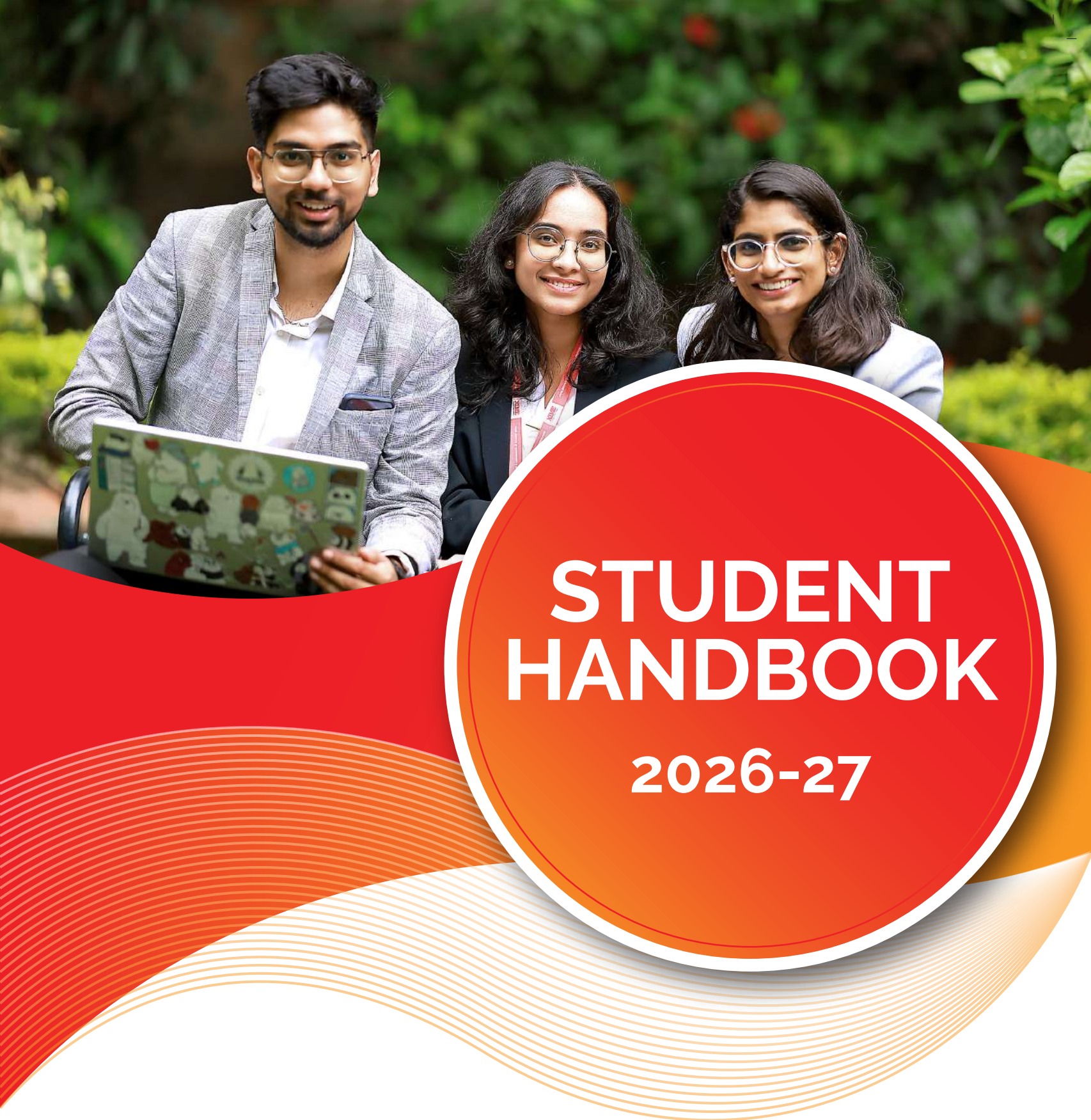




STUDENT HANDBOOK

2026-27

(For Internal Circulation Only)



Shaping Future Leaders

Bangalore | Kochi | Chennai

Xavier Institute of Management & Entrepreneurship



Vision

To be a premier Management institution that shapes leaders and entrepreneurs with a commitment to sustainability and social equity in a technologically enabled world.



Mission

- To deliver superior education in the disciplines and arts of management through academic excellence anchored in practical learning and research.
- To foster in its students traits of ethical leadership as well as devotion to socially responsible business and sustainability.
- To endow its students with analytical and advanced technological skills to assure effective and successful performance in the contemporary world.
- To promote among its students entrepreneurial thinking, innovative disposition, and a global mindset.



Values

Excellence | Innovation | Integrity | Openness to Ideas | Diversity & Inclusivity | Societal Concern



Assurance of learning (AOL)

XIME follows an Outcome-Based Education (OBE) framework supported by an Assurance of Learning (AoL) system to ensure that every student progressively develops the knowledge, skills, competencies, and professional attributes expected of a management graduate.

Each course has clearly defined Course Outcomes (COs) aligned with the Programme Outcomes (POs). Assessments are designed to evaluate not only subject knowledge but also analytical thinking, problem-solving, communication, ethical reasoning, teamwork, leadership, and decision-making capabilities. Assessment results are periodically reviewed to continuously improve curriculum, teaching, learning, and assessment practices.

Students are expected to actively participate in this learning process and take responsibility for achieving the intended learning outcomes of every course.

PRESIDENT'S MESSAGE



Dear Students,

Whether you are beginning your XIME journey or embarking on your second year, across our Bengaluru, Kochi and Chennai campuses, you are part of one institution united by a common purpose—to nurture ethical, industry-ready leaders who create lasting value for business and society.

The business world you are entering into is increasingly complex, technology-driven and ambiguous. Success today, requires much more than academic knowledge. It demands the ability to think critically, analyse deeply, solve complex problems, innovate, collaborate and lead with integrity.

At XIME, our educational philosophy is guided by the Knowing-Doing-Being framework.

- Knowing builds a strong foundation of concepts and business knowledge.
- Doing transforms knowledge into capability through experiential learning.
- Being develops character, values and self-awareness essential for responsible leadership.

Our focus is on developing Higher-Order Thinking Skills—moving beyond remembering concepts to analysing, evaluating, creating and making sound decisions. This is brought to life through an immersive learning ecosystem that includes Harvard Business Impact case studies and simulations, a Bloomberg Finance Lab, enterprise platforms such as Bloomberg, Tracxn, Statista and CMIE, analytics tools including Power BI, Tableau and SPSS, live industry projects, internships, research opportunities and our mandatory SUPA social impact project.

XIME is among the select business schools in India to provide students access to some of these world-class learning resources.

While XIME is committed to providing an outstanding learning environment, your success ultimately depends on your own commitment. We expect every student to demonstrate professionalism, discipline, intellectual curiosity, a strong work ethic and respect for fellow students, faculty, staff, recruiters and the wider community. Equally important is integrity. XIME maintains a near zero tolerance for academic malpractice, plagiarism, cheating, harassment, discrimination, bullying or any conduct that compromises the dignity of others or the reputation of the institution. Such behaviour has no place in a community preparing tomorrow's business leaders.

This Student Handbook is both a guide and a commitment. It outlines the academic policies, campus processes, opportunities and expectations that will shape your experience at XIME. I encourage you to read it carefully and uphold the standards that define our community. Your PGDM is not simply about earning a degree. It is about developing the knowledge to think, the capability to act and the character to lead. I encourage you to embrace every opportunity, challenge yourself, learn from every experience and make these two years at XIME truly transformational.

I wish you every success.

Anil J Philip
President, XIME

PROGRAM EDUCATIONAL OBJECTIVES

Program Educational Objectives

PEO1: The students will be able to assume managerial roles in business, industrial, or other organizations and/or undertake entrepreneurial ventures that would drive economic growth and technological innovation in the country.

PEO2: The students will attain all-around professional and personal development by dint of analytical, problem-solving, and decision-making capabilities combined with soft skills.

PEO3: The students will imbibe the best Corporate Governance practices and have it in them to take decisions upholding high societal values and professional ethics.

PEO4: The students will be proficient in teamwork as future managers with a global perspective as well as the potential to achieve organizational goals while having the mind set to act responsibly towards all stakeholders.

Program Outcome - PGDM

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

PO2: Foster analytical and critical thinking abilities for data-driven and evidence-based decision-making, leveraging the latest technologies and digital tools.

PO3: Develop value-based leadership skills.

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

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

PO6: Integrate principles of sustainability into business strategies, emphasizing environmental stewardship, social equity, and economic viability.

PO7: Ability to demonstrate an innovative and entrepreneurial mindset in dynamic business environments.

Program Outcome - PGDMBA (Bangalore only)

PO1: Apply knowledge of management theories and practices to solve business problems with data-driven approaches.

PO2: Foster analytical and critical thinking skills to extract insights from data, using the latest technologies and digital tools.

PO3: Develop value-based leadership skills.

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

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

PO6: Examine sustainability principles to incorporate business analytics, emphasizing environmental responsibility, fair data practices, and economic sustainability.

PO7: Ability to demonstrate an innovative and entrepreneurial mindset in dynamic business environments.



ACADEMIC CALENDAR - AY 2026-27

XIME Academic Calendar for Academic Year 2026-27- PGDM and PGDM BA

Term	Start date	Mid term Test	End term exams	Term End date
I & IV	6 Jul 2026	10-17 Aug 2026	T ₁ 21-24 Sep 2026 T ₄ 18-24 Sep 2026	24 Sep 2026
II & V	28 Sep 2026	2-9 Nov 2026	T ₂ 12-16 Dec 2026 T ₅ 10-16 Dec 2026	16 Dec 2026
III	18-23 Dec 1st Feb 2027	8-15 Mar 2027	12-16 Apr 2027	16 Apr 2027
VI	18-23 Dec 4th Jan 2027	1-7 Feb 2027	18-24 Mar 2027	24 Mar 2027

Important Dates

Month	Date	Event
July 2026	06	Inaugural Ceremony
August	08 - 12	SIP Viva-voce
September	01	Annual placements
November	27	Winter Fest
December	03	St. Xavier's Day
	12	Annual Alumni Day
	19	Christmas Celebration
	24 - 3	Christmas vacation
January	04-28	SUPA Project/ Winter Exchange Programme
February	04	SUPA Viva-voce
	27	Management Fest B/K/C
April	09	Foundation Day / Maria Philip Debate South Inida Final
	10	Convocation XIME Kochi
	17	Convocation XIME Bangalore
	21	Convocation XIME Chennai
	22-30	International Immersion/ Study Tour (9 days)
April - July	19- 01	Summer Internship Project
July 2027	05	Academic Year begins

EXAMINATION & EVALUATION

The Procedure will be as Follows:

Evaluation of a student's performance at XIME is a continuous and multifaceted process. Assessment is made through course projects, Class tests, Class Participation, Case Studies, Seminars, Assignments, Quizzes, mid-term Tests, and End-Term Examinations. As a general rule, the End-Term Examinations will not account for more than 40 per cent of the grade for a course.

Every course is classified in its syllabus as Project-Based (an integrated project across all modules) or Assignment-Based (2–4 assignments tied to individual modules). Performance is evaluated through a one-hour Mid-Term Test (conducted in class), a 20% Project Evaluation/Assignments component, and a 20% Internal Assessment (quizzes, cases, presentations, viva voce, etc., as specified in the course plan). SIP, SUPA and the Capstone Project follow separate evaluation system.

Component	Project-Based Courses	Assignment-Based Courses
End-Term Examination (2.5 hours)	40	40
Mid-Term Test (45 minutes)	10	10
Class Participation	10	10
Project Evaluation / Assignments	20	20
Internal Assessment	20	20

Grade	A+	A	B+	B	C+	C	D+	D
Grade Point	8	7	6	5	4	3	2	1

- A combination of relative and absolute grading is followed. All courses are evaluated for a total of 100 marks.

Graded Relatively:

The Procedure will be as Follows:

a. All students who get 50 marks or above will be

Relative Score	Grade
Top 5 percentile	A+
80th – 94.9th percentile	A
40th – 79.9th percentile	B+
0 – 39.9th percentile	B

b. Students who score below 50 marks will be graded on an absolute framework:

Marks	Grade
45–49.9	C+
40–44.9	C
35–39.9	D+
30–34.9	D
Below 30	F

For Completion of the PGDM Programme

At the end of the second year, a student would qualify to receive the Post Graduate Diploma only if the student has a Cumulative Grade Point Average of '5.00' for both the first and the second years put together. This is further subject to the fulfilment of the following requirements:

- a. Grade of at least 'C+' in the Summer Internship Project,
 - b. Not more than '2F' and '2D/D+'; or '1F' and '3D/D+'; or '4D/D+' grades in the courses taken during the two years.
- 1. To be eligible for campus placements, a student must maintain a CGPA of ≥ 5.0 or above from the third term onward.**
 - 2. If a student obtains a C or a lower grade in the Summer Project, that student has to do another intensive project for 2 weeks under the guidance of an XIME faculty before completion of Term V.**
 - 3. Students who do not qualify for the award of PGDM (includes Business Analytics) (i.e. securing a CGPA of < 5.00 for both first and second year combined) have the following options to improve their CGPA to 5.00 or more and qualify to receive the award of PGDM:**
 - a. Makeup examination will be conducted in the second half of July of the next academic year, through which the students can improve their CGPA to be above 5.00. The makeup examination results will only change the mid-term and end-term marks. Other components will not be affected. Hence, makeup examinations will be for the marks equivalent to mid-term and end-term combined. The grading of the students who take up these Makeup examinations will be based on the relative grading framework of the section to which the student concerned had belonged for the particular course. This will have no impact on the GPA of other students. The fee for the makeup examinations is Rs. 5000/- per Course.
 - b. If a student fails to secure the required CGPA in their first attempt at a makeup examination, they will have the option to write midterm and end-term examinations for the courses where they wish to improve their score, alongside regular students in any term. The last recourse will be to attempt the makeup examinations for select courses in the subsequent year.
 - c. Repeat a term and improve grades in the subjects
 - d. Repeat one or more subjects when the subjects are offered at the Institute in any of the next year's terms
- 4. As per the Institute's policy, students who register for PGDM will be given, if necessary, an additional two years to complete their course. Thereafter, their registration will lapse. For example, a student joining in 2026 must finish the course by April 2030.**



NORMS FOR CAMPUS CONDUCT

XIME offers a learning environment that emphasises both professional and personal development in a holistic manner. Its sanctity and effectiveness can be preserved and upheld only with the upright conduct and behaviour of students within the campus and outside.

Working Hours

The Institute's academic schedule extends from 8:00 a.m. to 7:00 p.m.

While individual class timings may vary, Students are expected to plan their commitments accordingly and ensure their availability throughout this period.

Guidelines

Student Identity System

- Students will be issued identity cards and must always carry them, wearing them around the neck during working hours.
- Loss of the identity card must be reported to the Administrative Officer immediately.
- A duplicate card will be issued upon payment of Rs 250/-.
- Upon completion of the programme, students must return their Identity Card to obtain a "No Dues Certificate"

Attendance Policy

The Institute expects 100% attendance from all students. Faculty members are regarded as the conscience of the student body and are responsible for reminding students of their obligations. Students missing more than 4 classes in a 3-credit course, or more than 3 classes in a 2-credit or 1.5-credit course, will not be eligible to take the mid-term and end-of-term examinations for that course. Absences approved as AP (Absence with Permission) do not count toward this ceiling. Attendance is closely monitored by the Programme Office, which advises Batch Coordinators accordingly.

Absence with Permission (AP)

- Absence with Permission (AP) refers to approved absence from class under specific circumstances. Faculty members have no role in granting AP. All AP requests must be approved by the Manager, Programme Office, upon recommendation from the appropriate faculty coordinator (e.g., Placement, Club, or other institutional activities). It is the responsibility of the Programme Office to keep the Dean Academics informed of all AP requests submitted by faculty coordinators.
- For a 3-credit course, a maximum of 3 APs may be granted. Any absence beyond this limit will be treated as a regular absence.
- For a 2-credit course and a 1.5-credit course, the maximum is 2 APs.
- AP may be granted for: Club activities; Placement-related commitments; All AP requests must be submitted at least 48 hours in advance through the Programme Office. A post-facto exception applies only in genuine emergencies (e.g., sudden medical or family emergencies) that could not reasonably have been flagged in advance. Such cases require explicit approval from the Dean Academics.

Institutional events and Speaker Session

The Institutional events and Speaker Session Integration are essential for bridging classroom learning with real-world perspectives, enabling students to connect theory with practice. By engaging with industry experts and academic leaders, students gain exposure to diverse viewpoints, contemporary challenges, and professional insights that enrich their academic foundation and foster holistic development.

Attendance to these sessions are mandatory for students

Punctuality

- Arriving late or leaving early without permission will be considered a disciplinary offence.
- Students must be punctual at all scheduled talks, guest lectures, and industry interaction sessions.

Dress Code

XIME prepares students for the corporate world; this policy reflects contemporary professionalism while respecting India's diversity and individual comfort.

Category	Men	Women
Business Formal (Monday)	Formal shirt & trousers; blazer/suit & tie polished black/ brown formal shoes; matching socks & belt.	Blazer with trousers/skirt, or formal buttoned shirt with collar, or saree; professional footwear covering the toes.
Semi formal (Tue)	Formal shirt; formal trousers, polished formal shoes or loafers; matching socks & belt. No Blazer or Tie	Formal buttoned shirt with collar, formal salwar suit, or elegant kurta with formal pants; professional footwear covering the toes.
Business Casual (Wed - Thu)	Formal shirt; formal trousers, chinos, or smart trousers; polished formal shoes or loafers; matching socks & belt.	Formal buttoned shirt with collar, saree, formal salwar suit, or elegant kurta with formal pants; professional footwear covering the toes.
Smart Casual (Fri-Sat)	Smart casual shirt or collared T-shirt; trousers, chinos, smart trousers, or jeans; polished formal shoes, loafers, or sneakers.	Formal buttoned shirt or polo with collar, trousers/skirt/jeans, dresses, kurta/kurti, saree, or formal salwar suit; professional footwear or sneakers.

Occasion-Based Attire

- Business Formal is mandatory for placement/recruitment days, industry events, and representations such as project presentations, external meetings, and competitions.
- Ethnic wear may be worn on regional/national festivals as communicated by the Institute, or by clubs/committees with the Dean's approval.

Student Expectations

- Maintain professional grooming and hygiene; wear ID cards at all times; ensure attire aligns with this policy.
- Not permitted: ripped jeans, shorts, beachwear, flip-flops/clogs, athletic wear, offensive slogans, Crop tops, sleeveless garments, or overly revealing attire.

Term-wise Tie and Blazer Requirements

Term	Tie & Blazer Requirement
Terms 1 & 4	Tie mandatory; blazer optional
Terms 2 & 5	Both tie and blazer mandatory
Terms 3 & 6	Tie/blazer requirement may be relaxed during peak summer months

Enforcement

- **Non-Monetary Sanctions:** Enforcement of the dress and grooming standards will focus on academic and behavioral consequences rather than fines. Faculty members may take decisions regarding non-compliance and refer students to the batch coordinator on repeat offence.
- **Penalties:** Violators may be asked to leave to change, denied attendance for the session, or face a reduction in class participation marks

Campus Facilities and Upkeep

- Cleanliness must be ensured across all campus areas. Garbage segregation bins are in place.
- XIME campuses provide facilities including gymnasium, canteen, basketball court, football ground, discussion rooms, and computer labs.
- Personal vehicles must be parked in designated areas only. Use of helmets while riding two-wheelers is mandatory.

Mobile Usage and Electronic Device Policy

The institution regulates the use of mobile phones and electronic devices to ensure maximum student engagement and uphold professional decorum. Strict protocols govern their use in classrooms and examinations, with clear disciplinary measures for misuse.

Classroom and Examination Protocol

- **Classroom:** Devices must remain on silent mode and stored away unless explicitly required for an academic task. Students may use mobile phones only with prior approval from the faculty, ensuring that usage is strictly for academic purposes.
- **Examinations:** Possession of any electronic device, including mobile phones or smartwatches, constitutes a High Severity offense.

Disciplinary Measures for Mobile Misuse

Disciplinary measures for mobile misuse are categorized as low, medium, and high severity, ranging from verbal warnings and device confiscation. The details as follows

- Violations will result in.

Low Severity	First Offense Verbal warning
Medium Severity	Repeated Offense Rs. 500/ Fine
High Severity	Severe Misuse -Rs 1000/- fine & confiscation for a minimum of one week by the Dean's Office

- Mobile phones are allowed in canteen premises.

Environment

- XIME maintains a strict No Smoking policy. Chewing gum, pan, gutka, tobacco products, and similar substances are strictly prohibited.
- Consumption or possession of alcohol, drugs, or intoxicants anywhere on campus is strictly prohibited.

Prohibited Conduct

The following misconduct will be subject to serious disciplinary action:

- Ragging in any form is strictly prohibited. Students found guilty of ragging will be terminated from the programme.
- Intentionally causing physical harm to any person within the Institute and hostel premises.
- Intentionally initiating false reports, warnings, or threats.
- Forgery, unauthorised alteration, or unauthorised use of any Institute document.
- Unauthorised use of computer hardware or software.
- All forms of academic dishonesty, including cheating, fabrication, plagiarism, and collusion.
- Theft of property or services on Institute premises.
- Intentionally destroying or damaging the Institute's property or belongings of others.
- Unnecessary interference or disruption in classes or approved Institute activities.
- Failure to comply with directions of Institute officials and campus security personnel.
- Failure to pay fees or dues on time; failure to return library books on schedule.
- Unwanted and non-professional relationships with fellow students, faculty, or staff.
- Derogatory remarks against any caste, religion, region, state, or disadvantaged individuals.
- Repeated or aggravated violations may result in expulsion, suspension, or other penalty.



DISCIPLINARY PROCEEDINGS & GRIEVANCE

Academic Integrity and Malpractice

The institution enforces a zero-tolerance policy towards all forms of academic malpractice. Any detected incident must be documented with supporting evidence, such as photographs of unauthorized materials. This policy applies uniformly to Mid-term and End-term examinations, as well as internal assessments, ensuring fairness and accountability across all evaluation processes.

Scope and Definition

Academic malpractice includes, but is not limited to, acts of deception such as using unauthorized materials, digital aids, or concealed notes during examinations. It also encompasses the possession of prohibited items, including mobile phones, smartwatches, or programmable calculators, within the examination hall. These practices undermine the integrity of the evaluation process and are strictly prohibited under institutional policy.

Severity-Based Sanctions

First-time/Minor offense (Possession of material or peeping): Cancellation of that specific exam paper, awarding an 'F' grade, and an official Dean's Warning placed on their internal file.

Major Offence (including, but not limited to, active copying from unauthorized materials such as chits or electronic devices, or collusion during an examination): The penalty may include cancellation of all examinations for the semester, compulsory suspension from the Institute for one academic year, or termination from the Institute, depending on the severity of the offence and the decision of the Institute's disciplinary authority.

**Note: The severity level shall be determined by the Disciplinary Committee panel, based on the student's interaction and conduct during the hearing*

The Ad Hoc Disciplinary Panel for Disciplinary Issues

To improve efficiency, the malpractice cases will be handled by a streamlined process.

- **Composition:** The Disciplinary Committee shall consist of a three-member panel of senior faculty nominated by the Dean or Director, the Batch Coordinator and one member of the Standing Disciplinary Committee (SDC).
- **Timeline:** Hearings and resolutions should ideally occur within 48 hours or before regular classes resume.

Appeals

A student who believes that an academic or disciplinary decision has not been made in accordance with the applicable regulations may submit a written appeal to the designated authority within the prescribed time. Appeals shall be reviewed in accordance with the Institute's policies, and the decision communicated thereafter shall be final.



STUDENT COUNSELLING SERVICES

XIME recognises that academic and personal challenges are a natural part of a rigorous programme. Professional counselling services are available to all students at each campus to support mental health, emotional well-being, and personal development.

Availability

A qualified counsellor is available at each campus — Bangalore, Chennai, and Kochi. Students can access counselling services during designated hours on working days.

Confidentiality

All counselling sessions are strictly confidential. Information shared with the counsellor will not be disclosed to faculty, parents, or administration unless there is a serious risk to the student's safety or the safety of others.



FEE PAYMENT AND THE RULES THEREOF

The programme fee (covering Admission, Tuition, Library, Computer Centre, Establishment, Text Books & Programme Materials, Examinations, Diploma, Activities and Alumni Association Membership) is to be paid in instalments as indicated below.

Fee structure – PGDM & PGDM-BA | AY 2026-28

The programme fee (covering Admission, Tuition, Library, Computer Centre, Establishment, Text Books & Programme Materials, Examinations, Diploma, Activities and Alumni Association Membership) is to be paid in instalments as indicated below:

Programme Fee – PGDM & PGDM-BA 2026-28

Description	Bangalore PGDM	Bangalore PGDM-BA	Kochi PGDM	Chennai PGDM
First Year				
1st Installment (as per offer letter)	2,65,000	2,65,000	2,15,000	2,15,000
2nd Installment (04-09-2026)	2,05,000	2,05,000	1,55,000	1,55,000
3rd Installment (04-12-2026)	2,05,000	2,05,000	1,55,000	1,55,000
Programme Fee Sub Total	6,75,000	6,75,000	5,25,000	5,25,000
Caution Deposit (refundable as per rules)	25,000	25,000	25,000	25,000
TOTAL (FIRST YEAR)	7,00,000	7,00,000	5,50,000	5,50,000
Second Year				
1st Installment (04-06-2027)	2,05,000	2,05,000	1,55,000	1,55,000
2nd Installment (04-09-2027)	2,05,000	2,05,000	1,55,000	1,55,000
3rd Installment (04-12-2027)	2,05,000	2,05,000	1,55,000	1,55,000
TOTAL (SECOND YEAR)	6,15,000	6,15,000	4,65,000	4,65,000
Total Programme Fee (2 Years)	12,90,000	12,90,000	9,90,000	9,90,000

Hostel & Other Fee – PGDM & PGDM-BA 2026-28

Description / Particulars	Bangalore	Kochi	Chennai
First Year - 1st Installment (as per offer letter)			
Establishment charges (annual)	7,000	7,000	7,000
Rent for 5 Months	35,000	22,500	22,500
Utility & Miscellaneous for 5 Months	9,750	9,750	9,750
Food (approx.)	30,000	30,000	30,000
Caution Deposit (refundable as per rules)	10,000	10,000	10,000
Sub Total – 1st Installment	-	-	9750
Sub Total – 1st Installment	91,750	79,250	89,000

First Year - 2nd Installment (04-11-2026)			
Rent for 5 Months	35,000	22,000	22,000
Utility & Miscellaneous for 5 Months	9,750	9,750	9,750
Establishment charges	500	500	500
Food (approx.)	30,000	30,000	30,000
AC Charges for 2 Months	-	-	3,900
Sub Total — 2nd Installment	75,250	62,750	66,650
Sub Total - 2nd Installment	1,67,000	1,42,000	1,55,650

Second Year - 1st Installment (04-06-2027)			
Establishment charges (annual)	7,500	7,500	7,500
Rent for 5 Months	35,000	22,500	22,500
Utility & Miscellaneous for 5 Months	9,750	9,750	9,750
Food (approx.)	30,000	30,000	30,000
AC Charges for 5 Months	-	-	9,750
Sub Total - 1st Installment	82,250	69,750	79,750

Second Year - 2nd Installment (04-11-2027)			
Rent for 5 Months	35,000	22,500	22,500
Utility & Miscellaneous for 5 Months	9,750	9,750	9,750
Food (approx.)	30,000	30,000	30,000
AC Charges for 2 Months	-	-	3,900
Sub Total — 2nd Installment	74,750	62,250	66,150
Sub Total - 2nd Installment	1,57,000	1,32,000	1,45,650

Late Payment Fines

- Rs. 100 — 1-3 days delay
- Rs. 300 — 4-7 days delay
- Rs. 1,000 — 8-15 days delay
- Beyond 15 days: No admission to classes until fee is paid with fine of Rs. 2,000.

Due Dates for Payment — First Year

S.No.	Description	Due Date
1	Uniform Rs. 5000/-	30 - 07 -2026
2	Tuition Fee 2nd Installment	04-09-2026
3	Hostel Fee 2nd Installment	04-11-2026
4	Tuition Fee 3rd Installment	04-12-2026

Due Dates for Payment — Second Year

S.No.	Description	Due Date
1	Tuition Fee 1st Installment	04-06-2027
2	Hostel Fee 1st Installment	04-06-2027
3	Tuition Fee 2nd Installment	04-09-2027
4	Hostel Fee 2nd Installment	04-11-2027
5	Tuition Fee 3rd Installment	04-12-2027

Tuition Fee Waiver (TFW Scheme — AICTE)

A tuition fee waiver is offered to students whose parent's annual income is less than Rs. 8 lakhs from all sources. The waiver is limited to Tuition Fees only; all other fees must be paid by the student.

Note: TFW income threshold is 8 lakhs (subject to latest AICTE guidelines)



LIBRARY: RULES AND REGULATIONS

The Library houses select books on Business Management and allied subjects. The collection is continuously updated. National and International journals, popular magazines, and newspapers are available in print form. XIME Libraries in Bangalore, Chennai & Kochi are Wi-Fi enabled and subscribe to online databases and journals accessible within the Campuses.

Membership

All enrolled students and faculty of XIME are automatically members of XIME Library. Everyone will be given a barcoded ID card. Repeated violation of Library rules may result in cancellation of membership.

Information Retrieval

OPAC (Online Public Access Catalogue) is provided to search the availability of library documents and is accessible via the following links.

OPAC Links:

Bangalore:

<http://192.168.100.70/>

Kochi:

<https://library.ximekochi.org>

Chennai:

https://script.google.com/a/macros/xime.org/s/AKfycbxOXX_ypDtf14Vne7zIA8g2nVgDpSptKGr2qmRGg7rED2PRlFhd7YguHCM1kGN47yRi/exec

User Guidelines

- The Library & reading room is not a place for group discussions or meetings.
- Food, snacks, and drinks are not permitted inside the Library.
- Mobile phones must not be brought inside the Library.
- Library furniture, fittings, or equipment must not be misused or damaged.
- Do not replace books back on the shelves; leave them on the reading table.
- Annotation and marking on books and Library materials are prohibited.
- Personal belongings should be kept on the shelves outside the Library.
- Laptops are now permitted inside the Library for academic work. Students are expected to use Library resources responsibly during Library hours.
- Books already issued to individuals may be brought in only for renewal or return.
- Users are not allowed to reserve places in the Library during periods of absence.
- Students should fold newspapers neatly after use and replace them in designated places.

Borrowing Procedure

Students can borrow textbooks and general books for 14 days from the date of borrowing. All borrowed books must be returned to the library on or before the due date, as indicated on the due date slip affixed to the back of the book.

No book or library material may be removed from the library without proper check-out at the circulation counter.

Library Book Renewal & Return Policy

A maximum of 2 renewals is permitted per book. To renew a book, the borrower must bring it to the circulation counter before the due date. Renewals will not be granted if the book has been requested by another user or if there are any outstanding dues on the borrower's account. All borrowed books must be returned before leaving campus for holidays.

Overdue Charges

A fine of Rs. 5 per day will be charged for any textbook or general book not returned within 14 days of borrowing.

Lost or Damaged Books

If the book is lost or damaged, the borrower must report it to the librarian immediately. The borrower is responsible for replacing the book. If the same edition is unavailable, the latest available edition must be provided as a replacement. In either case, the full cost of the book, along with any applicable penalty, will be borne by the borrower.

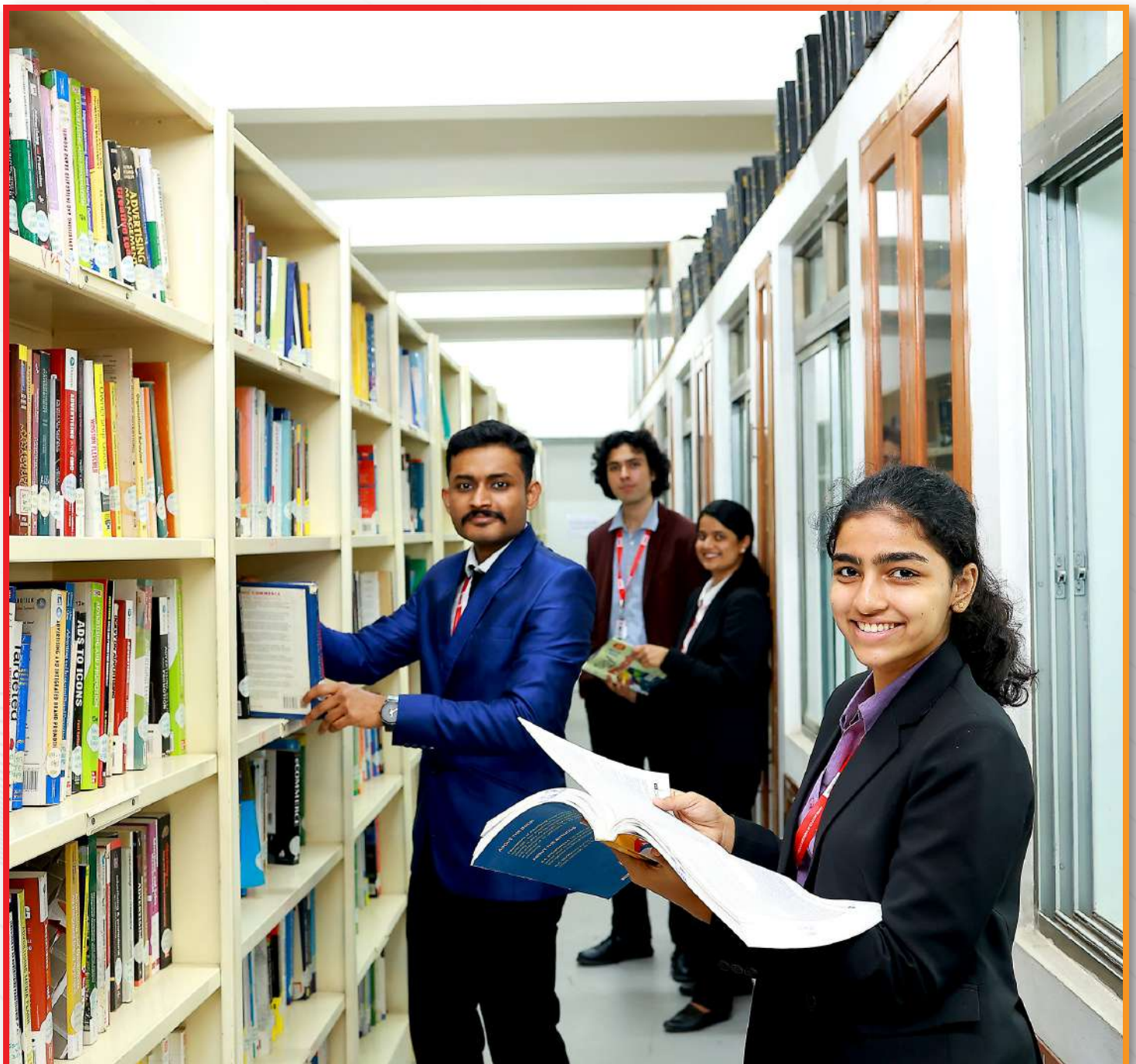
Library Working Hours Section

Bangalore:

- **Monday to Saturday:** 8:00 A.M. to 9:00 P.M.
- **Circulation Time:** 8:30 A.M. to 8:30 P.M.
- During the summer vacation (April to June) and term-end breaks, the library will remain open from 9:00 A.M. to 5:30 P.M.

Kochi & Chennai

- **Monday to Saturday:** 8:00 A.M. to 8:30 P.M.
- **Circulation Time:** 8:30 A.M. to 8:00 P.M.
- During the summer vacation (April to June) and term-end breaks, the library will remain open from 8:30 A.M. to 5:00 P.M.



AI USAGE AND ORIGINALITY THRESHOLDS

Students must submit original work for all SIP, SUPA, submissions. Plagiarism and AI-detection levels must remain strictly below 10% & 20% respectively. Any submission exceeding this threshold will receive a grade of zero for that record.

The Turnitin report requires the signature of the library team and the official college seal.

Social Media Policy

XIME encourages students to engage positively on social media while maintaining the Institute's reputation, confidentiality, and community standards. The following guidelines apply to all students:

XIME Official Social Media Handles

Students are encouraged to follow and engage with XIME's official handles on LinkedIn, Instagram, Facebook, and X (Twitter). Campus-specific handles will be communicated by the respective Clubs.

Do's

- Share positive experiences, achievements, and events representing XIME in a professional manner.
- Tag XIME's official handles when sharing content related to institute events.
- Seek prior approval from the Institute before posting content on behalf of XIME or any of its clubs/committees.

Don't's

- Do not post content that is defamatory, offensive, or misleading about XIME, its faculty, staff, or fellow students.
- Do not share confidential information about the Institute, including unpublished placement data, fee structures, internal communications, or academic records.
- Do not misrepresent XIME's official positions, rankings, or accreditations.
- Do not engage in cyberbullying, harassment, or discriminatory conduct directed at any individual associated with XIME.

Consequences for Violations

Violations of this Social Media Policy may result in disciplinary action under the Institute's Standard Ethics and Disciplinary Committee (SEDC), including suspension, expulsion, or withdrawal of institutional support, depending on the severity of the offence.



HOSTEL: RULES & REGULATIONS

XIME Hostels are located within the campus itself, providing decent accommodation and allied facilities. Students benefit from proximity to the Institute's facilities including the library, computer laboratory, and internet.

- Hostel admission is done on a yearly basis. Students are not allowed to leave the hostel and stay outside during the academic session, except for disciplinary or programme exit reasons.
- Students are expected to maintain proper discipline and decorum in the Hostel.
- Violation of hostel rules will result in expulsion from the hostel and the Institute. The decision of the Institute authorities shall be final.

Canteen / Mess Rules

- The Institute canteen is run by a contractor. A Mess Committee with students and faculty oversees the menu and canteen concerns.
- Meals are to be consumed only in the Dining Halls. Food is not to be taken to the hostel rooms.
- Students will not be permitted to receive outside food after hostel gates are closed (9:30 pm on Saturdays and Sundays; 9:00 pm on other days).
- In exceptional cases such as sickness, the Warden may permit food to be taken to rooms in the student's own utensils.
- No adjustment in the food bill for absences of less than 7 days in a month.
- Students who have been granted special permission to stay outside the hostel should not avail themselves of meals in the hostel/canteen without prior approval from the Institute. Any violation of this policy will be treated as a disciplinary matter and may lead to disciplinary action, including disqualification from campus placement activities."
- Outside food deliveries are permitted only during the hours specified by the Institute. Students will not be allowed to receive or collect food deliveries beyond the prescribed timings.

Hostel Reporting Times

Campus	Working Days	Saturdays	Sundays
Bangalore	9:00 pm	10:00 pm	10:00 pm
Kochi	9:00 pm	9:30 pm	9:30 pm
Chennai	6:00 pm	9:00 pm	9:00 pm

- Hostellers must record their presence each night using the biometric device in their block.
- Leaving for home or visiting a relative requires prior written permission from the Hostel Warden.
- No one other than XIME students may enter hostel rooms. Parents or local guardians may visit the visitor's room.
- No guests allowed to stay in the Hostel.
- Rooms/spaces must be kept clean and tidy at all times. Only common areas are cleaned by housekeeping staff.
- Silence must be maintained in Hostels after 9:00 pm. Playing TV, radio, or music systems is not permitted after 9:00 pm.
- Any damage to Hostel property will be recovered from the responsible student(s).
- Consumption of alcohol, substance abuse, or smoking is strictly prohibited. Violations will result in expulsion from the Institute.
- Students must get their own personal requirements: mattress, pillow, pillow covers, sheets, blankets, bucket, mug, and towels.
- Safe custody of money and valuables is the student's own responsibility.
- Heavy electrical gadgets (heaters, cookers, etc.) are strictly prohibited in rooms.

Facilities Provided

- Each room has: a separate cot, study table with bookshelf, and a lockable steel cupboard.
- Other facilities include a water cooler and running hot water.



CLUBS AND COMMITTEES

- **Chairman's Club**

- **Statutory Committees**

- Anti-Ragging Committee
- Internal Complaint Committee (ICC) / Sexual Harassment Committee
- Grievance Redressal Committee
- student Disciplinary Committee
- SC/ST Committee
- Internal Quality Assurance Cell (IQAC)

- **Other Committees**

- Admission Committee
- Placement Committee
- Summer Internship Committee - SIP
- Alumni Committee
- Library Committee

- Sports Health & Wellness Committee
- Student Activity Committee - XIME Winners
- Cultural Committee - MADX
- Social Media / Newsletter / PR Committee

Area Clubs

- HRuday - HR Club
- MarkXIME - Marketing Club
- Finitative - Finance Club
- XOPS - Operations Club
- X Insights & Xtech - Analytics Club
- Consulting Club

Skill / Social Clubs

- X-Oration - Public Speaking Club (incl. INSPIRA Distinguished Speaker Series)
- XSeed - Social Club of XIME (incl. SUPA Committee)
- Empresario - Entrepreneurship Club (incl. Institution's Innovation Council)



STUDENT HANDBOOK ACKNOWLEDGEMENT FORM

Academic Year:

Programme:

Student Name:

Roll Number:

Acknowledgement

I acknowledge that I have received and read the Student Handbook of the Institute. I understand that the handbook contains important information regarding the Institute's academic regulations, code of conduct, dress code, attendance requirements, examination policies, disciplinary procedures, campus facilities, and other guidelines governing student life.

I agree to abide by the policies, rules, regulations, and procedures outlined in the Student Handbook and any amendments or updates communicated by the Institute from time to time. I understand that failure to comply with these policies may result in disciplinary action as per Institute regulations.

I further understand that the Student Handbook serves as a guide and that the Institute reserves the right to modify, revise, or update its policies and procedures whenever necessary.

Student Signature:

Date:

Mobile Number:

Email ID:

For Institute Use

Handbook Issued On:

Received By (Staff Signature):

Date:



GENERAL GUIDELINES

- XIME Campus is your home for the period of the programme. Take care of it and all the facilities it offers.
- Do not litter the classrooms, verandas, canteen, lounge, or the environment. Contribute to keeping the Campus clean and tidy.
- Refrain from sleeping in the lounge or lying on the sofas in the common area. These areas are intended for sitting only.
- Always switch off lights, fans, and electrical appliances when leaving hostel rooms, classrooms, auditoriums, or lecture halls.
- Attendance at all classes and general or group events is mandatory.
- Meals are to be consumed only in Dining Halls. Food is not to be taken into residences.
- Institute property must be retained in respective areas. Any temporary relocation for an event requires prior approval from the Administrative Officer.
- Boy's; and Girl's hostel rooms are off-limits to the opposite sex. There will be no exception. Violations will lead to termination of enrolment.
- All vehicles must be parked in designated parking areas only and registered with the Administrative Office.
- Car parking within the hostel premises will be available only on payment of the prescribed parking fee of Rs.3000/-"
- All students must report to the hostel by the timings indicated in the Hostel Guidelines.
- Your studies must go far beyond what is taught in the classroom. Make effective use of the library, internet, and all available resources.
- To be eligible for the award of the PGDM/PGDM-BA, a student must obtain a minimum CGPA of 5.0. The formula for Percentage conversion = $11.4 \times \text{CGPA}$.
- If a student wishes to stay off campus overnight, they must obtain approval from both the Batch Coordinator and the Hostel Warden before leaving. Ex post facto requests will not be entertained.
- Leaving your campus city (Bangalore/Kochi/Chennai) during term days without informing the Warden, Batch Coordinator, or Dean (Academics) in writing is not permitted.
- Students are advised to take appropriate care of their personal belongings. The Institute shall not be liable for any loss, theft, damage, or unauthorized use of personal property on campus.

RIGHTS RESERVED

The Administration of Xavier Institute of Management and Entrepreneurship reserves the right to make any changes in the requirements and regulations for admission, regulations for continuing in the course or for graduation, contents of the courses, fees charged, regulations affecting students, hostels, programme administration, or make any suitable modifications in any provision of the course syllabus or in matter incidental or ancillary thereto, should these be deemed necessary in the interest of the students, the Institute, or the profession. All matters of dispute shall be subject to the jurisdiction of Courts of the city of Bangalore.

Mr. Harrish F. Mathew
Secretary, XIME Society





Xavier Institute of Management & Entrepreneurship

Bangalore

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www.ximekochi.org

Chennai

SIPCOT Industrial Park, Near Royal Enfield Factory,
Oragadam, Vandalur-Wallajabad Highway,
Sriperumbudur Taluk-602118, T.N.
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www.ximechennai.org



Shaping Future Leaders

Bangalore | Kochi | Chennai