

XIBA ALMANAC
2021-2022



XAVIER INSTITUTE OF BUSINESS ADMINISTRATION

(A Jesuit Business School)

St.Xavier's College (Autonomous)

Palayamkottai, Tirunelveli-627002

*"College with potential for Excellence" by UGC
Re-accredited by NAAC with "A"Grade with a CGPA 3.5*

ACADEMIC CALENDAR FOR 2021-22



XAVIER INSTITUTE OF BUSINESS ADMINISTRATION (XIBA)
A JESUIT BUSINESS SCHOOL
ST. XAVIER'S COLLEGE (AUTONOMOUS), TIRUNELVELI – 627 002.

ACADEMIC CALENDAR – 2021-2022

5 July 2021	- III Semester Classes Begin
30 July 2021	- Homage to St. Ignatius
4 August 2021	- I Semester Classes Begin
16 August 2021	- Certificate Verifications – I MBA
02 September 2021	- Formal Academic Inauguration
03 September 2021	- XIBA Clubs Inauguration
04 September 2021	- Teachers Day Celebration
17 September 2021	- XITAH'21
20 September 2021	- Summative Assessment –II MBA Begins
28 September 2021	- Board of Studies Meeting
1 October 2021	- Academic Council Meeting
20 October 2021	- XIBATE'21
25 October 2021	- Summative Assessment –I MBA Begins
4, 5, 6 November 2021	- Placement Training-II MBA
8 November 2021	- I Semester Examinations Begin
9 November 2021	- Entrepreneurs Meet
16 November 2021	- III Semester Examinations Begin
27 November 2021	- Parents Teachers Meet – II MBA
1 December 2021	- Homage to St. Francis Xavier

10 December 2021	- International Human rights Day
14 December 2021	- Thanks giving Prayer Service
15 December 2021	- IV Semester Begins with the Commencement of Major Project
23 December 2021	- Christmas Celebration
3 January 2022	- Classes for I MBA Begin – Even Semester
13 January 2022	- Pongal Celebration
24 February 2022	- Placement Programme Begins with Training
4 March 2022	- Clubs Day
9 March 2022	- International Women’s Day
14 March 2022	- Summative Assessment –I MBA Begins
21 March 2022	- Summative Assessment – II MBA Begins
31 March 2022	- XIBA Decennial Day
4 April 2022	- II Semester Examination Begins
11 April 2022	- IV Semester Examinations – II MBA
15 April 2022 to 30 June 2022	- Summer Internship for I MBA

MOTTO

Veritate Lumen et Vita

(Light and Life through Truth)

VISION

To form competent, committed and compassionate leaders with values of justice, peace and love.

MISSION

- To create capable leaders with social responsibility in business.
- To uncover inherent talents and build positive self image.
- To become universally recognized with wisdom, compassion and courage.

SAINT FRANCIS XAVIER

PATRON OF OUR COLLEGE

- Born on 07.04.1506 at Navarra, Spain.
- Graduated from the University of Paris and later became a professor in the same University.
- Met Ignatius of Loyola in the University Campus who raised questions about the ultimate aim of human life.
- Became one of the Founding fathers of the Society of Jesus.
- Reached Goa, India on 06.05.1542.
- From 1542, travelled the length and breadth of the coastal regions of TamilNadu and Japan to share the “Good News”.
- Passed away on 03.12.1552 at Sancian Island while journeying towards China.
- The incorrupted body was brought to Goa on 16.3.1554.
- Canonized on 12.03.1622. Even today his body is kept in Goa and venerated by millions of devotees.

THE SOCIETY OF JESUS (SJ)

The Founder of the Society of Jesus, St. **Ignatius Loyola** was born in 1491. He was the last child of a large Basque family in Spain. The name **Loyola** came from the ancestral castle that was the family heritage. Ignatius was trained in arms and the etiquette of court life. He enlisted himself in the border wars with France and was badly wounded in a battle in 1521. As he lay convalescing, at Loyola, he read the Gospel and the lives of saints. He was inspired to follow Christ by giving up all worldly ambitions and trappings of power and embracing a life of poverty, sacrifice and service after the example of his saintly mentors.

He began his new life at the age of 31. He spent a year of severe penance and intense prayer in a solitary cave on the banks of the river Coroner near the town of Manresa in Spain. He recorded his experiences that became later the Spiritual Exercises, which became the soul and centre, the rule and character of every Jesuit who followed him. He set himself in right earnest to study grammar from a school as an adult and went to college and university and finally took his Masters Degree from the Sorbonne University, Paris. At the same time, he won over a group of brilliant and like-minded university men (one of whom was St. Francis Xavier), He moulded them by the Spiritual Exercises and welded them into a religious fraternity which became the Society of Jesus.

ST. XAVIER'S COLLEGE

St. Xavier's college is run by the Society of St. Francis Xavier, a body registered under the Societies Registration Act, (S.No.3 of 1920 – 21) having its office at Palayamkottai. The College was started in 1923 by the dedicated French Jesuit Missionaries in Palayamkottai which was once considered poor and backward. A School had been functioning for nearly 50 years in this place.

The Jesuit trio, the select task force, responsible for the founding of the College were Fathers Mahe, Lebeau and Bonhoure. Their zeal had created a tradition of academic excellence and universal service. Fathers Caussanel, Dhanasamy and Gnanapragasam also played leading roles in the founding and early development of the College. In recognition of its academic excellence, St. Xavier's college was conferred with autonomous status. It is free to determine the course frame, syllabi for the courses and adopt suitable pedagogy and evaluation methods. The College is an affiliated college under Manonmaniam Sundaranar University which will award degrees with the name of St. Xavier's College mentioned on the degree.

The College was accredited with Five Stars status by the National Assessment and Accreditation Council (NAAC) on 17th April 2000. The college was re-accredited with 'A' Grade by NAAC in April 2006 and with a CGPA of 3.5 in April 2012. UGC conferred on the College the status of "College with Potential for Excellence" in 2004 and for the second time in 2010.

XAVIER INSTITUTE OF BUSINESS ADMINISTRATION (XIBA)

XIBA was started in August 2012 as the Department of Master of Business Administration, approved by AICTE and affiliated to Manonmaniam Sundaranar University, Tirunelveli. Xavier Institute of Business Administration (XIBA) offers a 2 year Master's programme (M.B.A.).

THE ACADEMIC CALENDAR / MBA TERM

The academic year consists of two semesters, each of approximately four months duration. The semester structure will be as follows:

SEMESTER I :	July to November
SEMESTER II :	December to April
SEMESTER III:	July to November
SEMESTER IV:	December to April

PAYMENT OF FEES

- The students should pay the fees in the State Bank of India, St. Xavier's College Branch, Palayamkottai through the challan collected from the XIBA office.
- Last date for payment of fees for each semester will be displayed in the notice board.
- Those who fail to pay the semester fees on the specified date will be deemed to have left the Institute unless prior permission is obtained from the Director. However, Fees once paid will not be refunded.
- A student who gets permission may have to pay a fine. The fine amount and the maximum time extension will be at the discretion of the Director

SUBMISSION OF CERTIFICATES

- At the time of joining, the student must submit a copy of the following certificates.
 - a. Degree certificate (in case the original certificate is not available at the time of registration, the provisional certificate)
 - b. Transfer certificate from the institution last attended and Conduct certificate
 - c. Mark sheets to establish the eligibility condition (10th,12th and UG)

- d. Community Certificate
- e. Letter from the Parish Priest (Catholic Students)
- If the candidate is still awaiting results, he/she should produce all these certificates before September 30. 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 in the undergraduate course is not fulfilled as per the mark-sheet submitted later after securing admission.
- The qualifying undergraduate examination must be completed before the commencement of the classes.

COURSE DESIGN

- The objective of the institute is to assist the students in developing their values and skills that form 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, study with case studies, live projects, field visits, group activities and seminars are adopted. The classroom interaction aims at developing a wide knowledge base where the student is encouraged to analyse, anticipate, innovate and otherwise prepare him or herself for a challenging professional career. Hence the student's attendance and participation in **every** class is essential.
- The MBA program (2018 Regulation & 2021 Regulation) consists of 120 credits including Summer Internship, Inter Disciplinary Course (IDC), and Major Project. The programme consists of 20 core papers with the spread of 4 & 3 credits and specialization papers with a spread of 3, 2 & 1 credit. In addition to these, the student can take up two Extra Credit Course carrying 2 credits each.

- During the first year, students learn basic concepts in the areas of Economics, Finance, Accounting, Marketing, Human Resource, Organizational Behaviour, Communication skills, Production and Quantitative Techniques. These core courses help students appreciate interdependency of the various functional areas and integrate them while addressing problems in the business context. This will help them to choose their specialisation in the second year. The second year emphasizes specialization in Finance, Marketing, Human Resource and Operations. The students are required to write exams in the courses of any two specializations in the third semester and in the fourth semester. Thus the students would have specialized in two areas at the end of the two year programme.

AREA(S) OF SPECIALIZATION

- ***Human Resources:*** Students, who specialize in human resources management, study how organizations attract, motivate, develop, and retain employees, and how they interact with organizations representing employees. The Human Resource Management subjects are engaged in contemplating careers in industrial relations, human resource management and related areas.
- ***Finance:*** Sound financial knowledge is critical to business success. Today's fast-paced business environment demands a dynamic blend of finance expertise, strategic thinking and a highly practical approach. Finance specialization subjects combine excellent teaching with cutting-edge research to equip with all the skills needed to put into practice in the fast-paced financial world.
- ***Marketing:*** Specialization in marketing helps students gain sound market and consumer knowledge and develop skills for a prospective marketing career. Marketing is rapidly changing to be multi-channel, vastly more service oriented, and international. The subjects offered, reflect these current marketing trends.

- **Operations** specialisation helps the students learn logistics or supply chain management. It also helps the students to enter the industry by developing the requisite skill set or to help those already in the industry to widen their knowledge and push on into a business leadership role.

MASTER OF BUSINESS ADMINISTRATION (MBA) – CURRICULUM DESIGN

2018 Regulation

SEMESTER – I

COURSE CODE	SUBJECT TITLE	PERIOD/ HRS	MARKS / CREDITS	TOTAL CREDITS
18 XB 101	PRINCIPLES & PRACTICES OF MANAGEMENT	60 Hrs	4	28
18 XB 102	COMMUNICATIVE SKILLS FOR MANAGERS	60 Hrs	4	
18 XB 103	ACCOUNTING FOR MANAGERS	60 Hrs	4	
18 XB 104	QUANTITATIVE METHODS	60 Hrs	4	
18 XB 105	MANAGERIAL ECONOMICS	60 Hrs	4	
18 XB 106	INFORMATION COMMUNICATION TECHNOLOGY MANAGEMENT	60 Hrs	4	
18 XB 107	PERSONAL GROWTH LAB	60 Hrs	4	

SEMESTER – II

COURSE CODE	SUBJECT TITLE	PERIOD/ HRS	MARKS / CREDITS	TOTAL CREDITS
18 XB 201	PRODUCTIONS & OPERATIONS MGT	60 Hrs	4	30
18 XB 202	ORGANISATIONAL BEHAVIOUR	60 Hrs	4	
18 XB 203	ENTREPRENEURSHIP DEVELOPMENT	60 Hrs	4	
18 XB 204	RESEARCH METHODOLOGY	60 Hrs	4	
18 XB 205	FINANCIAL MANAGEMENT	60 Hrs	4	
18 XB 206	MARKETING MANAGEMENT	60 Hrs	4	
18 XB 207	HUMAN RESOURCE MANAGEMENT	60 Hrs	4	
18 XB 5001	FRENCH/HINDI	30 Hrs	2	

SEMESTER – III (Any Two Specialization)

COURSE CODE	SUBJECT TITLE	PERIOD/ HRS	MARKS / CREDITS	TOTAL CREDITS
18 XB 301	STRATEGIC MANAGEMENT	60 HRS	4	30
18 XB 302	BUSINESS ETHICS	45 HRS	3	
18 XB 303	BUSINESS ANALYTICS & MACHINE LEARNING FOR DECISION MAKING	45 HRS	3	
	HR SPECIALIZATION			
18XB H01	INDUSTRIAL RELATIONS AND LABOUR LAWS	45 HRS	3	
18XB H02	TRAINING & DEVELOPMENT	30 HRS	2	
18XB H03	TALENT MANAGEMENT	30 HRS	2	
	FINANCE SPECIALIZATION			
18 XB F01	FINANCIAL MARKETS	45HRS	3	
18 XB F02	SECURITY ANALYSIS AND PORTFOLIO MANAGEMENT	45HRS	3	
18 XB F03	FINANCIAL MODELLING USING EXCEL	15HRS	1	
	MARKETING SPECIALIZATION			
18 XB M01	CONSUMER BEHAVIOUR	45 HRS	3	
18 XB M02	RURAL MARKETING	30 HRS	2	
18 XB M03	E-TAILING MANAGEMENT	30 HRS	2	
	OPERATION SPECIALIZATION			
18 XB P01	LOGISTICS AND SUPPLY CHAIN MANAGEMENT	45 HRS	3	
18 XB P02	ADVANCED PRODUCTION MANAGEMENT	45 HRS	3	
18 XB P03	WORLD CLASS MANUFACTURING	15 HRS	1	
	SUMMER INTERNSHIP			
18XB 5002	SUMMER INTERNSHIP	8 WEEKS	6	

SEMESTER – IV

COURSE CODE	SUBJECT TITLE	PERIOD/ HRS	MARKS / CREDITS	TOTAL CREDITS
18 XB 401	ORGANISATIONAL CHANGE & DEVELOPMENT	60 HRS	4	32
18 XB 402	INTERNATIONAL BUSINESS MANAGEMENT	45 HRS	3	
18 XB 403	TOTAL QUALITY MANAGEMENT	45 HRS	3	
	HR SPECIALIZATION			
18XB H05	LEADERSHIP, INFLUENCE AND POWER	45 HRS	3	
18XB H06	PERFORMANCE & COMPENSATION MANAGEMENT	30 HRS	2	
18XB H07	EMPOWERMENT & EMPLOYEE ENGAGEMENT	15 HRS	1	
18XB H08	HR ANALYTICS	15 HRS	1	
	FINANCE SPECIALIZAION			
18 XB F04	DERIVATIVES MANAGEMENT	45HRS	3	
18 XB F05	MERGER & ACQUISITION	45HRS	3	
18 XB F06	ADVANCED FINANCIAL ANALYSIS	15HRS	1	
	MARKETING SPECIALIZATION			
18 XB M04	PRODUCT AND BRAND MANAGEMENT	45 HRS	3	
18 XB M05	SERVICES MARKETING	45 HRS	3	
18 XB M06	MARKETING ANALYTICS	15 HRS	1	
	OPERATION SPECIALIZATION			
18 XB P04	PROJECT MANAGEMENT	45 HRS	3	
18 XB P05	MATERIALS MANAGEMENT	45 HRS	3	
18 XB P06	SUPPLY CHAIN ANALYTICS	15 HRS	1	
	MAJOR PROJECT			
18XB 5003	MAJOR PROJECT	4 WEEKS	8	

- **Total Credits - 120**
- **Stand (Additional Credit) -1**
- **Extra Credits**



XIBA
XAVIER INSTITUTE OF BUSINESS ADMINISTRATION
A Jesuit Business School
St. Xavier's College (Autonomous), Palayamkottai
CURRICULUM-2021 REGULATION
Semester – I

COURSE CODE	SUBJECT TITLE	PERIOD/ HRS	MARKS / CREDITS
21 XB 101	MODERN MANAGEMENT PRACTICES	60 Hrs	4
21 XB 102	PROFESSIONAL COMMUNICATION FOR MANAGERS	60 Hrs	4
21 XB 103	ACCOUNTING FOR MANAGERS	60 Hrs	4
21 XB 104	QUANTITATIVE TECHNIQUES FOR DECISION MAKING	60 Hrs	4
21 XB 105	MANAGERIAL ECONOMICS	60 Hrs	4
21 XB 106	IT COMPETENCIES FOR MANAGERS	60 Hrs	4
21 XB 107	ORGANISATIONAL BEHAVIOUR	60 Hrs	4

Credits: 28

Semester – II

COURSE CODE	SUBJECT TITLE	PERIOD/ HRS	MARKS / CREDITS
21 XB 201	ENTREPRENEURSHIP	60 Hrs	4
21 XB 202	INDIAN ECONOMIC SYSTEM	60 Hrs	4
21 XB 203	RESEARCH METHODOLOGY	60 Hrs	4
21 XB 204	PRODUCTIONS & OPERATIONS MANAGEMENT	60 Hrs	4
21 XB 205	CORPORATE FINANCIAL MANAGEMENT	60 Hrs	4
21 XB 206	MARKETING MANAGEMENT	60 Hrs	4
21 XB 207	HUMAN RESOURCE MANAGEMENT	60 Hrs	4
21 XB 5001	FRENCH/HINDI	30 Hrs	2

Credits: 30

Semester – III

COURSE CODE	SUBJECT TITLE	PERIOD/ HRS	MARKS / CREDITS
21 XB 301	STRATEGIC MANAGEMENT	45 HRS	3
21 XB 302	BASICS OF BUSINESS ANALYTICS	45 HRS	3
21 XB 303	BUSINESS ETHICS	30 HRS	2
21 XB 304	PROJECT MANAGEMENT	30 HRS	2
HR SPECIALIZATION			
21 XB H01	LABOUR MANAGEMENT & LABOUR CODES	45 HRS	3
21 XB H02	EMPLOYEE EMPOWERMENT & ENGAGEMENT	30 HRS	2
21 XB H03	MENTORING & TRAINING	30 HRS	2
FINANCE SPECIALIZATION			
21 XB F01	SECURITY ANALYSIS AND PORTFOLIO MANAGEMENT	45 HRS	3
21 XB F02	FINANCIAL SERVICES	45 HRS	3
21 XB F03	MERGER AND ACQUISITIONS	15 HRS	1
MARKETING SPECIALIZATION			
21 XB M01	CONSUMER BEHAVIOUR	45 HRS	3
21 XB M02	RURAL MARKETING	30 HRS	2
21 XB M03	DIGITAL MARKETING	30 HRS	2
OPERATION SPECIALIZATION			
21 XB P01	LOGISTICS AND SUPPLY CHAIN MANAGEMENT	45 HRS	3
21 XB P02	SERVICE OPERATIONS MANAGEMENT	45 HRS	3
21 XB P03	WORLD CLASS MANUFACTURING	15 HRS	1
SUMMER INTERNSHIP			
21 XB 5002	SUMMER INTERNSHIP	8 WEEKS	6

Credits 30 (Any Two Specialization)

Semester – IV

COURSE CODE	SUBJECT TITLE	PERIOD/ HRS	MARKS / CREDITS
21 XB 401	ORGANISATIONAL CHANGE & DEVELOPMENT	60 HRS	4
21 XB 402	INTERNATIONAL BUSINESS MANAGEMENT	45 HRS	3
21 XB 403	TOTAL QUALITY MANAGEMENT	45 HRS	3
HR SPECIALIZATION			
21 XB H04	LEADERSHIP COMPETENCIES	45 HRS	3
21 XB H05	TALENT MANAGEMENT	45 HRS	3
21 XB H06	HR ANALYTICS	15 HRS	1
FINANCE SPECIALIZAION			
21 XB F04	DERIVATIVES MANAGEMENT	45 HRS	3
21 XB F05	INTERNATIONAL FINANCIAL MANAGEMENT	45 HRS	3
21 XB F06	FINANCIAL ANALYTICS	15 HRS	1
MARKETING SPECIALISATION			
21 XB M04	PRODUCT AND BRAND MANAGEMENT	45 HRS	3
21 XB M05	SERVICES MARKETING	45 HRS	3
21XB M06	MARKETING ANALYTICS	15 HRS	1
OPERATIONS SPECIALISATION			
21 XB P04	MATERIALS MANAGEMENT	45	3
21 XB P05	DISTRIBUTION MANAGEMENT	45	3
21 XB P06	SUPPLY CHAIN ANALYTICS	15	1
MAJOR PROJECT			
21 XB 5003	MAJOR PROJECT		8

Credits 32

**Total Credits - 120
Stand (Additional Credit) -1
Extra Credits**

SPECIALIZATION COURSES

FINANCE

- Financial Markets
- Security Analysis And Portfolio Management
- Financial Modelling Using Excel
- Derivatives Management
- Merger & Acquisition
- Advanced Financial Analysis

HUMAN RESOURCE

- Industrial Relations And Labour Laws
- Training & Development
- Talent Management
- Leadership, Influence And Power
- Performance & Compensation Management
- Empowerment & Employee Engagement
- Hr Analytics

MARKETING

- Consumer Behaviour
- Rural Marketing
- E-Tailing Management
- Product And Brand Management
- Services Marketing
- Marketing Analytics

OPERATIONS

- Logistics and Supply Chain Management
- Advanced Productions Management
- World Class Manufacturing
- Project Management
- Materials Management
- Supply Chain Analytics

TEACHING - LEARNING - EVALUATION

UNIQUENESS OF XIBA

Teaching is seen mostly as accompaniment with students in their learning. To grow as leaders, one does not merely impart knowledge but focuses on formation of character of students. In teaching one maintains a fine blend of theory and practice. The teachers have been guided to treat the students with respect for his / her potency and competence. Learning by the student is not only through classroom interactions but it is also more through case studies, industry visits, live projects, research projects, seminars and workshops.

In the process of informing themselves on different subjects/courses in management, more than accumulating just information and memorizing theories, the students are trained to develop analytical skills and critical thinking. This helps them to comprehend social reality, develop strategies, and make discerned decisions. Evaluation of learning in XIBA does not test just how best the students have memorized what was taught in classroom and what they have read in books and transferred in answer sheets. But XIBA tests how best they look at the content critically and apply it to situation.

Therefore, different testing methods are adopted i.e. comprehensive workshop, live project and so on. Similarly, students, peers, industry and the management evaluate the performance of teachers periodically.

INTERNSHIP

XIBA believes in making its graduates competent to become competent and employable. One of the most important parts of training students is to do a summer internship between the first and second years of their programme. It will not only provide the students with the much needed work experience to back up their education, but it will also move them one step closer to getting a good employment after graduation. Internship allows students to build relationships with prospective employers, hone their skill set and come to know various industries.

INDUSTRY / INSTITUTE NETWORK

Interaction between the industry and B-Schools is crucial to the kind of education the students should receive and the kind of human resources the industries need today. To develop an organic link between XIBA and the industries in the South of Tamil Nadu and beyond, XIBA invites CEOs of the companies to interact with students and talk to them about what prevails in industries. This would also help the faculty to design or redesign their teaching, responding to the need of the corporate world.

XIBA takes the students to industries during every semester. The faculty work on joint projects with industries. For major projects by final MBA students, experts from industries guide them to do the research and write up the report.

COMPETENCE BUILDING

Student Seminars

Every week, students give presentations on different topics from the papers they read in semesters. This aims at helping them to gain clarity, comprehend core ideas and articulate them in public. In the seminar, XIBA wants the students to develop critical thinking and acquire skills to present their case, instead of just repeating what they have heard in classrooms.

Live Projects

Students regularly do live projects on subjects that demand empirical study. Invariably, for all the papers, students do a study in a company or in an institution to apply the theories they learn in lectures and from books. This aims at developing their skills in application and in doing projects. In addition, this helps them to learn as to how to organize their time and manage a project.

Communication Skills

XIBA wants its graduates to become adept in communication skills. Given their rural background and their schooling in vernacular language, it conducts a month-long Bridge course to improve their communicative English. In addition, every week a considerable number of hours are allotted to help them acquire language skills - listening, speaking, reading, and writing. On top of it, the students are helped to acquire ICT skills. For this, it has the state-of-the-art computer lab with more than fifty terminals. In this, XIBA uses the media to learn language skills.

PLACEMENT

Placement is a collective effort in which the faculty and the management make every effort to place all the students. We aim at getting our students employed in industries. It gives priority to this. XIBA starts training in the first year itself. XIBA employs experts to train the students on aptitude, communicative proficiency, team work and other soft skills.

The Industry-Institute Network is useful in developing a rapport with the industries and XIBA invites them for campus recruitment. The aim of XIBA is to make 100 percent of its students employed.

GENERAL CODE OF CONDUCT AND REGULATIONS FOR STUDENTS

STUDENT IDENTITY CARD

- Students must wear identity cards around the neck and it should be visible.
- Loss of the identity card must be reported to the Dean of Student Affairs as soon as it is noticed.
- In case of loss of the identity card, a duplicate card will be issued by the office by paying Rs.100 /-.

PUNCTUALITY

- Coming late to classes is not permitted.
- If a student is late by five minutes, he/she can be allowed to attend the classes with the permission of Dean of Student affairs/Director.
- Students should adhere to XIBA timings strictly .Everyday, the classes start at 9 am and end at 5 pm. However the students should report by 8.30 AM. If need arises, class timings may be adjusted to suit to the convenience of the industry experts.
- If a student is late or absent for an hour, half day will be marked as absent.
- If a student is late or absent for 2 hours the whole day will be marked as absent.
- During the classes, no student can leave the campus without the prior permission Dean, Student Affairs/Director.

ATTENDANCE

- The students are expected to attend 100 percent of the classes.
- A student must put in a minimum of 85 percent attendance to be eligible to write the semester examinations. Students who are not eligible to appear for the semester examinations of a particular semester due to lack of attendance will not be permitted to attend the classes in the subsequent semester. He/She should attend the semester where he/she lacks attendance and then rejoin the institute.
- No leave will be sanctioned on test days.
- Absence is permitted for reasons like sickness, accidents, bereavements and the director should be informed in writing at the earliest.
- Prior leave application in the prescribed form must be submitted to the Dean of Student Affairs /Director.
- In case of illness, when rejoining the student should submit a medical certificate from a registered medical practitioner.
- Students who represent XIBA in Seminars, Symposium, and Conferences or Competitions will be given On-Duty (OD) leave.

DRESS CODE

- Men and Women Students should come in Formal Wear on all working days
Men – Full/Half Shirt – Plain, Small Checks, Strips (Neatly Tucked in)
Trousers – Plain in Regular Stitch
Women – Neatly designed Salwars with Shawls.
- Both boys and Girls should wear black/brown leather shoes
- All students are expected to come well groomed. Men students should come properly shaved and with proper hair dressing.
- Students should wear suits on Wednesdays.
- On formal occasions like Seminar, Conference, Management Meet etc., the students should wear suits

MOBILE PHONE

- Mobile phones need to be handled with etiquette in XIBA campus.
- If any student is found using the mobile phones during professional programmes, it will be viewed seriously
- The students are expected to own a Lap top. Assignments of any kind need to be carried out in their own Lap top.

COMMUNICATON

- XIBA Students should always speak English in the campus and the class room.
- Students are expected to be courteous in speech and actions, with the staff and the co-students.

BEHAVIOUR

- Ragging within or outside the XIBA campus is prohibited by the Court of Law. Whoever directly or indirectly indulges ragging within or outside of the campus shall be summarily dismissed from XIBA.
- Any kind of wild, noisy and disturbing behaviour during class hours, celebrations or lunch break in the campus is strictly forbidden.

INTOXICANTS

- XIBA's campus is 'No Smoking Zone'.
- Use of chewing Gum/Pan/Gutka anywhere in the campus is a punishable crime.
- Possession or consumption of alcohol inside XIBA premises will lead to dismissal.

CAMPUS FACILITIES AND UPKEEP

- XIBA Students are advised to utilize the campus facilities such as Rest Rooms, Dining Rooms, Class Rooms, Library, Computer Lab, and Conference Hall with care.
- Cleanliness of the Campus and all facilities must be ensured, in keeping with the culture of an institute of higher learning.
- Bins for garbage are to be used
- Similarly, energy and water conservation must be followed strictly.

LIBRARY RULES

- All students are advised to sign the register at the time of entry and exit from the Library.
- Silence shall be maintained at all the times inside the Library.
- Bags and Books from outside are not permitted. Before entering into the Library, bags must be kept in the rack kept outside.
- Ink Bottles, Correction Fluids and other potentially damaging substances, food and snacks shall not be taken into the Library.
- If a student takes magazine for reading, it should be kept in the appropriate place after reading.
- In case of misbehaviour in the Library, severe action will be taken against the student.

COMPUTER LAB RULES

- Students are required to sign the register at the time of entry and exit from the Computer Lab.
- Students have to maintain silence inside the lab.
- Students shall not carry CDs, Pen drive or any other storage device inside the Computer lab.
- Students should use the Computers and Internet facility only for academic learning.
- Computer Lab rules should be strictly adhered to. Students, who deviate from the rules, will be barred from using the lab.
- Students should use only their allotted system. In case of any system problem, that should be communicated to the System Administrator immediately.

EXAM RULES

- Students should show utmost honesty and good behaviour during the conduct of examinations.
- They should keep silence in the exam hall and cooperate in the orderly conduct of the examinations.
- If any student is caught indulging in malpractice in any CIA tests, the case will be brought to the notice of the Director. The student will be awarded zero in all the papers for that semester and he/she cannot appear for semester exams in that semester for that paper.
- Serious action will be taken by the Director, if the student is caught for malpractice.
- If any student is caught indulging in malpractice, even in one regular paper in a semester or in the arrear papers, it will lead to cancellation of his/her result of all the regular and arrear papers of that semester.
- If a student has accumulated three arrears, at any time, he/she will be asked to discontinue the course. However it is subjected to amendments.

INTERNAL ASSESSMENT

- A student's performance is continually assessed internally by the faculty. The main objective of the internal assessment is to help the students learn the habit of regular and serious academic work.
- The internal assessment is done for 100 marks which include Summative tests, Case Learning, Live Projects, Presentations, Seminars or any other form of assessment.
- A student must obtain 50 marks for a pass in each subject. Marks obtained in CIA and semester is calculated for aggregate marks.
- To be eligible to write the semester examination, the student should have obtained the minimum pass mark in each subject. He/she may not be permitted to write the semester examination in the paper where he/she has not obtained the minimum in the internal assessment.
- If a student is unable to write the CIA Test, he/she must meet the Director with a medical certificate.

CIA COMPONENTS

Components	Marks
Summative Tests	40
Case Learning (Compulsory)	20
Live Projects	20
Presentations / Viva- Voce/Any other	20
Total Marks	<hr/> 100 <hr/>

OFF CAMPUS PROGRAMMES

- Students who attend Off Campus programmes will be given attendance. He/She can attend the programme after getting due approval from the Director
- Anyone who is aware of any programme in any B-school he/she may contact Strategic Development Coordinator.
- Students who are not serious in their academic pursuits may not be allowed to attend any off –campus programmes.
- Students will be paid half the travel expenses by the cheapest transport by XIBA for Off –Campus programmes.
- Students who represent XIBA during Off –Campus programmes must wear Blazers. Students are expected to behave with decorum when they represent the institute in any programme

VIRTUAL CLASSES

XIBA has a structured Learning Management System. The LMS is an integration of many online platforms and it is monitored by a professional technical team.

The virtual classes and exams need to be attended with the following guidelines:

- Virtual Classes will be held during the respective schedule
- Students need to Log into the classes at the appropriate time.
- The students need to be appropriately dressed while participating in online lessons.
- The laptop or computer needs to be fully charged and microphone and webcam enabled.
- Students need to engage fully in online work without any background distractions. Students need to Log out of all social media to avoid distractions
- Books and Pens need to be kept ready during the class

- Microphone need to be muted unless you are contributing to the conversation.
- Mobile phones and/or other devices should not be used during class time.
- All learning tasks need to be completed on time

STUDENT CLUBS

1. XAIMA

The Finance club promotes finance- related activities .The club caters to a wide variety of finance - related interests namely Management of funds, sales and trading, and corporate finance. They may also be encouraged in trading and investments.

2. XIMHAA

The HR Club of XIBA- XIMHAA aims to promote active interaction amongst members of the club and keep them informed about latest trends in the corporate world. Also the club acts as a platform to get connected with reputed Industry experts.

3. MACXI

The Marketing club of XIBA aims to keep its members abreast with the latest trends on marketing while integrating the functions and industries with that of the dynamics of marketing namely advertising, research, sales, branding communication and digital marketing.

4. GO GREEN

GO GREEN plays an important role in creating environmental awareness amongst younger generation. The club makes the management professionals aware of different environmental problems like conservation of water. They may be involved in making the campus green

5. GRACE

This club organizes daily prayers at XIBA. It aims to create socially conscious professionals who would help the economically backward people by providing monetary and non monetary support. The club also intends to inculcate the habit of sharing with the poor.

6. OCXI

This Club organises programmes related to Productions and Operations. The Club helps the students to understand the operations not only in Manufacturing Industries but also in Service Industries.

XIBA OFFICIALS

Rev. Dr. Michael John, SJ

Director

Rev. Dr. K.Amal, SJ

Administrator

Dr. T. Rita Rebekah

Dean -Academics

Prof. N. Pradeep Kumar

Dean – Student Affairs, Liaison in-charge & Accreditation

In Charge

Prof. C. Maria Rex Sugirtha

Controller of Examinations, XIBA Clubs and Campus Ministries

Dr. R. Christina Jeya Nithila

Ph.D Programme, Learning Academy, MDP & FDP

Prof.R.Ram kumar

Alumni Relations, XIBA Website and Learning Management system

Prof. P.R.Sundara Pandian

Placements and Industry Connect

Prof.Sahaya Shabu

Co-Curricular Activities and Branding

Prof. Prabakaran

Outbound Training and Extra Credit Courses

NON TEACHING STAFF

A.Pandarinathan

Library and Computer Lab in charge

M.Irudaya Delphine

Office -in-charge

P. Suresh

Office Assistant

S. Amirtha Mani

Support Staff

V. Maheswari

Support Staff

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Rev.Dr. S. Mariadoss, SJ	Principal, (Ex -Officio Vice Chairperson
Rev. Dr. Michael John, SJ	Director- XIBA, Convener
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Prof.N.Pradeep Kumar	Dean- Student Affairs, Member

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Prof.P.R.Sundara Pandian	Member
Prof. R. Prabakaran	Member
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Prof.Prabaharan	Member – Faculty

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Prof.P.Sundara Pandian	Member
Prof.Sahaya Shabu	Member

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Prof.R.Ram Kumar	Member
Prof.Sahaya Shabu	Member

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Prof. R. Ram kumar	Member
Prof.Prabakaran	Member

CLASS – IN- CHARGE

I-MBA	Prof. C.Maria Rex Sugirtha
II – MBA	Prof. R.Ram Kumar

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Prof.R.Prabakaran	Member
Prof.P.R. Sundara Pandian	Member

SPORTS & GAMES

Prof. R. Ram Kumar	In-Charge
Prof. Sahaya Shabu	Co-ordinator
Prof.P.R.Sundara Pandian	Member

XIBA CLUBS

FINANCE CLUB- XAIMA -Mrs. C. Maria Rex Sugirtha & Prof.Sahaya Shabu

HR CLUB – XIMHAA - Dr. T. Rita Rebekah & Prof.P.R. Sundara Pandian

MARKETING CLUB- MACXI -Mr. N. Pradeep Kumar & Dr. R. Christina Jeya Nithila

GO GREEN CLUB -Dr. Rita Rebekah & Prof.Sahaya Shabu

OPERATIONS CLUB –OCXI – Prof. R. Ram Kumar & Prof.Prabakaran

GRACE CLUB -Dr. K.Amal, SJ & Mrs. C. Maria Rex Sugirtha

FINE ARTS CLUB – Prof.Ramkumar & Prof.Prabahar

XIPLAY – Prof.Sundara Pandian, Dr.Nithila & Prof.Pradeep Kumar

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Prof.C. Maria Rex Sugirtha	Member -Faculty
Mrs.M.Irudaya Delphine	Member – Office in charge