



STUDENT HANDBOOK 2023



Student Handbook - 2023

Three Rules of Work:

Out of clutter find simplicity; From discord find harmony;
In the middle of difficulty lies opportunity.

- *Albert Einstein*

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BRIEF HISTORY OF PSGIM

PSG Institute of Management is a member of the PSG & Sons Charities, which is the one of the oldest charitable organizations in India devoted exclusively to empowerment and social change through education. The trust, started in 1926, has worked towards building a classless society based on the Gandhian principles and in the process educated over 350,000 students mostly from the economically weaker sections of the society. The spirit of Enterprise & Industry stems from PSG & Sons Charities, a 96-year-old legacy in education and industry in our country. Testimonies to the fact are, the alumni spread across the nation, so also across the length and breadth of the globe.

The genesis of the Institute can be traced to the establishment of the Department of Management Sciences in 1966 at the PSG College of Technology. Dr G R Damodaran, the Founder-Principal of the college on surveying the increasing number of small-scale industrial units functioning in and around Coimbatore (promoted by technocrats – many of them being the old students of his own Engineering college) felt the need for providing them with concepts and techniques related to the area of business management. To meet the need, a department of Management Sciences was created.

PSG Institute of Management (hereafter referred to either as PSG IM or the Institute) is one of the oldest and rated amongst the top business schools in India. It is the first institute in the State of Tamil Nadu to offer the MBA programme. The institute is housed in a separate independent 5-floor twin building with a potential capacity to accommodate over 1000 students. A separate block, houses the Learning Resources centre, gym and dining facilities.

Being granted 'autonomous status' by the University of Madras and University Grants Commission (UGC) in 1978, PSG IM has independence and responsibility for curriculum development, programme delivery and evaluation of students. PSGIM MBA Programme is approved by All India Council for Technical Education (AICTE), and is affiliated to the Anna University, Chennai. PSGIM was the first B-School in India to achieve ACBSP accreditation and maintaining the same. PSGIM also has received the CRISIL certification of A*** at state level and A** at the national level. PSGIM was ranked 63rd in the NIRF (National Institutional Ranking Framework) 2022 by MHRD among All India Management Institutes.

VISION

THE VISION

To be a leader among the private business schools in India,
by proactively engaging with our stakeholders in academics, research and skill development and bench-marking ourselves with the best-in-class standards of business education



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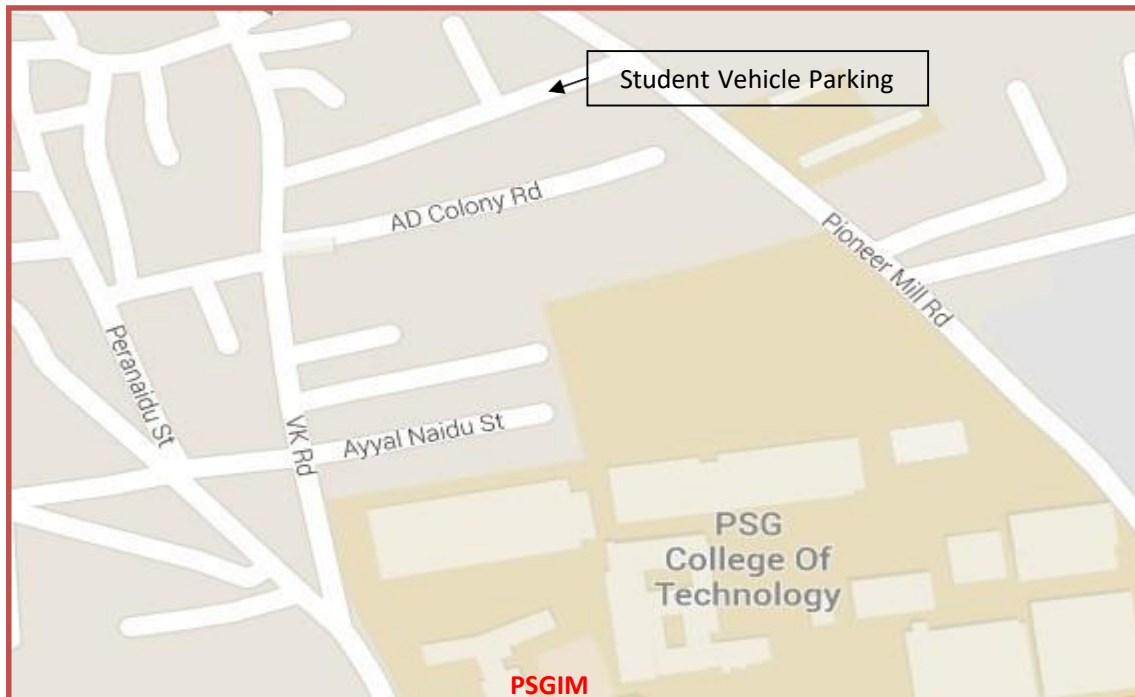
MISSION

MISSION

Empower  Empower individuals to achieve their ·managerial & ·entrepreneurial potential. ACADEMIC, SKILL DEVELOPMENT	Innovate  Develop & innovative ·teaching ·learning methodologies. ACADEMIC, SKILL DEVELOPMENT	Research  ·academic ·industry based research relevant to the region ACADEMIC, RESEARCH, SKILL DEVELOPMENT	Nurture  Enhance the institute's visibility, growth and value by espousing ethics and social responsibility and by collaborating with institutional and professional stakeholder groups. BENCH-MARKING TO GLOBAL STANDARDS-VISIBILITY & VALUE
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PSG IM - LOCATION



MBA 2021 PROGRAMME EDUCATIONAL OBJECTIVES (PEOs)

Programme Educational Objectives

PEO1 To be a competent Manager

PEO2 To identify and prepare for entrepreneurial opportunities

PEO3 To deliver value to society stakeholders

CORE VALUES

The values from which the policies and principles are derived are as following:

- **Pursuit of Knowledge** - The institute is committed to the advancement of intellectual and creative enquiry and to the maintenance and protection of academic freedom. Students shall be encouraged by the faculty to realize their full potential by stimulating the spirit of enquiry and acquisition of knowledge.
- **Professional and Personal Integrity** – The institute requires that all members act honestly and responsibly, holding themselves accountable for their actions.
- **Mutual Respect** – Every member will treat others with courtesy, cordiality and respect and extend full cooperation in all common endeavours.
- **Academic Honesty** – Highest standards of honesty should govern the learning, research, scholarly and creative activities of members. Dishonest activities would include plagiarism, fabricating data, cheating in examination and sabotaging the work of others.
- **Affirmative Action** – The institute shall take affirmative steps for ensuring non-discriminating and equality of opportunities in employment and academic as well as non-academic programmes.
- **Confidentiality** – Members, who, in the course of their work in the institute, happen to come by sensitive or privileged information like the academic, medical or disciplinary records of other members, salaries of employees or the institute’s finances or its business plans shall keep them strictly confidential.
- **Avoiding Conflicts of Interests** – Members shall avoid landing themselves in any position or situation in which there may be a conflict between their personal interest and the institute’s interest.

CODE OF CONDUCT FOR STUDENTS

The PSG Institutions aim to inculcate ideals and values that will help students to emerge as better human beings. In keeping with this values, PSG Institute of Management has adopted the following norms to encourage professional and personal integrity. The Code is binding upon all its students.

CODE OF PROFESSIONALISM

BEHAVIOUR

DRESS CODE

In order to instill professionalism, certain dress code guidelines have been laid down

- Male students are advised to wear formal trousers and shirts. Light stripes or checks are permitted in shirts. Hair should be cut short, moustaches neatly trimmed or face clean shaven daily. Formal closed shoes with socks coordinated with trousers are recommended.
- Female students are advised to be attired in Indian wear (Salwar suits/ Kurtis/ Sarees) or Western wear (formal shirts and full-length trousers). Hair should be clean, well cut and neatly combed.

- Fridays and Saturdays would be dress down days where students are permitted to wear PSGIM T-Shirts with full length jeans. Closed shoes are recommended.
- All clothes must be neat, clean and pressed
- In footwear, floaters and plastic/rubber slippers are not permitted. Strong perfumes and gaudy/heavy makeup are discouraged.
- Student ID card must be worn at all times while in campus.
- No clothing should be offensive/indecent and students are requested to stick to commonly accepted standards of dressing and grooming. CEOs, senior bureaucrats, alumni and other distinguished guests frequently visit the Institute.
- Students are requested to bear in mind that they are projecting an image of the Institute which has an enviable placement record with some of the best organizations in the country.
- Any type of casual wears for both men and women are not permitted for example three-fourth pants/leggings.
- Female students should not wear dresses to the campus, even when it is paired with full length leggings.

CAMPUS DO'S AND DON'T'S

- Students should conduct themselves at all times - in class and on campus- ***in a manner that benefit executives in the making.***
 - Students need to be regular to all classes.
 - Students need to use only English as a medium of communication among themselves and with faculty members in classroom, as we have diverse set of students and we should not make other members feel, that they are unable to follow us in the discussion.
- The use of mobile phones is prohibited in the working areas of the Institute (corridors, library, and Computer lab). In case of an **emergency** when a student has to be urgently contacted during working hours, students may advise their parents/guardian to call the Institute switchboard number (+91 422 4304400) and leave a message which will be passed on to the student. Students may however use their cell phones in the classrooms at the instruction of faculty for academic purposes.
 - Students should not use mobile phone in the corridors of the campus, if found using any faculty/staff of the institute have the right to take the mobile from them and submit the same to the Admin manager for further action.
- The designated silence areas are meant for silence and students should adhere to the rule.
- Students should conduct themselves appropriately both on and off campus. Students who get involved in public disturbances will face suspension or possible expulsion from the Institute.
- Punctuality: Need to be punctual for classes, seminars, presentations, and all tests. Delay will mean forfeiture of attendance/marks and/or further punitive action for repeated offenders.
- Non-Discrimination: PSGIM does not discriminate students on the basis of the gender, race, caste, ethnicity, age, or disability. We expect the same from all students.
- Ragging in any form is strictly prohibited, and will incur severe penalties (*under UGC regulations and the penal law*) including termination of admission.

- Students should place their name boards in front of them during all class hours failing which, faculty have a right to mark them absent.
- Students are not allowed to bring their vehicles inside the campus unless otherwise for official reasons with prior approval from Director through Admin Manager.
- Students will have to behave with appropriate manners while having a conversation with any official in campus.
- If the security and other staff stop them from getting inside the campus for any reason like dress code, vehicle or general behaviour, students should understand that they act on the guidance of the management, and hence, have no right to get into an argument with them and get away from the place immediately.
- Any grievances' regarding the above can be brought to the notice of Dr. Harish, the Students Affairs Coordinator via whatsapp message and emails. Dr. Harish will discuss with the Director and take corrective action only when required.
- Students should meet any official only in their respective offices and are not supposed to stand and converse with anyone for more than 2 minutes in corridors, reception etc. If found hanging around strict action will be taken by the respective coordinators.
- Students are not allowed to eat food in the class room. The class room is to be kept litter free at all times of the day. If any faculty/staff find the classroom, with clutter/mess or untidiness beyond normal usage for classroom purposes, they will inform the Admin Head, and the Admin Head can decide to charge a fine on all students who used the classroom and students are individually and severally responsible for the cleaning charges to be collected.

COMPUTER CENTRE

- Students can avail the facilities of the centre on all week days and Saturdays
- Students can use internet and intranet facilities to browse and download required material for assignments, mini projects and summer and final projects and all other academic purposes.
- Installing and usage of unauthorized / objectionable software, modifying the account privileges configured by the IT in-charge, are strictly prohibited.

HOSTEL

- Students are expected to observe strictly the rules of the hostel where they reside. Any complaints regarding the students from the hostel authorities will be taken up by the Disciplinary Committee and appropriate action taken by the Director.

OFF-CAMPUS

- Students are expected to conduct themselves professionally, maintain decorum and dignity not only in campus but off-campus too. Their behavior and conduct should reflect the high standards the institution has set itself and should prove themselves worthy ambassadors of the institution.

WORK ETHICS

- Students pursuing the various management programmes at our Institute would face academic pressure due to deadlines, competition and the necessity to handle multiple

roles every day. However, this does not excuse academic fraud or plagiarism. All material borrowed from another source must be duly acknowledged and students ignorant of citation and attribution rules are required to find out the same from their Tutors. Students found guilty of plagiarism or other academic fraud will have suitable action taken against them.

DISCIPLINARY ACTION

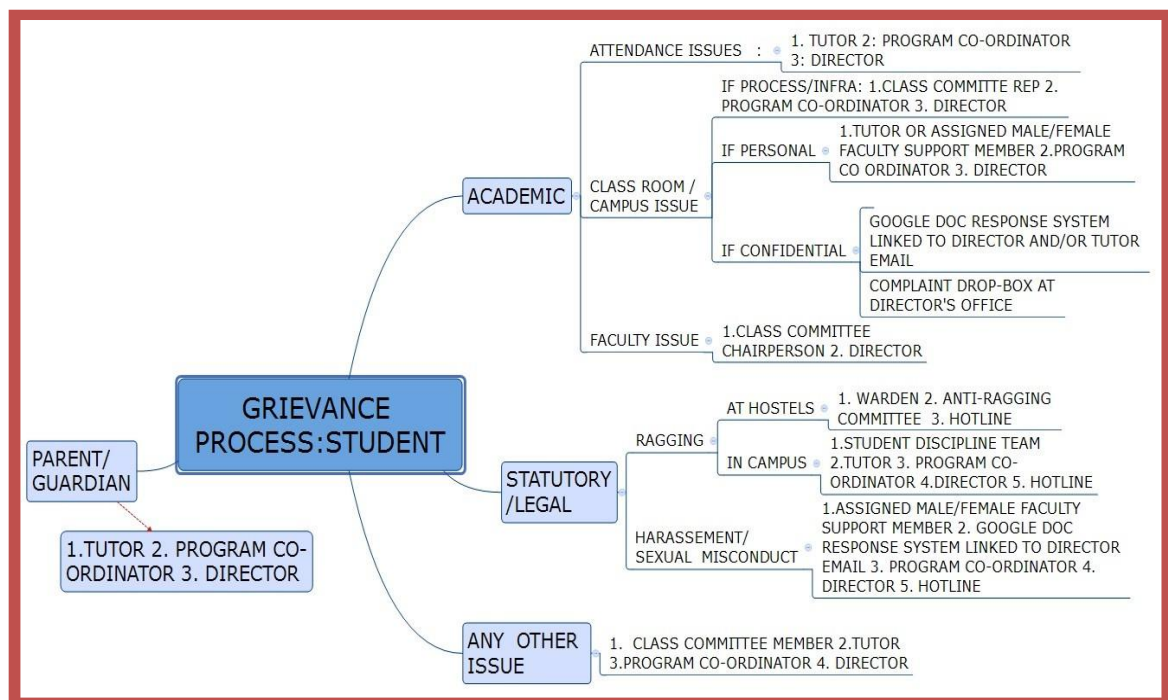
- All cases of individual misconduct/indiscipline will be investigated by the Disciplinary Committee duly constituted by the Director. This committee will hear the students' viewpoint before making its recommendations to the Director in each individual case. The decision of the Director shall be final and binding.
- Disciplinary action for misconduct will include the imposition of a fine, exclusion from the award of trophies/ prizes, withholding of placement opportunities on campus, debarring from appearing for the final examinations, and in serious cases, suspension/expulsion from the programme.
- The Institute reserves the right to ask a student to leave the Programme at any time in the course of the academic year, should the student's academic performance and general conduct as adjudged by the Institute be found unsatisfactory.

MODES OF COMMUNICATION - PROTOCOLS

- Students will be communicated about various academic activities through: Notice Board; Moodle (Learning Management System); Group e-mail; Text messages from the Student Chairman / Class representative(s). Students are expected to keep themselves updated.

GRIEVANCE REDRESSAL

- PSGIM is open to the concerns and recommendations of the students.
- The process is mapped below:



LEARNING MANAGEMENT SYSTEM

To enhance the teaching-learning process, PSGIM has implemented a Learning Management System (LMS) called MOODLE (Modular Object-Oriented Dynamic Learning Environment). The software is housed in a server on the cloud and is always online. The software can be accessed within and outside the campus. This LMS provides an interface between faculty and students for the curriculum delivery. The course plan with the course objectives, learning outcomes and the topics to be covered in each session is made available to all students through the Learning Management System (MOODLE) at the start of each course. The course plan also outlines the instructional materials, various activities to be conducted and the schedule for assessment. Moodle enables the students to submit assignments online. The 'calendar' option provides the students with the schedule of activities and deadlines to remember for each course. The learning management system also facilitates the conduct of online quizzes; develop glossary and wiki for the courses. News forums and discussion threads enable the faculty and students to continuously interact even after the class hours. This helps the faculty and students to work towards the fulfillment of the requirements of the course. The attendance of the students can also be managed using this LMS.

Every student will be provided with a username and password to access Moodle at the commencement of the program by the IT team at PSGIM. The students can use either their Roll Number or email id to login to Moodle. The password for the first-time login is the student's Roll Number. The students should change their password during the subsequent login for privacy and security. The students should not change the first and last name in their profile. The students are advised to meet the IT team for any problems or issues regarding Moodle.

STANDARD OPERATING PROCEDURE FOR INTERNET & OTHER RELATED ACCESS

<p>1. <u>TO ACCESS INTERNET</u></p> <ul style="list-style-type: none">• Go to URL http://172.15.3.1/login• User ID/ Email ID & Password. (As given in mail while joining.)• Once the session is completed, please logout using http://172.15.3.1/logout
<p>2. <u>MOODLE ACCESS</u></p> <ul style="list-style-type: none">• Go to www.psimplms.in [You can see the Login @ top right]• Login using your User ID / EMail ID & Password (As given in mail)• Go to your current program (MBA/PGDM) and to the respective batch (MBA → 2014-2016 Batch → Term)• To Enroll for each course, just click on the course name <p>Note:</p> <ul style="list-style-type: none">• Moodle can be accessed via Internet and Intranet.• Username & Password for enrolling can be saved in your browser for further enrollment.
<p>3. <u>TO ACCESS ONLINE DATABASE</u></p> <ul style="list-style-type: none">• Access internet as in step 1.• To access Ebsco – Go to URL https://www.ebscohost.com/• To access ProQuest – Go to URL http://search.proquest.com/
<p>4. <u>TO ACCESS STUDENT ZONE</u></p> <p>To View CA Marks, Results, Revaluation, Retotaling, Seat arrangements, Semester Fees structure, Online Fee payment, Exam time table, Hostel Mess Bill, Hostel Menu, Hostel Room Allotment.</p> <ul style="list-style-type: none">• Go to Stud zone – http://studzone.psgtech.edu• Click the Required link on the left of the web page.• Give in your Roll No and Password (same as Intranet password)

OD EXEMPTION

Applying for “On Duty” (OD) exemption is a systematic process in our college. Students participating in B - Fests, National/International conferences and other management related activities should inform their tutor of the same. On returning from the events, an online application for OD has to be made.

1. Access the URL : <http://students.psgtech>
2. Login : Your roll number
Password : DOB in the specific format (DDMONYY) Example : Login :
18PGM13
Password : 14Jul98
3. Click "Leave Details" - > "Leave Entry"
4. Select "Leave Type" as "Exception"
5. Give the reason below leave type
6. Select day type and click "Apply" finally.

Note :

1. The URL will work only inside PSGIM and PSG Tech campus. You can't apply for OD exemption from home.
2. You can't request OD for Saturdays.
3. The OD request should be made within 5 days from the event.
4. If you follow the correct procedures and if you apply within 5 days from the event, Tutor will approve your OD request and suitable modifications will reflect in your attendance.
5. For medical exemption, Contact your Tutor directly along with the medical certificates and then apply through online mode.

GUIDELINES TO CANDIDATES APPEARING FOR EXAMINATIONS

1. Hall Tickets are not issued for both regular and supplementary examinations.
2. All candidates including external candidates shall bring their valid Identity card for every examination for verifying their identity in the examination hall. Candidates without student ID card will not be permitted to write the examination.
3. If the student ID card is lost, candidates shall approach the Academic Section immediately, for obtaining Temporary Identification Certificate.
4. For seating arrangements at the exam-hall, please refer to the individual programme syllabus
5. The candidates are not permitted to possess Cell Phones / Programmable Calculators inside the examination hall. It shall be kept outside the examination hall. Possession of Cell Phones inside the examination hall will be treated as Malpractice.
6. The candidates should not stand near the examination halls between 8.30 AM and 12.30 PM in the Forenoon Sessions and 1.30 PM and 5.30 PM in the Afternoon Sessions, so as to avoid disturbance to the candidates writing the examinations and other lecture classes near the examination halls.
7. The candidates are advised to enter the examination hall immediately at the stroke of first bell (15 minutes before the commencement of examination). The candidates should occupy their seats before the commencement of examinations. They should not study or stand in the verandah near the examination halls.
8. The candidates shall bring their own data books/IS codes/Data sheets/Tables which are necessary for any particular examination. Please check and ensure that the Data books/IS codes/Data Sheets/Tables brought by the candidates do not contain any written material or additional sheets in them. If found, report as Malpractice.
9. Data Books brought by the candidates shall not contain any written matter inside. Candidates shall check each and every page carefully even if the books were borrowed from somebody else or taken from Library. They will be responsible for any written matter found in such books later.
10. Before commencement of examination, candidates shall check their table drawers Calculator covers and Pouches, to ascertain that no incriminating materials are kept inside and any material found shall be given to Hall Superintendent immediately. If found later, they will be held responsible.
11. Candidates coming after 8.55 AM / 1.55 PM shall seek the permission of the Chief Superintendent to enter the examination hall. However, no candidate will be permitted to enter examination hall after 30 minutes from the time of commencement, whatsoever the reasons may be.
12. Strict silence shall be maintained inside the exam hall. They should not talk to other candidates inside the exam hall.
13. The candidates should write their Roll Number in the Answer book at the place marked as Roll Number. They should also fill other details required on the first page of Answer book. Wrong entry of Roll Number may result in cancellation of the exam in that subject.

14. The candidates are advised to go through the instructions on the first page of Answer book.
15. On receiving question paper, the candidates shall to verify the Course code, Course title, Number of pages and Number of questions in the question paper. If there is any discrepancy, the candidates are advised to bring it to the notice of the Hall Superintendent immediately.
16. The students shall bring their own data books/IS codes/Data sheets/Tables which are necessary for any particular examination. Data books/IS codes/Data Sheets/Tables brought by the candidates shall not contain any written material or additional sheets in them. Otherwise, it will be considered as Malpractice.
17. Students shall not possess any bit of papers or other materials inside the examination hall. Otherwise, it will be considered as Malpractice.
18. Malpractice will be viewed very seriously. The punishment will be debarment from writing the examinations for 1 to 3 years.
19. Time schedule to be adhered on examinations days:

Activity	Forenoon	Afternoon
Entry into Examination Hall	8.45 AM	1.45 PM
Distribution of Questionpaper	8.55 AM	1.55 PM
Closing Time of Examination	12.00 Noon	5.00PM

20. After completing the examination, the candidates shall personally handover the answer books to the Hall Superintendent. Keeping the answer book on the table and leaving the examination hall is not allowed.

LEARNING RESOURCE CENTRE

The mission of the LRC (Learning Resource Centre) at **PSG Institute of Management** is to support the School in its quest to become an internationally top-ranked, research driven management institute.

LRC offers Reference Services, Research support, Circulation Services, Databases Training Support, User Guidance Service, Photocopy Service, Bibliographic Service, Document Delivery Service, Course Support, Online Catalogue Service, Selective Dissemination service through its in-house Info-products such as Course guide, Global Watch, Case Data Bank, Article Alert, CD-Watch, Placement Guide and Current Awareness Service by providing new arrivals of books, TOC Service, and newly Published Reports. Though many of these services are IT driven, the LRC has well trained staff to support users for any kind of queries.

In addition to the various resources, LRC hosts a magazine lounge and a browsing facility. The LRC is fully Wi-Fi enabled. Access to the PSG Tech library is also granted to the students.

AIM

- To provide effective access to learning resources of all formats required for general and research purposes.
- To keep the academic community abreast of the latest developments and to provide them with updated information on business and management.
- To ensure the highest level of user satisfaction.

GENERAL RULES

- Only registered members are allowed to use the LRC. Students should always carry their ID cards while using the LRC.
- Readers should observe strict silence inside the LRC.
- Uses of Mobile phones are not permitted inside the LRC Block.
- Borrowers must satisfy themselves with the physical condition of the book before borrowing.
- Students are responsible for books issued against their membership.
- Readers are allowed to bring their personal books or any printed material inside the LRC.
- The belongings like bags, umbrellas, etc. are to be kept at the Property Counter at Reader's own risk.
- Readers are advised not to leave their precious and valuable items like money, passport, credit card etc. at the Property Counter.
- Students should not carry books from one place to another and should leave the books on the reading table after use.
- Readers should not write in, mark, scratches and disfigure damage books or furniture of the LRC.
- Online Chatting is not allowed.
- Users are not allowed to carry eatables and drinks in LRC.
- Playing games on computers is strictly prohibited in the entire LRC premises.
- Students should take care of their Pen drives, Cell Phones, and Wallets etc.
- Browsing of Dating, Networking of friendship and porn website is strictly prohibited. Strict disciplinary action will be taken against the defaulters.

CIRCULATION RULES

- Books are normally issued for a fortnight except reference books.
- Those textbooks, which have single/double copies, shall not be issued.
- Students can reserve the books at the circulation counter in case these are already issued.
- Reference books, theses, project reports and periodicals/bound journals are not issued at all.
- Project Reports/Theses are to be consulted within the LRC premises only.
- Dissertations/Theses cannot be photocopied.
- LRC can recall any issued book even before the due date.

OVERDUE CHARGES

- Issued books returned after due date attract overdue charges.
- For loss of LRC book, the member has to pay the price of the book plus fine.

TIMINGS:

LRC will remain open for all users during the following hours on all working days:

Monday – Friday – 8.30 a. m. to 6.00 p. m

Saturday - 9 a.m to 6 p.m. (Sunday – Holiday)

ACTIVE LEARNING PROGRAM SERVICE

At a Glance: The Centre for ALPS of PSG Institute of Management is located at Anaikatti in a green serene, pollution free and in an exciting atmosphere. The place is 30 kms away from the city which was utilized as a week end outreach center in the year 2007, later it was transformed in to an exclusive outbound training center during 2008-10. In the last decade, the Centre has spread its wings and became an exclusive active learning platform for the corporate and academics in and around the city.

Major Focus: The major focus of the ALPS is to help the participants gain powerful and immediate insights into the work situations, relate better with co-worker, to enhance teamwork spirit, inculcate the habit of taking risk, improving communication & planning better. The major focus of all the above-mentioned parameters is to improve the leadership capabilities of the participants.

Training Context: All the training activities have a clearly defined objectives and the facilitator observes the activity being executed and gives feedback about their strengths and areas of improvement. Along with the facilitator the other participants also realize their inner self of what kind of leader they are and how they could modify their way of conduct.

General Facilities: Amphi theatre, camp fire ground, residential shelters (Dormitory Type), Conference/ Meeting hall, briefing sheds, training field, physical activity ground, sports facility (volley ball, football, cricket, etc.)

ALPS is not a resort, it is a training Centre focusing on imparting the required KSA for the participants. Hence, the facilities are designed keeping training needs in mind and not a day-off resort.

INSTRUCTIONS TO PARTICIPANTS

1. Preparatory Requirements

- a. Ensure that you carry the following items with you
 1. 1 pair of sports shoe/ walking shoe.
 2. Track-suits and T-shirts/ sweat shirts are only permitted.
Round Neck T-shirts, Shorts/3/4th / sleeveless tops NOT allowed in common areas.
 3. 2 pair of thick cotton socks.
 4. 1 Cap.
 5. 1 Bed-sheet.
 6. 1 Pillowcase.
 7. Water Bottles
 8. Personal toiletries and medication that the participant may need.
- b. Items not permitted
 1. Intoxicants like tobacco related products or alcoholic products. Violation of this rule or consumption during the program will incur strict disciplinary action.
 2. Electronic gadgets such as Laptop, MP3players etc.
 3. Mobile phones and Digital Camera (during activity and in the activity area).
 4. Plastic bottles and plastic cover bags (Not to be littered in Campus)
 5. Playing cards.

2. General Guidelines

1. All activities are compulsory for the participants and exemption may be provided only on the grounds of injury or medical reasons under the discretion of the faculty accompanying.
2. Punctuality, Courtesy, Cooperation, Teamwork, Enthusiasm and Time Management is expected at all levels of the program.
3. ALPS is a self-service center designed as a space for an extended family. Participants will thus have to maintain cleanliness at dormitories, kitchen, dining area, activity fields and campfire area. They have to clean their own rooms, dining plates, tumblers, etc. They should practice the habit of serving food to fellow participants.
4. It is the responsibility of the participant to return training activity/ sports items to the stores in-charge.
5. Participants are not allowed to go outside the Centre at any point of time without permission during the visits.
6. Footwear is strictly not allowed inside living and dining area.
7. Latest bed time would be 10.30 PM.

PLACEMENT GUIDELINES

Students are requested to ensure that:

- a. Once registered for a Summer/Final placement process for a company, they will not pull out of it. They must attend the pre-placement presentation of the company and then, if required opt out. Failure to do so may result in being de-listed from the entire placement process.
- b. If they opt to be placed for summer internship by the institute, they must abide by their decision and take up the internship irrespective of the location/timing and area of work and in the event that they do not do so, they may fail the internship module.
- c. They must be punctual for all sessions such as pre placement talks.
- d. They must abide by the instructions and the processes formulated by the Placement Cell.
- e. They must use the same email id for all placement related activities (resume, placement portal, assessments with recruiters, etc)
- f. They should keep their camera on (for virtual interviews)
- g. They should wear a headphone for remote interviews and use USB mic (avoid laptop inbuilt mic and speakers)

Requirements for every Interview:

- 3 small size PP photos AND 3 large size PP photos
- Black, blue and red ball-point pens AND Pencils - HB, B- 2 each with erasers and sharpeners
- One writing pad in 6" x 9" format AND One mini-stapler
- 12 blank white A4 sheets 90 GSM
- One folder containing photocopies of all mark-sheets and relevant certificates
- 2 copies of CV customized for the company, printed back-to back in 90gsm white
- College ID tag
- Calculator
- 2 each of A4 size envelopes and DL size (1/3 of A4)
- Handkerchiefs /paper napkins of good quality
- Moist face-wipes AND Comb/Hair-brush
- Mouth fresheners AND toothpaste with brush, soap, facial wash
- Hand towel
- Spare disposable razors for guys
- Basic cosmetics for ladies

A suitable carry-case to carry all the above professionally.

Dress Code for Placements:

Gentlemen:

Formal college issued blazers. Formal shoes, properly polished. Well-shaven/trimmed-beard, no ear ornaments unless for medical reasons. Clean haircuts.

Ladies:

Formal wear/business suits. If you have issues wearing college-issued dress, we will give waivers. No chappals/casual slippers, especially if you are wearing a formal office dress/suit!

STUDENT AWARDS & RECOGNITION

PSGIM recognizes meritorious performance of students through various awards during the Graduation Day Ceremony. The Awards include:

- ALG - Thulasilingam Rajamani Endowment Award (Best Academic Performance)
- Dun & Brad Street Award (Best Out-Going Student Award)
- Dr. N Mahalingam Award (Best Out-Going Student Award)
- Placement Award – Best student coordinator placements
- Best Participation in Out Bound Activities Along with Very Good Academic Performance Award

Excellence in academics, co-curricular activities, with proven track record of leadership qualities will make a student being considered for these awards.

Students who has not maintained academic and professional integrity, and/or violated the code of professionalism are not eligible for any awards.

STUDENT EXCHANGE PROGRAMS

PSG Institute of Management (PSGIM) offers opportunities for students to study in approved universities abroad. Short-term study refers primarily to studying abroad at any one of the Universities in a foreign country while still enrolled at PSG Institute of Management. Student exchange refers to studying at a university which has an exchange agreement with PSG and having the university accept the student. The objective is not necessarily to obtain a degree but rather experience a foreign culture, understand ways of doing business in a foreign country, recognize management concepts, acquire a foreign language etc. The student will receive education for a short period or a semester within an academic year, acquiring credits or research guidance.

Credit acquired at the university where the exchange student is studying is generally transferred to PSG and will be considered as credits earned for acquiring a degree on completion of the duration of study and number of credits prescribed for the award of the degree. However, not all credits necessarily are considered as credits earned and a student needs to confirm how credits are handled as they may differ from university to university. Students

should also be ready to study the courses that were not covered during the study abroad (which would have been otherwise covered at PSGIM) by themselves as additional subjects and take up examination at PSG during subsequent semesters

PROCEDURE FOR BECOMING AN EXCHANGE STUDENT

After going through a screening at PSGIM, an application is then made to the university the student wants to study at as an exchange student. Going abroad to study as an exchange student becomes possible when the exchange university accepts her/his application.

EXCHANGE UNIVERSITIES

PSG Institute of Management offers exchange programs with the following Universities

- University of Toledo
- Illinois Institute of Management
- Stuart Business School
- Northern Kentucky University

How to Apply:

The student will have to complete an Application Form and also submit the Motivation or (Statement of Purpose) SOP for the exchange program. In addition, the student would be required to have a valid passport and other academic and visa related documentation.

Financial Support:

The students are encouraged to apply for funding from National/ International agencies/ Exchange University for funding or scholarships. For most of the partnering universities there is an understanding for Fee Waiver, in such cases students are exempted from paying tuition fee at the Exchange University.

Expenses such as housing, meals, transportation, books and administrative fees and other such costs that are not included in the tuition fee shall be borne by the students. Some Universities charge a nominal registration fee as social contribution according to local and national regulation that will have to be borne by the students.

Visa Requirements:

Students are required to refer to the website of the respective consulates for visa regulations. The Institute will also provide necessary guidance on request from the student.

For further details, students are requested to contact: International Study wing , bab@psgim.ac.in

GLOBAL IMMERSION PROGRAM

Guidelines

PSGIM takes students for Global Immersion Program to countries such as Singapore, Malaysia, the USA, Germany, China etc. While on international trips, students are expected to adhere to the following guidelines in order to mitigate potential risks/dangers:

- Attend all pre-departure briefings that will cover country or program specific aspects of academic, health, safety, travel, legal, political, religious, cross-cultural awareness, culture shock and risk management considerations.
- Abide by the policies, procedures and practices of the host University; and, to abide by instructions, given orally or in writing, by any authorized official of the host University
- Inform advisor/coordinator/University official of potential health or safety concerns prior to departure. In case students are on medication, they are requested to carry their medication with appropriate prescriptions. This is to be informed to the respective tutor prior to the visit.
- Be aware of the administrative and academic requirements and approvals required by the host organizations prior to departure
- Maintain appropriate insurance coverage
- Be aware of and respect local customs and laws of the host country, particularly those that may present health or safety risks
- Maintain and furnish current data on Emergency Contact information to Faculty Coordinators
- Be punctual
- Carry college ID card and Passport with Visa at all times.
- In case students would like to leave the group for any reason, they are requested to inform the Faculty Coordinators and obtain consent.

LIST OF PUBLIC HOLIDAYS – 2023

Date	Day	Holiday
1 Jan	Sun	New Year's Day
15 Jan	Sun	Pongal
16 Jan	Mon	Thiruvalluvar Day
17 Jan	Tue	Uzhavar Thirunal
26 Jan	Thu	Republic Day
5 Feb	Sun	Thaiposam
22 Mar	Wed	Telugu New Year
4 Apr	Tue	Mahavir Jayanti
7 Apr	Fri	Good Friday
14 Apr	Fri	Dr Ambedkar Jayanti
14 Apr	Fri	Tamil New Year
22 Apr	Sat	Idul Fitr
1 May	Mon	May Day
29 Jun	Thu	Bakrid / Eid al Adha
29 Jul	Sat	Muharram
15 Aug	Tue	Independence Day
6 Sep	Wed	Janmashtami
17 Sep	Sun	Ganesh Chaturthi
28 Sep	Thu	Eid e Milad
2 Oct	Mon	Gandhi Jayanti
23 Oct	Mon	Maha Navami
24 Oct	Tue	Vijaya Dashami
12 Nov	Sun	Deepavali
25 Dec	Mon	Christmas Day

PSGIM BOARD NUMBER - 0422 - 4304400 / FAX NUMBER - 0422 – 4304444

NAME	EMAIL ID
DIRECTOR	director@psgim.ac.in
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ADMINISTRATION Office	office@psgim.ac.in
C A C – Mr. A Mohamed Yasin	yasin@psgim.ac.in
PHOTO – Mr. A Govindaraj –	govindaraj@psgim.ac.in
Mr. T Anbu Raj – Audio / Video	anburaj@psgim.ac.in
COMPUTER CENTRE - Mr. N Viswanathan & Mr. Raja	ccenter@psgim.ac.in
L R C – Mr. S Chandrasekaran	lrc@psgim.ac.in
L R C – Mrs. A Geetha / Mr. Manikandan	lrc@psgim.ac.in
Program Head MBA Dr V Thilagam	thilagam@psgim.ac.in
Program Head WMSE Dr N Vivek	vivek@psgim.ac.in
CONTROLLER OF EXAMINATIONS Dr Ramasundaram	exams@psgim.ac.in
Admissions Head Dr D Kavitha	kavitha@psgim.ac.in
ADMISSION OFFICE Ms R Rajeswari Ms Usha Devi Raaju	admissions@psgim.ac.in
ALUMNI ASSOCIATION Ms Bharathi	alumni@psgim.ac.in
PLACEMENT CELL	crc@psgim.ac.in
Placement Head Mr Karthikeyan L	karthikeyanl@psgim.ac.in
MBA Coordinator's office	academic@psgim.ac.in
International office	psgiasmba@psgim.ac.in

FACULTY DETAILS

1	Dr V Srividya	srividya@psgim.ac.in
2	Dr. Uday Shankar	udayshankar@psgim.ac.in
3	Prof. George Joseph Alapatt	george@psgim.ac.in
4	Dr N Vivek	vivek@psgim.ac.in
5	Dr K Arul Rajan	arulrajan@psgim.ac.in
6	Dr G Ramasundaram	ramasundaramg@psgim.ac.in
7	Dr V Thilagam	thilagam@psgim.ac.in
8	Dr B Uma Maheswari	uma@psgim.ac.in
9	Dr D Kavitha	kavitha@psgim.ac.in
10	Dr R Sujatha	sujatha@psgim.ac.in
12	Dr J Sekkizhar	sekkizhar@psgim.ac.in
13	Dr R Deepa	deepa@psgim.ac.in
14	Dr. M Kirupa Priyadarsini	kirupa@psgim.ac.in
15	Dr N Ramkumar	ramkumar@psgim.ac.in
16	Dr R Chitra	chitra@psgim.ac.in
17	Mr V Harish	harish@psgim.ac.in
18	Mr L Karthikeyan	karthikeyanl@psgim.ac.in
20	Dr. R Thiyagarajan	thiyagu@psgim.ac.in
21	Dr V Sakthirama	sakthirama@psgim.ac.in
22	Dr P Nalini	nalini@psgim.ac.in
23	Dr Prabhu Thangadurai	prabhuthangadurai@psgim.ac.in
23	Ms Saranya Balu	saranya@psgim.ac.in
24	Ms Dhanya C	dhanya@psgim.ac.in
25	Deepa C Kumar	deepakumar@psgim.ac.in
26	Kalaiarasi M	kalaiarasi@psgim.ac.in
27	Dr Susana D	susana@psgim.ac.in
	VISITING FACULTY	
1	Dr R.Radhakrishnan	rkrishnan_cbe@yahoo.com
2	S.B.Srinivasan	sbs@strategion.in
3	Vidhya Kadirvelu	vidhyakadirvelu@gamil.com
4	Arunkanth.V	arun.kanth@arunkanth.in

Non - Teaching Faculty	
Administrative Staff	
Mr P Sandeep	Manager Administration and IT
Admission	
Ms R Rajeswari	Admission
Ms Usha Devi Raaju	Admission
	Administrative Office
Ms A Geetha	LRC
Mr A Govindaraj	CAC
Mr S Chandrasekaran	LRC
Ms Marina Mary Mathew	Director's Office
Mr A Mohammed Yasin	CAC
Mr N Viswanathan	Computer Center
Ms S Suganthi	Reception
Ms. P Bharathi	Programme Assistant
Mr V Prabakaran	Computer Center
Mr T Anbu Raj	CAC
Ms N Sumathi	PSG I M Account Section
Mr S Dinesh	PSG ALPS Center, Anaikatti
Mr Firdous Mohammed Khan	GYM
Ms S Iswaryamadhanke	Social Media and website
Mr Sivanesan B	MDP/Consultancy Cell
Mr Manikandan S	LRC

**MBA&MBA (WM&SE) -PROGRAM CO-ORDINATOR'S,
CLASS COMMITTEE CHAIRPERSON'S AND TUTOR'S LIST (2022-23)**

S. NO	COURSE	BATCH	TUTOR'S	CLASS COMMITTEE CHAIRPERSON'S	PROGRAM COORDINATOR'S
1	MBA	I MBA - A	Ms. Saranya Balu - 9965534157	Dr.B.Uma Maheswari - 9842412460	
		I MBA - B	Dr.N.Ramkumar - 9843297737		
		I MBA - C	Dr.V. Sakthirama - 9994161076		
		I MBA - D	Mr.L.Karthikeyan - 9442632929		
2.	MBA	II MBA - A	Dr. R Thiyagarajan- 9994288901	Dr.D.Kavitha - 9442537440	Dr. V.Thilagam - 9363152312
		II MBA - B	Dr. P Nalini - 9843140154		
		II MBA - C	Dr.R.Chitra - 9894811404		
		II MBA - D	Dr. J.Sekkizhar - 9842246452		
3.	MBA (WMSE)	I WMSE	Dr. M.Kirupa Priyadarsini - 9943699221	Dr. K. Arulrajan - 9843189886	Dr.N.Vivek- 9443091261
4.	MBA (WMSE)	II WMSE	Dr.Prabhu Thangadurai - 9619071680	Dr.G.Ramasundaram -9884725694	

PROFESSIONAL BODIES

Students of PSGIM have easy access to memberships of professional associations. Please contact the following faculty for the same:

- Coimbatore Productivity Council : Dr Srividya, Dr Vivek, Dr Kavitha and Dr.Harish
- Coimbatore Management Association: Dr V. Srividya, Dr Chithra
- Chamber of Commerce: Dr. K. Arulrajan , Dr B.Uma Maheswari
- National Institute of Personnel Management: Dr. N. Ramkumar, Dr R.Deepa
- Quality Circle Forum of India: Dr N.Vivek , Dr Sekkizhar

EVENTS @ PSGIM

WEEK OF GAMES

Sports are not only important for success in studio but it is important for success in every walks of our life. Sports are an integral part of a student's life. A student should study hard to be successful in competitive examinations. But, he should also play games and sports to enjoy the health and vigour of life.

WOG (Week of Games), the Sports meet at PSGIM is a planned approach to facilitate the opportunities for all PSGIM Students to participate in sports. It adds value to the work of oneself and others and helps to deliver development goals through recreation and contribute to a wide array of aspirations, leisure and health and with this aim the event is organized for the students of PSGIM.

This event is organised by Second year students as a whole but with few representatives from each class will be a part of the core committee. This committee will plan for the entire event like getting permission for conducting matches, officials, playground permission, fixing up the lot etc.

Depending on the students interests a variety of games are conducted such as Cricket, football, Volley ball, basketball, chess, Carrom board, shuttle etc. for girls and boys separately under the guidance of a faculty member. The winners and runners of the individual and the team event are recognized at the Annual day event.

WEEK OF WONDERS:

“Sometimes all you can do is say, WOW.”

The Week of Wonders also known as “WoW” is an initiative to bring all first year students together to welcome them into the institution, network among themselves as well as second year students and share the happiness, joy, excitement, exhilaration, knowledge, and experiences that campus life has to offer. With amazing icebreaker sessions and interesting interactions to network and get to know the juniors and to encourage them to be a part of all institutional activities. The event has many competitions and challenges for them to free themselves from their inhibitions and hesitations to express their capabilities. This provides them with the opportunities to unleash their undiscovered potential and explore new sides of themselves. Moreover, this allows them to explore new skills and talents that they never knew they had in themselves. This event plans to lead to a journey of self-discovery and exploration into their inner spirit and vivacity.

“WoW” is not just an event; it is a significant occasion that demonstrates the legacy of PSGIM throughout the years since the very beginning. The second year students assisted with a faculty team, plan, prepare, organize, and conduct the various events of “WoW” from the inauguration ceremony to the final round of best manager events.

The main flagship event is the Best manager testing the first year students on multiple dimensions such as handling stress, communication, presentation skills, and many such more. Apart from the best manager event there are specialization related events (individual as well as team) namely Marketing, Finance, Operations and Human Resource.

TALENT NIGHT

An event where participants get to showcase their talents and steal the show. Talent night is an event organized to bring out the talent of the first year students including events such as dance, singing, musical instruments photography, and any special talent that the students like to showcase.

CLUBS:

Student clubs at PSGIM are run by students and supported by the faculty and the Institute. The clubs play a vital role in the student life, and enrich the MBA experience of the student by bringing out the various skills hidden within the student. Campus activities are organised by respective MBA student clubs to explore and pursue new interests/ learning or old passions.

The list of various clubs are as follows:

	CLUB	FACULTY INCHARGE
ACADEMIC INTEREST CLUBS	FINANCE CLUB	Mr.L. Karthikeyan
	MARKETING CLUB	Dr. R. Chitra
	OPERATIONS CLUB	Dr. J. Sekkizhar
	HUMAN RESOURCE CLUB	Dr. N. Ramkumar
Non-ACADEMIC INTEREST CLUBS	Culturals club	Dr. V. Sakthirama
	Toastmasters club	Dr. R. Deepa
	Quiz club	Dr. R. Thiyagarajan
	E-cell	Ms. Saranya Balu
	Biz clinic	Dr. P. Nalini
	C insights	Dr. R. Sujatha
	Sports club	Firdoussy Muhammed Khan
	Movie club	Ms Kalaiarasi M

FIRE SAFETY PROCEDURE

In case of fire:

1. On noticing fire, shout and inform people nearby.
2. Immediately cut off power supply.
3. Blow the fire siren or ring the bell.
4. Contact the fire service, police and ambulance.
5. Move out of the affected place through normal exit/emergency exit and assemble at a common place outside.
6. If there is a lot of smoke, use wet cloth to cover nose and face.
7. Try to ascertain the type of fire and use the appropriate fire extinguisher.
8. Highly inflammable items, if any, should be evacuated immediately.
9. Evacuate handicapped and aged persons on priority.

Important:

1. For electricity and oil fire, powder type and CO₂ fire extinguisher should be used. Water should not be used on all types of fires.
2. Cut off the power supply before using the fire extinguisher.
3. Walk fast towards the exit. Do not run.

EMERGENCY NUMBERS

Police	:	100
Fire Service	:	101
Ambulance	:	108
First Aid Information	:	104
PSG Hospital		
Medical Emergencies	:	0422 434 5353, 0422 25701

All full-time students are covered under the **College Student Care Insurance scheme, the details of which are available with the program coordinator.**

RESPONSIBILITIES OF THE STUDENT

PSGIM is committed to assisting students achieve their academic goals and has put into place a support network to help students through their course, however, students must assume certain responsibilities. They must:

- choose elective courses best suited to their personal goals
- register or withdraw prior to the given closing dates
- pay, within the prescribed deadlines, any fees associated with their program of study
- attend classes regularly
- understand and refrain from academic fraud and plagiarism
- consult faculty advisors, whose role is to help students reach their academic goals and to provide guidance in the interpretation of academic regulations and program requirements
- become familiar with, and respect academic regulations and procedures
- be familiar with the regulations of their program
- be aware of and meet deadlines for assignments and all other important deadlines.
- maintain clear lines of communication with the administration of the program and keep frequently in touch with the project supervisor(s)
- Convey any change of status (e.g. illness, withdrawal, etc) to the proper authority (e.g. Co-coordinator) as soon as possible.
- regularly consult Moodle for academic updates
- maintain decorum in the classroom and in the corridors
- respect the policy on computer and network use
- regularly consult their e-mail which the Institute will use in most communications with students
- Conduct themselves in a manner that respects the rights of other members of the PSGIM, community and society at large.



PSG Institute of Management
PSG College of Technology