

STUDENT HANDBOOK
2020-21

Photograph of the Student

Name.....

Student ID.....

Class.....

Address.....

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Ph. # (H).....(M).....

Email.....

IN CASE OF EMERGENCY, CONTACT

Contact.....

Relationship -----

Ph. # (H).....(M).....

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THE UNIVERSITY

CHRIST (Deemed to be University) was born out of the educational vision of St Kuriakose Elias Chavara, an educationalist and social reformer of the nineteenth century in South India. He founded the first indigenous Catholic congregation, Carmelites of Mary Immaculate (CMI) in 1831 which administers CHRIST (Deemed to be University).

Established in 1969 as Christ College, the Institution undertook path-breaking initiatives in Indian higher education with the introduction of innovative and modern curricula, insistence on academic discipline, imparting of Holistic Education and adoption of global higher education practices with the support of creative and dedicated staff. The University Grants Commission (UGC) of India conferred Autonomy to Christ College vide its notification F.13-1/2004(Desk-AC) dated 7 October 2004 and identified it as an Institution with Potential for Excellence vide its notification No. F. 12-1/2004(AIS/PE) dated 19 May 2006. In 2008 under Section 3 of the UGC Act, 1956, the Ministry of Human Resource Development (MHRD) of the Government of India, declared the Institution a Deemed to be University, vide its notification No. F. 9-34/2007-U.3(A) dated 22 July 2008. One of the first institutions in India to be accredited in 1998 by the National Assessment and Accreditation Council (NAAC), and subsequently in 2004 and 2016, the Institution has the top Grade 'A' on 4-point scale. As per the direction of MHRD, vide its notification no. F.9-34/2007-U3 (A), dated 11 January 2018 the name of the Institution was changed from Christ University to CHRIST (Deemed to be University).

The multi-disciplinary Institution which focuses on teaching, research and service, offers Bachelor to Doctoral programmes in Humanities, Social Sciences, Science, Commerce, Management, Engineering, Architecture, Education and Law to over 21000 students. The three campuses of the University in Bangalore, Pune and Delhi NCR are a living example for the harmonious multiculturalism with students from all the states of India and from around 60 different countries. CHRIST (Deemed to be University) publishes six peer-reviewed research journals and has published more than 300 books in Kannada and English. A promoter of sports, music and literary activities, it is a nurturing ground for creative excellence

VISION

‘Excellence and Service’

CHRIST (Deemed to be University), a premier educational institution, is an academic fraternity of individuals dedicated to the vision of “Excellence and Service”. We strive to reach out to the star of perfection through an earnest academic pursuit for excellence and our efforts blossom into service through our creative and empathetic involvement in the society to transform it.

Education prepares one to face the challenges of life by bringing out the best in him/her. Hence, education should be relevant to the needs of the time and address the problems of the day.

Being inspired by St Kuriakose Elias Chavara, the pioneer in innovative education, The University is proactive to define and redefine its strategies reading the signs of the time.

MISSION STATEMENT

CHRIST is a nurturing ground for an individual’s holistic development to make effective contribution to the society in a dynamic environment.

CORE VALUES

The Core Values which guide the direction and activities at the University are

Faith in God

Moral Uprightness

Love of Fellow Beings

Social Responsibility

Pursuit of Excellence

SCHOOL OF BUSINESS AND MANAGEMENT

The School of Business and Management started its journey with its first programme Bachelor of Business Administration (BBA) followed with its flagship programme Master of Business Administration (MBA). It added a plethora of programmes from time to time responding to the needs of the business world. At present it offers programmes like BBA (Honours), BBA (Finance and International Business), BBA (Tourism and Travel Management), BBA (Business Analytics) and BBA (Fin Tech Honours). The MBA(Executive) programme offered for the working executives is a unique programme of the School. Through the MPhil and PhD programmes offered, the School plays a major role in knowledge creation.

The School of Business and Management offers business education through Undergraduate, Graduate, MPhil and Doctoral programmes under different management streams. The curriculum and pedagogy integrate rigorous academic theory with real-life challenges and is geared to equip the students to successfully face the challenges of a long career in the world of uncertainty. The faculty composition has a healthy mix of Academicians and Industry Practitioners. Our faculty members' scholastic excellence is depicted through their publications in renowned peer-reviewed journals. The holistic approach of learning through various programmes and quality improvement activities ensure that students are nurtured to succeed in this competitive world. As a Business School, we believe our pedagogy enables, engages and encourages students to make effective business decisions. The curriculum designed in the School of Business and Management provides the students with the best opportunities to be well-rounded managers and business leaders. We offer experiential learning for our students through an array of activities like Social Responsibility Projects, Industry Review Projects, Organisation Structure Study, Outbound Training, Book Review Competition, Summer Internships, Current Affairs and Weekly Presentations, Skill Enhancement Programmes and Dissertation. We handhold our students through our mentoring sessions and offer them the best of opportunities as a launching pad for successful careers.

VISION

Our Vision is to be an Institution of excellence developing leaders serving enterprises and society globally

MISSION

Our Mission is to develop socially responsible business leaders with the spirit of inquiry through academic and industry engagement

CAMPUS LOCATIONS

Bangalore - Central Campus: Established in 1969

This Campus is situated on the Bangalore-Hosur Main Road near Bangalore Dairy Circle. A diversity, of the Undergraduate, Postgraduate, and Doctoral programmes function at this campus.

Address: CHRIST (Deemed to be University),
Hosur Road, Bengaluru 560 029, Karnataka, India
Tel: +9180 4012 9100, 9600
Fax: +9180 4012 9000
mail@christuniversity.in | www.christuniversity.in

Bangalore - Kengeri Campus: Established in 2004

This Campus is situated about 27 kms from the Bangalore - Central Campus. Master of Business Administration Programme, and Doctoral programmes function at this campus.

Address: Kanminike, Kumbalgodu P.O.
Bengaluru 560 074, Karnataka, India
Tel: +9180 4012 9800/9802/9820
Fax: +9180 4012 9898
engg@christuniversity.in
https:// christuniversity.in/ Campus/Kengeri-campus

Bangalore- Bannerghatta Road Campus: Established in 2016

Bangalore - Bannerghatta Road Campus, CHRIST (Deemed to be University) was established in 2016. It offers Bachelors, Masters, and Doctoral Programmes.

Address: School of Business and Management,
Bannerghatta Road Campus
CHRIST (Deemed to be University)
Bannerghatta Road Campus
Hulimavu, Bannerghatta Road
Bengaluru, 560076, Kamataka
Ph: +9180 46551333/46551334
mail@christuniversity.in
https:// christuniversity.in/ campus/banargatta-campus

OFF CAMPUSES PUNE

LAVASA CAMPUS

Cradled in the heart of mystic Sahyadri mountain range, Lavasa is well connected to both Pune and Mumbai. Lavasa is a private, planned city being built near Pune. Envisioned as a complete Hill Station offering a balanced life in harmony with nature, Lavasa is an inspirational destination for lifestyle seekers. A far escape from the noise and chaos of the big cities, Lavasa is a complete world in itself.

This campus offers Undergraduate Programmes BBA (Business Analytics), BBA (Hounours), MBA (Business Analytics, Finance, Marketing and HR).

Address: CHRIST (Deemed to be University)
Christ University Road, 30 Valor Court
At Post: Dasve Lavasa, Taluka: Mulshi
Pune 412112, Maharashtra.
Ph.No : 1800-123-2009 | Fax No : 1800-123-2009
Email : mail.lavasa@christuniversity.in

Delhi NCR CAMPUS

Christ Delhi NCR was established in 2013, blossomed out of the educational vision of the congregation of Carmelites of Mary Immaculate (CMI). Christ Delhi NCR is committed in providing holistic education through the development of intellectual competence, personal skills, inter-personal skills and societal skills of its students. It also encourages a philosophy of sincerity and up-gradation, where Excellence and Service is our motto. Christ Delhi NCR campus is located at Ghaziabad, which is one of the fastest growing industrial hub. It is 20 km away from India Gate, Central Delhi, 45 km away from Indira Gandhi International Airport, 1.6 km walkable distance from nearest Metro station (Hindon River Metro Station), 5 km away from Hindon Airport, 50 km away from Faridabad & Gurgaon.

Christ Delhi NCR offers Undergraduate Programmes in BBA, BBA (Honours), BBA (Fintech) MBA

Address: CHRIST (Deemed to be University)
Mariam Nagar, Meerut Road, Delhi NCR
Ghaziabad - 201003
Ph.No : 1800-123-3212, Fax No : 01202986761
Email : mail.ncr@christuniversity.in

FACILITIES

1. Infrastructure

Bangalore- Central Campus: State-of-the-art infrastructure amidst greenery is the hallmark of the School with wide varieties of trees and plants, green house and a bird's park. A choice of seminar halls, well-equipped labs, library, auditoriums, secure hostels and modern gym for men and women, a sewage water treatment plant, Wi-Fi access, audio-visual enabled classrooms and multi-sports grounds with sports facilities add to the ambience of this Institution of higher learning. The Campus has Block I, II, III, IV, Central Block and Auditorium Block.

Bangalore - Kengeri Campus: Kengeri Campus: Spread over 80 acres of wooded are 22 kilometers from a, Bangalore city on the Bangalore Mysore highway, this modern campus has widespread lush green trees and lawns, well bloomed gardens with fountains, amphitheatres, water harvesting ponds, water-recycling plant, gigantic floodlit sports courts, seamless Wi-Fi well equipped labs, audio-visual enabled classrooms, secure hostels and modern gym for men and women, four air conditioned seminar rooms of different seating capacities ranging from 50 to 400 and two modern auditoriums.

Bangalore- Bannerghatta Road Campus: Situated at a distance of 7 kilometers from the Bangalore Central Campus and spread over 2.4 acres, this campus includes 48 audio-visual enabled classrooms spread across seven floors. The entire Bannerghatta Road Campus is Wi-Fi enabled. It has well-equipped Laboratories, Hostel facility for boys and a Fitness Centre. For organizing co-curricular and extra-curricular activities, the Campus has a Seminar Room and a Mini Auditorium, both air conditioned with seating capacities of 120 and 250 respectively. The Campus is also equipped with a state-of-the-art Auditorium that can accommodate an audience of 1700. Along with the classrooms are Staff Cabins on each floor in the Academic Block, adding up to a total of 120. Separate parking facilities are available for two-wheelers and four-wheelers in the basements of the Building. A well-equipped Library, along with two Symposium Rooms is present on the sixth and seventh floors of the Auditorium Block. The BGR Campus has a Canteen on the ground floor, apart from few other Food Courts on the ground and other floors in the Auditorium Block. Lifts facilitate movements to all the floors and Reprographic Services are also available in the Campus.

ii. Library

The staff and students of School of Business and Management have access to seven specialized libraries:

1. Knowledge Centre – Postgraduate and Research
2. Undergraduate Library- Undergraduate
3. Bangalore -Bannerghatta Road Campus Library – School of Business and Management
4. Bangalore -Kengeri Campus Library - MBA
5. Dharmaram and Dharmaram Vidhya Kshetram Library - Philosophy and Theology
6. Pune Lavasa Campus - Management Library
7. Delhi NCR Campus Library

Bangalore- Central Campus: Library at the Bangalore Central Campus houses more than 3,00,000 books, 450 periodicals, 27 newspapers, 5000 CDs and DVDs spread over different libraries in the two buildings. The library subscribes to 18 online databases with campus wide access and has computer terminals in all the libraries to facilitate access to the digital world. The library's in-house processes are computerized and the library catalogue is available online.

Bangalore -Kengeri Campus: The library has a comprehensive collection on Management, and allied subjects. The library has a total collection of 13022 books, 30 journals and periodicals, and a vast collection of CDs and DVDs. The library subscribes for 13 newspapers.

Bangalore -Bannerghatta Road Campus: Library is situated on the Sixth and Seventh Floors of the Campus Building. With a collection of more than 10,000 books, 13 international and 64 national journals, 16 periodicals and more than 8450 titles, the Library has all facilities for student and faculty references. All Online Databases available in the Central Campus Knowledge Centre can also be accessed in the BGR Campus Library. The Library has a seating capacity for 200 and is also equipped with more than 50 Computer Terminals to facilitate access to the digital world. Two Symposium Rooms are available for presentations and discussions. All in-house processes in the Library are computerized and the Library Catalogue is also available online. Photocopying service is also available in the Library.

Delhi NCR Library: The library is housed in an area of 9452 square feet. It has the collection of 12270 books on management and allied subjects. It has the collection of 51 journals, 11 E-journal databases and 5 E-book databases. The library subscribes for 6 newspapers

Pune Lavasa Library: The library is housed in an area of 8672 square feet. It has the collection of 10064 books on management and allied subjects. It has the collection of 48 journals, 8 databases. The library subscribes for 7 newspapers

iii. Laboratories

Bangalore -Central Campus: The campus has ten computer labs that accommodate up to 500 students at a time. Internet connectivity is provided through 78 MBps links. The entire campus is networked via Optical Fibre Cable (OFC) and all the classrooms, departments and public places are Wi-Fi enabled. Internet surfing facilities are available in all labs and libraries across the Campus.

Bangalore - Kengeri Campus: The well-equipped internet labs cater to the academic needs of the students. The campus is connected through the internet provided via 1 GBps links, making way for easier access to information. The campus has a computer lab with 60 computers with latest software. The campus is Wi-Fi enabled. It also has got data base like Prowess, and IBM Cognos

Bangalore - Bannerghatta Road Campus has two internet-enabled Computer Labs, one on the first floor with 68 computer terminals and the other on the fifth floor with 55 computer terminals. The Psychology Lab in the BGR Campus is also equipped with 16 computer terminals and the state-of-the-art Media Lab is supported with 8 computer systems with the latest software. The entire BGR Campus is also Wi-Fi enabled.

Delhi NCR Campus has two computer labs with 130 computers with latest software. The campus is Wi-Fi enabled.

Pune Lavasa Campus has two computer labs with 120 computers with latest 12 software packages. The campus is Wi-Fi enabled.

ii. School of Business and Management Website

School of Business and Management CHRIST (Deemed to be University) website <https://christuniversity.in/academics/school-of-business-and-management> contains comprehensive web pages catering to the diverse needs of the stakeholders. The site has dedicated pages for exam alerts, and support services. The website also has online application forms, calendar and webmail which are hosted from local servers in the campus.

iv. Learning Management System (Moodle)

Students can use their registration number and attendance password to access the internet, check their attendance and progress report, download hall tickets and print marks card. Course materials can be accessed through the Learning Management System (LMS), Moodle, and Google classroom. Passwords for access are assigned by the IT Department.

v. Webmail

Every student of the School is provided with a CHRIST (Deemed to be University) email ID with unlimited storage space. The University webmail is for all the students to communicate with their classmates and faculty members. Academic related University circulars are sent only to the University Id of the students.

vi. Student ERP

Enterprise Resource Planning (ERP) – Knowledge Pro - is the campus management software to provide online solution for the academic needs of the students. The Students and their parents can access the applications through web and internet-compatible mobile phones.

vii. Interactive Voice Response Systems (IVRS) Facility

IVRS facility is available over the phone 24/7. Students can contact the number 9243080800 to check attendance status/exam results/ admission status etc. SMS alert on the status are sent to the requested mobile number.

viii. Social Networking

All events and news within the campus are regularly updated in social networking sites such as Facebook, Twitter and YouTube. The School Website provides the link to access these social media sites.

ix. SMS

Important information that needs to be communicated immediately to the students and staff is also sent by SMS to their mobile numbers registered with the University.

x. Prayer Hall

Bangalore - Central Campus: Prayer halls with a serene and calm atmosphere to those who wish to spend time in silence, reflection and prayer are located in Block II and Central Block.

Bangalore Kengeri Campus: St Kuriakose Elias Chapel has a seating capacity of 700, where Students and Staff can spend their time in prayer and meditation

Bangalore Bannerghatta Road Campus (BGR): Students and Staff of the BGR Campus can spend their time in prayer and meditation in the Santhome Parish Church Chapel, adjacent to the Campus. Mass and prayers are organized in the Chapel every month.

Delhi NCR Campus: The campus has 2 prayer halls with a seating capacity of 150. The students and staff of the campus can spend their time in prayer and meditation

Pune Lavasa Campus: The campus has 2 Chapels with a seating capacity of 150. Students and Staff of the campus can spend their time in prayer and meditation

xi. Parking

Bangalore - Central Campus: The School uses the common parking space of the University. The University has allotted more than 20,00,000 sq. ft. of space for parking of two wheelers and four wheelers with pass and security restrictions. All two- wheelers must collect the security stickers provided by the Office of Security.

Bangalore Kengeri Campus: This Campus has over 5000 sq of parking space for University buses and two/four wheelers of faculty, staff and students.

Bangalore Bannerghatta Road Campus offers a two-level parking in the second and third levels of the basement of the building. Parking facilitates close to 2500 two-wheelers and 300 four-wheelers of the staff and students, with round the clock security.

Delhi NCR Campus: The campus has over 4900 sq of parking space for two-wheelers. It has also got over 13000 sq of parking space for four-wheelers. The facility is available for faculty, staff, and students

Pune Lavasa Campus: The campus has parking space for both two-wheelers and four-wheelers. Two-wheelers parking can accommodate 160 vehicles and the four wheeler parking can accommodate 300 vehicles

xii. Eateries and Dining facilities

Bangalore - Central Campus: The spacious Cafeteria and Ivy Hall in the Auditorium Block and a variety of eateries at Gourmet in the Central Block, a Food Court near Block I offer quality food and fresh fruits and juices at reasonable prices. The Kiosk near Block II, Birds Park, a food court in the sports complex and Nandini Milk Parlour run by Karnataka Milk Federation provide easy access to students seeking to refresh themselves with snacks and food during breaks. Block N offers plenteous food outlets, the most prominent being the varieties of Cafeterias on the cellar floor that caters to the diverse student body with North and South Indian Cuisine, and other refreshments. The lounge at Gourmet, Ivy and Block N can accommodate more than 250-300 guests at any time.

Bangalore Kengeri Campus: Two spacious canteens with modern kitchens, catering North Indian, South Indian and Chinese cuisines, with a seating capacity of 900 each, and three other cafeterias offer quality breakfast, lunch, snacks, tea, coffee and fruit juices at reasonable prices to the students and the staff.

The Bannerghatta Road Campus offers numerous food outlets, the most notable being the Cafeteria on the Ground Floor that caters to the diverse student body with North and South Indian Cuisine, and other refreshments. The Cafeteria can accommodate more than 500 guests at any time. Nandini Parlor, Cafe Coffee Day and Taste on Foods are three other food outlets where students can grab a quick bite.

Delhi NCR Campus has a cafeteria that offers quality breakfast, lunch, snacks, tea, coffee and fruit juices at the reasonable prices to the students and the staff. The cafeteria can accommodate more than 250 guests at a time

Pune Lavasa Campus has a cafeteria that offers quality breakfast, lunch, snacks, tea, coffee and fruit juices at the reasonable prices to the students and the staff. The cafeteria can accommodate more than 300 guests at a time

xiii. Learning Commons

School of Business and Management promotes peer and non-formal learning both through structural activities and spaces designed. The learning commons in the Central Block basement floor lends itself for variety of student learning possibilities, besides being a place to eat and dine. The University has specially designed interactive spaces near undergraduate Library-Block I, Birds Park, near Block III in Bangalore Central Campus. Spaces that provide an environment where students can freely share, learn, rewind and communicate are designed in Kengeri and BGR campuses as well. The students of the School utilize these facilities for their leaning activities.

xiv. Reprographic Centre

Bangalore - Central Campus: The book shop at Gourmet, the reprographic centres at the Ivy Hall, Gourmet, Block II, Main Library and Knowledge Centre cater to all the related requirements of the students.

Bangalore Kengeri Campus: The bookshop caters to all the books and stationery requirements of the students. Students can approach the reprographic shop for seeking assistance concerning photocopying, scanning, colour printing, and spiral binding.

Bangalore Bannerghatta Road Campus: A Reprographic Centre is situated on the Ground Floor of the building. The Centre caters to all stationery requirements of the students. The Centre also offers photocopying, scanning, colour printing and binding services.

Pune Lavasa Campus: The campus has 2 bookstalls situated in the ground floor. The bookstalls caters to all the books and stationery requirements of the students. The stall also offers other services like photocopying, scanning, printing and binding services.

Delhi NCR Campus: The bookstall caters to all the books and stationery requirements of the students. The stall also offers other services like photocopying, scanning, printing and binding services.

xv. Meeting Halls

Recognizing the School as a discussion and discursive space, the School has created numerous spaces for intellectual and performative assemblies.

Bangalore Central Campus: A 2000-seater, air-conditioned auditorium with projectors, state-of-the art audio-visual facility is available for various events in the Auditorium Block. A 600 seater auditorium in Block IV primarily catering to Musical and Theatre performances, a 300-seater auditorium in Central Block, IX Floor, caters to the needs of diminutive meetings and workshops. Two more auditoriums are located in the Central Block on the X Floor, namely Campus View with a seating capacity of over 120 plus and Sky View with a seating capacity of over 400. Apart from these auditoriums, Conference Halls, Assembly Halls, Seminar Halls, Panel Room, Council Room and Bird's Park are available exclusively for institutional and departmental events. The multipurpose open auditorium with the latest technology and audio visual systems at the Christ Junior College quadrangle with a seating capacity of more than 1000 lends itself for many creative programmes.

Bangalore Kengeri Campus: An auditorium with a seating capacity of more than 300 and an outdoor auditorium for functions with 3000 plus seating capacity are provided exclusively for institutional and departmental programmes. There are four more air conditioned seminar rooms with capacities of 50, 120, 180 and 400 for the conference and workshop needs of the campus.

Bangalore Bannerghatta Road Campus: In addition to the two Symposium Rooms in the Library to facilitate smaller group discussions and presentations, the Campus is also supported with a Seminar Room with a seating capacity of 120 and a Mini Auditorium with a seating capacity of 250. The Main Auditorium in the Campus with state of the art acoustics and sound facilities has a seating capacity of 1700.

Pune Lavasa Campus: The campus has 3 meeting halls with seating capacity of 250. The campus also has 2 conference halls with a seating capacity of 389

Delhi NCR Campus: The campus has 2 meeting halls with seating capacity of 90. The campus also has 5 conference halls with a seating capacity of 560

Fitness Centre and Sports

Bangalore Central Campus: The students of the School use common sports and games facilities available to all the students of the University. The sports and games facilities at the campus enable students attain physical growth and sportsmanship. The University has separate courts for major games like basketball, football, lawn-tennis, volleyball, throw ball, cricket, hockey and table tennis. The campus is also equipped with a modern sports facility complex with changing rooms. Intra institution and inter-institution matches and Sports Day give the students ample opportunity to exhibit their sports talents and skills. The University campus has a gym and fitness centre separately for men and women under the directive of a fitness expert.

Bangalore Kengeri Campus: The campus has a gym and fitness centre. A fully equipped modern gym, with an instructor, is open at the campus from 6 am to 8 am and from 4 pm to 8 pm. Also, there is an indoor sports complex with ample facilities for Table Tennis, Chess, and Carrom functioning in the campus. The other sporting facilities at the sprawling campus are: two Football courts, four floodlit Basketball courts, Volleyball courts, Throw ball courts, Cricket stadium, Tennis courts and a 400 metre running/jogging track. The music room with keyboards and drum kits cater to the students seeking joy or solace in music.

Bangalore Bannerghatta Road Campus: The Fitness Centre in the Campus is well equipped with a plethora of gym equipment. Students can also be seen actively using the Basketball and Badminton Courts, and Table Tennis Boards in the Campus after college hours. The Level I of the Basement of the

building offers a space for students to relax, study and practice for various co-curricular and extra-curricular activities in large numbers.

Pune Lavasa Campus

The campus has fitness centre with modern facilities. Also, the campus has sports facilities for cricket, basketball, volleyball, badminton, and football

Delhi NCR Campus

The campus has fitness centre with modern facilities. Also, the campus has sports facilities for cricket, basketball, volleyball, badminton, and football

xvi. Student Accommodation

Bangalore Central Campus: The students of the school gets accommodation in Jonas Hall, a residential building for female students of the University is named after late Bishop Jonas Thaliath CMI, the visionary and founder of Dharmaram College and CHRIST (Deemed to be University). Jonas Hall, situated in the University campus can accommodate more than 300 female postgraduate students who choose to live in the campus and pursue serious study and research given the proximity to the University library and internet labs. St Kurlakose Elias Hall (KE Hall), the accommodation facility for Postgraduate male students of CHRIST, Bangalore is named after the great Saint and Founder of the CMI congregation. K E Hall, situated in the University campus, can accommodate more than 360 postgraduate male students who choose to live in the campus and pursue serious studies and research. The proximity of the University library and the internet labs will make the students more research oriented. By providing accommodation facility, the University also provides the opportunity to meet and socialize with a greater diversity of students.

Bangalore Kengeri Campus: Accommodation for about 1000 male students is provided at Devadan Hall. About 200 Postgraduate girl students are accommodated in the Christ Hostel. These buildings have solar hot water facility in bathrooms, RO purified drinking water, Wi-Fi, mosquito meshed windows, and common TV rooms in every floor. Girls are also offered accommodation outside of the campus, across the road, in three hostels run independently by the Ursaline and Benedictine sisters.

Bangalore Bannerghatta Road Campus hosts a Boys' Hostel named Christ Hall. Spread across six floors, with a capacity to accommodate 258 male students, the Hall also has 22 fully-furnished Guest Rooms on the lower floors to host visiting faculty members and other guests of the University.

Pune Lavasa Campus: There are 2 boy's hostels with a total capacity of 400 students and 1 girl's hostel with a total capacity of 300 students

Delhi NCR Campus: There are 3 boy's hostels with a total capacity of 206 students and 2 girl's hostel with a total capacity of 109 students

GRADUATE ATTRIBUTES

Theme	Sub-Theme	Attributes	Indicators
Academic	Academic Excellence	Academic Excellence	Extensive knowledge in the chosen discipline with ability to apply it effectively
		Domain Expertise	Comprehensive specialist knowledge of the field of study and defined professional skills ensuring work readiness
		Problem Solving Skills	Making informed choices in a variety of situations, useful in a scholarly context that enables the students understand and develop solutions
		Knowledge Application	Ability to use available knowledge to make decisions and perform tasks
		Self-Learning and Research Skills	Ability to create new understanding and knowledge through the process of research and inquiry
	Professional Excellence	Professional Excellence	Application of knowledge and its derivatives objectively and effectively accomplishing the organizational goals
		Practical Skills	Ability to use theoretical knowledge in real-life situations
		Creative Thinking	Ability of looking at problems or situations from a fresh or unorthodox perspective
		Employability	Denotes the academic and professional expertise along with the soft skills and pleasant demeanors necessary for success in a job

Theme	Sub-Theme	Attributes	Indicators
Academic	Professional Excellence	Entrepreneurship	Capacity and willingness to develop, organize and manage any value-adding venture along with any of its risks
		Continuous Learning	Also referred to as life-long learning, is the ongoing, voluntary, and self-motivated pursuit of knowledge for either personal or professional reasons
		Analytical Skills	Ability to firm up on relevance of information and its interpretation towards planning, problem solving or decision making
		Critical and Solution-Oriented Thinking	Ability to objectively analyse and evaluate an issue or problem in order to form a judgement or solution
		Global Perspective	Recognition and appreciation of other cultures and recognizing the global context of issues and/or perceptions in decision making
		Innovativeness	The skill and imagination to create new things/ideas/methods to gain organisational advantage
Personal	Personality	Personality	Personality refers to individual differences in characteristic patterns of thinking, feeling and behaving
		Self-Awareness	Ability to critically introspect on one's attitudes, thoughts, feelings and behaviour and their impact in life situations
		Emotional Self-Regulation	Ability to manage emotions effectively
		Self-Esteem	Confidence in one's own worth and abilities
		Humility	Quality of having a modest or low view of one's importance, not influenced by ego

Theme	Sub-Theme	Attributes	Indicators
Personal	Personality	Accessibility	Quality of being able to be reached by others
		Positive Attitude	Mental perception of optimism that focuses on positive results
		Personal Integrity	An innate moral conviction to stand against things that are not virtuous or morally right
		Adaptability	Quality of being able to adjust to new conditions in any given circumstance
		Tolerance	Ability or willingness to forebear the existence of opinions/ behaviour/ development that one dislikes or disagrees with
		Peer Recognition	Genuine expression of appreciation for or exchanged between team members/colleagues
		Sense of Transcendence	Ability to go beyond and connect to the Almighty through a sense of purpose, meaning, hope and gratitude
		Compassion	Genuine concern for others and their life situation
Interpersonal	Leadership	Leadership	Ability to lead the action of a team or a group or an organization towards achieving the goals with voluntary participation by all
		Logical Resolution of Issues	Attitude of logically resolving the issues which may consequently include questioning, observing physical reality, testing, hypothesising, analysing, and communicating
		Self - Confidence	Feeling of belief in one's own capability
		Initiative	Self-motivation and willingness to do things or to get things done by one's own voluntary act

Theme	Sub-Theme	Attributes	Indicators
Interpersonal	Leadership	Dynamism	Quality of being actively and naturally aggressive in terms of thoughts, tasks or responsibility
		Empathy	Capacity to understand or feel what another person is experiencing from within the other being's frame of reference, i.e., the capacity to place oneself in another's position
		Inclusiveness	Quality of including many different types of people and treating them all fairly and equally
		Team Building Skills	Ability to motivate the team members and increase the overall performance of the team
		Facilitation	Ability to guide the team members to achieve their tasks with minimum emphasis on criticism
		Consultative Decision Making	Considering the views of others in decision making
	Communication	Communication	Ability to convey intended meanings through the use of mutually understood means or methods
		Verbal Skills	Ability to speak, tell or write in simple and understandable language set to a pleasant tone to ensure that the listener or reader is motivated to listen, follow or act
		Non-Verbal Skills	Ability to convey information informally in an amiable manner without exchange of words
		Mutual Respect	Ability to maintain decorum and mutual respect while communicating by signs and bodily expressions
		Listening	Ability to be a good listener to accurately receive and interpret messages in the communication process

Theme	Sub-Theme	Attributes	Indicators
Societal	Communication	Clarity and Comprehensiveness	Ability to communicate clearly and sequentially to ensure its full understanding to the reader with no scope for misunderstanding or confusion
		Assertiveness	Ability to stand up for one's own or other's viewpoints in a calm and positive way, without being either aggressive or passive
	Social Sensitivity	Social Sensitivity	Ability and willingness to perceive understand and respect the feelings and viewpoints of the members of the society and to recognise and respond to social issues
		Respecting Diversity	Awareness of and insight into differences and diversity and to treat them respectfully and equitably
		Civic Sense	Responsibility of any person to encompass unspoken norms of society that help it run smoothly without someone tripping on somebody else's toes
		Law Abiding	Awareness and voluntary compliance of lawful duties as a citizen of the country and not to carry out anything illegal
		Cross Cultural Recognition	Acknowledgment of and respect for equality, opportunity in recognition and appreciation of all other cultural followings
		Knowledge Sharing	Attitude to help and develop the needy members of the society for their education and literacy
		Environmental Sensitivity	Working for conserving natural environment in all areas and to prevent its destruction
		Social Awareness and Contribution	Appreciating the role for removal of problems of the less privileged groups of the society and to contribute towards their uplift

ACADEMIC PROGRAMMES - UNDERGRADUATE

All programmes follow the semester/trimester pattern. Each semester has the following academic calendar: A trimester has 30 hours for teaching, Mid trimester Examination (MSE) End Semester Examination (ESE).

UNDERGRADUATE PROGRAMMES

Central Campus

BBA

Bachelor of Hotel Management

BGR Campus

BBA (Finance and International Business)

BBA (Honours)

BBA (Tourism and Travel Management)

Delhi NCR Campus

BBA

BBA (Honours)

BBA (Fintech)

Pune Lavasa Campus

BBA (Business Analytics)

Note: All UG Programmes are of three year duration, excepting that the Bachelor of Hotel Management is of four year duration

ACADEMIC PROGRAMMES - POSTGRADUATE

Central Campus

MBA

MBA with MS Business [VCU, USA]

MBA [CHIRIST] and MBA [FHWS-Germany]

MBA [CHIRIST] and MBA [WMU, USA]

MBA (Executive)

Bangalore BGR Campus

MBA

MTTM (Master of Travel and Tourism Management)

Delhi NCR Campus

MBA

Pune Lavasa Campus

MBA

Programme Design

Programme	Type	Duration
MBA	6 Trimesters	2 Years
MTTM, MBA(Executive)	4 Semesters	2 Years

Postgraduate Programmes

All programmes except MBA are of 19 weeks duration in each semester which includes 15 weeks of teaching, one week MSE and 3 weeks ESE. Internships are pursued during the months of April/May/November for programmes in which internship is mandatory

DOCTORAL PROGRAMMES (PhD)

Admission

The School offers doctoral programmes in Management and Tourism. Candidates are admitted to the PhD Programme through Entrance Test and Personal Interview

Duration

A candidate registered for PhD should undergo a coursework for a duration of 6 months. The minimum duration of the PhD programme is two years, including the course work. The maximum duration is five years. However, as a special case, an extension of one year can be granted subject to the approval of Centre for Research. A PhD registration is cancelled if the candidate fails to submit the progress reports as per the PhD regulations and also non-payment of required fees.

Progress Report and Doctoral Colloquia

Doctoral candidates are expected to submit two hard copies of the progress report of their doctoral research every semester (i.e. every six months) duly signed by the supervisor. A candidate is eligible to submit the thesis only after submitting two bimonthly and three half yearly reports followed by the PhD synopsis colloquium. Evaluation of PhD synopsis defense is done only when a PhD scholar completes two publications in the area of research in a National/International Conference and at least one publication in a Scopus, ABDC, Web of Science, and UGC Care list of Journals or refereed/indexed journal approved by the Centre of Research. The doctoral candidates are expected to attend at least one colloquium in a research semester (6 months) and give a presentation which should adequately demonstrate and discuss the progress of their doctoral thesis. Evaluation of the doctoral colloquia is documented.

Evaluation of the Thesis

The evaluation of the thesis is done as per the norms of the School. The candidate is intimated to attend a Viva Voce examination after receiving positive adjudication reports of the thesis.

INTERNATIONAL PROGRAMMES

The School offers several international programmes for students. The details are as under.

MASTERS PROGRAMMES

For MBA Students (Dual Degree Programs)

1. University of Applied Sciences, Wurzburg-Schweinfurt (Germany) Since 2008

Degree: MBA and MBA-International Business

Duration: 2 Years [18 months in CHRIST (Deemed to be University) + 6 months in University of Applied Sciences, Wurzburg-Schweinfurt, Germany]

Degree: MBA awarded by CHRIST (Deemed to be University),

MBA - International Business awarded by University of Applied Sciences, Wurzburg- Schweinfurt, Germany (through transfer of credits)

Website: www.fhws.de

2. Virginia Commonwealth University (USA) Since 2010

Degree: MBA and MS in Business

Duration: 2 Years [15 months in CHRIST (Deemed to be University) (MBA) + 9 months in Virginia Commonwealth University, USA] Degree: MBA awarded by CHRIST (Deemed to be University),

MS in Business awarded by Virginia Commonwealth University, USA (through transfer of credits)

Website: www.business.vcu.edu/christuniversity

3. Western Michigan University (USA) Since 2016

Degree: MBA and MBA

Duration: 2 Years [1 Year in CHRIST (Deemed to be University) + 1 year in Western Michigan University, USA]

Degree: MBA awarded by CHRIST (Deemed to be University),
MBA awarded by Western Michigan University, USA (through transfer
of credits)
Website: www.wmich.edu

UNDERGRADUATE CREDIT TRANSFER PROGRAMMES

For BBA students

Option 1: Sheffield Hallam University (UK) www.shu.ac.uk
Option 2: Liverpool Hope University (UK) www.hope.ac.uk
Option 3: Griffith University (Australia) www.griffith.edu.au

For BBA (Finance and International Business) students

(2 years in CHRIST (Deemed to be University) + 1 or 1.5 or 2 years in a
Foreign University)

BBA (Finance and International Business) students can transfer to any
of the following five partner universities of their choice. Students have
5 options:

Option 1: IESEG (France) www.ieseg.fr
Option2: Sheffield Hallam University (UK) www.shu.ac.uk
Option 3: Liverpool Hope University (UK) www.hope.ac.uk
Option 4: Griffith University (Australia) www.griffith.edu.au
Option 5: Western Michigan University (USA) www.wmich.edu

For BBA (Travel and Tourism Management) students

Option 1: 2 years in CHRIST (Deemed to be University) +1year in
Sheffield Hallam University (UK)
Option 2: 2 years in CHRIST (Deemed to be University) +1year in
Liverpool Hope University (UK)

For BHM students

2 years in CHRIST (Deemed to be University) + 1 year Sheffield Hallam
University, (UK)

INTERNATIONAL SUMMER PROGRAMMES

Lille Catholic University, France

The students of the School are offered scholarship to participate in the one month “European Summer Program” offered by Lille Catholic University, (LCU) France. The aim of this program is to give students the opportunity to have a study abroad experience in the summer in Lille, France. Every year 5-8 students attend the summer program. The tuition fees and accommodation charges are waived for students from the School.

Disney World, USA

The students of BHM of first year are given opportunity to do Cultural Exchange Program with Disney World, USA from May to June. It is a paid internship program.

STUDY ABROAD PROGRAMMES (ONE SEMESTER)

One Semester Program in Netherlands for BHM Students

Student Exchange program -One semester with Breda University of Applied Sciences, Netherlands

UNIVERSITY STUDIES ABROAD CONSORTIUM (USAC), USA

USAC offers affordable, academic programs at over 50 locations in 36 countries. Our authentic, non-traditional program locations are specifically chosen to allow students to immerse in the culture of another country. Combine this with high-quality academics, field trips, and internship opportunities for an unforgettable experience. The student could study abroad while he/she is enrolled at the School.

ASSESSMENT RULES

Assessment is based on the performance of the student throughout the semester/trimester.

Credit Structure

Normally 10 hours of classroom teaching in a semester is considered as one credit for theory courses.

UG Programmes

- Courses with 30 theory hours per semester will earn the candidate 2 credits.
- Courses with 45 theory hours per semester will earn the candidate 3 credits.
- Courses with 60 theory hours per semester will earn the candidate 4 credits.
- Practical courses as a part of a core/elective theory courses will earn the candidate 1 credit for 30 hours per semester.
- Dissertations/Practical equivalent to one course will earn the candidates not more than 4 credits.

PG Programmes

- Courses with 30 hours per semester will earn the candidate 3 credits.
- Courses with 45 hours per semester will earn the candidate 3 credits.
- Dissertations/Practical equivalent to one paper will earn the candidates 4-6 credits.

Note: Total credits may vary depending on the programme.

Assessment pattern

- A. Continuous Internal Assessment (CIA) for Theory Programmes: 70%
- B. End-Semester Examination (ESE): 30%

Continuous Internal Assessment (CIA)

CIA I : 20 marks

CIA II : 25 marks (Mid semester Examinations)

CIA III : 20 marks

Attendance: 05 marks

Attendance Percentage	Marks
95%-100%	05 marks
90%-94%	04 marks
85%-89%	03 marks
80%-84%	02 marks
76%-79%	01 mark

CIA 1 and 3 are conducted by the respective faculty engaging the class for a specific course in the form of different types of assignments. Students need to complete the assignments within the stipulated time for awarding the marks.

CIA II- Mid-Semester Examination (MSE)

MSE will be held for odd semesters in the month of August and even semesters in the month of January.

- Evaluated answer scripts are distributed in the class by the respective teachers. Corrections (if any) are to be done within 24 hours after receiving the answer script.
- Candidates who do not sit the MSE due to valid reasons are given the possibility of writing a repeat MSE.
- Such students can apply online and permission will be granted by the Control of Examination (COE) in consultation with the HOD/ Dean concerned based on the attendance and valid supporting documents for the absence.
- Permission to repeat the MSE is given at the discretion of the COE based on the validity of the reason, and the minimum required attendance percentage.
- There will be a reduction of 15% in the weightage of marks for each course appearing in the repeat MSE.
- If the candidate does not take the MSE then an entry denoted by an ‘**’ is made in the marks card stating that the candidate did not appear for the MSE.

- During the course of study, students from programmes of 4/5 year duration can appear for repeat MSE 3 times, for programmes with 3 years duration, they can appear for a maximum of two times, and for programmes with 2 years duration, they can take the repeat only once.
- Students absent for the MSE due to deputation on School sponsored/permitted programmes with prior information from Office of Examinations are exempted from a reduction in the weight of marks, ‘*’ mark in the marks card and also the restriction regarding the number of chances to apply.
- The duration of MSE is 2 hours for both regular and repeat examinations.
- Parents of students who did not appear for the exams will be alerted through SMS within 1hour after the commencement of the examination.
- Hall ticket with the timetable and seating allotment is compulsory for both regular and repeat MSE and can be downloaded from the Student Login.
- Dress code of the School shall be followed during the examination days except for wearing ties.
- MSE is conducted for 50 marks and is converted to 25 marks.
- Students must preserve all MSE answer sheets and present the same to the COE in case of any discrepancy in the marks.

Marks scored by the students for CIA will be displayed in the student login within a week after the last date of submission of marks by the faculty. Any discrepancy shall be informed immediately to the faculty concerned for correction of marks.

End-Semester Examinations (ESE)

The examination for the theory as well as practical courses are held at the end of the semesters.

- Generally, the duration of ESE is 2 hours but it may vary for certain Courses.
- Parents of students who did not appear for the exams will be alerted through SMS within 1hour after the commencement of the examination.
- Registration number of the students is bar-coded and is supposed to be pasted on the facing sheet of the answer booklet.
- Hall ticket during the examination with the timetable and seating allotment is compulsory for ESE which can be downloaded from the Student Login.

- Dress code of the School shall be followed during the examination days except for wearing ties.
- Eligibility for admission to the ESE:
 - A student has at least 85% of the attendance in aggregate at the end of the semester.
 - The Vice-Chancellor is satisfied with the character and conduct of the student.

Assessment for Practical Courses

- The assessment may be continuous or comprehensive.
- For courses with both continuous and comprehensive assessment, ESE will have a minimum required percentage as prescribed by each programme.
- For courses with independent practical's/project, the assessment pattern may vary according to the programmes.

Valuation and Results

- Evaluation of answer scripts in ESE for both UG and PG is centralized.
- Double Evaluation (one external and one internal) is conducted for courses offered in PG programmes and the average of the marks are awarded to the candidate.[Not applicable for MBA]
- Semester/ Trimester results are announced within 20 days after the last examination date.
- Students can avail the results and download their marks card from the Student Login.
- Application for original transcripts and attestation shall be through Knowledge Pro Login after paying the prescribed fees. Documents can be collected from the Office of Examinations after two working days from the date of application.
- The minimum pass mark for each course is 40% for ESE+CIA with a minimum of 40% in ESE separately.
- For PG programmes, candidates who score 40% or more in individual courses but fail to get 50% aggregate at the end of each trimester / semester are considered as failed in the programme. Such candidates can improve their marks by repeating any of the courses. (Applicable from 2019 batch onwards)

Promotion Policy

Candidates who have not passed in at least 50% of the courses of the previous semesters are not promoted to the next year.

Supplementary Examinations

- a) A student who fails in any one or more courses in the ESE of any semester is permitted to take the supplementary examination in the subsequent semester.
- b) A repeat student is permitted a maximum of only three available chances including the first chance on the same syllabus/curriculum. If the student does not clear the course in three available chances, another attempt will be provided based on the syllabus as applicable to the course for the relevant academic year. Students seeking exemption on this criterion shall meet the Controller of Examinations at least two weeks before the examinations.
- c) The maximum duration to complete a programme is two years beyond the prescribed minimum duration of the programme.
- d) A student seeking to appear for the repeat examination shall apply through their Knowledge Pro (KP) student login till they complete the programme and later through the offline mode in the prescribed format within the last date notified for application submission.
- e) All the notifications regarding the supplementary examination will be announced on the School website at least 45 days before the commencement of the examinations
- f) Students who are in the final semester of the programme and have a backlog of the courses in the penultimate semester may take up special supplementary examination held in the month of January.
- g) Students with backlogs in odd semesters will be given another chance to clear the courses in the odd semester supplementary examinations held in the month of April-May.
- h) Final year students failing in the final semester courses can repeat those courses in the special supplementary examination held in the month of May.
- i) Such students mentioned in the clauses (g) and (h) are not eligible for the convocation of the corresponding year but will be provided with a provisional degree certificate, consolidated marks card and transfer certificate on request in the last week of June.

Regulations for Repeating CIA for Improvement

- a) Students who have completed all the semesters of their programme but have failed to graduate due to a low score in CIA in a particular course in any of the semester can apply for CIA repeat notified in the month of June and November in the website.
- b) Students who are in the final semester but have failed in any of the courses in the previous semesters due to a low score in CIA can apply only for CIA repeat notified in the month of November in the website.
- c) The applicants should submit the duly filled form to the COE personally.
- d) After the verification of all the documents, payment of the fees by the applicant, the application will be forwarded to the office of Dean for further action.
- e) Maximum number of courses allowed for CIA repeat at a time is only two.
- f) The repeat course will follow a tutorial system of 30 hours in duration not exceeding 30 days during which the entire repeat CIA process is expected to be completed.
- g) The maximum time spent on a day for CIA repeat tutorial is only 2 hours.
- h) If a course has been revised or replaced by another in the changed syllabus, the student shall be required to complete the course syllabus applicable to him or her.
- i) In CIA repeat, the applicant has to complete all the three components of CIA under the supervision of a tutor assigned by the department.

Re-evaluation/ Re-totalling

- a) Re-evaluation of answer scripts shall be permitted only for undergraduate programmes.
- b) Re-evaluation facility shall be available for all examinations-Regular as well as Supplementary.
- c) For PG students only re-totalling is permitted.
- d) Students seeking re-evaluation or re-totalling shall apply through student KP login (offline for course completed students) within the prescribed date.
- e) Photocopy of answer scripts shall not be provided to the student; however, COE has the discretion to extend the facility based on the merit of the case. In such cases students can only view answer script in the presence of COE.
- f) If there is a change in marks resulting from re-evaluation. The student shall be given the benefit of the higher marks awarded, prior to or after such re-evaluation.
- g) In case of re-totalling, the re-calculated marks will be final.
- h) Result of re-evaluation/ re-totalling will be normally announced within one month from the last date to apply.

Grading System: Grades are awarded based on absolute grading. School follows 4 point grading system. However, the transcripts will also show grading on 10 point scale.

Grading - Undergraduate and Postgraduate Programmes

Percentage	Grade	Grade Point (10 Point scale)	Grade Point (4 Point Scale)	Interpretation
80-100	O	10	4.0	Outstanding
70-79	A+	9	3.6	Excellent
60-69	A	8	3.2	Very Good
55-59	B+	7	2.8	Good
50-54	B	6	2.4	Above Average
45-49	C	5	2.0	Average
40-44	P	4	1.6	Pass

Assessment Pattern for MBA Programmes offered by the School of Business and Management

- i. Continuous Internal Assessment (CIA) for all courses (other than courses fully under internal evaluation): 65%
- ii. End Trimester Examination (ETE): 30%
- iii. Attendance: 5%

Continuous Internal Assessment (CIA)

Continuous internal Assessment carries a weight of 65% and conducted at three different levels such as CIA 1 and CIA 3 by the respective faculty in the form of different types of assignments within the stipulated time for awarding the marks. Assignments can be in the form written tests, case studies, quiz, presentations, field works, research-based assignments etc and also multiple choice questions based tests to cover the concepts. CIA 2 will be a written midterm examination.

Mark distribution of each CIA (excepting the courses based on fully departmental evaluation) would be as follows:

Components	CIA 1	CIA 2	CIA 3	Total
Assignments - Weightages	20%		20%	40%
Midterm Exams (2 hours for 50 marks) - Weightage		25%		25%
CIA I, II and III	20%	25%	20%	65%
End term -Weightage				30%
Attendance				5%
Total				100%

For courses which are based on the full internal evaluation, marks distribution varies from course to course and decided by the faculty members engaging the course.

Attendance for each course carries 5 marks and distributed as follows

Attendance Percentage	Marks
95% -100%	05 marks
90% - 94%	04 marks
85% - 89%	03 marks
80% - 84%	02 marks
76% - 79%	01 mark

Marks scored by the students for CIA will be displayed in the student login within a week after the last date of submission of marks by the faculty. Any discrepancy shall be informed immediately to the faculty concerned for correction of marks.

End Trimester Examination (ETE)

- The End trimester examination for the theory as well as practical courses is held at the end of the semesters/trimester.
- Generally, the duration is 2 hours but it may vary for certain courses.
- Absentee's parents will be alerted through SMS within 1 hour after the commencement of the examination.
- ETE for all courses will be conducted for 50 marks and reduced to out of 30 marks
- Hall ticket with the timetable and seating allotment is compulsory for ETE which can be downloaded from the Student Login or obtained from the department office.
- Dress code of the School should be followed during the examination days except wearing ties.

Permission to sit for the ETE is granted only if

- A student has at least 85% of the attendance in aggregate at the end of the trimester.
- The Vice Chancellor is satisfied with the character and conduct of the student.

Pass Criteria

A student shall pass each course with an aggregate score of at least 40 marks per course. The overall aggregate to pass a semester is 50%. Students failing to score required minimum score are required to take supplementary examinations to pass the course.

Normally 10 hours of classroom teaching in a semester is considered as one credit for theory courses. Courses with 30 hours will earn the candidate 3 credits.

All other regulations pertaining to assessment and evaluation are the same as other programmes of the University

Supplementary Examinations

- a) Students failing in any Trimester (up to 2 trimesters) can take up the supplementary examinations in the subsequent semesters.
- b) Students failing in 3, 4 and 5 trimesters can take up the special supplementary examinations held immediately after the announcement of results.
- c) Students failing in 6 Trimester can take up the special supplementary examinations held in the month of May. Such students are not eligible for the convocation of the corresponding year but will be provided with a provisional degree certificate, consolidated marks card and transfer certificate on request in the last week of June.
- d) Special supplementary examinations will be held in the month of February for the final year students to clear their backlogs of the previous trimesters.

Promotion criteria

Students with more than 2 backlogs in the first year are not eligible for promotion to the second year.

Bachelor of Business Administration in Finance and International Business (BBA F&IB)

- 1. Bachelor of Business administration is an innovative concept where students are engaged in the curriculum of the partner university, Western Michigan University, USA.
- 2. Assessment pattern comprises of varied components assessed as Continuous Internal Assessment for a minimum of 70 marks up to a maximum of 100 marks.
- 3. Credit Transfer from Christ University to other Partner Universities abroad.
- 4. Students gain super specialization in International Business.
- 5. On-going projects and seminars provide application orientation and demonstration of a real-life business scenario.

Assessment Pattern

- Continuous Internal Assessment in the nature of Assignments, Case Studies, Quiz, Presentation, Seminars and Class Tests would aggregate to a total of minimum 70-100% of the total scoring (weightage varies per subject).
- Mid-Semester Examination is a part of the CIA and is centrally conducted for two hours.
- Generally the syllabus covered for the Mid-Semester exam is not repeated for the End-Semester Exam, except in cases of certain courses where an introduction chapter is essential to be redone.
- Students require a pass percentage of 60% (OA +ESE), with no minimum for End-Semester Examination for each course.
- Writing End-Semester examinations is mandatory for the students and is conducted in the week before the last working day of the semester.
- Students willing to transfer credits to a Foreign University should score a minimum of 70% as the passing score to be eligible to transfer.
- Students appearing for improvements of marks in a subject already passed shall repeat the course by paying the additional fees. The marks so obtained or the previous marks whichever higher shall be considered.
- Students failing in one or more courses should repeat the whole course including both CIA and ESE by paying the required fees as per the calculation by the department.
- A student with 90% of Attendance in each course will be given an additional 5 marks as an incentive for regularity.
- Declaration of the result will notify the student as either First class or Fail with the obtained GPA.
- All other regulations pertaining to assessment and evaluation are the same as other programmes of the university.

Courses with only Practicals

Assessment for these courses is continuous and comprehensive with 50 marks each for CIA and ESE.

Mid Semester Examinations

Mid-semester examinations are conducted by the office of examinations. Duration of the examination is 2 hours with maximum marks of 50 which is then reduced to the required level based on the category of course by the Office of the Examinations.

Award of Certificate for all programmes

Students who complete the programme in full will be awarded the degree certificate during the Convocation held in the month of May

- Students who complete the programme in full by passing the supplementary examination held in between the academic year shall be issued consolidated marks card, provisional degree certificate and transfer certificate on request.
- The Degree Certificate shall be issued only during the University Convocation relevant to the academic year.
- Students who fail to collect the degree certificates during convocation may collect the same from the Office of Examination after paying the prescribed fine.

Facilities for Differently Abled Students

- Differently abled students will be given a compensatory time of maximum 20 minutes per hour elective courses under the optional courses category.
- Evaluation pattern is the discretion of the faculty concerned with only CIA or both CIA and end semester examinations.
- Examinations are conducted by the departments concerned and the results are indicated only in Grades in the marks card.
- Minimum pass percentage is 40% for courses under the mandatory category. Grades are awarded only if the student passes.
- These courses are conducted after or before the regular class hours and the courses offered are different in Odd and Even semesters.
- Students are advised to finalise their choice of programmes in consultation with their class teachers concerned.

- Minimum prescribed attendance for these courses is 85%. Medical and co-curricular claim will be considered only if the student put in 75% physical attendance for the classes held.
- Attendance claim shall be submitted to Office of Examinations in the prescribed form within 07 days after availing the leave.
- Students who fail to secure the minimum pass marks or required minimum attendance or who discontinue in between the course are required to register afresh by paying applicable course fees. Re registration is permitted only in the subsequent semester which may be for the same course or any other courses from the choices available during the particular semester.
- A student is not eligible to graduate without completing a minimum two courses under mandatory course category.
- Courses which do not get minimum required applications may not be conducted.

Rules for Exemption from Open Elective courses based on Performance in Extracurricular events of the University

1. Students selected by the University, from the School, for its specified Extra-curricular activities/events mentioned below may be considered for exemption from one of the Open Elective Courses.
 - University Cultural Team: All the winners of Darpan are eligible for exemption.
 - University Dance Team: Winners and five Runner up teams (as per ranking) of the dance events of Darpan as well as other members of the University dance team are eligible for exemption.
 - University Choir
 - University Volunteer Team
 - University Sports Teams of Football (A&B), Basketball (A&B), Volleyball (A), Hockey (A), Cricket (A), Throw ball (A), Tennis (A) and Handball (A). Both boys and girls teams will be eligible for the full strength of the team including reserves.
 - Peer Education Programme (PEP)
 - Student Welfare Office (SWO)
 - Centre for Social Action (CSA)
 - National Cadet Corps (NCC)
 - University Wind and Brass Orchestra

2. Participation in only one of the activity/event listed is considered even though the student may be involved in more than one activity.
3. Students who are in the second year must have already completed one of the open elective courses to avail this scheme.
4. Students who fail in their performance earning a Grade of 'D' are not exempted but the students may have to repeat the activity/event to improve their performance, subject to their re-selection.
5. Students seeking credit based on their participation in any of the aforesaid extra-curricular activity/event shall register with the Office of Examinations in the beginning of the academic year, latest by Mid-August through the respective offices. Addition of names in the list after registration is not permitted.
6. The coordinating Department/Centre/Office of the respective activity/event shall monitor every student of its group and submit to the Office of Examinations, a score sheet (marks card) during the last 10 days prior to the close of the even semester.
7. The criteria for judging the performance for the specified activities/events is as given in the table hereunder.

Activity/ Event	Performance Criteria					
Student/ Reg. No	Attendance	Punctuality	Initiative	Leadership	Skill	Delivery

8. The Department/Centre/ Office of the activity/event concerned will set the relevant parameters to measure the content of each given criterion depending on the need and application of the particular activity/event and will assess the performance of every student objectively.
9. Students must earn at least 20 Points out of 50 to get C Grade. Grading is as under

Total Score	Grade
30 and above	A
25-29	B
20-24	C
Below 20	D

The School actively participates in the holistic education programme of the University. The School understands the limitations of compartmentalized knowledge which is not adequate enough to face the challenges of the globalized world. With a mission to prepare the students for life and not just for the acquisition of a degree, it encourages every plan that would make perfect connections with the world outside-take it as a unified whole and integrate with it, sharing its joys and sorrows. Inspired by the educational philosophy of Rousseau, Emerson, Ivan Illich, Paulo Freire, Mahatma Gandhi, Tagore and St Chavara, the University formulated this concept of Holistic Education more than eighteen years ago and included it in the curriculum, making necessary changes every year. A group of passionate teachers drawn from across the streams go through the whole process of designing the curriculum through a series of intense discussions under the broad classification of three skills: personal, interpersonal and societal. The modules for the current academic year are given below:

1. PERSONAL SKILLS

- Integrity and Responsibility
- Positive Attitude
- Managing Freedom
- Stress Management
- Self-Awareness
- Self Esteem

2. INTERPERSONAL SKILLS

- Team Building
- Respect for others
- Reciprocity
- Forgiveness
- Appreciating differences
- Empathy

3. SOCIETAL SKILLS

- Gender Sensitization
- Responsible use of Social Media.
- Civic Sense
- Multi-Cultural Competence
- Environmental Sensitivity

Classes are conducted for both the Undergraduate and Postgraduate students. Attendance and an online evaluation done at the end of every trimester are mandatory.

CAMPUS CULTURE AND REGULATIONS

School of Business and Management follows the culture and regulations of the university. As a part of CHIRIST (Deemed to be University), the School is proud of its eco-friendly, serene and peaceful environment. Smoking is strictly prohibited. Defacing any part of the campus is treated as an offence.

Deeply committed to upholding the value systems of the University, the school expects its students to conduct themselves in a worthy manner in their dress, demeanor and discipline. They must respect their teachers; greet them when they meet them in or out of the University campus. They must rise when the teacher enters the classroom, remain standing till they are directed to sit, or till the teacher takes his/her seat. When the attendance roll is called, each one must rise and answer to his/her name or registration number.

Students should be seated in their respective classrooms at the stroke of the bell. Students are expected to make use of the library during free periods. Movement of students in the corridors of the University buildings during lecture hours or sitting on the steps of the staircase or on the steps of the portico of the University is not permitted.

Students must possess their identity card, whenever they come to the University and show it to the persons concerned whenever asked for. Congregating on the road in front of the University or at the entrance of the University is to be avoided. Students must drive their vehicles in the campus at a moderate speed.

Students should maintain decorum and discipline at all times, both inside and outside the campus. Those who are guilty of serious misconduct or whose presence is detrimental to the order and discipline on the campus are liable to be expelled. Code of conduct on the campus includes safeguarding the University property, keeping the place clean and tidy and following the prescribed dress code.

Guidelines for Dress Code

As a mark of respect for our common identity as Christites, it is imperative to follow a dress code to create a sense of unity and homogeneity. The dressing should conform to the norms of decorum befitting a temple of higher learning. Further, grooming is also an essential component of our professional training as an Academic Institution.

- Students should be dressed modestly in conformance to the Department/programme requirements
 - Male students: Formal shirts, trousers and sandals/shoes
 - Female students: Formal Wear-Salwar Kameez with Dupatta, Churidhar with long Kurtha
 - Wearing a T-shirt, low waist pants, cargoes, jeans, sleeveless, transparent, tight and loose attire that is generally considered inappropriate are not entertained on campus and also during Professional Visits organized by the University
- Formal Uniform/Sari are to be worn as per the specification of the respective departments
- Body piercing, tattooing and fancy colouring of hair is not entertained on the campus.

Only students who are on the rolls of the School and their parents shall normally be permitted to enter the University campus.

Identity Card

Every student of the School gets ID card issued by the University. Identity Card in the form of a Smart Card in collaboration with the South Indian Bank. Ids will be the Identity cum ATM card, which enables a student to withdraw cash from their bank account to be opened with the South Indian Bank's CHRIST (Deemed to be University) branch. All transactions within the University campus including payment of fees and library access are possible only with this card. The student must keep the card well secured.

If this card is lost, the student should immediately notify the bank and then the Information Processing Management (IPM) at CHRIST (Deemed to be University). A new card can be obtained by applying for and paying the card replacement fee at the University office.

Every student is also issued a wearable ID card which shall be worn by all students at all times on campus. Entry into the campus/buildings/classrooms may not be permitted without the wearable ID card, with the card clearly visible.

Handing over the ID cards to others is strictly prohibited. The School will not be responsible for any loss due to inappropriate handling of the ID cards. Students are expected to carry both the ID cards with them at all times till the completion of the programme.

General Regulations

1. The working day is divided into two sessions, the forenoon session of four periods and afternoon session of two periods. Attendance is marked at the commencement of each period. Late-comers, therefore, though permitted to attend class by the teacher concerned, will not be given attendance.
2. Every student must have the prescribed laboratory records and dissecting instruments etc.
3. Use of internet by the students on the campus is expected to be for their academic enrichment.
4. Use of mobile phones inside the buildings, including corridors is strictly prohibited. If any student is found using them, they will be confiscated.
5. Tests are held periodically in every subject. Attendance-cum-progress report of every student is available at www.christuniversity.in. Parents can access it and monitor the performance of their children using the individual password given to every student. Parents can get the user name and password by emailing ipm@christuniversity.in.
6. Students must not join any club or society or involve in any engagement that would interfere with their studies without the prior permission of the Director-Student Affairs.
7. Students are not permitted to play any sports or join cultural teams against School/ CHRIST (Deemed to be University).
8. Students are forbidden to organize or attend any meeting within the University, or collect money for any purpose or circulate among the students any notice or petition of any kind or paste it on the School notice board without the written permission of the Registrar.
9. Active participation in politics is not compatible with the academic life of students and as such students are expected not to indulge in public activities, which are of a political nature.
10. Students are not permitted to make complaints in a body or present any collective petition, but are welcome to present their case, if any, either individually or through their proper representatives.
11. Students can park their four wheelers inside the School campus only on payment of the prescribed fee. Students must obtain the vehicle pass from the Office of Security and stick it on a prominent and visible point of their vehicle
12. Students must abide by the dress code specified by the University/ Department.

Leave Regulations

1. Students must have a minimum of 85% attendance to be permitted to write the End Semester Examination (ESE). Approved leave applications will be considered only if the overall attendance is above 75% on the last working day.
2. The minimum attendance requirement as per the School norms is 85%. Students who fail to meet this required percentage of attendance shall be detained in the current semester, such students will have to repeat the semester and fulfill the required criteria to be eligible for promotion to the succeeding semester. He/she shall repeat and complete the semester before being promoted to the next semester. He/she shall apply for detention certificate from the Office of Admissions, within 15 days of the last instruction day of the semester.
3. Students who are detailed due to shortage of attendance will be considered for readmission only once during the period of their course of study at the University.
4. No student shall absent himself/herself from classes without the permission of the Campus coordinator / HoD.
5. Students who are absent from classes for two weeks or more continuously without written permission of the director, Student Affairs, will be considered to have dropped out of the University.
6. Students who need to be absent due to personal reasons shall apply with a duly filled leave application form, with signatures from the respective Campus coordinator / HoD. Planned personal leave requires prior permission from the Campus coordinator / HoD.
7. Students who are absent due to co/extra-curricular activities have to submit Co-Curricular forms, with prior approval from the concerned Campus coordinator / HoD concerned. Students will not be entertained for any activities, if the required 85% attendance is not maintained.
8. Any type of leave application (personal/ co-curricular activities) has to be collected by the student. The duly filled in form along with the original leave letter, and the proof for the reasons should be submitted to the Director-Student Affairs within ten days of re-joining the classes.
9. Application for leave of absence may be rejected by the HOD/Director Student Affairs if its genuineness is not satisfactory.

Fee Regulations

1. The fee shall be paid for the full year during the admission process
2. Mode of fee payment for new students is through online transfer or NEFT. Existing students must pay their fee through their student account.
3. Absence with or without leave from the School shall not be an excuse for non-payment of fees on the prescribed date.
4. Students are expected to pay the fee for the next higher class and to clear all their dues including fine for breakages or damages before collecting the admission ticket for the even ESE.

Cancellation and Refund Policy

The Cancellation Regulation is based on University Grants Commission (UGC) Guidelines in this regard as contained in UGC (Institutions Deemed to be Universities) Regulations, 2016¹

Application form for Cancellation/Withdrawal must be made in the prescribed form duly signed by the student and the parent and must be submitted with the original fee paid receipt and other documents received from the School.

Refund may be considered only in respect of Academic Course Fee. No refund shall be allowed in respect of Application Fee and Admission Registration Fee.

The School in view of its strict attendance Regulation does not normally admit any student to any course after commencement of classes and hence the seats of cancelled admission shall remain unfilled at all times thereafter. Admissions to all courses will close prior to the commencement of classes.

Student seeking cancellation of admission at least 7 days prior to commencement of classes (as per the announced date) shall be eligible for refund of 100% of the Academic Course Fee subject to deduction of processing charges of 10% of the Course Fee or Rs.15000/- whichever is lower.

Student seeking cancellation of admission either up to 6 days prior to or after the commencement of classes (irrespective of whether the student attended any class or not) shall be permitted refund during the first 30 calendar days from such commencement and shall be in percentage as herein stated.

1 UGC Notification F.No. 1-3/2016(CPPPI/DU) dated 11th July 2016 read with Notification of 6th December 2016.

Issue of Certificates

1. Applications for Bonafide, Address proof, Date of birth, Tuition fee, No objection or Character certificates are to be made through the student's attendance log in. A fee shall be charged for every certificate. All certificates will be issued only 48 hours after the request. Duplicates will not normally be issued.
2. Degree Certificate, Transfer Certificate (TC and Consolidated Marks Card will be issued to students who complete their programme within the normal programme period. Students who complete the programme after the normal period should apply for these certificates separately.
3. TC will not be issued to students who discontinue the programme.
4. In such cases, an application for the TC should be made to the Office of Admissions after completing the process of cancellation/discontinuation of admission.
5. TC will not be issued if a student has any dues to the School/ University by way of fees, fines, breakage charges, books from the library, NCC kit etc.
6. Students applying for certificates, testimonials and other documents must contact the Office of Admissions.

Academic Integrity

Any intellectual contribution and knowledge production must result from one's own efforts. Therefore, the **School** promotes academic integrity as an important aspect of any research-oriented activity carried out in the School. The students must adhere to the highest academic standards in knowledge production.

All work submitted by students for evaluation must be original. Students are expected to properly acknowledge all sources of information that are not the product of their own research or thinking.

The following are the recommended citation formats:

APA 6th Edition

Presenting an already existing idea or source as one's own or new is plagiarism.

The following constitute plagiarism in academic works:

- a) Copying from another print or electronic source without appropriate acknowledgement
- b) Presenting another person's work as one's own.
- c) Using another person's ideas terms, concepts, work without proper acknowledgement or documentation.
- d) Submitting one's own prior work without documenting and citing its prior use.

Using Meeting Halls and Auditorium

- 1. Students can book venues for conducting seminars, guest lectures and department events at the Main Office Reception (Block I Reception) with a letter from Campus coordinator / HoD. The equipment required should be clearly mentioned in the form.
- 2. The request should be made at least one week before the event; the allotments are on a first-come-first-served basis.
- 3. Students must use the venues only during the stipulated time as designated by the office.
- 4. All electric and electronic equipment are to be handled ONLY by the personnel assigned for the purpose.
- 5. The green rooms and auditoriums should be vacated within an hour after the programme ends.
- 6. Materials for the programme can be brought in only after 06:00pm on the day prior
- 7. Departments are responsible for the auditorium during the hired duration. In the event of any damage occurring during the hired duration, the department concerned will be held responsible.
- 8. Air-conditioning in the Main Auditorium will be switched on only half an hour before the actual start of the programme.
- 9. Any additional requirements (audio/ video/lights) should be informed to the venue-in-charge not less than one week before the programme.
- 10. Any additional requirements can be hired through the management-approved suppliers only.
- 11. Overnight stay is strictly prohibited.
- 12. Display of publicity material can be put up only in the specified places.
- 13. No material should be attached or pasted to any of the walls/surfaces/floors/surroundings within or outside the auditorium.

14. Use of mobile phones and unauthorized wireless equipment in the auditoriums is strictly prohibited and liable for confiscation in case of violation.
15. Eatables/Beverages are not permitted in the auditorium foyer.
16. Explosives, crackers, inflammable liquids or fire should not be used in and around the auditorium.
17. The coordinators concerned will meet the technical staff of the auditorium two days prior to the programme with the schedule of the programme and should brief them about the logistics, for the smooth and professional conduct of it. Audio/Video clipping for the use of programme should be handed over to them well in advance for the trial run.
18. Rehearsals are not permitted in the auditorium.

Accessing the Library Account Online and Library Rules

The School has well stacked libraries on all the campuses. The Library uses KOHA, an open source Integrated Library System, for its in-house activities. It allows users to search for a book Author, Title, Subject, ISBN, and keyword; review items that are checked out; determine return dates, conveniently from home or wherever internet access is possible. The library also has OPAC terminals at various locations. Information about the library is also made available through OPAC.

Library Timing

General	Monday-Saturday	08.00am- 09.00pm
Vacation	Monday-Saturday	08.00am- 05.00pm

The Library remains closed on all Sundays and Public Holidays.

Library Contact details

Knowledge Centre:	080 - 4012 9660 9661 9445
Undergraduate Library (UG):	080 - 4012 9114
Bangalore Kengeri Campus:	080 4012 9840
Knowledge Centre, BGR campus:	080 40121443
Email:	library@christuniversity.in

Code of Conduct

1. ID card is a must for all library transactions. ID cards are non transferable.
2. Users are requested to maintain silence in the library.
3. **School** dress-code is applicable while visiting the library on all occasions.
4. Users should ensure that while browsing books, they replace the book according to the arrangement on the shelf. Feel free to seek staff assistance for replacing the books.

5. Users should avoid taking out several volumes of reports, journals, and books at a time.
6. The library reading area should be used only for reference and consultation of resource materials.
7. Use of mobile phone is prohibited.
8. Users should fully co-operate with the library staff. In case of any need, they should meet the Librarian.
9. Persistent defaulters of library rules will have their library services suspended.

Circulation

1. Circulation timings: Monday-Saturday: 08.30 am- 08.30pm
2. Borrowing Facility: UG students can borrow two books, and PG students can borrow four books at a time. The reading time for the books borrowed is 14 days for UG and PG however, for all law students, the reading time is seven days only.

Issue of Books

1. Users cannot borrow copies of the same book.
2. For all final year students, issue of books stops a week before the final exams. The students have to return the overdue library books and deposit library dues if any.

Return/Renew

1. Return books on before the due dates.
2. Where the due date falls on a School holiday, the return period will be considered as extended by one day. However, users are advised to check the library notice board regularly.
3. A book may be renewed one time provided there is no reservation placed on the book. Users may reserve two different books at a time through OPAC.
4. All Library fines, if any, are to be paid through smart card.

Reference Books

1. Reference books are not for 'issue' and are to be referred inside the library.
2. Under no circumstances will reference books be issued either for classroom reading/ reference or for reading outside the library.

Journal/Reports

1. Journals and reports are not for loan.
2. To refer/consult the loose parts of Journals/reports/magazines/newspapers etc., a requisition in a prescribed form is to be submitted in advance. The user must ensure the safe return of items on the same day.
3. Users must take care of the journals/reports taken for photocopying and should make sure it's safe return.

Photocopy Service

- The Library photocopy service is available from 09.00 am to 08.00 pm.
- Photocopying a full book is not permitted inside the library or campus. A user can photocopy a maximum of 60 pages per book.

Institutional Membership

The library has an institutional membership with the following institute libraries. Users may request for access cards and access the libraries.

1. Bangalore University
2. British Council Library
3. DELNET services
4. ISEC Bangalore
5. INFLIBNET

Online Journals and E-books

The library has a subscription to online journals and eBooks through direct subscription and consortium. All collections have IP based access and can be accessed on the campus only.

Online databases

The library has a subscription to 18 online databases through direct subscription and through the consortium. All databases are IP based and can be accessed in the campus only.

Name of the databases	URL	Contents
JSTOR	www.jstor.org	Academic journals in Humanities, Social Sciences, and Science
EBSCO	http://search.ebscohost.com	Publication in Management and Psychology
Indiastat	www.indiastat.com	e-resource of Socio-economic data
Westlaw India	http://login.westlawindia.com/maf./win/ext/app/toectomy?stnew=true&sttype=stdtemplate&sp=inchrui-1	Legal database on Indian and International Laws
Manupatra	www.manupatra.com	Indian-centric legal database covering cases of Supreme Court and all High Court Statutes, Notification, Circulars, etc.,
HeinOnline	www.heinonline.org	Image-based legal research database
OECD ilibrary	http://fwww.oecd-library.org	Online general library
Prowess	Software installed in Computer Lab	Database on Indian companies
Sage Journals	http://online.sagepub.com/	Database of Sage Journals subscribed by library
Proquest Research library	http://lsearch.proquest.com/pqrl/index	Database on Social Sciences, Humanities and Management
Proquest ABI/INFORM	http://fsearch.proquest.com/pqrl/index	Database on Management
Proquest Theses and Dissertations	http://search.proquest.com/pqrl/index	Database on 1.6 million theses
ProjectMuse	https://fmuse.jhu.edu/	e-resource on Social Science & Humanities
Sage Research Methods	http://lmethods.sagepub.com/	Research Methods and Statistics questions

Ebooks

The library has access to ebooks from the following publishers:

1. American Chemical Society (ACS)
2. Bloomsbury Collection
3. ProQuest Ebook Central
4. Elgar Online
5. Elsevier
6. Oxford University Press Handbook
7. Oxford Scholarship Online
8. OECD library
9. Springer Engineering
10. Springer Life Science/Bioscience
11. World Scientific

The ebooks can be accessed on the campus and are downloadable chapter wise.

STUDENT DEVELOPMENT

Student Welfare Office (SWO)

School of Business and management, through the Student Welfare Office of the university, provides a platform for students to exhibit their talents and skills. It provides a forum through cultural activities for like-minded people to meet each other, exchange ideas and grow into fuller human beings. SWO conducts programmes like Darpan, Blossoms and In-bloom to search for talent and sharp minds, find and refine the sharpest minds.

Darpan, which is normally conducted at the beginning of the academic year, is a platform where the best of the best are chosen from the School to represent CHRIST (Deemed to be University) in stage, literary and art events at State, National and International competitions.

In-bloom and Blossoms conducted in the even semester, are a national inter-institution competition and Intra/inter deanery cultural competitions respectively hosted by CHRIST (Deemed to be University) where students of the School get the opportunity to co-ordinate, co-operate and participate in various creative events.

The student welfare office is divided into 5 wings namely

1. University Volunteer Team
2. University Cultural Team
3. University Choir
4. University Dance Team-Natyarpana
5. University Quiz Association (CUQA)

Students interested in any of the above mentioned activities can be a part of SWO. They are given training in various disciplines so they can function effectively. The volunteers assist in organizing various events and are the back-bone of the university while the cultural team participates in numerous fests bringing the University many laurels and are the face of the University in many contexts. The University Dance team and the University Choir bring life to all programmes that happen in the university. Students who are good in dancing and singing are part of these two wings of the student welfare office.

- **University Volunteer Body:** The Volunteer Body consists of 350+ students from various courses of the University. The School actively participates in this body. They help organize and coordinate various University events such as cultural fests, seminars, conferences etc. These events are conducted in the University throughout the academic year. They are also trained in various activities that pertain to leadership, Problem Solving, Time Management and Team Building.
- **University Cultural Team:** The University cultural team can be termed as the face of the University representing the University Nationally in various cultural fest in the field of Art, Lit, Stage and Theatre events. The students of the School actively participates in this team.
- **University Choir:** Is a body of students with a number over 130, singing in choral harmony. The students of the School actively participate in the choir. The Choir performs at every University event and their own annual events, Magnificat and Sound Curry. Known to be the biggest performing Choir in the City with students from the UG and PG programmes with different lingual and religious backgrounds with music as common ground.
- **University Dance Team-Natyaarpana:** The University Dance team brings life to all programmes that happen in the university. Students who are good in dancing are a part of this wing of the Student Welfare Office. “University Dance Day” is a mega event celebrated every year in the month of February witnessing over 450+ dancers that makes it the most awaited event on the campus. The students of the School actively participates in this team.
- **CHRIST (Deemed to be University) Quiz Association (CUQA)** provides a platform for many students who are good in quizzing. Here a group of students come together to organize quiz competitions in the University and also represent the University in various National and International quiz competitions. At the end of it all, there is laughter, enthusiasm and a few lives changed. And an important part of the university vision, for an individual to be nurtured in a dynamic environment, is fulfilled. The students of the School actively participates in this association.

Student Council

Student Council is to promote quality in student life within and outside the School. It is a support system for the holistic development of the students and works in liaison with the General Administration and respective Centres/Departments of the University. The Student Council functions under the supervision of the Director Student-Council duly coordinated by

the faculty members in charge for each deanery and report to the Vice Chancellor.

Objectives

1. To imbibe and inculcate among the students the vision, mission and core values of the University.
1. To provide constructive feedback on various aspects of campus life - academic programmes, general discipline, library facilities, maintenance of the campus and other student service facilities.
2. To suggest the means for improving the academic quality and standards and the research culture among students.
3. To suggest and implement student projects for their holistic development.
4. To identify, assess, evaluate and suggest the student perspectives in the development of Arts and Culture, Sports and Games, and other co
5. Curricular/extra-curricular activities involving student participation.
6. To identify and suggest methods of improving student life and student conduct and discipline.
7. To assist the anti-ragging committee to remove the menace of ragging completely.
8. To assess and improve the potential for student placements and facilitate internships
9. To create and encourage an environment for healthy and effective use of student service facilities and suggest methods for its improvement.
10. To assist the student endeavours like CSA, NCC, SWO, Sports and Games Team and Peer Education Programme.
11. To help interlink students, faculty members, staff and management of the University effectively to forge a strong academic community.
12. To help establish and maintain continuous and effective interaction with the alumni of the School.
13. To help the students to keep the Christite spirit alive through various activities.

Constitution of the Council

The Student Council is constituted by representatives of students chosen from all the UG/PG Programmes of the School and is formed at two levels. The Institutional level (University level) of the Student Council will be the apex body and number of the members in the university level council may vary every academic year based on the new programmes introduced by the School.

This body of the Council will also include one representative each from SWO, CSA, NCC, Peer education, CAPS, International students, Cultural Team and Sports and Games Team of the University, nominated by the Directors/Coordinators of these Centers or offices.

The School level of the Student Council will be the supporting body constituted under each School and consists of two representatives from each class of the deanery with a minimum strength of 40 students. If the number is less than 40 only one member will be represented. In case of two members representing a class one would be a Boy and other member would be a girl.

The Student Council shall act as a responsible body contributing to the Vision and Mission of the University and shall neither be an association nor a bargaining agency of the students. The Vice Chancellor may dissolve the Council at his discretion at any time prior to its functional duration.

Member Nomination Procedure and Tenure

Any student fulfilling the eligibility criteria such as academic performance, percentage of attendance, participation in events and activities of the department, holistic skills and the general standing is eligible to apply for deanery council. Application form to be submitted to their respective class teachers along with a statement of purpose, a copy of the attendance and marks card of the previous semesters. The class Teachers in consultation with HoD evaluate the statement of purpose, attendance and marks card and submit a list of four candidates to the University Council Members representing the department. The Faculty Coordinator of the School shall then review the applications and interview the candidates. Based on the personal interview and other achievements, two candidates shall be selected to represent the School Council from each class.

All School Student Council members who fulfill the eligibility criteria in terms of academic performance and attendance and performance as a deanery council member are eligible to apply for University level council Application to be submitted to the respective faculty Coordinator along with a statement of purpose, contributions as a deanery member participation in events and activities of the deanery and a copy of the attendance and marks cards of the previous semesters. Faculty coordinator verify the application form ,academic documents and contribution as deanery members based on the log of all the School Level members maintained by the outgoing University council members. All shortlisted candidates will be interviewed personally by the faculty coordinator. Based on the interview and other achievements members are selected as per the requirement for each deanery in consultation with respective HOD's and class teachers.

Normal tenure of membership is one year and is renewable based on fresh nomination. Nomination of Senior Students to the Council of the ensuing year will take place in the month of February every year (i.e. fresh nomination of the students who will be moving to the next year of study). Nominations of the students from the first year of study will take place in the month of July every year. At the end of every year the incumbent Student Council will hand over its functions to the new Student Council (for the ensuing year) on the Student Council Day.

Orientation and Training

During the first or the second weekend after the reopening of the **School** for the Academic Year, all the newly inducted members of all the campuses shall be given an orientation. This orientation will be for a period of two days. This shall be attended by the Coordinator and Faculty Representatives of the Council from all the Schools. Attendance for the orientation is compulsory and absence for the same shall impose termination of the member and a new member shall be appointed for the post unless the absentee has informed the Coordinator in prior through an email and the reason for absence is valid and approved by the Coordinator

Schedule of Meetings

The University level Student Council shall meet on a monthly basis with the Director of Student Council and faculty coordinators to discuss the proceedings of council and convey the suggestions and feedbacks to improve the quality of life in the campus. A meeting shall also be held once in a semester with the Vice chancellor. The Vice Chancellor convenes the meeting in which the Pro Vice Chancellor, Registrar, Deans and Student Council Staff Coordinators and council members participate without fail. The Vice Chancellor may invite any other faculty/student to the meeting as he deems it necessary. The Student Council Coordinator along with the student council members from respective denary shall present the suggestions and feedback from denary level student council.

The School Level Student Council shall meet at least once a month, attended by the respective faculty coordinator. The minutes of the meetings including the feedback/suggestions from the School level must be presented at the meeting of University Level Council by the representative student member.

Attendance for the meetings is compulsory and absence for the same for two consecutive times without prior information and valid reasons shall impose termination of the member and a new member shall be appointed for the post

Policy regarding students with special needs

School of Business and Management follows the policy of the university in this regard. In keeping with the Vision of the institution, CHRIST (Deemed to be University) admits students with special needs for its various academic programmes and strives to provide and promote meaningful access to educational opportunities. The School promotes the maintenance of a campus environment that is conducive to students with special needs.

The School gives need-based fee concessions to students with special needs.

The care of the students with special needs is the responsibility of all the faculty members, students and other staff. However, the counsellors in coordination with the Centre for Social Action (CSA) will provide necessary support to these students.

The School follows alternative pattern of evaluation for students with spastic/speech disorders/disabilities. A note on this may be found in the section on examinations of the Handbook.

CHRIST University School of Business and Management Students Association (CU-SBMA)

CU-SBMA is a supporting student body whose objective is branding. They are responsible for all the activities that happen under Christ Institute of Management across both the campus, which includes internal, external, extracurricular, co-curricular activities, including sports and academic activities. Brand building activities are done both internal and external levels. The main motto is to come back as a winner in inter and intra college fests.

There are already POCs and many committees for individual events. The aim not take over but facilitate the individual committees. For part events we both come together and work hand in hand. Under CU-SBMA, the core committee comprises of:

- Creative Team
- Social Media Team
- Program Administration Team
- Finance Team
- Public Relations Team

Each of these will have defined work and given responsibilities, eventually working towards the branding of the name CHRISIT along with working committee (junior committee) members for each department. Each and every person under CU-SBMA will have different roles and responsibilities. It includes everything including documentation and certification. We should start identifying the events and keep the list handy to make it easier to work on it. More than an initiative it is a responsibility.

REGULATION FOR PREVENTION AND CONTROL OF RAGGING (REVISED) 2019

Relevant Provisions of the Regulation

Policy:

The School follows the regulation for prevention and control of the Ragging followed by the University. "RAGGING in all its forms is a Criminal Offence and shall be completely banned in this institution(CHRIST (Deemed to be University) including in its departments, constituent units, all its premises (academic, residential, sports, kiosks, cafeteria and the like) whether located within the campus or outside and in all means of transportation of students whether public or private. The Institution shall take strict action including but not limited to cancellation of admission and/or criminal proceeding against those found guilty of ragging and/or of abetting ragging whether actively or passively or being part of a conspiracy to promote ragging, as provided in Regulation for Prevention and Control of Ragging (Revised) 2019 of CHRIST (Deemed to be University) and the burden of proof shall lie on the perpetrator of alleged ragging and not on the victim. An offence of Ragging may be charged either on a written complaint by the affected or on independent finding of the Anti-Ragging Squad. The University is bound /guided by the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions 2009 though however the Regulation of the University shall be applicable and binding on all its students".

Clause 1. Meaning of and what Constitutes Ragging

For the purpose of this Regulation 'Ragging' constitutes any one or more of the following acts with or without intent to derive sadistic pleasure or showing off power, authority or superiority by any student/s over any fresher or any other student.

- a) Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
- b) Indulging in rowdy or undisciplined activities by any student or students which causes or likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.

- c) Asking any student/s to do any act or to perform something which such student/s will not in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of any such student/s.
- d) Any act by a student or students that prevents, disrupts or disturb the regular academic activity of a fresher or any other student.
- e) Exploiting the services of a fresher or any other student by any student/s for completing ones' own academic tasks.
- f) Any act of financial extortion or forceful financial burden put on a fresher or any other student.
- g) Any act of physical abuse including all variants of it such as sexual abuse, homosexual assaults, stripping, forcing obscene/lewd acts, gestures, causing bodily harm or any other danger to health or person.
- h) Any act or abuse by spoken words, emails, post, public insults including deriving perverted/sadistic/vicarious pleasure from actively or passively participating in the discomfiture meted out to any fresher or any other student.
- i) Any act that affects the mental health and self-confidence of a fresher or any other student.
- j) Any act of physical or mental abuse (including bullying or exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background.

Clause 4. Prevention and Mentoring

- a) Freshers Party, if permitted, shall be held only on working days and under the supervision of the class teachers of the participating classes and shall maintain the code of conduct as may be specified. No freshers' party shall be held without the prior approval of the Director of Student Affairs.
- e) No Senior Student is normally supposed to visit the hostel room/ residence of a Fresher or to invite a Fresher to that of his/her without valid reasons and its violation as may be assessed by the Anti-Ragging Squad shall be considered as a proof of ragging against the Senior Student.

Clause 7. Procedure to register the Complaint by the affected

- a) Any student affected by or subjected to Ragging must lodge a written complaint in person or by email (from his/her university mail id) to any member of the Anti-Ragging Squad as displayed in the website/ Student Handbook or to the Director of Student Affairs or to the Head of the Department(in that order of priority) within three working days of the incident duly citing the date, time and place of the incident, name and details of the student/s involved and the nature / act of ragging.
- b) Where the affected student is not able to present the complaint in person for any justifiable reason, it may be lodged by the parent/guardian.

Clause 8. Punishment for Ragging

- a) Depending on the nature and gravity of the offence and in consideration to the findings and Report of the Anti-Ragging Squad, the Anti-Ragging Committee shall award punishment to those found guilty of ragging.
- b) In addition to the punishment as stated the Anti-Ragging Squad or the Anti-Ragging Committee may also order for administrative and/ or reformatory steps such as change of Class/Section, mandatory counselling in-house or by approved agencies etc.
- c) The guilty shall be liable for the punishments as may be decided by the ARC on the recommendation of ARS as guided / indicated in Annexure 4 hereto which shall include any one or more of:
 - 1. Cancellation of admission.
 - 2. Suspension from attending classes.
 - 3. Withholding/withdrawing scholarship/fee concession and other benefits.
 - 4. Debarring from appearing in any test/examination or other evaluation process.
 - 5. Withholding results.
 - 6. Debarring from participation and/or representing the School in any competition, fest sports or other such events.
 - 7. Suspension/expulsion from the hostel.
 - 8. Rustication from the School for a period up to 4 semesters.
 - 9. Expulsion from the School and consequent debarring from admission to any other institution.
 - 10. Fine of up to Rs.100000/-

11. In the case of offences of very serious/ grievous nature, referring the case to the Police, in addition to any other punishment.
 12. Collective punishment where the offence is committed collectively by a group or by a class making it difficult or not possible to identify specific persons.
- d) Any punishment awarded under this Regulation shall be independent of the penal proceedings undertaken by the Police or the Local Authority based on the FIR, if any, filed by the School and shall be binding on the guilty notwithstanding the decision taken by the Police or the Local Authority on the FIR so filed.
 - e) The decision of the Anti-Ragging Committee on the punishment shall be final and binding.

REGULATION FOR PREVENTION, PROHIBITION AND REDRESSAL OF SEXUAL HARASSMENT

Policy

The School shall have a zero tolerance policy towards sexual harassment and shall provide for timely and adequate compliance of the directions in this regard contained in the UGC Regulation. The school follows the regulation of the university in this direction

Regulation

1. Applicability and Commencement

This Regulation shall apply to all Students, Employees (irrespective of their Tenure, Position, Designation or Gender) and Visitors (in whatever capacity) of the School in all its Campuses /work places and shall come in to effect retrospectively from June 2015.

2. Definition

In this Regulation unless the context otherwise requires, all the terms specified or contemplated herein shall have the same meaning and interpretation of such term/s as contained in Section 2 of the UGC Regulation except where differently specified. For immediate reference, definition of certain important terms is reproduced in the Schedule hereto.

3. Authorities

In order to ensure effective administration of the objectives of the Regulation, the University shall have the following Authorities duly constituted with the approval of the Vice Chancellor.

a) Internal Complaints Committee (ICC)

1. The Internal Complaints Committee shall be the primary authority responsible for dealing with and to adjudicate on any complaint of grievance in the nature of sexual harassment and shall function with full autonomy with power to make recommendations and/or to pass punitive orders in accordance with this Regulation.

b) Internal Complaints Appellate Committee (ICAC)

1. There shall be constituted an Internal Complaints Appellate Committee chaired by the Vice Chancellor or his nominee to dispose of any appeal by either of the parties involved against the findings /recommendations/ orders of the ICC.
2. No appeal shall be considered unless received within 15 days of the communication of the decision of the ICC to the concerned Party/ Parties.

4. Complaint of Sexual Harassment and Enquiry Procedure

1. Complaint Procedure

- a) An aggrieved person is required to submit a duly signed written complaint to the ICC as early as possible after the grieving incident but not later than three months from the date of the incident and in case of a series of incidents within the similar time frame from the date of second such incident.
 - i. Provided that where such complaint cannot be made in writing, the Presiding Officer or any Member of the ICC shall render all reasonable assistance to the person for making the complaint in writing.
 - ii. Provided further that the ICC may, for the reasons to be recorded in writing, extend the time limit not exceeding one month, if it is satisfied that the circumstances were such which prevented the person from filing a complaint within the specified period.
- a) Any unreasonable delay in reporting the incident will be considered by the ICC as a failure on the part of aggrieved in determining the grievousness of the complained grievance and/or the intent of the aggrieved.
- b) Friends, relatives, Colleagues, Co-students, Psychologist, or any other associate of the victim may file the complaint in situations where the aggrieved person is unable to make a complaint on account of physical or mental incapacity or death.
- c) In the absence of immediate availability of any of the members of the ICC the complaint by the student may be notified through the Counsellor concerned or the Head of the Department and by any other person through the Dean or Director concerned who shall immediately forward the same to the ICC without recording any comment or opinion. The date of such notification shall be deemed to be the date of submission of the complaint to the ICC.

2. ICC Enquiry Procedure

- a) The ICC upon receipt of the Complaint shall get the same scrutinised by reference to a Select Committee of Members of ICC specifically constituted by the Presiding Officer. The Select Committee within 7 working days of such reference shall examine and report on the Complaint to the Presiding Officer with regard to its veracity, if needed by summoning the Complainant and/or by making independent preliminary enquiries. The Select Committee in its Report shall clearly state the reason/s that has lead to its decision on the veracity of the Complaint. The independent enquiry referred to may include examining evidences from CCTV Cameras installed by the University and the opinion about the general behavioural traits of the complainant/ offender from discrete sources.
- b) The Presiding Officer on the basis of the report of the Select Committee, if the Complaint is to be further enquired, shall as soon as possible send Notice to the Respondent with a copy of the Complaint seeking his/ her appearance before the ICC along with his/her response in writing on a specified date which shall not be earlier than 7 working days from date of the Notice. Notice will also be sent to the Complainant for his/ her presence on the specified date. If the case needs urgent attention the Notice period may be reduced at the discretion of the Presiding Officer.
- c) If the Select Committee is not convinced of the veracity of the complaint and has so reported, the Presiding Officer shall as soon as possible send Notice to the Complainant with a copy of the Report of the Select Committee seeking his/her appearance before the ICC along with his/ her response in writing on a specified date which shall not be earlier than 7 working days from date of the Notice. If the case needs urgent attention the Notice period may be reduced at the discretion of the Presiding Officer.
- d) Enquiry/Hearing by the ICC shall be conducted dispassionately by following normal judicial practices and if warranted the Parties may be allowed to produce documentary evidences/witnesses in support of his/her claim or defence as the case may be. However either Party shall not be allowed to be represented by any third party including an Advocate.
- e) The ICC may hear and/ or cross examine the Parties either independently or in joint presence as may be deemed fit by the Presiding Officer.

- f) If the Respondent does not appear on the specified date of Hearing the ICC may post the Hearing to the same day of the subsequent week and if the Respondent once again fails to appear, the ICC may proceed to decide the Case on Ex-Parte basis.
- g) Either Party on appearance if seeks time to defend his/her case, he/she may be allowed time up to not more than 7 days at a time and no such extension of time shall be permitted more than twice.
- h) If the Party does not appear on such extended dates the ICC may proceed to decide the Case on Ex-Parte basis against such Party.
- i) The ICC shall complete the enquiry proceedings within a maximum period of 45 days from the date of receipt of the Complaint and within the next 7 working days shall submit its report with recommendations to the Vice Chancellor with copy to both the Parties to the Complaint.
- j) The Vice Chancellor shall cause to act on the recommendation of the ICC on expiry of 15 days from its receipt unless an Appeal against the same is filed as per this Regulation.
- k) At any time prior to or during the enquiry process the Aggrieved (Complainant) may seek conciliation of the matter in which case the ICC may facilitate such resolution of the complaint by conciliation between the Parties and on the basis of documented reconciliation signed by the Parties, all the enquiry proceedings of the ICC shall be dropped.
 - i. Provided that no such conciliation shall be encouraged in consideration to any monetary payment
 - ii. Provided further that notwithstanding such conciliation if the ICC is of the opinion that the conduct of the employee or the student (as respondent) as the case may be is a serious misconduct/ act of indiscipline under the Code of Conduct and Ethics/Disciplinary Rules prescribed by the University it may recommend for appropriate punitive action under Clause 6 (a) or 6 (b) of this Regulation or the Vice Chancellor may suo moto take such action. Any such action taken shall be independent of this Regulation and there shall be no Appeal allowed.

5. Frivolous Complaint

If any Complaint filed under this Regulation on its scrutiny/ independent enquiry is found to be false, untrue or malicious by the

Select Committee and is so concluded by the ICC based on its enquiry proceedings the Complainant shall be liable to be punished as if the offence was perpetrated by the Complainant and shall be in accordance with clause 6 of this Regulation.

- i. Provided that mere inability to substantiate a complaint or provide adequate proof thereof shall not by itself be sufficient reason for concluding the complaint as frivolous.
- ii. Provided further that malicious intent of the Complainant must be substantiated by appropriate supporting evidences.

6. Punishment and compensation

- a. Any employee of the School/ University found guilty of sexual harassment shall be punished in accordance with the Employment Regulations and the prescribed Code of Conduct.
- b. Where the respondent student is found guilty of sexual harassment, depending on the severity of the offence ICC shall recommend/ award any one or more of the following punishments.
 - i. Withhold the student privileges such as access to the library, auditoria, halls of residence, vehicle parking, scholarships, fee concession, and identity card.
 - ii. Suspend or restrict entry into the campus for a specific period.
 - iii. Award reformative punishments like mandatory counselling and/or community services.
 - iv. Debar from writing the Semester Examination.
 - v. Expel and strike off name from the rolls of the institution, including denial of readmission, if the offence so warrants.
- c. In the following circumstances and on that basis the aggrieved may be entitled for monetary compensation as may be appropriately determined and recommended by the ICC subject to approval of the Vice Chancellor. The compensation so payable shall be recovered from the offender.
 - i. Mental trauma, pain, suffering and distress caused to the aggrieved person.
 - ii. Loss of career opportunity due to the incident of sexual harassment.
 - iii. Medical expenses incurred by the victim for physical, psychiatric treatment.

7. Confidentiality Responsibility of ICC

- i. With reference to any complaint enquired in to by the ICC under this Regulation, it shall ensure that the identities as well as the complaint details of the aggrieved party or the offender shall be kept strictly confidential by every member of the ICC and shall never be kept in the public domain either during or after the process of the enquiry.
- ii. As provided in Section 16 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 no personal or other information with regard to any complaint received and enquired and/ or disposed of by the ICC shall be furnished or shared under the Right to Information Act 2005.

8. General Provisions

These General Provisions shall apply to this Regulation in entirety irrespective of whether or not it has been specifically stated under its different Clauses or under other relevant Regulations of the University

- a. Sexual Harassment shall be a deemed misconduct of any employee or visitor of the **School** and if proved appropriate punitive action shall be initiated against the perpetrator.
- b. Sexual Harassment by any student shall be a deemed violation of disciplinary Rules of the School and if proved appropriate punitive action shall be initiated against the perpetrator.
- c. All Academic and Administration heads of the School located in all its workplaces shall be accountable for the compliance of this Regulation.
- d. All communications and Notices under this Regulation shall be served at the address of the recipient as registered with the School and except for filing of complaint by the aggrieved Party electronic communication from and to the registered email address shall be a recognised mode.
- e. Document or Documentation referred to in clauses 2 (k), 3(a) (7), 3(b)(6) and 9(i) shall include Minutes of Meetings, Record of Complaints and Disposals, Reports/Orders of the ICC, Minutes of Meetings, Minutes of Conciliation, Reports of ICAC, Annual Reports to UGC and any other document as may be specified. All the said documents shall be prepared in specified formats and shall be kept as 'classified' in the custody of the Presiding Officer and shall be accessible only to authorised persons.

- f. If the Aggrieved person opts to file the complaint directly to the State Machinery of Police prior to or after referring the matter to the ICC, no proceedings under this Regulation shall be pursued except that the **School** at its discretion may exercise its right as specified in Proviso (ii) of Oause 2(k). The ICC in such a case shall be authorised to share in confidence all related information concerning the complaint to the Police without any prior or later reference to the Aggrieved or the Offender.
- g. Any matter concerning the subject of this Regulation not specifically stated here in shall be guided/ governed by the relevant provisions as contained in the UGC Regulation.

Schedule of Definitions of Important Terms

1. 'Campus' means the location or the land on which the University and its related institutional facilities like libraries, laboratories, lecture halls, residences, halls, toilets, student centres, hostels, dining halls, stadiums, parking areas, parks-like settings and other amenities like health centres, canteens, Bank counters, etc., are situated and also includes extended campus and covers within its scope places visited as a student of the University including transportation provided for the purpose of commuting to and from the institution, the locations outside the institution on field trips, internships, study tours, excursions, short term placements, places used for camps, cultural festivals, sports meets and such other activities where a person is participating in the capacity of an employee or a student of the University.
2. '**Employee**' for the purpose of this Regulation shall mean person as defined in the UGC Regulation and also include any visitor to the University as Research Supervisor, Consultant, Auditor, Audit Assistants, or for any other purpose whether employed or not.
3. '**Sexual Harassment**' means:
 - (i) An unwanted conduct with sexual undertones if it occurs or which is persistent and which demeans, humiliates or creates a hostile and intimidating environment or is calculated to induce submission by actual or threatened adverse consequences and includes any one or more or all of the following unwelcome acts or behaviour (whether directly or by implication), namely:
 - (a) any unwelcome physical, verbal or non verbal conduct of sexual nature;

- (b) demand or request for sexual favours; (c) making sexually coloured remarks
 - (d) physical contact and advances; or
 - (e) showing pornography
- (ii) any one (or more than one or all) of the following circumstances, if it occurs or is present in relation or connected with any behaviour that has explicit or implicit sexual undertones-
- (a) implied or explicit promise of preferential treatment as quid pro quo for sexual favours;
 - (b) implied or explicit threat of detrimental treatment in the conduct of work;
 - (c) implied or explicit threat about the present or future status of the person concerned;
 - (d) creating an intimidating offensive or hostile learning environment; (e) humiliating treatment likely to affect the health, safety dignity or physical integrity of the person concerned.
4. **‘University Community’** shall mean and include all its employees as defined including casual, part-time contracted or full time, its Service Providers and its Associated persons such as external members of in the Board of Studies, Academic Council and Board of Management.
5. **‘Victimisation’** means any unfavourable treatment meted out to a person with an implicit or explicit intention to obtain sexual favour.
6. **Workplace’** means the Campus or Campuses of the University including-
- a) Any department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly by the University
 - b) Any sports institute, stadium, sports complex or competition or games venue, whether residential or not used for training, sports or other activities relating thereof in the University
 - c) Any place visited by the employee or student arising out of or during the course of employment or study including transportation provided by the University for undertaking such journey for study in the University

FEE CONCESSION AND SCHOLARSHIPS

FEE CONCESSION

For Continuing Students of Undergraduate and Postgraduate Programmes, the School follows fee concession and scholarship norms of the university.

CHRIST (Deemed to be University) supports deserving students from economically backward families by extending fee concession for their studies. The fee concession is granted on the basis of request from the student and parent/ guardian. The amount of concession allowed will depend on the social-economic background of the student, attendance and academic performance in previous semester(s). The following rules and procedure will apply in this regard.

1. Fee Concession is generally not available for self-financing programmes like BHM, BBA, MBA. However, exceptional cases may be considered.
2. Students who desire to avail fee concession must apply in the prescribed form. The application form will be available in the student login at specified period. Filled forms should be submitted to the HoD/Coordinator of the school concerned
3. All aspects of the application form must be correctly and properly filled. All the documents including the copies of the marks card of the Previous semester(s) /attendance should be attached. Incomplete or incorrect forms will be rejected.
4. Students are expected to show integrity and sincerity in reporting data furnished in the application form.
5. Once the last date for submission of the application by the students to the class teacher/HoD is announced, no application form will be received after the prescribed date/time.
6. Mere submission of the application does not mean that the fee concession will be granted. Students must, therefore, be ready to make fee payment in full within the due date specified.

7. The Committee of Deans and the Chief Finance Officer shall meet to decide on the application. If needed the students may be required to be present before the Committee and hence the students who apply must be necessarily available in the University during the said days.
8. Centre for Educational Sustainability and Development (CESD) which is located in I Floor (Room No 122), Innovation Centre, Block IV – Central Campus will inform the eligible students who have been granted the fee concession on dates fixed along with further details.
9. On the basis of the decision taken on Fee Concession, a 'Fee Concession Voucher' will be issued to the student through Centre for Educational Sustainability and Development (CESD).
10. The student must present the 'Fee Concession Voucher' to Office of Accounts, Central Block and obtain the revised demand slip for balance payable amount. Failure to pay fee on or before the due date, the 'Fee Concession Voucher' will not be valid.

SCHOLARSHIPS

- **Merit Scholarship**

A student with a brilliant academic record (having secured first class in all the previous semesters and 70% aggregate, with a minimum of 85% attendance) is eligible to apply. The scholarship per student can vary between Rs.3000 to Rs.10000 for the eligible students in each class.

- **Scholarships for students who excel in sports, co-curricular and extracurricular activities**

A student with a good academic record (without any arrears) and satisfy the attendance requirements of 85% and who is actively associated with CSA / NCC / ACC / SWO / CAPS / SPORTS or School related activities of the University or represented the University outside and has sufficient proof to support his/her application is eligible. Only prize winning certificates are to be enclosed. The scholarship per student can vary between Rs.2000 to Rs.10000 for participation in national level, state level or regional level (inter-collegiate or inter-university) activities. Eligible students must submit the filled-in application form (the application form will be available in the student login at specified period) to respective directors/ coordinators on or before the date specified.

Centre for Educational Sustainability and Development (CESD) will inform the eligible students who have been granted the scholarship on a specified date along with further details.

1. Alumni Association

The School has a dynamic alumni association that represents the voice of all graduates working in partnership with the School to realize the mission of the University and its own. Its aim is to create a strong, worldwide fully interactive community for the alumni. The association is driven by the commitment to enhance the growth of the School by providing a wide range of resources and opportunities. The association provides opportunities for alumni to meet each other and participate in social activities and business undertaking. It also focuses on academics by conducting intellectually stimulating talks and lectures from distinguished speakers. It lends a helping hand through placement services and enables the students embark on an appropriate career.

Every year the association organizes a series of events, including the family get-together of the alumni on 26 January, the annual Fun Fiesta event in June, Annual General Body Meet on the third Sunday of October where elections are held for the office bearers, Annual Free Medical Camp for students and staff in the month of December. Besides this, the association organizes monthly meetings and social welfare activities. It has instituted scholarships for deserving students from all sections of society. The Association holds regular functions to honour senior/retired staff/faculty/officials on the recommendation of the management.

Activities conducted: The Alumni Association of the School is led by the President with members and faculty coordinators. Their major activities include:

- Arranging guest lectures, seminars, career-oriented programmes
- Popularizing their disciplines among the students
- Placement/Internship support
- Extending support for organizing intra and intercollegiate festivals in the campus through sponsorship, contacting eminent speakers and helping in evaluations
- Support child sponsorship programme, scholarship, community-based programme and so forth.

2. Centre for Academic and Professional Support (CAPS)

The School takes help of Centre for Academic and Professional Support (CAPS) of the university to support students, faculty members, researchers and the community at large. It is an initiative that attempts to bridge the gap between classroom-based theoretical learning and career-based practical knowledge. The Centre focuses on providing resources and support for holistic academic and professional development, across all disciplines. This way.

CAPS has segmented its outreach into five major wings through which they facilitate learning and professional development.

1. COWL (Christ Online Writing Lab) is a virtual platform that provides Christites with an abundance of resources and opportunities for self learning at their own pace through E-Learning modules.
2. CLASS (CAPS Learning and Sharing Sessions) aims to impart academic and professional skills to make Christites more adept and employable by offering interactive workshops and training sessions conducted by the student trainers.
3. CHAL (CAPS Hut for Augmented Learning) is the blended learning wing of CAPS which organises events that bring in experts from various industries to enhance group learning.
4. CEWS (CAPS English and Writing Support) is a one-stop shop that offers personalised consultations and mentoring on academic and professional competencies to ensure a high standard of learning.
5. CAW (CAPS Assessment Wing) conducts psychometric tests to help Christites gain a better understanding of their strengths and aptitudes in order to equip them with essential skills needed for their future career.

CAPS offers numerous options for learning and serving by providing volunteering and internship opportunities to students and faculty within CHRIST, as well as outside. With a motto of optimising learning and harnessing expertise, CAPS channelizes existing resources within CHRIST for sustainable all-round development.

3. Centre for Advanced Research and Training (CART)

The school takes help of Centre for Advanced Research & Training [CART] to advanced research and training. This aims at nurturing individuals to analyze problems, create ideas and engineer solutions through collective

research intelligence for social good. The Centre is entrusted to create advanced research opportunities and provide data analysis consulting. The Centre's collaboration with researchers across the globe not only increases the research capability of the University but also gives a great opportunity to faculty as well as students. The Centre offers a Research Publication Internship to mentor the students on conducting effective literature review and publishing journal article. Information Literacy Courses discuss library usage and issues regarding research ethics apart from providing information regarding the consultancy.

National Workshops, classes for PhD, and select batches of students, training sessions for faculty members on Data Analysis Tools are part of the training courses offered at CART. There are contests, knowledge sharing sessions and joint conferences that are planned to fuel academic research. International Service and Cultural Learning Programme (SCLP) gives a global flavour to the students where they get opportunities to learn from students from universities abroad.

4. Centre for Concept Design

The Centre for Concept Design (CCD) validates all content that goes from the School to the public. The School makes use of this center for various activities. This could be in the form of notices, brochures, newsletters, certificates, magazines, print and electronic advertisements. The Centre supports the of the School in making high definition innovative audio and video learning resources through the Green View Studio located on X floor, Central Block. The Centre is involved in developing the Open Elective Courses offered by the various departments of the University as e-learning sessions. CCD brings out the University Annual Magazine-Christite and promotional campaigns of the University and its various offices and Centres.

Throughout the academic year, teachers are trained and supported by the Green View Studio of CCD in pre-production, production and post-production of their digital sessions.

5. Centre for Counselling and Health Services

Every campus of the School has centre for counselling. The Centre, with full-time professional counsellors and a medical team, work towards nurturing the holistic development of all Christites. The Counselling Centre facilitates the development of remedial systems for students whose declining motivational factors may have kept them away from achieving their full potential.

The counsellors are always available to students who are free to approach

them at any time, be it for academic or personal counselling. The Centre also concentrates on students who do not perform well in their examinations and are irregular to class. The Centre is open from 9.00 am to 4.00 pm on weekdays and 9.00 am to 12.30 pm on Saturdays. The objective of the Centre is to provide counselling and basic health services in an accessible and student focused environment, keeping in mind the unique needs of the student community.

Role of the Centre

Guidance and Counselling in the School is a professional activity based on certain well-accepted principles. The Centre aims to help students make proper adjustments for improved academic pursuit and quality of life. The counsellors motivate and support the students to regularly attend classes and systematically prepare for examinations.

Activities

1. **Admission Counselling:** This is an interactive process through which new students and their parents or guardians are oriented to the campus culture and academic practices followed by the School.
2. **Personal Counselling:** Counselling is offered in an unconditional, non-judgmental and confidential manner to students who walk in to seek help with personal or academic difficulties. Guidance is also provided to improve their academic performance by reviewing study techniques and time management practices. The Centre also serves as a channel for student grievances. Parents are free to contact the counsellors with regard to any concerns they may have about their wards.
3. **Psycho-Educative Sessions:** The Centre organizes psycho-educative sessions for all the first year undergraduate students in order to empower young adults with accurate information on various topics of concern, such as addictions, managing relationships, reproductive health and personal safety.
4. **Peer Education System:** Through the Peer Education System, the Centre trains student volunteers from second-year undergraduate programmes to assist young people who need guidance in reproductive health, managing relationships, dealing with addictions, and so forth. Peer educators also conduct sessions for their peer group on these relevant topics. In recognition of their work, peer educators are awarded two credits and a letter of appreciation.
5. **Parent Faculty Meetings:** The School, acknowledging the role of parents in the education of their children, values the suggestions and

concerns of the parent body. The Centre, on its part, is instrumental in conducting formal meetings between the senior management and select parents as representatives. The first meeting is held in the month of September to discuss academic concerns while a second meeting is held in the month of March to discuss academic and general matters.

Health Services

A medical practitioner is available on all the campuses for consultation throughout the week. The Health Services team also organizes various Health Awareness Programmes periodically, on current relevant health issues.

6. Centre for Digital Innovation (ERP)

This is centralized at the university level. The School extensively uses ERP system for the smooth conduct of its activities. The Centre for Digital Innovation – ERP (CDI-ERP) manages the Enterprise Resource Planning (ERP) system at the University and its associated institutions. It provides automated and sophisticated solutions for every aspect of student, staff and management of the University. It further aims to ensure that decision making for faculty and the higher management is well-corroborated by the use of data collected through the ERP. The Centre achieves its goals through time to time meeting, 360-degree feedback and involvement of every stakeholder. Information and certain tasks are available on the fingertips through the mobile apps released by the centre. The centre encourages students to perform quality analysis of the system from the perspectives of availability, scalability, performance and security. Now that a new ERP system, with the support for teaching/learning and research, is on the anvil, the Centre has started to reach out to different stakeholders much more frequently than before.

I Floor, Block II, Bangalore Central Campus, Phone: 080-4012-9165

7. Centre for Digital Innovation (Global)

The Centre for Digital Innovation (Global) focuses on research-oriented digital solutions targeted towards social good. The School takes the support of this centre for its projects and various other activities. The centre has signed MoUs with companies and government agencies with the broader vision of working on Research and Development (R&D) projects in conjunction with the students and faculty at the School to engage with the rapid changes in technology. Partnerships with Information and Communication Technology (ICT) companies, industry bodies, research organizations and universities

across the globe facilitate the objectives set for the Centre. Research consultancy with ICT companies and research organizations creates opportunities for solving socially relevant problems digitally. R&D internship opportunities are provided to our students which will enable them to understand and assimilate the industry practices. The Centre also brings students from Universities abroad for internship experiences to realize the truly global efforts of R&D.

8. Innovation Centre (IC)

Innovation Centre is the hub for the collaborative efforts of each of the centres operating under it, namely the Centre for Digital Innovation (CDI) - Global and CDI - ERP, Centre for Advanced Research & Training (CART) and Digital Repository of Questions (DRQ) and the International Collaboration. DRQ is responsible for providing innovative and timely solutions for the University evaluation system. International Collaboration targets to provide mentoring, opportunities and platforms for collaborators by bringing together Universities, Government agencies and research institutions across the globe. The Centre facilitates Memorandum of Understanding with Korean universities for student/faculty exchange, joint researches/conferences and knowledge sharing. Training on Korean language and culture is offered to interested personnel. Collaboration with government agencies brings research contests, cultural festivals and workshops to the campus. The school participates in various trainings and other activities conducted by these centers.

9. Centre for Education beyond Curriculum (CEDBEC)

Started in the year 1995 with the aim of streamlining all the extra and co-curricular activities, the Centre for Education Beyond Curriculum (CEDBEC) went much beyond its scope to create a platform for the educationists in the country. It has helped in initiating dialogues on all aspects of higher education ranging from leadership to digital learning. CEDBEC is well known in the higher education circle and has organized several programmes involving Chancellors, Vice Chancellors, Educational Philosophers, Corporate Executives, Entrepreneurs, Social Activists, Deans, Librarians, Administrators and Teachers. The school take active participation in the activities and programmes conducted by the centre.

10. Centre for Educational Sustainability and Development (CESD)

The Centre associates with academicians, research scholars, alumni, voluntary organizations, corporate and government departments interested in developing sustainable model towards education. The Centre is an

intermediary or point of reference for various stakeholders of University. The School is actively involved in the developmental activities of the centre. The threefold objectives of the Centre are:

- Mobilising the investments for research and publication, faculty development and student scholarship
- Promotion of various centres of the School as a unified body of knowledge.
- Identification and execution of consulting projects involving faculty, Students and alumni

These objectives are concerned with respect to education, health care, community development, employee engagement and livelihood. The Centre channelizes the educational scholarships for the students from the School. Research projects based on the industry requirements and workshops in association with professional bodies are conceived by the Centre.

11. Centre for Placements and Career Guidance

The Centre for Placement and Career Guidance facilitates students to explore the world of employment. The School constantly interacts with the centre and offers constructive suggestions to improve the quality of placements for the students. The Placement Centre takes initiatives to explore new career avenues for undergraduates and postgraduates through visits to new companies and unexplored sectors. The Placement Centre focuses on the professional development of students and trains them to get an entry into a career of their choice. The Placement Centre also helps students in career planning through career counselling where they get an insight about themselves in terms of their interests, aptitudes and abilities.

Campus recruitments are organized between September and March. The recruitment process usually starts with a pre-placement talk in which the organization gives the students information on the job profile, ere, location etc. It is followed by the selection process, i.e. written test/ group discussion/ personal interviews etc. Student placement representatives from each class are also present to provide assistance throughout the recruitment process.

History: Started in the year 1997, specialized placement centres have developed over time to make the recruitment process more effective and efficient. During the past 15 years, students have been placed in various reputed organizations.

Objective: The objective of the Placement Centre is to assist students in their process of identifying job opportunities and employers in their selection processes.

Organisational Structure

1. The Centre for Placements and Career Guidance is headed by the Director- Student Services.
2. The Placement Coordinators of specialized placement cells of the centre report to the Director-Student Services.
3. Student Placement Representatives are appointed by the respective HoDs/ Academic Coordinators from every class. The Student Placement Representatives act as mediators who exchange information between the Placement Centre and the students with regard to placement-related activities.
4. The Placement Coordinator acts as the point of contact between the recruiting Organizations and the University for placement-related activities.

Functions of Placement Centre

1. Create awareness about career opportunities and career guidance.
2. Invite firms/organizations for campus recruitment.
3. Co-ordinate training sessions to help students prepare for interviews.
4. Co-ordinate with various departments of the University with regard to placement activities.
5. Delegate work to placement representatives from each class.
6. Students may contact the placement coordinator for necessary advice or assistance.
7. The Placement Office acts as an information centre for job openings in various organizations.

Placement Process

1. Student registration online - KnowledgePro (KP)
2. Meetings with student Placement Representatives to plan for campus drives and understand student needs and expectations
3. Invitation to organizations to conduct campus placements.
4. Update organizations on profiles of students including academic performance, skill sets etc.
5. Information to students on the profiles of visiting organisations, job profiles, location, eligibility criteria, the compensation offered etc.

6. Arrangements for smooth facilitation of campus recruitment drives
7. Pre-placement presentation/talk to students by organizations
8. Recruitment process consisting of written test, group discussions and interviews
9. Announcement of selected list/issue of offer letters
10. Follow up on the date of joining

Training and Development

Training for the final year students of various programmes is conducted in the areas of soft skills, personality development and logical reasoning. Some of the reputed MNCs have also been actively involved in training and related activities apart from recruiting the final year students. Many of the students have benefitted from such programmes especially on interview skills, effective communication skills, corporate etiquette, creating personal impact, working effectively in teams and presentation skills.

General Instructions for Campus Placements

1. Students studying in final year undergraduate and postgraduate courses wishing to be considered for programmes of the placement services should register online (KnowledgePro) in the prescribed format.
2. Registered students who are permitted by the respective Deans or HODs in terms of attendance or discipline would be allowed for the placement process.
3. Students should carry at least 2 copies of their CVs and Marks Cards in a folder along with 3 passport size photographs and ID cards for the process.
4. Students should be in time for the placement process, and latecomers will not be entertained.
5. Dress code for the process is formal.
6. Leaving in between the process is not encouraged except that a student has the option not to take part in the process after the initial presentation is made by the company/organization.
7. Once a student is selected by an organization, as a rule, he/she will not be allowed for further attempts in other organizations. Students are expected not to violate the same.
8. Registered students are expected to stay in touch with their respective class Student Placement Representative on a regular basis. The Student Placement Representative will in turn report to the Placement Officer or Faculty Placement Co-ordinator.

9. Registered students are also expected to refer to the Placement Office notice boards. Students may also refer to their KP login page, School website: Placements and Career Guidance section.
10. Registered students called for campus selection process should make a serious attempt to secure the job offers and should not take the selection process casually. Rejection of pre-placement offer letters by the student is not encouraged and is viewed seriously.

12. Centre for Publication

The Centre for Publications publishes books, journals and conference proceedings that are specialized in academic subjects to communicate the development in respective fields through the latest hypotheses and research results to the academic community. The School encourages its faculty members to publish their work in the publications of the centre and thereby enhances the research capabilities of the faculty members. One of the key functions of the Centre is to develop a system that facilitates the sharing of knowledge and expand research networks.

The Centre is dedicated to the global dissemination of information that enables academicians to acquire, enlarge, promote, and dispense knowledge by scholarly and professional resources throughout the world. The six international journals published by the Centre under various disciplines maintain high standards of quality and content with Editorial Boards comprised of scholars from across the globe.

The Centre also publishes various documents pertaining to the functioning of the University such as the university annual report, the annual report of publication, research and academic outreach of faculty, student and staff handbooks, academic planner, lab manuals, workbooks and orientation handbooks for the students. The research work done by the faculty members through Centre for Research Projects like working papers, monographs and major research projects has also been published by the Centre of Publications in the form of 107 books (with ISBN).

Kannada Sangha, another wing of the University publications, has published 250 books in Kannada. For the past 47 years, Kannada Sangha has been known to publish Kannada books in all literary forms like poetry, short story, essay, novel and critical writing. The Sangha has published many novels from the literature of Bengali, Oriya, Malayalam, Tamil, Marathi, Hindi and English in Kannada. The Sangha has been conducting competitions in poetry writing for 37 years and short story writing for nine years for College and University students across the state and outside the state of Karnataka to encourage budding talent. Every year these literary works are published in the form of books. In 2018-19, the Sangha has published four books on short story and poetry.

13. Centre for Research (Academic)

The Centre for Research (Academic Programmes) facilitates the School in conducting academic research programmes. The school supports the center in conducting PhD programmes in Management and Tourism. Currently the Centre facilitates the PhD Programmes and Post- Doctoral fellowships. The center for research supports the departments in the following ways:

1. Coordinating the coursework of PhD programmes.
2. Facilitating PhD proposal presentations.
3. Coordinating Doctoral colloquia.
4. Organizing continuous training for supervisors.
5. Coordinating and conducting the Synopsis presentations of PhD Scholars
6. Conducting final Viva Voce Examination for PhD Scholars.
7. Assisting in the appointment of post- doctoral fellows.
8. Reviewing PhD thesis for quality and adherence to academic standards.
9. Assisting PhD scholars to navigate through the stages of the PhD programme.
10. Coordinating post-doctoral seminars.
11. Facilitates the Ethics review of proposals.
12. Reviews the coursework curriculum of academic research programmes from time to time.

14. Centre for Research-Projects

The School takes help of Centre for Research – Projects of the University for its Initiatives and projects. The perspective of the centre is to promote advanced research in various disciplines, initiated a Centre for Research Projects in July 2010. This centre promotes, facilitates, co-ordinates, develops and serves as an information centre. As research is the backbone of any higher educational set-up, the Centre with a mandate to recognize proven research background, attitude, interest and zeal for research has taken up major research projects, monographs, working papers, instructional software, scholarly book, externally funded projects, minor research projects and independent projects. The on-going projects of the centre are contemporary, applied, and are based on topics of emerging importance and significance in management. The Centre encourages faculty members financially in their research initiatives.

15. Centre for Organizational and Professional Effectiveness (COPE)

The Centre for Organizational and Professional Effectiveness (COPE) was established to

- a) Facilitate an effective organization and manage the complexities Inherent in a dynamic workforce
- b) Improve performance and success potential through skill acquisition
- c) Increase resilience and better manage professional concerns

COPE's internal services consist of:

- 1. Work/Life Programs (for University employees):
 - a) Short-term, confidential, solution-focused counselling and coaching on issues such as, but not limited to issues like: Stress Management, Organizational Change, Emotional and/or Psychological Issues, Wellness Concerns, Grief and Loss
 - b) Interactive and experiential training programs on Constructive Feedback, Communication Styles at Work, Influencing and Negotiation Skills, amongst others
- 2. Management Support Programs: Specialized support and advice for supervisors and managers (such as Deans, Department Heads and Coordinators) in managing the workplace.
- 3. Disruptive Event Management: Education, support, intervention and management when employees/departments are impacted by shared events such as death/illness of a colleague, or any other disruptive circumstances that may potentially adversely affect employees.
- 4. Organizational Development & Training: Departments, supervisors and teams can contact COPE to assess professional needs and provide customized interventions or consulting as needed.

16. Centre for Social Action (CSA)

The School take support of the Centre for Social Action, of the University to connect to the society at large. It is a student initiative for a humane and just society with children and women as its focus. It was initiated by a group of students and backed by the faculty and management of CHRIST (Deemed to be University) in 1999. It was set up to operationalize the Core Values, Vision and Mission of the Institution, which emphasizes social responsibility among students. The guiding idea is that once students are socially sensitized, in the

future, they will contribute to social development initiatives regardless of the profession or vocation that they are associated with.

In CSA, through various methods, students are sensitized and given exposure to social issues. One of the ways is by involving them in the development projects implemented by the Centre for Social Action.

Vision and Mission of CSA

The vision and mission of CSA are in tune with the Core Values, Vision and Mission of the University.

Vision: Every student is aware, sensitive, and empathetic and contributes to sustainable changes in society.

Mission: CSA is a centre for promoting volunteerism and enabling students to develop as socially responsible citizens through developmental initiatives.

From a humble beginning way back in 1999, where 48 school-going children from the urban slums in Bangalore were sponsored by Christites, CSA has indeed come a long way. At present, CSA, through its 15 development programmes, has its footprints in 136 villages and 7 slums in Karnataka, Telangana, Maharashtra, Uttar Pradesh, Kerala and Chhattisgarh. The development programmes primarily focus on children and women.

Programmes and Projects of CSA

Vridhhi and 3D Projects: Called as 'Educate a Child Sponsorship Programme', this is a flagship programme of CSA, where children belonging to poor and marginalized families from 3 slums in Bangalore are sponsored every year exclusively by the University students. The sponsorship is for their education and life skills development. Volunteers of CSA assist them in their studies through Activity Centres. Nutrition, health care and life skills development opportunities are provided too. As many as 852 children benefitted from this programme in 2018-19.

Children's Activity Centre: Student volunteers of CSA conduct sessions and take remedial classes for the sponsored children in slum areas. Sessions on life skills and soft skills are conducted besides the efforts to improve the children academically. Major events like Talents Day, Sports Day and Gracias are organized by CSA volunteers for the sponsored children.

Exposure Programmes for Social Sensitization: CSA volunteers are taken to slum communities, NGOs and institutions. They are given exposures to the poor and marginalized sections of society like children and women in distress, children and persons with disabilities, HIV/AIDS infected and affected children. Interactions are facilitated with the children and

individuals. Programmes and events are conducted by CSA volunteers for the children and other individuals. This enables the students to reflect on the inequalities prevailing in society and triggers a thought process wherein they start pondering over possible ways of addressing such issues.

Social Responsibility Week: It is an annual event organised by Centre for Social Action at the campus that extends over a period of one week. It is organised in collaboration with NGOs, Volunteering Forums and Social Work organisations. It is a common platform where students from all the academic departments of the University participate. The primary objective of Social Responsibility Week is to sensitize the student community about contemporary and emerging social issues or concerns, thus enabling them to become socially aware and active. Based on a common theme, activities, sessions and competitions are organised by the departments and special exhibitions are put up by the partner organisations.

Observation of Important Days: Important days such as International Women's Day, World Environment Day, and World AIDS Day etc are observed by CSA volunteers. Events and programmes are conducted. This creates awareness among the student community and motivates them to get involved in social development initiatives.

Drishti: Drishti is a street theatre group of CSA volunteers. "Drishti" means 'The Vision'. The team reaches out to the students and the public by performing street plays on social issues in institutions, college campuses, villages, slums, NGOs, shopping malls and so on. Child Rights, Women Empowerment, Environment, Road Safety, De-addiction, and Mental Health are some of the themes on which street plays are being performed.

Media and Communication Team: The team publishes an annual magazine 'We Care', which contains articles, poems, cartoons, posters, essays; etc pertaining to various social and development issues to create awareness among student community. The team also updates the CSA blog, produce short documentaries, facilitate photo walks and anchor interactive group sessions on contemporary social issues through a forum called "Chat over Coffee" (COC).

Prayatna: In this programme, CSA volunteers and students of CU, with the support of academic and non-academic departments create awareness about environment and climate change issues among the student community. Paper recycling, handmade recycled paper products, organic and food composting, bio-gas and waste water treatment and recycling units have been set up to promote zero waste and sustainable environment in the campus.

Rural Exposure Camps: This is conducted as an attempt to make social responsibility a culture among all students in the University by giving them exposure to the socio-economic and cultural situations of the rural communities with special focus on the conditions of children and women. Students get an opportunity to provide services to rural areas.

Solid Waste Management Programme: Centre for Social Action is implementing a waste management programme in the University campus, thereby creating a zero waste and environmentally sustainable campus. Livelihood option for low-income households has been created in the process. Paper recycling, handmade recycled paper products, organic and food composting, water treatment and recycling and biogas units are functioning in the campus. A unit called "Parivarthana" is being established to promote and market the handmade recycled paper products made from recycled paper and materials by women from low income groups.

Field Work Placement for Social Work Students: CSA supports Post Graduate students of Social Work for their fieldwork placement. The idea is to share the expertise of CSA with the students by involving them in the social development project areas of CSA. Students from CU and other colleges/ universities from across India and abroad are trained at CSA.

Certificate Programme: Centre for Social Action is facilitating a mandatory choice-based and non-core certificate programme for the University students. The course is titled "Youth and Social Responsibility". The duration of the course is one year. To enroll in the programme, an aspiring student should have completed one year of volunteer work at CSA and a mandatory certificate course during the first year. The course aims at developing students as socially responsible individuals and instill leadership qualities in them.

Service-Learning: In collaboration with various departments of the University, this attempt is to integrate academic learning with community service. The practice would enable students to learn their subjects effectively and also develop a service-oriented mentality. Service-learning helps students undertake developmental activities at the institution and the community level which enrich their academic learning process. CSA coordinates capacity building programmes with respect to Service-Learning for students and faculty members of the University.

Community Development Projects: At present, CSA, through its development programmes, has its footprints in 7 urban slums in Bangalore, Cochin and Ghaziabad and 136 villages in Karnataka, Andhra Pradesh, Maharashtra, Kerala and Chhattisgarh. With respect to the rural and tribal areas, the community development programmes are primarily child focused

with emphasis on sustainability of the benefits accrued by the children and their communities. This is achieved through components such as Early Childhood Care and Education. Health and Hygiene, establishing strong and sustainable Community Based Organisations, Livelihood Promotion and Environmental Awareness and Protection.

1. Eligibility

All Under Graduate/Post Graduate students are eligible to enroll as volunteers.

2. Certificate of Participation

Students who have volunteered regularly and consecutively for 2 years are awarded a Certificate of Participation and appreciation from Centre for Social Action (CSA). This is to recognize their services to the society by involving themselves in various social development activities of CSA.

Location: II Floor, Block-I, Bangalore Central Campus, Phone: 080-4012-9119

17. Internal Quality Assurance Cell (IQAC)

The IQAC of the School in accordance with the IQAC of the University helps in achieving academic excellence. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of the school. Periodically, the progress of the activities are measured and corrective actions are taken to ensure that the school achieve its holistic academic excellence.

A. Objectives

The primary objectives of IQAC shall be:

1. Developing a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the Institution
2. Promotion of measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices
3. Ensuring
 - a) Timely, efficient and progressive performance of academic, administrative and financial tasks
 - b) Relevance and quality for academic and research programmes
 - c) Equitable access to and affordability of academic programmes for various sections of society

4. Optimization and integration of modern methods of teaching and learning
4. Assuring and enhancing the credibility of evaluation procedures
5. Ensuring the adequacy, maintenance and proper allocation of support structure and services
6. Sharing of research findings and networking with other Institutions in India and Abroad

B. Functions

The functional activities of IQAC will include:

1. Development and application of quality benchmarks/parameters for various academic and administrative activities of the Institution
2. Facilitating the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process
3. Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes
4. Dissemination of information on various quality parameters of higher education
5. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
6. Documentation of the various programmes/activities leading to quality improvement
7. Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices
8. Development and maintenance of an institutional database through MIS for the purpose of maintaining /enhancing the institutional quality
9. Development of Quality Culture in the Institution
10. Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC
11. Ensure a heightened level of clarity and focus in institutional functioning towards quality enhancement
12. Ensure internalization of the quality culture
13. Ensure enhancement and coordination among various activities of the Institution and institutionalize all good practices
14. Provide a sound basis for decision-making to improve institutional functioning.

15. Act as a dynamic system for quality changes in the Institution
16. Build an organised methodology of documentation and internal Communication

a. Holistic Education and Development (HED)

Holistic education is a representation of the vision of CHRIST (Deemed to be University) '*Excellence and Service*' in tune with its mission statement. To support the vision of the University, the School also imparts Holistic Education to its students

CHRIST (Deemed to be University) is a nurturing ground for an individual's holistic development to make effective contribution to the society in a dynamic environment guided by the core values: faith in God, moral uprightness, love of fellow beings, social responsibility, pursuit of excellence and graduate attributes of the University. Holistic education covering three basic skills personal, interpersonal and societal is imparted to the students of I and II year UG programmes and to the students of I year PG programmes. Holistic education is imparted at two levels: Institutional level and School level. At the institutional level, 21 topics are designed and trained through a team of about 85 School level trainers and at deanery level, 15 specific topics in the three different skills are identified by the School and training is imparted through a team of about 30 trainers at the beginning of both odd and even semesters to the teachers who in turn engage the students on a regular basis during the semester.

b. Faculty Development Programme (FDP)

The academic community of the School comes together periodically on deliberate on institutional philosophy and thrust areas related to higher education. Every year the faculty members meet in mid-May, before the reopening of courses to hold discussions at the institutional level. Level Two is the Outbound Training programme (OBT) amid which, among different issues, the Indicative Quality Framework and Strategic Plan are discussed. Separated into clusters, the teachers move to a place outside the city to spend a minimum of 12 hours discussing every issue concerning the School

c. Quality Review and Development (QRD)

The school follows the Quality standards of QRD Cell of the University. Quality Review and Development Cell (QRD) is concerned with maintaining quality standards. QRD is more a facilitating agency than a monitoring one in the functioning of CHRIST (Deemed to be University).It conducts annual

academic auditing of all the departments and offers suggestions to improve quality in all aspects of higher education. The auditing is conducted during the month of April. Curricular Aspects, Teaching-Learning, Academic Community, Research, Consultancy and Extension, Infrastructure and Learning Resources, Student Support and Progression are some of the areas covered for auditing.

18. Office of IT Services

The university has Central IT Services Department at CHRIST (Deemed to be University) endeavours to provide effective and prompt services to all members of the University. The School takes support of this center for its IT requirements. As a team, IT initiated the implementation of operational standards in all its tasks to upgrade the service quality. Processes and objectives have been defined to optimize its operations. Documentation and analysis methods have been initiated by the team for continued service improvement.

Services Offered

IT Infrastructure Setup and Maintenance

IT Infrastructure is well designed to handle student and staff strength. Usage of IT services like Knowledge Pro (KP), Learning Management Systems (Moodle), Digital Learning Sessions and other IT related activities are extensive in the University and therefore, infrastructure upgrade is of prime importance and requires to be handled efficiently. New higher end servers are in place and Internet bandwidth has been doubled for effective usage. To support the staff and students, IT Services Support system has been implemented focusing and supporting the effective use of all the services and infrastructure. The School take support of this center for maintaining IT requirements of the students and staff.

IT Support

The Team offers Hardware/ Software/ System/Network support to all users in Christ University by carrying out various activities at the appropriate time. It has also initiated the implementation of various processes to meet the requirement of quality system support and maintenance. Network security enhancement is enforced by implementing Network access privileges only to the staff and students. Support Request handling tool has been implemented to automate the Infrastructure support requests from staff and students. This is to track and make sure that all requests are handled in time by the IT Infrastructure Support staff. A new feature has been incorporated

in Knowledge Pro for staff and students to register issues related to all the services provided by the University. This is tracked and coordinated by the IT department to make sure that requests are effectively addressed within 24 hours. Escalation matrix is implemented up to the top level of the Management to enhance the efficiency of the support system. A dedicated team is handling and monitoring IT Support requests. The School take support of this center for managing its hardware, software, network and other IT related issues.

Website and Social Media Content Management

The various activities of the School are constantly updated through the University team working on website and social media content management. These are managed centrally by the university. **The School** website has been redesigned to improve the aesthetic appeal and interface. The website's content management is monitored by dedicated members of the team who coordinates with various departments to update latest contents like News and events, details about academic programs, faculty members, syllabus, and evaluation systems. IT Services team also maintains dedicated pages for exam alerts and support services. Content management of Social Media sites like Facebook, YouTube, Twitter, Blogger is managed and maintained by the team. Photos of all the events are updated in the storage site - Flickr for the staff and students to refer.

ERP – Knowledge pro

ERP is enhanced with new features facilitating online solutions for the academic needs of the staff, students and parents. New features and tools are added in KP as per request from various departments in consultation with the management. A dedicated team is on the campus for the development and monitoring of our ERP software. KP training and implementation is handled and monitored by the IT team. The School has effectively implemented ERP system for its various online solutions

Digital Training Team

Digital learning training team is a part of the IT Services department with the responsibility to assist and train staff and faculty in the IT related activities. The team also trains faculty members to prepare and implement Online Certification courses using Moodle – The Learning Management System. Training materials are prepared by the team for Moodle and useful digital tools which are distributed. The School takes part in the training programmes conducted by the Digital Training Team. The School also offers suggestions from time to time to enhance the usability of the facilities.

Information Security Policy

As part of information security policy, the Office of IT Services monitors the network usage by the students. The School creates awareness about security policy to the students. The students of the School are strictly prohibited from engaging in any of the following acts:

- Causing a security breach to either CHRIST (Deemed to be University) network or any other network resources, including, but not limited to, accessing data, servers, or accounts to which they do not have authorized access; circumventing user authentication on any device; or sniffing network traffic, etc.
- Causing a disruption of service to either CHRIST (Deemed to be University) or other network resources, including, but not limited to, ICMP floods, packet spoofing, denial of service, heap or buffer overflows, and forged routing information for malicious purposes, etc.
- Violating copyright law, including, but not limited to, illegally duplicating or transmitting copyrighted pictures, music, video, and software.
- Exporting or importing software, technical information, encryption software, or technology in violation of international or regional export control laws.
- Intentionally introducing malicious code, including, but not limited to, viruses, worms, Trojan horses, email bombs, spyware, adware, and keyloggers.
- Port scanning or security scanning on a production network unless authorized in advance by Information Security.
- Sending Spam via email, text messages, pages, instant messages, voice mail, or other forms of electronic communication.
- Forging, misrepresenting, obscuring, suppressing, or replacing a user identity on any electronic communication to mislead the recipient about the sender.

If the students are found engaging in any of the prohibited activities listed above, the University may initiate disciplinary actions including restricting access to campus network.

Other services maintained and monitored by IT Team:

- Mobile applications
- Intranet Databank – for students to download eBook, articles and study materials.

- Online Databases - For students to access books, articles, journals and research publications.
- Repository - This Service assist students in the preparation of examination providing questions banks for the previous years
- E-journals - This service provides members of the university access to e-journals for research, self-learning and preparations for assignments and presentations.
- Library Services - Provides online library catalogue to search books, new book arrival details, Online renewal/reservations, SMS and email alerts for all transaction
- Email services for staff and students. Personal mail IDs will be provided to staff and students. Group mail ID is available class wise to enhance effective communication.
- Interactive Voice response System (IVRS)- For attendance, exam results and admission status
- Departmental events , conference facilities and online tests for placements are supported and assisted by the IT team
- Audio Video facility in the class rooms

19. Strategic Planning

The School prepares its strategic plan to support the School in developing, implementing, reviewing and ultimately achieving its goals. It works closely with colleagues across the campuses to inform and strengthen strategic decision making, providing professional expertise in planning, risk and change management.

It focuses on the following main areas:

1. Strategy and Planning
2. Data Analysis
3. Internal Academic Audit

20. National Cadet Corps (NCC)

The School is part of the University's NCC. Christ University has NCC Army and Air Force Wings open both for male and female students. NCC Army Wing is the No. 2 Company of 9 Karnataka Battalion NCC. The Air Force Wing is attached to 1 Kar Air Sqn NCC Bengaluru. The Company has a grand history going back to 1969, the very year when the Institution was founded.

The Christ University NCC almost every year produces high achievers who have participated in the Republic Day and Thal Sainik Camps at Delhi, NCC National Games, and Youth Exchange Programmes to Russia, UK,

Kazakhstan, Nepal and Vietnam. The Company also has a record of producing cadets, on a regular basis, who join the prestigious Indian Army.

The NCC trains the cadets to be physically fit, mentally strong and serve the nation in varied contexts. It also serves as a platform to stimulate the spirit of patriotism among the youth and instill a sense of respect for the Indian Defence Forces. The NCC is an excellent platform to hone one's skills in leadership and acquire opportunities to serve the nation. It offers training under the Army wing and Air Wing of the NCC for both girls and boys.

The NCC conducts parades on Saturdays between 01.30 pm and 05.30 pm. The regular parades include training in drill, map reading, weapon training, nation building, first aid, disaster management, leadership, personality development, life skills etc. It also has parades marked out for firing practice, social service and adventurous activities like trekking, rock climbing, mountaineering, etc. All cadets are expected to attend at least one camp-Combined Annual Training Camp organised by the NCC. In addition, the Company organises summer and winter adventure programmes in different parts of the country. In 2014, the Company introduced the annual "Pulse10-km Run" for residents of Bengaluru to compete and realise the importance of building fitness and staying healthy. All passionately committed and able-bodied students are encouraged to join the National Cadet Corps.

Location: Room No 720, II Floor, Block II, Bangalore Central Campus, Ph: 080-4012-9111

21. Praveen Kenneth Chair on Leadership

The School takes help of The Praveen Kenneth Chair of the University for Leadership Development Activities. The Chair was created in honour of the strong intent and endowment of adman Praveen Kenneth, Indian entrepreneur and CEO to bring real leadership to the forefront of conversations and engagement and to create an awareness among the students of the University on the importance of personal and social leadership in one's own life and thereby contribute effectively to societal demands. The chair facilitates training and development, executive coaching, psychometric assessments, leadership development, leadership interface, leadership research and leadership studies. The idea is succinctly captured by Praveen Kenneth when he says, "Ask yourself-Is it possible to be who you want to be in life? It is. I was very clear I didn't want to be denied in this life. The world doesn't doubt and limit you. People doubt and limit themselves. You are your own enemy. Become your own best friend, be ambitious, work extremely hard...and your life will change." - Praveen Kenneth as reported to Ashiwini Gangal, in afaqs!, 2017

ADMINISTRATION, FACULTY AND STAFF

GENERAL ADMINISTRATION

Title/Name	Email suffix@christuniverstiy.in
Chancellor Dr Fr Paul Achandy, MBA, PhD	chancellor
Vice Chancellor Fr Abraham V M , MSc, MS (USA), PhD	vc
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AMBUJ GUPTA (Dr.)	MANAGEMENT	PUNE LAVASA CAMPUS	
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