia associated with the illegal use, possession, or manufacture of a controlled substance is also prohibited. It is also the Policy of University that smoking is prohibited in all the campuses of Symbiosis.

DMC 8: Unauthorized Access and Use of property & facilities - Unauthorized access means accessing without authorization University property, facilities, services, or information systems, or obtaining or providing to another person the means of such unauthorized access, including, but not limited to, using or providing without authorization keys, access cards, or access codes.

DMC 9: Act of Violence, Threatening, Harassing, or Assaultive Conduct - Act of Violence, Threatening, harassing, or assaultive conduct means engaging in conduct that has caused injury to other residents of the campus, endangers or threatens to endanger the health, safety, or welfare of another person, including, but not limited to, threatening, harassing, or assaultive behaviour.

DMC 10: Theft, Property Damage, and Vandalism - Theft, property damage, and vandalism include theft or embezzlement of, damage to, destruction of, unauthorized possession of, or wrongful sale or gift of property.

DMC 11: Recording of Images without Knowledge - Using electronic or other means to make a video or photographic record of any person in a location where there is a reasonable expectation of privacy without the person's prior knowledge, when such a recording is likely to cause injury, distress, or damage to reputation. This includes, but is not limited to, taking video or photographic images in shower/locker rooms, residence hall rooms, and restrooms. The storing, sharing, and/ or distributing of such unauthorized records by any means is also prohibited.

DMC 12: Causing Disrepute to other students - Engaging or inciting other students to engage by any means whatsoever and performing or attempting to perform an act, which bring disrepute to other students I faculty of the University.

DMC 13: Failure to comply with university or any other authority - Failure to comply with legitimate directives of authorized university officials, law enforcement agency in the performance of their duties or violation of the terms of a disciplinary sanction.

DMC 14: Ragging- Any act which amounts to ragging in any form as defined under the Maharashtra Prohibition of Ragging Act, 1999 and also under the UGC Prohibition of Ragging Regulations, 2009.

DMC 15: Illegal Contracts - Students are prohibited from entering into verbal or written agreements or contracts that purport to bind, obligate, or create liability of any kind for University. The University will hold all such students individually liable for any financial or legal consequences or damages that may result from such unauthorized actions.

DMC 16: Abuse of Electronic Communication-Using University or personal telecommunications, data communication networks for illegal or improper purposes or in violation of University regulations and policies, or related laws.

DMC 17: Media Contact- Students are expressly prohibited from speaking on behalf of, or for, University with any media organization or publication, or from inviting the same to any University-owned or operated property, facility or event without the express written permission of the Office of University Communications.

DMC 18: Organization and Event Registration - A Student or group of Students shall not form any organization, society or organize any event or collect any fund or subscription without the specific written permission of the University.

DMC 19: Presenting False Testimony- Knowingly making false statements regarding a disciplinary matter before, during or after the disciplinary adjudication process.

DMC 20: Violation of University rules - Violation of other published university regulations, policies, or rules, or violations of law. These university regulations, policies, or rules include, but are not limited to, those rules, which regulate dress code, which regulate submission of assignments, which regulate examinations, which prohibit the misuse of library, misuse of computing resources, miscues of laboratory, which regulate acts which amounts to sexual harassment, rules for student and hostel rules and regulations.

ARTICLE 5 (A): GRIEVANCE REDRESSAL COMMITTEE OF THE INSTITUTE:

Procedure:

- The aggrieved student should submit in writing his/her grievance to the Administrative Officer / Office Superintendent.
- The Administrative Officer / Office Superintendent will convene meeting of members within five days of receiving the complaint.
- The report of the committee is submitted to the Director within 2 working days of the meeting.
- The decision taken is communicated to the student within the next 3 working days.
- If the aggrieved student is not content by the decision of the Grievance Redressal Committee, he/she may appeal to the Ombudsman within 6 working days. (The details of the same are uploaded on the website of the university).

Procedure for redressal of grievances by Ombudsman and Grievance Redressal Committee

- 1) The institution has an established registry, headed by Administrative Officer where any aggrieved student may make an application seeking redressal of grievance.
- 2) The address of the registry is published on the notice board and placed on the website of the Institute/Department.
- 3) On receipt of an application by the registry, Administrative Officer/Office Superintendent shall inform the Ombudsman or the Grievance Redressal Committee, and shall immediately provide a copy of application to the institute for providing reply to the aggrieved student within seven days.
- 4) The Ombudsman or the Grievance Redressal Committee shall fix a date for hearing the complaint which shall be communicated to the institute and the aggrieved student either in writing or electronically.
- 5) An aggrieved student may appear in person.
- 6) The Ombudsman or the Grievance Redressal Committee shall ensure disposal of every application as early as possible as and not later than a month of receipt of the grievance.
- 7) The institution shall co-operate with the Ombudsman or the Grievance Redressal

- Committee, in the redressal of grievances.
- 8) On the conclusion of proceedings, the Ombudsman or the Grievance Redressal Committee shall pass order, with reasons for order, to redress the grievance.
 - 9) Every order is provided to the aggrieved student and the institute shall be placed on the website of the institute.
 - 10) The institute shall comply with the order of the Ombudsman or the Grievance Redressal Committee
 - 11) In case of any false or frivolous complaint, the ombudsman may order appropriate action against the complainant/ student.

Article 6: HEARING AND APPEALS

Any student charged with violation of the Code shall have the opportunity to receive a fair hearing. To safeguard the rights of students, the Vice Chancellor has ensured an appeal procedure to govern the alleged violations of this policy. The appeals procedure shall provide both substantive and procedural fairness to the alleged student who has violated the Code and shall provide for resolution of cases within a reasonable period of time.

Composition of Appeals Committee

- The Vice - Chancellor-Chairman
- The Associate Dean- Student affairs
- The Registrar
- One Faculty Member (Female) other than the institute from where the students submits grievance.
- The Campus Administrator - Lavale Campus

Article 7: PUNISHMENT AND PENALTIES

One or more of the following punishments may be taken when a student has been found to have violated the student code of conduct:

1. Warning: A written letter of reprimand resulting from a student's misconduct.
2. Suspension: Suspension is a sanction that terminates the student's enrolment at the university for a specified period of time.
3. Monetary Fines: Monetary Fines is a sanction in which a student is required to deposit amount as penalty or any amount deposited by him is forfeited or adjusted, resulting from misconduct. It also includes Restitution which means making compensation for loss, injury, or damage.
4. Confiscation. Confiscation means confiscation of goods used or possessed in violation of University regulations.
5. Restriction of Privileges - Restriction of privileges means the denial or restriction of specified privileges, including, but not limited to, access to a student facility, placement programmes, university events for a defined period of time.
6. Withholding of Diploma or Degree: Withholding of diploma or degree means the withholding of diploma or degree otherwise earned for a defined period of time or until the completion of assigned sanctions.
7. Rusticate: Rustication is a sanction which permanently separates a student from the university without opportunity to re-enrol in the future.
8. Other sanctions: Other appropriate sanctions may be imposed by the Competent Authority of the University singularly or in combination with any of the above-listed sanctions

PART-B
COMMON CODE OF CONDUCT: SIBM-Bengaluru

STUDENTS' ACADEMIC HANDBOOK
SYMBIOSIS INSTITUTE OF BUSINESS MANAGEMENT,
BENGALURU

Year 2018-2020

The **Master of Business Administration (MBA) Program** at Symbiosis Institute of Business Management, Bengaluru (SIBM-B) offers an astute blend of theory and practice and is methodically designed to be change-centric with the course curriculum being continuously reviewed and revamped to keep pace with ever-changing industry needs. A notable feature of the MBA programme is its ingrained concern for society at large, manifested in the curriculum design, aimed at nurturing value-based and socially sensitive future business leaders. Taking cognizance of the fact that global boundaries are constantly blurring and that the global business climate is in a volatile mode, the MBA Programme also lays substantial thrust on getting exposed to facets of global business, and the interrelated strategic and cross-cultural matters.

The 1st year of the MBA Programme provides the student a thorough foundation in the core functional areas of Management. The first year courses are spread out over two semesters and are compulsory for all students.

The Summer Internship Project (SIP) of approximately 8 weeks' duration, at the end of the first year, is a vital building block of the MBA Programme. It offers an opportunity to students to get a first-hand exposure to the corporate environment and putting learning into practice.

In the 2nd year, the students have to opt for any one of the specialization groups: Finance, Human Resource, Operations and Marketing. In Semester III, they have to choose 3 elective courses from the different areas of management.

Special series of lectures, value added courses, workshops and Guest sessions from Industry and academics are also arranged from time to time to enrich the learning environment of the institute. Training programmes are arranged to enhance the employability of the students.

Advanced management conclaves and colloquiums organised by the Institute ensure that the SIBM, Bengaluru academic community is abreast with the **avant-garde** thinking and practice in management.

Programme Structure

MBA 2018-20: Semester I

SEMESTER I					
Course Code	Course Title	Credits	Internal Marks	External Marks	Total Marks
	External Courses	21	60%	40%	1050
20841101	Business Statistics	3	90	60	150
20841102	Micro Economics	3	90	60	150
20841103	Basics of Financial Management	2	60	40	100
20841104	Financial Accounting	2	60	40	100
20841105	Marketing Management	3	90	60	150
20841106	Organizational Behaviour	3	90	60	150
20841107	Operations Management	3	90	60	150
20841108	Legal Aspects of Business	2	60	40	100
	Internal Courses	7			250
20841109	Corporate Social Responsibility	1	50	-	50
20841110	Business Communication	2	100	-	100
20841111	Technology in Business	2	100	-	100
20841112	Global Business Environment	2	100	-	100
	Total	28			1300
20841113	Integrated Disaster Management*				

- The total credits for Semester 1 are 28
- There are 8 core External courses of 21 credits and 4 internal courses of 7 credits
- Integrated Disaster Management is an audit course and student needs to get a letter grade to clear the course

* Integrated Disaster Management is a mandatory course for awarding the degree.

MBA 2018-20: Semester II

SEMESTER II					
Course Code	Course Title	Credits	Internal Marks	External Marks	Total Marks
	External Courses	21	60%	40%	900
20841201	Strategic Management	3	90	60	150
20841202	Advanced Corporate Finance	2	60	40	100
20841203	Human Resources Management	3	90	60	150
20841204	Marketing Strategy	3	90	60	150
20841205	Macroeconomics	3	90	60	150
20841206	Cost Accounting	2	60	40	100
20841207	Operations Research	2	60	40	100
20841208	Research Methodology	3	90	60	150
	Internal Courses	7			350
20841209	Corporate Governance & Ethics	2	100	-	100
20841210	Entrepreneurship	2	100	-	100
20841211	Business Analytics	3	150	-	150
	Total	28			1250

- The total credits for semester II are 28
- There are 8 core External courses of 21 credits and 3 internal courses of 7 credits

MBA 2018-20: Semester III**SEMESTER III**

Course Code	Course Title	Credits	Internal Marks	External Marks	Total Marks
	External Courses	18	60%	40%	900
	Core Course				900
	Marketing				
20841301	Consumer Behaviour & Insights	3	90	60	150
20841302	Brand Management & Communication	3	90	60	150
20841303	Business Analytics for Marketing	3	90	60	150
20841304	Retail Management	3	90	60	150
20841305	Sales & Distribution Management	3	90	60	150
20841306	Services Marketing	3	90	60	150
	Finance				
20841307	Corporate Valuation	3	90	60	150
20841308	Financial Statement Analysis	3	90	60	150
20841309	Commercial Banking	3	90	60	150
20841310	Mergers & Acquisitions	3	90	60	150
20841311	Derivative Markets	3	90	60	150
20841312	Security Analysis & Portfolio Management	3	90	60	150
	HRM				
20841313	Talent Acquisition And Retention	3	90	60	150
20841314	Organizational Development and Change	3	90	60	150
20841315	Compensation and Reward Management	3	90	60	150
20841316	Industrial Relations & Employment Laws	3	90	60	150
20841317	HR Scorecard and Analytics	3	90	60	150
20841318	Competency Based HRM & Performance Management Systems	3	90	60	150

	Operations Management				
20841319	World Class Manufacturing	3	90	60	150
20841320	Total Quality Management	3	90	60	150
20841321	Supply Chain Management	3	90	60	150
20841322	Purchasing and Materials Management	3	90	60	150
20841323	Advanced Service Operations Management	3	90	60	150
20841324	Project Management	3	90	60	150
	Internal Courses		100%	-	
	Electives *(Any 3 to be chosen)	6			600
20841325	Cross Cultural Management	2	100		100
20841326	Behavioral Finance	2	100		100
20841327	Marketing of Financial Services	2	100		100
20841328	International Marketing	2	100		100
20841329	Business, Government and the Global Political Economy	2	100		100
20841330	Pricing	2	100		100
20841331	Conflict & Negotiation	2	100		100
20841332	Integrated Marketing Communication	2	100		100
20841333	Essentials of Internet and Web Technologies	2	100		100
20841334	Financial Modelling	2	100		100
	*Subject to minimum 25 students selecting the course and maximum 100 students in a course				
20841335	Project	6	300		300
	Total	30			1500

- The student has to choose any one specialization in this semester along with any 3 Elective courses.
- The total credits for semester III are 30
- The external courses are of 18 credits and internal courses of 12 credits.

MBA 2018-20: Semester IV

SEMESTER IV					
Course Code	Course Title	Credits	Internal Marks	External Marks	Total Marks
	External Courses	12	60%	40%	600
	Specialization Courses				
	Marketing				
20841401	Customer Relationship Management	3	90	60	150
20841402	Digital Marketing	3	90	60	150
20841403	Business to Business Marketing	3	90	60	150
20841404	Rural Marketing	3	90	60	150
	Finance				
20841405	Advanced International Finance	3	90	60	150
20841406	Fixed Income Markets	3	90	60	150
20841407	Financial Econometrics	3	90	60	150
20841408	Investment Banking	3	90	60	150
	HRM				
20841409	Strategic Human Resource Management	3	90	60	150
20841410	International Human Resource Management	3	90	60	150
20841411	Leadership & Capacity Building	3	90	60	150
20841412	Learning & Development	3	90	60	150
	Operations				
20841413	Enterprise Resource Planning	3	90	60	150
20841414	Supply Chain Analytics	3	90	60	150
20841415	Technology & Innovation Management	3	90	60	150
20841416	Operations Strategy	3	90	60	150
	Internal Courses		100%	-	
	Electives *(Any 1 to be chosen)	2			100
20841417	Creativity and Innovation	2	100	-	100
20841418	Concepts and applications in Sustainability	2	100	-	100
20841419	Case Study Writing and Analysis Method	2	100	-	100
*Subject to minimum 25 students selecting the course and maximum 100 students in a course					
	Total	14			700

- The students study in their chosen are of specialization.
- The total credits for semester IV are 14
- The External courses are of 12 credits and 1 internal courses of 2 credits.

Summary

Semester	Internal Credits	External Credits	Total Credits	Total Marks
Semester I	7	21	28	1400
Semester II	7	21	28	1400
Semester III	12	18	30	1500
Semester IV	2	12	14	700
Total	28	72	100	5000

**Academic Calendar
Year 2018- 2019**

Academic Calendar for the Year 2018-2019

DAY	DATE	Event
Tuesday	5 th June,2018	Reporting Date for MBA Semester I (2018-20), Orientation Programme, Know your Institute
Tuesday - Thursday	5 th June to 7 th June,2018	OBL (Out Bound Learning) Programme for Sem I students
Saturday	9 th June, 2018	Industry Sessions for Sem I
Sunday	10 th June,2018	Samavesh (Alumni addressing new batch)
Monday	11 th June,2018	Commencement of classes for Semester I, III
Saturday	30 th June 2018	Inaugural & Commencement of MBA(Executive) & PGD Programmes, Semester I
Tuesday	31 st July 2018	Utopia, Blood Donation Camp
Wednesday - Friday	8-10 August 2018	Class Test (Mid)
Wednesday	15 th August 2018	Independence Day Flag-Hoisting Ceremony
	September 2018	Alchemy (Management Conclave) and Samaagam (Alumni Meet)
Wednesday	5 th October 2018	End of Semester I & Semester III
Monday-Saturday	8 th - 31 th October 2018	End Semester Exam Semester I & Semester III
Sunday	4 th November 2018	End of Semester I & Semester III- MBA(Executive) & PGD Programmes
Saturday - Sunday	10 th November 2018 - 2 nd December 2018	End Semester Exam Semester I & Semester III- MBA(Executive) & PGD Programmes
Monday	12 th November 2018	Commencement of MBA - Semester II and Semester IV
Saturday	15 th December 2018	Commencement of Semester II and Semester IV - MBA(Executive) & PGD Programmes
	19-20 January 2019	Revelation - The Management Fest
Saturday	26 th January 2019	Republic Day Flag-Hoisting Ceremony
	February 2019	TedX
Friday	8 th March 2019	End of Semester II & Semester IV
Saturday	2 nd March 2019	Management Day

Monday - Saturday	12 th - 30 th March 2019	End Semester Exam: Semester II & Semester IV
Sunday	28 th April 2019	End of Semester II & Semester IV - MBA(Executive) & PGD Programmes
Saturday - Sunday	11 th May -3 rd June 2019	End Semester Exam: Semester II & Semester IV- MBA(Executive) & PGD Programmes

THIS CALENDAR IS TENTATIVE AND SUBJECT TO CHANGE

Tuition Fees Schedule

Particulars	Last Date of Fees to be paid
Semester II	30 th November 2018
Semester III	31 st July 2019
Semester IV	30 th November 2019

Backlog Examinations fee

- Rs.500/- per course and Rs.500/- processing fee per semester
- For examinations
 - If a student has one backlog, then the fee payable by the student would be Rs.500/- (per course) + Rs.500/- (processing fee per semester) = Rs.1000/- (This is total fees for one backlog).
 - If a student has two backlogs, then the fee payable by the student would be Rs.1000/ (Rs.500+ Rs.500) + Rs.500 (processing fee per semester) = Rs. 1,500/-

THE ABOVE FEES ARE SUBJECT TO CHANGE.

Evaluation System

GENERAL RULES

MBA:

I) Credit point system: A credit is defined as 15 continuous hours and each credit is assessed for 50 marks. A semester has a set of internal and external courses having certain credits. For example, 1 credit has 50 marks, 2 credits have 100 marks and 3 credits have 150 marks.

II) Seasons: Academic year is divided into two examination seasons. One is called as October season and the other is April season.

III) Validity of Programme: For MBA Program, the student will be allowed to keep the term for a period of one year from the date of admission beyond the normal period of the program, i.e., a student joining the 2 years MBA Program must complete the program in 3 Years from the date of admission. However, the students are permitted to appear for examinations after the validity of programme is over and shall be charged backlog fees of each course 4 times higher than the fees charged to regular student. However, permission is granted only after Vice-Chancellor's approval.

IV) Eligibility (ATKT): A student of first year will be allowed to next year irrespective of backlogs at the first year. If a student has backlogs from the first year, the student will be permitted to take semester III examinations only if the he/she has a minimum CGPA of 4 at the end of Semester I and he/ she will be permitted to take semester IV examinations only if the student has a minimum CGPA of 4 at the end of Semester II.

EVALUATION SYSTEMS:

I) Internal Courses:

Internal courses have no external examinations conducted by university – they are based on the continuous evaluation system which is conducted by respective course faculty during the semester. The course will have only internal components. A minimum score of 40% is mandatory to clear the course.

II) External Courses:

External courses have internal components (60% of the total marks) which is conducted by respective course faculty during the semester and an external examinations component (40% of the total marks) conducted by the university.

The student has to pass separately both the internal & external examinations components to clear the course. Passing criterion is 40% in internals and 40% in external.

III) Grading

Absolute passing and Relative grading

Separate grades would be awarded for both internal examinations and external examinations components.

This grade is calculated based on CGPA system which is cumulative grade point average where-in every student would be graded based on the performance of the entire class.

For every subject the student will be awarded a **Grade Point (GP) from one of the 9 grades mentioned below based on performance.**

A Weighted Average of the GP with the number of credits of the subject will be calculated separately for both the Internal and External components of the subject. This will be further cumulated and the GP for the subject will be calculated.

At the end of each semester, a student's mark sheet will show a **Grade Point Average (GPA)**

At the end of the two year Programme, the consolidated mark sheet will carry a **Cumulative Grade Point average (CGPA).**

A student is awarded a pass grade only if he scores 40% of the total marks. A student has to pass both internal and external components separately.

The grade F (internal or external) will be considered as 'Fail' for the subject and he/she has to clear that component by reappearing for that component in the subsequent season.

Grade Point corresponding to nine grades:

Letter Grade	Grade Point
O	10
A+	9
A	8
B+	7
B	6
C	5
P	4
F(Fail)	0
AB (Absent)	0

IV) Internal Evaluation:

Internal evaluation is a continuous process that includes inter alia, class tests, assignments, quizzes, case analysis, group presentations, etc.

The policies pertaining to internal evaluation are as follows:

- Any component of internal evaluation can be in the form of a surprise assessment.
- No re-test will be conducted for any student who fails in the internal examinations / continuous evaluation.
- The failed students in the internal examinations will have to re-appear for a separate examination in the following semester for which the concerned faculty or another faculty from the same discipline will administer the test.
- In the event of a student being on official duty on behalf of the institute, he/she will be granted a retest.
- No student shall contact the faculty regarding any issue related to internal evaluations; the issue should be routed only through the academic department.
- If the students are found adopting any unfair means, they will be graded 'F' in internal evaluation for all the courses during the semester. The details of unfair practices have been elaborated in part A of this document.
- Students have to report discrepancies in marks, if any, shared with them in writing to the Academic Department within 3 days of display of the marks.

Standard of Passing: The following rules will apply:

- a) Pass mark for each course will be 40% of the total marks allotted for the internal evaluation.
- b) The failed students will have to re-appear for separate examinations in the following semester for which the concerned faculty or another faculty from the same discipline will administer the test.

V) External Evaluation:

- 3 credit courses which have 60 marks external examinations component will be conducted for 2 hours and 30-minute duration.
- 2 credit courses which have 40 marks external examinations component will be conducted for 1 hour and 30-minute duration.

There is no provision to re-appear in a paper for which the student has received a pass grade or higher.

Passing & Re-examination rules

- a) Pass mark for each course will be 40% of the total marks allotted for the external evaluation.
- b) Students who have failed in course(s) (i.e. who have backlogs) will have to re-appear for separate examination(s) in the following semester.

VI) External Backlog Examinations: For backlog examinations, the latest version of the syllabus will be used for paper setting. Hence, for a particular examination season the question paper shall be the same for both regular and backlog students.

A separate backlog paper will be set only in case of change in the title or credit or both.

The student will procure the latest syllabus from the Institute and prepare for the backlog examinations accordingly.

VII) Unfair Means: Any case reported during external examination as unfair practices as indicated in the internal unfair rules will be investigated by “Unfair Means Inquiry Committee” constituted by SIU. The punishment for such cases will be cancellation of the performance of the entire semester examinations which the student has appeared for.

VIII) Re-valuation Rules: A candidate may apply for re-evaluation in any number of papers per semester in which he/she has appeared at the term end written examinations.

A student who wishes to apply for re-valuation may submit the application online and pay the requisite fees to Accounts department within the stipulated time by paying fees of Rs.500/- per course.

No extension for re-evaluation date will be accepted by the university.

If a student is not satisfied with re-evaluation results and wishes to see his/her answer script, he/she may apply to the University, through the Head of the Institute within one week after re-evaluation result is declared.

The charges for such a procedure is Rs. 3000/- per paper.

For further details and clarification on the procedure for seeing the answer script, kindly contact SIBM-Bengaluru, Examinations Department.

Note: For more information on examination rules, kindly visit the SIU website

URL: <http://www.examination.siu.edu.in/examination/pdf/SIU-EXAM-RULE-BOOK-extract.pdf>

General Discipline on the Campus

In addition to the disciplinary norms mentioned in Part-A of this handbook, students are required to make note of the following points:

Students' Identity Card:

- a. Each student is required to wear his/her identity card around the neck at all times while moving in the campus. They should display the ID card to the security while entering the campus and whenever asked for.
- b. Wearing the ID-card in the academic block is compulsory.
- c. In case of any violation, student will be penalised in the form of monetary fine and/or community service.
- d. Possession of identity card is also mandatory while travelling in SIU bus.
- e. In case of loss of ID card, Admin office should be contacted immediately. An application in writing is to be given to the Admin officer for issue of duplicate ID card by paying Rs. 300/- to the accounts department.

1) **Using electronic gadgets inside the Academic Block:** Use of mobile phones, laptops and other electronic gadgets in the academic block is strictly prohibited. Laptop computers are only allowed inside the classroom if so desired by the faculty. In case the students are found using the mobiles / laptop / any other electronic gadget in an unauthorised way, their mobiles / laptops / gadget will be confiscated and detained by the Institute.

2) Dress Code:

- a) Students have to wear formals while attending classes.
- b) Wearing uniform is compulsory on Saturdays and during any guest sessions / official events and visits to companies.
- c) Students will not be allowed inside the academic block (excluding cafeteria) at any time in night wear/Bermuda/shorts/bathroom slippers.
- d) In case of any violation, student will be penalised in the form of monetary fine and/or community service.

3) Misconduct:

- a) Any behaviour, conduct or act on the part of a student, adversely affecting the general discipline on the campus, vitiating the academic environment in the campus, promoting animosity or malice among the students, spreading any sort of false information / rumours either verbally individually or in a group or through an email / anonymous email or through use of any sort of electronic / print media or device, pandering to vandalism or defacement / harm to the Institute's properties, misbehaving with the faculty and members of the staff of the Institute, being detrimental to the educational process of the Institute in any manner, or bringing disrepute to the Institute, will be treated as a "Misconduct".
- b) Without prejudice to the generality of the above, the following acts/conduct/behaviour will also be treated as misconduct:
 - i) Drinking, smoking and consumption (including possession thereof) of any intoxicating substances inside the campus.

- ii) Using the elevator for going to a lower floor
 - iii) Eating inside the elevators / classrooms
 - iv) Entering the campus in an inebriated state.
 - v) Wilful disobedience and insubordination.
 - vi) Breach of hostel rules and regulations.
 - vii) Posting / speaking / spreading derogatory comments about the Institute and its employees anywhere or on any public forum / website / communication medium.
 - viii) Cyber Crimes perpetrated from within the campus or otherwise. This also includes morphing pictures of fellow students / staff / faculty and storing them on own laptops / mobiles and / or circulating them to other people through emails, pen drives, CDs etc. and / or uploading to various websites. Such acts will also lead to the student being handed over to the police as per the laws of the land.
 - ix) Possession of pornographic material in any form.
 - x) Any other act of misconduct not mentioned above.
- 4) Misconducts as mentioned above will be dealt with very strictly and will entail appropriate punitive measures that may include TNG, fines, deduction in attendance, denial of placement assistance, community service and even suspension or expulsion from the Institute.
- 5) **'Inter- Disciplinary Committee'** of the Institute shall be addressing such issues and strict action will be taken against anyone breaching the rules and the code of conduct laid down by the institute.
- 6) **'Campus Disciplinary Committee'** shall address issues of misconduct in the Institute premises and can prescribe any appropriate punishment as may be deemed fit.

Attendance Rules

Students are advised to take note of the fact that they will be awarded TNG (Term Not Granted) if they fail to meet the minimum attendance criteria as per University rules in existence. In other words, they will be debarred from appearing for the University examinations if they have a shortfall of attendance in each semester.

1. Attendance Rules for Regular Classes

- a. Every student is expected to have 100% attendance.
- b. Absence from classes for official reasons will need to be recommended / approved beforehand in the Institute-specific proforma by the Placement Head /PGP Chair / Dy. Director / Director.
- c. For any medical leave, it is mandatory for the student to get a medical certificate from the campus doctor. The medical certificate has to be provided to the Academic office within 2 days of the student re-joining the college.
- d. Taking into consideration the approved medical leave and approved on duty absence, the student's attendance should be 100%.
- e. The Academic Department may be contacted for the calculation involved in determining the final attendance.

- f. All students are required to be present inside the classroom/assembly hall, as the case may be, at least five minutes prior to the scheduled commencement of class/event.
- g. Appropriate disciplinary actions will be taken against those students who will be found loitering during class hours.

Attendance Rules for Official Events

- a. All students are required to be present inside the auditorium/grounds at least fifteen minutes prior to the scheduled commencement of the event.
- b. Every student has to attend all sessions of all events organized by the Institute. Absence from such events will lead to disciplinary action.

Leave Rules

- Any student going out of the campus for overnight or longer has to take prior permission from the college.
- The leave granting authority in the college is Prof. Semila Fernandes. A mail has to be sent from the parent/guardian from the registered mail id (**parent's email id given at time of filling the admission form**) of the student to Prof. Semila with a copy to Deputy Director, warden and PGP office two days prior to the leave date.
- The leave will be considered to be granted only after the faculty in charge's email approval.
- In case a student has to leave the campus on an urgent issue without prior approval, the parent has to send the email as soon as possible without delay.

TNG (Term Not Granted) RULES

Note: Tentative Cut-off date for calculating TNG

- a. Sem I and Sem III – 29th September, 2018
- b. Sem II and Sem IV – 23rd February, 2019

A student will be granted TNG if he fails to meet the following criteria:

Minimum 75% overall attendance in classes without taking into account the medical and on-duty absence.

Students are advised to note that TNG will also be applicable in cases of misconduct, even if the attendance criteria are met.

ELIGIBILITY FOR PLACEMENT PROCESS:

A student is not allowed to attend final placement if he fails to meet any of the following criteria -

- 90% overall attendance in Regular class.
- 90% attendance in Guest lectures
- 100% attendance in official events.
- Minimum required CGPA

HOSTEL RULES AND REGULATIONS

Hostel Rules and Regulations

1. Residing in the institute hostel is compulsory for all students during their entire tenure in SIBM Bengaluru.
2. The hostel accommodation is fully furnished. Students will have the option to stay in either three beds per room or two beds per room shared accommodation.
3. Students are required to bring blankets, bed-sheets and pillow covers. Between July and Dec, the climate is moderately cold. It is advised that every student carries woollen clothes. (Students from Andhra Pradesh, Tamil Nadu, and Kerala will find the campus cold due to average lower temperature in Bengaluru). Warm water will be available for bath. No electronic water heaters are required nor will be permitted in the hostel rooms. Students must bring rain coat, umbrella and a torch with them.
4. No guest will be permitted to stay in hostel complex under any circumstance.
5. Allocation of Rooms: Institute authorities will allot the rooms. Students should occupy allotted room and the bed. Exchange of a room once allotted will not be permitted.
6. Damage / Losses: Any cost of damage/loss to the property will be borne by the students individually or all occupants of the room on case to case basis, as decided by the institute authorities. Any breakage in the hostel rooms (e.g., light bulbs, windows, glass furniture, curtains, mirror etc.) must be brought to the notice of Campus Administrator immediately.
7. Electrical Appliances: No electrical appliances, Toaster, Water heater, tea/coffee maker or any other electrical appliance will be allowed in hostel rooms. In case of violation the appliance will be confiscated. In addition, a corrective penalty of Rs. 500/- will be imposed by the Campus Administrator.
8. Saving of Water and Electricity: The students are advised to conserve water and energy. The motto of Symbiosis is "If you wish to manage the world; you must manage water, power, environment and ecology" first. Avoid wastage of water and electricity at all times. Switch off lights, fans etc. when not required. Close the taps when not in use. Conservation of water and energy forms part of one's social responsibility to the nation, since these resources are scarce.
9. **Maintenance of Rooms:**
 - a. Walls, doors and windows are to be kept clean. Nailing or pasting posters on them are not allowed.
 - b. Every room must be kept clean at all times. The toilets are to be kept clean. Proper detergents, liquids, disinfectants are to be used for cleaning. These are to be purchased by the students and the cost to be shared by the occupants.
 - c. Cupboards, cots, racks and tables are to be maintained without staining or even scratching. Clothes are to be folded properly and arranged neatly inside the cupboard.
 - d. Materials like plastic buckets, dustbins, mugs, etc. are to be maintained absolutely clean at all times. Mattresses and pillows and their covers are to be kept clean and tear free.
 - e. Fixtures like hanging rods for clothes, pegs, soap stand, mirror, washbasin, book rack, mirror/window panes, mosquito nets, and fans light points switch boards, top of flush system etc. are to be maintained properly.
 - f. Hostel terrace is out of bounds for all students.

- g. No clothes will be dried or hung on windows & outside of the rooms.
10. Security Checking: To maintain the overall security of the hostel it is mandatory that all students should allow the security personnel to check their bags and baggage which are coming inside the hostel premises.
 11. Waste Materials: Waste paper, letter, wrappers, dust etc. collected from rooms are to be deposited by room occupants in the waste basket kept in each room. Similarly, sanitary napkins/tissue rolls/toilet paper and the like are to be wrapped in polythene/paper bags and deposited in dustbins. Insoluble materials are not to be thrown into water outlets or commodes as this may result in blockage in the sewage pipes.
 12. Inspection: Periodically there shall be an inspection for cleanliness and hygiene. Interior of cupboards, toilets, bathrooms, doors, floor etc. are to be kept immaculately clean for inspection. The Campus Administrator also will carry out surprise hostel inspection at any time without giving any notice. The inspection reports will be sent to the institutes for assessment as per institution's rules.
 13. Wi-Fi: Internet facilities are available inside the hostels.
 14. Security: To ensure security of students, close circuit Cameras and TV are being installed in the hostel complex to cover commonly used places like entrance, lobby, waiting hall etc., without disturbing individual privacy.
 15. A committee of students will be selected to run the hostel complex smoothly.
 16. Health Care: Primary health care facilities will be made available. Details will be intimated separately. Every student will be insured for Medical Health Insurance and for Road Traffic Accident Insurance. Detailed briefing on the subject will be done on arrival of the students.
 17. **Smoking, use of tobacco, gutka, pan masala, alcohol, drugs etc. will not be permitted in the entire campus. Any student violating these norms will not only be removed from the hostel, but will also be expelled from the Campus immediately.** Parents/wards of the students are requested to kindly note that no explanation, excuse, influence will be accepted in case any student is found violating these norms and rules quoted in these instructions. *The student will have to vacate the hostel immediately if found guilty by the campus disciplinary committee.*
 18. No gambling of any type will be permitted.
 19. Any mental, physical torture to any student by any other student in any form or in the name of "ragging" will result not only in police/legal action, but also in removal/rustication of the student from SIU within 72 hours of the incident. Orders issued through judgments of High Court and Supreme Court is very clear on the issue of RAGGING.
 20. Food / Mess: Catering arrangements will be made by Symbiosis. Only vegetarian food will be served in the dining hall. Non-vegetarian food will be served in the mess twice during a week. Eating of food in the hostel room is not permitted.
 21. Sports / Recreation: Sports facilities are available in the campus. The students can avail following facilities by taking up membership to the following on the basis of yearly subscription: (a) Badminton (b) Gym (c) Yoga & Aerobics (d) Carrom, Draughts, & Chess. In addition, Basketball and Table Tennis are also available. Additionally, a

common TV Room, open air theatre and an auditorium are also available within the campus.

22. Hostel Code: The following general points will apply (in addition to Symbiosis Society General Code):
- a. All students are expected to be properly dressed before moving out from hostel premises. Any violation will be considered as an act of indiscipline.
 - b. Students will be advised from time to time about dress code for special events.**
 - c. Students will have to purchase formal dress and track suits as specified by SIBM-B.
23. Non-adherence of the given rules will attract disciplinary action to the extent of termination of studentship from the institute:
- a. Security staff and the Institute's staff are authorized to check violations of these Rules and enforce adherence. No argument with them, regarding the norms, is permissible.
 - b. General behaviour must be polite and courteous to all times. Arguments and demands with mess, cafeteria staff, institution staff and faculty in public places or with public over telephone etc. should be avoided.
 - c. Any conduct or behaviour unbecoming of a manager or a quality professional as envisioned in the prospectus of the institute shall attract intervention and disciplinary action.
24. Director of SIBM Bengaluru, Campus Administrator, Warden and his/her authorized representatives can conduct regular and surprise checks in the hostels including rooms and belongings / electronic gadgets of the students at any time for monitoring adherence to these orders and also to monitor attendance. Campus administrator can order opening of any locked room in case of requirement to do so at any time in the presence of Security staff.
25. Students will themselves be responsible for the "Security and Safe custody" of their belongings, valuables, & cash. Mobile phones, laptops, gold/silver ornaments and cash should be properly taken care of. SIBM, Bengaluru is not responsible for any loss of any valuables kept by a student. It is suggested that the students do not keep valuable items in the hostel room.
26. Girls will not enter boys' hostel & boys will not enter girls' hostel complex under any pretext and at any time.
27. **Rooms & accommodation will be inspected every week (Monday) by the campus administrator.** Students are expected to keep their rooms neat and clean. This is being deliberately enforced to promote self-discipline and well managed life. Lady Warden/hostel superintendent will visit girls' hostel.
28. Travel Desk: Travel agent will visit campus when required. His services can be utilized for booking of Air/Railways/Bus tickets.
29. Visits to City: Students visiting City on Sunday / holidays will first enter their particulars in "Late-Out Register" maintained by hostel warden. In case any student wishes to go out of city, leave and permission should be obtained in "writing" before leaving the campus. No student shall stay out of the hostel at night. Students must return to the hostel by the stipulated time, when they go out of Campus on 'Liberty'. As

per the existing policies in force, every student is compulsorily required to be present inside the campus latest by 11:00 pm every night. *Biometric attendance systems will be installed in the hostels to monitor the ingress and egress of the students.*

30. In order to claim refund of caution money, all students must obtain 'no-dues clearance' from the concerned departments before issue of admit cards for the final semester examinations.

31. Termination of Studentship: Termination without notice by institutes will happen in case of the following:

- a. Stealing or indulging in unethical practices inside the campus.
- b. Sexual misconduct inside or outside the campus.
- c. Found inside the campus in an intoxicated condition after consumption of liquor/ drugs.
- d. Found smoking in the campus or inside the hostel rooms.
- e. Wilful damage to campus property.
- f. Violent behaviour / assaulting others inside the campus.
- g. Indulging in misconduct even after two cautions / warning
- h. Ragging in any form inside / outside campus.
- i. Absenting themselves from the campus premises without prior permission.
- j. Any other major act of misconduct not mentioned above.

33. The students will be living in the campus purely at their own risk and responsibility. The Administration / Management shall not be responsible for any mishap occurring inside / outside the campus.

The institute reserves the right to add/delete/modify any or all of the foregoing provisions from time to time to meet academic, administrative and general exigencies or changes, in policies.

Anti- Ragging Committee for the Academic Year 2017-18

Name	Designation	Position
Dr. Rajesh Panda	Director	Chairperson
Prof. A. Vidyasagar	Deputy Director	Member
Dr. Mallika Srivastava	Associate Professor	Member
Dr. John Ben P	Assistant Professor	Member
Prof. Semila Fernandes	Assistant Professor	Member
Prof. Aarti Mehta Sharma	Assistant Professor	Member
Ms. Chitra Kulkarni Samant	Administrative Officer	Member
Mr. Shreyas Joshi	Student Representative	Member
Mr. Jitendra Pal Singh	Parent Representative	Member

Anti-Ragging Squad for the Academic Year 2017-18

Name	Designation	Position
Dr. Rajesh Panda	Director	Chairperson
Dr. Bandana Nayak	Associate Professor	Member
Dr. T Viswanathan	Assistant Professor	Member
Mrs. Shobha T.	Senior Coordinator	Member
Mr. Noel Castelino	Network Administrator	Member
Mrs. Sandhyashree. S	Office Assistant	Member
Mr P. K. Eldho	Warden Representative	Member
Ms. Mamatha Sumath	Warden Representative	Member
Mr. T Sunil Jacob	Campus Administrator	Member

Mentoring Cell - Anti-Ragging for the Academic Year 2017-18:

Sl. No.	PRN	Junior Level 2nd year students	Staff Mentor (Senior Level)	Faculty Mentor
1	17020841033	Shreyas Joshi	Mrs. Srividhya B.	Dr. Viswanathan T
2	17020841101	Akash Sharma		
3	17020841046	Ankit Hashia		
4	17020841129	Patel Sanket Mukesh		
5	17020841033	Merwyn Noronha		
6	17020841071	Prarthana Mukherjee		
7	17020841067	Nikita Rastogi	Mr. Vilas Kamble	
8	17020841016	Karnaveer Singha		
9	17020841073	Riddhi Sandip Jasani		
10	17020841060	Joshi Malhar Chandrakant		
11	17020841162	Bhatt Abhishek Pravinkumar		
12	17020841069	Jayant Nishunk Dhanisharan	Mrs. Pooja C Mouli	
13	17020841140	Sakshi Nayyar		
14	17020841054	Gaurav Solanki		
15	17020841096	Aditi Zanpure		
16	17020841107	Arshi Verma		
17	17020841118	Ashish Karavadra		
18	17020841055	Ipshita Marwah	Ms. Marline Rachel P	Dr. Bandana Nayak
19	17020841075	Jaspreet Singh		
20	17020841014	Jubin sharma		
21	17020841110	Karen Marushka De Souza		
22	17020841019	Kavya Jayan		
23	17020841212	Kumash Kanak Sheth		
24	17020841104	Pranav Nitin Ankush		

25	17020841135	Priyanka Bhatia	Mrs. Veda M	
26	17020841025	Rahul Anilkumar Rohera		
27	17020841039	Surbhi Kalia		
28	17020841148	V Harshita		
29	17020841090	Tindwani Yash Laxman		
30	17020841070	P K Rahul Narayanan		

Internal Complaints Committee of SIBM, Bengaluru

Name	Designation	Position
Dr. Madhvi Sethi	Associate Professor	Presiding Officer
Prof. Aarti Mehta Sharma	Assistant Professor	Member
Dr. John Ben P	Assistant Professor	Member
Ms. Chitra Kulkarni Samant	Administrative Officer	Member
Ms. Ashwini R	Senior Accountant	Member
Mr. Praveen Kamath	Global Head, HR, Wipro	Member from NGO/person familiar with issues
Ms. Nikita Rastogi	Student Representative	Member
Ms. Zanpure Aditi Anant	Student Representative	Member
Mr. Gaurav Mathur	Student Representative	Member

Grievance Redressal Committee of SIBM, Bengaluru

Name	Designation	Position
Prof. A. Vidyasagar	Deputy Director	Chairperson
Dr. Biranchi Narayan Swar	Associate Professor	Member
Prof. Pooja Gupta	Assistant Professor	Member
Prof. Saina Baby	Assistant Professor	Member
Mrs. Chitra Kulkarni Samant	Administrative Officer	Member
Mr. Shreyas Joshi	Student Representative	Member

Library Resources & Rules

SIBM Bengaluru library has over 11,406 books and several CD's, Periodicals, Journals and Magazines. The classification has been done by using the Dewey decimal system and runs on the KOHA library management system.

The Timings of the Library are:

Circulation Section - Monday to Sunday - 9.00 AM to 5.00 PM

Library Reading Room - Monday to Sunday - 24 X 7 (Always Open)

Library timings are subject to change and, if any, are notified on the 'Library Notice Board' and intimate to you via mail. The reading room will be opened on all the days.

The current resources of the Library are as follows:

Sl. No.	Category	Numbers
1	Books	11,406
2	Journals / Magazines	23 Journals and 20 Magazines
3	CDs / DVD's	289
4	Electronic Databases	12
5	Others: Software/Tools	02
6	E-books	1,50,400
7	E Journals	44,982
8	Bloomberg Terminals	08

The currently available electronic databases are

- EBSCO
- EMERALD
- JSTOR
- Frost & Sullivan
- Elsevier-Science Direct-Management
- Scopus
- Web of Knowledge
- Factiva
- HBR (Harvard Business Review Case Collection)
- CMIE Prowess
- Euro monitor
- E-Research

Others

- 1) Turn tin (Plagiarism Software)
- 2) EndNote (Research tool)

SIBMB-Journals subscribed for the year 2018-19

1. Metamorphosis A journal of Management Research
2. Asian Journal of Management Cases
3. South Asian Journal of Business and Management Cases
4. Global Business Review
5. IIM Kozhikode Society and Management Review
6. International Journal of Rural Management
7. Journal of Emerging Market Finance
8. Journal of Entrepreneurship
9. Journal of Human Values
10. Vikalpa-The Journal for Decision Makers
11. Foreign Trade Review
12. Vision-The Journal of Business Perspective
13. Journal of Entrepreneurship and Innovation in Emerging Economies
14. Decision
15. IIMB Management Review
16. Indian Journal of Finance
17. Indian Journal of Marketing
18. Journal of South- Asian Development
19. Management & Labour Studies
20. Paradigm
21. Prabhandan: Indian Journal of Management
22. South-Asia Economic Journal
23. Vilakshan –XIMB

SIBMB- Magazines subscribed for the year 2018-19

1. India Today
2. Business India
3. Business World
4. Business Today
5. Outlook Money
6. Outlook Business
7. Competition Success Review
8. Reader Digest
9. Competition Wizard
10. Chronicle
11. The Week
12. Outlook
13. Digit
14. Forbes India
15. Fortune India
16. Open Source for You
17. The Economist
18. Harvard Business Review
19. Bloomberg Business Week
20. Time Magazine

The existing rules of the library are as follows:

a. Right of Entry

Students are required to keep their identity cards with them for inspection whenever they visit the library. Library staff is authorised to request them to produce the same at any time. Outsiders and ex-students of the college are required to seek the Librarian's written permission to use the library.

b. Membership

- a) A member is responsible for the books borrowed on his/her account. Books should not be lent to another person. Sub lending of books is a misuse of membership privileges and may lead to fine or withdrawal of membership or both.
- b) If a member found removing any reading material without getting the same properly issued, suitable action like fine or membership withdrawal will be taken.
- c) In case the barcode stickers get damaged, it must be reported to the librarian, who will replace the barcode. Under no circumstance, the barcode should be replaced by the member.
- d) Books should be returned on or before on the due date in order to avoid fine. All library books should be handled with due care. Members should not write on the books or disfigure them in anyway.
- e) Members should satisfy themselves about the physical condition of the book they wish to borrow before getting them issued. Otherwise, they will be held responsible for any damage or mutilation noticed at the time of returning.

c. Privileges of Members

- a) All students may borrow a maximum of four (4) Books/Magazine/CD for a maximum period of 15 days.
- b) Members have the privilege of direct access to shelves. It is important that the arrangement of books be maintained for the convenience of all members. While the books can be freely taken out from the shelves, but they should not be replaced. There are bins provided and the members are requested to place the removed books in them.
- c) All the members will get auto-generated e-mail/SMS alerts for creation of new library account with username and password. The transaction and overdue alerts will only be emailed to member's id every time a transaction or an overdue occurs.
- d) All the members have the privilege to access the online library collection details with the help of the following URL: -
<http://sybiosis-koha.informindia.co.in/>
The members can access their accounts for search and renewals. They can suggest / recommend books which are not available in the library.

d. Issue System

- a. Books will be issued on production of Identity card at the counter
- b. The latest editions of the periodicals, newspapers, and reference books will not be issued.
- c. Issued Books, personal belongings except notebook/pen/Laptops are not allowed to be carried into the library. These shall be deposited at the counter.
- d. Some text books may be issued to students during the first year. Students should collect the said books on the allotted date and time.

e. Overdue Charges

- a. All students will receive an email informing about the books to be returned. Despite this if the books are not returned on the due date, students have to pay overdue charge of Rs.5/- per day per book. In the event of non-payment, they will not be able to borrow books even if they have not reached the quota of 4 books.

If the students fail to return any book which is over-due, he will not be issued admit card for the examination.

f. Loss of Books

- a. Members are responsible for the books issued on their library accounts. Loss of library books should be reported immediately to the librarian.
- b. If a book is lost by a member, he /she should replace the book with overdue charges, if any. The lost book will have to be replaced by the member within one month from the date of issue, failing which the current MRP of the book should be deposited.
- c. Payment for the lost book is to be made only by cash to the library and in this regard a receipt will be issued to the student.

g. Clearance Certificate

- a. Before taking the final University examinations or terminating connection with the institute, it is the responsibility of the member to return all library books / materials, to settle all library dues, (if any) to get a “No-Dues Certificate” from the Librarian.
- b. At the time of getting their “No-Due Certificate” from Library, the students are required to bring their Identity Cards.

Computer Centre

The rules governing usage of SIBM Bengaluru Computer Centre are given in this section.

a. Lab Discipline

SIBM Bengaluru Computer Labs serve as a shared study area. In consideration of other students working in the lab, students are expected to speak softly and limit conversation with others.

Without the prior written permission from Institute, the Institutes' computer network should not be used to disseminate, view or store commercial or personal advertisements, solicitations, promotions, destructive code (e.g., viruses, trojan horse programs, etc.) or any other unauthorized materials.

b. Food & Beverages

No food and beverages are allowed inside the lab. Anyone found with food, and beverages will be fined and asked to leave the lab immediately. Repeat offenders will have their accounts revoked or restricted.

c. Use of tobacco products is not allowed

Any form of consumption of tobacco products is strictly prohibited in the computer zone and the entire campus.

d. Games

Students are not permitted to display or transmit offensive or obscene material, play computer games, or use IRC and chat messengers. Gaining unauthorized access to other's accounts is strictly prohibited.

e. Hours

The number of hours of access to the lab varies depending on requirement. Hours are subject to change without notice.

f. Signing In

- Each student is assigned one sign-in account.
- The student is required to keep his/her password secure and private. Passwords linked to personal details like birthdays etc. are to be avoided.
- Students are requested not to share their user ID and password with others.
- Logging in using somebody else's ID and password will attract penalty.

g. Signing Out

Students must log out of the system when leaving the computer lab – even if it is only for a short time.

h. Storing Files and Data

Installation of any programs or data files on any computer lab machine is prohibited. Please note the following:

- Do not install any hardware onto the workstation.
- Do not install or run personal applications.
- Do not change the configuration of your workstation.
- Do not modify the system settings

i. Accessing the Internet:

To ensure security and avoid the spread of viruses, users accessing the Internet through a computer/Laptop attached to institute's network must do so through an approved Internet firewall or other security device. Bypassing Institute's computer network security by accessing the Internet directly by modem or other means is strictly

prohibited unless the computer in use is not connected to the Institute's network. As per Internet access Policy established by the institute students are allowed **only to white-listed** web-sites. For details, please contact the Assistant Manager-IT.

j. Rules for White list and Black List Sites

a) White list rules: -

- 1) All sites maintained by Symbiosis Group of Institutions.
- 2) All logistics Site
- 3) All FTP site
- 4) All ticket booking Sites
- 5) Search engine sites
- 6) Mailing, etc.

b) Black list rules: -

- 1) All pornographic sites
- 2) Music Sites
- 3) Movie sites / YouTube etc.
- 4) IM
- 5) Torrent Sites
- 6) Photo sites
- 7) Sports Sites, etc.

k. Copyrights

Copying of any software from the computer lab is not allowed. Students should not illegally copy, material protected under copyright law or make that material available to others for copying. Students are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material students wish to download or copy.

Students are allowed to use the Institute subscribed databases only for educational purpose. Sharing the database with anybody outside the institute is prohibited, and institute has the right to take disciplinary action if anybody is found doing so.

l. Equipment

Institute has the right to recover the cost from students on any damage caused due to negligent or unprofessional handling of the institute property (Microphones, Computer etc.). Students should take care of their respective class room equipment such as computer, projector, and microphone. Students are requested to switch off equipment when not in use.

m. Illegal Use

SIBM computers and accounts may not be used for business or private activities. The transmission or reception of obscene, offensive or discriminatory information is prohibited. Unauthorized peer-to-peer file sharing of copyrighted works including music, pictures, movies and other published materials is a violation of campus computer-use policy. All such activities will be deemed illegal and carry significant monetary and criminal sanctions.

n. Theft

Do not leave your personal belongings unattended in the computer lab. SIBM is not responsible for stolen items.

o. Laptop Configuration:

- 1) Genuine Operating System and Applications (Microsoft office, Antivirus etc.) are allowed.
- 2) Laptop/Device should be capable to connect to the Ethernet (LAN) and Wireless (Wi-Fi)

p. Institute Email:

Each student is assigned an institute email address and the same will be used by the student for communicating inside the organization and with the companies that they contact for official use. Institute has a right to read the mails, if required.

q. Monitoring of computer and Internet usage:

The Institute has the right to monitor and log all aspects of its Computer system including, monitoring Internet sites visited by users, monitoring chat and newsgroups, monitoring file downloads, and all communications sent and received by students.

r. Internet Download Limit:

A download limit of 2GB has been set per week per student.

s. Assistance (Help)

IT team can answer basic questions about the operation of the equipment and the use of lab software. For any hardware problems, students can take help from lab instructor or network engineer. IT team is not permitted to help students with anything related to assignment, S/W installation and S/W distributions.

Contact Details:

Sl No	Names	Email Address
FACULTY		
1	Dr. Rajesh Panda	director@sibm.edu.in
2	Prof. A.Vidyasagar	deputydirector@sibm.edu.in
3	Prof. Semila Fernandes	semila.fernandes@sibm.edu.in
4	Prof. Pooja Gupta	poojagupta@sibm.edu.in
5	Prof. Saina Baby	saina.b@sibm.edu.in
6	Dr. Biranchi Narayan Swar	biranchi.swar@sibm.edu.in
7	Dr. Madhvi Sethi	madhvi.sethi@sibm.edu.in
8	Prof. Atish Ratan Dasgupta	atishd@sibm.edu.in
9	Prof. Aarti Mehta Sharma	aartimehtasharma@sibm.edu.in
10	Dr. D. Subramaniam	subramaniam.d@sibm.edu.in
11	Prof. Lakshmaiah Botla	lakshmaiah.botla@sibm.edu.in
12	Dr. Asha Nadig	asha.nadig@sibm.edu.in
13	Dr. K. Shivakumar	shivakumar.k@sibm.edu.in
14	Prof. Lavina Sharma	lavina.sharma@sibm.edu.in
15	Dr. T Viswanathan	viswanathan@sibm.edu.in
16	Dr. John Ben P	john.ben@sibm.edu.in
17	Dr. Mallika Srivastava	mallika.srivastava@sibm.edu.in
18	Dr. Bandana Nayak	bandana.nayak@sibm.edu.in
PLACEMENTS		
1	Prof. V. Ravi Kumar	ravi.kumar@sibm.edu.in
ADMIN		
1	Mrs. Chitra Kulkarni	admin@sibm.edu.in
2	Mrs. Roopa. G	ac4@sibm.edu.in
DIRECTOR OFFICE		
1	Ms. Sandhya Shree S	directoroffice@sibm.edu.in
ADMISSONS AND ACADEMICS DEPARTMENT		
1	Mrs. Shobha .T	admissions@sibm.edu.in
2	Mrs. Veda. M	emba_pgdm@sibm.edu.in
3	Mrs. Jayashree R	ac2@sibm.edu.in
4	Mr. Vilas Kamble	assistant@sibm.edu.in
5	Ms. Marline Rachel P	ac1@sibm.edu.in
ACCOUNTS DEPARTMENT		
1	Ms. Ashwini R	ashwini@sibm.edu.in
2	Mr. Munikrishnappa D.	accounts@sibm.edu.in
IT DEPARTMENT		
1	Mr. Noel Castelino	noel.castelino@sibm.edu.in
LIBRARY		
1	Mr. Sanganagouda Patil	librarian@sibm.edu.in
2	Mr. Gurusurthy.Y	asst.librarian@sibm.edu.in
EXAMINATIONS DEPARTMENT		
1	Mrs. Sridvidhya B	examinationsco1@sibm.edu.in
2	Mrs. Pooja C Mouli	examinationsco2@sibm.edu.in

Student Council 2018-19

Student Secretary	Mr. Shreyas Joshi Secretary - Student Council Mobile : +91-9867169800 E-mail : Shreyas.joshi19@sibm.edu.in
Academic Program Committee	Mr. P.K. Rahul Narayanan Co-ordinator Mobile : +91-8884000836 E-Mail : rahul.narayanan19@sibm.edu.in
Admissions and Information Technology Committee	Mr. Akash Sharma Co-ordinator Mobile: +91-9738409348 E-Mail: akash.sharma19@sibm.edu.in
Alumni Committee	Mr. Ankit Hashia Co-ordinator Mobile: +91-9886479477 E-Mail: ankit.hashia19@sibm.edu.in
Conference and Events Committee	Mr. Patel Sanket Mukesh Co-ordinator Mobile: +91-9033428456 E-Mail: patel.sanket19@sibm.edu.in
Corporate Relations And Placements Committee	Ms. Nikita Rastogi Co-ordinator Mobile: +91-9704983081 E-Mail: nikita.rastogi19@sibm.edu.in
Corporate Relations And Placements Committee	Mr. Karnaveer Singh Joint Coordinator Mobile: +91-9711983134 E-Mail: karnaveer.singh19@sibm.edu.in
International Relations Committee	Ms. Surbhi Kalia Co-ordinator Mobile: +91-7888758271 E-Mail: surbhi.kalia19@sibm.edu.in
Public Relations and Media Committee	Ms. Riddhi Sandeep Jasani Co-ordinator Mobile: +91-9004351094 E-Mail: riddhi.jasani19@sibm.edu.in

Research Committee	Mr. Joshi Malhar Chandrakant Co-ordinator Mobile: +91-9909774811 E-Mail: malhar.joshi19@sibm.edu.in
Social Responsibility Committee	Mr. Bhatt Abhishek Pravinkumar Co-ordinator Mobile: +91-9825711087 E-Mail: bhatt.abhishek19@sibm.edu.in
Student Welfare and Disciplinary Committee	Mr. Jayant Nishunk Dhanisharan Co-ordinator Mobile: +91-9987400602 E-Mail: nishunk.jayanth19@sibm.edu.in

General Administration

Society Office				
Name	Designation	Ext. No.	Office contact no.	Mobile no.
Mr. T Sunil Jacob	Campus Administrator	9451	67139458	9901977725
Mr. P K Eldho	Warden Boys Hostel	9483	67139485	9035009858
Ms. Mamtha Sumanth	Warden Girls Hostel	9453	67139457	9620308685
Mrs. Sunitha J S	Sr. Co-ordinator	9452	67139452	7795617519
Mrs. Amaravathi H	Accountant	9455	67139455	9035009861
Mr. M. Suresh	Asst. Co-ordinator	9483	67139483	9845706448

OTHER IMPORTANT TELEPHONE CONTACT DETAILS

Electronic City HelpLines		
Police Station	A101, KSSIDC Complex, Block I	22943469, 28522125
Traffic Police		22943718
ECity Fire Service DFO	110, Electronic City West	22971576/77
Bengaluru Telecom	Hebbagodi, Bommasandra Indl. Area	7836666
Railway Reservation	C 204 KSSIDC Complex, Block I	28520012
Post Office	C 104, KSSIDC Complex, Block I	28520119
ECity Medical HelpLines		
24 Hour Pharmacy	Ramakrishna HealthCare	2665 6800
Ambulance	Ramakrishna Truama Center	2663 3148
Heartline	NarayanaHrudayalaya	2783 5001
Blood Bank	NarayanaHrudayalaya	2783 5001
Eye Bank	NarayanaNetralaya	66660655-58
	Dr. Agarwal's Eye Hospital	2222 3100
Public Relations		
BCP	Bengaluru City Police, Control Room	100
BCTP	Bengaluru City Traffic Police	25588444, 25588555, 22943030, 22943131
Hoysala	Traffic Patrol, Accidents	103
Ambulance	Traffic Accidents	105711 / 1062
Directory Service	IVRS	197
Emergency Squad		22221188
Consumer Dispute Rederessal Forum	8th Flr, Cauvery Bhavan, KG Road	22211137
Air India		22277747
Bengaluru City Railway Stn	General & Reservation	139

Electronic City HelpLines

	Arrival and Departure	131,134, 2220 0971
BMTC	Bengaluru Metropolitan Transport Corp.	2295 2522
KSRTC	Karnataka State Road Transport Corporation	22255720, 22871945
KSTDC	Karnataka State Tourism Dev Corp.	22352902
KSHDC	Karnataka State Hotel Dev Corp.	22266323