MANUAL OF POLICIES

FOR THE STUDENTS

PGDM (Full-Time)

LOYOLA INSTITUTE OF BUSINESS ADMINISTRATION (LIBA)

LOYOLA COLLEGE CAMPUS, CHENNAI - 600 034.

2022 - 2023

Enforcement

The Manual of Policies for PGDM students 2022-23 comes into effect from July 01, 2022. The rules/policies prescribed in the Manual are applicable without prejudice to any and all special rules framed or to be framed with regard to placement, library, computer centre, etc.

Every student must secure a copy of the Manual of Policies 2022-23 and carefully go through the prescribed rules and policies. Onus of ignorance will be on the student and will not be a ground for consideration.

Director

C O N T E N T S

1. LIBA: IDENTITY, VISION, MISSION & VALUES

1.1 Identity

Loyola Institute of Business Administration (LIBA) had a humble beginning in 1979 with a three-year part-time PGDBA programme, mainly to assist those already employed to develop their managerial competency and enhance their knowledge and skills. In 1995, responding to the desire of top management professionals in the globalised economy, LIBA started offering a two-year Full-Time PGDBA programme (currently PGDM). LIBA, committed to Excellence with Ethics, is a Jesuit minority institution. It is owned by the Loyola College Society, Chennai.

1.2 Vision

Becoming a Premier Jesuit Business School in the world by forming leaders of global repute who are committed to excellence with ethics.

1.3 Mission

- To train students to acquire professional competencies to lead business and social enterprises.

- To help form global attitude to face challenges and utilize opportunities.

- To provide avenues in learning to become ethically and environmentally sensitive and responsive.

- To guide and accompany students and other stakeholders in their being and becoming compassionate to the marginalized.

1.4 Values

- Passion for Excellence

- Ethical conduct

- Creative and Critical thinking

- Global outlook

- Inclusiveness

- Social consciousness

1.5 Programme Educational Objectives (PEOs)

PEO 1: Professional competency

To achieve excellence through the development of managerial competency

PEO 2: World Class Leaders

To equip with relevant knowledge in the business domain

PEO 3: Ethically Sensitive

To impart ethically sensitive leadership practices

PEO 4: Socially Conscious

To transform into global principled leaders who are socially conscious

2. ACADEMIC CALENDAR

The academic year consists of three terms, each of approximately three months' duration. The term structure will be as follows:

TERM I & IV : **July to September**

TERM II & V : **September to December**

TERM III & VI : **January to April**

3. DISCIPLINE

3.1 The Institute attaches great importance to integrity, honesty and discipline. A sense of responsibility and a high degree of maturity are expected from all students inside or outside the campus as befit future managers.

Mobile Phones are strictly prohibited in the class as well as in the official functions. Use of Mobiles during the classes / guest lectures will result in confiscation and downgrading.

3.2 Without prejudice to the generality of the foregoing, the following commissions and/or omissions on the part of students will constitute breach of discipline or, say, acts of misconduct.

(a) Absence without intimation to the Faculty & prior permission from the Assistant Dean;

(b)   Proxy attendance in Class/Guest Lectures;

(c)   Lack of punctuality in attending the classes and events;

(d)   Mass absence from the classes;

(e)   Drunkenness & other forms of intoxication including substance abuse especially during Institutional events;

(f)   Smoking and drinking alcohol are strictly forbidden inside the campus and hostels;

(g)   Riotous or violent or disorderly behaviour;

(h)   Damage to the property of the Institute;

(i)   Theft or fraud or dishonesty;

(j)   Copying in any form in the assignments, dissertation or in any other assessment;

(k)   Reporting fictitious data for empirical study or in the dissertation or assignments;

(l)   Permitting, whether wilfully or otherwise, a co-student to copy from one's own answer-book or document or material;

(m)   Communication of written analyses or answers, in any manner whatsoever, to other student(s) in respect of home assignments or projects of individual nature;

(n)   Whispering or communicating with one another by means of signs, symbols or gestures or in any other body language during assessments;

(o)   Impersonation or proxy submission of assignments, reports and other documents to the faculty;

(p)   Indulging in any act which is subversive of general discipline (the word "discipline" being used here in its generic sense and in its widest amplitude), inside or outside the campus, and/or is detrimental to the reputation, image or standing of the Institute;

(q)   Sub-standard performance in the Summer Internship Placements, resulting in adverse feedback from the company guide;

(r)   Levelling false and baseless allegations against any faculty member or officer or employee of the Institute;

(s)   Sending anonymous derogatory or defamatory letters or e-mails or posting on social media or writing such blogs;

(t)   Doing, or causing to do, any act, which is likely to adversely affect the relations of the Institute with the corporates, especially placements;

(u)   Ragging of any kind;

(v)   Students are not allowed to go for medical treatment while staying in the hostel without informing and taking prior permission from the hostel director;

(w)   Discrimination on the basis of gender, caste, religion, etc., is strictly condemned and serious action would be taken against the violator;

(x)   Failure to attend mandatory events;

(y)   Failure to submit the access card at the end of the program will attract fine.

(z)   Failure to inform the Deans' office immediately in case of loss or damage of Access card / ID card will attract penalty.

3.3   A student, who is alleged to have committed an act of misconduct as aforesaid will be directed to show cause against disciplinary action and will be given an opportunity to present his/her case. The Dean may, after giving a hearing to the student and after conducting such investigation as is deemed fit and proper in the circumstances, impose such punishment as is deemed fit and proper.

3.4   Punishments include warning or imposition of fines or down-gradation up to grade "F", or denial of scholarship if due, or withholding of Diploma or expulsion from the Institute. While imposing punishment, the Dean will

take into account the nature and gravity of misconduct, the surrounding circumstances, and the impact of the misconduct on the general discipline inside the campus or on the reputation of the Institute and the history of misconduct, if any.

3.5 Where the Dean has imposed the punishment of (a) down-gradation to "F", or (b) denial of scholarship, or (c) withholding of Diploma or (d) expulsion from the Institute, the aggrieved student may appeal to the Director. The decision of the Director there on shall be final.

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

(a) A proven case of gross misconduct such as violence, riotous or disorderly behaviour, fraud, misappropriation of funds, moral turpitude directed on a fellow-student or a faculty or any other employee of the Institute;

(b) Any form of malpractice during an assessment or assignment such as copying, plagiarism and the like;

(c) Proven cases of reporting of fictitious data in an empirical study;

(d) Proven cases of ragging;

(e) Non intimation of loss or damage of access card/ID card to the Dean's office immediately, as it may lead to misuse of the card.

3.7 Unless otherwise specified by the Faculty, collaboration in any way with others in the writing of assignments is treated as malpractice. In other

words, the answers aspresented to the Faculty should be the independent work of each student. Students are advised that they should not, in their own interest, communicate their written analysis or answers in a take-home assignment to other students.

3.8   In matters of academic discipline, the decision of the Dean/Committee will be final. In matters of sufficient gravity, a student may appeal to the Director, whose decision thereon is final.

4.   ONLINE CLASSROOM CODE OF CONDUCT & PROFESSIONAL BEHAVIOUR

4.1   Attendance

- Attendance policies required for regular in-campus classes apply to online classes as well.

- Even though no regular face-to-face classes are required in online courses, Faculty will be able to track down your activities online; will be taking daily attendance several times per class and will maintain a detailed record of your attendance and behaviour which will affect your grade and perhaps continued participation in the Institution.

- Ensure to keep some time for logging in to handle unexpected technical glitches. Joining mid-way can be very distracting for other participants and will not be viewed favourably by the instructor either. This also extends to all assignments submissions that are time-bound. It is important to try to submit well within the stipulated time to avoid penalties.

- Active participation: This mode of teaching will only be successful if everyone actively participates and contributes to the discussion.

4.2 Dress Code & Professional Behaviour during Online Serious

- Students are expected to be respectful of the online classroom environment with suggested dress or attire similar and appropriate to regular academic classes & the following online professional behaviours.

- Dress Code: Classroom etiquette requires you to look presentable and professional. You must dress in a way that is modest, clean and avoids unnecessary distraction. An important aspect of online etiquette is that you have to share your screen through video (unless you are not well & with prior permission from the faculty) in order to take part in classroom activities. You have to dress well and take note that night clothes and any immodest clothing should be strictly avoided.

- Be respectful of your classmates and Faculty. Allow others to speak, invite others to share, and respect other's ideas.

- Keep your image "live" during class sessions. It is important to maintain eye contact into your camera to show your instructor that you are attending the class, unless of course, you are taking notes.

- Microphone Awareness: Microphones are almost always on. Remember that your classmates and teacher can hear noises in your environment such as dogs barking, family member conversations, TV

sounds, whispering, chewing, sneezing and tapping your pen or pencil, etc. So please keep distractions to a minimum or mute your microphone. It is preferable that you find a quiet place in your home to isolate yourself and be free from distraction.

- Camera Awareness: During periods of synchronous online classes, it is required that you be live on camera the entire time the class is in session. Instructors will be cognizant of your presence and the record of your adherence to this policy will be maintained. This is really the only way instructors can verify your attendance and credit you for the class. There will be consequences for violating this policy which can lead to downgrading.

- Being wary of the environment: Access classes without causing any distraction or disruption to sessions. It needs to be ensured that you are in a quiet atmosphere with no sudden sounds which can be heard by the entire class. Make sure to have a plain background behind so that it is not distracting for others. Moreover, nobody would want other participants to catch a glimpse of their personal life more than required.

- General Online Etiquette

  - Avoid side conversations and multitasking.

  - Save your meals and snacks for between your classes; eating during class is generally frowned upon and being in an online classroom is no different.

- Pretend you are in your regular academic classroom and put your best 'virtual' foot forward.

4.3. Interactions with Faculty and Staff

- Students should address all faculty and staff members as adults with the courtesy expected for educated professionals.

- Students should phrase communications with faculty and staff in a polite and courteous manner appropriate for speaking to adults. The tone of emails and phone conversations must be respectful.

- Since our online environment is a learning environment, students should not use excessive "slang" or language that they might use in other environments.

- Students are not to use obscene, profane, threatening, or disrespectful language or images in any communications with faculty and staff. These actions are prohibited.

- Students must use their LIBA email address only in this educational environment. If profile pictures are used it should be a headshot of the student only and may not be offensive or inappropriate in any manner.

4.4 Interactions with Other Online Classmates

- All communications with other online students in any forum, course related email, discussion post, etc., must be polite, courteous, and respectful and be of a professional nature.

- The integrity and authenticity of student work is something that we take seriously and check using a variety of technologies. Copying the work of others, allowing others to knowingly copy a student's work, and/or misusing content from the Internet could result in down grading.

- Do not collaborate with other students (work with) on your assignments unless directed to do so by your faculty. Working together is useful in the traditional classroom, but it is not permitted in our online environment without specific instructions to do so.

- Parents/others may not login to a student account and attend classes or complete course work on behalf of the student.

- Students are not to use obscene, profane, threatening, or disrespectful language or images in any communications with other students.

4.5   Appropriate Use of the Internet

- Students are subject to all local, State, and Central laws governing the Internet and will be subject to disciplinary action that may result in removal from course(s) and Institute if violated.

- Protect your privacy and that of others by:

  - Not giving out personal information including full names or contact information.

- Only uploading or using images where you have permission from the people in those images.

- Not giving out your password(s).

- Protect and respect the hard work of others by:

  - Only uploading images, music, videos or other digital content that is created by you or is not subject to a copyright and follow copyright procedures when using any digital content.

- Talk to your faculty or support Staff if you:

  - Need help online.

  - Feel the welfare of others is being threatened by online activities.

  - Come across websites that are not appropriate for your Institute or project.

  - Feel uncomfortable by something someone writes or makes.

5. FEES PAYMENT

5.1 Students are required to pay annual fees on or before the last date communicated. Fees are to be paid by DD (payable at Chennai) / NEFT in favour of LIBA, Chennai.

5.2 At the time of joining, the student must submit a copy of the following certificates.

- Degree certificate (In case the original certificate is not available at the time of registration, the provisional certificate).

- Transfer certificate from the institution last attended and the Conduct certificate.

- Mark sheets to establish a minimum of 60% in the aggregate and not more than two history of arrears.

5.3 If the candidate is still awaiting results, he/she should produce all these certificates before 31st October 2022. If he/she fails to do so, the name will be removed from the rolls of the Institute and the person will forfeit the fees paid. The admission is also cancelled if the eligibility condition of minimum of 60% aggregate marks in the undergraduate course is not fulfilled as per the mark-sheet submitted later after securing admission and/or if found to have more than two history of arrears. The qualifying undergraduate examination must be completed before October 2022.

5.4 Those who fail to pay the fees after joining the programme on the specified date will be deemed to have left the Institute unless prior permission is obtained from the Dean. If the Dean permits, a student can pay the fee plus a fine of Rs.50/- per day after the due date, subject to a total maximum fine of Rs.500/- the late fine is payable irrespective of the reason of delay.

6.   MENTORING

Every student admitted to the Institute will be assigned a Faculty Mentor who will assist the student in the induction process, and monitor his or her progress during his or her continuance in the Institute. Students are advised to discuss with their Faculty Mentor the challenges they may encounter concerning academic requirements and regulations. By cultivating social relationships with the students, the Faculty Mentor promotes a feeling of solidarity and a sense of commitment to the Institute's objectives and a greater participation in the Institute's activities. The student will also be assigned an Alumni-mentor from the industry to seek guidance regarding the career decisions.

7.   TEACHING LEARNING AND ASSESSMENT (TLA)

7.1   The Faculty's primary objective is to assist students to develop those skills, qualities and values that make for effective leadership in organisations. Since this involves more than the knowledge of specific theories and models, different learning methods appropriate to the desired skills, such as problem analysis, case studies, simulated games, small group seminars and 'laboratory' exercise are used.

Hence the student's attendance and participation in EVERY class is essential. While classroom interaction aims at developing a wide knowledge base, the student is encouraged to analyse, anticipate, innovate and otherwise prepare himself or herself for a challenging professional career.

The courses are designed taking into account the requirements of employers and the abilities of the students to reach the highest standards. At the beginning of a course, the faculty will give the students the course outline, information about the learning objectives to be achieved, session plan, and how student performance will be evaluated and graded.

For the purpose of facilitating better interaction in the batch and improving the class dynamics, the sections may be shuffled in each term of the first year.

7.2 The Restructured PGDM curriculum consists of a minimum of 120 credits, including the summer internship project.

7.3 A course which carries one credit extends to ten clock hours of class sessions. It is expected that class preparation and assignments will account for at least another thirty clock hours of work.

7.4 Students are advised to concentrate in two areas, as far as possible, to equip themselves well for placement. In order to concentrate in an area, a student is required to take certain minimum number of credits in that area. Students are permitted to register for a maximum of 18 credits (including core courses) in any term.

The minimum number of electives including specialization core papers across the three terms is 45.

8.   COURSES

8.1   The first year will commence with the Foundation courses and addition to that, bridge courses will be offered

Bridge Courses

Fundamentals of Accounting & Finance

Mathematics for Managers

Foundation of Organisation and Management

Foundation Courses

Outbound Learning

Personal Growth Lab (PGL)

Philosophy, Logic and Aesthetics

Selling and Negotiation Skills

Python Programming

IT tools for Personal and Office Productivity

8.2   The first year of the course presents a comprehensive view of the management discipline. A broad perspective of the industrial environment is presented, and a sound foundation is laid for preparing students for advanced learning in the subsequent year.

All the courses offered during the first year are core courses, and every student is required to take them. Most of the core courses carry 3 credits each, with a few carrying less.

8.3   There will be one core course in each term in the second year. In each term, the core course will carry maximum 18 credits in the first year. Besides the core courses, students will choose each term's electives for minimum 15 credits to specialize in an area.

LIST OF CORE COURSES (TERMS 1 to 6)

Term I

Basic Financial Analysis

Economic and Social Aspects of Business

Individual and Group Behavioural Design: Discovery and Transformation

Data to Decisions

Fundamentals of Marketing

Multimedia and Short film making

Wellness and Life skills

Term II

Design, Implementation and Management of the Workforce

Corporate Finance

Decisions for Wealth Maximization Analytics for Business Insights

Operations Research & Management

Marketing Strategy & Managing Customer Value

Personal Growth Lab

Rural Immersion

Term III

Cost and Management Accounting for Sustainable Business

Leadership and Strategy: Managing with Excellence

Research Methods & Methodology

Supply Chain Management Strategic Management

Ethical and Legal Aspects of Business

Term IV

International Business

Term V

Entrepreneurship and Business Plan Development

Term VI

Research Paper

9. SUMMER INTERNSHIP PLACEMENTS (SIP)

9.1 In the summer after the first year, students are required to spend eight to ten weeks in an industrial organisation doing a project on a significant aspect or problem of organisational management. The aim of the Summer Internship Placements is to provide students an opportunity to observe closely an organisation in operation and to relate what they have learnt in class to actual practice. This facilitates the selection of electives in the second year.

9.2 The Summer Internship Placements is compulsory for all students and will carry six credits.

9.3   The Summer Internship Placements report must be typed and bound and submitted to the Dean's office by the date specified.

9.4   Only the Summer Internship Placements authorized by the Institute will be recognized for entry into the student's transcript.

9.5   The Placement Office, headed by the Chair, Placements, will assist students to find suitable summer internships.

9.6   Before the end of the third term, every student should consult the faculty member assigned and carefully plan their summer internship with the help of the faculty before leaving the campus for the Summer Internship Placement.

9.7   Students who do not complete an approved summer internship will not be promoted to the second year. The summer internship is completed only when the student's faculty guide accepts the project report.

9.8   Students shall utilize the time during SIP to initiate to write and publish the research paper during the VI term.

10.   AREA(S) OF SPECIALIZATION

10.1   Students are required to choose from the following functional areas, their area(s) of specialization:

Business Analytics

Finance

Human Resource

Marketing

Operations

10.2   The criteria for admission of students to an area of specialization or to any of the courses of that area are determined by the Area Faculty and approved by the Dean. The criteria will be communicated to the students at the beginning of the academic year.

10.3   Once a student has made a decision about his or her area of specialization and communicated to the Dean, no change would be permitted.

11.   ELECTIVES

11.1   A student will be required to complete a specific minimum number of credits as electives from each chosen area of specialization. This minimum number of credits for each specialization will be conveyed before the second year. Additionally, a student can choose more electives in his or her area of specialization, selected in a way that ensures a wider perspective of management.

11.2   A student should finalise a list of electives he or she will take in consultation with his or her Faculty Mentor and the Dean.

11.3   An elective course chosen by the student may not be always available, either because the number of students opting for it is too few or because the number of students subscribing to that course is larger than the course can accommodate.   In the latter case the admission to the course will be decided

by such criteria as the Dean and the Area Faculty may decide.

11.4   The choice of an elective will be final when the student has attended the first session of the elective. No withdrawal or change of the status of elective will be permitted thereafter. Students will not be permitted to take an elective unless they attend the first session of the same.

11.5   In case a student opts for a 1.5 credit elective offered in any term, the student will have to take one more 1.5 credit elective.

11.6   If less than 15 students sign up for an elective course, the course will not be offered that year.

Registration for Elective Courses

11.7   Registration for elective courses each term will be open 2 weeks before the term starts.

11.8   Based on the course outline given, students are required to register online for the elective courses they opt for before the term begins.

11.9   Once registered, students will not be allowed to add/drop/change status for anycourse.

11.10   The Institution reserves the right to change the schedule if required, and its decision in such cases will be final.

LIST OF ELECTIVES (TERMS IV to VI)

BUSINESS ANALYTICS

Data Science for Managers

Business Data Visualization using Tableau

Data Mining

Business Applications of AI and ML

Machine Learning

AI and Deep Learning

Big Data, Hadoop and Spark

Marketing Analytics (Cross-Listed from Marketing)

Natural Language Processing for Business

HR Analytics

Credit Risk Analytics: Measurement Techniques and Applications

FINANCE

Derivatives for Value Maximisation (Prerequisite for International Finance)

Investment Analysis and Portfolio Management

Advanced Corporate Finance

Financial Markets and Services

Direct Taxes and Planning

Entrepreneurial Finance

Financial Modelling and Analytics

Contemporary Practices in Bank Management

Practical Applications in Goods and Services Tax (GST)

Creating Value Through Corporate Restructuring

Applied Value Investing

Alternative Investment Strategies

Fin Tech for Value Addition

Global Financial Management

Trading Strategies using Financial Derivatives

Securities Market Laws and Compliances

Credit Risk Analytics

Financial Risk Management

Financial Planning and Wealth Management

Equity Research Analysis

Sustainable Investment strategies for Business

HUMAN RESOURCE

Collective Bargaining and role of Industrial relations

HR Metrics: Data Driven Analysis and Decisions

Creating High Potential Work Force

Strategies for Conflict Resolution

Employee Code and Legislations

Humachines: Future of Work

Employer and Self Branding

Total Reward and Performance Management

Building Learning Capabilities: Reskilling and Upskilling

Personal Investment Strategies and Tax Planning

Managing Emotions and Behavioural Design

Behaviour Modelling through Gamification

Reinventing your Career: Goals and strategies

Behavioural Analysis: The Managers Tool kit

Political Behaviour and Power Play: Strategies

MARKETING

Understanding Buyer Behaviour

Marketing of Services

Creating Brand Value

Contemporary Marketing Communication

Rural, Local and Grassroots Marketing

Value-based Pricing Strategy

CRM & Marketing Analytics

Strategic Sales & Channel Management

Managing Retail Businesses

Business of Entertainment, Media and Sports

Marketing Strategies for Start-ups

E Commerce: Strategy, Growth and Analysis

Managing Digital and Social Media Marketing

Food & Agri Business Strategy

Globalisation & Emerging Markets

Sales and Marketing for B2B organisations

Qualitative & Quantitative Market Research

OPERATIONS

Warehouse Management

Services Operations Management

Transportation Management

Supply Chain Simulation Lab

Industry 4.0

Supply Chain Finance

Digital transformation in Supply Chain

Strategic Sourcing

AI in Operations and Supply Chain Management

Omnichannel Supply Chain

Aggregator Models, E-commerce and Logistics

Operations Strategy

International trade and Logistics

Resilient Supply Networks

SCM in Circular Economy

Retail Supply Chain

WORKSHOPS (TERMS 1 to 6)

Case Analysis Workshop Creativity / Innovation Design Thinking

GD & Interview Skills Impactful Presence & Delivery Negotiation Skills

Out bound Learning Retreat

Rural Experience Self-Awareness Stress Management

Other workshops may also be offered.

Please note that any workshop conducted for a batch, is compulsory for all the students of that batch.

All the students must do the field visit and also in the VI term a research paper carrying 3 credits is compulsory.

12. DISSERTATION

12.1 Dissertation is optional. A student can opt for a dissertation on a topic of their choice in a related field as applicable in lieu of an elective course (3 credits) in Term VI. However, only those students who secure a minimum CGPA of 6.50 up to Term IV will be eligible to opt for dissertation.

12.2   The dissertation is taken into account for the computation of GPA like any other full credit course, and shall be added to the courses scheduled in Term VI.

12.3   Students may directly contact any of the faculty for guidance in the dissertation subject to approval by the Dean.

12.4   Where the dissertation topic involves study covering more than one discipline, the student may, with the approval of the primary guide, opt for a secondary (joint) guide from the relevant discipline. The dissertation will, however, be evaluated by the primary guide in consultation with the joint guide.

12.5   Those who do not opt for the dissertation have to do one elective course of 3 credits.

13. WORKLOAD AND EXTRA CREDIT COURSES

13.1   The workload of a student should not exceed 18 credits in each term.

13.2   In the second year, the normal work-load is 18 credits per term. However, a student can be permitted by the Dean to credit one extra elective per term. Grade secured in an extra course will be included in computing GPA and CGPA and the course cannot be dropped later. Extra credit course fee is Rs.2,000/- per course.

Scheduling of Classes

13.3 It may so happen that the number of electives offered/opted in a particular term may be much more than the number of sessions that can be scheduled per week. This may require the Institute to take into account the convenience of faculty and the interests of students while scheduling the sessions.

13.4 Thus, a few electives may clash with one another in so far as they are scheduled at the same time, i.e., in the same slot. Such an eventuality is likely to cause problems, particularly, if a student opts for both the electives so scheduled in the same slot.

13.5 Should a situation of this kind arise, students affected by such slotting will be direction to opt for any other elective(s).

Faculty Feedback

13.6 At the end of each term, students are required to fill-up online faculty feedback forms for each course taken during that term and submit the same one week before the summative assessment.

13.7 Students not submitting these forms will not be allowed to appear for the summative assessments.

14. ATTENDANCE AND LEAVE OF ABSENCE

14.1 Attendance is compulsory not only on the first day of each and every term, but also for the first class of every course.

14.2 The Institute requires of every student punctual and regular attendance at **ALL** class sessions, as an important part of the training of a manager to a sense of duty and personal responsibility. **Absence from (more than 2 classes) class may mean the loss of grade points.**

14.3 The faculty will be free to adopt any measure to regulate attendance, penalise absence, and ensure smooth and undisturbed learning in the class.

14.4 Students should keep in mind that the final grade assigned to them for a course takes into account their class participation. They should, therefore, make it a point to come to class duly prepared and not to miss any class.

14.5 Absence without leave is considered a serious breach of discipline and the student is liable to disciplinary action. Further, the student will not be allowed to make up any segment of evaluation he or she may have missed due to absence without leave. A duly filled online leave form through ERP should be submitted to the Dean's office beforehand. In case of unforeseen situations where the student is needed to take leave on medical grounds / or any other emergency, the leave form should be submitted through ERP within two days after resuming.

14.6 The Dean and the concerned faculty must be informed in case a student is absent from class due to illness or for any grave reason or due to special circumstances. If a student is absent for more than 50 percent of classes for any subject without a prior permission/approval from the Dean, the Dean may even consider awarding a "D" grade for the given subject. Even in such cases, if the absence extends to 50 percent of the classes in three or more courses, he or she will be required to repeat the term of the year.

14.7 wever, the Dean in consultation with the Director, may use discretion in permitting the student to complete the course in the same term, if convinced that the student's reasons for absence were genuine and unavoidable, and that the student will be able to complete the course successfully.

14.8 For unavoidable absence as mentioned in section 13.8, the student should submit a written application to the Dean in which he or she should give the names of the Faculty whose classes he or she will miss, so that the Faculty can be informed by the Dean's office.

14.9 Faculty are not responsible if the student loses any segment of assessment on account of absence from class even with prior permission, and the make-up of any component missed due to absence with prior permission is left entirely to the discretion of the concerned Faculty.

15. GRADING SYSTEM

15.1 The primary objective of the Institute's grading system is to motivate all students to excellence. We seek to achieve this objective by keeping all the students continually informed of their performance in relation to the required and expected standards. Apart from the summative assessment, a student's performance is continuously assessed by way of formatting assessment on the basis of class participation, presentations, case studies, term papers, mid-term test, surprise quizzes, etc. The grading synthesizes on a nine-point scale through continuous assessment system.

15.2 Each Faculty evolves his or her criteria for grading student performance, which is appropriate for the course he or she teaches. The criteria will be announced to the students at the beginning of the course to enable them to

plan their work accordingly.

15.3   In general, the grade represents the student's combined performance in quizzes, assignments, reports, projects, fieldwork, class participation, assessments, etc.

15.4   The grading follows a system of nine points. The point value of the grades and their significance is as follows:

GRADE	POINTS	SIGNIFICANCE
O	9	Outstanding
A+	8	Very good
A	7	
B+	6	Good
B	5	
C+	4	Average
C	3	
D+	2	Poor
D	1	
F	0	Fail
I		Incomplete

15.5   A student's performance in a term is indicated by the Grade Point Average (GPA), which is derived by averaging the grade points earned by the student in all courses of that term. The cumulative performance of the student in all

the terms he or she has completed is shown as the Cumulative Grade Point Average (CGPA).

15.6   The Institute insists on ON-TIME submission of all written reports, project, and other assignments. Late submission is penalised by reduction of grades for that segment as follows:

Delay up to one week:
        Reduction of one grade point. E.g., from B+ to B

Delay of more than a week but less than two weeks:
        Reduction of two grade points. E.g., B+ to C+

Delay of more than two weeks and up to 3 weeks:
        Reduction of three grade points. E.g., from B+ to C

If the delay is more than 3 weeks, the faculty will refuse to accept the assignment, and the student will be awarded the 'I' grade (Incomplete) for that course.

15.7   The Faculty will give the students periodic feedback on their performance through comments on the assignments papers and through individual meetings.

15.8   The decision of the Faculty about the final grade or any segment of evaluation will stand. In an exceptional case the Dean jointly with the Faculty may review it. Their decision will be final.

15.9   A student wanting clarification on the grade awarded to him or her for any segment of evaluation or for the course should meet the Faculty concerned within a week of receiving the grade sheet.

15.10   Students should not miss any assessment component. If a student happens to miss an assessment component on account of leave of absence with prior permission for a legitimate reason such as a serious illness, it will be his or her responsibility to arrange with the Faculty concerned for a make-up assessment and to notify the Dean accordingly. He/she must also ensure that the Faculty submits to the Dean's office the grade at an early date, and until this is done, the student's transcript will carry the grade 'I'.

15.11   If the student fails to avail, within the time specified by the Faculty or Dean, of the facility to make up the component(s) missed by him or her, he or she will forfeit the opportunity, and will receive the "F" grade for the missed segment of assessment for the course.

15.12   The final grades earned by the students will be communicated to them by the Dean's office within a reasonable time.

16.   ASSESSMENT

16.1   Every faculty, while giving the course outline, will indicate his/her criteria for evaluation at the beginning of the term.

16.2   The components for evaluation of a course is split into two, viz., Formative and Summative Assessments, as per the Teaching Learning Assessment (TLA) plan and may, in general, include a combination of quizzes, assignments, term projects, fieldwork, case studies, presentations, class

participation, group discussion, viva voce, etc. All assignments/term projects/dissertation will be screened for plagiarism before evaluation.

16.3   The decision of the faculty regarding grades or any segment of evaluation will be final. A student who needs clarification of one's grades may discuss with the faculty concerned within a week of receiving the grades.

16.4   The students should strictly follow the instructions given by the faculty as per the TLA plan. Request for re-evaluation of any summative component is not normally permitted. If deemed necessary by the Dean, the faculty member concerned may be asked by the Dean to re-assess the student, and submit the revised grade, if any, before the publication of the same by the Dean's office.

17.   COMMUNICATION OF GRADES

17.1   Faculty will communicate, to the students, the grades of quizzes and short-tests and other assessments normally within 10 (ten) days after the administration of evaluation component, as the case may be. In any case, the faculty will give the marks obtained for all components of formative assessment before the commencement of the final component of summative assessment.

17.2   Final grades will be submitted by the faculty to the Dean within ten days after the close of the Term. No change in grade will be allowed, once the grade-sheet is submitted to the Dean. The Dean's office will announce the grades as and when received and the students concerned should promptly check their grades.

18. QUALIFYING STANDARDS

18.1 The minimum qualifying GPA and CGPA required by a student for continuing in the programme and for being awarded the PGDM is:

Terms	GPA for each term	CGPA at the end of year
I, II, III	3.5	4.0
IV, V, VI	4.0	4.5

To qualify for the diploma, a student should not have any "incomplete" grades.

18.2 Further, the student must also meet the following requirements. Throughout the duration of the programme, he or she

* **Should not obtain an "F" in more than one course;**

* **Should not obtain a grade lower than "C" in more than three courses provided, even if he or she has not obtained an "F" grade in any course;**

* **If the student has obtained an "F" grade in one course, he or she should not obtain a grade less than "C" in more than one other course.**

18.3. **Comprehensive Viva-Voce**

Comprehensive viva-voce will be conducted for all the students at the end of III and VI terms respectively. This will test if the students have integrated all that they learned during the program.

Students have to clear the viva-voce to be eligible for the PGDM Degree.

19. DISQUALIFICATION

19.1 A student is automatically disqualified from continuing in the programme or from being awarded the diploma if he or she fails to meet the qualifying standards specified in section 18, and is required to withdraw from the Institute.

19.2 Course-wise minimum grades & disqualification

(a) If, at any time during the first year, a student secures (1) two F or (2) one F and two D/D+ or (3) four D/D+ he/she will stand disqualified from pursuing the programme further, and accordingly, he/she will be directed either to withdraw from the programme or he/she will have the option of repeating the first year.

(b) If, at any time during the second year, a student accumulates (beginning from term I), (1) two F or (2) one F and two D/D+ or (3) four D/D+, he/she will stand disqualified from pursuing the programme further, and accordingly, he will be directed either to withdraw from the programme with no stigma attached or he will have the option of selecting any one course of the 2nd year where he obtained "D/D+" or "F" and repeat it as a regular course as and when offered.

(c) If, after repetition as above, the student still secures (1) two F or (2) one F and two D/D+ or (3) four D/D+, he/she will stand disqualified from pursuing the programme further, and accordingly, he/she will

be directed to withdraw from the programme.

(d) The maximum time permitted to complete the programme is 3 continuous academic years from the date of admission including any repetition a student may undertake.

(e) Student who secures two D/D+ or an F must meet the Director without fail.

19.3 Grade "D" mentioned in this rule represents either "D" or "D+"

20. PLACEMENT

20.1 The Placement Office, headed by the Chair, Placements will assist the first year students to find suitable summer internship placements.

20.2 The Chair, Placements will advise and assist the second year students to secure suitable placement by putting them in contact with prospective employers. Policy guidelines concerning placement will be announced by the Chair, Placements from time to time.

20.3 Post placements, if the placed students attendance, academic rigor and discipline deteriorates then it may lead to forfeiture of placement.

20.4 To be eligible for Placement assistance, students should secure an overall grade of B+ or above.

20.5 Because the Institute's objective is to train its students for management careers rather than for just a job, the academic work will take

precedence over placement. Placement activities should in no way interfere with classes or with other academic work.

21. PARTICIPATION IN INTER-COLLEGE COMPETITIONS

21.1   Students are encouraged to participate in inter-college competitions. They should however, seek prior permission from the Dean.

21.2   The Dean will take into consideration both the number of students who wish to participate, as well as LIBA's own academic and co-curricular schedule. If the Dean does not deem it fit for a student to miss classes or other programmes of LIBA, permission for participation may be refused.

21.3   If participation is approved, students are eligible for reimbursement of travel expenses on actuals not exceeding III Class A.C. train fare. Registration fees, local conveyance, and accommodation expenses may also be reimbursed at the discretion of management.

22. INTERNATIONAL EXCHANGE PROGRAMS

Students interested in the Exchange Programmes with Foreign Universities with whom LIBA had signed a MOU need to have a minimum CGPA of 6.

23. AWARD OF DIPLOMA

The Postgraduate Diploma in Management will be awarded after the completion of the programme to the student who, in the judgment of the faculty, has satisfactorily fulfilled all the conditions and requirements for the award and has paid all the dues. The Diploma is conferred at the Institute's Annual Convocation, which is normally held after the completion of the post-graduate programme. All students who qualify for

the Diploma must compulsorily attend the Convocation.

24. AWARD OF MEDALS

Medals are awarded at the LIBA Day event as per the citation given by the donor to the students who, in the judgement of the faculty, have satisfactorily fulfilled all the conditions and requirements for the award. In case of serious violation of discipline, a student shall forfeit a medal.

Besides honouring students' extraordinary contribution to growth and development of the institute through various clubs, the Institute is keen on recognizing the best student of the graduating batch each year. The best student is chosen after getting feedback from the faculty and students. He or she must have been academically excellent while contributing in co-academic activities, as well as of sound character and conduct.

25. SCHOLARSHIPS

25.1   Based on the first year performance, Merit cum need based scholarship is awarded by the management.

25.2   Preference will be given to the students from first generation graduates, migrants, economically backward and dalit families.

25.3   Financial aid or scholarship may be withdrawn or denied to a student, if the student's conduct/performance in the programme warrants such an action.

26. EDUCATIONAL LOANS

Study loans are available subject to approval from banks and other agencies. Information can be obtained from the Office of the Dean-Administration.

27. FEES

27.1   Fees payable to the Institute are announced in the annual prospectus.

27.2   All fees are to be paid by NEFT in favour of LIBA.

27.3   All fees must be paid on time. A late payment fee, as decided by the Dean-Administration, will be charged in case of payments made after the due date.

27.4   Extra Credits Course Fee: A fee of Rs.2,000 per extra-credits course is to be paid by students.

27.5   A fee of Rs. 10,000 will be charged extra for the Outbound Learning. The students should pay this amount along with their first year fees.

27.6   Duplicate copy of Diploma: In case of loss of the original Diploma, a duplicate copy of the Diploma/Transcripts can be obtained on payment of Rs.1,000 after satisfying the required legal formalities.

27.7   Fee for Extra Copies of the Official Transcript: Extra copies of official duplicate mark sheets, during or after successful completion of the programme, can be obtained on payment of Rs.500 per copy. An additional amount will be charged if the documents are to be dispatched by Speed Post

or Courier within India. All amounts should be paid by way of NEFT, LIBA.

27.8 The fees/charges stipulated in the clause may be revised by the Institute without notice.

27.9 Default in Payment of Fees:

(a) A student will not be allowed to take summative assessments, if the student has not paid the Institute's fees, hostel fees and the mess dues payable at that time; or if taken, the results will not be released until all the dues are fully paid.

(b) A student will not be awarded the Diploma, if all dues and fines are not cleared, even if all academic requirements are fulfilled.

27.10 Refund of Fees and Caution Deposit:

(a) No fee paid to the Institute, other than caution deposit, is refundable. This applies in case of dismissal from the Institute, as well as to any kind of withdrawal (voluntary or otherwise) from the Institute's rolls.

(b) Caution deposit will be released after obtaining clearance regarding the following: i) tuition fees; ii) hostel fees; iii) mess dues: iv) sports; v) library; vi) general breakage; vii) room key and/or viii) fines ix) any other.

(c) Clearance certificate form can be obtained from the Accounts office.

28. STUDENT ACTIVITIES COUNCIL (SAC)

28.1 Student Activities Council (SAC) will be the professional student body of LIBA represented by the students of both first year and second year full-time PGDM students, in line with the mission of LIBA "to prepare world class leaders who are professionally competent, intellectually sharp, ethically sensitive and socially conscious". SAC will be representing and overseeing all student-related activities that include academic events and clubs and co-academic events and clubs such as:

(a)   Admissions

(b)   Public Relations

(c)   Placements

(d)   Guest Lectures/Industry Institute Interaction

(e)   Alumni

(f)   Student Affairs

(g)   Co-academic Activities

(h)   Conferences/Seminars

(i)   Clubs based on functional areas.

28.2 The composition of SAC can change in number, scope and structure as and when the need arises.

28.3 Issues relating to individual students are specifically excluded from the purview of these committees.

28.4 A student who, having been nominated as an office-bearer or a member of the Executive committee of any of the student bodies illustrated above, obtains any grade less than "C" in one or more courses during the period he/she is so holding the said office, shall forthwith stand automatically retired from the position.

28.5 A student who defaults under clause 23 (Discipline) is not eligible to be part of anycommittee.

29. STATUTORY COMMITTEES AT LIBA

29.1 Grievance Redressal Committee

Chairperson: **Prof. P. C. Lakshmi Narayanan**
Dean - Academics

Members: **Prof. P. Chandiran**
Associate Dean
Part-Time and Diploma Programmes
Prof. M. J. Xavier
Associate Dean
CTI and General Management
Prof. B. Aiswarya
Associate Dean
Student Relations and Alumni Relations
Dr. Deepa Ittimani Tholath
Associate Dean, Ph.D. Programme
Dr. Kishore Kunal
Associate Dean
Online Education Initiatives
Dr. D. Madhava Priya
Assistant Dean
Students' Attendance and Discipline

29.2 Anti-ragging Committee at LIBA

Chairperson: **Fr. C. Joe Arun, SJ**
Director

Members: **Fr. Y. Poondy Rajan, SJ**
Finance Controller and Hostel Director
Prof. P. C. Lakshmi Narayanan
Dean - Academics
Prof. Shanthi Venkatesh
Chair - Marketing
Prof. P. Chandiran
Associate Dean - Part-Time and Diploma Programmes
Dr. A. Siluvai Raja
Chair - C.K. Prahalad Centre (CKPC)
Dr. M. Ramasubramaniam
Chair - Business Analytics and
Controller of Examinations
Dr. P. A. Mary Auxilia
Co-Chair - Student Activities Council (SAC)
Dr. K. Sivakumar
Co-Chair - AICTE Matters
Dr. J. Joseph Francis
Chair - Admissions
Mr. Janardhanan Menon
Administrator
Mr. D. Christian Paul
Proprietor, Bethel Infiniti Homes
Mr. P. Thamarai Kannan, IPS
ADGP, Law and Order, Tamil Nadu.
Representative of Police Dept.
Mr. T. K. Rohit
Senior Assistant Editor, The Hindu.
Mr. Devaneyan
Thozhmai N.G.O

Ms. Surya H Chandvarkar
Librarian, LIBA.
Ms. Pauline Monisha
Second Year Student
First Year Student Representative*
* will be selected after the commencement of the programme

29.3 Anti-ragging Squad at LIBA

Members: **Fr. Y. Poondy Rajan, SJ**
Finance Controller and Hostel Director
Prof. B. Aiswarya
Associate Dean
Student Relations and Alumni Relations
Dr. M. Ramasubramaniam
Chair - Business Analytics and
Controller of Examinations
Dr. L. Aravindh Kumaran
Chair - Placements and IQAC
Dr. M. P. Pandikumar
Chair - Finance
Dr. Alagu Perumal Ramasamy
Co-Chair - Documentation, Accreditation and
AICTE Matters
Dr. Deepak Mathivathanan
Chair - Research and Publications
Dr. Archana Raja
Co-Chair - Centre for Sales Excellence
Dr. Kishore Kunal
Associate Dean - Online Education Initiatives

29.4 Committee for Preventing Sexual Harassment of Women at Workplace: Internal Complaints Committee(ICC)

Chairperson: **Prof. B. Aiswarya**
Associate Dean
Student Relations and Alumni Relations

Members: **Prof. P. Chandiran**
Associate Dean - Part-Time and Diploma Programmes
Prof. Shanthi Venkatesh
Chair - Marketing
Dr. E. Pradeep
Co-Chair - Admissions
Dr. R. Deepa
Chair - Centre for Leadership Excellence
Dr. S. Uma Priyadharshini
Chair - Centre for Ethics and Corporate Governance
Prof. Melchias Gabriel
Deputy Principal, Loyola College.
Non - Teaching Staff
Mr. P. Sudhakar
Coordinator of Learning - Full-Time
Ms. Rochelle Simon
Senior Executive Secretary to Director
Students
Mr. J. Joshua
Second Year Student
Ms. Elina Abraham
Second Year Student
Ms. S. Soundarya
Second Year Student

29.5 Committee for SC/ST (Prevention of Atrocities) Act 1989

Chairperson: **Prof. M. J. Xavier**
Chair - Centre for Technology and Innovation (CTI)

Members: **Fr. Y. Poondy Rajan, SJ**
Finance Controller and Hostel Director
Dr. Deepa Ittimani Tholath
Associate Dean - Ph.D. Programme
Dr. A. Siluvai Raja
Chair - C.K. Prahalad Centre (CKPC)
Prof. Chitraa Venkatachalam
Chair - Centre of Wellbeing and Counselling
Non-Teaching Staff
Mr. A. Joel
Library Assistant
Mr. Vijay Kennedy
Office Assistant
Ms. Stephansa
Office Assistant

29.6 Committee for Institution Industry Cell

Chairperson: **Dr. Sunil Vakayil**
Chair - Management Development Centre (MDC)

Members: **Prof. P. C. Lakshmi Narayanan**
Dean - Academics
Dr. L. Aravindh Kumaran
Chair - Placements and IQAC
Dr. Deepak Mathivathanan
Chair - Research and Publications
Dr. Kishore Kunal
Associate Dean - Online Education Initiatives

29.7 Innovation Incubation Council (IIC)

President: **Fr. C. Joe Arun, SJ**
Director

Vice President: **Prof. M. J. Xavier**
Associate Dean - CTI and General Management

Convener: **Dr. Kishore Kunal**
Associate Dean - Online Education Initiatives

Members: **Dr. Deepa Ittimani Tholath**
Associate Dean - Ph.D. Programme
Prof. P. Chandiran
Associate Dean - Part-Time and Diploma Programmes
Prof. Shanthi Venkatesh
Chair - Marketing
Dr. M. P. Pandikumar
Chair - Finance
Dr. M. Ramasubramaniam
Chair - Business Analytics and
Controller of Examination
Dr. A. Siluvai Raja
Chair - C.K. Prahalad Centre (CKPC)
Dr. L. Aravindh Kumaran
Chair - Placements and IQAC
Dr. J. Joseph Francis
Chair - Admissions
Mr. Shailendra Naidu Somarouthu
CEO and Director, Obopay
Mr. Ratul Ray
Vice President in a Tech PE
Dr. Biswajit Rath
Head Analytics and Digital Technology, Raymond Ltd.
Mr. K. R. Ramprakash
Teaching Assistant

Mr. K. Vigneshwar
Teaching Assistant
Ms. J. Stephensa
Office Assistant
Second Year Students:
Fazil Ahmed M
Pauline Monisha
Aksa Abraham
Mano Albert Einstein E
Shohom Pal
Ajay Jayakrishnan
Ajeet Infantraj

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

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

"Every Catholic university, as a university, is an academic community which, in a rigorous and critical fashion, assists in the protection and advancement of human dignity and of a cultural heritage through research, teaching, and various services offered to the local, national, and international communities"

- Pope John Paul II, Ex Corde Ecclesiae

"Keep the joy of loving God in your heart and share this joy with all you meet especially your family. Like Jesus we belong to the world living not for ourselves but for others. The joy of the Lord is our strength. Keep close to Him."

- Mother Teresa

"Human beings, by changing the inner attitudes of their minds, can change the outer objects of their lives."

- William James

"Students, in the course of their formation, must let the gritty reality of this world into their lives, so they can learn to feel it, think about it critically, respond to its suffering and engage with it constructively. They should learn to perceive, think, judge, choose and act for the rights of others, especially the disadvantaged and the oppressed."

- Fr. Peter Hans Kolvenbach, S.J.
Former Superior General of the Society of Jesus

RESERVATION OF RIGHTS

The administration of the Loyola Institute of Business Administration reserves the right to make changes in the requirements for admission, for continuing in the course and for graduation, in the content of the courses, in the fee charged, in the regulations affecting students, or to make any suitable modifications in any provision of the Manual of Policies for the Students in any matter incidental or ancillary thereto, should these be deemed necessary in the interest of the student, the Institute or the profession.

<div align="right">- By order</div>