



SAHRDAYA
INSTITUTE OF MANAGEMENT STUDIES
KODAKARA - THRISSUR - 680684



HAND BOOK & CALENDAR

2023-24

SAHRDAYA INSTITUTE OF MANAGEMENT STUDIES

Kodakara, P.B.No.19, Thrissur (Dt), Pin 680684, Kerala State, India.

Ph: +91 7025165333 (M), +91 8113031122 (L) Email:

info@sahridayasims.ac.in



Managed by

Irinjalakuda Diocesan Educational Trust

Reg. No. 138/IV 2001 Dr. 23/07/2001

Catholic Bishop's House, P B No.59, Irinjalakuda

Thrissur – 680121, Kerala – India, Ph:0480 2826830, 2826820.

E-mail: ijkbp@gmail.com

HANDBOOK & CALENDAR

Name.....

Programme.....Sem.....Roll No.....

Home Address.....

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Phone No.....Blood Group.....

2023–2024

STUDENT HANDBOOK

About SIMS

Sahrdaya Institute of Management Studies (SIMS) is a significant milestone in the dedicated journey of Irinjalakuda Diocesan Education Trust (IDET), under the leadership of Bishop of Irinjalakuda, Mar Pauly Kannookadan. SIMS is affiliated with the University of Calicut, approved by the All India Council for Technical Education (AICTE), and recognized by the Government of Kerala.

IDET has already established three major educational and career-oriented ventures, namely Sahrdaya College of Engineering and Technology, Sahrdaya College of Advanced Studies, and Sahrdaya – Lumen Academy. These institutions have earned a respected and esteemed position in the national and regional education landscape.

SIMS is an emerging star in the realm of quality education, firmly rooted in the rich tradition of the Catholic educational system in Central Kerala. It is a management education institution that emphasizes values and ethics, guided by a dedicated community of promoters who view education as a profound commitment.

Our belief at SIMS is that the young minds of tomorrow will flourish and soar with a balanced secular-spiritual perspective imbued with strong values and ethos.

Vision

To be recognized nationally as an exemplary institute that develops value-driven socially responsible managers, educators, and entrepreneurs through integrated teaching, research, professional and social engagement.

Mission

To develop professionally and socially committed, progressive, fair-minded managers, educators, and entrepreneurs by integrating theory and practice within a character-centric approach for lifelong learning.

Motto

“We Promote character, the rest follows...”

Course Offered: Master of Business Administration (MBA)

In take: 60 students (One Batch)

Graduate Attributes

1. Knowledge 2. Decision making 3. Integrity and Leadership, 4. Communication
5. Team spirit 6. Creativity, 7. Sense of Responsibility and Sustainability

Program Educational Outcomes (PEO's)

PEO 1 Reveal sound and integrative understanding and knowledge of management theory and practice.

PEO 2 Exhibit the spirit of imagination, critical thinking, and analytical rigor in solving management problems and making decisions.

PEO 3 Manifest entrepreneurial spirit and creativity in the changing socio-business environment

PEO 4 Practice values and professional ethics and remain socially responsible citizens.

Program Outcomes (PO's)

- PO 1 Apply knowledge of management theories and practices to solve business problems.
- PO 2 Foster analytical and critical thinking abilities for data-based decision-making.
- PO 3 Develop value-based leadership ability.
- PO 4 Understand, analyze, and communicate global, economic, legal and ethical aspects of the business.
- PO 5 Lead oneself and others in the achievement of organizational goals, contributing effectively to a team environment.
- PO 6 Demonstrate entrepreneurial vision and creative thinking capabilities in the relevant situations.
- PO 7 Act responsibly for the sustainability of society, economy, and environment.

Core Values

Sincerity

Appreciation

Happiness

Respect

Daya

S.A.H.R.D.A.Y.A.

Quality Policy

We relentlessly strive towards imparting the best education by creating excellent ambience for learning with the support of competent and committed people, state of the art infrastructure and by collaborating with leading academic and business enterprises.

Why SIMS?

SIMS distinguishes itself from the crowd by prioritizing Holistic-Experiential learning and aims to gain recognition for its programs from the corporate world. This recognition is based on the exceptional content, quality, uniqueness, and caliber of its graduating students. The teaching-learning system at SIMS places great emphasis on applying knowledge to real-time business contexts. It adopts an action-based experiential learning approach, which is central to its educational methodology. By focusing on these principles, SIMS strives to provide a formal and distinguished educational experience that prepares students to excel in the corporate world while fostering a well-rounded and practical understanding of their Chosen field

Faculty

The institute boasts an exceptional faculty comprising highly experienced individuals who have made significant contributions to teaching, consulting, and research at renowned institutes and companies. A majority of our faculty members have obtained their degrees from esteemed central and state universities such as IIT, IIM, NIT, CUSAT, VIT, among others. An impressive 80% of our faculty members hold Ph.D. degrees and possess extensive industry experience. They are not only dedicated researchers but also serve as mentors, forming enduring relationships with students. Our faculty members provide invaluable academic support and career guidance, ensuring the holistic development and success of each student. With their wealth of knowledge and expertise, our faculty members bring immense value to the learning environment, delivering high-quality education and fostering a culture of excellence within the institute.

Infrastructure

Situated within a spacious, landscaped, and environmentally conscious campus spanning over 40 acres, the institute offers a serene and conducive setting for dedicated academic endeavors. The infrastructure is meticulously designed, providing a self-contained environment that supports a focused and tranquil learning atmosphere.

The institute employs modern tools and techniques to enhance the teaching process. The classrooms are equipped with air conditioning, Wi-Fi connectivity, Smart boards and LCD projectors, enabling interactive and multimedia-based instruction. Additionally, there are tutorial rooms, a well-stocked library, a state-of-the-art seminar hall, and a fully equipped auditorium to cater to the diverse needs of the academic community.

Recognizing the importance of safety, the campus is equipped with CCTV surveillance systems to ensure a secure environment. This comprehensive infrastructure and advanced facilities contribute to the overall quality and effectiveness of the educational experience provided by the institute.

Board of Trustees

- 1 Mar Pauly Kannookadan, Chairman
- 2 Fr. Wilson Erathara, President
- 3 Fr. Pius Chirapanath, Vice President
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Nominee of Calicut University	Member	
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Academic Council Members

Dr. Joseph Cherian	Professor	University of Notre Dame, USA
Dr. Justin Paul	Professor	University of Puerto Rico, USA
Dr. L. S. Ganesh	Professor	DoMS, IIT Madras
Mr. Joseph Joshy C J	Chief Technology Officer	IFSCA, Govt. of India
Mr. Rajesh Joy	Head of Global Support	Ericsson, India
CA Cheeran Varghese	Chartered Accountant	Cheeran Varghese & Co, Thrissur

Programme

The MBA program shall consist of four semesters, with each semester lasting for 16 weeks. Instruction and university examinations for each course within a semester must be completed within 90 days. A course with a maximum of 4 credits will be considered a full course, while courses with a maximum of 2 credits will be considered half courses.

For each semester, a full course will have four hours of lecture classes per week, and a half course will have two hours of lecture classes per week. A full course must have a minimum of 60 hours of lecture time, while a half course must have a minimum of 30 hours of lecture time within a semester.

Regulation For MBA Programme (University of Calicut) *Edited Excerpt

Admission Process

i) Eligibility for admission

Eligibility for admission requires the successful completion of a valid bachelor's degree from the University of Calicut or any other University, including degree programs offered by the School of Distance Education (SDE), or from any Institution recognized by the University Grants Commission (UGC) or All India Council for Technical Education (AICTE). The programs offered by other universities or institutions should follow the 10+2+3 (or 10+2+4) pattern under the regular-stream.

To qualify for admission, students must have obtained a minimum aggregate of 50% marks in their bachelor's degree examination, including the marks obtained in language subjects. The calculation should not involve rounding up, meaning that a percentage of 49.9999% would not be eligible since it is less than 50%. However, there are relaxation provisions for SC/ST, OBC, and other eligible communities as per the rules defined by the university.

ii) Admission Procedure

All management institutions affiliated with the University of Calicut are required to consider the scores of standardized tests such as the Common Management Aptitude Test (CMAT) conducted by the All-India Council for Technical Education (AICTE), the Common Admission Test (CAT), and the Kerala Management Aptitude Test (KMAT) conducted by the Admission Regulatory Committee, Government of Kerala. These scores are utilized for admission to both merit-based and management quota seats in the MBA Program.

During the application process, candidates must provide their test scores and submit an attested copy of the scorecard along with their application. Based on the scores obtained, candidates will be shortlisted for further evaluation, which includes Group Discussion and Personal Interviews.

Conduct of Classes

i) Class Schedule

The regular class timings are from 8:50 am to 4:20 pm. Students should report to the institution by 8:45 am. Assembly will be conducted on all academic days at 8:50 am. We follow a 5 academic day per-week system. However, classes are scheduled on the first Saturdays of every month, while all other Saturdays and Sundays are considered weekends for students.

ii) Course Plan

A course plan for each course will be given to the students via LMS (namely, Linways) at the beginning of each semester along with the detailed Syllabus.

Working Day Time Table

8.50 am	-	Assembly
9.00 am	-	9.55 am - Session 1
9.55 am	-	10.45 am - Session 2
10.45 am	-	11.00 am - Break
11.00 am	-	11.55 am - Session 3
11.55 am	-	12.45 pm - Session 4
12.45 pm	-	1.30 pm - Lunch break
1.30 pm	-	2.20 pm - Session 5
2.20 pm	-	3.10 pm - Session 6
3.10 pm	-	3.25 pm - Break
3.25 pm	-	4.20 pm - Session 7

iii) Attendance

A student must attend a minimum of 75% of the total number of classes held for each course in a semester to be eligible for appearing in the university examination for that semester. However, the university may condone a shortage of up to 10% of the maximum number of contact hours per semester. Students with attendance percentages between 65% and 74.99% are required to apply for condonation at the University of Calicut. It is the right of the Director to allow or forbid students from appearing in the examination if they remain absent for lectures, internal tests, or exhibit improper behavior in the institution, in accordance with the norms set by the parent university.

Student Assessment & Evaluation

i) Internal Examination

Adherence to a minimum attendance requirement of 75% is mandatory for all students. Failure to meet this requirement will result in the student being ineligible to attend Internal Assessment Tests. In the event of a student's absence from any internal examination due to medical reasons, it is necessary to provide a Medical Certificate and a letter from the guardian explaining the grounds for the absence. These documents must be submitted either before the conclusion of the examination or within three days of its completion. While such cases may be considered with sympathy, subject to the norms of the University, it is important to note that illness alone is not considered a valid excuse. Failure to attend tests, examinations, tutorials, or submit assignments within the specified timeframe will render the student ineligible for internal assessment.

Retest

Students who have been absent from any internal examination due to valid reasons and have received prior approval are eligible to participate in a retest. The genuineness of their absence will be verified by the faculty coordinator or examination committee, and the Director will make the final decision based on their recommendations. In such cases, a repeat examination will be scheduled specifically for the absentees, allowing them an opportunity to make up for their missed assessment. The purpose of this process is to ensure fairness and provide equal opportunities to all students, taking into consideration the circumstances that led to their initial absence.

ii) Internal Assessment Pattern

Internal assessment will be conducted for all courses offered. The internal assessment component carries a weightage of 40% in the overall grading, while the external examination holds a weightage of 60%. Each faculty member has the autonomy to determine the appropriate weightage for individual components

within the internal assessment, with the exception of tests, which must constitute a minimum of 50% of the total internal assessment.

The internal assessment evaluation will be based on various components, which will be clearly communicated to the students. These components may include assignments, projects, presentations, practical examinations, or any other suitable methods deemed appropriate by the faculty. The weightage assigned to each component will be determined by the faculty member in accordance with the learning objectives and requirements of the course.

By incorporating a comprehensive internal assessment system, the institute aims to assess students' progress and achievement throughout the course, ensuring a holistic evaluation process that considers both continuous performance and performance in external examinations. Below mentioned are the components and weightages of internal assessment.

Internal Assessment Test, (Marks of best 2 out of a minimum of 3 tests)- 50%

Seminar - 10%

Classroom participation - 10%

Class attendance - 10%

Assignments(Marks of best 2)- 20%

Assignments and seminars submitted after the specified deadline will not be considered for evaluation. The term "class participation" encompasses various activities such as answering questions, engaging in classroom discussions, interactive learning, group collaboration, and demonstrating a positive response to instructors.

To pass a course, a student must obtain a minimum grade of 'D' in the internal assessment. If a student fails to achieve the required minimum grade in any course, they must take retests to attain the necessary grade. It is essential to complete the internal assessment before the university's specified requirements for each semester.

If, despite taking retests, a student fails to obtain the minimum marks in the internal assessment, they will not be permitted to take the end-semester examination conducted by the University for that particular course. In such cases, the student will have to repeat the course along with the subsequent batch of MBA students, aiming to achieve passing marks in the internal assessment before being eligible to appear for the University examination in the respective course.

The Institute will publish the internal assessment marks of the students within one week of the conclusion of lecture classes in each semester. These marks, along with the attendance certificate (APC), will be sent to the University Controller of Examinations.

iii) External Examination

The University will administer semester-end examinations for all courses in the first, second, third, and fourth semesters. These examinations carry 2.4 credits for full courses and 1.2 credits for half courses.

The duration of the examination will be three hours for full courses and 1½ hours for half courses. To be eligible to appear for the examination in a particular semester for the first time, a student must register for all the courses offered in that semester. Partial appearance in the examination will not be permitted for the initial attempt.

This policy ensures that students complete all the required courses within a semester and take the corresponding examinations in a comprehensive manner. It promotes a systematic approach to learning and assessment throughout the academic program.

Criteria to appear for the Final Examination:

- A minimum of 75 % attendance in each course in the semester.
- Satisfactory performance in the internal assessment.
- Satisfactory completion and certification of all assessments, files etc.

The classification of results may be as follows:

Letter grade	Range of Grade Point Average	Performance level
A	3.5 to 4.00	Excellent
B	2.5 to 3.49	Very Good
C	2.2 to 2.49	Good
D	2.0 to 2.19	Average
E	0.5 to 1.99	Poor
F	Below 0.5	Very poor

Grading System

In the same way, weighted grade points can be found for all the questions. To find the average grade point, the total weighted grade point is divided by total weight, i.e., 36. Add all the weighted grade points and divide the same by 36 to arrive at the average grade point. To illustrate, if the weighted grade point earned by a student is 105, then the average grade point is 2.916 (i.e., $105/36$) and it falls in the range of 2.5 to 3.49 given in the “Result classification” table, which indicates that your final grade is B.

Question Paper Pattern of the full course

Part A - Six questions will be given and all questions are to be answered compulsorily. Each question carries a weightage of One (1).

Part B - Six questions will be given, out of which any Four questions should be answered. Each question carries a weightage of Three (3).

Part C - Five questions will be given, out of which any three questions should be answered. Each question carries a weightage of Four (4).

Part D - One Compulsory question carries a weightage of Six (6).

Question Paper Pattern of half course

Part A - Six questions will be given and all questions are to be answered compulsorily. Each question carries a weightage of one (1).

Part B - Six questions will be given, out of which any 4 questions should be answered. Each question carries a weightage of three (3).

Project Report

During their final semester of the MBA program, students are required to undertake a major project, supervised by a faculty guide, preferably in their chosen area of specialization. The fieldwork for the major project is expected to span a duration of eight weeks. It is important to note that the major project is to be completed individually by each student.

The regulations governing the MBA minor project also apply to the major project. Students are expected to adhere to the guidelines and requirements set forth for the successful completion of the project. These guidelines encompass aspects such as project proposal submission, progress monitoring, documentation, and presentation.

By engaging in a major project, students have the opportunity to apply their acquired knowledge and skills in a practical setting, while delving deeper into their specialization area. This project serves as a significant component of their final semester and plays a pivotal role in the comprehensive assessment of their understanding and competency in their respective fields of study.

Submission of Project Report

As a requirement for completion of the MBA program, each student is responsible for preparing and submitting a project report in printed and bound form. The project report should consist of a minimum of 100 A4 pages of text. The deadline for submission of the project report is before the last working day of the final semester.

Upon submission, the head of the institute will compile and send all the projects from the students to the University Controller of Examinations. This process is carried out in accordance with the circular instructions provided by the University of Calicut. It

ensures a systematic and organized approach to the evaluation and assessment of the project reports by the university authorities.

The project report serves as a comprehensive document showcasing the student's research, analysis, and findings related to their chosen topic. It is an essential component in evaluating the student's understanding, application of knowledge, and ability to present their work in a scholarly manner.

Evaluation of Major Project Report

The major project report during the fourth semester shall be evaluated in two stages:

- Internal assessment by the faculty guide out of 3.2 credits for the project.
- External evaluation by the final semester Board of Examiners appointed by the University for a maximum of 4.8 credits for the major project in the final semester.
- Sum of the marks awarded to each student in the internal evaluation out of 3.2 credit and the external evaluation out of 4.8 credits together shall be awarded to the student for the major project.

While evaluating the project report 54 weights may be distributed in the following order:

Items	weights
a. Problem formulation	9
b. Methodology adopted `	9
c. Analysis of the data	18
d. Clarity of Findings	9
e. Report writing	9

Sum of the marks awarded to each student in the internal evaluation out of 3.2 credits and the external evaluation out of 4.8 credits together shall be awarded to the student for the major project.

The student should get a minimum grade of ‘D’ for project report for a pass in both minor and major projects. If the student fails to get grade ‘D’ for any project report, he or she shall resubmit the project report after modifying it on the basis of the recommendations of the examiners. This can be done immediately after the publication of the results.

Viva Voce Examination

At the end of fourth semester, each student shall attend a comprehensive viva voce examination. Viva Voce examination shall be for 2 credits with 18 weights. The viva voce will be about all the courses of the four- semester programme including project reports. The student should get grade ‘D’ for a pass in viva voce. Weightage for viva voce examination shall be split in the following order:

- a. Knowledge in the subject- 6 Weights
- b. Knowledge in the Project Report-6 Weights
- c. Communication skills, presentation skills etc- 6 weights.

Scheme of Instruction and Examination

Semester One

Course Code	Course Title	Internal credit	External credit	Total Credit	Type
BUS IC 01	Business Communication	0.8	1.2	2	Core
BUS IC 02	Management Theory and Business Ethics	1.6	2.4	4	Core
BUS IC 03	Business Laws	1.6	2.4	4	Core
BUS IC 04	Organizational Behaviour	1.6	2.4	4	Core
BUS IC 05	Environment and Business	1.6	2.4	4	Core

BUS IC 06	Managerial Economics	1.6	2.4	4	Core
BUS IC 07	Quantitative Techniques	1.6	2.4	4	Core
BUS IC 08	Accounting for Managers	1.6	2.4	4	Core
	Total in semester	12.0	18.0	30	

Semester Two

Course Code	Course Title	Internal credit	External credit	Total Credit	Type
BUS 2C 09	Soft Skill Development	0.8	1.2	2	Core
BUS 2C 10	Marketing Management	1.6	2.4	4	Core
BUS 2C 11	Financial Management	1.6	2.4	4	Core
BUS 2C 12	Operations Management	1.6	2.4	4	Core
BUS 2C 13	Human Resources Management	1.6	2.4	4	Core
BUS 2C 14	Management Science	1.6	2.4	4	Core
BUS 2C 15	Management Information Systems	1.6	2.4	4	Core
BUS 2C 16	Business Research Methods for Management	1.6	2.4	4	Core
	Total in semester	12.0	18.0	30	

Semester Three

Course Code	Course Title	Internal credit	External credit	Total Credit	Type
BUS 3C 17	Advanced Strategic Management	1.6	2.4	4	Core
BUS 3C 18	Strategic Cost Management	1.6	2.4	4	Core
BUS 3C 19	Entrepreneurship Development & Project Management	1.6	2.4	4	Core
BUS 3C 20	Supply Chain Management	0.8	1.2	2	Core
BUS 3C 21	Investment Management	1.6	2.4	4	Core
	Functional Elective 1	1.6	2.4	4	Elective
	Functional Elective 2	1.6	2.4	4	Elective
	Functional Elective 3	1.6	2.4	4	Elective
	Total in semester	12.0	18.0	30	

Semester Four

Course Code	Course Title	Internal credit	External credit	Total Credit	Type
BUS 4C 22	Corporate Governance	1.6	2.4	4	Core
BUS 4C 23	International Business	1.6	2.4	4	Core
BUS 4C 24	Management	1.6	2.4	4	Core
	Functional Elective 4	1.6	2.4	4	Elective
	Functional Elective 5	1.6	2.4	4	Elective
BUS 4C 25	Major Project	3.2	4.8	8	Dissertation
BUS 4C 26	Comprehensive Viva Voce		2.0	2	
	Total in semester	11.2	18.8	30	
	Grand Total	47.2	72.8	120	

Award of Grades

Each student shall secure a minimum of 2 GPA for 4 credit courses and 1 GPA for 2 credit courses in the university examination for each course for a pass in that course.

The classification of results may be as follows:

Letter grade	Range of Grade Point Average	Performance level
A	3.5 to 4.0	Excellent
B	2.5 to 3.49	Very good
C	2.2 to 2.49	Good
D	2.0 to 2.19	Average
E	0.5 to 1.99	Poor
F	Below 0.5	Very poor

Elective System

Specialization

The students can opt for dual specialization in the areas of their choice. If the student chooses three courses in one specialization area and two courses in another specialization area, he or she will be issued mark lists with dual specialization.

Marketing

Third Semester

BUS 3EM 01 Consumer Behavior and Marketing Research

BUS 3EM 03 Marketing Communication Management

Fourth Semester

BUS 4EM05 Sales Management

Finance

Third Semester

BUS 3E F03/IB 03 Strategic Financial Management

BUS 3E F04 Indian Financial System

Fourth Semester

BUS 4E F07/IB 07 Financial Derivatives

Human Resource Management

Third Semester

BUS 3E H02 Performance Management

BUS 3E H03 Human Resource Planning and Development

Fourth Semester

BUS 4E H05 Management of Training and Development

Time Limit for Completion and Validity of Registration:

The registration for MBA shall be valid for five academic years including the academic year of registration. A student is expected to complete all the MBA courses/subjects within these five years.

Failed students

If a student fails in any course or courses, he or she shall reappear in that course or courses in the regular examinations of the respective semester of any of the successive batches of MBA students.

If they fail to pass in any course or courses within the five years, then they shall be required to re register for the course they did not complete by paying the fees fixed by the university and appear for the university examination.

Change in curriculum and Chances to students

If MBA curriculum change is implemented in any year, the students who registered under the old scheme shall be allowed to appear in those courses in which they failed, subject to a total of three chances and a time limit of five academic years including the academic year of registration for MBA.

Discontinuation and Readmission

If a student wants to discontinue from the MBA programme, he or she can do it provided the student pays the fee as is required by the general regulations of the University. But readmission may be allowed only if the student has completed at least the first semester with a minimum of 75% attendance and has registered for

university examinations in the first semester courses, provided the Department, Centre or Institute agrees to readmit him or her to the next semester of the MBA programme. (University Rules)

Centres to Promote Research, Innovation and Entrepreneurship

1. AIMA BizLab

AIMA Bizlab is an innovative initiative by collaborating with the All-India Management Association (AIMA) that serves as a platform for fostering entrepreneurship and nurturing start-ups. It provides a supportive ecosystem for budding entrepreneurs, offering mentorship, guidance, and resources to transform their ideas into successful ventures. AIMA Bizlab encourages collaboration, knowledge sharing, and networking opportunities among entrepreneurs, industry experts, and investors. With its focus on innovation and business acceleration, AIMA Bizlab plays a vital role in promoting entrepreneurship and driving economic growth in India. SIMS has set up a Bizlab on the campus in collaboration with AIMA.

2. Research Lab

The institution has a dedicated Research Lab equipped with state-of-the-art facilities to support students and faculty members in their research endeavors. The lab is equipped with cutting-edge computers, each installed with the widely used tools for data analysis, such as Statistical Package for the Social Sciences (SPSS) software. The Research Lab serves as a hub for students to explore and enhance their research skills while pursuing their academic and professional goals.

3. NSE Simulated Market Trading Lab (SMART)

SIMS has collaborated with the National Stock Exchange of India and has set up a Simulated Market Trading Lab (SMART) which replicates the features of NSE's NEAT Trading Terminal that brokerage firms use to place their clients' orders at the exchange. In this lab, the students can simulate the trading floor, by installing NSE SMART terminals (software) in their computer labs, and can get hands-on experience and hone their trading acumen.

Student Support Facilities

i) Batch Coordinator System

SIMS has implemented a batch-advisory system, assigning a dedicated faculty member as the Batch coordinator for each class. The Batch coordinator maintains records of academic and extracurricular activities, and handles applications for leave, scholarships, and certificates, forwarding them to the Director. Moreover, the batch coordinator functions as a connect between the student, parent and the institute. This system ensures efficient communication and supports students' academic and personal growth.

ii) Mentoring System

SIMS offers "Mentoring @ SIMS" to MBA students, assigning mentors to groups of 15 to 20 students. Mentors provide guidance, share experiences, and instill confidence in students' holistic development. This program creates a nurturing environment where students benefit from mentors' expertise, enhancing their learning and preparing them for successful careers.

iii) Library

The SIMS Library serves as the central hub of knowledge for the Sahrdaya Institute of Management Studies. It plays a crucial role in supporting the institute's teaching and research endeavors by offering both physical and intellectual access to a wide range of resources. The library strives to curate a comprehensive collection of documents that cater to the needs of the faculty and student community. With over 4000 books, including subject-specific literature, motivational works, and multimedia CDs, the library aims to enhance the knowledge base of students and staff members. In addition, access to online databases like EBSCO Business Source Elite, J-Gate, DELNET, and digital resources such as NPTEL and NDLI further enrich the library's offerings.

The library will remain open on all working days from 8.50 a.m. to 4.20 p.m. Above mentioned library rules may be altered or amended or new rules may be added to the existing ones by the Management from time to time.

iv) Computer Lab and Internet Connectivity

The campus is equipped with a state-of-the-art computer lab facility that provides an excellent learning environment for students. The lab is furnished with 60 computers, each equipped with a robust configuration to cater to the diverse technological needs of the students. The computers are well-maintained and regularly updated with the latest software and applications relevant to the academic curriculum. The lab offers high-speed internet connectivity, enabling students to conduct research, access online resources, and collaborate on projects effectively. With a spacious and comfortable setup, the computer lab provides a conducive space for students to enhance their technical skills, engage in practical assignments, and stay abreast of advancements in the digital world.

v) Training and Placement Cell

Under the guidance of a competent leadership team, equipped with extensive experience and energy, SIMS students acquire knowledge, practice, character-based leadership, and professional skills with utmost dedication and professionalism. The Training and Placement Cell diligently seeks opportunities for internships, consulting projects, and final placements, ensuring valuable industry exposure.

The institution organizes guest lectures, industry interactions, industrial visits, personality development seminars, workshops, and soft skill training sessions to enhance students' overall development. Additionally, the Training and Placement Cell caters to the project studies, market surveys, and training needs of corporations, institutes, and students through various programs and sessions with the active involvement of students.

Placement and Internship Guidelines

The Training and Placement Cell functions as a facilitator, providing assistance to students in their final placement and internship endeavors. However, it should be noted that the Cell does not guarantee Placement or Internship opportunities.

To ensure fairness and equal opportunities for all students, there are limitations on the number of organizations a student may apply to, based on their eligibility. Students have the freedom to choose the profiles and companies they wish to apply for. However, if a student consistently fails to clear the selection process and repeatedly defaults on the process, they may be restricted from further placement assistance.

In order to maintain fairness in placement and internship activities and deliver professional services to the industry, the Placement Cell has established a placement policy that applies to all students associated with Sahridaya Institute of Management Studies seeking placement/internship assistance. Any updates or changes to the guidelines will be communicated to the students. In matters not covered by the guidelines, the decision of the Director holds authority.

It is mandatory for every student to sign an undertaking confirming their adherence to the Placement Guidelines. Failure to do so will be interpreted as the student's lack of interest in receiving assistance for Campus Placement/Internship.

vi) Counseling facility

The institution is committed to enhancing students' academic pursuit and overall quality of life by implementing a comprehensive and well-organized professional counseling program. The primary objective is to offer accessible and student-centered counseling services, along with basic health services, considering the distinct requirements of the student community. The program aims to create a supportive environment where students can seek guidance and support, addressing their personal, academic, and emotional well-being. By providing a structured and focused approach, the institution endeavors to assist students in achieving their educational goals while nurturing their holistic development.

vii) Student Scholarships and awards

Sahrdaya Institute of Management Studies has a unique student scholarship scheme “Nisarga”, which is introduced to provide opportunities for deserving students to pursue their academic dreams. The institution offers a range of scholarships to MBA students, including the Mar James Pazhayattil Memorial Scholarship, TMA Scholarship, Merit based scholarships etc. Additionally, the institution supports students to avail themselves of scholarships provided by OBC, SC/ST scholarship schemes, Thrissur Management Association scholarships, and various government scholarships. These scholarships aim to recognize excellence, support financial needs, and encourage academic and professional growth.

viii) Student Clubs

At SIMS, student-managed business clubs play a crucial role in fostering a dynamic learning environment. These clubs, including the Entrepreneurship Club, Marketing Club, HR Club, and Finance Club, Nature Club provide a platform for students to enhance their understanding, learning, and knowledge sharing in their respective domains. By actively participating in these clubs, students gain an extra edge and broaden their intellectual horizons through interactions with their peers and industry experts. Moreover, team-building activities are integrated into the classroom experience to promote collaboration, problem-solving, and decision-making skills among students. This comprehensive approach ensures that students not only gain theoretical knowledge but also develop practical skills essential for their professional growth.

ix) Campus Events

SIMS provides a vibrant campus life enriched with exceptional study and research facilities. In addition, it offers students remarkable avenues for professional development through a diverse range of club activities. These activities encompass field trips, indoor and outdoor games, cultural programs, debates, discussions, and community services, providing students with extraordinary opportunities to broaden their horizons. Furthermore, the institution organizes domain-specific workshops and

seminars at regular intervals, aimed at reinforcing learning and enhancing expertise in specific areas. This holistic approach ensures that students not only excel academically but also cultivate essential skills and engage actively in various extracurricular pursuits, fostering their overall growth and development.

x) Hostels

The institution places great emphasis on promoting the overall well-being of its students, encompassing both their mental and physical health. To facilitate this, modern and thoughtfully designed accommodation facilities are provided separately for boys and girls inside the campus. These hostels are equipped with internet facilities, common rooms for student interactions, mess facilities, recreational spaces, surveillance systems and various other amenities.

The institution takes pride in offering a wide range of sports facilities, catering to both outdoor and indoor games. Additionally, a fully equipped gymnasium is available for the convenience of both male and female students. To address any emotional or psychological concerns, counseling services and periodic health checkups are offered as per individual requirements. The hostels are managed by dedicated Catholic priests and nuns, ensuring a supportive and nurturing environment for the students' holistic development.

xi) Bus Facility

The institution operates dedicated buses that provide transportation services between the institution and nearby cities, serving all major points along the route. This facility is available for both students and staff, ensuring their convenient commute. The transportation service prioritizes punctuality, reliability, and safety, offering a dependable means of travel. By providing this service, the institution aims to facilitate easy accessibility for its stakeholders, fostering a conducive environment for their academic pursuits and professional engagements.

xii) Facilities for Physical Fitness

SIMS offers state-of-the-art sports facilities and a well-equipped gym to cater to the physical fitness needs of its students. The sports facilities include various indoor and outdoor sports such as basketball, badminton, football, cricket, and more. The gym is furnished with modern exercise equipment and supervised by trained instructors to ensure safe and effective workouts. These facilities aim to promote a healthy lifestyle, encourage participation in sports activities, and provide students with opportunities for physical fitness and overall well-being.

xiii) Chapel

Being a catholic christian minority institution, SIMS has a chapel open for its members. Holy Mass is celebrated in the chapel on all First Fridays, particularly for catholic students and staff.

xiv) Bank and ATM

The MBA institution is proud to host a branch of South Indian Bank within its campus premises, providing convenient banking services to students, faculty, and staff. Additionally, there are ATM facilities available on campus, allowing for easy access to cash withdrawal and other banking services around the clock. These facilities contribute to the overall convenience and financial accessibility of the entire campus community.

xv) Internships

To develop professional skills, students are encouraged to participate in one month internship during their First year MBA in the month of May. This will enable students to experience the organizational culture and gain understanding of the Industry.

xvi) Campus Café

Campus Dining service is facilitated to offer quality Foods, Beverages and Snacks. Whether it is a refreshment break or a Lunch need, the Campus Café Dining team will

ensure a safe and satisfying dining experience for students, staff & visitors in a clean green environment.

xvii) Outdoor Classroom

Comfortable, Calm and beautiful green atmosphere for learning is essential for students to learn and grow. A change of scenery and fresh air can be refreshing and help to increase productivity in students, enhancing the learning experience.

xviii) Industrial Visit

Industrial visits facilitate the experience of interactive learning with professionals working in the industry. Also, provide students with the opportunity to see and experience the various processes and technologies generated in the industry.

xix) Group Learning Center

Student-led initiative of group learning will help to interact more with classmates. During Group learning students share their knowledge with each other and clarify their differences of opinion and ideas about various subject topics. Thereby students will learn difficult subjects in more interesting ways to improve their academic grade level.

xx) Sewage Treatment Plant

Our Institution has installed a sewage treatment plant with a capacity of 20 Kilo litre per day (KLD). Treated water is widely used for various agricultural irrigation and crops also in our gardens.

xxi) Solar Power System

Environmental friendly investment of Solar panels are installed in the rooftop of our institute, thereby to reduce operational expenses and to be more energy efficient.

xxii) Sick Room

The Sick Room is equipped with a bed, first-aid kit and medicines for primary treatment. Health care assistance and primary treatment of medicines are provided to all sick students at any time during the college hour. In case of emergency, students will be taken to the nearest hospital.

Committees and Cells

i) Anti-ragging cell

The institution maintains a stringent Anti-Ragging Cell in compliance with the regulations set forth by AICTE, UGC, and the Government. The Anti-Ragging Cell is responsible for creating a safe and inclusive environment for all students. It actively works to prevent and address any incidents of ragging or harassment within the campus premises. The cell comprises faculty members, administrative staff, and student representatives who are trained to handle complaints sensitively and take appropriate disciplinary action. The institution strictly adheres to the guidelines issued by the regulatory bodies to ensure the well-being and dignity of every student.

ii) Internal Committee (IC)

The MBA institution maintains a dedicated Internal Committee (IC) in accordance with the regulations stipulated by AICTE, UGC, and the Government. The IC is responsible for addressing issues related to sexual harassment and ensuring a safe and respectful environment for all members of the institution. Comprised of faculty members, administrative staff, and student representatives, the IC works diligently to handle complaints, conduct inquiries, and take appropriate action. The committee operates with utmost confidentiality, sensitivity, and impartiality, following the guidelines and procedures outlined by the regulatory bodies to protect the rights and dignity of individuals within the institution.

iii) SC / ST Committee

SIMS has a dedicated SC/ST Committee in strict adherence to the regulations set by AICTE, UGC, and the Government. The committee's primary objective is to promote the welfare and safeguard the rights of students belonging to the Scheduled Caste (SC)

and Scheduled Tribe (ST) communities. It ensures equal opportunities, eliminates discrimination, and fosters an inclusive learning environment. The committee actively addresses grievances, provides support services, and implements relevant government schemes and scholarships. Comprised of faculty members, administrative staff, and student representatives, the SC/ST Committee strives to create a conducive atmosphere that enables SC/ST students to excel academically and professionally.

iv) Grievance Redressal Committee

SIMS establishes a robust Grievance Redressal Committee in accordance with the regulations outlined by AICTE, UGC, and the Government. The committee aims to address and resolve the grievances of students in a fair, transparent, and timely manner. It provides a platform for students to voice their concerns related to academics, infrastructure, facilities, or any other pertinent matters. The committee comprises faculty members, administrative staff, and student representatives who diligently investigate grievances, hold discussions, and propose suitable solutions. By upholding the principles of justice and accountability, the Grievance Redressal Committee ensures a harmonious and supportive environment for all students in the institution.

v) Institution – Industry Cell (IIC)

The IIC serves as a vital link between the institution and various industries. Its primary objective is to facilitate industry-academia collaborations, internships, and placement opportunities for students. The cell actively engages with industry professionals, organizes industry visits, guest lectures, and workshops to enhance students' practical knowledge and employability skills. Through strategic partnerships and regular interactions with industry experts, the Institution-Industry Cell ensures that the curriculum aligns with industry requirements, fostering a seamless transition for students from academia to the professional world.

vi) IPR cell

The IPR Cell at SIMS encourages and promotes awareness of intellectual property rights among students. It provides guidance and support for patent filing, copyright issues, and innovation protection. The cell facilitates workshops, seminars, and training programs to enhance students' understanding of IPR laws and regulations. By

nurturing a culture of respect for intellectual property, the IPR Cell empowers students to contribute to innovation and creativity while upholding legal and ethical standards.

vii) Innovation Cell

The Innovation Cell serves as a platform to foster a culture of innovation, entrepreneurship, and problem-solving among students. It organizes workshops, competitions, and mentoring programs to encourage creativity and innovative thinking.

viii) Media Cell

The Media Cell at SIMS provides a platform for students to develop and enhance their skills in media communication and content creation. It organizes workshops, seminars, and hands-on training sessions to equip students with practical knowledge of media technologies and techniques. The cell also facilitates media collaborations, publications, and coverage of institution-related events. Through the Media Cell, students gain valuable experience in the media field, fostering their professional growth and creativity.

ix) Nature Club ‘HRDAYA’ (*Harmony with Nature, Environmental Conservation, and Sustainable Development Yielding Awareness*)

The Nature Club at SIMS provides students with an opportunity to connect with and appreciate the natural world. Through various activities, such as nature walks, tree plantation drives, and environmental awareness campaigns, the club promotes a sense of responsibility towards the environment. Students engage in discussions, workshops, and conservation initiatives to deepen their understanding of ecological sustainability and foster a sense of environmental stewardship.

x) Equal Opportunity Cell

SIMS has established an Equal Opportunity Cell to ensure a fair and inclusive environment for all students. It provides support and guidance to students from diverse backgrounds, including marginalized communities. The cell addresses concerns related to discrimination, harassment, and equal access to opportunities. Through sensitization programs, workshops, and awareness campaigns, the Equal Opportunity Cell promotes inclusivity, diversity, and social justice within the institution, fostering a nurturing and supportive campus community for all students and staff.

xi) TMA Student Chapter

The Student Chapter of Thrissur Management Association (TMA) at SIMS provides a platform for MBA students to enhance their knowledge and skills through various activities and events. It offers opportunities for networking, industry interaction, and professional development. TMA organizes workshops, seminars, guest lectures, and competitions to foster learning and growth among students. Being a part of the TMA Student Chapter at SIMS opens doors to valuable resources and experiences in the field of management.

xii) Student Council

The Student Council of SIMS is a representative body comprising elected student leaders. They serve as a bridge between the student community and the administration, addressing student concerns, organizing events, and promoting student welfare. The Student Council plays a pivotal role in fostering a vibrant and inclusive campus environment, enhancing student engagement, and enriching the overall student experience.

xiii) Parent–Teacher Association

SIMS values the involvement of parents in their child's education. The Parent Teacher Association (PTA) serves as a platform for collaboration and communication between parents, teachers, and the institution. Through regular meetings, the PTA aims to foster a supportive environment, exchange valuable insights, and collectively contribute to the growth and development of the students.

xiv) Confederation of Indian Industries (CII)

The collaboration between SIMS and the Confederation of Indian Industries (CII) heralds a significant stride towards fostering a robust partnership in the pursuit of academic and professional excellence. Through this alliance, we aim to leverage the rich expertise and extensive network of CII, thereby augmenting our institution's offerings in terms of industry exposure, mentorship, and experiential learning opportunities for our students.

xv) NIPM

The strategic alliance between SIMS and NIPM aims to harness the extensive knowledge and expansive network of NIPM, thereby enriching our institution's offerings in terms of human resource management education, research, and industry integration. By integrating NIPM's insights and resources into our curriculum, we endeavor to equip our students with the requisite expertise and skills to excel in the dynamic realm of personnel management and organizational development.

Code of Conduct for the Students

General Guidelines

The following regulations must be strictly adhered to, as per the guidelines set by the institution.

- i. Students must wear the institution uniform on all working days.
- ii. Formal uniform is mandatory for official functions and placement interviews.
- iii. Special occasions may permit informal/ethnic wear with prior permission, but it should be decent and appropriate.
- iv. Dress code and identity cards are compulsory for all students on campus.
- v. Male students should maintain a clean, trimmed appearance and avoid attractive accessories.
- vi. Female students are required to tie their hair neatly.
- vii. Uniforms should be clean and neatly pressed, with an executive black belt.
- viii. Students must wear cleaned and polished shoes.
- ix. Smoking, consumption of alcohol, chewing gum, or any intoxicating products are strictly prohibited on campus.
- x. Discipline must be maintained in classes, library, reading rooms, and corridors.
Littering is strictly prohibited.
- xi. Carrying or bringing weapons or sharp objects that may harm others is strictly prohibited.
- xii. Scribbling on furniture or walls in classrooms or toilets is strictly prohibited.

- xiii. Damaging benches, tables, chairs, fans, or any other physical assets will result in disciplinary action and compensation.
- xiv. Students should behave politely and respectfully towards teachers, staff members, and fellow students.
- xv. Vehicles should be parked only in designated parking areas.
- xvi. Ragging, anti-institutional activities, or engaging in any form of misconduct is strictly prohibited and punishable by law.
- xvii. Students using institution transportation must adhere to the rules and maintain discipline.
- xviii. Hostel students must follow the guidelines set by the hostel warden.
- xix. Important announcements will be posted on the Notice Board, and students are responsible for checking them.
- xx. Examination rules and regulations will be displayed on the Notice Board and must be strictly followed.
- xxi. Mobile phones on active mode are not allowed inside the Institution building and particularly during the class hours. However, it can be allowed for special reasons by the course instructor. Violators will face confiscation and donation of a book worth Rs. 500/- or more to the library.
- xxii. Personal laptops are for educational purposes only. Entertainment or social media usage is strictly prohibited.
- xxiii. Acts of indiscipline, misconduct, violence, or the use of abusive language will be dealt with strictly, including the possibility of suspension.
- xxiv. Tuition fees must be paid on time as per office notifications. Delayed payment may result in fines.
- xxv. Students cannot form associations, raise funds, sell tickets, or hold meetings without written consent from the Executive Director.
- xxvi. Picnics, excursions, trips, or social gatherings require approval from the Executive Director & Director, following the specified schedule/calendar.
- xxvii. Students must handle institution property with care. Any damage or loss will result in fines and compensation.

- xxviii. Birthday celebrations are allowed only in designated areas, and the institution premises must be kept clean.
- xxix. English is the official language of communication, instruction, and examination in the institution.
- xxx. Circulation of external printed materials within the institution campus is not permitted without the permission of the Executive Director.

These regulations are necessary for maintaining discipline and a conducive learning environment. Failure to comply may result in appropriate action being taken.

Guidelines for using Computer Lab and Other Lab Facilities

The following guidelines are to be strictly followed by students in the computer lab:

- I. Students must present a valid ID card and sign the entry/exit register before using the lab.
- II. Downloading, viewing, or sharing offensive materials, modifying or deleting important files, installing software or changing settings on the computers is strictly prohibited.
- III. Users must close all programs and keep the desktop tidy after use.
- IV. Food and drinks are not allowed inside the lab.
- V. The lab facility is solely for educational and training purposes.
- VI. Maintain a quiet atmosphere and keep workstations clean.
- VII. Report any issues to the faculty or IT in-charge.
- VIII. Personal pen drives, CDs, DVDs, etc., are not permitted to prevent computer viruses. Only authorized official storage devices may be used.
- IX. Do not leave personal belongings unattended in the lab. The institution will not be responsible for any loss.
- X. Turn off AC, fans, and lights when leaving the lab.
- XI. Keep your passwords confidential.

These guidelines ensure a productive and secure environment in the computer lab. Failure to comply may result in appropriate action being taken.

Guidelines for using Library Facilities

The following guidelines are to be strictly followed by students and staff members in the library:

- i. All students and staff members are automatically members of the library.
- ii. Scan your ID card on the Automated Gate Entry system when entering and leaving the library.
- iii. Store your belongings in the designated Property Rack outside the library.
- iv. Do not exchange ID cards used for book issue/return.
- v. Borrow up to five books from the general section for 15 days. Renewals are allowed once if the book is not reserved.
- vi. Pay a fine of Rs 1/- per day per book for overdue books from the general section.
- vii. Borrow one Reference book overnight with a fine of Rs. 5/- per day.
- viii. Avail four books from the Book Bank by paying 25% of the book cost for a semester.
- ix. Faculty members can borrow 10 books, including two Reference books, for specific duration..
- x. Do not re-shelve books or magazines after reading; leave them on the table.
- xi. Replace a damaged or lost book with a new copy or pay the replacement cost.
- xii. Do not write, damage, or mark library books or periodicals.
- xiii. Cell phone usage is strictly prohibited in the library.
- xiv. Maintain strict silence inside the library.
- xv. Bring only a notebook or a piece of paper for taking notes inside the library.
- xvi. Violation of library rules will result in debarment from library use.

These guidelines ensure a conducive and organized environment in the library.

Guidelines for using Digital Library

The following rules must be adhered to while using the computer lab:

- i. Utilize the internet solely for academic purposes.
- ii. Avoid activities such as playing music, games, or watching movies.
- iii. Maintain a strict silence in the lab.

- iv. Each student should occupy only their assigned seat.
 - v. Do not tamper with system settings or experiment with unwanted programs or viruses.
 - vi. Students are responsible for any damage caused to the system while using it.
- These rules are in place to ensure a productive and secure environment in the digital library.

Guidelines for Using Social Media Platforms in a Meaningful Way

As you navigate the world of social media, remember to use it responsibly. Be mindful of your privacy and respect others'. Share positivity, engage in meaningful conversations, and make a difference. Let's create a digital space that reflects kindness, empathy, and warmth by following the guidelines given below.

- i. Participate in social media platforms in a positive and meaningful manner, upholding the core values of the Institution.
- ii. Respect privacy, both yours and others, and consider the context before posting.
- iii. Safeguard your passwords and avoid sharing them with anyone.
- iv. Share official links and content from SIMS generously.
- v. If you encounter complaints or crisis situations related to the Institution on social media, promptly notify SIMS officials or the Media Cell in charge.
- vi. Ensure that all your posts are appropriate, and seek guidance from Media Cell experts if uncertain.
- vii. Stay responsible and well-informed, as all SIMS-related published content is subject to institutional policies.
- viii. Strive for quality in your posts and comments, creating content that is engaging and shareable for others.

Staff In Charge of Various Committees, Cells and Clubs

SL. No	Committees, Cells and Clubs	Name of the Staff in Charge
1	Anti-ragging cell	Mr Noyal Wilson
2	Internal Committee (IC)	Dr. Deepa Mohan
3	SC / ST Committee	Ms. Deepthy K Kumar
4	Grievance Redressal Committee	Mr Antony Vinod
5	Institution – Industry Cell (IIC)	Mr. Joseph Bastian
6	IPR Cell	Fr. Dr. Binoy Thomas
7	Innovation Cell	Mr. Joseph Bastian
8	Media Cell	Mr. Vachas EJ
9	Nature Club ‘HRDAYA’	Ms. Deepthy K Kumar
10	Equal Opportunity Cell	Mr Antony Vinod, Dr. Deepa Mohan
11	TMA Student Chapter	Mr. Antony Vinod
12	Student Council	Fr. Dr. Binoy Thomas
13	Parent Teacher Association	Dr, Deepthi K Kumar

Telephone Numbers of Teaching and Non-Teaching Staff

S.No	Name	Designation	Contact
1	Fr. Dr Jino Johny Malakkaran	Executive Director & Associate Professor	8078363748
2	Dr. Dhanya Alex	Director	9745187766
3	Dr. Deepa Mohan	Professor	9847933722
4	Fr. Dr. Binoy Thomas	Assistant Professor	9747998995
5	Mr. Antony Vinod	Assistant Professor	9846732202

6	Dr. Deepthi K Kumar	Assistant Professor	9446000097
7	Mr. Noyal Wilson	Assistant Professor	9895460109
8	Fr. Linto Thaliyanayath	Finance Officer	7356435576
9	Mr. Mesjer Geo	Librarian	9496371861
10	Mr. Derin Davis	Accountant	9567076777
11	Mr. Joseph Bastian	Programme & Placement Officer	8921712142
12	Mr. Vachas E J	Creative Designer & IT Incharge	9947261475
13	Ms. Jency C J	HR cum Front Office Executive	7025165333 / 9495751677
14	Ms. Ruby K V	HR Academics	9790896697

Academic Calendar

ACADEMIC CALENDAR 2023-2024		
2023 - AUGUST		
DATE	DAY	SCHEDULED PROGRAMMES
1	Tuesday	MS Excel Workshop for S2, S4 University Examinations and Study Holidays (till 14th August)
2	Wednesday	MS Excel Workshop for S2
3	Thursday	MS Excel Workshop for S3
4	Friday	MS Excel Workshop for S4
5	Saturday	
6	Sunday	Sunday - Holiday / Friendship Day
7	Monday	S3 Regular classes starts, Orientation and Bridge Course for S1 New Batch, 2023-2025
8	Tuesday	S3 Regular classes, S1 Training
9	Wednesday	S3 Regular classes, S1 Training
10	Thursday	S3 Regular classes, S1 Bridge Course

11	Friday	S3 Regular classes, S1 Orientation & Bridge Course / Placement Commencement Day - Orientation on placement
12	Saturday	Second Saturday - Holiday / International Youth Day
13	Sunday	Sunday - Holiday
14	Monday	Aaghaz - official Inauguration of the new batch of students 2023-2025
15	Tuesday	Independence Day - Holiday
16	Wednesday	S3 Regular classes, S1 Bridge Course
17	Thursday	S3 Regular classes, S1 Bridge Course
18	Friday	S3 Regular classes, S1 Bridge Course / Anti Ragging Day
19	Saturday	S3 Regular classes, S1 Bridge Course
20	Sunday	Sunday - Holiday
21	Monday	S3 Regular classes, S1 Bridge Course
22	Tuesday	S3 Regular classes, S1 Bridge Course
23	Wednesday	BEC Special Sessions for S3, S1 Bridge Course
24	Thursday	BEC Special Sessions for S3, Last day of Orientation and Bridge Course for New batch, 2023-2025
25	Friday	Onam Celebrations
26	Saturday	Onam Holidays Starts
27	Sunday	Sunday - Onam Holidays
28	Monday	Onam Holidays
29	Tuesday	Onam Holidays / National Sports Day
30	Wednesday	Onam Holidays
31	Thursday	Onam Holidays
2023 - SEPTEMBER		
1	Friday	Onam Holidays
2	Saturday	Onam Holidays / BEC Exam for S3 Students
3	Sunday	Sunday - Onam Holidays
4	Monday	S1 Semester Begins - S2 University Examinations Begins
5	Tuesday	Teacher's Day Celebrations / Charity Day
6	Wednesday	Sreekrishna Jayanthi - Holiday
7	Thursday	
8	Friday	Literacy day
9	Saturday	Second Saturday - Holiday
10	Sunday	Sunday - Holiday
11	Monday	
12	Tuesday	
13	Wednesday	
14	Thursday	International Day For Democracy / Faculty Development Programme - Day 1
15	Friday	Faculty Development Programme - Day 2
16	Saturday	
17	Sunday	Sunday - Holiday
18	Monday	
19	Tuesday	

20	Wednesday	
21	Thursday	Single Day IV for S1
22	Friday	Sree Narayana Guru Samadhi - Holiday
23	Saturday	
24	Sunday	Sunday - Holiday
25	Monday	S3 Regular classes resumes
26	Tuesday	EDP Club - Competitions as part of World Tourism Day
27	Wednesday	Nabi Day - Holiday
28	Thursday	
29	Friday	Fresher's Day
30	Saturday	
2023 OCTOBER		
1	Sunday	Sunday - Holiday
2	Monday	Gandhi Jayanthi - Holiday
3	Tuesday	Club Meetings
4	Wednesday	
5	Thursday	Aptitude Training for S3
6	Friday	Anti Drug Day- SIMS internal campus activity
7	Saturday	Sports Day
8	Sunday	Sunday - Holiday
9	Monday	Team 1 Activities
10	Tuesday	IAT 1 Starts for S1&S3/ Bizlab Introductory Session for S1 / World Mental Health Day
11	Wednesday	IAT 1 for S1&S3
12	Thursday	IAT 1 for S1&S3
13	Friday	IAT 1 for S1 & S3,
14	Saturday	Second Saturday - Holiday
15	Sunday	Sunday - Holiday
16	Monday	IAT 1 Starts for S1&S3 / World Food Day
17	Tuesday	IAT 1 for S1&S3 / Bizlab Session for S1
18	Wednesday	IAT 1 for S1&S3 / Meraki Declaration/ Poster/ Video Lounge
19	Thursday	IAT 1 for S3 / Aptitude Training for S3/ for S1 Outbound Training starts
20	Friday	IAT 1 S3 / Outbound Training for S1
21	Saturday	Outbound Training for S1
22	Sunday	Sunday - Holiday
23	Monday	Pooja Holidays
24	Tuesday	Pooja Holidays
25	Wednesday	HR Club Activity / United Nation's day
26	Thursday	Course Committee 1 for S1 / Aptitude Training for S3
27	Friday	Course Committee 1 for S3, Team 2 Activities
28	Saturday	Graduation Day for 2021-2023 Batch
29	Sunday	Sunday - Holiday
30	Monday	
31	Tuesday	National Unity Day- Team activities - Team 2
2023 - NOVEMBER		
1	Wednesday	Kerala Formation Day - Guest Talk- Coordination Team 2
2	Thursday	All Souls Day - Classes start 1 hour late
3	Friday	Team Activities - Team 3
4	Saturday	Parent Teacher Meeting
5	Sunday	Sunday - Holiday
6	Monday	

7	Tuesday	
8	Wednesday	
9	Thursday	Legal Services Day - S1 BL Faculty to coordinate
10	Friday	National Education Day/ Meraki Lounge Functions
11	Saturday	Second Saturday - Holiday / National Education Day
12	Sunday	Sunday - Holiday / Deepavali
13	Monday	
14	Tuesday	
15	Wednesday	
16	Thursday	National Press Day / Meraki Day 1
17	Friday	Meraki Day 2
18	Saturday	
19	Sunday	Sunday - Holiday
20	Monday	
21	Tuesday	Club Meetings
22	Wednesday	Rural Camp for S3
23	Thursday	Rural Camp for S3
24	Friday	Rural Camp for S3
25	Saturday	
26	Sunday	Sunday - Holiday
27	Monday	IAT 2 for S1&S3 Starts / Constitution Day - Team 4 to coordinate
28	Tuesday	IAT 2 for S1&S3 / Meraki Review Meetings
29	Wednesday	IAT 2 for S1&S3 / Retests for students who didn't write exams on 27&28
30	Thursday	IAT 2 for S1&S3 / Aptitude Training for S3
2023 - DECEMBER		
1	Friday	IAT 2 for S1&S3 / Guest Talk - Team 5 to coordinate
2	Saturday	IAT 2 for S1&S3 / Retests for students who didn't write on 30th and 01st World Computer Literacy Day- IT Quiz by Media Cell
3	Sunday	Sunday - Holiday
4	Monday	IAT 2 for S1&S3
5	Tuesday	IAT 2 for S1&S3 / Retests for students who didn't write on 02nd and 04th World Soil Day - Club Meetings
6	Wednesday	IAT 2 for S3
7	Thursday	Retest for students didn't write on 05th and 06th
8	Friday	Guest Talk - Coordination - Team 6
9	Saturday	Second Saturday - Holiday
10	Sunday	Sunday - Holiday / International Human Rights Day
11	Monday	
12	Tuesday	Course Committee 2 for S1
13	Wednesday	Course Committee 2 for S3
14	Thursday	World Energy Conservation Day/ Aptitude Training for S3
15	Friday	
16	Saturday	Parent Teacher Meeting
17	Sunday	Sunday - Holiday
18	Monday	Minority Right's Day
19	Tuesday	Remedial Sessions
20	Wednesday	Remedial Sessions
21	Thursday	Remedial Sessions
22	Friday	Christmas Celebrations
23	Saturday	Christmas Holidays Starts
24	Sunday	Sunday - Christmas Holidays

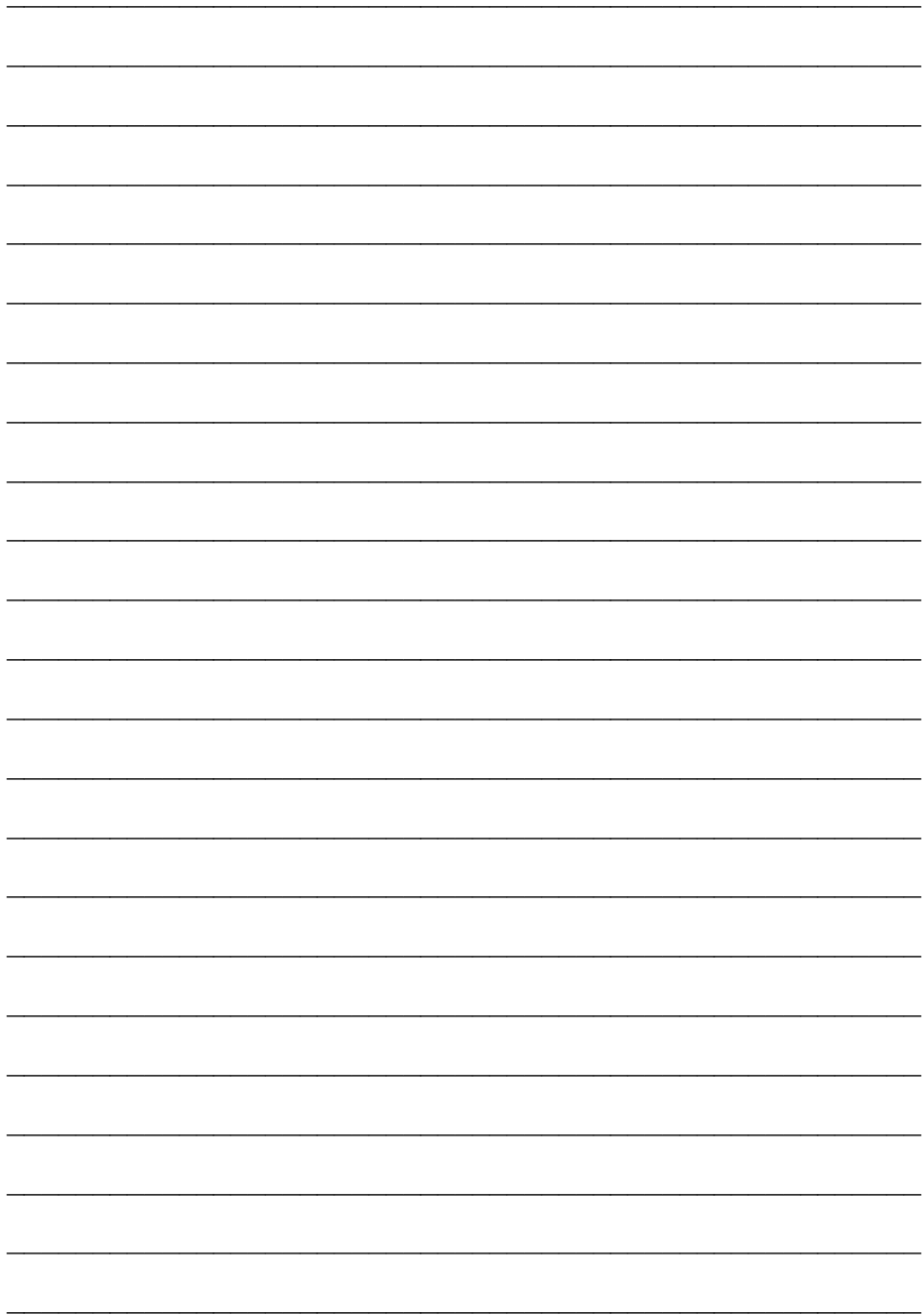
25	Monday	Christmas Holidays
26	Tuesday	Christmas Holidays
27	Wednesday	Christmas Holidays
28	Thursday	Christmas Holidays
29	Friday	Christmas Holidays
30	Saturday	Christmas Holidays
31	Sunday	Sunday - Christmas Holidays
2024 - JANUARY		University Exams Expected In January
1	Monday	Classes resume after Christmas Holidays
2	Tuesday	Mannam Jayanthi - Holiday
3	Wednesday	
4	Thursday	
5	Friday	Entrepreneurship and Innovation Work shop
6	Saturday	Entrepreneurship and Innovation Work shop
7	Sunday	Sunday - Holiday
8	Monday	
9	Tuesday	
10	Wednesday	
11	Thursday	
12	Friday	National Youth Day
13	Saturday	Second Saturday - Holiday
14	Sunday	Sunday - Holiday
15	Monday	
16	Tuesday	
17	Wednesday	
18	Thursday	
19	Friday	
20	Saturday	
21	Sunday	Sunday - Holiday
22	Monday	
23	Tuesday	
24	Wednesday	
25	Thursday	
26	Friday	Republic Day - Holiday
27	Saturday	Alumni Meet
28	Sunday	Sunday - Holiday
29	Monday	S2 Classes expected to start after S1 Exams
30	Tuesday	Bizlab Sessions for S2
31	Wednesday	
2024 - FEBRUARY		
1	Thursday	Aptitude Training Sessions for S2
2	Friday	
3	Saturday	
4	Sunday	Sunday - Holiday
5	Monday	S4 Classes expected to start after S3 Exams
6	Tuesday	Bizlab Sessions for S2
7	Wednesday	
8	Thursday	Aptitude Training Sessions for S2
9	Friday	
10	Saturday	Second Saturday - Holiday
11	Sunday	Sunday - Holiday
12	Monday	Ash Monday - College starts one hour late
13	Tuesday	Club meetings

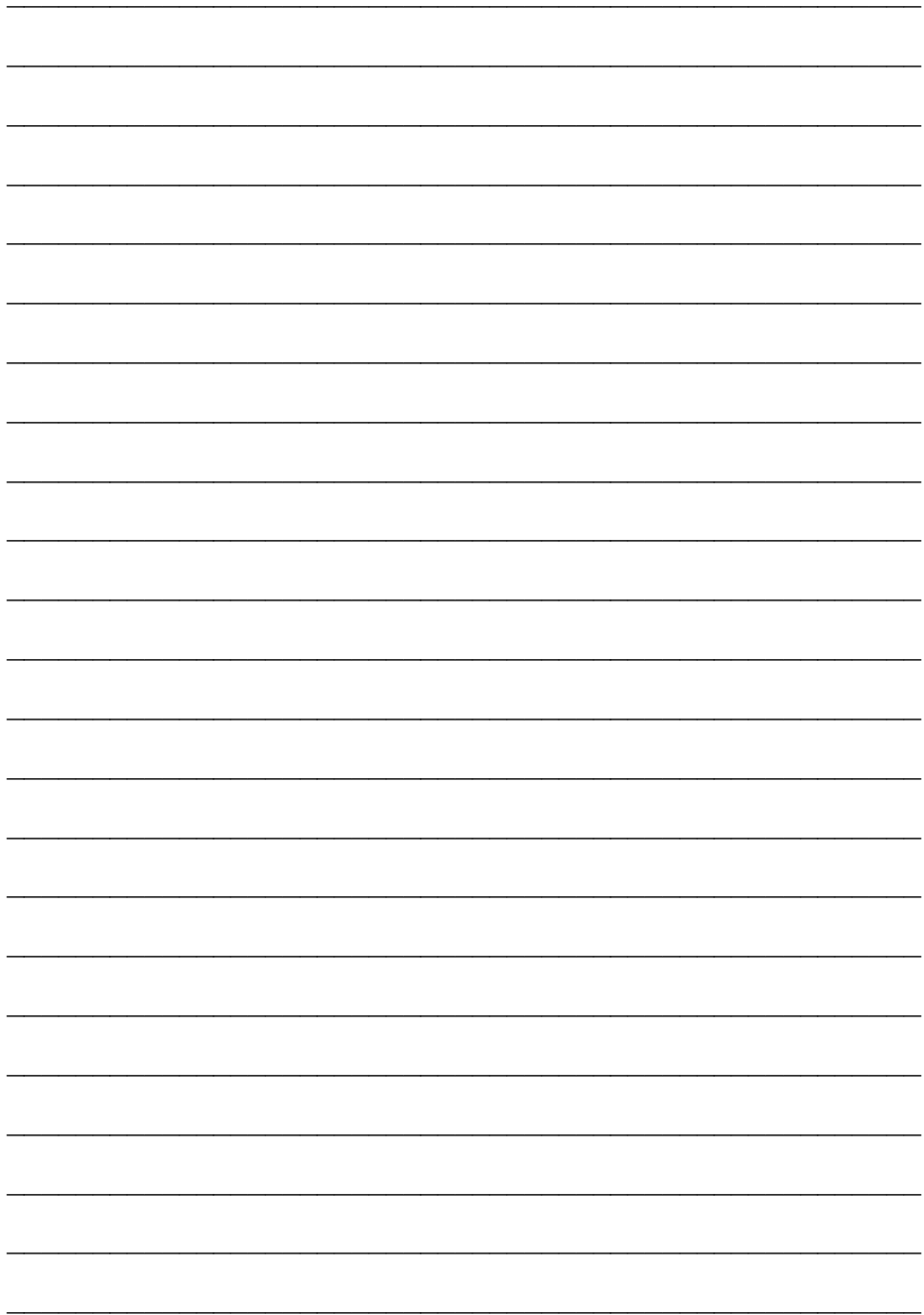
14	Wednesday	
15	Thursday	Language Training Sessions for S2
16	Friday	Team activities by Team 4
17	Saturday	
18	Sunday	Sunday - Holiday
19	Monday	
20	Tuesday	Club meetings
21	Wednesday	National Management Day
22	Thursday	Aptitude Training Sessions for S2
23	Friday	Team activities by Team 5
24	Saturday	
25	Sunday	Sunday - Holiday
26	Monday	
27	Tuesday	Club meetings
28	Wednesday	National science Day - Celebrations
29	Thursday	Language Training Sessions for S2
2024 - MARCH		
1	Friday	Arts Day
2	Saturday	
3	Sunday	Sunday - Holiday
4	Monday	Team activities by Team 6
5	Tuesday	Aptitude Training Sessions for S2
6	Wednesday	Single Day Industrial Visit for S2
7	Thursday	International Women's Day (8 March) Celebrations / Women's Cell
8	Friday	Shivarathri - Holiday / International Women's Day
9	Saturday	Second Saturday - Holiday
10	Sunday	Sunday - Holiday
11	Monday	IAT 1 for S2 and S4 starts
12	Tuesday	IAT 1 for S2 and S4
13	Wednesday	IAT 1 for S2 and S4
14	Thursday	IAT 1 for S2 and S4 / Language Training Sessions for S2
15	Friday	IAT 1 for S2 and S4 / World Consumer Rights Day - Marketing Club activities
16	Saturday	
17	Sunday	Sunday - Holiday
18	Monday	IAT 1 for S2 and S4
19	Tuesday	IAT 1 for S2 / Club Meetings/ IV for S4 Students starts
20	Wednesday	IAT 1 for S2
21	Thursday	Aptitude Training Sessions for S2
22	Friday	World Water Day/ To be coordinated by Team 3/ Last day of IV for S4
23	Saturday	
24	Sunday	Palm Sunday - Holiday
25	Monday	Course Committee 1 For S4
26	Tuesday	Course Committee 1 for S2 / Language Training Sessions for S2
27	Wednesday	Holy Week - Holidays
28	Thursday	Holy Week - Holidays - Maundy Thursday
29	Friday	Holy Week - Holidays - Good Friday
30	Saturday	Holy Week - Holidays - Holy Saturday
31	Sunday	Easter Sunday - Holiday
2024 - APRIL		Alternative arrangements for S4 Classes

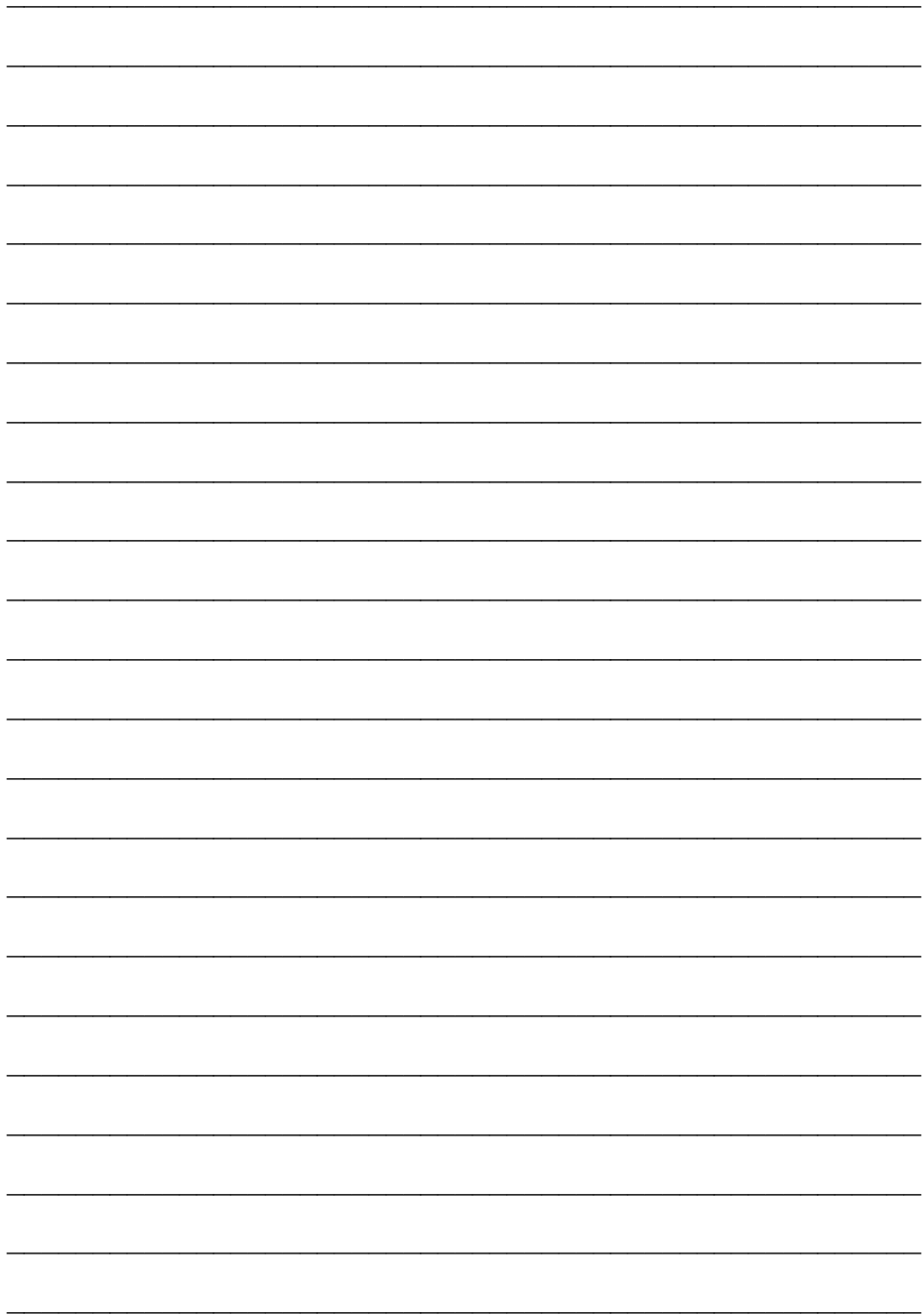
1	Monday	Major Project/ Internships for S4 Students starts
2	Tuesday	Club meetings
3	Wednesday	
4	Thursday	
5	Friday	Guest Talk - Coordination Team 1 S2
6	Saturday	World Health Day (April 7) Celebrations / Parent Teacher Meeting
7	Sunday	Sunday - Holiday
8	Monday	
9	Tuesday	
10	Wednesday	Eid- Ul- Fitr Holiday
11	Thursday	
12	Friday	Guest Talk - Coordination Team 2 S2
13	Saturday	Second Saturday - Holiday
14	Sunday	Vishu , Ambedkar Jayanthi , Sunday - Holiday
15	Monday	
16	Tuesday	Aptitude Training Sessions for S2
17	Wednesday	
18	Thursday	IAT 2 for S2 Starts
19	Friday	IAT 2 for S2 / TMA Guest Talk - Coordination Team 2 S2
20	Saturday	
21	Sunday	Sunday - Holiday
22	Monday	IAT 2 for S2 / World Earth Day / Retests for students who were absent on 18th and 19th
23	Tuesday	IAT 2 for S2
24	Wednesday	IAT 2 for S2 / Retests for students who were absent on 22nd and 23rd
25	Thursday	FDP Day 1/ IAT 2 for S2 / Language Training Sessions for S2
26	Friday	FDP Day 2 / IAT 2 for S2 /Retests for students who were absent on 24th and 25th
27	Saturday	FDP Day 3
28	Sunday	Sunday - Holiday
29	Monday	IAT 2 for S2 / International Dance Day
30	Tuesday	Retests for students who were absent on 26th and 30th Aptitude Training Sessions for S2
2024 - MAY		Holidays Expected for Faculty and staff
1	Wednesday	May Day - Holiday- Short Internship for S2 Students starts
2	Thursday	
3	Friday	International Press Freedom Day
4	Saturday	
5	Sunday	Sunday - Holiday
6	Monday	
7	Tuesday	World Athletics Day
8	Wednesday	
9	Thursday	Course Committee 2 for S2
10	Friday	National Technology Day (May 11)
11	Saturday	Second Saturday - Holiday
12	Sunday	Sunday - Holiday
13	Monday	
14	Tuesday	
15	Wednesday	

16	Thursday	
17	Friday	World Telecommunications Day
18	Saturday	
19	Sunday	Sunday - Holiday
20	Monday	
21	Tuesday	National Anti Terrorism Day
22	Wednesday	
23	Thursday	
24	Friday	
25	Saturday	
26	Sunday	Sunday - Holiday
27	Monday	
28	Tuesday	
29	Wednesday	
30	Thursday	
31	Friday	
2024 - JUNE		
1	Saturday	
2	Sunday	Sunday - Holiday
3	Monday	S4 students, Reports after Project/Internships, S2 students report after mini-internships
4	Tuesday	
5	Wednesday	World Environment Day Celebrations / Nature Club
6	Thursday	
7	Friday	Feast of Sacred Heart of Jesus / World Food Safety Day
8	Saturday	Second Saturday - Holiday
9	Sunday	Sunday - Holiday
10	Monday	IAT 2, S4 Starts
11	Tuesday	IAT 2, S4
12	Wednesday	IAT 2, S4 / Anti-Child Labor Day/ Retests for students who were absent on 10th and 11th
13	Thursday	IAT 2, S4
14	Friday	IAT 2, S4 / Retests for students who were absent on 12th and 13th / World Blood Donor Day - Blood Donation Camp
15	Saturday	S4, Final Project Submission to University / International Conference
16	Sunday	Sunday - Holiday
17	Monday	Eid-UI Azha- Holiday
18	Tuesday	IAT 2, S4
19	Wednesday	Retests for students who were absent on 14th and 18th National Reading Day
20	Thursday	Course Committee 2 for S4
21	Friday	International Yoga Day / Music Day Celebrations / Arts Day
22	Saturday	
23	Sunday	Sunday - Holiday
24	Monday	Remedial Sessions
25	Tuesday	Remedial Sessions
26	Wednesday	Remedial Sessions / International Day against Drug abuse
27	Thursday	Remedial Sessions
28	Friday	Merit Day / Farewell To S4 Students
29	Saturday	Mega Job Fair / Book Fair
30	Sunday	Sunday - Holiday

2024 - JULY		University Exams Expected In July
1	Monday	National Doctor's Day, Chartered Accountant's Day / Finance Club Activities
2	Tuesday	
3	Wednesday	St. Thomas Day - Holiday
4	Thursday	
5	Friday	
6	Saturday	
7	Sunday	Sunday - Holiday
8	Monday	
9	Tuesday	
10	Wednesday	
11	Thursday	World Population Day
12	Friday	Malala Day
13	Saturday	Second Saturday - Holiday
14	Sunday	Sunday - Holiday
15	Monday	World Youth Skills Day
16	Tuesday	
17	Wednesday	Muharram - Holiday
18	Thursday	
19	Friday	
20	Saturday	
21	Sunday	Sunday - Holiday
22	Monday	
23	Tuesday	
24	Wednesday	
25	Thursday	
26	Friday	
27	Saturday	
28	Sunday	Sunday - Holiday
29	Monday	Nature Conservation Day (July 28)
30	Tuesday	
31	Wednesday	









SIMS

**SAHRDAYA INSTITUTE OF
MANAGEMENT STUDIES**

KODAKARA - THRISSUR - 680684

www.sahrdayasims.ac.in, info@sahrdayasims.ac.in

Ph : +91 7025165333 (M), +91 8113031122 (L)