



# SICOMS

**PATHIRIPALA – 679302**

**PALAKKAD DIST, KERALA, KERALA**

## MANDATORY DISCLOSURES

- I. **AICTE File No. :** . PG/KER/PGDM/2008/08  
**Date and Period of last approval:** 25-April -2019 and Academic year 2019-20
  
- II. **Name and Address of the Institution:**  
SICOMS  
Sadanam Institute of Commerce & Management Studies  
P.O. Gandhi Sevasadan  
Pathiripala – 679302  
Palakkad District, Kerala State, India  
Phone – 0492 – 287486/ 62/ 63; Fax: 2874865  
e-mail: [info@sicoms.info](mailto:info@sicoms.info); web: [www.sicoms.info](http://www.sicoms.info)  
Office hours: 9.30 a.m. to 4.30 p.m., Campus open from 8 a.m. – 10 p.m.  
Academic hours: 9.30 a.m. to 4.45 PM.  
Nearest Railway Station: Ottapalam–12 km.  
Nearest Airport: Coimbatore –90 km  
Type of institution: Private-Self financed, Non-Minority and Co-Ed

**III. Organization running the Institution:**

Gandhi Seva Sadan Charitable Trust  
P.O. Gandhi Seva Sadan  
Pathiripala – 679302  
Palakkad District, Kerala State, India

**IV. Name of the Director:**

Mr K Ravikumar, B.Sc. (Hon.) (Ag), PGDM (IIM – A)  
Phone: 98955 88999; e-mail: [ravikumar.time@gmail.com](mailto:ravikumar.time@gmail.com)  
Field of Specialisation: Marketing & Strategic Management

**V. GOVERNANCE**

**GOVERNING BODY**

1. Mr John Mathew, Chairman
2. Mr K Ravikumar, Secretary [Managing Trustee of Gandhi Seva Sadan Charitable Trust and Director of SCOMS]
3. Ms Geethanjali Ravikumar, Trustee of Gandhi Seva Sadan Charitable Trust
4. Ms Aparna Menon, Trustee of Gandhi Seva Sadan Charitable Trust
5. Ms Amritha Menon, Trustee of Gandhi Seva Sadan Charitable Trust

**MANAGING COMMITTEE**

1. Mr K Ravikumar, Director
2. Dr P K Balagopal, Ph. D., Dean
3. Ms Geethanjali Ravikumar
4. Mr K Aravindakshan, Head of HR

**ACADEMIC ADVISORY COMMITTEE**

1. Mr K Ravikumar [Director of SICOMS]
2. Dr P K Balagopal, Ph. D. [Dean of SICOMS]
3. Mr K Aravindakshan [Head of HR and Faculty of SICOMS]
4. Ms Smitha Ramachandran [Faculty of SICOMS]
5. Mr Chettur Sivadas [Chartered Accountant & Financial Practitioner]

**SYLLABI ADAPTATION:**

The syllabi and pattern of instruction is revisited every year and is modified to reflect feedback of our alumni, employers of our alumni, faculty, students and new developments in the subjects as well as in the industrial scenario.

## VI. PROGRAMME:

Two-year residential Postgraduate Programme in Management leading to the award of PGDM which is approved by AICTE.

## VII. FACULTY

1. **Prof. K. Ravikumar, Director** [An alumnus of **IIM – A**, with more than 35 years of experience in industry]
2. **Dr P K Balagopal, Ph.D.** [B. Sc., CAIIB, Ph.D. (Banking & Financial Institutions ) with over 35 years of experience in Domestic & Foreign banks]
3. **Prof. K. Aravindakshan** [An alumnus of **XLRI**, Jamshedpur with more than 35 years of experience in industry]
4. **Prof. M Premakumar** [M.Com, M B A, former Professor, St Alberts College, Ernakulam]
5. **Prof. Smitha Ramachandran** [B.Tech, M B A with more than 20 years of experience in industry and academia.]
6. **Prof Asha Sudheer** [M.Com., MBA, B.Ed. with more than 15 years of experience in academia.]

## ADJUNCT FACULTY

1. **Mr Chettur Sivadas**[FCA, LL M, Certified Public Accountant, practicing financial consultant for more than 35 years]
2. **Mr P.V. Balasubramanian Varier** [B.Com, LL B, MBA; former G M, Flyjac Logistics with more than 35 years of experience in industry]
3. **Ms Saranya** [M Com, M B A with around 10 years of teaching experience]

## PROFILE OF DIRECTOR

Mr K. Ravikumar is the Founder Director of SICOMS. He is an alumnus of IIM – A, having taken his PGDM after his B.Sc. (Hon)degree in Agriculture from Govind Ballabh Pant University of Agriculture & Technology, Uttarakand. He has over 40 years of experience in industry and academia.

He worked as Deputy Director of ARTIC [ a subsidiary of UNICEF] at Vizag after working as Branch Manager of Federal Bank, Cheruvannur, Kerala. His stint in industry includes working as Chief Analyst of Reliance Agrotech at Goa and as General Manager – Warehousing & Food

Products of MAC Industries, Chennai which gave him international exposure to agricultural produce.

He is the Founder Director of SICOMS since 2008 and additionally he was Director of Farook Institute of Management Studies, Kozhikode. He was also a Senior Professor of DC School of Management & Technology. He had, inter alia, presented papers on 'Genetic Resources and Intellectual Property Rights' at Asia Pacific Workshop held under the auspices of World Intellectual Property Organisation (WIPO), on 'Community Based Organisation and Agri Business' in the All India Workshop held by Community Enterprise Forum, India and delivered Dr. Moosa A Backer Endowment Lecture on 'Globalisation, WTO and Indian Economy'.

He is currently the Managing Trustee of Gandhi Seva Sadan Charitable Trust and Director of SICOMS, Sadanam Kumaran College (affiliated to Calicut University) and Sadanam College.

#### STUDENT ASSESSMENT OF FACULTY

Student assessment of faculty is obtained on completion of each trimester. The feedback is discussed with the faculty so as to enable them to make improvements if required.

#### VIII. FEE

➤ Details of fee:

➤ First Year - `2,57,500

➤ Second Year - `2,42,500/-

☞ The fee includes provision of a Laptop, two sets of uniform, boarding and lodging during on-campus coaching. There is no other remittance to SICOMS.

☞ Students will have to bear expenses for their travel, stay and food expenses during the Summer Internship Programme and Capstone Project.

❖ Time schedule for payment of fee for the entire programme:

❖ Tuition Fee is to be paid at the beginning of each year. Exact date of remittance will be intimated in the Manual of Policy distributed to students at the time of starting the classes.

❖ Scholarships will be granted by the Trust to the students depending on their financial and social backgrounds.

#### IX. ADMISSION PROCEDURE

➤ ELIGIBILITY:

➤ Graduation

➤ CAT/ KMAT/ XAT/ CMAT/ MAT

➤ Aptitude Test of SICOMS

- Group Discussion
- Personal Interview.

## X. ACADEMIC CALENDAR

Orientation & Bridge Course (4 Weeks)	June
Trimester 1	July – November
Trimester 2	December – March
Summer Internship Programme (8 Weeks)	April – May
Trimester 3	June – August
Trimester 4	September – December
Trimester 5 (Capstone Project)	January – March
Trimester 6 (Capstone Project)	April – June

## XI. COURSE PLAN

Sl. No.	SUBJECTS	CREDITS
	<b>TRIMESTER 1</b>	
1	Management Concepts and Practices	3
2	Quantitative Techniques -1	3
3	Marketing Management	3
4	Management Accounting	3
5	Economics of Human Resources	3
6	Managerial Economics	3
7	Money Banking and Finance	3
8	Business Environment	3
9	Communicative English	5
10	Presentation Skill Development - 1	3
	<b>TOTAL</b>	<b><u>32</u></b>

<b>TRIMESTER 2</b>		
11	Operations Research	3
12	Financial Management	3
13	Organizational Behavior	3
14	Production and Operations Management	3
15	Cost Accounting	3
16	Retail Management	3
17	Supply Chain Management - 1	3
18	Competency Development - 1	3
19	Competitive Strategic Management	3
20	Commercial Bank Management	3
21	Presentation Skill Development - 2	2
22	Business Research Methods	3
	<b>TOTAL</b>	<b><u>35</u></b>
<b>TRIMESTER 3</b>		
23	Business Strategies, Etiquettes & Practices	2
24	Export-Import Management	3
25	Managerial Ethics	3
26	Supply Chain Management - 2	3
27	Business Communication	3
28	Presentation Skill Development - 3	2
29	Competency Development - 2	3
30	Security Analysis & Portfolio Management	3
31	Strategic Financial Management	3
32	Financial Statement Analysis & Reporting	3
33	Services Marketing	3
34	Consumer Behaviour	3
35	Advertising & Sales Management	3
	<b>TOTAL</b>	<b><u>28</u></b>
36	SUMMER INTERNSHIP PROGRAMME	<b>5</b>

<b>TRIMESTER 4</b>		
37	Legal Aspects of Business	3
38	Entrepreneurship	3
39	International Business Environment	3
40	MIS & Enterprise Resource Planning	3
41	E- commerce	2
42	Logistics	3
43	Business Analytics	3
44	Competency Development - 3	2
45	Presentation Skill Development - 4	2
46	Derivatives	3
47	Corporate Finance	3
48	Digital Marketing	3
49	Brand Management	3
	<b>TOTAL</b>	<b>29</b>
50	CAPSTONE PROJECT	6

## SUMMARY

<b>TOTAL ACADEMIC CREDITS</b>	<b><u>124</u></b>
<b>SUMMER INTERNSHIP PROGRAMME</b>	<b>5</b>
<b>CAPSTONE PROJECT</b>	<b>6</b>
<b>TOTAL CREDITS</b>	<b><u>135</u></b>

## XII. COMPETENCE DEVELOPMENT OF STUDENTS

A few of the critical competencies expected of students and of employees in the industrial sector are identified and deficiencies in each student are assessed and bridged by personalized interventions.

The forms used for the above exercise – Self Evaluation of competencies as a student, Self Evaluation of competencies as an employee, and Action Plan for improvement – are given below.

Name:

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<b>SKILL MATRIX - STUDENT</b>					
Sl No	Attributes	Inadequate	Adequate	Good	Very Good
1	Language [English] Comprhension				
	Written				
	Oral				
2	Communication [Mother tongue]				
	Written				
	Oral				
3	Communication [English]				
	Written				
	Oral				
4	Attention/ concentration				
5	Motivation				
6	IP Skills				
7	Team inclusion				
8	Presentation skills				

Name:

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<b>SKILL MATRIX - EMPLOYEE [when he/ she becomes one]</b>					
Sl No	Attributes	Self-Evaluation - Date			
		Inadequate 3	Adequate 5	Good 7	Very Good 10
1	Knowledge of subject				
2	Knowledge of industry practices				
3	Communication [Local language]	Written			
		Oral			
4	Communication [English]	Written			
		Oral			
5	Attention to details				
6	Motivation				
7	IP Skills				
8	Team inclusion				
9	Leadership skills				
10	Presentation skills				



# **SKILL MATRIX ACTION PLAN**

Name:

Date

## **1. Knowledge of subject**

<b>My present score</b>	<b>Score aimed at</b>	<b>By when</b>

### **Action Plan**

<b>What I will do</b>	<b>Review date</b>	<b>What help I want</b>	<b>Review date</b>

## **2. Knowledge of industry practices**

<b>My present score</b>	<b>Score aimed at</b>	<b>By when</b>

### **Action Plan**

<b>What I will do</b>	<b>Review date</b>	<b>What help I want</b>	<b>Review date</b>

### **3. Communication- English – Written**

<b>My present score</b>	<b>Score aimed at</b>	<b>By when</b>

#### **Action Plan**

<b>What I will do</b>	<b>Review date</b>	<b>What help I want</b>	<b>Review date</b>

### **4. Communication- English – Oral**

<b>My present score</b>	<b>Score aimed at</b>	<b>By when</b>

#### **Action Plan**

<b>What I will do</b>	<b>Review date</b>	<b>What help I want</b>	<b>Review date</b>

### **5. Presentation Skills**

<b>My present score</b>	<b>Score aimed at</b>	<b>By when</b>

#### **Action Plan**

<b>What I will do</b>	<b>Review date</b>	<b>What help I want</b>	<b>Review date</b>