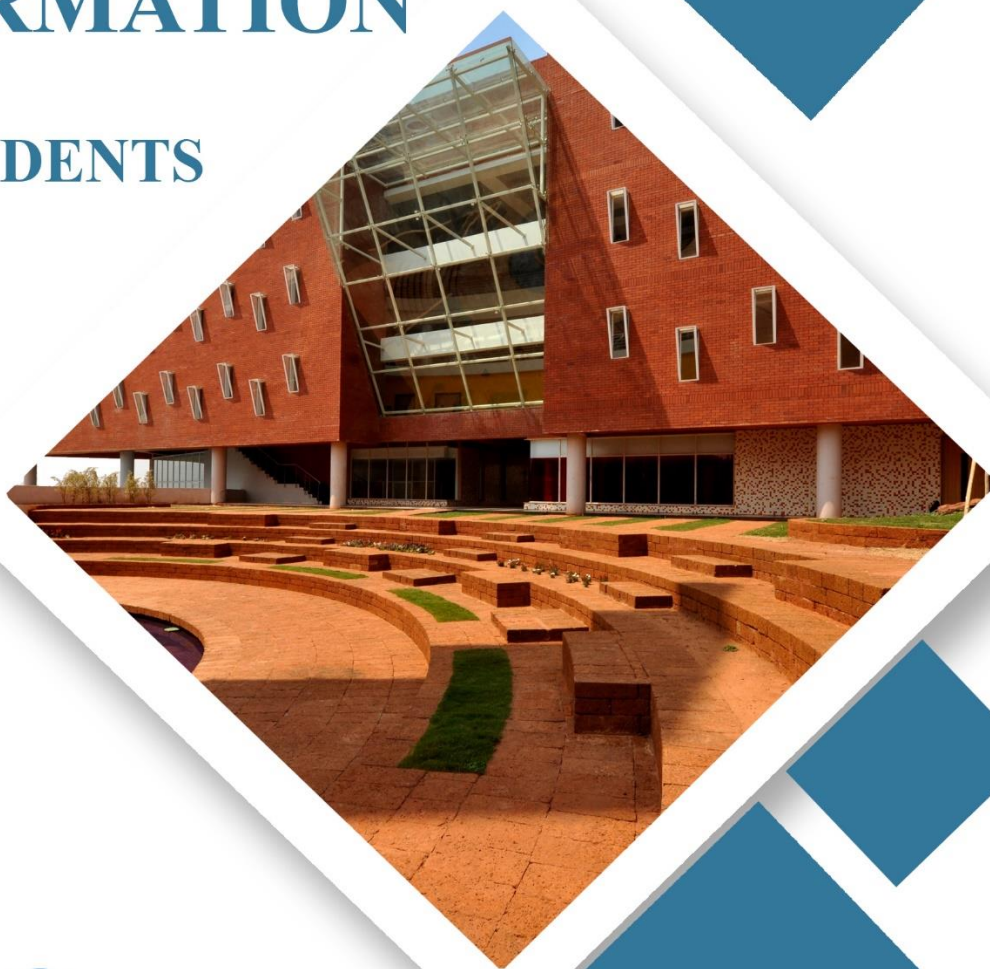


HANDBOOK OF INFORMATION

FOR STUDENTS



ACADEMIC YEAR
2024 – 2025

Dear Students,

Welcome to the IMIB family.

Please read the academic and administrative rules given in this handbook carefully. These rules will be applicable for all the PGDM students for the A.Y.2024-25. The students are advised to adhere to the rules strictly.

While it is not the intention of the Institute to be intrusive, it is important that rules are followed both in letter and spirit to ensure a healthy and congenial environment for everybody. Let us work together towards this objective.

Wishing you a very happy learning at IMIB!

A handwritten signature in dark ink that reads "Supriti Mishra" followed by two dots. The signature is written in a cursive, flowing style.

27 June 2024

Bhubaneswar

Dr. Supriti Mishra,

Dean Academics

ABOUT THE INSTITUTE

IMI is India's first corporate-sponsored management school was launched in 1981 in collaboration with International Management Institute, Geneva (now International Institute for Management Development (IMD), Lausanne). This collaboration enriched the academic curriculum and promoted faculty exchange. With years of collaboration support from IMI Geneva, (now IMD Lausanne), the McGill University of Canada, Manchester Business School, U.K. and with strong support from Indian Industry, this institute has grown into one of the most prestigious schools of management today.

Leading business publications have been consistently rating IMI as a top performer on its intellectual capital, corporate connectedness, research, personality development and industry exposure. Today, IMI enjoys a place of esteem amongst leading management institutes and the patronage of reputed business organization in the country. With such a rich legacy of three decades, International Management Institute's Bhubaneswar campus was established in the year 2011. Located in the midst of serene surroundings, IMI Bhubaneswar is dedicated to develop socially sensitive and ethically grounded managers with sound management skills.

IMI Bhubaneswar, established in 2011, is a young institute which achieved the coveted position of 67th rank in the National Institutional Ranking Framework (NIRF) 2023 conducted by the Ministry of HRD, Govt. of India. IMI Bhubaneswar currently offers Post Graduate Diploma in Management (PGDM), and FPM (equivalent to PhD) programmes which are approved by AICTE. The flagship PGDM programme is accredited by AMBA (Association of MBAs); NBA (National Board of Accreditation); NAAC (National Assessment and Accreditation Council); and has received equivalence from AIU (Association of Indian Universities). IMI Bhubaneswar has been rated higher than many IIMs on parameters like corporate linkages, intellectual capital, Infrastructure etc. by various reputed ranking agencies.

The vision and mission of IMI have been guided by all its stakeholders, spanning its student's community, alumni, corporate patrons, and society at large.

VISION:

To be a premier management school with global outlook for achieving excellence in knowledge creation and dissemination.

MISSION:

To develop responsible, globally aware, socially sensitive, value driven, articulate leaders with critical thinking skills, having an entrepreneurial and innovative mindset.

PROGRAMME EDUCATIONAL OBJECTIVES:

- Demonstrate managerial and leadership competencies in their professional careers.
- Demonstrate commitment towards social sensitivity, sustainable development, and ethical behaviour.
- Demonstrate lifelong learning and engagement through continued professional development.

PROGRAMME OUTCOMES (PO):

At the end of the programme the students should be able to:

1. Demonstrate knowledge in core areas of business based on current research and best practice.
2. Develop an understanding and appreciation of cross-cultural business context.
3. Be able to apply the conceptual knowledge and analytics for effective decision making.
4. Be able to communicate effectively with various stakeholders under different situations.
5. Demonstrate value-based leadership and team-work capabilities in multidisciplinary settings.
6. Be able to evaluate real world business problems and create contemporary business solutions.

FACULTY COUNCIL

The Faculty Council is a body comprising of the Director, Dean Academic (PGDM) and all faculty members. The Director is the Chairperson of the Council. It is the responsibility of the Faculty Council to endeavour to ensure that best practices are implemented, and standards of the Institute are maintained within areas and centres of the Institute. The specific responsibilities of the Faculty Council include, but are not limited to, the following:

- Ensure there are clear admission requirements and procedures for the particular Diploma;
- Undertake detailed study of matters referred to it for its consideration;
- Responsible to maintain academic discipline across Programmes;
- Should meet frequently for smooth functioning of Programmes;
- The Director may refer cases, if necessary, for the Council's opinion/decision;
- May follow Academic Advisory Council's (comprising external experts, Senior Corporate Members and Policy Makers) suggestions in order to improve the academic standards;
- Responsible to frame the academic rules of the Institute.
- The Faculty Council may withdraw the registration of any candidate on the recommendation of the Director due to academic indiscipline.

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ACADEMIC RULES

1. ACADEMIC TERMS

The academic year will be divided into 4 academic terms of approximately 3 months each. The classes for PGDM will be held in 3 academic terms. The first/fourth term will run July-September, the second /fifth term will run October-December, and the third/sixth term will run January-March. PGDM students will do a Summer Internship in the summer term between their first and second year. The summer term will run during April-June.

2. NUMBER OF CREDITS IN PGDM PROGRAMME

- a. The Eligibility for earning the PGDM diploma is on the basis of completing the prescribed number of credits. One credit is equivalent to 10 classroom contact hours. All courses are of 3 or 1.5 credits. One hour of classroom time requires about 2 hours of preparation time. This includes study of textbooks, readings, cases, case discussions in groups, solution of exercises, hands-on- exercises on computer etc. On an average, one should expect around 24 hours of classroom interactions and 48 hours of “preparatory work for classes” every week. In addition, there is time for projects, continuous evaluation, and examinations to account for. There will be minimum 20 sessions of 90 minutes in each 3-credit course. A 3-credit course demands 90 hours of in-class and outside class time.
- b. The PGDM has a minimum requirement of 106.5 credits of which 100.5 credits correspond to coursework, 3 credits correspond to Summer Internship after the completion of one year and 3 credits of field-based Capstone project dissertation in the second year. Out of 100.5 credits of course work, 64.5 credits correspond to core papers, 36 credits correspond to elective papers. Students are required to choose their elective papers for second year from the bouquet of electives which will be informed in third trimester. The electives should be chosen majorly from two-specializations

while keeping room for 2/3 electives from other domains. However, an elective will be floated only if minimum 25 students opt for that particular elective. These credits are normally completed over a 2-year period with the maximum allowed duration for completion being 3 years.

- c. As part of PGDM course structure, apart from completing the course work, each student is supposed to do the field-based Capstone (comprehensive) project of 3 credits. The statutory period of this project is six months. It provides the opportunity for the students to demonstrate their independence and originality, to plan and organize a large project and to put into practice some of the techniques they have been taught throughout the course.

The student has following three options available to decide and execute their field based Capstone (comprehensive) project:

Option 1: Based on Field Research

Option 2: Field based Industry Study

Option 3: Join IMI Incubation Center to start their own venture and present a viable business plan after pilot testing the product prototype.

- d. The classes are usually scheduled from 8.30 am onwards.

3. **SYLLABUS**

This is the unified compendium of the syllabus of each course offered at IMI, Bhubaneswar. The syllabus would have the following details for each course.

- a. Course code, course name, and number of credits
- b. Desirable prerequisites, if any
- c. Course objectives in terms of what the student should be able to do after completion of the course.
- d. Content, specifying at a broad level.

4. COURSE OUTLINE

The students will be given a detailed course outline of each course they take, including session wise plan. This will be made available at the start of each term. The course outline normally would have the following details:

1. Title of the course, course code, credit, term & year.
2. Name of the instructor, Contact information and consultation hours.
3. Course introduction.
4. Course Outcomes
5. Mapping of POs and COs.
6. Course pedagogy
7. Course readings: Recommended books and Suggested Readings.
8. Course evaluation criteria (CEC)
9. Mapping of CEC with COs
10. Rubrics for each CEC
11. Plagiarism Instructions
12. Session plan (With detailed information regarding session number, session topic and cases/readings).

5. EVALUATION

IMI follows a system of continuous assessment. The instructor can design appropriate method of evaluation as per the requirements of the course and method of instruction. Students' evaluation may comprise of preparation made for the class and participation, quizzes, mid-term examination, term papers/project, home assignments, end-term examination and any other criterion that the instructor concerned may decide. Every course must take into account minimum 4 components for evaluation – of which end-term is compulsory. The faculty has the discretion of keeping mid-term as the component of evaluation. However, if in any elective course, Mid Term has been set as Evaluation Component, students must compulsorily appear for the same.

- Mid Term 20-30% weightage
- End Term 30-40% weightage

The schedule for mid-term and end-term examinations will be announced by the Examination Department.

6. **EXAMINATION HALL RULES**

- Students are expected to maintain the sanctity of the academic environment in general and the examination system in particular.
- All students should be present 10 minutes before the commencement of the exam in the examination hall.
- No student will be allowed to appear for the exam after 15 minutes of the commencement of the exam.
- The student will not be allowed to leave the examination hall, without submitting the answer sheet before the expiry of 50% of the allotted time.
- Students are allowed to leave the examination hall for washroom only after 30 minutes once the exam has started. No student will be allowed to leave the examination hall without submission of the answer script in the last half hour of the examination.
- Do not use scrap paper for writing anything. Do all rough work in the answer book and cross it through, including any questions which you have answered over and above the number required by the examiners, as well as any other work you do not wish to be marked. In case the student is found to be in possession of any slip/paper or indulging in any unfair means during the examination, the concerned exam component of that student will be cancelled, and the student will be awarded an F (Zero marks) in that particular component and no improvement examination will be allowed.
- Write on both sides of the page except the cover page. Do not leave blank pages.
- Supplementary answer book should be used only when the main answer book is full (and not just for rough work) and should be tied securely behind the main answer book with the string/staples provided. Get the supplementary answer book signed by the invigilator.

- i. All answers to examination questions must be in English unless instructions are given to the contrary. Write in ink (BLACK OR BLUE ONLY) and write as clearly as possible. Examiners may refuse to mark scripts which are illegible.
- j. Non-programmable calculators are allowed. Digital diaries and cell phones are not permitted in the examination hall. Further, sharing of calculators, erasers, pencils etc. in the examination hall is strictly prohibited. Under no circumstances mobile phone should be found with the student during the examination even in the switched off mode. Student may keep the mobile phone on the front desk of the examination room and collect it after the examination. If found with the mobile phone or any other electronic device, the same will be confiscated and the concerned exam component of that student will be cancelled, and the student will be awarded an F (Zero marks) in that particular component and no improvement examination will be allowed.
- k. Students should not have their bags or other belongings including books with them during the exam. In case of open book exams, they may carry book/study material (only one) with them as instructed by the concerned faculty.
- l. Do not write your name or class roll number on the answer script. Please write only the required information on the front page. Get your entries verified by the invigilator on duty.
- m. Once time has been called, you must not write anymore, and your script must be ready for collection. You must obey this, and any other instructions given to you by the invigilating staff.
- n. You are reminded that examination conditions still apply when you are instructed by the Invigilator to vacate the examination hall in the event of an emergency. You must not communicate with any other candidate on any topic. In the event of fire or any other emergency which necessitates the evacuation of an examination hall, you will be instructed to leave all materials on your desk and leave as quickly as possible in an orderly manner.
- o. Exchange of any remarks, notes or gestures, glances at any other student's answer sheet may be treated as an attempt to cheat and Rule 6 (c) will be applicable in such a case.

- p. If any examination is held in computer lab, students are required to save the file(s) according to the instructions given by the examiner/invigilator, failing which the concerned student will be sub-graded by one grade.
- q. A repeat offender may be expelled from the programme.

Please note that noncompliance of above instructions by the student will attract necessary penalty as per IMI rules. Without prejudice to the forgoing provisions, the institute reserves the right to take any disciplinary action against the student found indulging in any kind of malpractice during the examination, which may extend up to expulsion from the institute.

7. GRADING

The grading system for all the Programmes batches will be on a 10-point scale. Following is the description of these grades:

- a. For each internal component of evaluation, the faculty member will communicate the performance of students through marks only. The student can also see marks/grades on OLT. End Term and Mid Term marks will be communicated by the Programme Office by showing the answer sheets. However, if the students find any error in totalling of the marks or discrepancy in the marks on Answer Sheets, they may immediately bring it to the notice of the concerned faculty/Programme Office for necessary corrections.
- b. At the end of the Term, the Programme Office will aggregate marks obtained in all components of evaluation, using the weightages that were prescribed in the course outline and will compute the weighted cumulative marks on the OLT. The Faculty Council moderates the result and finalizes the appropriate grades for all the courses.
- c. In each course a student is thus awarded a Letter grade only. The weighted average for all courses taken by a student in the Programme is called the Cumulative Grade Point Average (CGPA). Please note that the weights used to compute CGPA are the number of credit hours for a course.

The letter grades are on relative basis and the equivalent grade points are as follows:

Letter Grade	Grade Point
A+	10
A	9
A-	8
B+	7
B	6
B-	5
C+	4
C	3
C-	2
D	1
F	0

The formula for conversion of CGPA into percentage is as follows:

$$\text{Percentage} = \text{CGPA} \times 8 + 20$$

d. Any kind of repeat (improvement) examination grade cannot be more than B grade.

8. **EVALUATION OF MID AND END TERM PAPERS & RE- EVALUATION:**

- a. Evaluated Answers Scripts of both Mid-Term and End-Term examinations will be shown to the students. However, students will not be allowed to take examination scripts with themselves.
- b. Examination Cell will be showing the answer scripts for a brief, pre-specified duration, maximum of 15 minutes and thereafter, shall collect back the answer sheet.
- c. In case of any totalling error or cases where questions have not been evaluated in full or part, an application will have to be made to the Examination Cell. No fee shall be charged for this. The copy shall be forwarded to the concerned faculty for review. In case, the faculty recommends a change in marks, the Examination Cell Office shall change the marks on OLT. This process shall be completed before moderation.
- d. In case any student is not satisfied with the marks awarded by the faculty, he/she may make an application on the prescribed form, along with the prescribed fee for review within 2 days of announcement for faculty review. The current fee for re-evaluation is a non-refundable Rs.1000/- per subject.

- e. Students are required to fill the re-evaluation form (Appendix I) and submit the same in the Examination Cell within the time limit specified above. Re-evaluation requests will be forwarded to the Dean Academic. Under no circumstances, students should carry answer sheets to the faculty of the subject concerned. If they do, they will get a zero in that particular subject.
- f. Revaluation will be done by the concerned course faculty member. In case of further grievance, an appeal may be made to the Director. Director will address the grievance, in consultation with the concerned faculty member. After an appeal is made to the Director, any change in marks will be binding on the student. Any further complaint will be treated as frivolous and dealt with accordingly.

9. **ONLINE LEARNING AND TEACHING (OLT)**

- a. IMI has implemented OLT software to manage student grades, select electives, submit feedback, view attendance, timetable etc. This can be accessed either through IMI network or through web. Each student will be allotted a username and password for OLT access.
- b. Students are encouraged to use OLT extensively for the above-mentioned activities. It is important for each student to maintain the secrecy of the login details. The student will be solely responsible for any misuse of his/her OLT login.
- c. Some Salient Features of OLT are:
 - i. Students can view their grades for each course and also their GPA and CGPA.
 - ii. Students can view their attendance for each course during the term.
 - iii. It is mandatory for all the students to give the course feedback through OLT interface, as and when scheduled. If any student does not give feedback, he/she may not be allowed to take his/her examination. Feedback is completely anonymous and secure.

10. PROJECT AND OTHER ASSIGNMENTS IN COURSES

All project reports and all submissions of course related assignment, etc. should be submitted to the Programme Office/ faculty concerned as per the dates announced. Late submissions may invite penalty in the grade awarded, as decided by the faculty concerned. After finalization of results by Moderation Committee any such late assignment(s) will not be considered.

11. MAKE-UP EXAMINATION

- a. Make-up Examinations: Make-up Examinations will be applicable only for Mid-Term and End-Term component. It will be allowed only in case of a serious illness or medical urgency of self and that of any immediate family members. Genuineness of reasons will be determined by the Director in consultation with the Dean Academic.
- b. Improvement Examination: A student getting 'F' grade in any compulsory or elective course is required to improve their grade for being qualified for the Institute's Diploma. Such a student will be required to take the same course again as and when it is next offered. The grade obtained in this repeated course will be entered in the transcript replacing the existing 'F' grade. The student will be required to pay fee for Improvement Examination as per the Institute's fee rules for taking up an audit course. In case a student gets a 'F' grade in an elective paper, he/she can take another elective in the same academic year, in case that option exist. However, if that option does not exist, the decision will be taken in Faculty Council Meeting.

12. AUDIT COURSES/TAKING ADDITIONAL COURSES

Students are permitted to take an audit course offered by the Institute outside of the courses they register for to satisfy the requirements for the diploma. Student is permitted to take maximum two courses per term. The grade obtained in an audit course will appear in the transcript as (S) - Satisfactory or (NS) - Not Satisfactory. The S or NS grade in an audit course will not be part of the Grade Point Average computation. The student has to ensure that the choice of an audit course does not conflict with his/her regular commitments during that academic term. In general, it is advisable not to take more than one audit course per academic term. The fee for an audit course is Rs. 12000/- for a 3-credit course; Rs. 8000/- for a 2-credit course and Rs. 6000/- for a 1.5-credit course and must be paid in advance to accounts prior to commencement of the term.

13. COURSE OF INDEPENDENT STUDY (CIS)

- A. Objective: The objective of introducing a Course of Independent Study (CIS) in the IMI curriculum is to provide a platform for knowledge creation rather than just knowledge dissemination as is the case in normal course work.
- B. Student Participation in CIS:
 - a. The CIS is an individual assignment and is to be undertaken by a single student.
 - b. Student will submit CIS proposal in the prescribed form (Appendix-II) to the Programme Office in a prescribed time frame from the date of announcement.
 - c. Programme Office sends the CIS proposals to Area Chair(s).
 - d. Area Chair(s) along with area faculty review the proposals. If proposal is not good or relevant, then area may reject the same.
 - e. If Area accepts the proposal, then based on the subject interest, Supervisor is suggested by the Area Chair to the Programme Office. The Programme Office communicates the Area decision to the student.
 - f. IMI students may opt for a maximum one CIS, during the pursuit of their Programme. One CIS is equivalent to 3 credits of course work.
 - g. Students of the PGDM Programme can enrol for a CIS in Term IV and V.

Note: Under no circumstance, extension will be granted for CIS. The student needs to complete the CIS in the above-mentioned terms only.

C. CIS Supervisor

- a. Initial consultation with a faculty member does not obligate the student to select him/her as a supervisor – nor is a faculty member obligated to serve, if the topic is not of interest to him/her.
- b. The supervisor – student relationship is determined by mutual interest on the part of student and faculty member involved. The initiative, however, lies with the student. When the student has a topic in mind, he/she should discuss it with a faculty member in whose field of interest the topic lies. It is not the supervisor's responsibility to seek out the student to see whether he/she is making progress.

D. CIS Evaluation: Just like any structured course at IMI the panel would identify at least four evaluative components for testing the subject knowledge and follow the same guidelines for component selection and percentage weights as is for a normal course. Broad component of CIS are as follows:

a.	Proposal	10%
b.	Interim progress report	25%
c.	Final report	50%
d.	Defense presentation	15%

E. CIS Viva: Programme Office in consultation with Area Chair arranges the final viva of CIS. The panel for viva consists of Supervisor, one member from same area and third member approved by the Director from other area.

14. **LIVE PROJECTS**

- a. In addition to the commitment to academic excellence, the institute encourages the students to take up live projects available with the companies. These projects can be obtained by personal contact of the students, individual faculty, or through institutional contacts.
- b. When the Corporate Relation Committee (CRC) receives a request from companies for live projects, it in turn, forwards such requests to the entire batch of the students and they are free to take-up the live projects. It is compulsory on the part of a student

to submit the details of a live project undertaken as per the pro forma (Appendix-III), failing which the student will not be allowed to mention the same in his/her CVs during the placement process.

15. **STUDENT EXCHANGE PROGRAMME**

- a. Businesses worldwide need management graduates who have the tools to succeed globally – leadership skills, cultural awareness, foreign language proficiency, and an understanding of how the global marketplace functions. IMI prepares students to meet these demands.
- b. We at IMI want students to have as much international exposure as possible. The Outbound Exchange Programme offers exciting opportunities for students to learn more about the dynamics of management in different parts of the world.
- c. Students get an opportunity to study for one term at other leading business schools. For applying to exchange Programme student is required to deposit the fee of Rs. 15000/- which will be refunded on completion of their study at exchange Programme. The selection of students for exchange Programme will depend on the number of seats available at the partner institutes and the student's performance in the interview. The panel members will interview a student for an exchange Programme. The panel is constituted by the Director, IMI Bhubaneswar. If the student withdraws from the exchange Programme after selection, the fee deposited by him/her will be forfeited.

16. **ATTENDANCE**

- a. IMI places high emphasis on regularity and punctuality. Hence, attendance is compulsory in all courses. This requirement formalizes the reciprocal responsibilities between students and faculty to be fully prepared for class and to contribute to joint learning. More broadly, it reinforces our belief in education as a shared exercise. The success of our learning model depends on broad, regular class participation by all students. This, in turn, depends crucially upon regular attendance by all students in all classes.

- b. If scheduled classes are cancelled due to unscheduled holidays, such as Bandh, government declared public holidays, etc., such classes will be rescheduled on remaining working days of the term or on weekends.
- c. Students are expected to attend all the open houses with the director and chairpersons as well as any group activities and industrial tours organized by the institute, failing which a fine of Rs. 1000 would be levied upon the student.

A. Attendance and Grade:

The penalty for shortage of attendance is listed as under:

- a. Those who have attendance below 60% in a course will get an automatic 'F' as the overall grade for that course.
- b. Those who have attendance of 60% and above but less than 70% would be penalized three sub-grades in the overall grade for that course.
- c. Those who have attendance of 70% and above but less than 80% would be penalized two sub-grades in the overall grade for that course.
- d. Those who have attendance of 80% and above but less than 90% would be penalized one sub-grade in the overall grade for that course.
- e. Registration on the specified date for each term is mandatory. Students who register late will lose attendance in 2 sessions in each course in the term over and above the sessions missed due to late joining of classes.
- f. Independent of attendance waivers granted, a student must have physically attended a minimum of 60% of classes held in a given course. Failure to physically attend the minimum of 60% of classes will result in an automatic 'F' in the overall grade for that course.
- g. In case of any official work (placement, events, project etc.), the student is required to submit an application in the prescribed format (Appendix IV), duly signed by the concerned authority. Prior permission needs to be taken in case of any such applications. They also need to submit the soft copy of the same to the Programme Office.
- h. The excused absence for the official work will only be considered in case of sub-gradation. Under no circumstances, a student should be having less than 60% physical presence in the classroom.

Note: The students will get to know about their attendance through OLT (Online Learning and Teaching) after each class. The responsibility of conveying about the same to their parents lies solely with the respective students. The institute, under no circumstances, will be held responsible for communicating about attendance to the parents.

17. MENTORING

In order to help students, grow academically, socially and professionally, IMI Bhubaneswar has instituted a mentoring programme. Each student is allocated a faculty mentor, who guides the student through his/her personal and professional life. It is a learning partnership where a more experienced mentor draws upon his or her knowledge, skill set, and perspective to provide guidance and feedback while facilitating the personal growth and development of a less experienced mentee. The student mentee and the faculty mentor can meet as per their mutual convenience and discuss any issue related to career exploration, networking, professional skill building and even the students' personal issues.

18. MENTORING OF ACADEMICALLY WEAK STUDENTS

IMI Bhubaneswar is committed to ensuring quality education for each and every student. The Institute follows a system of continuous evaluation, and the students get to know about their performance in various evaluation criteria on regular basis. Based on their performance, the weak students are identified by the faculty and suitable measures are taken to improve their performance. If necessary, the faculty arranges additional tutorial sessions for these students. The students can also approach the programme office and request additional tutorial from any faculty member. The students also have their mentors who help the weak students in coping with requirements of the curriculum. Besides this, every faculty member mentions their consultation hours in the course outline. Students are encouraged to meet the faculty members any time and clarify their doubts. The slow learners are teamed up with a few bright students to ensure that peer learning helps them in their academic performances.

After the results are declared for a trimester, students who have scored below 4 CGPA are identified and counselled by the Dean Academics. Further, the students will have the option to rewrite the Mid-Term and End-Term exam for 2 of their lowest scored courses. This option will be applicable only for Term I, II, IV, & V. The student will have to pay a fee of Rs. 10,000 per course for the same.

19. **DISCIPLINE**

Cases of indiscipline and unethical practices in any academic endeavour will be brought to the notice of the Director. The Director may, in consultation with the Dean Academics, faculty concerned and the Faculty Council, determine appropriate course of action.

- a. A student found resorting to any unethical academic practices in mid-term/end-term examinations, quizzes, assignments, projects, etc., will attract a penalty according to Rule 6 (f.) in the HANDBOOK OF INFORMATION FOR STUDENTS. A repeat offender may face expulsion from the institute.
- b. Cases of indiscipline, violation of IMI's code of conduct and unsavoury behaviour outside of academic endeavours of any kind that brings disrepute to the Institute will be brought to the notice of the Director. The Director will form a committee consisting of the Dean Academics, Chairperson (Programme), Chairperson (Hostel and Student Affairs) and other faculty members to determine appropriate course of action.
- c. IMI is a ragging-free campus. No instances of ragging will be tolerated whatsoever. Students are encouraged to report incidents of ragging to the Director. If any such incidents occur it will be referred to the Anti-ragging Committee for necessary action. Action taken against a student charged with ragging could be severe including reporting the matter to the police to permanent expulsion from the institute.
- d. Students are supposed to keep their mobile phones on silent mode in the classroom. Students are not supposed to use laptops in the classroom without prior permission of the instructor.
- e. Students should not carry or use mobile phones in the classroom. If students carry mobile phones to the class, they should keep it on the front desk of the class in switch

off mode and collect it after the class. The institute will not be responsible in case of any loss or damage. Despite this, if a student is found using the mobile in the classroom, the phone will be confiscated and deposited with the administration office for the first offence. The student can get the phone back only after 3 days, by paying a fine of Rs. 1000. Second offence would lead to a fee of Rs. 2000 plus one sub-grading in the overall grade for that course.

- f. All deadlines given for a particular task have to be followed. Anyone violating these deadlines as specified from time to time will be subjected to disciplinary action to be decided by the institute.
- g. Registration on the specified date for each term is mandatory. Students who register late will lose attendance in 2 sessions in each course in the term over and above the sessions missed due to late joining of classes.
- h. Students will be issued an Identity Card on their joining IMI Bhubaneswar. In case the student loses it, he/she will be required to give in writing to the programme office and deposit Rs. 500 as a processing fee for issuing new identity card.

20. PLAGIARISM, SYNDICATION & CHEATING

A. All assessments are intended to determine the skills, abilities, understanding and knowledge of each of the individual students undertaking the assessment. Cheating is defined as obtaining an unfair academic advantage and any student found using any form of cheating, attempting to cheat or assisting someone else to cheat may be subject to disciplinary action in accordance with the IMI's Disciplinary Procedure. The Institute takes this issue very seriously and students have been expelled or had their degrees withheld for cheating in assessments. If you are having difficulty with your work, it is important to seek help from your Course faculty rather than be tempted to use unfair means to gain marks.

B. The Institute regulations define a number of different forms of cheating, although any form of cheating is strictly forbidden. These are:

- a. Submitting other people's work as your own - either with or without their knowledge. This includes copying in examinations;
- b. Using notes or unauthorized materials in examinations;

- c. Impersonation - taking an assessment on behalf of or pretending to be another student, or allowing another person to take an assessment on your behalf or pretend to be you;
- d. Plagiarism – Note for Student: taking or using another person's thoughts, writings or inventions as your own. To avoid plagiarism, you must make sure those quotations from whatever source must be clearly identified and attributed at the point where they occur in the text of your work by using one of the standard conventions for referencing. The library has a leaflet about how to reference your work correctly and your tutor can also help you. It is not enough just to list sources in a bibliography at the end of your essay or dissertation if you do not acknowledge the actual quotations in the text. Neither is it acceptable to change some of the words or the order of sentences if, by failing to acknowledge the source properly, you give the impression that it is your own work.
- e. Plagiarism – Note for Faculty: Please note that Plagiarism needs to be assessed in the following components: Individual projects; Group Projects; Field projects; CIS – especially case study and/ or research papers; case analysis. In whichever instance the Faculty has a doubt about plagiarism the faculty must demand for a soft version of the project/assignment and subject it to the plagiarism software;
- f. Collusion - except where written instructions specify that work for assessment may be produced jointly and submitted as the work of more than one student, you must not collude with others to produce a piece of work jointly, copy or share another student's work or lend your work to another student in the reasonable knowledge that some or all of it will be copied;
- g. Duplication - submitting work for assessment that is the same as, or broadly similar to, work submitted earlier for academic credit, without acknowledgement of the previous submission;
- h. Falsification - the invention of data, its alteration, its copying from any other source, or otherwise obtaining it by unfair means, or inventing quotations and/or references.

21. CRITERIA FOR PROMOTION

A student must satisfy the following conditions at the end of third term of the first year to be eligible for promotion to second year:

- a. A minimum CGPA of 4.0 in the first year.
- b. Not have obtained Ds equal to or more than 12 course credits.
- c. Student with one 'F' grade may be promoted to the second year. However, 'F' grade has to be upgraded by successfully passing the course.
- d. However, if the student has more than one F grade, he/she will not be promoted to the next year.

Other promotion norms:

- a. Promotion letters are issued to the students within one month of the completion of the last scheduled examination of the 3rd term (end of first year). Students are allowed to enrol on a provisional basis for the next term that starts before this one-month period is over.
- b. In case any student does not satisfactorily complete the Field Project (as per the directions of the Programme Office and /or fails to comply with the timelines and norms specified), s/he will not qualify for the Institute's Diploma till the same has been satisfactorily completed.
- c. Students who fail to secure a minimum CGPA of 4 at the end of Term III will not be promoted to second year and will have to leave the programme. If the student desires to repeat the first year, he/she can make a request to Dean Academics. If the student's request is approved the student can repeat the first year and must pay all fees as applicable for that academic year.

To qualify for the diploma, a student must satisfy the following conditions:

- a. A minimum CGPA of 4.5 in the Programme
- b. A minimum Grade of C+ in Field based Capstone (comprehensive) project and Summer Project.
- c. Not have obtained Ds equal to or more than 12 course credits.

- d. No 'F' grade at all.
- e. Successful completion of Summer Project/Company Project/Dissertation.
- f. Under no circumstances a student failing to obtain the minimum CGPA required for the award of diploma i.e. 4.5, would be given any further opportunity to improve his/her performance.

Note: The students will be intimated about the marks and grades obtained through OLT (Online Learning and Teaching). The student will be solely responsible for conveying the result to their parents. The institute, under no circumstance, will be held responsible for communicating about the Term results to the parents.

22. MERIT SCHOLARSHIP

The merit scholarships are awarded to the students of the PGDM Programme on the basis of outstanding cumulative academic performance at the end of first year. The amount of the scholarship is Rs. 40000/- for the first rank holder, Rs. 30000/- for the second rank holder and Rs. 20000/- for the third rank holder. The prize money is handed over to the students in the ceremony on August 15.

Students who have obtained a 'D' or 'F' grade in any course are not eligible for the award of a scholarship. In case of a tie, the Programme Committee / Faculty Council shall decide on a suitable tiebreaker for the award.

23. SIP SCHOLARSHIP

In order to emphasize the seriousness of summer internships and encourage the students to put in their maximum effort, best summer internship project scholarships are awarded to three students. These scholarships amount to Rs. 20000/-, Rs. 15000/- and Rs. 10000/- respectively for the first, second and third rank holders in SIP. The prize money, along with the certificate is handed over to the students during the convocation.

Students who have obtained a 'D' or 'F' grade in any course are not eligible for the award of a scholarship.

24. IMI HONOUR LIST & AWARD OF MEDALS

- A. The IMI award for scholastic performance will be given to the students of a graduating class on the basis of the criteria detailed below. To qualify for the award of a medal a student must first qualify to be on the IMI Honour list, for which a student must satisfy conditions (a. through e.), which are as follows:
- a. The student must have a CGPA of 6.5 and above for the entire Programme.
 - b. The student must not have obtained a 'D' or 'F' grade in any course.
 - c. The student must not have violated the specified academic discipline or code of conduct as stipulated by IMI during the entire Programme.
- B. From among the students who qualify for the IMI Honour list, the following medals will be awarded.
- a. PGDM Gold Medal - awarded to the student with the highest CGPA in PGDM
 - b. PGDM Silver Medal - awarded to the student with the second highest CGPA in PGDM
 - c. Dr. Rama Prasad Goenka Best Student Medal is given to the student with best overall performance on the parameters of Discipline, Behaviour, Academic Commitment and Extra-curricular Activities.
 - d. Director's Medal for The Overall Contribution To The Institute is given to the student on parameters of Institutional Development Activities, Attitude and Behaviour, Co-curricular Activities and performance in inter institute events / competitions.
- C. In case of a tie in CGPA for any of the medals, the Programme Committee / Faculty Council shall decide on the award and provide reasons for the choice.

25. CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

Students representing IMI in co-curricular and extra-curricular activities is an important part of student development as well as IMI brand building. The following guidelines may be followed for these activities:

- a. The Institute encourages its students to participate in various events/competitions organized by other national/international universities and B-schools. As a matter of policy, however, the students are expected to assign due priority to their academic work and also the activities organized at the Institute while opting for participating in events at other Institutions. If a student misses any internal evaluation component (e.g. – presentation, quiz or class assignments) no alternative / re-do will be allowed. In case of international university and B-school abroad, the institute may permit to participate in the events depending upon the academic commitments.
- b. A prior approval from Director is mandatory for students to participate in any event outside the Institute. For obtaining approval, copies of the letter of invitation/mail/documentary evidence should be attached along with the application (Appendix-V).
- c. In case, the participating students do not get re-imbursement of travel expenses from the visiting institute, a certificate from the visiting institution/ university must be obtained to that effect to be eligible for getting the reimbursement from the Institute as per the existing rules. Students will not be funded for registration, participation, boarding, and lodging expenses. They will get a reimbursement for the travel only as per the IMI rules, in case they are not getting it from the visiting institute.
- d. With the phenomenal growth of professional institutions all over the country, thousands of events are being organized round the year. It is neither desirable nor possible for the students to participate in all these events. The students are expected to be selective in making such choices as it might affect their academic pursuits, the primary purpose for which they are here. The students are thus advised to exercise self-restraint and voluntarily restrict the number of institutions they would like to visit in an academic year.

A suggestive list of B-school is given below:

- i All IIMs
- ii All IITs
- iii All NITs
- iv All IIITs
- v Xavier Labour Research Institute
- vi Indian School of Business
- vii Faculty of Management Studies
- viii Jamnalal Bajaj Institute of Management Studies
- ix Management Development Institute
- x Xavier Institute of Management
- xi Symbiosis Institute of Management Studies
- xii SP Jain Institute of Management Research
- xiii Narsee Monjee Institute of Management Studies
- xiv All India Management Association
- xv Institute of Management Technology
- xvi National Institute of Industrial Engineering
- xvii Indian Institute of Foreign Trade
- xviii Tata Institute of Social Sciences
- xix National Institute of Fashion Technology
- xx Institute of Management Development Research
- xxi TA Pai Management Institute
- xxii Mudra Institute of Communication
- xxiii Loyola Institute of Business Administration
- xxiv Lal Bahadur Shastri Institute
- xxv Institute of Rural Management

- e. The students are expected to use their discretion carefully to participate in Summer Project competitions organized by various institutes as it has implications for our exclusive database of summer projects and company confidentiality issues. In the larger interest of the Institute the students are advised to seek prior approval from the Director.

26. LIBRARY RULES

Library Membership

- a. IMI library is meant only for the Students, Faculty, Staff, External members, and Visiting Instructors of IMI.
- b. Each student member can Issue maximum of 10 books/documents at a given point of time.

Membership Procedure

- a. A prescribed form available at the library circulation counter should be used to apply for library membership.
- b. Fill up the requisite form and attach a photocopy of the fee receipt and submit it to the library.

Circulation Rules

- a. Borrowing facilities are given only to the members of the library. Documents may be borrowed only in individuals Library ID.
- b. The students must produce his/her ID Card on the circulation counter at the time of issue and return of books.
- c. A student can borrow not more than ten books on library ID at a time and is required to return or re-issue the same within THIRTY days.
- d. Periodicals, Newspapers and books on reference section may not be taken away from the library.
- e. For reissuing it is necessary to present the book at the counter. Reissue is not automatic. If there is a pending demand for the book, the request for reissue may be turned down by the library.
- f. The Librarian can recall books and other library documents any time if need arises.
- g. If the book is not returned by due date, the member will be charged a penalty of Rs. 5/- per day per volume/book.
- h. The library can refuse to issue books to members having unpaid dues.
- i. If a member loses a book Issued in his/her Library ID, the penalty will be as follows:
 - i. He/she will have to replace the document(s) lost or pay the current price of the document(s).

- ii. If the book is not easily available in the market, then the loser would pay 200% extra of the last known cost of the document(s).

General Rules

- a. Users should maintain silence and should not disturb other readers in the library.
- b. Smoking/eating/drinking/chatting is strictly prohibited in the library premises.
- c. Users of the library should keep their Cell Phones in silent mode inside the library.
- d. The staff member(s) at the check point may refuse entry to those who do not produce valid identity card.
- e. While entering the library, users should leave their personal belongings such as bags, personal books etc. at the entrance to the library on shelves provided.
- f. Users leaving the library should permit the library staff to examine their personal belongings, if asked.
- g. IMI library follows an open access system. Books and other reading material taken from the library stacks should not be restacked by the readers. These should be left on the reading table.
- h. Users of the library should not deface, mark, cut, mutilate, or damage the reading material in any way. Persons doing so are liable to be fined heavily, apart from being asked to pay the cost of the damage, and the cancellation of library membership.
- i. The member would satisfy himself/herself before leaving the issue counter as to whether the book is in sound condition or not, otherwise he/she may be held responsible.
- j. It is of utmost importance that members behave in decent manner with the library staff. It helps in providing you better services. If they have any problem, report it to the Librarian. In case he is not available contact any other senior person on duty.
- k. Any infringement of the library rules will render the privilege of admission and of borrowing book from the library as withdrawn.

Library Working Hours (All days open)

- i. “A” Block Library Opening Hours - 8.00 AM to 12.00 AM - (Midnight)
- ii. Issue and return - 10.00 AM to 8.00 PM
- iii. Saturday, Sunday, National/Gazetted Holidays - 9.30 AM to 5.30 PM or 12:00 PM to 8:00 PM (as per user's volume)

- iv. Overnight Issue (Reference Books) - After 8.00 PM (Every working day)
- v. Overnight Issued Books to Return - Before 10.00 AM next day (Excluding Holidays)

Library Will Remain Closed on National Holiday's

- I. 15th August
- II. 2nd October
- III. 26th January
- IV. Holi
- V. Diwali or Deepawali

27. COMPUTER CENTRE RULES

The Computer Centre labs are designated for use by current students, instructors, and employees of the institute.

I. General Rules:

- a. Students are advised to maintain discipline in computer lab.
- b. Use of cell phone is prohibited inside the lab.
- c. Users are not permitted to carry their bags to the computer lab.
- d. Students are not permitted to install, modify or delete any software on lab computers.
- e. Food or drinks are strictly prohibited in the computer labs at any time.
- f. Scheduled computer-based classes in the labs have priority over all other uses.
- g. Students are allowed to access & download intellectual material from internet as per IMI Internet Policy.
- h. Users are provided with User ID & E-mail ID for accessing IMI network & emails. The maximum space allotted to each email box is 5 GB and attachment limit is 20 MB. The User ID & E-mail ID are accessible till Convocation.
- i. User should save their data files on network drive (O: drive). Each user is assigned a maximum of 200 MB space on the Network Drive (O: Drive). Do not save files on lab computer.
- j. Computer Centre is not responsible for data loss caused due to computer viruses, improper use of the computer or any other malfunctions.

- k. Equipment in the computer labs may not to be removed, modified, relocated, or disassembled without permission of the lab coordinator.
- l. Computer Centre resources may not be used for illegal or disruptive purposes.
- m. Usage of pirated software is prohibited.
- n. Reproduction of any copyrighted material (e.g. software, music, video, books, photographs, etc.) is prohibited.
- o. Don't access, upload, or download obscene, pornographic, threatening, or discriminatory material.
- p. Don't use chat rooms, online games in the computer lab.
- q. Any problems with the computer should be reported to the lab coordinator immediately.
- r. Online database can be accessed through IMI intranet (www.imibhserver.com)
- s. Laser & Color Printers are available on a per page charge basis as follow:
 - i. Black & White Printing (Rs.1.50/-)
 - ii. Color Printing (Rs.5/-)
- t. User must shutdown the computer before leaving the computer lab
- u. Students are strictly instructed to not share their respective email/system passwords with other persons. For any misuse of passwords, IT team will take strict action against the concerned person. In case of password reset, students can reach out to IT team for the same.
- v. Do not unplug any cable from computers like: Power cable, Mouse / Keyboard cables, HDMI/VGA cable and Ethernet Cable under any circumstances. Please take IT team's help wherever and whenever required for any activity. Any student found tampering with any IT equipment, a suitable penalty amount depending on the value of the equipment will be imposed on the student.

II. Timings

- a. 09.30 AM to 05.30 PM (Except Every Sundays, Saturdays & IMI Holidays).



APPENDIX-I

IDCO Plot No. 1, Gothapatna, PO Malipada, DT: Khurda, Bhubaneswar-751003

RE-EVALUATION FORM

The Dean Academics
IMI Bhubaneswar

Dear Sir/Madam,

I wish to apply for re-evaluation for:

Course Name: _____

Term: _____

Faculty: _____

Reason for re-evaluation: _____

As per Handbook of Information for A.Y. 2024-2025 under clause 8(d), I am required to pay the re-evaluation fee of Rs. 1000/- (non-refundable) to the accounts department and submit the photo copy of the same to the Programme Office in order to initiate the process of re-evaluation.

Thanking you,
Yours Sincerely,

Answer Sheet Serial No.:

Programme Name: _____

Date: _____



IDCO Plot No. 1, Gothapatna, PO Malipada, DT: Khurda, Bhubaneswar-751003

COURSE OF INDEPENDENT STUDY (CIS) FORM

The Dean Academics
IMI Bhubaneswar

Dear Sir/Madam,

I wish to do the Course of Independent Study (CIS) in Term IV/V on topic

A preliminary proposal of the CIS is enclosed. The proposal includes all the details as prescribed in the Handbook of Information for A.Y. 2024-25, clause 13, therefore, may be permitted to do the CIS.

Thanking you,
Yours Sincerely,

Signature: _____

Name: _____

Programme Name & Roll No: _____

Date: _____



IDCO Plot No. 1, Gothapatna, PO Malipada, DT: Khurda, Bhubaneswar-751003

LIVE PROJECT PROPOSAL FORM (PGDM)

Student Name & Roll number : _____

Interning Organization: _____

Organization Supervisors Name: _____

Project Title: _____

Brief Synopsis of the project (Maximum 1500 words): This may cover

Project Background

Aims and Objectives of Project

Scope of the project - A Hands-on learning assignment or a survey;

The extent - both geographic and study domain

Intended Methodology: any indication of the kind of Data

Collection methods: Secondary/primary or both

Population to be studied

This is indicative in the light of Common internship requirements. In case the assignment requires a different reporting style for the scope and methodology, the student may choose to report differently. However, the justification for doing so may be attached on a separate signed note by the Student, countersigned by the Company supervisor.

Student's Signature: _____ Date: _____

Placement Officer:

Signature: _____



IDCO Plot No. 1, Gothapatna, PO Malipada, DT: Khurda, Bhubaneswar-751003

LEAVE APPLICATION FORM

Date: _____

The Dean Academics
IMI Bhubaneswar

Dear Sir/Madam,

I shall be/was absent from the following session(s):

Sl. No.	Date	Time	Subject	Number of Classes	Faculty	Reason
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Please grant me the leave.

Thanking you,
Yours sincerely,

Signature: _____

Name: _____

Programme Name & Roll No: _____

Encl: – Medical Certificate & Fitness Certificate (for sick leave)

Leave of absence from the class granted/Not granted:

Officer Concerned (Programmes)

.....
(Signature)

.....
(Date)

Dean

.....
(Signature)

.....
(Date)



IDCO Plot No. 1, Gothapatna, PO Malipada, DT: Khurda, Bhubaneswar-751003

PARTICIPATION IN CONFERENCE/B SCHOOL EVENTS

Date:

The Director
International Management Institute
Bhubaneswar

Through: – Students' Welfare & Hostel Committee

Dear Sir,

I would like to:

Present a paper in the national conference organised by _____

from _____ to _____ OR participating in Management

Games organised by _____ from

_____ to _____ represent IMI in

This is also to inform you that this is a national/International conference/convention. I may please be granted leave for attending the same, from _____ to _____.

Relevant documents in support of my application are enclosed for kind reference.

Thanking you,
Yours sincerely,

Signature: _____

Name: _____

Programme Name & Roll No: _____



HOSTEL STUDENT OUT PASS FORM

Name of Student

Mobile/Contact No. Roll No.

Reason Official /Personal Purpose:

Date: Time: From To Place of Visit

I take full responsibility of my own and I hereby declare that IMI does not have any responsibility & liability of any nature for any untoward incident/accident happens with me. If required, IMI can verify and inform parents about my whereabouts.

Signature of the student:

Date:

Time:

Recommended/Not Recommended

Approved/Not Approved

(Hostel Superintendent)

(Hostel Proctor)

✂-----

Out Pass for Students

The student Mr./Ms. is permitted from
..... A.M./P.M. to A.M./P.M on Date

The Student left the campus at A.M./P.M. Date.....

Security Signature and Seal

The student entered the campus at A.M./P.M Date

Security Signature and Seal



IDCO Plot No. 1, Gothapatna, PO Malipada, DT: Khurda, Bhubaneswar-751003

HOSTEL ROOM CHANGE FORM

Name of Student

Mobile/Contact No. Roll No.

Current room is occupied from (Date):

Type of Room occupied currently:

Type of Room willing to shift to:

Reason for changing room

Name of the document to substantiate your request.....

I hereby agree to pay the additional charges per academic year, to be paid for shifting to the room having a higher hostel fee.

Initiated

(Hostel Superintendent Administration)

Approved/Not Approved

(Hostel Proctor)

Current Hostel Fee _____.

Hostel fee after shifting _____

What if the request is for lower priced room_____



IDCO Plot No. 1, Gothapatna, PO Malipada, DT: Khurda, Bhubaneswar-751003

CLEARANCE FORM

Name of the Student: _____

Student's Roll No.: _____

Residential Address (Permanent): _____

Telephone No. (Residence): _ _____ Cell No.: _____

Email ID (Personal): _____

Departments	Items Pending	Amount Pending	Signature
Computer			
Library			
Placement			
Examination			
Mess			
Hostel			

You are advised to submit the form on or before, failing which your diploma will not be issued.

(Signature of the Student)

(Accounts Dept.)

(Programme Office)

ACADEMIC CALENDAR	
Year: 2024-25	
Date	PGDM 2024 – 2026, 1st Year
	Term I (July1 - September 21, 2024)
18 June 2024	Registration & Orientation
01 July 2024	Class Commencement
August 05 - 10, 2024	Mid -Term Exam*
September 05-06, 2024	7th International Conference on Banking and Finance
September 16 - 20, 2024	End -Term Exam
07 October 2024	<i>Term Moderation</i>
09 October 2024	<i>Term I Result</i>
Date	Term II (September 23 - December 24, 2024)
23 September 2024	Term registration and Classes resume
September 26 -27, 2024	Management Conclave
October 04, 2024	Sparx
October 10- 16, 2024	Puja Holiday
October 24 - 29, 2024	Mid -Term Exam*
November 08 - 09, 2024	Khel - e -IMI
December 16 - 24, 2024	End-Term Exam
10 January 2025	<i>Term Moderation</i>
13 January 2025	<i>Term II Result</i>
Date	Term III (January 2, 2025 - March 28, 2025)
02 January 2025	Term registration and Classes resume
January 16 - 18 ,2025	<i>Jazbaa & Phronesis</i>
23 January 2025	Doctoral colloquium
January 24 - 25, 2025	10th International Conference with EGADE Business School, Mexico
03 February 2025	Ted X
February 10 - 14, 2025	Mid -Term Exam*
March 17 - 21, 2025	Classes
March 24 - 28, 2025	End-Term Exam
12 April 2025	<i>Term Moderation</i>
15 April 2025	<i>Term III Result</i>
<u>* Classes would be scheduled on these days depending upon the no. of Mid- Term examination</u>	

IMPORTANT INFORMATION

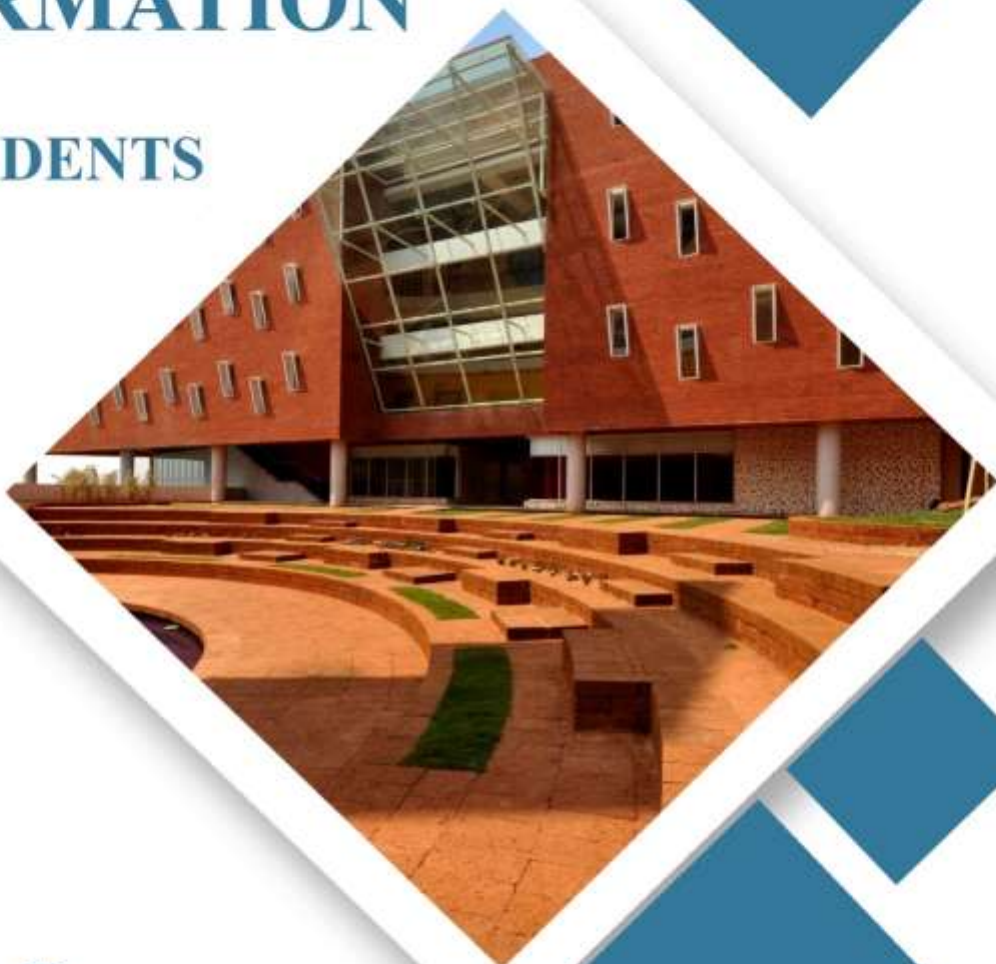
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		Mr. Diganta Saha	9776942230 / diganta.saha@imibh.edu.in
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		Mr. Sovan Basu	9583718176 / sovan.basu@imibh.edu.in
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		Mr. Sameer Sahu	9556872586 / Sameer.sahu@imibh.edu.in
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		Prof. Pratyush Banerjee, Faculty	8185921465 / pratyush.b@imibh.edu.in

		Mr. Abhinav Kumar, Staff	8972816628 / Abhinav@imibh.edu.in
		Representative from Odisha Police	
		Representative from local Press	
		Ms. Sneha Mishra, NGO	
		Mrs. Anima Tiwari (Parent)	
		Mr. Himanshu Sekhar Jena (Parent)	
		Ms. Santoshi Ajit Singh (Student)	
		Mr. Varun Sai Karthik Lanka (Student)	
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		Mr. Nikhil Peddi	
N	Other Important Contacts	Fire Station	101 / (91)-674-2312088
		Local Police/ Chandaka PS	100 / (91)-674-2466055
		SUM Hospital	(91)-674-2386292 / 224/248

		AMRI Hospital	(91)-0674 - 666 6000
		Ambulance/Red Cross	102
		Snake Helpline	9437171712 / 9337295142
O	Administration (administration@imibh.edu.in)	Help Desk (Mr. Gautam Basu, Mr. Abhinav Kumar & Mr. Santjee Kumar Sharma)	9088008103 , 8972816628 & 7377756577_helpdesk@imibh.edu.in
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		House Keeping (Mr. Abhinav Kumar and Mr. Trinath Bhuyan)	7381349800 / Trinath@imibh.edu.in 8972816628 / abhinav@imibh.edu.in
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HANDBOOK OF INFORMATION

FOR STUDENTS



ACADEMIC YEAR
2024 – 2025

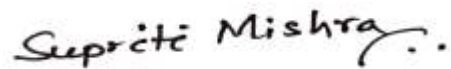
Dear Students,

Welcome to the IMIB family.

Please read the academic and administrative rules given in this handbook carefully. These rules will be applicable for all the PGDM students for the A.Y.2024-25. The students are advised to adhere to the rules strictly.

While it is not the intention of the Institute to be intrusive, it is important that rules are followed both in letter and spirit to ensure a healthy and congenial environment for everybody. Let us work together towards this objective.

Wishing you a very happy learning at IMIB!

A handwritten signature in black ink that reads "Supriti Mishra" followed by a stylized flourish.

27 June 2024
Bhubaneswar

Dr. Supriti Mishra,
Dean Academics

ABOUT THE INSTITUTE

IMI is India's first corporate-sponsored management school was launched in 1981 in collaboration with International Management Institute, Geneva (now International Institute for Management Development (IMD), Lausanne). This collaboration enriched the academic curriculum and promoted faculty exchange. With years of collaboration support from IMI Geneva, (now IMD Lausanne), the McGill University of Canada, Manchester Business School, U.K. and with strong support from Indian Industry, this institute has grown into one of the most prestigious schools of management today.

Leading business publications have been consistently rating IMI as a top performer on its intellectual capital, corporate connectedness, research, personality development and industry exposure. Today, IMI enjoys a place of esteem amongst leading management institutes and the patronage of reputed business organization in the country. With such a rich legacy of three decades, International Management Institute's Bhubaneswar campus was established in the year 2011. Located in the midst of serene surroundings, IMI Bhubaneswar is dedicated to develop socially sensitive and ethically grounded managers with sound management skills.

IMI Bhubaneswar, established in 2011, is a young institute which achieved the coveted position of 67th rank in the National Institutional Ranking Framework (NIRF) 2023 conducted by the Ministry of HRD, Govt. of India. IMI Bhubaneswar currently offers Post Graduate Diploma in Management (PGDM), and FPM (equivalent to PhD) programmes which are approved by AICTE. The flagship PGDM programme is accredited by AMBA (Association of MBAs); NBA (National Board of Accreditation); NAAC (National Assessment and Accreditation Council); and has received equivalence from AIU (Association of Indian Universities). IMI Bhubaneswar has been rated higher than many IIMs on parameters like corporate linkages, intellectual capital, Infrastructure etc. by various reputed ranking agencies.

The vision and mission of IMI have been guided by all its stakeholders, spanning its student's community, alumni, corporate patrons, and society at large.

VISION:

To be a premier management school with global outlook for achieving excellence in knowledge creation and dissemination.

MISSION:

To develop responsible, globally aware, socially sensitive, value driven, articulate leaders with critical thinking skills, having an entrepreneurial and innovative mindset.

PROGRAMME EDUCATIONAL OBJECTIVES:

- Demonstrate managerial and leadership competencies in their professional careers.
- Demonstrate commitment towards social sensitivity, sustainable development, and ethical behaviour.
- Demonstrate lifelong learning and engagement through continued professional development.

PROGRAMME OUTCOMES (PO):

At the end of the programme the students should be able to:

1. Demonstrate knowledge in core areas of business based on current research and best practice.
2. Develop an understanding and appreciation of cross-cultural business context.
3. Be able to apply the conceptual knowledge and analytics for effective decision making.
4. Be able to communicate effectively with various stakeholders under different situations.
5. Demonstrate value-based leadership and team-work capabilities in multidisciplinary settings.
6. Be able to evaluate real world business problems and create contemporary business solutions.

FACULTY COUNCIL

The Faculty Council is a body comprising of the Director, Dean Academics and all faculty members. The Director is the Chairperson of the Council. It is the responsibility of the Faculty Council to endeavour to ensure that best practices are implemented, and standards of the Institute are maintained within areas and centres of the Institute. The specific responsibilities of the Faculty Council include, but are not limited to, the following:

- Ensure there are clear admission requirements and procedures for the particular Diploma;
- Undertake detailed study of matters referred to it for its consideration;
- Responsible to maintain academic discipline across Programmes;
- Should meet frequently for smooth functioning of Programmes;
- The Director may refer cases, if necessary, for the Council's opinion/decision;
- May follow Academic Advisory Council's (comprising external experts, Senior Corporate Members and Policy Makers) suggestions in order to improve the academic standards;
- Responsible to frame the academic rules of the Institute.
- The Faculty Council may withdraw the registration of any candidate on the recommendation of the Director due to academic indiscipline.

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ACADEMIC RULES

1. ACADEMIC TERMS

The academic year will be divided into 4 academic terms of approximately 3 months each. The classes for PGDM will be held in 3 academic terms. The first/fourth term will run July-September, the second /fifth term will run October-December, and the third/sixth term will run January-March. PGDM students will do a Summer Internship in the summer term between their first and second year. The summer term will run during April-June.

2. NUMBER OF CREDITS IN PGDM PROGRAMME

- a. The Eligibility for earning the PGDM diploma is on the basis of completing the prescribed number of credits. One credit is equivalent to 10 classroom contact hours. All core courses are of 2 credits and electives may be of 3 or 1.5 credits. One hour of classroom time requires about 2 hours of preparation time. This includes study of textbooks, readings, cases, case discussions in groups, solution of exercises, hands-on-exercises on computer etc. On an average, one should expect around 24 hours of classroom interactions and 48 hours of “preparatory work for classes” every week. In addition, there is time for projects, continuous evaluation, and examinations to account for. There will be minimum 20 sessions of 90 minutes in each 3-credit course.
- b. The PGDM has a minimum requirement of 104 credits of which 98 credits correspond to coursework, 3 credits correspond to Summer Internship after the completion of one year and 3 credits of field-based Capstone project dissertation in the second year. Out of 98 credits of course work, 54 credits correspond to core papers, 8 credits are for core-electives and 36 credits correspond to elective papers. Students are required to take core-electives in the third trimester and all elective papers in second year. Students are given a bouquet core-electives and electives to choose from. They may also propose an elective of their choice. However, an elective will be floated only if minimum 20 students opt for that particular elective. These credits are normally

completed over a 2-year period with the maximum allowed duration for completion being 3 years.

- c. As part of PGDM course structure, apart from completing the course work, each student is supposed to do the field-based Capstone (comprehensive) project of 3 credits. The statutory period of this project is six months. It provides the opportunity for the students to demonstrate their independence and originality, to plan and organize a large project and to put into practice some of the techniques they have been taught throughout the course.

The student has following three options available to decide and execute their field based Capstone (comprehensive) project:

Option 1: Based on Field Research

Option 2: Field based Industry Study

- d. Option 3: Join IMI Incubation Center to start their own venture and present a viable business plan after pilot testing the product prototype.
- e. The classes are usually scheduled from 8.30 am onwards.

3. **SYLLABUS**

This is the unified compendium of the syllabus of each course offered at IMI, Bhubaneswar.

The syllabus would have the following details for each course.

- a. Course code, course name, and number of credits
- b. Desirable prerequisites, if any
- c. Course objectives in terms of what the student should be able to do after completion of the course.
- d. Content, specifying at a broad level.

4. **COURSE OUTLINE**

The students will be given a detailed course outline of each course they take, including session wise plan. This will be made available at the start of each term. The course outline normally would have the following details:

1. Title of the course, course code, credit, term & year.
2. Name of the instructor, Contact information and consultation hours.
3. Course introduction.
4. Course Outcomes
5. Mapping of POs and COs.
6. Course pedagogy
7. Course readings: Recommended books and Suggested Readings.
8. Course evaluation criteria (CEC)
9. Mapping of CEC with COs
10. Rubrics for each CEC
11. Plagiarism Instructions
12. Session plan (With detailed information regarding session number, session topic and cases/readings).

5. **EVALUATION**

IMI follows a system of continuous assessment. The instructor can design appropriate method of evaluation as per the requirements of the course and method of instruction. Students' evaluation may comprise of preparation made for the class and participation, quizzes, mid-term examination, term papers/project, home assignments, end-term examination and any other criterion that the instructor concerned may decide. Every course must take into account minimum 4 components for evaluation – of which end-term is compulsory. The faculty has the discretion of keeping mid-term as the component of evaluation. However, if in any elective course, Mid Term has been set as Evaluation Component, students must compulsorily appear for the same.

- Mid Term 20-30% weightage
- End Term 30-40% weightage

The schedule for mid-term and end-term examinations will be announced by the Examination Department.

6. **EXAMINATION HALL RULES**

- Students are expected to maintain the sanctity of the academic environment in general and the examination system in particular.
- All students should be present 10 minutes before the commencement of the exam in the examination hall.
- No student will be allowed to appear for the exam after 15 minutes of the commencement of the exam.
- The student will not be allowed to leave the examination hall, without submitting the answer sheet before the expiry of 50% of the allotted time.
- Students are allowed to leave the examination hall for washroom only after 30 minutes once the exam has started. No student will be allowed to leave the examination hall without submission of the answer script in the last half hour of the examination.
- Do not use scrap paper for writing anything. Do all rough work in the answer book and cross it through, including any questions which you have answered over and above the number required by the examiners, as well as any other work you do not wish to be marked. In case the student is found to be in possession of any slip/paper or indulging in any unfair means during the examination, the concerned exam component of that student will be cancelled, and the student will be awarded an F (Zero marks) in that particular component and no improvement examination will be allowed.
- Write on both sides of the page except the cover page. Do not leave blank pages.
- Supplementary answer book should be used only when the main answer book is full (and not just for rough work) and should be tied securely behind the main answer book with the string/staples provided. Get the supplementary answer book signed by the invigilator.

- i. All answers to examination questions must be in English unless instructions are given to the contrary. Write in ink (BLACK OR BLUE ONLY) and write as clearly as possible. Examiners may refuse to mark scripts which are illegible.
- j. Non-programmable calculators are allowed. Digital diaries and cell phones are not permitted in the examination hall. Further, sharing of calculators, erasers, pencils etc. in the examination hall is strictly prohibited. Under no circumstances mobile phone should be found with the student during the examination even in the switched off mode. Student may keep the mobile phone on the front desk of the examination room and collect it after the examination. If found with the mobile phone or any other electronic device, the same will be confiscated and the concerned exam component of that student will be cancelled, and the student will be awarded an F (Zero marks) in that particular component and no improvement examination will be allowed.
- k. Students should not have their bags or other belongings including books with them during the exam. In case of open book exams, they may carry book/study material (only one) with them as instructed by the concerned faculty.
- l. Do not write your name or class roll number on the answer script. Please write only the required information on the front page. Get your entries verified by the invigilator on duty.
- m. Once time has been called, you must not write anymore, and your script must be ready for collection. You must obey this, and any other instructions given to you by the invigilating staff.
- n. You are reminded that examination conditions still apply when you are instructed by the Invigilator to vacate the examination hall in the event of an emergency. You must not communicate with any other candidate on any topic. In the event of fire or any other emergency which necessitates the evacuation of an examination hall, you will be instructed to leave all materials on your desk and leave as quickly as possible in an orderly manner.
- o. Exchange of any remarks, notes or gestures, glances at any other student's answer sheet may be treated as an attempt to cheat and Rule 6 (c) will be applicable in such a case.

- p. If any examination is held in computer lab, students are required to save the file(s) according to the instructions given by the examiner/invigilator, failing which the concerned student will be sub-graded by one grade.
- q. A repeat offender may be expelled from the programme.

Please note that noncompliance of above instructions by the student will attract necessary penalty as per IMI rules. Without prejudice to the forgoing provisions, the institute reserves the right to take any disciplinary action against the student found indulging in any kind of malpractice during the examination, which may extend up to expulsion from the institute.

7. GRADING

The grading system for all the Programmes batches will be on a 10-point scale. Following is the description of these grades:

- a. For each internal component of evaluation, the faculty member will communicate the performance of students through marks only. The student can also see marks/grades on OLT. End Term and Mid Term marks will be communicated by the Programme Office by showing the answer sheets. However, if the students find any error in totalling of the marks or discrepancy in the marks on Answer Sheets, they may immediately bring it to the notice of the concerned faculty/Programme Office for necessary corrections.
- b. At the end of the Term, the Programme Office will aggregate marks obtained in all components of evaluation, using the weightages that were prescribed in the course outline and will compute the weighted cumulative marks on the OLT. The Faculty Council moderates the result and finalizes the appropriate grades for all the courses.
- c. In each course a student is thus awarded a Letter grade only. The weighted average for all courses taken by a student in the Programme is called the Cumulative Grade Point Average (CGPA). Please note that the weights used to compute CGPA are the number of credit hours for a course.

The letter grades are on relative basis and the equivalent grade points are as follows:

Letter Grade	Grade Point
A+	10
A	9
A-	8
B+	7
B	6
B-	5
C+	4
C	3
C-	2
D	1
F	0

The formula for conversion of CGPA into percentage is as follows:

$$\text{Percentage} = \text{CGPA} \times 8 + 20$$

d. Any kind of repeat examination Grade cannot be more than B grade.

8. **EVALUATION OF MID AND END TERM PAPERS & RE- EVALUATION:**

- a. Evaluated Answers Scripts of both Mid-Term and End-Term examinations will be shown to the students. However, students will not be allowed to take examination scripts with themselves.
- b. Examination Cell will be showing the answer scripts for a brief, pre-specified duration, maximum of 15 minutes and thereafter, shall collect back the answer sheet.
- c. In case of any totalling error or cases where questions have not been evaluated in full or part, an application will have to be made to the Examination Cell. No fee shall be charged for this. The copy shall be forwarded to the concerned faculty for review. In case, the faculty recommends a change in marks, the Examination Cell Office shall change the marks on OLT. This process shall be completed before moderation.
- d. In case any student is not satisfied with the marks awarded by the faculty, he/she may make an application on the prescribed form, along with the prescribed fee for review

within 2 days of announcement for faculty review. The current fee for re-evaluation is a non-refundable Rs.1000/- per subject.

- e. Students are required to fill the re-evaluation form (Appendix I) and submit the same in the Examination Cell within the time limit specified above. Re-evaluation requests will be forwarded to the Dean Academics. Under no circumstances, students should carry answer sheets to the faculty of the subject concerned. If they do, they will get a zero in that particular subject.
- f. Revaluation will be done by the concerned course faculty member. In case of further grievance, an appeal may be made to the Director. Director will address the grievance, in consultation with the concerned faculty member. After an appeal is made to the Director, any change in marks will be binding on the student. Any further complaint will be treated as frivolous and dealt with accordingly.

9. ONLINE LEARNING AND TEACHING (OLT)

- a. IMI has implemented OLT software to manage student grades, select electives, submit feedback, view attendance, timetable etc. This can be accessed either through IMI network or through web. Each student will be allotted a username and password for OLT access.
- b. Students are encouraged to use OLT extensively for the above-mentioned activities. It is important for each student to maintain the secrecy of the login details. The student will be solely responsible for any misuse of his/her OLT login.
- c. Some Salient Features of OLT are:
 - i. Students can view their grades for each course and also their GPA and CGPA.
 - ii. Students can view their attendance for each course during the term.
 - iii. It is mandatory for all the students to give the course feedback through OLT interface, as and when scheduled. If any student does not give feedback, he/she may not be allowed to take his/her examination. Feedback is completely anonymous and secure.

10. PROJECT AND OTHER ASSIGNMENTS IN COURSES

All project reports and all submissions of course related assignment, etc. should be submitted to the Programme Office/ faculty concerned as per the dates announced. Late submissions may invite penalty in the grade awarded, as decided by the faculty concerned. After finalization of results by Moderation Committee any such late assignment(s) will not be considered.

11. MAKE-UP EXAMINATION

- a. Make-up Examinations: Make-up Examinations will be applicable only for Mid-Term and End-Term component. It will be allowed only in case of a serious illness or medical urgency of self and that of any immediate family members. Genuineness of reasons will be determined by the Director in consultation with the Dean Academic.
- b. Improvement Examination: A student getting 'F' grade in any compulsory or elective course is required to improve their grade for being qualified for the Institute's Diploma. Such a student will be required to take the same course again as and when it is next offered. The grade obtained in this repeated course will be entered in the transcript replacing the existing 'F' grade. The student will be required to pay fee for Improvement Examination as per the Institute's fee rules for taking up an audit course. In case a student gets a 'F' grade in an elective paper, he/she can take another elective in the same academic year, in case that option exist. However, if that option does not exist, the decision will be taken in Faculty Council Meeting.

12. AUDIT COURSES/TAKING ADDITIONAL COURSES

Students are permitted to take an audit course offered by the Institute outside of the courses they register for to satisfy the requirements for the diploma. Student is permitted to take maximum two courses per term. The grade obtained in an audit course will appear in the transcript as (S) - Satisfactory or (NS) - Not Satisfactory. The S or NS grade in an audit course will not be part of the Grade Point Average computation. The student has to ensure that the choice of an audit course does not conflict with his/her regular commitments during that academic term. In general, it is advisable not to take more than one audit course per academic term. The fee for an audit course is Rs. 12000/- for a 3-credit course; Rs. 8000/- for a 2-credit course and Rs. 6000/- for a 1.5-credit course and must be paid in advance to accounts prior to commencement of the term.

13. COURSE OF INDEPENDENT STUDY (CIS)

- A. Objective: The objective of introducing a Course of Independent Study (CIS) in the IMI curriculum is to provide a platform for knowledge creation rather than just knowledge dissemination as is the case in normal course work.
- B. Student Participation in CIS:
 - a. The CIS is an individual assignment and is to be undertaken by a single student.
 - b. Student will submit CIS proposal in the prescribed form (Appendix-II) to the Programme Office in a prescribed time frame from the date of announcement.
 - c. Programme Office sends the CIS proposals to Area Chair(s).
 - d. Area Chair(s) along with area faculty review the proposals. If proposal is not good or relevant, then area may reject the same.
 - e. If Area accepts the proposal, then based on the subject interest, Supervisor is suggested by the Area Chair to the Programme Office. The Programme Office communicates the Area decision to the student.
 - f. IMI students may opt for a maximum one CIS, during the pursuit of their Programme. One CIS is equivalent to 3 credits of course work.

g. Students of the PGDM Programme can enrol for a CIS in Term IV and V.

Note: Under no circumstance, extension will be granted for CIS. The student needs to complete the CIS in the above-mentioned terms only.

C. CIS Supervisor

- a. Initial consultation with a faculty member does not obligate the student to select him/her as a supervisor – nor is a faculty member obligated to serve, if the topic is not of interest to him/her.
- b. The supervisor – student relationship is determined by mutual interest on the part of student and faculty member involved. The initiative, however, lies with the student. When the student has a topic in mind, he/she should discuss it with a faculty member in whose field of interest the topic lies. It is not the supervisor's responsibility to seek out the student to see whether he/she is making progress.

D. CIS Evaluation: Just like any structured course at IMI the panel would identify at least four evaluative components for testing the subject knowledge and follow the same guidelines for component selection and percentage weights as is for a normal course. Broad component of CIS are as follows:

a.	Proposal	10%
b.	Interim progress report	25%
c.	Final report	50%
d.	Defense presentation	15%

E. CIS Viva: Programme Office in consultation with Area Chair arranges the final viva of CIS. The panel for viva consists of Supervisor, one member from same area and third member approved by the Director from other area.

14. **LIVE PROJECTS**

- a. In addition to the commitment to academic excellence, the institute encourages the students to take up live projects available with the companies. These projects can be obtained by personal contact of the students, individual faculty, or through institutional contacts.
- b. When the Corporate Relation Committee (CRC) receives a request from companies for live projects, it in turn, forwards such requests to the entire batch of the students

and they are free to take-up the live projects. It is compulsory on the part of a student to submit the details of a live project undertaken as per the pro forma (Appendix-III), failing which the student will not be allowed to mention the same in his/her CVs during the placement process.

15. **STUDENT EXCHANGE PROGRAMME**

- a. Businesses worldwide need management graduates who have the tools to succeed globally – leadership skills, cultural awareness, foreign language proficiency, and an understanding of how the global marketplace functions. IMI prepares students to meet these demands.
- b. We at IMI want students to have as much international exposure as possible. The Outbound Exchange Programme offers exciting opportunities for students to learn more about the dynamics of management in different parts of the world.
- c. Students get an opportunity to study for one term at other leading business schools. For applying to exchange Programme student is required to deposit the fee of Rs. 15000/- which will be refunded on completion of their study at exchange Programme. The selection of students for exchange Programme will depend on the number of seats available at the partner institutes and the student's performance in the interview. The panel members will interview a student for an exchange Programme. The panel is constituted by the Director, IMI Bhubaneswar. If the student withdraws from the exchange Programme after selection, the fee deposited by him/her will be forfeited.

16. **ATTENDANCE**

- a. IMI places high emphasis on regularity and punctuality. Hence, attendance is compulsory in all courses. This requirement formalizes the reciprocal responsibilities between students and faculty to be fully prepared for class and to contribute to joint learning. More broadly, it reinforces our belief in education as a shared exercise. The success of our learning model depends on broad, regular class participation by all

students. This, in turn, depends crucially upon regular attendance by all students in all classes.

- b. If scheduled classes are cancelled due to unscheduled holidays, such as Bandh, government declared public holidays, etc., such classes will be rescheduled on remaining working days of the term or on weekends.
- c. Students are expected to attend all the open houses with the director and chairpersons as well as any group activities and industrial tours organized by the institute, failing which a fine of Rs. 1000 would be levied upon the student.

A. Attendance and Grade:

The penalty for shortage of attendance is listed as under:

- a. Those who have attendance below 60% in a course will get an automatic 'F' as the overall grade for that course.
- b. Those who have attendance of 60% and above but less than 70% would be penalized three sub-grades in the overall grade for that course.
- c. Those who have attendance of 70% and above but less than 80% would be penalized two sub-grades in the overall grade for that course.
- d. Those who have attendance of 80% and above but less than 90% would be penalized one sub-grade in the overall grade for that course.
- e. Registration on the specified date for each term is mandatory. Students who register late will lose attendance in 2 sessions in each course in the term over and above the sessions missed due to late joining of classes.
- f. Independent of attendance waivers granted, a student must have physically attended a minimum of 60% of classes held in a given course. Failure to physically attend the minimum of 60% of classes will result in an automatic 'F' in the overall grade for that course.
- g. In case of any official work (placement, events, project etc.), the student is required to submit an application in the prescribed format (Appendix IV), duly signed by the concerned authority. Prior permission needs to be taken in case of any such applications. They also need to submit the soft copy of the same to the Programme Office.

- h. The excused absence for the official work will only be considered in case of sub-gradation. Under no circumstances, a student should be having less than 60% physical presence in the classroom.

Note: The students will get to know about their attendance through OLT (Online Learning and Teaching) after each class. The responsibility of conveying about the same to their parents lies solely with the respective students. The institute, under no circumstances, will be held responsible for communicating about attendance to the parents.

17. MENTORING

In order to help students, grow academically, socially and professionally, IMI Bhubaneswar has instituted a mentoring programme. Each student is allocated a faculty mentor, who guides the student through his/her personal and professional life. It is a learning partnership where a more experienced mentor draws upon his or her knowledge, skill set, and perspective to provide guidance and feedback while facilitating the personal growth and development of a less experienced mentee. The student mentee and the faculty mentor can meet as per their mutual convenience and discuss any issue related to career exploration, networking, professional skill building and even the students' personal issues.

18. MENTORING OF ACADEMICALLY WEAK STUDENTS

IMI Bhubaneswar is committed to ensuring quality education for each and every student. The Institute follows a system of continuous evaluation, and the students get to know about their performance in various evaluation criteria on regular basis. Based on their performance, the weak students are identified by the faculty and suitable measures are taken to improve their performance. If necessary, the faculty arranges additional tutorial sessions for these students. The students can also approach the programme office and request additional tutorial from any faculty member. The students also have their mentors who help the weak students in coping with requirements of the curriculum. Besides this, every faculty member mentions their consultation hours in the course outline. Students are encouraged to meet the faculty

members any time and clarify their doubts. The slow learners are teamed up with a few bright students to ensure that peer learning helps them in their academic performances.

After the results are declared for a trimester, students who have scored below 4 CGPA are identified and counselled by the Dean Academics. Further, the students will have the option to rewrite the Mid-Term and End-Term exam for 2 of their lowest scored courses. This option will be applicable only for Term I, II, IV, & V. The student will have to pay a fee of Rs. 10,000 per course for the same.

19. **DISCIPLINE**

Cases of indiscipline and unethical practices in any academic endeavour will be brought to the notice of the Director. The Director may, in consultation with the Dean (Academics), faculty concerned and the Faculty Council, determine appropriate course of action.

- a. A student found resorting to any unethical academic practices in mid-term/end-term examinations, quizzes, assignments, projects, etc., will attract a penalty according to Rule 6 (f.) in the HANDBOOK OF INFORMATION FOR STUDENTS. A repeat offender may face expulsion from the institute.
- b. Cases of indiscipline, violation of IMI's code of conduct and unsavoury behaviour outside of academic endeavours of any kind that brings disrepute to the Institute will be brought to the notice of the Director. The Director will form a committee consisting of the Dean Academics, Chairperson (Programme), Chairperson (Hostel and Student Affairs) and other faculty members to determine appropriate course of action.
- c. IMI is a ragging-free campus. No instances of ragging will be tolerated whatsoever. Students are encouraged to report incidents of ragging to the Director. If any such incidents occur it will be referred to the Anti-ragging Committee for necessary action. Action taken against a student charged with ragging could be severe including reporting the matter to the police to permanent expulsion from the institute.

- d. Students are supposed to keep their mobile phones on silent mode in the classroom. Students are not supposed to use laptops in the classroom without prior permission of the instructor.
- e. Students should not carry or use mobile phones in the classroom. If students carry mobile phones to the class, they should keep it on the front desk of the class in switch off mode and collect it after the class. The institute will not be responsible in case of any loss or damage. Despite this, if a student is found using the mobile in the classroom, the phone will be confiscated and deposited with the administration office for the first offence. The student can get the phone back only after 3 days, by paying a fine of Rs. 1000. Second offence would lead to a fee of Rs. 2000 plus one sub-grading in the overall grade for that course.
- f. All deadlines given for a particular task have to be followed. Anyone violating these deadlines as specified from time to time will be subjected to disciplinary action to be decided by the institute.
- g. Registration on the specified date for each term is mandatory. Students who register late will lose attendance in 2 sessions in each course in the term over and above the sessions missed due to late joining of classes.
- h. Students will be issued an Identity Card on their joining IMI Bhubaneswar. In case the student loses it, he/she will be required to give in writing to the programme office and deposit Rs. 500 as a processing fee for issuing new identity card.
- i. Students are supposed to keep their mobile phones on silent mode in the classroom. Students are not supposed to use laptops in the classroom without prior permission of the instructor.
- j. Under no circumstances, a student should be seen using a mobile phone & smart watch in the classroom. If found doing so, the phone will be confiscated and deposited with the administration office for the first offence. The student can get the phone back only after 3 days, by paying a fine of Rs. 1000. Second offence would lead to a fee of Rs. 2000 plus one sub-grading in the overall grade for that course.
- k. All deadlines given for a particular task have to be followed. Anyone violating these deadlines as specified from time to time will be subjected to disciplinary action to be decided by the institute.

- l. Registration on the specified date for each term is mandatory. Students who register late will lose attendance in 2 sessions in each course in the term over and above the sessions missed due to late joining of classes.
- m. Students will be issued an Identity Card on their joining IMI Bhubaneswar. In case the student loses it, he/she will be required to give in writing to the programme office and deposit Rs. 500 as a processing fee for issuing new identity card.

20. **PLAGIARISM, SYNDICATION & CHEATING**

A. All assessments are intended to determine the skills, abilities, understanding and knowledge of each of the individual students undertaking the assessment. Cheating is defined as obtaining an unfair academic advantage and any student found using any form of cheating, attempting to cheat or assisting someone else to cheat may be subject to disciplinary action in accordance with the IMI's Disciplinary Procedure. The Institute takes this issue very seriously and students have been expelled or had their degrees withheld for cheating in assessments. If you are having difficulty with your work, it is important to seek help from your Course faculty rather than be tempted to use unfair means to gain marks.

B. The Institute regulations define a number of different forms of cheating, although any form of cheating is strictly forbidden. These are:

- a. Submitting other people's work as your own - either with or without their knowledge. This includes copying in examinations;
- b. Using notes or unauthorized materials in examinations;
- c. Impersonation - taking an assessment on behalf of or pretending to be another student, or allowing another person to take an assessment on your behalf or pretend to be you;
- d. Plagiarism – Note for Student: taking or using another person's thoughts, writings or inventions as your own. To avoid plagiarism, you must make sure those quotations from whatever source must be clearly identified and attributed at the point where they occur in the text of your work by using one of the standard conventions for referencing. The library has a leaflet about

how to reference your work correctly and your tutor can also help you. It is not enough just to list sources in a bibliography at the end of your essay or dissertation if you do not acknowledge the actual quotations in the text. Neither is it acceptable to change some of the words or the order of sentences if, by failing to acknowledge the source properly, you give the impression that it is your own work.

- e. Plagiarism – Note for Faculty: Please note that Plagiarism needs to be assessed in the following components: Individual projects; Group Projects; Field projects; CIS – especially case study and/ or research papers; case analysis. In whichever instance the Faculty has a doubt about plagiarism the faculty must demand for a soft version of the project/assignment and subject it to the plagiarism software;
- f. Collusion - except where written instructions specify that work for assessment may be produced jointly and submitted as the work of more than one student, you must not collude with others to produce a piece of work jointly, copy or share another student's work or lend your work to another student in the reasonable knowledge that some or all of it will be copied;
- g. Duplication - submitting work for assessment that is the same as, or broadly similar to, work submitted earlier for academic credit, without acknowledgement of the previous submission;
- h. Falsification - the invention of data, its alteration, its copying from any other source, or otherwise obtaining it by unfair means, or inventing quotations and/or references.

21. CRITERIA FOR PROMOTION

A student must satisfy the following conditions at the end of third term of the first year to be eligible for promotion to second year:

- a. A minimum CGPA of 4.0 in the first year.
- b. Not have obtained Ds equal to or more than 12 course credits.
- c. Student with one 'F' grade may be promoted to the second year. However, 'F' grade has to be upgraded by successfully passing the course.
- d. However, if the student has more than one F grade, he/she will not be promoted to the next year.

Other promotion norms:

- a. Promotion letters are issued to the students within one month of the completion of the last scheduled examination of the 3rd term (end of first year). Students are allowed to enrol on a provisional basis for the next term that starts before this one-month period is over.
- b. In case any student does not satisfactorily complete the Field Project (as per the directions of the Programme Office and /or fails to comply with the timelines and norms specified), s/he will not qualify for the Institute's Diploma till the same has been satisfactorily completed.
- c. Students who fail to secure a minimum CGPA of 4 at the end of Term III will not be promoted to second year and will have to leave the programme. If the student desires to repeat the first year, he/she can make a request to Dean Academics. If the student's request is approved the student can repeat the first year and must pay all fees as applicable for that academic year.

To qualify for the diploma, a student must satisfy the following conditions:

- a. A minimum CGPA of 4.5 in the Programme
- b. A minimum Grade of C+ in Field based Capstone (comprehensive) project
- c. Not have obtained Ds equal to or more than 12 course credits.
- d. No 'F' grade at all.

- e. Successful completion of Summer Project/Company Project/Dissertation.
- f. Under no circumstances a student failing to obtain the minimum CGPA required for the award of diploma i.e. 4.5, would be given any further opportunity to improve his/her performance.

Note: The students will be intimated about the marks and grades obtained through OLT (Online Learning and Teaching). The student will be solely responsible for conveying the result to their parents. The institute, under no circumstance, will be held responsible for communicating about the Term results to the parents.

22. MERIT SCHOLARSHIP

The merit scholarships are awarded to the students of the PGDM Programme on the basis of outstanding cumulative academic performance at the end of first year. The amount of the scholarship is Rs. 40000/- for the first rank holder, Rs. 30000/- for the second rank holder and Rs. 20000/- for the third rank holder. The prize money is handed over to the students in the ceremony on August 15.

Students who have obtained a 'D' or 'F' grade in any course are not eligible for the award of a scholarship. In case of a tie, the Programme Committee / Faculty Council shall decide on a suitable tiebreaker for the award.

23. SIP SCHOLARSHIP

In order to emphasize the seriousness of summer internships and encourage the students to put in their maximum effort, best summer internship project scholarships are awarded to three students. These scholarships amount to Rs. 20000/-, Rs. 15000/- and Rs. 10000/- respectively for the first, second and third rank holders in SIP. The prize money, along with the certificate is handed over to the students during the convocation.

Students who have obtained a 'D' or 'F' grade in any course are not eligible for the award of a scholarship.

24. IMI HONOUR LIST & AWARD OF MEDALS

- A. The IMI award for scholastic performance will be given to the students of a graduating class on the basis of the criteria detailed below. To qualify for the award of a medal a student must first qualify to be on the IMI Honour list, for which a student must satisfy conditions (a. through e.), which are as follows:
- a. The student must have a CGPA of 6.5 and above for the entire Programme.
 - b. The student must not have obtained a 'D' or 'F' grade in any course.
 - c. The student must not have violated the specified academic discipline or code of conduct as stipulated by IMI during the entire Programme.
- B. From among the students who qualify for the IMI Honour list, the following medals will be awarded.
- a. PGDM Gold Medal - awarded to the student with the highest CGPA in PGDM
 - b. PGDM Silver Medal - awarded to the student with the second highest CGPA in PGDM
 - c. Dr. Rama Prasad Goenka Best Student Medal is given to the student with best overall performance on the parameters of Discipline, Behaviour, Academic Commitment and Extra-curricular Activities.
 - d. Director's Medal for The Overall Contribution to The Institute is given to the student on parameters of Institutional Development Activities, Attitude and Behaviour, Co-curricular Activities and performance in inter institute events / competitions.
- C. In case of a tie in CGPA for any of the medals, the Academic Council shall decide on the award and provide reasons for the choice.

25. CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

Students representing IMI in co-curricular and extra-curricular activities is an important part of student development as well as IMI brand building. The following guidelines may be followed for these activities:

- a. The Institute encourages its students to participate in various events/competitions organized by other national/international universities and B-schools. As a matter of policy, however, the students are expected to assign due priority to their academic work and also the activities organized at the Institute while opting for participating in events at other Institutions. If a student misses any internal evaluation component (e.g. – presentation, quiz or class assignments) no alternative / re-do will be allowed. In case of international university and B-school abroad, the institute may permit to participate in the events depending upon the academic commitments.
- b. A prior approval from Director is mandatory for students to participate in any event outside the Institute. For obtaining approval, copies of the letter of invitation/mail/documentary evidence should be attached along with the application (Appendix-V).
- c. In case, the participating students do not get re-imbursment of travel expenses from the visiting institute, a certificate from the visiting institution/ university must be obtained to that effect to be eligible for getting the reimbursement from the Institute as per the existing rules. Students will not be funded for registration, participation, boarding, and lodging expenses. They will get a reimbursement for the travel only as per the IMI rules, in case they are not getting it from the visiting institute.
- d. With the phenomenal growth of professional institutions all over the country, thousands of events are being organized round the year. It is neither desirable nor possible for the students to participate in all these events. The students are expected to be selective in making such choices as it might affect their academic pursuits, the primary purpose for which they are here. The students are thus advised to exercise self-restraint and voluntarily restrict the number of institutions they would like to visit in an academic year.

A suggestive list of B-school is given below:

i	All IIMs
ii	All IITs
iii	All NITs
iv	All IIITs
v	Xavier Labour Research Institute
vi	Indian School of Business
vii	Faculty of Management Studies
viii	Jamnalal Bajaj Institute of Management Studies
ix	Management Development Institute
x	Xavier Institute of Management
xi	Symbiosis Institute of Management Studies
xii	SP Jain Institute of Management Research
xiii	Narsee Monjee Institute of Management Studies
xiv	All India Management Association
xv	Institute of Management Technology
xvi	National Institute of Industrial Engineering
xvii	Indian Institute of Foreign Trade
xviii	Tata Institute of Social Sciences
xix	National Institute of Fashion Technology
xx	Institute of Management Development Research
xxi	TA Pai Management Institute
xxii	Mudra Institute of Communication
xxiii	Loyola Institute of Business Administration
xxiv	Lal Bahadur Shastri Institute
xxv	Institute of Rural Management

- e. The students are expected to use their discretion carefully to participate in Summer Project competitions organized by various institutes as it has implications for our exclusive database of summer projects and company confidentiality issues. In the larger interest of the Institute the students are advised to seek prior approval from the Director.

26. LIBRARY RULES

I. Library Membership

IMI library is meant only for the Students, Faculty, Staff, External members, and Visiting Instructors of IMI.

Each student member can Issue maximum of 10 books/documents at a given point of time.

Membership Procedure

A prescribed form available at the library circulation counter should be used to apply for library membership.

Fill up the requisite form and attach a photocopy of the fee receipt and submit it to the library.

II. Circulation Rules

Borrowing facilities are given only to the members of the library. Documents may be borrowed only in individuals Library ID.

The students must produce his/her ID Card on the circulation counter at the time of issue and return of books.

A student can borrow not more than ten books on library ID at a time and is required to return or re-issue the same within THIRTY days.

Periodicals, Newspapers and books on reference section may not be taken away from the library.

For reissuing it is necessary to present the book at the counter. Reissue is not automatic. If there is a pending demand for the book, the request for reissue may be turned down by the library.

The Librarian can recall books and other library documents any time if need arises.

If the book is not returned by due date, the member will be charged a penalty of Rs. 5/- per day per volume/book.

The library can refuse to issue books to members having unpaid dues.

If a member loses a book Issued in his/her Library ID, the penalty will be as follows:

He/she will have to replace the document(s) lost or pay the current price of the document(s).

If the book is not easily available in the market, then the loser would pay 200% extra of the last known cost of the document(s).

III. General Rules

Users should maintain silence and should not disturb other readers in the library.

Smoking/eating/drinking/chatting is strictly prohibited in the library premises.

Users of the library should keep their Cell Phones in silent mode inside the library.

The staff member(s) at the check point may refuse entry to those who do not produce valid identity card.

While entering the library, users should leave their personal belongings such as bags, personal books etc. at the entrance to the library on shelves provided.

Users leaving the library should permit the library staff to examine their personal belongings, if asked.

IMI library follows an open access system. Books and other reading material taken from the library stacks should not be restacked by the readers. These should be left on the reading table.

Users of the library should not deface, mark, cut, mutilate, or damage the reading material in any way. Persons doing so are liable to be fined heavily, apart from being asked to pay the cost of the damage, and the cancellation of library membership.

The member would satisfy himself/herself before leaving the issue counter as to whether the book is in sound condition or not, otherwise he/she may be held responsible.

It is of utmost importance that members behave in decent manner with the library staff. It helps in providing you better services. If they have any problem, report it to the Librarian. In case he is not available contact any other senior person on duty.

Any infringement of the library rules will render the privilege of admission and of borrowing book from the library as withdrawn.

IV. Library Working Hours (All days open)

“A” Block Library Opening Hours - 8.00 AM to 12.00 AM - (Midnight)

Issue and return - 10.00 AM to 8.00 PM

Saturday, Sunday, National/Gazetted Holidays - 9.30 AM to 5.30 PM or 12:00 PM to 8:00 PM (as per user's volume)

Overnight Issue (Reference Books) - After 8.00 PM (Every working day)

Overnight Issued Books to Return - Before 10.00 AM next day (Excluding Holidays)

V. Library Will Remain Closed on National Holiday's

15th August

2nd October

26th January

Holi

Diwali or Deepawali

27. COMPUTER CENTRE RULES

The Computer Centre labs are designated for use by current students, instructors, and employees of the institute.

General Rules:

- a. Students are advised to maintain discipline in computer lab.
- b. Use of cell phone is prohibited inside the lab.
- c. Users are not permitted to carry their bags to the computer lab.
- d. Students are not permitted to install, modify or delete any software on lab computers.
- e. Food or drinks are strictly prohibited in the computer labs at any time.
- f. Scheduled computer-based classes in the labs have priority over all other uses.
- g. Students are allowed to access & download intellectual material from internet as per IMI Internet Policy.
- h. Users are provided with User ID & E-mail ID for accessing IMI network & emails. The maximum space allotted to each email box is 5 GB and attachment limit is 20 MB. The User ID & E-mail ID are accessible till Convocation.
- i. User should save their data files on network drive (O: drive). Each user is assigned a maximum of 200 MB space on the Network Drive (O: Drive). Do not save files on lab computer.
- j. Computer Centre is not responsible for data loss caused due to computer viruses, improper use of the computer or any other malfunctions.

- k. Equipment in the computer labs may not to be removed, modified, relocated, or disassembled without permission of the lab coordinator.
- l. Computer Centre resources may not be used for illegal or disruptive purposes.
- m. Usage of pirated software is prohibited.
- n. Reproduction of any copyrighted material (e.g. software, music, video, books, photographs, etc.) is prohibited.
- o. Don't access, upload, or download obscene, pornographic, threatening, or discriminatory material.
- p. Don't use chat rooms, online games in the computer lab.
- q. Any problems with the computer should be reported to the lab coordinator immediately.
- r. Online database can be accessed through IMI intranet (www.imibhserver.com)
- s. Laser & Color Printers are available on a per page charge basis as follow:
 - i. Black & White Printing (Rs.1.50/-)
 - ii. Color Printing (Rs.5/-)
- t. User must shutdown the computer before leaving the computer lab
- u. Students are strictly instructed to not share their respective email/system passwords with other persons. For any misuse of passwords, IT team will take strict action against the concerned person. In case of password reset, students can reach out to IT team for the same.
- v. Do not unplug any cable from computers like: Power cable, Mouse / Keyboard cables, HDMI/VGA cable and Ethernet Cable under any circumstances. Please take IT team's help wherever and whenever required for any activity.

Timings

- a. 09.30 AM to 05.30 PM (Except Every Sundays, Saturdays & IMI Holidays, 2024)



APPENDIX-I

IDCO Plot No. 1, Gothapatna, PO Malipada, DT: Khurda, Bhubaneswar-751003

RE-EVALUATION FORM

The Dean Academics
IMI Bhubaneswar

Dear Sir/Madam,

I wish to apply for re-evaluation for:

Course Name: _____

Term: _____

Faculty: _____

Reason for re-evaluation: _____

As per Handbook of Information for A.Y. 2024-2025 under clause 8(d), I am required to pay the re-evaluation fee of Rs. 1000/- (non-refundable) to the accounts department and submit the photo copy of the same to the Programme Office in order to initiate the process of re-evaluation.

Thanking you,
Yours Sincerely,

Answer Sheet Serial No.:

Programme Name: _____

Date: _____



IDCO Plot No. 1, Gothapatna, PO Malipada, DT: Khurda, Bhubaneswar-751003

COURSE OF INDEPENDENT STUDY (CIS) FORM

The Dean Academics
IMI Bhubaneswar

Dear Sir/Madam,

I wish to do the Course of Independent Study (CIS) in Term IV/V on topic

_____.

A preliminary proposal of the CIS is enclosed. The proposal includes all the details as prescribed in the Handbook of Information for A.Y. 2024-25, clause 13, therefore, may be permitted to do the CIS.

Thanking you,
Yours Sincerely,

Signature: _____

Name: _____

Programme Name & Roll No: _____

Date: _____



IDCO Plot No. 1, Gothapatna, PO Malipada, DT: Khurda, Bhubaneswar-751003

LIVE PROJECT PROPOSAL FORM (PGDM)

Student Name & Roll number : _____

Interning Organization: _____

Organization Supervisors Name: _____

Project Title: _____

Brief Synopsis of the project (Maximum 1500 words): This may cover

Project Background

Aims and Objectives of Project

Scope of the project - A Hands-on learning assignment or a survey;

The extent - both geographic and study domain

Intended Methodology: any indication of the kind of Data

Collection methods: Secondary/primary or both

Population to be studied

This is indicative in the light of Common internship requirements. In case the assignment requires a different reporting style for the scope and methodology, the student may choose to report differently. However, the justification for doing so may be attached on a separate signed note by the Student, countersigned by the Company supervisor.

Student's Signature: _____ Date: _____

Placement Officer:

Signature: _____



IDCO Plot No. 1, Gothapatna, PO Malipada, DT: Khurda, Bhubaneswar-751003

LEAVE APPLICATION FORM

Date: _____

The Dean Academics
IMI Bhubaneswar

Dear Sir/Madam,

I shall be/was absent from the following session(s):

Sl. No.	Date	Time	Subject	Number of Classes	Faculty	Reason
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Please grant me the leave.

Thanking you,
Yours sincerely,

Signature: _____

Name: _____

Programme Name & Roll No: _____

Encl: – Medical Certificate & Fitness Certificate (for sick leave)

Leave of absence from the class granted/Not granted:

Officer Concerned (Programmes)

.....
(Signature) (Date)

Dean

.....
(Signature) (Date)



IDCO Plot No. 1, Gothapatna, PO Malipada, DT: Khurda, Bhubaneswar-751003

PARTICIPATION IN CONFERENCE/B SCHOOL EVENTS

Date:

The Director
International Management Institute
Bhubaneswar

Through: – Students' Welfare & Hostel Committee

Dear Sir,

I would like to:

Present a paper in the national conference organised by _____
from _____ to _____ OR participating in Management
Games organised by _____ from
_____ to _____ represent IMI in

This is also to inform you that this is a national/International conference/convention. I may
please be granted leave for attending the same, from _____ to
_____.

Relevant documents in support of my application are enclosed for kind reference.

Thanking you,
Yours sincerely,

Signature: _____

Name: _____

Programme Name & Roll No: _____



HOSTEL STUDENT OUT PASS FORM

Name of Student

Mobile/Contact No. Roll No.

Reason Official /Personal Purpose:

Date: Time: From To Place of Visit

I take full responsibility of my own and I hereby declare that IMI does not have any responsibility & liability of any nature for any untoward incident/accident happens with me. If required, IMI can verify and inform parents about my whereabouts.

Signature of the student:

Date:

Time:

Recommended/Not Recommended

Approved/Not Approved

(Hostel Superintendent)

(Hostel Proctor)

✂-----

Out Pass for Students

The student Mr./Ms. is permitted from
..... A.M./P.M. to A.M./P.M on Date

The Student left the campus at A.M./P.M. Date.....

Security Signature and Seal

The student entered the campus at A.M./P.M Date

Security Signature and Seal



IDCO Plot No. 1, Gothapatna, PO Malipada, DT: Khurda, Bhubaneswar-751003

HOSTEL ROOM CHANGE FORM

Name of Student

Mobile/Contact No. Roll No.

Current room is occupied from (Date):

Type of Room occupied currently:

Type of Room willing to shift to:

Reason for changing room

Name of the document to substantiate your request.....

I hereby agree to pay the additional charges per academic year, to be paid for shifting to the room having a higher hostel fee.

Initiated

(Hostel Superintendent Administration)

Approved/Not Approved

(Hostel Proctor)

Current Hostel Fee _____.

Hostel fee after shifting _____

What if the request is for lower priced room_____



IDCO Plot No. 1, Gothapatna, PO Malipada, DT: Khurda, Bhubaneswar-751003

CLEARANCE FORM

Name of the Student: _____

Student's Roll No.: _____

Residential Address (Permanent): _____

Telephone No. (Residence): _ _____ Cell No.: _____

Email ID (Personal): _____

Departments	Items Pending	Amount Pending	Signature
Computer			
Library			
Placement			
Examination			
Mess			
Hostel			

You are advised to submit the form on or before, failing which your diploma will not be issued.

(Signature of the Student)

(Accounts Dept.)

(Programme Office)

ACADEMIC CALENDAR

Year: 2024-25

Date	PGDM 2023-2025, 2 nd Year
	Term IV (June 24 - September 24, 2024)
24 June 2024	Term Registration & Class Commencement
July 10 - 12, 2024	SIP Presentations
August 05 - 10, 2024	Mid -Term Exam*
August 09 - 10, 2024	Capstone Proposal Presentation
September 05-06, 2024	7th International Conference on Banking and Finance
September 16 - 24, 2024	End -Term Exam
07 October 2024	Term Moderation
09 October 2024	Term IV Result
Date	Term V (September 25- December 26, 2024)
25 September 2024	Term Registration and Classes resume
September 26 -27, 2024	Management Conclave
October 04, 2024	Sparx
October 10- 16, 2024	Puja Holiday
October 24 - 29, 2024	Mid -Term Exam*
November 08 - 09, 2024	Khel - e -IMI
November 14 - 15, 2024	Capstone Mid -Term Presentation
December 16 - 26, 2024	End-Term Exam
10 January 2025	Term Moderation
13 January 2025	Term V Result
Date	Term VI (January 2, 2025 - March 14, 2025)
02 January 2025	Term registration and Classes resume
January 16 - 18 ,2025	Jazbaa & Phronesis
23 January 2025	Doctoral Colloquium
January 24 - 25, 2025	10th International Conference with EGADE Business School, Mexico
03 February 2025	Ted X
March 5 -7, 2025	Capstone Final Presentation
March 17 - 21, 2025	End-Term Exam
31 March 2025	Term Moderation
02 April 2025	Term VI Result
* <u>Classes would be scheduled on these days depending upon the no. of Mid- Term examination</u>	

IMPORTANT INFORMATION

Sl.	Committee	Members	Contact Number/Mail id/MS Team
A	PGDM Programme (programme@imibh.edu.in)	Prof. Supriti Mishra	9439100112 / mishrasupriti@imibh.edu.in
		Prof. Sougata Ray	9178759528 / sougata.ray@imibh.edu.in
		Ms. Nazia Parveen	8908764326 / nazia@imibh.edu.in
		Ms. Nikitha Barik	7396602633 / nikitha.b@imibh.edu.in
		Mr. Tapan Giri	9868574768 / tapan.giri@imibh.edu.in
		Mr. Asish Kar	7873548143 / asish@imibh.edu.in
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		Ambulance/Red Cross	102
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